



Samarès School

Safeguarding Policy

Updated September 2025

Safeguarding Policy

Samares School

UNRC Article 3: Everyone who works with children should do what is best for each child

This policy makes reference to and is supported by other school and CYPES Policies. All school policies and procedures reference safeguarding, where appropriate.

This policy applies to all adults, including volunteers, working in or on behalf of Samarès School. We recognise our moral and statutory responsibility to safeguard and promote the welfare of all pupils.

Everyone working in or for our school shares an objective to help keep children and young people safe by contributing to:

- providing a safe environment for children and young people to learn and develop in our school setting, and
- identifying children and young people who are suffering or likely to suffer significant harm, and taking appropriate action with the aim of making sure they are kept safe both at home and in our school setting

Samarès School is committed to safeguarding and promoting the welfare of all of its pupils. Each pupil's welfare is of paramount importance.

Policy Principles:

- The welfare of the child is paramount
- All children, regardless of age, gender, ability, culture, race, language, religion or sexual identity, have equal rights to protection
- All staff have an equal responsibility to act on any suspicion or disclosure that may suggest a child is at risk of harm
- Pupils and staff involved in child protection issues will receive appropriate support

Policy aims

- To provide all staff with the necessary information to enable them to meet their child protection responsibilities
- To ensure consistent good practice

- To demonstrate the school's commitment with regard to child protection to pupils, parents and other partners
- To contribute to the school's safeguarding portfolio

We recognise that:

- Some children may be especially vulnerable to abuse
- Children who are abused or neglected may find it difficult to develop a sense of self-worth and to view the world in a positive way. Whilst at school, their behaviour may be challenging
- Children can be victims and perpetrators of abuse
- Children who harm others may have been abused themselves
- Allegations can be made against staff, however careful and safe our recruitment practices

This policy will be updated annually and known to everyone working in the school.

This policy will be available on the school's website and is referenced in the staff handbook.

Named personnel with designated responsibility for Safeguarding

Academic Year	Designated Safeguarding Lead	Deputy Designated Safeguarding Lead
2025/26	Mrs V McInerney	Mrs J Posner Miss K Rowland

Providing a safe environment

Safer Recruitment and Selection

The school pays full regard to the Government of Jersey Policies and guidance on Safer Recruitment.

We ensure that all appropriate measures are applied in relation to everyone who works in the school and who is therefore likely to be perceived by the children as a safe and trustworthy adult. This includes volunteers, supervised volunteers and staff employed by contractors.

Safer recruitment practice includes scrutinising applicants, verifying identity and academic or vocational qualifications, obtaining professional references, checking previous employment history and ensuring that a candidate has the health and physical capacity for the job. It also includes undertaking interviews and checks with the Disclosure and Barring Service (DBS).

Safer recruitment means that applicants will:

- complete an application form online which includes their employment history and explains any gaps in that history
- provide two referees, including at least one who can comment on the applicant's suitability to work with children
- provide evidence of identity and qualifications
- if offered employment, be checked in accordance with the Disclosure and Barring Service (DBS) regulations as appropriate to their role. This will include an enhanced DBS check for those engaged in Regulated Activity
- if offered employment, provide evidence of their right to work in Jersey, be interviewed, if shortlisted.

The school and the central HR team will also:

- verify the preferred candidate's mental and physical fitness to carry out their work responsibilities
- obtain references for all shortlisted candidates, including internal candidates
- carry out additional or alternative checks for applicants who have lived or worked outside the UK.
- Hold a single central safeguarding register (SCR) for employment purposes

At least one member of each recruitment panel will have attended safer recruitment training.

All new members of staff will undergo an induction that includes familiarisation with the school's safeguarding policies and identification of their child protection training needs. All staff know where to locate the relevant child protection policy and safeguarding policies.

Newly appointed staff are assigned a mentor for the induction period. It is the responsibility of the mentors to familiarise new staff with procedures and policy, which affect the health and safety of all at school but especially the children.

The school only uses supply staff approved by CYPES who have been through safer recruitment checks. Trainee teachers will be checked either by the school or by the training provider, from whom written confirmation will be obtained.

Regulated Activity

Schools are 'specified places' which means that the majority of staff and volunteers will be engaged in regulated activity.

Volunteers and Work Experience Candidates

Volunteers, including work experience candidates will undergo checks commensurate with their work in the school and contact with pupils. Under no circumstances will a volunteer who has not been appropriately checked be left unsupervised or be allowed to engage in regulated activity.

Supervised volunteers

Volunteers who work only in a supervised capacity and are not in regulated activity will undergo the safe recruitment checks appropriate to their role, in accordance with the Education Department's risk assessment process and statutory guidance.

Contractors

The school checks the identity of all contractors working on site and requests DBS checks and barred list checks where required by statutory guidance. Contractors who have not undergone checks will not be allowed to work unsupervised or engage in regulated activity.

Safe Practice

Our school will comply with the current Guidance for Safer Working Practice for Adults who work with Children and Young People and ensure that information in this guidance regarding conduct, is known to all staff, visitors and volunteers who come into the school.

Safe working practice ensures that pupils are safe and that all staff:

- are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions; work in an open and transparent way
- work with other colleagues where possible in situations that could be open to question
- discuss and/or take advice from school management over any incident which may give rise for concern
- record any incidents or decisions made
- apply the same professional standards regardless of diversity issues
- be aware of information-sharing and confidentiality policies
- are aware that breaches of the law and other professional guidelines could result in criminal or disciplinary action being taken against them.

Helping children to keep themselves safe

Children are taught to understand and manage risk through our personal, social, health education lessons, through our focus on the school's Core Values and sex and relationships lessons and through all aspects of school life. Our approach is designed to help children to think about risks they may encounter and with the support of staff work out how those risks might be reduced or managed. Discussions about risk are empowering and enabling for all children and promote sensible behaviour rather than fear or anxiety. Children are taught how to conduct themselves and how to behave in a responsible manner. Children are also reminded regularly about e-safety, the risks of sharing content and images online and tackling bullying, including online bullying procedures. The school continually promotes an ethos of respect for children, and pupils are encouraged to speak to a member of staff of their choosing about any worries they may have. They are reminded that confidentiality cannot be guaranteed, but that they will be listened to, heard and informed of what steps can be taken to protect them from harm and that feedback will be sought, so that their views about actions are known.

Partnership with Parents

The school shares a purpose with parents to educate and keep children safe from harm and to have their welfare promoted. We are committed to working with parents positively, openly and honestly. We ensure that all parents are treated with respect, dignity and courtesy. We respect parents' rights to privacy and confidentiality and will not share sensitive information unless we have permission or it is necessary to do so in order to protect a child.

The school will, in most circumstances, endeavour to discuss all concerns with parents about their children. However, there may be exceptional circumstances when the school will discuss concerns with the Children and Family Hub, (MASH)/Social Services and/or the Police without parental knowledge (in accordance with the Education Department Child Protection procedures). The school will, of course, always aim to maintain a positive relationship with all parents.

Partnerships with others

Our school recognises that it is essential to establish positive and effective working relationships with other agencies that are partners of the Safeguarding Partnership Board and Education Department. There is a joint responsibility on all these agencies to share information to ensure the safeguarding of all children.

School Training and Staff Induction

The school's designated safeguarding leads will undertake and organise child protection training for designated safeguarding leads and whole staff refresher training on a yearly basis. All other school staff, including non-teaching staff, will undertake appropriate induction training and safeguarding/child protection training to enable them to carry out their responsibilities for safeguarding effectively, which will be updated regularly. All staff (including temporary staff, volunteers, supervised volunteers and staff employed by contractors) are provided with a summary of the school's safeguarding policy and informed of the school's safeguarding arrangements on induction. Weekly safeguarding or health and safety updates are issued on the weekly staff notices and other information is shared on a regular basis.

Support, Advice and Guidance for Staff

If you are not sure whether or not to make a referral to the Children and Family Hub, you can contact the team on 449213, if the call needs to be made out of hours, contact the duty social worker via Police Headquarters, 612612 or the General Hospital for Children's Services emergency social worker. In an emergency, you call 999.

Related School Policies

Safeguarding covers more than the contribution made to child protection in relation to individual children. It also encompasses issues such as pupil health and safety, bullying and a range of other issues, for example, arrangements for meeting the medical needs of children providing first aid, school security, intimate care, drugs and substance misuse, positive behaviour etc. There may also be other safeguarding issues that are specific to the local area or population.

Child Protection/Self Harm/Drugs

Teachers and other adults in school are well placed to observe any physical, emotional or behavioural signs which indicate that a child may be suffering significant harm. The relationships between staff, pupils, parents and the public which foster respect, confidence and trust can lead to disclosures of abuse, and/or school staff being alerted to concerns. There is a detailed Child Protection Policy and this policy should be referred to by staff for more detailed information and guidance.

