

How our Setting Safeguards Students

We understand that safeguarding and promoting the welfare of children is everyone's responsibility and fully endorse the core principles of safeguarding:

- Protecting children from maltreatment (*A child is anyone under 18 years old*)
- Preventing impairment of children's mental and physical health or development
- Ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and
- Taking action to enable all children to have the best outcomes.

We are child-centred and we will always promote students' health, well-being, personal and emotional development.

We create a safe, inclusive learning culture where students;

- Are respected and protected from bullying and discrimination.
- Can talk and express views, be listened to and get feedback.
- Have their needs met and fulfil their potential?
- Know how to get help.
- Know when discussion is confidential.
- Learn about online-safety, bullying, healthy relationships, abuse, neglect, exploitation.

We work in partnership with parents and carers by offering;

- Open, honest, and respectful relationships.
- Comfort and privacy to talk and get advice.
- Involvement and inclusion at all stages of student's education and care.
- Understanding of culture and diversity.
- Clear explanations and use of professional interpreters.
- Up-to-date emergency contact details.
- Information about our complaints procedure
- Support and signposting to adult services if vulnerable

We promote early help and support by:

- Prompt identification and assessment of additional needs of all students and their family.
- Putting ongoing support in place, with a clear planning and review cycle.
- Sharing information appropriately with students, families and agencies.
- Preventing concerns from escalating.

We store and share information securely by:

- Following legislation and guidance.
- Having appropriate IT filters and monitoring systems in place .
- Explaining how, what, where and when information is shared.
- Maintaining detailed, accurate and secure written records of discussions, decisions and actions, and sharing appropriately.

Our Safeguarding policies and procedures:

- Available publicly for students, families, staff.
- Following National and SCSP guidance and arrangements (e.g. [Keeping children safe in education](#)).
- Include staff/pupil behaviour and relationships, and online communications.
- Updated annually.

We have a coordinated approach to concerns:

- There is quick staff response to inform DSL/D about student concerns.
- There are timely referrals to Children's Social Care and Police where risk of significant harm exists.
- We work with all agencies to support students and families through multi-agency meetings e.g., child protection conferences, plans and actions

We have safe recruitment and management practices by ensuring that:

- Unsuitable people do not work with children.
- There is a positive, open culture and environment.
- Whistleblowing process for staff concerns about organisational practice are in place.
- All allegations of abuse by staff, carers or volunteers are reported using the correct procedures.

Our trained volunteers, staff and management have:

- Clear safeguarding roles and responsibilities.
- On-site safeguarding induction and refreshers.
- High quality SCSP basic and advanced staff training.
- Regular DSL/D staff safeguarding updates of skills and knowledge.

Safeguarding at our Setting

- If you have any concerns about a student at this setting, please share this information with us straight away.
- Issues such as appearance, hygiene, behavior, can be shared with teaching or support staff.
- Do not worry about reporting small matters – we would rather you tell us than miss a worrying situation.
- **If you think that a student or an adult who cares for them has been or might be harmed; please talk to a member of our trained safeguarding team immediately (details below).**
- You can ask any member of staff to find them and speak to you about a confidential and urgent matter.

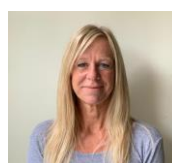
- If you are unhappy with the way we have dealt with something, please tell us.
- If you wish to report it to us formally, please use our complaints procedure or write directly to the Head Teacher or Chair of Governors.
- A concern, allegation or disclosure of abuse involving someone working with children or adults in a paid or unpaid capacity **must** be reported directly to the Head Teacher, Principal or Senior Manager, unless it involves them and then it should be reported directly to the Chair of the Governing Body or Management Committee.

Our Designated Safeguarding Lead is:



Name: Jo Quinlen
Their office is located next to: school reception.
Their tel. no is 01142552501

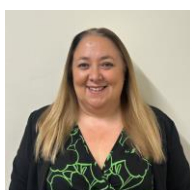
Our Designated Safeguarding Deputies are:



Name: Jo Hollands and Jen Robins
Their office is located next to the school office.
Their tel. no is 01142552501

Our Head Teacher is:

Name: Anne Barker
Their office is located next to the school office
Their tel. no is 01142552501



Our Special Education Needs Coordinator is:

Name: Jen Robins and Amy Winwood
Their office is located next to the school office.
Their tel. no is 01142552501.



Our Chair of Governors is:

Name: Brian Wood



To contact a governor,
please send an email to:
enquiries@lowfield.sheffield.sch.uk

Our Safeguarding Governor is:

Name: Greg Marshall



To contact a governor,
please send an email to:
enquiries@lowfield.sheffield.sch.uk