



A Good Practice Guide to Safeguarding in Education

A positive and preventative curriculum, teaching students:

- To make healthy & safe lifestyle choices
- How & who to ask for help if their health or safety is threatened

A safe learning environment where students know:

- It's 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 relationship with school
- Involvement at all stages of a student's education & care

Safeguarding and promoting the welfare of children is defined in 'Working Together to Safeguard Children', DforE 2015 as:

- Protecting children from maltreatment
- Preventing impairment of children's health or development
- Ensuring that children are growing 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

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

Inclusive practice:

- All students will be helped to fulfil their potential
- A culture where every student feels included regardless of their background or circumstances

Safeguarding policies, procedures & guidance:

- Easily accessible documents for parents, carers, students and staff
- Following national and local guidance
- Reviewed annually

Early intervention:

- Early identification of students with additional needs
- Multi-agency intervention and co-operation
- Good information sharing
- Common assessment of need

Well trained volunteers, staff & management:

- Appropriate levels of training & support
- Clarity & confidence about day-to-day expectations
- Working together to safeguard students

Safe recruitment, selection & management practices:

- Identify, deter & reject people who are unsuitable to work with children & young people
- Following national & local guidance



To promote good practice we will consider the following guidelines when working with children, young people, parents & carers:

- Be clear about your 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 openly and 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 talk 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 all requests for support with the child and family
- Consider support networks and coping strategies for the child or young person
- Ensure your support complies with ethical & diversity guidelines for your service
- Inform the child or young person & family about your agency complaints procedure

Your educational establishment should:

- 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 safeguarding 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 online safety, healthy relationships, abuse, neglect, bullying, exploitation, etc.
- Ensure that parents & carers can understand & fully access safeguarding policies and procedures & include a summary of your safeguarding responsibilities in the prospectus and on the school or college 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 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 & are supported to do so

Useful resources:

- [Working Together to Safeguard Children, DforE 2015](#)
- [Keeping Children Safe in Education, DFE 2015](#)
- [SSCB Child Protection & Safeguarding Procedures Manual](#)

Related policies & procedures on the Safeguarding Sheffield Children website:

- **Behaviour Guidelines, Sept 16**
- **Training Pathway, Sept 16**
- **Allegations of Abuse against Teachers and Staff in Education, Sept 16**