Accurate records will be made as soon as practicable and will clearly distinguish between observation, fact, opinion and hypothesis. All records will be signed and dated, any information given will be recorded verbatim where possible and a note made of the location and description of any injuries seen.

Please refer to the Child Protection Policy for further information and guidance.

Bullying

While bullying is a very serious issue that can cause considerable anxiety and distress. At its most serious level, bullying can have an impact on a child's wellbeing and in very rare cases has been a feature in the suicide of some young people.

All incidences of bullying, including online-bullying and prejudice-based bullying should be reported and will be managed through our Counter Bullying Policy and procedures. All pupils and parents are made aware of the procedures on joining the school and the subject of bullying is addressed at regular intervals in PSHE education. If the bullying is particularly serious, or the tackling bullying procedures are deemed to be ineffective, the headteacher and the SLT members involved will consider implementing child protection procedures. Please refer to the anti-bullying policy.

Online Safety/Digital Safeguarding

The school recognises that its pupils will use mobile phones and computers at some time. They are a source of fun, entertainment, communication and education. Despite the published age restrictions, our pupils increasingly use electronic equipment on a daily basis to access the internet and share content and images via social networking sites.

Unfortunately, some adults and young people will use these technologies to harm children. The harm might range from sending hurtful or abusive texts and emails, to grooming and enticing children to engage in sexually harmful conversations, webcam photography or face-to-face meetings. Pupils may also be distressed or harmed by accessing inappropriate websites that promote unhealthy lifestyles, extremist behaviour and criminal activity.

The school's online-safety procedure explains how we try to keep pupils safe in school and protect and educate pupils in the safe use of technology.

Online bullying and sexting by pupils will be treated as seriously as any other type of bullying and will be managed through our anti-bullying procedures. Serious incidents may be managed in line with our child protection procedures.

Many pupils own or have access to mobile devices and parents are encouraged to consider measures to keep their children safe when using the internet and social media at home and in the community. Pupils are not permitted to use personal mobile devices during the school day. Please refer to the Online Safety Policy for further information and guidance.

Children and teachers are required to sign an AUP to use the internet at school.

Photography and Images

Occasionally we may take photos of the children at school. We may use these images within classrooms, in corridors and in our school's information booklet or in other printed publications, as well as our website. We may also make video or webcam recordings of school events such as residential trips or assemblies.

Parents are asked to keep any photographs they take of their children in school to personal use only. Parents are reminded at each event that photographs of school children should not be uploaded to social networking sites, such as Facebook.

From time to time, our school may be visited by the media who will take photographs or video /film footage. Pupils will often appear in these images, which may be used in the J.E.P or on televised news programmes.

The vast majority of people who take or view photographs or videos of children do so for entirely innocent, understandable and acceptable reasons. Sadly, some people abuse children through taking or using images, so we must ensure that we have some safeguards in place.

To protect pupils:

- School photographs that are for use outside of school are anonymous unless specific permission has been received from parents.
- Parents are asked to sign a consent form upon entry to school stating whether they are happy for such photographs and videos to include their son or daughter. Teachers are informed of pupils who do not have parental consent.
- If outside agencies or companies photograph or film pupils, a data processing agreement between the school and the individual is signed.
- The Privacy Statement is in the School Handbook and is published on the school website.
- School will seek consent for photographs to be taken or published (for e.g. on our website or in newspapers or publications).
- Use only the pupil's first name with an image.
- Ensure pupils are appropriately dressed.
- Encourage pupils to tell us if they are worried about any photographs that are taken of them.

Attendance

- Excellent attendance is expected of all children. If a child is absent without notification School has a policy of phoning home to ascertain each child's whereabouts. Where children do not turn up, and school has made the usual enquiries we will refer the case to the EWO.
- The school works closely with the EWO whenever a child's attendance and punctuality causes concern.
Positive measures are put in place to encourage children to attend regularly and punctually.
- For full details see Attendance Policy.

Children Missing Education (CME) and Children Missing from Education (CMfE) Attendance, absence and exclusions are closely monitored. A child going missing from education is a potential indicator of abuse and neglect, including sexual abuse and sexual exploitation. The school will monitor unauthorised absence and take appropriate action including notifying our Education Welfare Officer, particularly where children go missing on repeated occasions and/or are missing for periods during the school day.

