



## Medina House School Safeguarding Policy

### **‘Safeguarding children is everybody’s business’ (Laming enquiry)**

The DCSF’s guidance “Working Together to Safeguard Children (HM Government 2006) states that ‘all agencies and individuals should aim to proactively safeguard and promote the welfare of children so that the need for action to protect children from harm is reduced’ .

#### **At Medina House we will**

- Complete the annual LA Safeguarding Audit and address any issues it raises an action plan
- Provide a safe environment where everyone has a voice and the right to be heard and respected, and which gives every child the chance to achieve and enjoy being part of the community.

This will be achieved by adhering to protocols and statutory guidance in the following ways:

#### **Child Protection**

All staff will work to ensure that:

- Children and young people feel listened to, valued and respected – in spite of any communication challenges they may have
- Staff are aware of indicators of abuse and know how to share their concerns appropriately with the CPO (Julie Stewart) or the Deputy CPO (Penny Sneddon)
- All paid and unpaid staff are subject to rigorous recruitment and vetting procedures
- The Single Register is accurate and up to date including voluntary as well as paid staff and regular visitors to the school e.g. peripatetic music teacher
- All paid and unpaid staff are given appropriate support and training

[See Child Protection Policy](#)

#### **Safe Recruitment and Safe Practices**

When recruiting, all statutory guidelines will be followed for every position

[See Safer Recruitment Policy](#)

All staff will ensure that they work in a professional way considering safeguarding issues at all times

[See Safer Working Practices Policy and Lone Working Policy](#)

All staff will use agreed protocols to report any behaviour which is a potential threat to a child’s safety

[See Allegations of Abuse Against Staff Policy and Whistle Blowing Policy](#)

### **Attendance**

At Medina House all unexplained absences will be followed up on the same day by phone in the first instance. There is a nominated member of the Administration Team who takes the lead on Attendance and informs the Headteacher of any worrying trends as well as liaising closely with the EWO team. All actions taken re attendance are logged.

If a child has a medical appointment (or other) meaning they arrive or leave school within the school day, Parents/Carers are required to sign them in or out of school.

If a child is thought to be missing from education, the LA procedures will be followed

[See Child Protection policy and Attendance Policy](#)

### **Safe Handling**

Some of the pupils at Medina House require adult help to move eg due to complex difficulties and many require physical assistance throughout the day eg with personal care activities. There are also some occasions where it is deemed necessary (as a final resort) to use physical restraint to ensure safety for a child(ren), staff, member of the public.

We address the safeguarding risks around such activities in the following ways:

#### **Manual Handling**

All staff have annual 'Moving Children Safely' training

All children who need to be moved have a manual handling risk assessment

All children with complex difficulties are assessed by the OT for slings to ensure they are hoisted as soon as possible (rather than being lifted). Appropriate class teams are trained by the OT and specific hoisting guidelines are produced for every child who needs them.

[See Moving and Handling Policy](#)

#### **Intimate Care**

All staff will follow strict guidelines and protocols when carrying out personal care tasks with children.

[See Intimate Care Policy and Safer Working Practices Policy](#)

#### **Behaviour/Restraint**

- There are 2 Team Teach trainers at Medina House School
- All new staff receive the full Team Teach training within their first term at Medina House
- All other staff receive an annual refresher

- Any child displaying challenging behaviour will have a behaviour plan written – with restraint protocol if deemed necessary. All plans will be shared with parents/carers.
- As appropriate, the EP service will be used to assess children and offer advice and support.

[See Policy on care and control of pupils and IOW guidelines for use of physical restraint in schools](#)

### **Health and Safety**

- At Medina House all staff will follow health and safety procedures and protocols to ensure that the environment is safe at all times
- The LA audit will be completed on an annual basis
- Risk Assessments will be completed for all classrooms and potentially hazardous activities/substances (COSSH)
- Off site risk assessments will be carried out and approved by the Headteacher/EVC in line with LA guidelines
- All pupils will have an individual risk assessment completed at the beginning of every school year
- Appropriate training will be provided for staff eg first aid to meet statutory requirements
- Fire Safety – All staff will be aware of fire safety procedures and a termly fire drill will be carried out – with actions taken to improve procedures should any issues arise

[See Health and Safety Policies and Risk Assessment File](#)

### **Security**

Medina House provides a secure site with a coded front door. Should any breach of security take place, the code will be changed immediately

All visitors are required to sign in at reception and are asked to read our safeguarding information

All visitors are required to wear a visitors badge

All staff are encouraged to challenge an unfamiliar person walking around school

Contractors will normally work out of school hours but should an emergency situation mean they need to be in school when children are present, they will be accompanied.

[See child protection policy and Safe Working Practices](#)

**Curriculum**

Safeguarding is covered in the curriculum in the following ways:

PSHE curriculum includes relevant issues such as relationships, internet safety and stranger danger

Within every subject, safe practices are taught e.g. appropriate use of PE and DT equipment

Internet Safety

Children are encouraged to use the internet in a safe way – there are symbolised safe internet rules displayed in every class and the ICT suite which teachers explain to children

Parents sign permission forms for the use of the internet every year

[See e-safety policy](#)

**Date policy was adopted by the IEB : .....**

**Signed : .....**

**Chair of IEB**

**Signed : .....**

**Headteacher**

**It will be reviewed .....**