**Safeguarding Policy**

**Designated Safeguarding Lead, Mrs Sharon Boerenbeker**

This policy should be read alongside the Island Safeguarding Policy and also Use of Force or Control to Restrain Pupils Policy.

Sark School fully recognises its responsibilities for child protection and safeguarding and we ensure that parents/carers have an understanding of this by making this policy available to parents if they request it. Our policy applies to all staff, and volunteers working in the school as well as members of the Board of Education, the Education Committee and the Director of Education.

The Designated Safeguarding Lead (DSL) receives appropriate training and support for this role and will access safeguarding training at least annually. Currently the DSL is Sharon Boerenbeker.

There are six main elements to our policy:

**Raising awareness of child protection issues with staff and equipping children with skills needed to keep them safe.**

We recognise that because of their day to day contact with children, the school staff are well placed to observe the outward signs of abuse. The school will therefore establish and maintain an environment where children feel secure, are encouraged to talk, and are listened to. We include opportunities in the PSHE and Sex Education curriculum for children to develop the skills and knowledge they need to recognise danger and stay safe from abuse.

**Ensuring that we practice safer recruitment by checking the suitability of anyone working with children.**

Safer Recruitment practices are always followed and every interview panel will have at least one member who has a current certificate in Safer Recruitment. We will check on the identity of candidates, follow up references with referees and scrutinise applications for gaps in employment. Safeguarding considerations are at the centre of each stage of the recruitment process.

The school will keep up to date the Single Central Record in line with DCSF guidance to ensure that identity checks have been carried out, that CRB checks have been completed as appropriate and the date recorded. Any required qualifications are also recorded alongside any professional registration details.

**Training and supporting our staff to equip them to appropriately recognise, respond to and support children.**

All teaching staff are trained to at least level two safeguarding. Volunteers and members of the Board of Education and Education Committee trained to at least level one and have a clear understanding of their role in managing concerns.

All staff and volunteers understand their responsibilities by being alert to the signs of abuse and their need to refer any concerns to the DSL without delay. All members of staff will receive training annually and an attendance record kept at the school.

**Implementing and reviewing regularly our procedures for identifying and reporting concerns**

Where there is a concern a ‘Pink Form’ should be completed and placed in the red Safeguarding Postbox located in the school entrance. (‘Pink Forms’ are available from a box beside the postbox). Only the DSL has access to this box and all forms will be treated with the strictest of confidence.

Records of concerns raised are kept electronically using the safeguarding software ‘My Concern’, which is used island wide by all DSLs and is managed by the Island Safeguarding Officer (ISO). These records do not form part of the young person’s education record. All paper records are kept securely in a locked cabinet within the school.

Concerns may be raised in the Multi Agency Safeguarding Hub (MASH) meetings.

**Supporting pupils who have been abused in accordance with his/her agreed child protection plan.**

We recognise that children who are abused or witness violence may find it difficult to develop a sense of self-worth. The school seeks to reduce the potential impact of this through the content of the curriculum and the school ethos which supports a positive, supportive and secure environment for young people and gives them a sense of being valued.

Sark School may also liaise with other agencies that support the young person such as Children’s Social Care, Child and Adolescent Mental Health (CAMHs). If a pupil who is the subject of a child protection plan leaves the school, their information is transferred to the new school immediately and that their social worker is informed. Child protection information will be transferred securely and separately from the child’s education file. If the new school is unknown then the file will be sent to the relevant education office without delay.

**Establishing a safe environment in which children can learn and develop.**

In creating a safe environment for children and young people the school has an anti-bullying policy which is published on the school website. This includes specific reference to cyber-bullying and the seriousness with which this is viewed, whether taking place in or out of school. Bullying reports are reviewed regularly to ensure effective action and positive outcomes. Processes for young people to report concerns or make complaints about others are well understood by both young people and staff. The means by which this should be done are well advertised and understood by all.

Security within the school is carefully managed and monitored.