Cotham School. Safeguarding-related Policies and guidelines – a brief summary.
All these policies can be found on R drive: Policies.

Anti-bullying policy - updated October 2016
This policy emphasises the entitlement of all students to be educated in an environment that is safe and free from bullying behaviour. The policy provides a definition of bullying and describes the practice and procedures used when bullying is reported. These procedures relate to the victim, the perpetrator and record keeping. The anti-bullying policy can be found on the school website.

Allegations against staff Policy – updated Sept 2011
This policy explains the procedures involved if staff have concerns about the behaviour of or wish to make an allegation against a colleague or any other adult who works with children. It outlines what constitutes an allegation and the circumstances when the procedures can be used. The policy gives a structured framework to follow, outlining details of who should respond to an allegation made, how the school should respond and what it should not do. It details the different types of investigation that could follow an allegation and provides a flowchart describing procedures to follow when managing an allegation.

Attendance Policy – Annual review July 2012
This policy aims to ensure that students are at school, on time, every day. It makes explicit the responsibilities of school and home and emphasises that the school will not authorise holidays during term time. It includes links to the adopted Bristol City Council Policy on Children Missing Education

Behaviour Policy – updated September 2016
Cotham School believes in the development of the whole child and creating the conditions where mature, respectful behaviour grows is a key aim of the school. This policy includes the Code of Conduct for students generally as well as those for the areas of ICT and the library. It references other key policies and is concerned to keep children safe in school, on the journey to and from school, in social situations and on-line. The school's sanctions are made explicit as is the way in which incidents are investigated. The policy has appended to it classroom protocols for staff that are designed to create a positive and supportive ethos.

Child Protection and Safeguarding policy – updated October 2016
This policy explains how the fundamental principle that 'the welfare of the student is paramount' should be implemented across the school. The policy explains the overall aims, purposes and procedures to be used by staff to support the principle. Governor and staff responsibilities are described with a summary of staff responsible for aspects of Safeguarding listed on final page. It makes specific reference to different aspects of Safeguarding in school including for example Anti-bullying, Safe Recruitment, E-Safety and others. The policy refers to a range of safeguarding-related policies (which are included below). An appendix of Abuse signs and symptoms is given.

Children in Care Policy – March 2009
This policy sets out Cotham schools commitment to Children in Care by recognizing that Children in Care can experience specific and significant disadvantage within a school setting. The policy contains a specific fourteen point action plan that is designed to enhance the achievement and welfare of Children in Care.

Complaints Procedure – reviewed 2009
This document gives clear guidance on how a concern or complaint can be raised with the school. This formal procedure is designed to bring a resolution of the matter and to bring a full and effective response to the complainant.

Confidentiality Policy – updated Sept 2012
This policy refers to the matter of confidential school information but mostly considers issues around the management of confidential student information. It explains what confidential information means, sets out how staff should manage confidential information across a range of different situations. These situations include confidentiality 'in the classroom', supporting vulnerable students, dealing with one-to-one disclosures, 'working with health professionals' and other external agencies. The issue of sharing information with parents where their child has asked for confidentiality is also referred to.

Drugs Policy – updated October 2016

This policy makes clear the school's responsibilities for safeguarding the health, safety and well-being of its young people. It clarifies the school's approach to incidents involving drugs and specifies the aims of the school in this area. It references other key policies as well as the statutory guidelines that cover these areas.

Educational Visits – updated July 2012.
This policy provides guidance for the Educational visits coordinator and to all visit leaders on the practicalities of putting together a safe and effective educational visit. The foundation for the policy comes from the original BCC educational visits policy and is informed by current D of E guidelines. Another key document that forms part of this policy and body of guidance is the Health and Safety of pupils on Educational visits document detailing best practice (published by the Department of Education and skills). Practically the policy guides the Educational Visits Coordinator who works to guide, and support visit leaders. Of particular importance here are staffing ratio decisions and the production of effective risk assessments.

