

Fullerton House School Safeguarding and Child Protection Procedures 2018-19

1 Introduction

1.1 Why we need these procedures

Fullerton House School fully recognises its responsibility to protect and safeguard the welfare of children and young people in its care. We want the children in our school to feel safe and to be safe and well cared for. These procedures are designed to support everyone attending and working at Fullerton House School and our partners in understanding the school's approach to making sure this happens and to ensure that where safeguarding concerns arise or children are identified as being harmed or in imminent danger, the situation is appropriately managed.

1.2 Application of these procedures

These procedures sit under Hesley Group policy and guidance as set out within Hesley Group overarching Safeguarding Children - Policy and Guidance, [ReS 2.1B](#), Safeguarding Children and Adults Booklet – Guidance and Instructions for Employees, [ReS 2.1B.1](#), as well as the Speaking Up Policy and Guidance, [Corp 5.1](#).

For the purposes of clear and effective safeguarding policy and practice Fullerton House School has applied separate internal processes for managing safeguarding concerns and alerts during school time. School time is classed as time when the school is open as according to the school calendar. School time will conventionally count as between 9am and 3pm. On occasion the Head Teacher may vary these hours. Variations will be communicated to care managers and parent/carers well in advance.

The "school day" does not include any day when the school is closed due to school holidays or training days; operating hours before 9am or after 3pm, or any occasion where a student is not in attendance at school due to lateness, illness or other circumstances. The "school day" will include any educational trips or visits away from the school site.

1.3 The Law

As a school, we must have regard to the Statutory Guidance set out in "Keeping Children Safe in Education; Schools and Colleges" (DfE, September 2016). All staff working in school are expected as a minimum to have read Part One of this Guidance, which expands upon our responsibilities as set out in the legislation outlined below and provides information as to how we should fulfil our duties in respect of safeguarding and promoting the welfare of children whilst they are at school.

Section 11 of the Children Act 2004 places duties on a range of organisations, including Fullerton House School, to ensure anything we do has "regard to the need to safeguard and promote the welfare of children". It also sets out duties for other organisations including Health Services, Police, Local Authority and others with

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whom we must cooperate and work in partnership. (See "Working Together to Safeguard Children" DfE 2015)

Fullerton House School is regulated under the provisions of the Independent Schools (England) Regulations 2014 and the Boarding Provision, including Safeguarding the Welfare of Pupils, is regulated under the Children's Homes Regulations and Quality Standards 2015. Promoting the welfare of children is defined for the purposes of this guidance as:

- protecting children from maltreatment;
- 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 outcomes. (Working Together to Safeguard Children 2015)

2 Key Responsibilities

2.1 Responsibilities for ALL employees (see also Code of Conduct for all Hesley Group Employees, [Per 4.9](#))

All employees will receive a copy of the Code of Conduct, [Per 4.9.1](#), and Safeguarding Policy Guidance Booklet, [ReS 2.1B.1](#), on appointment or revision.

All employees must understand their responsibilities to safeguard and promote the welfare of pupils

Employees are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions

Employees should work, and be seen to work, in an open and transparent way

Employees should acknowledge that deliberately invented/malicious allegations are extremely rare and that all concerns should be reported and recorded

Employees who think they have acted in a way which they think may give rise to concern should self-report to the senior manager on site, or in their absence the senior manager on duty/on call

Employees should apply the same professional standards regardless of culture, disability, gender, language, racial origin, religious belief and sexual orientation

Employees should not consume or be under the influence of alcohol or any substance, including prescribed medication, which may affect their ability to care for children

Employees should be aware that breaches of the law and other professional guidelines could result in disciplinary action being taken against them, criminal action and/or other proceedings, including barring by the Disclosure & Barring

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Service (DBS) from working in regulated activity, or for acts of serious misconduct prohibition from teaching by the National College of Teaching & Leadership (NCTL).

Employees and managers should continually monitor and review practice to ensure this guidance is followed

Employees should be aware of and understand Hesley Group's safeguarding and child protection policy, and the arrangements for managing allegations against employees.