The school will refer all cases of concern to their Education Welfare Officer (EWO) or Safeguarding Lead at the Education Department.

Where parents inform our school that they wish to 'home educate' their child, they must contact the Education Department directly and follow their policy before this can be agreed.

Behaviour

Good behaviour is essential in any community and at Samarès School we have high expectations for this. We aim to promote positive behaviour in accordance with our behaviour policy. We support this policy through our curriculum, for example in our PSHE lessons, zones of regulation teaching and assemblies.

All staff need to recognise that children suffering from abuse, or where abuse has happened historically, may have challenging behaviour at times, which they must be supported with.

All staff have access to training and support from the SEMHIT and internal training as required.

Please refer to the Behaviour Policy for further information and guidance.

First Aid

Samares School follows the CYPES First Aid policy and have allocated trained staff. There are a number of first aid kits situated around school. Each class has a First Aid cupboard, labelled with a white cross on a green background. Inside, gloves and plasters are kept. When a child is seriously unwell, or has suffered an accident in school or on the playground, there is a protocol for staff to follow:

- a trained first aider is consulted
- the incident is logged in the accident book
- for head injuries a Head Note is issued and parents contacted
- if there is any doubt at all a parent is contacted
- if an injury is deemed notifiable or requires Accident and Emergency treatment an online accident form is completed and sent to the Education Department.

Racial tolerance and Equal Opportunities

The school will work hard to promote equality and harmony by preventing and challenging racism or other intolerance. Promoting equality is undertaken through our Core Values and in our RE and PSHE curriculum, as well as through assemblies. The children take part in discussions designed to raise awareness and address prejudices.

Please refer to the Equal Opportunities Policy for further information and guidance.

School Security

Samarès School provides a safe and secure environment for pupils and staff to work in. However, the school is only as secure as the people who use it. Therefore, all people on the site have to adhere to the rules, which govern it. Laxity can cause potential problems to safeguarding.

Therefore:

- External gates on the site remains locked throughout the school day
- The main entrance is locked and accessed via buzzed entry during the day.
- Visitors and volunteers must only enter through the main entrance and after signing in at the office where a visitor badge will be issued if an ID badge is not available
- Children will only be allowed home with adults with parental responsibility or confirmed permission
- Children should never be allowed to leave school alone during school hours
- Staff should challenge unidentified / unknown people on school premises

- Adults and parents visiting the school should use staff toilets only and not children's toilets. Staff will be vigilant in monitoring this
- Staff are responsible for locking doors and securing windows in their classroom at the end of the school day
- Should a child leave the school premises without permission, then the SLT must be informed immediately. Parents will then be informed of the incident and the police if necessary. There is a procedure document we follow if a child leaves the premises.
- For more information see Health and Safety Policy, Lone Worker Policy and end of day procedures

School trips

Pupils may be taken out on visits to enhance their learning. These trips are carefully planned for to minimise risk and safeguard our pupils. Detailed advice on trips is contained within the Educational Visits Policy.

Traveling to and from school

Pupils from Year 4 upwards are allowed to walk or cycle from school unaccompanied by a parent or carer. Pupils cycling unaccompanied to school must hold the Cycling Proficiency certificate and must wear a cycle helmet.

Welcoming visitors

It is assumed that visitors with a professional role i.e. the School Nurse or members of the police already have relevant clearance but the office will always check this before admittance is granted and check on this where necessary before access is granted.

They should enter the school building by the main entrance only.

All contractors are required to sign the Property Log Book, in accordance with JPH guidelines.

Whistleblowing

If members of staff ever have any concerns about people working, paid or unpaid, they have a professional duty to inform the management accordingly. This can be done in writing or verbally, but staff should be prepared to discuss issues in the confidence that any such matter will be dealt with sensitively and with the necessary degree of confidentiality. See Whistleblowing policy and Compliments, Complaints and Concerns Policy, Allegations Against Staff Policy.

Extended School and Off-Site Arrangements

Where extended school activities are provided by and managed by the school, our own safeguarding policy and procedures apply. If other organisations provide services or activities on our site we will check that they have appropriate procedures in place, including safer recruitment procedures. When our pupils attend offsite activities, including day and residential visits and work related activities, we will check that effective safeguarding arrangements are in place.

Confidentiality and Data Protection

The school will operate with regard to Data Protection (Jersey) Law 2018 and follow current Education Department policy.

