



How education settings safeguard children & young people

All schools, academies and FE Colleges, whether part of the maintained sector or otherwise, have a duty to safeguard and promote the welfare of their pupils.

They do this by:

- Creating and maintaining a safe learning environment for children and young people
- Identifying child welfare concerns & taking action to address them, in partnership with other organisations where appropriate

Just like other agencies, all settings are expected to:

- Implement safeguarding policies & procedures that reflect Sheffield Safeguarding Children Board and national guidance
- Operate safer recruitment practices
- Assess & offer early help to children & young people with additional needs
- Share information with a child or young person, their family and other agencies as appropriate
- Inform parents and carers of any referral made, unless it may cause harm to someone to do so
- Report any allegations of abuse of children and young people by staff, carers or volunteers
- **Only** communicate with other agencies using secure email, phones & other media provided by their setting

Education settings protect children and young people at risk of harm by:

- Identifying a Designated Safeguarding Lead (DSL) from the senior leadership team & at least one Designated Safeguarding Deputy (DSD) and **specifying this role in their job description**
- Ensuring the DSL and DSD are given appropriate training and resources to carry out their role
- Supporting, training & regularly briefing all staff about safeguarding children issues
- Identifying suspected abuse and making **timely** referrals to the Police or Social Care
- Understanding, attending and contributing effectively to multi-agency working through Child Protection Conferences, Core Groups & Child in Need meetings
- Keeping detailed and accurate secure written records of referrals and concerns

The DSL, DSD and Head Teacher/Principal are the main points of contact for anyone wishing to obtain information about a child or young person from a education setting.

Settings operate on a 'need to know' basis and it is **only** the DSL, DSD or the Head who can decide **what** and **whom** to share information with inside and outside the setting.

No sensitive information about a child, young person or their family should be passed to other staff or agencies without the agreement of the DSL, DSD or Head.

All education staff, at every level, play a vital role in supporting their pupils.

They are often members of the local community & volunteers at local groups that support children, young people and their families.

Although education settings are formally shut during holidays, many staff continue to work on residential trips & outings or by attending meetings about student welfare.

It is vital that Social Care and other agencies communicate with settings about any changes of support or other circumstances relating to their pupils throughout the year.

However you must ensure that all communication about children, young people and their families is done only using secure email or other secure media.

Useful links and resources:

- [Working Together to Safeguard Children, DfE 2015](#)
- [Keeping Children Safe in Education, DfE 2016](#)

Related policies & procedures on the Safeguarding Sheffield Children website, [schools & other education settings](#) section:

- **A Good Practice Guide to Safeguarding Children and Young People in Education, Sept 16**
- **Designated Safeguarding Lead Role, Sept 16**
- **Information Sharing & Confidentiality, Sept 16**