Employees and managers must share information on a need to know basis and under the lawful processing basis of fulfilling our legal obligations and to fulfil a contract. This must be undertaken securely. No-one should be promised confidentiality when there is a safeguarding concern. See Information Sharing and Confidentiality Policy, [ReS 2.4](#), also Advice for Practitioners Providing Safeguarding Services to Children (Non-statutory guidance DfE 2015), [ReS 2.1B.19](#), and Data Protection Policy, [Corp 14.1](#).

2.2 Governance

Hesley Group Board of Directors is ultimately responsible for the governance of the school and the safeguarding of children in our care. The Director of Operations, Sue McLean, has received Designated Persons training and is the Designated Safeguarding Children's Lead for Hesley Group Children's Services. She can be contacted in person at Hesley Hall or on:

Tel: 01302 866906 ext 1635

Mobile: 07483 335435

E-Mail: susan.mclean@hesleygroup.co.uk

Hesley Schools Board of Governors is in the process of establishment at the time of developing these procedures. The Governance responsibilities in relation to Safeguarding and Child Protection will be updated in the relevant sections once agreed.

2.3 Responsibilities in relation to Implementation and Review

The Senior Leadership Team in the school is responsible for ensuring the procedures and guidance are shared and understood by their team and the children attending school, and their parents and representatives. This will include ensuring children are communicated with in a way that is accessible to them and that each child is supported as much as is possible to be able to contribute toward developing the procedures.

Hesley Group Board and Executive and the Quality Governance Board are responsible for ensuring policy and procedures remain current and relevant, that safeguarding matters are monitored on a current and retrospective basis shared with Hesley Group Board of Directors and Executive and that organisational lessons learned are reflected in company policy. The Head of Policy and Regulation will work in conjunction with all of the above to help facilitate this.

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These procedures will be reviewed, as a minimum, ANNUALLY by the school Senior Leadership Team and the Head of Policy and Regulation in consultation with representatives of the service, children directly, via the School Council or with advocacy support and comments from families and ultimately for approval with the Quality Governance Board and Executive Team.

2.4 Responsibilities in relation to training, learning and support

All new permanent employees to the service will be informed of Hesley Group's Safeguarding Children Policy, [ReS 2.1B](#), receive their copy of the Guidance, [ReS 2.1B.1](#), and these Fullerton House School Safeguarding Procedures during their induction and prior to any direct work with the school's students. The induction includes familiarisation with child protection responsibilities and procedures to be followed if anyone has any concerns about a child's safety or welfare. All employees will receive an annual Safeguarding Children training update at a level appropriate to their duties through their CPD programme.

Prior to agency or supply staff commencing work at the school, the manager to whom they report will explain the main points of the above policy and procedures and will advise on how to contact designated persons should the need arise.

All employees at Fullerton House School will receive a mandatory induction, which includes familiarisation with child protection responsibilities and procedures to be followed if anyone has any concerns about a child's safety or welfare. All employees will receive an annual Safeguarding Children training update at a level appropriate to their duties through their CPD programme.

All employees working in the school should also read and understand **as a minimum** the document Keeping Children Safe in Education; For School and College Staff-Part One (September 2016 DfE).

The Designated Safeguarding Lead (DSL) together with the Senior Leadership Team at the school and Hesley Group Workforce Development Team is responsible for ensuring any training delivered and learning is current and relevant and that all attending induction receive the required child protection and safeguarding training.

All employees working with children will receive regular supervision in line with Hesley Group Supervision Policy, [Per 4.6](#), that allows for checking out understanding of signs of abuse, reflective practice and learning and opportunity to consider child protection and safeguarding matters.

All employees working in other capacities in school, e.g. Administration and Core, will receive supervision that allows discussion and reflection on their responsibilities in respect of reflection on child protection and safeguarding matters and that allows for checking out understanding of signs of abuse.

DSLs will receive DSL/Designated Person's Training as appropriate and have this kept up to date as required.

