

Dunbar Grammar School – Safeguarding policy



October 2017

This policy applies to all staff, including senior managers, volunteers, partners, students or anyone working on behalf of Dunbar Grammar School.

The purpose of this policy is to:

Protect all young people who attend Dunbar Grammar School

Provide staff and volunteers with the overarching principles which guide our approach to safeguarding and child protection.

Dunbar Grammar School believes that a child or young person should not experience abuse of any kind. We have a responsibility to promote the welfare of all children and young people and to keep them safe. We are committed to practise in a way that protects all of our pupils.

Legal Framework

This policy has been drawn up using the principles of law and guidance that seek to protect children.

- Children Act 1989
- United Nations Convention of the Rights of the Child 1991
- Data Protection Act 1998
- Human Rights Act 1998
- Sexual Offences Act 2003
- Children Act 2004
- Safeguarding Vulnerable Groups Act 2006
- Protection of freedoms Act 2012
- Children and Families Act 2014
- GIRFEC
- Children & Young people (Scotland) Act 2014
- Information sharing: Advice for practitioners providing safeguarding services to children, young people, parents and carers, HM government 2015
- Working together to safeguard children: a guide to inter-agency work to safeguard and promote the welfare of children; HM Government 2015



We recognise that:

The welfare of children and young people is paramount, as enshrined in the Children Act 1989 and the values of GIRFEC.

All children and young people, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, have a right to equal protection from all types of harm or abuse.

Some children and young people are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues.

Working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young peoples' wellbeing.

We seek to keep young people safe at DGS by:



- Valuing them, listening to them and respecting them.
- Adopting Child Protection and safeguarding practices through our policies and procedures.
- Appointing designated child protection officer in school (PR) and two child protection DMS (Designated Member of staff LG / CS).
- Providing effective management for staff and volunteers through supervision, support, training and quality assurance measures.
- Recruiting staff and volunteers safely, ensuring all necessary checks are made.
- Recording and storing information professionally and securely.
- Sharing information about safeguarding and good practice with young people, their families, staff and volunteers.
- Using our safeguarding procedures to appropriately share concerns and relevant information about children, young people, parents, families and carers with partner agencies.
- Ensuring that we have effective complaints measures in place.
- Using our procedures to manage any allegations against staff and volunteers appropriately.
- Creating and maintaining an anti-bullying environment, ensuring that we adhere to the East Lothian anti-bullying policy and procedures to help us deal effectively with any bullying that does arise.
- Ensuring that we provide a safe physical environment for our young people, staff and volunteers, by applying health and safety measures in accordance with the law and regulatory guidance.
- Ensuring that all staff are aware of their statutory duties.
- Ensuring that relevant staff are kept up to date with safeguarding practice, including e-safety and extremism (PREVENT).

Procedures at Dunbar Grammar

The wellbeing of our students is the responsibility of all staff, with Pupil Support and Senior Leadership Team providing an added layer of support for students for whom there are concerns.

Staff are asked to be vigilant at all times and alert to any wellbeing concerns that may arise.

- First Line Guidance teachers in S1 to S3 registration classes play an active role in observing and reporting wellbeing concerns among their C class.
- All staff should check at the beginning of each lesson to ensure that pupils are comfortable and ready to take part in the lesson.
- Staff can address any concerns they may have within their own environment, but if the concern is more serious they should create a referral to the relevant Guidance PT or member of SLT at the earliest opportunity. Each referral should indicate the Wellbeing Indicator of concern (*Safe, Healthy, Achieving, Nurtured, Active, Respected, Responsible, Included*). Guidance staff will then take further relevant action, informing the teacher of the action if appropriate.
- All staff must ensure they are up to date with Child Protection training as stipulated by East Lothian Council.

- All staff must ensure they understand and follow the Child Protection procedures in place at Dunbar Grammar School. These can be found on the school server [here](#).
- Pupil Support consists of three PTs of Guidance who are responsible for the majority of pupils. They are managed by the PT Pupil Support (LG). The PT Pupil Support also has a smaller caseload as does the PT SFL when appropriate.
- Students will meet with their Guidance teacher via PSE classes and also may have individual contact with their Guidance teacher, PT Pupil Support or PT SFL at relevant times.
- Students and parents or carers are encouraged to contact their Guidance teacher, PT Pupil Support or PT SFL if they have any safeguarding or pastoral concerns.
- A Pupil Support Group consisting of Guidance staff, PT SFL, PT Pupil Support and DHT Pupil Support meet fortnightly to discuss wellbeing concerns and possible interventions for students. Decisions may be made to refer to partner agencies for further support.
- Guidance staff also review attendance, update Child's Planning Process information, look at tracking and monitoring data and undertake interventions where necessary.
- Pupil Support staff operate within East Lothian's Child's Planning Process, holding meetings when necessary and inviting partners in with the aim of coordinating the best possible support for young people at DGS. They may draw up a Child's Plan if required.

Dunbar Grammar School is committed to providing high-quality pastoral care and support to our students.

Contact details

Designated Safeguarding Officer (DSO)

Name: Paul Raffaelli

Designated members of Staff

Name: Claire Slowther, Depute Headteacher

Name: Lesley Gillies, PT Pupil Support

This policy was last reviewed on: (date)

Signed:

