

# Safeguarding

Roles and Responsibilities

For Schools and educational establishments



**Issued June 2016**

# Introduction – Schools’ statutory responsibilities

The Education Department are signatories to the Memorandum of Understanding with the Safeguarding Partnership Board for the purpose of safeguarding children and adults in Jersey, under the authority of the Chief Minister.

The purpose of this Memorandum of Understanding is to set out expectations on organisations including all schools and organisations under the remit of the Education Department, to protect children and young people from harm.

The statutory requirements that the Education Department and schools must fulfil are clearly outlined in this document, which summarises the overarching and mandatory safeguarding responsibilities for schools.

## Policies

The Department has a full suite of policies to support schools in carrying out these responsibilities. Education policies are available publicly on [www.gov.je](http://www.gov.je)

Search for ‘education policies’ or follow the direct link:

[www.gov.je/EducationPolicies](http://www.gov.je/EducationPolicies)

# Schools' statutory safeguarding responsibilities

## Headteacher

### The Headteacher will:

- Be responsible for the safeguarding of young people and adults in their care.
- Support all staff, governors and volunteers to meet their safeguarding responsibilities.
- Facilitate safeguarding training for staff, governors and volunteers where appropriate, including allocating necessary resources and time.
- Implement the child protection policy and other Safeguarding policies.
- Ensure appropriate site security arrangements are in place.
- Ensure school representation at Departmental and Safeguarding Board briefings e.g. subsequent to serious case reviews.
- Ensure oversight and implementation of the following requirements.

## Staff and Volunteers

### Schools will ensure staff and volunteers:

- Are recruited via the official safe recruitment process.
- Are aware of their responsibilities to be alert to signs of abuse and neglect and are aware of the correct process regarding how to escalate those concerns.
- Receive training to enable them to meet their responsibilities.
- Are provided with the name and contact of the school's senior designated person for child protection (and their designate in case of absence).

## Senior Designated Person for Child Protection

### Schools will ensure that this individual:

- Is a member of the Senior Management Team with the mandate to manage child protection issues and allocate resources.
- Receives training in child protection, inter-agency co-operation and online safety, updated at two yearly intervals, and additional training as appropriate.
- Keeps up to date with changing legislation, Departmental policies and guidance.
- Manages cases, supports pupils and staff and refers cases to relevant agencies where appropriate, including MASH enquiries.
- Keeps thorough child protection logs and records.
- Ensures that the Child Protection is available to all staff in school.

## The Governing Body

**The Governing Body (where applicable) will:**

- Promote awareness of the Child Protection Policy.
- Monitor the school's compliance with safeguarding requirements and policies and remedies any weakness without delay.
- Maintain clear and timely records and minutes of meetings.
- Be aware of the procedure for managing allegations against staff.
- Governors should attend basic child protection training regularly.
- Ensure that Governors on recruiting panels have up to date safe recruitment training.

## Pupil Awareness

**Schools will:**

- Ensure that children are aware of their right to be safe and have the opportunity to raise any concerns
- Ensure that children have details of external support and receive equal protection and information if they have additional and individual needs
- Engender an environment where students treat all members of the school community with respect.

## Data Protection

**Schools will:**

- Register with the Information Commissioner annually as a data controller.
- Ensure that all staff are aware of the Data Protection Law and ensure that all personal and sensitive personal data is processed securely and within the Law.
- Not publish a picture of a child without written permission from a parent.
- Not transfer personal data to a third party (including web based companies such as Google) without completing a risk assessment.

## Records Management

**Schools will:**

- Transfer ALL school records (including child protection records and other sensitive records) to the destination school in a secure manner.
- Will seek and obtain school records from the previous school of a transferring pupil.

- Adhere to the retention schedules for storing and destroying data and will not destroy data until the retention period has expired.
- Ensure that a pupil/student's school record remains at the last educational establishment they attended (including Highlands College) until they reach 25 years of age.

## Online Safety

### Schools will:

- Oversee and monitor the safe use of technology when children are in their care and take action immediately if they are concerned about wellbeing.
- Ensure that all staff receive appropriate online safety training that is relevant and regularly updated.
- Ensure there are mechanisms in place to support young people and staff facing online safety issues.
- Implement online safety policies and acceptable use policies, which are clear, understood and respected by all.
- Educate young people, parents and the school community to build knowledge, skills and capability in online safety.
- Monitor how the school is portrayed online by parents, children and staff- and demonstrate how this is monitored.
- Not request for a website to be unblocked or application installed unless a risk assessment has been completed.

## Children missing from education

### Schools will:

- Monitor attendance and follow up unexplained or unauthorised absence speedily and rigorously.
- Refer all cases of concern to the school's Attendance Officer, Education Welfare Officer, the Department's Designated Safeguarding Officer - and escalate to the police where appropriate.

## Health and Safety

### Schools will:

- Have a designated individual responsible for health and safety within the school.
- Be aware of and disseminate all the Department's Health and Safety Policies and the critical incident guidance.
- Ensure that staff and volunteers are competent and trained to an appropriate level.

- Ensure that premises and accommodation are maintained to a high standard.
- Ensure that ALL staff know how to cope with critical incidents or emergencies such as fire.
- Undertake appropriate hazard identification and risk assessments to cover the school's premises, equipment, on-site and off-site activities.
- Report ALL notifiable accidents to the Department via the online portal.
- Keep thorough records of health and safety incidents and issues.

## Promoting safeguarding via learning

### Schools will:

- Use a range of strategies to promote safeguarding, e.g. teaching children/ young people how to stay safe, how to keep themselves from harm and how to take responsibility for their own and others' safety.
- Teach children and young people to recognise dangers and harmful situations and to know the preventative actions they can take to keep themselves safe.

## Responsibilities of parents, carers and students

### Parents and carers

#### Parents and carers should:

- Work in partnership with their child's school to ensure the wellbeing of their child and others.
- Be vigilant and raise any concerns they may have about a young person's safety with the school and appropriate agencies.

### Students

#### Students and young people should:

- Help to create an environment where others are respected and valued in the school community and the community in general.
- Raise any concerns they may have for their own or peer's welfare with a trusted adult.