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2.5 Responsibilities for Designated Safeguarding Leads and Who to Contact

Fullerton House School will display Hesley Group Speaking Up posters, [Corp 5.1.3](#) and [Corp 5.1.4](#), [ReS 2.1B.5a](#), and the NSPCC Whistleblowing Helpline poster, [Corp 5.1.5](#) on staff notice boards and appropriate public areas.

The Head Teacher, Michael Walsh, is the DSL for Fullerton House School and the General Manager, Heidi Dugdale-Dawkes, and Kelly Wilson, Practice Lead, are the Deputy DSLs. **For clarity this means during school hours when pupils are in attendance at school, or on school organised educational visits or trips.** The DSL and Deputy DSLs in school are responsible for coordinating action within the school and liaising with Social Care and other agencies over cases of abuse and suspected abuse as well as:

- Acting as a source of advice within the school
- Ensuring that employees are familiar with the policy and procedures
- Referral of individual cases of suspected abuse
- Liaising with agencies about individual cases
- Organising and monitoring training on child protection within school.

DSLs AND DEPUTY DSLs IN SCHOOL - CONTACT DETAILS	
1 Michael Walsh Head Teacher	Tel: 01709 856029 ext 3200 Mobile: 07825 505666 E Mail: michael.walsh@hesleygroup.co.uk
2 Heidi Dugdale-Dawkes General Manager	Tel: 01709 856029 ext 3500 Mobile: 07435 759584 E Mail: heidi.dugdale-dawkes@hesleygroup.co.uk
3 Kelly Wilson Practice Lead	Tel. 01709 856029 ext 3470 Mobile: 07483 952 366 Email: Kelly.wilson@hesleygroup.co.uk

The "first call" in school is the Head Teacher, Michael Walsh. All issues of concern, whether or not relating to staff conduct, must be addressed to him as DSL. Where the DSL is uncontactable staff should report to the General Manager, Heidi Dugdale-Dawkes or Practice Lead, Kelly Wilson.

Details of how to contact the DSL and Deputy DSLs must be clearly displayed on posters in school for staff, professionals and visitors to see.

Concerns that arise outside the school hours/attendance for pupils who live at Fullerton House School must be passed to the Designated Person on duty for the Children's Home part of the service. The Designated Person will record the concern, make a decision in respect of risk, harm and thresholds and where appropriate refer to the local children's safeguarding trust or, if a member of staff is implicated, the local Authority Designated Officer (LADO). See Action for Managers following receipt of Safeguarding Concerns - Flow Chart, [ReS 2.1B.2b](#).

Each service will have a DSL/Deputy DSL on duty within the school and a Designated Person in the children's home. Out of hours a Designated Person must be "on call" and all employees in the service be able to access this information easily.

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Where concerns relate to the DSL/Deputy DSL in school or the Designated Person in the Children's Home, staff must contact Sue McLean, Operations Director (see chart below for contact details).

Designated Persons - Outside School Hours		
1	Debbie Smith - Care Services Manager	Tel. 01709 856029 ext 3501 Mobile: 07825 505665 Email: Deborah.smith@hesleygroup.co.uk
2	Kelly Wilson – Practice Lead	Tel. 01709 856029 ext 3470 Mobile: 07483 952 366 Email: Kelly.wilson@hesleygroup.co.uk
3	Heidi Dugdale-Dawkes - General Manager	Tel: 01709 856029 ext 3500 Mobile: 07435 759584 E Mail: heidi.dugdale-dawkes@hesleygroup.co.uk

