



Jèrriais Teaching Service Safeguarding Policy

The Jèrriais Teaching Service staff recognise our moral and statutory responsibility to safeguard and promote the welfare of all pupils. Everyone working for the Jèrriais Teaching Service shares an objective to help keep children and young people safe by contributing to:

- providing a safe environment for children and young people to learn and develop, and
- identifying children and young people who are suffering or likely to suffer significant harm, and taking appropriate action with the aim of making sure they are kept safe both at home and in within the school settings within which we teach.

The Jèrriais Teaching Service is committed to safeguarding and promoting the welfare of all of its pupils. Each pupil's welfare is of paramount importance.

UNCRC Article 19: Governments must do all they can to ensure that children are protected from all forms of violence, abuse, neglect and bad treatment by their parents or anyone else who looks after them.

Policy principles

- The welfare of the child is paramount
- All children, regardless of age, gender, ability, culture, race, language, religion or sexual identity, have equal rights to protection
- All staff have an equal responsibility to act on any suspicion or disclosure that may suggest a child is at risk of harm
- Pupils and staff involved in child protection issues will receive appropriate support.

Policy aims

- To provide all staff with the necessary information to enable them to meet their child protection responsibilities
- To ensure consistent good practice
- To demonstrate the Jèrriais Teaching Service's commitment with regard to child protection to pupils, parents and other partners.

We recognise that:

- Some children may be especially vulnerable to abuse
 - Children who are abused or neglected may find it difficult to develop a sense of self-worth and to view the world in a positive way. Whilst at school, their behaviour may be challenging
 - Children can be victims and perpetrators of abuse
 - Children who harm others may have been abused themselves
- Allegations can be made against staff, however careful and safe our recruitment practices.

This policy will be updated annually and known to everyone working in the Jèrriais Teaching Service.

This policy is available on the Learn Jèrriais website and also available to parents on request.

Providing a safe and supportive environment**Regulated activity**

Schools are 'specified places', which means that the majority of staff and volunteers will be engaged in regulated activity. The classes delivered by the Jèrriais Teaching Service are part of this regulated activity.

Volunteers and work experience candidates

Volunteers, including work experience candidates will undergo checks commensurate with their work in schools and contact with pupils. Under no circumstances will a volunteer who has not been appropriately checked be left unsupervised or be allowed to engage in regulated activity.

Safe practice

The Jèrriais Teaching Service will comply with the current Guidance for Safer Working Practice for Adults who work with Children and Young People and ensure that information in this guidance regarding conduct, is known to all staff and volunteers working for the service.

Safe working practice ensures that pupils are safe and that all staff:

- are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions;
- work in an open and transparent way;
- work with other colleagues where possible in situations that could be open to question;

- discuss and/or take advice from school management over any incident which may give rise for concern;
- record any incidents or decisions made;
- apply the same professional standards regardless of diversity issues;
- be aware of information-sharing and confidentiality policies;
- are aware that breaches of the law and other professional guidelines could result in criminal or disciplinary action being taken against them.

Lone working

Staff within the Jèrriais Teaching Service frequently work alone, teaching small groups of children often outside of school hours. Therefore, the following guidance aims to ensure the safety and welfare of both staff and pupils in this situation.

For the lone working teacher safe working practice involves:

- Keeping the door open at all times.
- Opening window blinds and ensure windows are otherwise clear, offering an open view into the room.
- Letting other members of staff in the building know you are there and where you are working.
- If you are required to remain with a child at the end of a lesson in the event that their parent is late, waiting in a public area in full view.
- Carrying a mobile phone and a list of contact numbers for parents.
- Carrying a list of Designated Safeguarding Leads for the Island's schools.
- If a child behaves in an inappropriate manner contacting your line manager and/or the Designated Safeguarding Lead immediately and reporting exactly what happened.

Helping children to keep themselves safe

Children are taught to understand and manage risk through personal, social, health and economic (PSHE) education in Jersey schools, through schools' focus on Core Values and sex and relationships lessons and through all aspects of school life.

Schools aim to help children to think about risks they may encounter and with the support of staff work out how those risks might be reduced or managed.

Discussions about risk are empowering and enabling for all children and promote sensible behaviour rather than fear or anxiety. Children are taught how to conduct themselves and how to behave in a responsible manner. Children are also reminded regularly about e-safety, the risks of sharing content and images online and tackling bullying, including cyber bullying procedures. Schools in Jersey continually promote an ethos of respect for children, and pupils are encouraged to speak to a member of staff of their choosing about any worries they may have. They are reminded that confidentiality cannot be guaranteed, but that they will be listened to, heard and informed of what steps can be taken to protect them from harm and that feedback will be sought, so that their views about actions are known.

