Jersey College for Girls

Safeguarding Policy (Students)

Authors:	Emma Silvestri-Fox
Date:	March 2018

Agreed by Staff:
Shared with Governors:
To be reviewed: March 2019

Principles:

We are all responsible for Safeguarding students at JCG. Safeguarding is defined by the UK Government as 'the process of protecting children from abuse or neglect, preventing impairment of their health and development, and ensuring they are growing up in circumstances consistent with the provision of safe and effective care that enables children to have optimum life chances and enter adulthood successfully'.

At JCG, we believe that it is our responsibility to ensure that students are protected from maltreatment and that there should be no impairment to their health or development. We should ensure that students are provided with safe, effective care and thus able to excel and belong to make a positive contribution to the whole College and prepare for independence.

In Jersey 'The Children and Young People's strategic framework' identified 6 outcomes for local children, which would enable them to 'grow up in a safe, supportive Island community in which they achieve their potential and lead happy, healthy lives.' The outcomes are summarised as wanting children to:

- be healthy
- be safe
- achieve and do

- grow confidently
- be responsible and respected
- have a voice and be heard

The definition of Safeguarding taken from The Safeguarding Partnership Board's MOU (2018) is:

1. *Safeguarding and promoting the welfare of children and adults is the responsibility of everyone who comes into contact with them and their families/carers. The purpose of this Memorandum of Understanding ("MOU") is to set out expectations on organisations with regard to the need to safeguard and promote the welfare of children and adults and co-operate with the Safeguarding Children Partnership Board and the Safeguarding Adults Partnership Board.*
2. *"Safeguarding", both for adults and children, means protecting them from harm. In relation to children, this may include preventing impairment of children's health or development; ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and taking action to enable all children to have the best life chances. In relation to adults, their circumstances may be such that they may be deemed to be 'at risk' of abuse or neglect and to require safeguarding from that risk. For example, adults requiring extra support, because of frailty, a learning disability, physical disability, sensory impairment or mental health problem which makes them unable to protect themselves against harm and abuse, may need to be safeguarded.*

Aims

- To give clear direction to staff, governors, volunteers, visitors and parents about expected behaviour and our legal responsibility to safeguard and promote the welfare of all students at our College.

- To ensure we promote an ethos of prevention, protection and support.

- Our policy applies to all pupils, staff, parents, governors, volunteers and visitors.

- To exist as an 'umbrella policy' to the following whole College policies:
    - (i)   Child Protection Policy
    - (ii)   Counter-bullying Policy
    - (iii)   Health & Safety Policy
    - (iv)   Attendance Policy
    - (v)   Online safety / Acceptable Use Agreement
    - (vi)   Improving Behaviour Policy
    - (vii)   Privacy Policy
      https://www.jerseycollegeforgirls.com/jc-privacy-policy/

    - (viii)   Educational Visits Policy
    - **(ix)**   Critical Incident Management Plan

- To exist in conjunction with the Individual Student Needs Policy.

- To exist in conjunction with Education policies/guidelines on the following:
    - (i)   Information about Safeguarding young people
    - (ii)   Child Protection
    - (iii)   Safe recruitment
    - (iv)   Data Protection
    - (v)   First Aid
    - (vi)   Looked after Children
    - (vii)   Safe Working Practice
    - (viii)   Online safety
    - (ix)   Self-Harm
    - (x)   Transgender Guidelines
    - (xi)   Health and Safety
    - (xii)   Dealing with allegations against Education employees
    - (xiii)   Photography and images
    - (xiv)   Partnerships with parents, carers and others
    - (xv)   Staff induction and training
    - (xvi)   Bullying
    - (xvii)   Children missing from school and education
    - (xviii)   Off-site visits
    - (xix)   School environment

Link to Education Department policies:
http://www.gov.je/Government/Departments/EducationSportCulture/Pages/Policies.aspx

Objectives

- To ensure that everyone knows that Safeguarding is everyone's business and responsibility. Everyone is vigilant. Everyone is responsible.

- To ensure that we all are committed to keeping students safe, and where necessary, take the appropriate action and precaution to ensure that they are safe in College, and as far as staff can know, safe at home. This includes physical, psychological and social safety.

