

St. John's Child Protection and Safeguarding

Policy Owner	Director of Education	Review Date:	Dec 2024
Policy No.	0002e	Version No.	1.0

1. Aim

has zero tolerance of all forms of abuse of children. The aim of this procedure is to provide a framework for child protection and safeguarding of children for all staff including agency staff, contractors, volunteers, Governors and Trustees, hereafter referred to as 'staff', within . It should be used in conjunction with the Child Safeguarding Policy, to prevent and reduce the risk of abuse to all children who may be at risk.

St. John's aims to ensure that:

All staff are aware of their statutory responsibilities with respect to safeguarding.

Staff are supported in their roles by Designated Safeguarding Leads who appropriately trained and supported.

Staff are properly trained in recognising and reporting child protection and safeguarding issues.

2. Background and need

This procedure and its associated policy are mandatory for all staff, as they must be aware of their individual and collective roles and responsibilities in safeguarding and protecting children from abuse and neglect.

At we recognise our responsibilities, as set out in the Pan Sussex Child Safeguarding and Protection Procedures, which can be found on the [Pan Sussex Child Safeguarding and Protection Procedures and](#) expect all staff to act within these procedures and guidance.

3. The Children's Safeguarding Procedures

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The early help/early intervention process and their role in it, including identifying emerging problems, liaising with the DSL, and sharing information with other professionals to support early identification and assessment.

The process for making referrals to home and host

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concerns onto My Concern/Confide; these records are accessible only to the designated staff, including the DSL, the Principal, Director of Education and CEO.

Staff must report their concerns verbally within two hours to the DSL or a senior leader and follow up within 24 hours on My Concern and/or Confide.

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Child protection records will be kept separately from education files/records, taking into consideration the Data Protection Act 2018 and GDPR. and other information is transferred within the given timescale and to ensure safe transit and confirmation of receipt is obtained. The receiving SENCO and DSL will be notified the file has been sent to , and they will retain a copy of the chronology in line with the retention schedule (see above).

Parents and carers with parental responsibility have a right of access, should they request it, to all records that our college make about a child (but not child protection files or those records and reports sent to the charity from other agencies). Therefore, anyone recording safeguarding issues should consider this and ensure that records are factual, clear and, where opinion is expressed, it should be recorded as such and distinguished from fact.

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Unsubstantiated or malicious allegations

If an allegation is shown to be deliberately invented, or malicious, the Principal or other appropriate person in the case of an allegation against the Principal, will consider whether any disciplinary action is appropriate against the learner(s)/staff who made it, or whether the police should be asked to consider whether action against those who made the allegation might be appropriate, even if they are not a learner.

Confidentiality

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The duration of the suspension.

Whether or not the suspension was justified.

The use of suspension when the individual is subsequently reinstated. We will consider how future

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Appendix 5 – Key contact details in Brighton & Hove City Council

The below details are for the host local authorities for . Note if your concerns are about the possible abuse of a child in their own home, then the call will need to be made to the home Local Authority child social care service where they reside.

Brighton & Hove City Council Safeguarding Information:

Monday to Friday, 9am to 5pm, phone the Access Point on 01273 29 55 55, or send an email to hascsafeguardinghub@brighton-hove.gov.uk. Outside these hours calls will be answered by CareLink Plus.

Local Authority Designated Officers:

Brighton & Hove City Council LADO ladoenquiries@brighton-hove.gov.uk

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