

AZBUKA and THS

Joint Safeguarding Statement

2017-2018 academic year

Azbuka and Thomson House School agree to create an environment in which all pupils feel safe, secure, valued and supported. Each school will have a policy to allow them to achieve the highest standards in matters of child welfare, guidance and protection. Both schools will work closely with Safeguarding officers at Richmond Council to ensure the safety and welfare of their own pupils.

It is recognised that in order to do this both schools need to agree certain procedures which they agree to follow at all times in order to ensure the highest level of care for the pupils at both schools.

Safeguarding and Child Protection Policies

Azbuka and Thomson House will make available their current Safeguarding and Child Protection policies to each other by publishing their respective policies on their school's web sites.

Safer recruitment

Both schools agree to ensure that they do their utmost to employ 'safe' staff by following the guidance in Safeguarding Children and Safer Recruitment in Education (pp20-54).

Safer recruitment means that all applicants will:

- ☑ complete an application form
- ☑ provide two referees, including at least one who can comment on the applicant's suitability to work with children
- ☑ provide evidence of identity and qualifications
- ☑ be checked through List 99 and the Disclosure and Barring Service as appropriate to their role and be registered with the Independent Safeguarding Authority (from 2010 onwards)
- ☑ be interviewed.

All new members of staff will undergo an induction that includes familiarisation with the school's safeguarding and child protection policy and identification of their own safeguarding and child protection training needs. During this induction it is highlighted to staff the particular safeguarding procedure in place for Vernon Road.

Single Central Register

Both schools will maintain their own Single Central Register as referred to in the legislation 'Keeping Children Safe in Education (2017)'. The Designated Senior Safeguarding Person from each school will be able to ask to view the other school's register if they have any concerns,

Staff and Visitor Identification

All THS staff, Azbuka staff or visitors to either school will be required to wear at all times a badge identifying their name and organisation while on site at Vernon Road. All visitors must be signed in at either school's office and not be left unaccompanied on site. All staff must challenge any visitor without an identification badge.

Vernon Road Entrance

This entrance is the only entrance and exit for Azbuka children, staff, parents and visitors. To enter, children, parents and staff must press a bell and wait for a staff member from Azbuka to open the door. This door must never be left open unattended. At the start and end of the Azbuka school day, a member of Azbuka staff must stand by the door and let children and parents in and out. The door must not be propped open. Thomson House staff and visitors may use this door. To gain access to the Thomson House side of the site visitors must press the buzzer and enter the site through the downstairs office. TH visitors will not be permitted to the Azbuka area of the site and vice versa. As this door gives access to the whole site, it is paramount that it is securely locked at all times.

Howgate Road

The two doors on Howgate Road are to be used at the start of the school day for Thomson House parents and children. When these doors are open, there must be a TH staff member by them. The doors will be closed during the school day apart from when access is needed to Howgate Road. Visitors must use the Vernon Road entrance to gain access to the building.

Reviews

A termly meeting will take place between Thomson House School and Azbuka. Safeguarding will be a standing item on the agenda.