- “Where there is a concern that the child may be suffering or is at risk of suffering significant harm, the child’s safety and welfare must be the overriding consideration.” This may involve sharing information with the police and social care.
- All staff will understand that child protection issues warrant a high level of confidentiality, not only out of respect for the pupil and staff involved but also to ensure that being released into the public domain does not compromise evidence.
- Staff should only discuss concerns with the designated senior person, headteacher or Deputy Designated Lead (depending on who is the subject of the concern). That person will then decide who else needs to have the information and they will disseminate it on a ‘need-to-know’ basis.
- Any member of staff can contact the Children and Families Hub (MASH) team if they are concerned about a child.
<https://www.gov.je/Caring/ChildrenAndFamiliesHub/Pages/ChildrenAndFamiliesHubHomepage.aspx>

Pupil Information

The Government of Jersey record-keeping procedures and Data Protection Policy are followed at all times. The school is open about how we use pupil information in our Privacy Statement. This is regularly updated.

In order to keep children safe and provide appropriate care for them, our school requires accurate and up to date information regarding:

- names and contact details of persons with whom the child normally lives
- names and contact details of all persons with parental responsibility (if different from above)
- emergency contact details (if different from above)

- details of any persons authorised to collect the child from school (if different from above)
- any relevant court orders in place including those, which affect any person's access to the child (e.g. Residence Order, Contact Order, Care Order, Injunctions etc.), if the child is or has been subject to a child protection or care plan, name and contact detail of G.P.
- any other factors which may impact on the safety and welfare of the child

The school will collate, store and agree access to this information.

All child protection documents will be retained securely. These records will be transferred to any school or setting the child moves to, clearly marked 'Child Protection, Confidential, for attention of Designated Person Child Protection IN PERSON (where possible) by the Designated Lead or Deputy and a face-to-face meeting/phone conversation will be held.

Roles and Responsibilities

Our Headteacher will ensure that:

- The policies and procedures adopted by the school are fully implemented, and followed by all staff
- Sufficient resources and time are allocated to enable the designated person and the deputy to carry out their roles effectively including the assessment of pupils and attendance of strategy discussions and other necessary meetings; for e.g. child protection conferences and core group meetings
- All staff and volunteers feel able to raise concerns about poor or unsafe practice in regard to children, and such concerns are addressed sensitively and effectively in a timely manner in accordance with the Education Department Whistle Blowing Policy
- All pupils are provided with opportunities throughout the curriculum to learn about safeguarding, including keeping themselves safe online
- They have completed Safer Recruitment training
- The Education Department's procedure for managing allegations against staff is known to staff
- Operate the procedure for managing allegations effectively and refer relevant concerns to the Education Department's Designated Safeguarding Lead
- That anyone who has harmed or may pose a risk to a child is referred to the DBS
- A deputy senior manager (Deputy Headteacher) is appointed to deal with allegations against staff in the absence of the head teacher

Senior Members of Staff with Designated Responsibility for Child Protection will:

Referrals

- Refer cases of suspected abuse or allegations to Children and Families Hub (MASH) and maintain a record of all referrals
- Act as a source of support, advice and expertise within the school and have access to the latest guidance from the Education Department and Safeguarding Partnership Board
- Liaise with the Headteacher to inform him/her of any issues and ongoing investigations and ensure there is always cover for this role

Training

- Recognise how to identify signs of abuse and know when it is appropriate to make a referral
- Have knowledge of the escalation policy, the Education Department's Designated Safeguarding Lead, conduct of a child protection case conference and be able to attend and contribute to these
- Ensure that all staff have access to and understand the school's Safeguarding Policy
- Ensure that all staff have induction and refresher training
- Keep detailed, accurate and secure written records
- Obtain access to resources and attend any relevant or refresher training courses every three years.

Raising Awareness

- Ensure the Safeguarding Policy is updated and reviewed annually and work with the Headteacher regarding this
- Ensure parents are made aware of the safeguarding policy which alerts them to the fact that referrals may be made and the role of the establishment in this to avoid conflict later
- Where a child leaves the establishment, ensure the child protection file is transferred to the new establishment and meet/speak to the new Designated Lead ASAP, as well as ensuring the pupil's social worker is informed
- Update and maintain the Safeguarding Audit Tool to monitor and develop practice

All staff and volunteers will:

Fully comply with the school's policies and procedures, attend appropriate training and inform the designated safeguarding lead of any concerns.

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