

# A Good Practice Guide to Safeguarding in Education

**A positive and preventative curriculum, teaching students:**

- To make healthy & safe lifestyle choices
- What to do if they think their health or safety is threatened
- What to do if they are worried about someone else

**A safe learning environment where students know:**

- It is okay to talk
- They will be listened to
- They feel safe and secure
- They don't face bullying or discrimination
- Their medical needs are met

**Partnership with parents and carers:**

- Open & honest relationships
- Involvement at all stages of a student's education & care
- Somewhere for adults to talk and get advice & support from

**Inclusive practice:**

- Helping all students to fulfil their potential
- Developing a culture where all students feel included & don't face discrimination
- Explain in clear jargon-free language with interpreter if needed

**Safeguarding and promoting the welfare of children is defined in 'Working Together to Safeguard Children', DfE 2018 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

**Safeguarding our students is more than child protection – we will promote their health & well-being and ensure their personal and emotional development**

**Safeguarding policies, procedures and guidance:**

- Accessible for parents, carers, students and staff
- Following national and local guidance
- Updated annually to reflect best practice

**Early help:**

- Identification of students with additional needs
- Multi-agency support and intervention
- Safe & secure information sharing & communication
- Early help assessment of need

**Well trained volunteers, staff & management:**

- High quality training & support
- Clarity & confidence about day-to-day expectations
- Working together to safeguard & support students & their families

**Safe recruitment, selection & management practices:**

- Ensure unsuitable people do not work with children & young people
- Following national & local guidance
- Positive culture and environment



## To promote good practice we will follow these guidelines when working with children & young people and their parents & carers:

- Be clear about our safeguarding duties & responsibilities with all staff, volunteers, children, young people, parents & carers
- Discuss all safeguarding needs of a child or young person with their parents and carers (where appropriate) openly, honestly and as early as possible
- Ensure that all decisions that are made with the family put the safety & well-being of the child first
- Arrange meetings at times & locations that enable parents and carers to attend & consider their wishes about who else should attend
- Provide a comfortable and confidential room to meet in
- Ensure that people feel they will be listened to and their viewpoint valued
- Ensure that discussions are easily understood, using appropriate means of communication & interpretation, without relying on family members
- Recognise that age, development & culture can affect a person's understanding of an issue
- Ensuring that young people with sufficient understanding know they can talk to you without the knowledge or involvement of their parents & carers
- Ensure that children and young people know the limits of confidentiality
- Support & advise parents & carers about how to discuss issues with children and young people
- Work with other practitioners to intervene quickly to provide support and assessment to meet a child, young person and their family's needs
- Discuss and agree requests for support with the child and family as appropriate
- Consider support networks and coping strategies for the child or young person
- Ensure our support complies with ethical & diversity guidelines for our service
- Inform children, young people & their families about our setting's complaints procedure

## Our education setting will:

- Follow all policies and procedures with regard to individual and organisational safeguarding roles and responsibilities
- Clearly identify our Safeguarding Children Team for students, parents, volunteers and staff & ensure they have the appropriate resources to fulfil the role
- Ensure all supply, temporary & permanent staff & volunteers are appropriately trained to safeguard children, know their responsibilities & who to refer concerns to
- Monitor & support children & young people who have safeguarding needs and ensure they have effective support to communicate with staff and feel valued
- Provide curriculum-based awareness education of abuse, neglect, online safety, healthy relationships, bullying, exploitation, etc.
- Ensure that parents & carers can understand & fully access all of our safeguarding policies and procedures & include a summary of our safeguarding responsibilities in the prospectus and on our setting's website
- Develop an understanding of other practitioner and agency roles and responsibilities to safeguard children, young people and vulnerable adults
- Keep confidential & securely stored safeguarding records, share information & communicate appropriately with other agencies & attend meetings & conferences as required
- Ensure all staff are aware of how to deal with allegations of abuse made against members of staff & volunteers are supported to do so

### Useful resources:

- [Working Together to Safeguard Children, DfE 2018](#)
- [Keeping Children Safe in Education, DfE 2018](#)
- [SSCB Child Protection & Safeguarding Procedures Manual](#)

### Useful policies on the [Safeguarding Sheffield Children website](#), Education, policies, procedures & guidance:

- [Behaviour Guidelines](#)
- [Training Pathway](#)
- [Allegations of Abuse against Teachers and Staff in Education](#)