E-Safety Policy – updated June 2016
The E-Safety policy explains how to make best use of E technologies whilst minimising the risks associated from their use though diligent and strict management. The first part of the policy outlines a rationale and how the school seeks to support each of its core stakeholders. Management of technical issues is detailed, in particular setting out planned and regular review of our systems, how 'users' are managed, how the school's system operates and remains secure, which staff have oversight & responsibility for our systems. The policy details how E Safety can be supported across all subject areas and mentions factors to be aware of, in particular the issue of using digital and video images. A grid helps to identify when communication technologies can or can't be used and it gives guidance on appropriate ways to communicate digitally. Another grid outlines user actions which are mostly unacceptable or unacceptable and illegal. A final Appendix sets out two grids (one for students and one for staff) of incidents which are deemed unacceptable for users to engage in and it outlines how staff / school will deal with these incidents.

Extended Schools Safeguarding Policy – reviewed June 2011.
This policy sets out our Safeguarding expectations of all those 'external users' who supervise activities on Cotham premises. It gives guidance on what users should do in a range of instances including the disclosure of confidential information, bullying and where the staff are concerned that a 'student' may be at risk of harm. It outlines who should be contacted, giving a list of contact details, both school and Social Services. The external user is expected to sign a document agreeing to the above.

FGM Policy – updated October 2016
This policy sets out what FGM is, why it is illegal in the UK and it provides a framework for responding to students who are at risk of FGM or who may have suffered FGM. The procedure for managing FGM is usually initiated when a family seeks an extended holiday. The policy also highlights signs, symptoms and relevant questions to ask when exploring the issue.

First Aid and Administration of Medicines Policy - updated 2011
This document aims to provide a clear policy that is understood by all, so that the specific medical needs of students will be met and they are able to participate actively in all aspects of school; simultaneously ensuring Cotham is able to meet their safeguarding responsibilities. The policy aims to highlight to all staff that certain medical conditions are serious and can be potentially life threatening if ill-managed or misunderstood. The four main medical conditions that are referred to in this document are Asthma, Anaphylaxis, Diabetes and Epilepsy.

Health and Safety policy – updated July 2011.
The school's Health and Safety policy document can be found on the school R drive. The policy sets out the organisational structure and specific overall responsibilities for health and safety within Cotham School. The Health and Safety policy of the school should not be considered as a single document rather as an umbrella under which all policies relating to Health and Safety fall.

Information sharing policy – personal, sensitive or confidential student information. – updated Sept 2012.
The underlying principle is that information will be shared on a 'need-to-know-basis only'. This policy outlines the reasons why sharing student information is important and sets out parameters Cotham school works within. It provides a decision-making framework (a series of questions to ask, called the '7 Golden rules') which aims to support a consistent and balanced approach to sharing information. Whatever information is

shared, it should be 'necessary, proportionate, relevant, accurate, timely and secure'.   The final golden rule emphasises the importance of recording your decisions for sharing information and the reasons for it.

Equalities Policy – updated October 2016
This Policy is a statement that shows how the school is committed to equal opportunities, community cohesion and how we intend to tackle discrimination. The policy show how the school and the governors take action to make equal opportunities a reality. The policy itself is made up of the following four policy statements. Disability Equality Policy, Gender Equality Policy, Race Equality Policy and Sexuality Equality Policy. All of these Policy show that Cotham welcomes diversity and the positive benefits this brings to the life of the school. It also recognises that the varied backgrounds of students and other people in the school community are an asset to the school.

Personal, Social, Health and Economic Education Policy (PSHEE) – updated Sept 2016
This policy outlines how the department aims to ensure that pupils show outstanding understanding of and commitment to their own and others' health and wellbeing. They should demonstrate an excellent understanding of relationships, sexual development, sexual consent and respect and have a strong understanding of the principles that underpin positive parenting. They should be well aware of the dangers of substance misuse and should have a very strong understanding of how to recognise and deal with mental health problems such as stress and eating disorders, and should understand how to resist peer pressure and where to go to seek advice. They should understand very well the impact of bullying, including racist, homophobic, disablist and transphobic language and make should make outstanding progress in developing understanding and skills in relation to business, enterprise, money management and employability.

Recruitment and Selection Policy and Procedure – updated Sept 2012
This policy provides a framework for fairly and consistently selecting and recruiting suitably experienced and qualified employees by appropriately trained staff to ensure that the best possible staff are recruited on the basis of their merits, abilities and suitability for the position. The policy details a systematic approach and a selection panel must be able to demonstrate justice, fairness and an adherence to equal opportunities in all stages of the process.   Governor and staff responsibilities are detailed in appendix C of the policy.