Partnership with parents

The Jèrriais Teaching Service shares a purpose with schools and parents to educate and keep children safe from harm and to have their welfare promoted. We are committed to working with parents positively, openly and honestly. We ensure that all parents are treated with respect, dignity and courtesy. We respect parents' rights to privacy and confidentiality and will not share sensitive information unless we have permission or it is necessary to do so in order to protect a child.

The Jèrriais Teaching Service will, in most circumstances, endeavour to discuss all concerns with parents about their children. However, there may be exceptional circumstances when the Service will discuss concerns with MASH/Social Services and/or the Police without parental knowledge (in accordance with the Department for Children, Young People, Education and Skills Child Protection procedures). The Service will, of course, always aim to maintain a positive relationship with all parents.

Partnerships with others

The Jèrriais Teaching Service recognises that it is essential to establish positive and effective working relationships with other agencies that are partners of the Safeguarding Partnership Board and Department for Children, Young People, Education and Skills. There is a joint responsibility on all these agencies to share information to ensure the safeguarding of all children.

Safeguarding procedures for peripatetic Jèrriais Teaching Service staff

The Jèrriais Teaching Service does not have a Designated Safeguarding Lead. Instead all staff are required to follow the following procedures in order to ensure a consistent approach and the safety and protection of all children in our care.

Staff with concerns about a child must act immediately. In the first instance it is important to gather as much information as possible:

T - Ask the child to tell you more. "Tell me more about that. Tell me what happened."

E - Ask the child to explain. "Can you explain what you mean?"

D - Ask the child to describe what happened. "If I had been in the room with you, describe what I would have seen."

- If possible/appropriate, ask the child for permission to write notes and record their exact words.
- Remain with the child.
- If you believe the child is at immediate risk of harm, contact the police (tel. 612612).
- Otherwise contact the Designated Safeguarding Lead for the child's school.

- If you are unable to contact the Lead, contact their Deputy.
- If you are unable to contact the Lead or Deputy, make an enquiry to MASH (tel. 519000).
- If the call needs to be made out of hours, contact the duty social worker via Police Headquarters.

Staff are advised to keep a record of the referral for their own records:

- Keep a note of dates and times that you have any conversations with other professionals about concerns you have about children. You may be asked about these at a later date.
- If you are keeping a record of concerns about a child, record what you have been told and by whom, what you have seen and what you have heard. Record dates and times. Record who you pass the information on to and when.
- You have a right to follow up on your enquiry. Ask the person you referred to for an update.
- If your enquiry is not followed up, record this decision for future reference.
- Keep any records you have about children confidential and store them securely.

Accurate records will be made as soon as practicable and will clearly distinguish between observation, fact, opinion and hypothesis. All records will be signed and dated, any information given will be recorded verbatim where possible and a note made of the location and description of any injuries seen.

Training

All Jèrriais Teaching Service staff must attend refresher safeguarding and child protection training at three yearly intervals. All staff are provided with the Service's safeguarding policy and informed of the Service's safeguarding arrangements on induction.

Support, advice and guidance for staff

If Jèrriais Teaching Service staff are not sure whether or not to make an enquiry to MASH, contact the team and ask for advice. Staff will also be supported by line manager Lesley Stagg and Jersey's designated safeguarding officer Shirley Dimaro.

Related Policies

Safeguarding covers more than the contribution made to child protection in relation to individual children. It also encompasses issues such as pupil health and safety, bullying and a range of other issues, for example, arrangements for meeting the medical needs of children providing first aid, school security, drugs and substance misuse, positive behaviour etc.

Child Protection

Teachers and other adults in school are well placed to observe any physical, emotional or behavioural signs which indicate that a child may be suffering significant harm. The relationships between staff, pupils, parents and the public which foster respect, confidence and trust can lead to disclosures of abuse, and/or school staff being alerted to concerns.

Each Jersey school has a detailed Child Protection Policy. In order to meet their statutory obligations and safeguard the wellbeing of those children in their care Jèrriais teachers will refer to these policies for more detailed information and guidance.

Bullying

While bullying between children is not a separate category of abuse and neglect, it is a very serious issue that can cause considerable anxiety and distress. At its most serious level, bullying can have a disastrous effect on a child's wellbeing and in very rare cases has been a feature in the suicide of some young people. All incidences of bullying, including cyber-bullying and prejudice-based bullying should be reported to the relevant school's headteacher.

E-Safety/Digital Safeguarding

The Jèrriais Teaching Service recognises that pupils will use mobile phones and computers at some time. They are a source of fun, entertainment, communication and education. Despite the published age restrictions, children increasingly use electronic equipment on a daily basis to access the internet and share content and images via social networking sites such as Facebook, Twitter, MSN, tumblr, Snapchat and Instagram.

Unfortunately some adults and young people will use these technologies to harm children. The harm might range from sending hurtful or abusive texts and emails, to grooming and enticing children to engage in sexually harmful conversations, webcam photography or face-to-face meetings. Pupils may also be distressed or harmed by accessing inappropriate websites that promote unhealthy lifestyles, extremist behaviour and criminal activity.

