



Update May 2018

Parent/Carer Guide Safeguarding and Child Protection Policy

This policy reflects the values and philosophy of The Complete Works School in relation to safeguarding. At The Complete Works, we are concerned that all pupils remain safe and free from harm. We are committed to playing a full and active part in the multi-agency response to child protection concerns. Additionally, the school has a legal duty to safeguard and promote the welfare of children and to have a child protection policy.

Through their day to day contact with pupils, and direct work with families, school staff have a crucial role to play in noticing indicators of possible abuse or neglect. Parents should be aware therefore that where it appears to a member of staff that a child may have been abused, the school is required, as part of the local child protection procedures to report their concern to Social Care immediately. To avoid any misunderstandings therefore, parents of children who sustain accidental injuries, which result in cuts/bruises/fractures, should inform the school without delay.

Principles

- Children have a right to be safe, to be listened to, valued and respected
- Parents have a right to be informed of any concerns regarding their child
- Children are best protected when parents and school can work together
- All staff paid and unpaid are given appropriate training and support
- All staff paid and unpaid are subject to rigorous recruitment checks
-

Principles in practice

In order to ensure children are effectively protected we ensure that:

- We have a Designated Safeguarding Lead and a Deputy Safeguarding Lead with responsibility for safeguarding and child protection. They attend

multi-agency training at least once a year and local network meetings. These are Sophie Battershall and Adam Dalton.

- All staff are trained in Level 2 Safeguarding which is completed every year.
- There is a safeguarding slot in staff meetings to discuss safeguarding matters.
- A parent friendly child protection leaflet and a child friendly leaflet are provided for all children and their families.
- The safeguarding policy is accessible on the school website.
- The safeguarding policy is reviewed by the governing body annually.
- The governors oversee all matters pertaining to safeguarding policy and practice in school. Safeguarding reports are provided to the full governing body termly.

Partnership

School will inform parents of any concerns about their children (providing it does not compromise the pupil's safety) and will help support them as necessary.

Prevention

School will take positive action to prevent children suffering abuse and neglect through the development of an open culture that informs children of their rights (UNICEF UN Convention on the Rights of the child) and encourages them to speak about any concerns. The school will also address the issue of children's safety through the curriculum.

Responding to Concerns

School will refer all allegations or concerns that a child has been or is likely to be abused or neglected to Social Care within the Children's Services Department. School will consult with other agencies when it has concerns that a child may have been abused or neglected. School will discuss with parents any concerns they have about children. Parents will be kept informed of what has happened.

Child/Child Abuse

Physical and emotional abuse of children by other children will be dealt with through the school's anti-bullying policy. Parents will be kept informed. All concerns about possible sexual abuse will be referred to Social Care.

Child Protection Conferences

School will attend conferences and provide information about children and families. This information will be shared with parents beforehand. School will keep confidential child protection records separately from a pupil's academic and other school records.

Confidentiality

Information from parents about possible child abuse cannot be kept confidential. Information and records about children on the Child Protection Register will be given only to those people who need it and will be kept strictly confidential by them.

A Full copy of the schools Safeguarding policy is available.

TCW safeguarding team

We are here to look after you child:

Your Child's Teacher or Teachers

**The Designated Safeguarding Lead
and PSHE Lead
Sophie Battershall
02073770280**



**The Deputy Safeguarding Lead and
Headteacher
Adam Dalton
02073770280**



**Assistant Head, Education Support Officer or Head of Centre
02073770280**