The school is committed to safeguarding and promoting the welfare of our students. Throughout the recruitment process this commitment is communicated in order to deter unsuitable applicants. Robust procedures are adhered to in order to help to reject or identify people who might abuse, or are otherwise unsuited to work with children and all appropriate pre-employment checks must be thoroughly and satisfactorily completed before the preferred candidate commences in post.

(Selection and appointment procedures are in accordance with all aspects of employment law (particularly discrimination), the 1996 Education Act and based on the "Safeguarding Children and Safer Recruitment in Education 2007" guidelines and subsequent DfE updates).

Safe Site – school security policy – updated Jan 2012
This policy sets out the specific responsibilities generally for staff and students and for nominated persons where site safety is concerned. The policy sets out the ways the school's staff manages (for example) Visitors and Contractors and how it cooperates with third parties, extended services and community groups on the school site and their access to the site. The policy also specifically mentions controlled access and egress to the school site for staff and students and supervision of students on site. Other policies relating to (and mentioned in) this policy are CCTV Policy and Lone Working policy (and risk assessment). This policy can be found on the school R drive.
A separate Barring and Vetting procedure is followed for visitors, volunteers and temporary staff. Link for details: R:\Safeguarding\General safeguarding\Policies, guidelines & procedures\Vetting procedures for visitors, volunteers and casual employees

Safer Working practices guidelines – updated Sept 2012
In support of the fundamental principle 'that the welfare of the student is paramount', this policy seeks to provide clear expectations about how staff should behave so that students remain safe. It seeks to clarify which staff behaviours constitute safe practice and which behaviours should be avoided. The policy sets out codes of behaviour across a wide range of situations which minimise the risk of misplaced or malicious

allegations and reduces the incidence of positions of trust being abused or misused. Some examples of situations are Dress and Appearance; Communication with young people; Social Contact; Physical contact; Lone working; Transporting Young people; Home visits; use of photographs and videos.

SEND Policy – September 2016
This policy describes the provision made for students who have a significant greater difficulty in learning than the majority of students of the same age who attend Cotham School. This includes students who have learning difficulties and/or a physical disability, as well as students who find difficulty in adapting to the social and behavioural expectations of the school, and for whom factors within themselves or their environment prevent them from achieving their full potential.

Sex and Relationship Education Policy – updated Sept 2016
This can be found in the main PSHEE policy and outlines how the department meets and exceeds the requirements as set down in the most recent government review of the subject (2000). The policy states how sex and relationship education is provided and who is responsible for providing it; how sex and relationship education is monitored and evaluated, and how parents can withdraw their children from the subject (although this is not encouraged). The policy also outlines the programmes of study and topics covered at KS3 and KS4.

Use of reasonable force – updated October 2016
This policy seeks to elaborate on how staff manage the key point 'that in order to maintain the safety and welfare of our students, it may sometimes be necessary to use reasonable force on a student, as permitted by law'. It underlines the importance of using professional judgement when deciding whether or not to physically intervene. It refers to the level of reasonable force allowed and the length of time reasonable force can be used. The policy outlines both the underlying contexts and situations when force can be used and asks staff to consider a range of factors when making the judgement about whether to use force or not, taking into account Disability and SEN issues. It offers several suggestions about how to use reasonable force and it makes reference to the important issue of how to record and communicate with parents once force has been used. Finally, it outlines how to manage complaints when force is used.

Guidance to staff on the Use of Social Network Sites
In conjunction with E Safety policy, this policy outlines how staff can use social network sites safely through careful and sensitive management of information and setting appropriate 'permissions'. It also raises a range of factors and issues to be mindful of.

Bristol LEA Whistleblowing Policy – adopted by Cotham. Sept 2010
The whistle-blowing policy aims to reassure staff that they can raise genuine concerns without fear of reprisals. It aims to encourage and enable staff to raise concerns internally within Cotham school, rather than overlooking the problem or raising the concern outside. The policy reminds staff to use existing procedures, encourages staff to raise concerns early on and provides staff with avenues to raise concerns and ensures feedback on any concerns raised. It gives a range of examples of concerns that fall within the policy including endangering an individual's health, safety and wellbeing, a criminal offence, a failure to carry out a legal obligation, damage to the environment, concealment of any of the above.