Cyberbullying and sexting by pupils will be treated as seriously as any other type of bullying and will be reported to the relevant school's headteacher.

Pupils are not permitted to use personal mobile devices during Jèrriais lessons unless instructed by the teacher in connection with the planned learning. Pupils are asked to leave mobile phones with the office during the school day and in their bag during after school lessons. Any child found using a mobile phone during a Jèrriais lesson will have it removed by the member of staff until the end of the lesson and parents will be informed.

Photography and Video Recording

Occasionally we may take photos of the children during Jèrriais lessons. We may use these images within classrooms, on school displays, within Jèrriais Teaching Service printed publications, as well as our website and Facebook or Twitter pages. We may also make video or webcam recordings of events such as school assemblies or performances at the Jersey Eisteddfod.

Parents are asked to keep any photographs they take of their children participating in Jèrriais events to personal use only. Parents are reminded at each event that photographs of school children should not be uploaded to personal social networking sites, such as Facebook.

From time to time, the Jèrriais Teaching Service may be visited by the media who will take photographs or video / film footage. Pupils will often appear in these images, which may be used in the J.E.P or on televised news programmes.

The vast majority of people who take or view photographs or videos of children do so for entirely innocent, understandable and acceptable reasons. Sadly, some people abuse children through taking or using images, so we must ensure that we have some safeguards in place.

To protect pupils:

- Parents are asked to sign consent forms stating whether they are happy for photographs and videos to include their son or daughter. Conditions of use of photos and video footage are clearly stated on the back of the consent form. Teachers are informed of pupils who do not have parental consent.
- If outside agencies or companies are used to photograph or film pupils, a data processing agreement between the Jèrriais Teaching Service and the individual is signed.
- The Privacy Notice is distributed to parents and published on the Learn Jèrriais website.
- Express parental consent is sought for photographs to be taken or published, for example, on our website or in newspapers or publications.
- Only the pupil's first name is used with an image.
- Staff will ensure pupils are appropriately dressed when taking photographs.
- Pupils are encouraged to tell staff if they are worried about any photographs that are taken of them.

The Covid-19 pandemic has raised the requirement for teachers to film children's performances for the Jèrriais Section of the Jersey Eisteddfod. As well as the above-mentioned safeguards, these videos will be taken using Government of Jersey password protected iPads. The videos will be uploaded to Government of Jersey approved secure storage as soon as possible after they are recorded.

Online Provision

The Covid-19 pandemic has necessitated a need for online learning. It has also been necessary to move the Jèrriais Section of the Jersey Eisteddfod online. In order to keep children safe the Jèrriais Teaching Service policy is as follows:

- Any online teaching will take place using Government of Jersey approved online conferencing software. Individual invitations will be sent to parents for children to attend and admittance to lessons will be controlled by the teacher.
- Teachers will write to parents advising them that children should be dressed appropriately and attend the lesson in a communal room within their home (not a bedroom) with a responsible adult present.
- Any live online events, such as the Eisteddfod, will take place using GoJ approved online conferencing software. Jèrriais Teaching Service staff will convene online meetings and be present with adjudicators and their assistants to ensure no screen shots or unauthorised recordings are taken. Children participating from school premises will be accompanied by teachers, who will access the meetings on the children's behalf and remain present to monitor.

An online Eisteddfod festival may involve parents filming children's performances and submitting the videos to the Jèrriais Teaching Service for adjudication and broadcast to other entrants within the same competition class. To protect pupils:

- Parents are asked to sign consent forms on entering their children into the competition stating they agree to the video being submitted to the Jèrriais Teaching Service, transferred to Government of Jersey approved secure storage and shared with the adjudicator, assistant adjudicator, teaching staff and section secretary as well as other competition entrants and their families and friends.
- Parents are sent guidance on how to film their children's performances including ensuring children are appropriately dressed and in an appropriate setting (i.e. not a bedroom).
- Videos will be submitted and using Government of Jersey approved email encryption and/or file sharing software and transferred to Government of Jersey approved secure storage.
- The competition will be held using Government of Jersey approved conferencing software, with individual invitations sent to parents and admittance monitored by Jèrriais Teaching Service staff.

Attendance

Jèrriais lessons are very often held outside of the school day. In order to ensure children's safety and wellbeing it is important that Jèrriais teaching staff are able to keep track of each child's whereabouts and attendance. For this reason the Jèrriais Teaching Service keeps and maintains registers for all groups. If a child is absent without notification the Jèrriais Teaching Service has a policy of phoning home to ascertain each child's whereabouts.

Monitoring

The Jèrriais Teaching Service will monitor the effectiveness of this policy on a regular basis. Through regular reviews of the implementation of the policy, recommendations for the future will be made.

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