Other Useful Addresses and Telephone Numbers (For Designated Persons duty rota see posters)		
Sue McLean	Operations Director Hesley Hall Stripe Rd Tickhill Doncaster DN11 9HH	Tel: 01302 866906 ext 1635 Mobile: 07483 335435 E-Mail: susan.mclean@hesleygroup.co.uk
Chris McSharry	CEO Hesley Group Hesley Hall Stripe Rd Tickhill Doncaster DN11 9HH	Tel: 01302 866906 Mobile: 07771 666254 E-Mail: Chris.Mcsharry@hesleygroup.co.uk
Doncaster Safeguarding Children – Duty Team	Mary Woollett Centre Danum Rd Doncaster DN4 5HF	<i>For allegations against employees or other professionals and volunteers working with children and young people please contact the Local Authority Designated Officer (LADO) on: 01302 737 748 in office hours.</i> Anything else in office hours call the Children's Services Referral and Response Team Tel: 01302 737 777 Out of Hours Duty Team Tel: 01302 796 000.
Ofsted	Piccadilly Gate Store Street Manchester M1 2WD	Tel: 0300 123 1231 E-Mail: enquiries@ofsted.gov.uk
NSPCC Whistleblowing Help Line		Tel. 0800 028 0285

3 Other Related Policies and Documents

- 3.1 [Safeguarding Children – Policy and Guidance, ReS 2.1B](#)
- 3.2 [Safeguarding Children and Adults Booklet – Guidance and Instructions for Employees, ReS 2.1B.1](#)
- 3.3 [Speaking Up, Policy Corp 5.1](#)
- 3.4 [Speaking Up Charter, Corp 5.1.1](#)
- 3.5 [Speaking Up Debrief for Employees, Corp 5.1.2](#)
- 3.6 [Speaking Up poster, Corp 5.1.3](#)
- 3.7 [Speaking Up poster – What procedure? poster, Corp 5.1.4](#)
- 3.8 [NSPCC Whistleblowing Helpline poster, Corp 5.1.5](#)
- 3.9 [Employee Code of Conduct including non statutory Guidance, Policy Document Per 4.9.1](#)
- 3.10 [Data Protection Policy, Corp 14.1](#)

4 Relevant National Regulation and Guidance

- 4.1 HM Government - The Children Act 2004 (DfE)
http://www.legislation.gov.uk/ukpga/2004/31/pdfs/ukpga_20040031_en.pdf
- 4.2 HM Government - Keeping Children Safe in Education; For Schools and Colleges (September 2016 DfE)
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/550511/Keeping_children_safe_in_education.pdf
- 4.3 HM Government - Keeping Children Safe in Education 2016; For Schools and Colleges Staff – Part One (September 2016 DfE) –
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/550499/Keeping_children_safe_in_education_Part_1.pdf
- 4.4 Working Together to Safeguard Children 2015 (DfE)
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/419595/Working_Together_to_Safeguard_Children.pdf
- 4.5 HM Government - Guidance on Child Sexual Exploitation (Home Office)
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/278849/Safeguarding_Children_and_Young_People_from_Sexual_Exploitation.pdf
- 4.6 Its Not Okay - CSE Guidance for parents and carers
<http://www.itsnotokay.co.uk/>

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- 4.7 HM Government - Guidance on Female Genital Mutilation (Home Office)
<https://www.gov.uk/government/publications/female-genital-mutilation-resource-pack>
- 4.8 HM Government Prevent Duty and Channel (revised guidance) Nov 2015 (Home Office)
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/445977/3799_Revised_Prevent_Duty_Guidance_England_Wales_V2-Interactive.pdf
- 4.9 HM Government Information sharing - Advice for practitioners providing safeguarding services to children, young people, parents and carers, March 2015
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/419628/Information_sharing_advice_safeguarding_practitioners.pdf
- 4.10 HM Government - The Education (Independent School Standards) Regulations 2014 (DfE)
http://www.legislation.gov.uk/ukxi/2014/3283/pdfs/ukxi_20143283_en.pdf
- 4.11 HM Government - The Children's Home Regulations and Quality Standards 2015
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/463220/Guide_to_Children_s_Home_Standards_inc_quality_standards_Version_1.17_FINAL.pdf
- 4.12 Guidance for safer working practice for those working with children and young people in education settings October 2015 (Safer Recruitment Consortium and DfE advisory - non- statutory guidance)
<http://www.saferrecruitmentconsortium.org/GSWP%20Oct%202015.pdf>