

**Statutory Policy**

Initial Policy: February 2007

Policy Updated: Jan 2016

Next Review: Jan 2017

Key Person: STM

## **Safeguarding Policy** **(For users of the school site including community provision)**

**Principles:**

All persons responsible for providing activities for children up to the age of 18 and vulnerable adults must be aware of Hampshire County Council's (HCC) child protection procedures and guidance and must be aware and follow Wildern School's Safeguarding Policy for users of the school site.

**Practice:**

- Members of local and national associations must conform to their advice about child protection (e.g. football association etc). Such community organisations usually provide model policies, helpful practical guidance and can often assist with disclosure applications to the Disclosure and Barring Service (DBS).
- All user groups which have a child protection policy must provide a copy to the school.  
All organisations must confirm that they have carried out relevant checks and are satisfied with the individual's suitability before the individual begins work on the school site. Copies of the following documents must be provided prior to activities commencing:-
  - Identity
  - Appropriate qualifications
  - Rights to work in the UK
  - DBS checks
  - Public Liability Insurance
- Where possible a minimum of two adults should be supervising all activities with children and must be present throughout. There must be an appropriate male and female adult for mixed gender groups. Leaders or persons responsible for the activities must ensure that children are always under the supervision of appropriately qualified persons who have acceptable disclosures from the Disclosure and Barring Service. Unqualified helpers, whose suitability has not been checked, must never be left to work alone or without supervision. Their attendance must be agreed in advance by the Headteacher in all instances.
- All organisations should comply with the current Hampshire County Council or Department for Education advice with regard to the need to check the suitability of both staff and volunteers, as advised by the school.
- The parents of all children participating in activities must be asked to complete a consent form and provide any medical information and contact details for use in an emergency.

- Any suspicions of child abuse or allegations against a member of staff, volunteer or other adult must be taken seriously and dealt with in line with existing procedures as advised by the school. These must be reported promptly to the Headteacher, the school's Community Manager or any other member of staff advised by the school. Should school staff not be available at the time, the person suspecting abuse or receiving an allegation against someone else should contact Social Care immediately for advice (telephone number 023 8061 8722). Out of school hours child protection referrals will be received by Social Care's out of office (Emergency) Service, who will make a decision as to whether the police should be informed. Decisions as to whether to inform the parents will be made in accordance with HCC procedures, with the involvement of the Allegations Officer, during office hours or, if unavailable, in collaboration with Social Care or the police. However, this must only happen after attempts to contact the Headteacher or Community Manager have failed. All details should be logged carefully.
- The person suspecting abuse or receiving an allegation against another must make an accurate record including the known facts, any suspicions or allegations, the date and time of the incident, the names of any others involved and details of those informed.
- All supervisors and helpers will be provided with a copy of the Community Hire Agreement and Community Service Plan, which includes guidance on the avoidance of unnecessary contact and unfounded allegations from the Safeguarding Policy.
- Organisation should not display publicity material at the school or circulate information about the group's activities to other parents and children at the school without the prior approval of the Headteacher. The school will not signpost activities under, for example, the extended schools agenda if they are not satisfied that the appropriate checks have been completed.
- Children will not be allowed in areas where builders are working for health and safety reasons. However, the school will ensure that arrangements are in place with contractors, via the contract, to make sure that any of the contractors who may come in contact with children have undergone the appropriate checks.
- All persons hiring the school's facilities for the provision of activities for children will be required to sign any acknowledgement that these guidelines have been received and that they undertake to ensure that all supervisors and helpers are aware of them.

Linked Policy:

Safeguarding Policy 2016  
Community Hire Agreement  
Community Service Plan