

***The Seckford Foundation is committed to safeguarding and promoting the welfare of vulnerable adults and children and expects all staff and volunteers to share this commitment.***

## **Woodbridge School CHILD PROTECTION**

### **Policy**

Woodbridge School, as a part of the Seckford Foundation, fully recognises its responsibilities for child protection. Its policy applies to all staff, governors and volunteers working in the school. This policy is provided to parents of all pupils, to staff, to governors, to other adults and volunteers working in the school, and to older boarding pupils in positions of responsibility. In addition it is available to view on the School website.

The main elements to the policy are to:

- establish a safe environment in which children can learn and develop;
- raise awareness of child protection issues and, through the ethos of the School, and in particular tutorial care and the PSHE programme, equip children with the skills needed to keep them safe;
- ensure it practises safe recruitment in checking the suitability of staff and volunteers to work with children.
- liaise with parents and, when necessary, appropriate welfare agencies;

The School recognises that because of the day-to-day contact with children, staff are well placed to observe the well being of the children under their care. The School will:

- seek to provide an environment where children feel secure, are encouraged to talk, and are listened to;
- ensure children know that there are adults in the school whom they can approach if they are worried;
- include opportunities in the PSHE curriculum for children to develop the skills they need to recognise and stay safe from abuse.

The School follows the procedures set out by the Suffolk Safeguarding Children Board:

- The designated senior person for child protection (the CPC), including Early Years Foundation Stage, (the Deputy Head) has received Suffolk Safeguarding training for the Senior Designated Professional in child protection and inter-agency working (updated every two years if not more frequently) in support of this role. The Head of Queen's House has in addition been so trained.
- There is a nominated governor responsible for child protection; the School governors have received appropriate training in child protection; and the school committee of the governing body undertake an annual review of the School's Child Protection policies and procedures and of the efficiency with which the related duties have been discharged.

- Every member of staff (including temporary and supply staff and volunteers) and governing body knows the name of the designated senior person responsible for child protection and his role.
- The Headmaster and all staff are trained in child protection (level 1, updated at least every three years for current staff, and delivered by the Deputy Head to new staff prior to the start of their teaching), and volunteers and senior boarders in positions of responsibility are made aware of the arrangements for staff and are trained to understand their responsibilities in being alert to the signs of abuse and responsibility for referring any concerns to the designated senior person responsible for child protection.
- Parents have an understanding of the responsibility placed on the school and staff for child protection via a statement of the School's obligations in the Annual Information Booklet.
- Effective links are maintained with relevant agencies regarding child protection matters.
- Appropriate, secure and separate written records of child protection concerns are maintained.
- Procedures are in place and ready to be followed in regard to whistle blowing, and/or if an allegation is made against a member of staff or volunteer. Immunity from retribution or disciplinary action is afforded those who 'whistle blow' in good faith.
- Safe recruitment practices are always followed (including CRB checks and compliance with Independent School Standards Regulations).
- Assurances are sought that employees of another agency have had checks if they supervise the School's pupils on a site other than the School (e.g. CCF, outward bound, sports centres etc).
- Missing pupils are immediately searched for according to the School's Missing Pupil Policy or Educational Visits Policy, depending on circumstances.
- Any deficiencies or weaknesses in child protection arrangements are remedied without delay.

Any member of the school community is empowered to contact Ofsted direct with any concerns and allegations: tel. 08456 40 40 40; [enquiries@ofsted.gov.uk](mailto:enquiries@ofsted.gov.uk); or in writing to: The Complaints Manager, Ofsted National Business Unit, Royal Exchange Buildings, St Ann's Square, Manchester M2 7LA

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