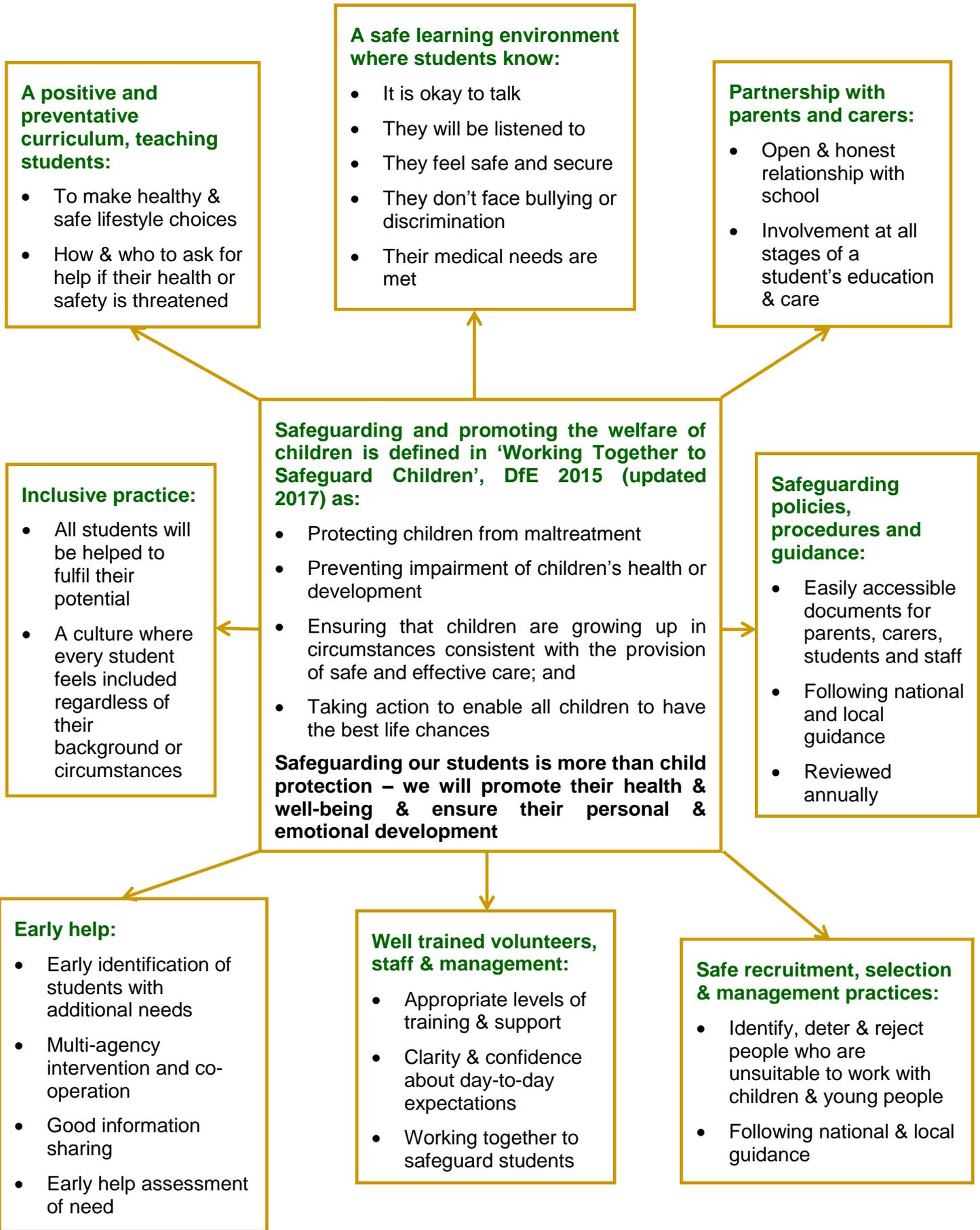


A Good Practice Guide to Safeguarding Children in Education





To promote good practice you will consider the following guidelines when working with children, young people, parents & carers:

- Be clear about your safeguarding duties & responsibilities with all staff, volunteers, children, young people, parents & carers
- Discuss all safeguarding needs of a child or young person with their parents and carers (where appropriate) openly, honestly and as early as possible
- Ensure that all decisions that are made with the family put the safety & well-being of the child first
- Arrange meetings at times & locations that enable parents and carers to attend & consider their wishes about who else should attend
- Provide a comfortable and confidential room to meet in
- Ensure that people feel they will be listened to and their viewpoint valued
- Ensure that discussions are easily understood, using appropriate means of communication & interpretation, without relying on family members
- Recognise that age, development & culture can affect a person's understanding of an issue
- Ensuring that young people with sufficient understanding know they can talk to you without the knowledge or involvement of their parents & carers
- Ensure that children and young people know the limits of confidentiality
- Support & advise parents & carers about how to discuss issues with children and young people
- Work with other practitioners to intervene quickly to provide support and assessment to meet a child, young person and their family's needs
- Discuss and agree requests for support with the child and family as appropriate
- Consider support networks and coping strategies for the child or young person
- Ensure your support complies with ethical & diversity guidelines for your service
- Inform children, young people & their families about your setting's complaints procedure

Your educational establishment should:

- Follow all policies and procedures with regard to individual and organisational safeguarding roles and responsibilities
- Clearly identify your Safeguarding Children Team for students, parents, volunteers and staff & ensure they have the appropriate resources to fulfil the role
- Ensure all supply, temporary & permanent staff & volunteers are appropriately trained to safeguarding children, know their responsibilities & who to refer concerns to
- Monitor & support children & young people who have safeguarding needs and ensure they have effective support to communicate with staff and feel valued
- Provide curriculum-based awareness education of abuse, neglect, online safety, healthy relationships, bullying, exploitation, etc.
- Ensure that parents & carers can understand & fully access safeguarding policies and procedures & include a summary of your safeguarding responsibilities in the prospectus and on your setting's website
- Develop an understanding of other practitioner and agency roles and responsibilities to safeguard children, young people and vulnerable adults
- Keep confidential & securely stored safeguarding records, share information appropriately with other agencies & attend meetings & conferences as required
- Ensure all staff are aware of how to deal with allegations of abuse made against members of staff & are supported to do so

Useful resources:

- [Working Together to Safeguard Children, DfE 2015](#)
- [Keeping Children Safe in Education, DfE 2016](#)
- [SSCB Child Protection & Safeguarding Procedures Manual](#)

Useful policies on the Safeguarding Sheffield Children website. Education settings:

- [Behaviour Guidelines](#)
- [Training Pathway](#)
- [Allegations of Abuse against Teachers and Staff in Education](#)