

## **Statement of Safer Working Practice**

*Safeguarding is one of the most important areas of our work. Every effort is made to ensure that all pupils are kept safe during the school day, and also that we support pupils in developing an understanding of how to keep themselves safe. At the Summit Federation we expect all staff, governors, volunteers and visitors to share this commitment and maintain a vigilant and safe environment. Safeguarding concerns are recorded using the CPOMS recording software.*

*We expect all adults to work in a safe manner and challenge inappropriate behaviour. Everyone is expected to adhere to the DfE's 'Guidance for Safer Working Practice for Adults who work with Children and Young People in Educational Settings (2015)'. It is a key principle that everyone understands their responsibility to share without delay concerns they may have about a child's welfare or an adult's behaviour towards a young person. In addition, everyone has a responsibility to escalate their concerns to the Local Authority Designated Officer ('whistle blow') if they feel that safeguarding concerns they have raised about a child or adult working at the school are not being addressed by the school.*

*From first contact with the school, all adults working with children - school staff, visiting professionals, volunteers in school and student placements - are rigorously checked using the Disclosure and Barring service, the Disqualification by association documents and, for all staff, references are collated, and for teachers, the online prohibition check is completed. Vacancies are advertised in accordance with safeguarding principles and Keeping Children Safe in Education (DfE 2025). A detailed document - the school central record - is kept updated and contains all statutory evidence.*

*The school has a wealth of safeguarding documents: policies, procedures and recommendations. This includes the Kirklees Safeguarding Audit which is completed annually. These are all held in the Executive Headteacher's office. All staff have identity badges, and there is a visitors' book for all visitors to school to sign, and a Stay Safe at the Summit poster which we have produced. All visitors must sign in and wear the school's visitor badge. In addition, visiting professionals will also be expected to show and wear their photo ID badge provided by their employer. Everyone is reminded it is a criminal offence to seek work whether paid or voluntary, having been barred or convicted of offences and deemed unsuitable to work with children.*

*As a school we use a system called CPOMS which allows staff to record and document any safeguarding concerns. We have a reporting facility for any external providers/volunteers or for members of the community to report their concerns by clicking the links below:*

[\*\*External Provider or School Volunteer Report a Safeguarding Concern\*\*](#)

[\*\*Community Record a Safeguarding Concern\*\*](#)

*Our Safeguarding/Child Protection Governor undertake a rigorous audit of practice and policies each year to ensure that all our safeguarding work is up to date.*

*All staff and Governors undertake annual safeguarding training which includes Child Protection information, Safer Recruitment, Health and Safety, risk assessments, medical issues, Channel and PREVENT every two years. Channel and PREVENT are part of the Government's scheme to ensure that children and families are kept safe from radicalisation and extremism. Pupils will also be supported in this way with curriculum content suited to their age and ability. Staff*

*receive safeguarding training and refreshers. Some of this is identifiable from the curriculum plans, and other aspects come into areas such as PSHE and Online Safety.*

*Please ask if you would like further detail.*