Roles and responsibilities

Students should be encouraged to take responsibility for:

- Involving themselves in the formation of policies on Safeguarding where appropriate
- Analysing risks and developing their own risk assessments for activities where appropriate
- Reporting concerns to an adult member of staff or volunteer
- Helping to create an environment where others are respected and valued in the school community and the community in general
- Raising any concerns they may have for their own or peer's welfare with a trusted adult

Parents have responsibility for:

- Familiarising themselves with the College's policies and procedures regarding Safeguarding
- Being aware how to make a complaint or raise a concern regarding child protection
- Supporting the College to help maintain the safety of all students

All staff have responsibility for:

- Fostering a secure, safe and positive learning environment where students can excel
- Promoting student understanding of the importance of Safeguarding through their curriculum
- Familiarising themselves with and following the policies and procedures relating to Safeguarding
- Attending appropriate training on Safeguarding
- Referring, immediately, to their line manager should they have any concerns or queries relating to Safeguarding
- Reading, understanding and following the Child Protection Policy
- Ensuring that children are aware of their right to be safe and have the opportunity to raise any concerns
- Engendering an environment where students treat all members of the school community with respect

Heads of Faculty and Heads of Department have responsibility for:

- Ensuring that the curriculum provides some opportunities for students to consider risk situations and explore strategies for keeping safe
- Ensuring that the policies and procedures relating to Safeguarding are followed within their departments or faculties
- Supporting teachers in their Faculty or subject area in matters relating to Safeguarding

Tutors have responsibility for:

- Fostering a secure, safe and happy environment for their tutor group in which students feel they belong
- Delivering the tutorial programme, including the discussion of Safeguarding issues
- Ensuring that any Safeguarding issues which their students may bring up are dealt with in accordance with the appropriate College policy and procedures

Heads of Key Stage and other members of the Student Support Team have responsibility for:

- Ensuring that aspects of Safeguarding are discussed as part of the tutorial programme
- Assisting the Assistant Headteacher Student Progress and Welfare in ensuring that Safeguarding is given a high priority in assemblies and at Parent Information Evenings

- Ensuring that parents of new students are informed that we have a Safeguarding policy and either informed how to access it on the College's website or given a copy should they request it
- Liaising with the Assistant Headteacher Student Progress and Welfare regarding concerns related to Safeguarding
- Ensuring that children have details of external support and receive equal protection and information if they have additional and individual needs

Assistant Headteacher Student Progress and Welfare has responsibility for:

- Keeping up to date with the latest guidance regarding Safeguarding in schools
- Attending appropriate training to ensure high levels of expertise in Safeguarding issues
- Ensuring new staff, volunteers or regular visitors are informed of the Safeguarding arrangements in place, giving them access to this policy and informing them of who is our Senior Designated Lead for Safeguarding
- Assisting the Principal in reporting to the Board of Governors on Safeguarding issues, including an update on training
- Liaising with Education regarding Safeguarding matters, seeking advice and clarification when necessary
- Raising parental awareness of MASH and other agencies who may become involved in the safeguarding of their child

The Site Manager has responsibility for:

- Chairing the Health and Safety Committee
- Implementing the Education Department's corporate Health and Safety policies and procedures
- Auditing and reviewing the College's Health and Safety management systems
- Reviewing and investigating reported accidents
- Training and development of staff relating to Health and Safety

Principal has responsibility for:

- Supporting all staff and volunteers to meet their Safeguarding responsibilities
- Reporting twice yearly on Safeguarding issues to the Board of Governors
- Ensuring that safe-recruitment guidelines are followed
- Managing any allegations made.
- Ensuring that appropriate site security arrangements are in place

Governing Body has responsibility for:

- Ensuring that they have dedicated members of their body to represent them on the Safeguarding sub-committee
- Undertaking appropriate training to ensure they are able to carry out their duty to safeguard all of the students at our College

The Wellbeing Sub-Committee has responsibility:

- to agree and monitor a policy (Health and Safety policy) which meets any provisions determined by the States of Jersey to ensure health, safety and welfare of students, staff and others
- to assist the Principal of JCG in the implementation of the Health and Safety Policy
- to receive reports in relation to Health and Safety issues
- to agree and monitor the Child Protection Policy and Counter Bullying Policy
- to agree and monitor the Attendance Policy
- to approve a clear policy (Improving Behaviour Policy) on the standards of behaviour that are expected of students, how to provide these standards and how to tackle unacceptable behaviour
- to agree and review the Home School Agreement
- to receive report of any suspensions and exclusions of students, ensure that they are in accordance with the Education (Jersey) Law (Article 36(2) and to determine any appeals made in respect of the same; and
- to monitor the pastoral care of students and review any policies in relation thereto
- to review and monitor polices and initiatives relating to technology, including online safety
- to ensure compliance with directives from the States of Jersey relating to data protection
- to periodically review the Terms of Reference for the Safeguarding Sub-Committee

Appendix 1 Support and guidance for staff

Named staff with designated responsibility for safeguarding at JCG

Principal	Designated Safeguarding Lead	Deputy Safeguarding Lead
Carl Howarth	Emma Silvestri-Fox	Peter Marett
Tel: 516208	Tel: 516216	Tel: 516261

Please see JCG Child Protection Policy for further information on procedures to follow if there is a concern for a child's safety.

In an emergency, if you are unable to contact any of the designated safeguarding staff, please contact the MASH team on tel: 449213. Out of hours please contact the duty social worker via the Public Protection Unit at SOJP headquarters on tel: 612612.