



**Safeguarding
Children Board**



An Daras Multi Academy Trust

Child Protection & Safeguarding Policy

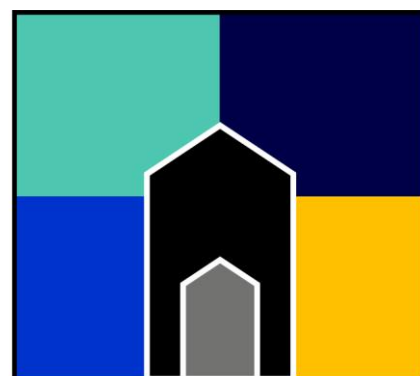
(For Schools and Education Establishments in Cornwall)

Approved by LGAB Committees: **May 2014**

Reviewed and re-approved: **Sept 2014**



**An Daras
Multi Academy Trust**



Review/changes to document

Updates to this document will be identified below. Please discard any previous document.

<u>Date of Reviewed Document</u> (as on document cover)	<u>Document Changes</u>
May 2014	Reviewed throughout to reflect Keeping Children Safe in Education 2014
Sept 2014	Reviewed and approved by LGAB



ADMAT Child Protection and Safeguarding Policy

- This policy was developed and first adopted in **May 2014**
- The policy will be reviewed and amended in **Sept 2014**
- The Designated Child Protection Officer (DCPO) is **Theresa Mills/Andrew Terry**
- The Deputy Designated Child Protection Officer is **Claire Paul, Child Protection and Safeguarding Officer**
- The name of the Designated Teacher for Children in Care is **Lynn Murphy**
- The named Member/Director of the Local Governing Body for safeguarding is **Ann Nicholson**

Meeting your communication needs:

We want to ensure that your needs are met. If you would like this information on audio type, in Braille, large print, any other format or interpreted in a language other than English, please contact the school's Equality and Diversity team.

Purpose of Policy

The purpose of the Child Protection and Safeguarding Policy is to provide a secure framework for the workforce in safeguarding and promoting the welfare of those pupils who attend our school. The policy aims to ensure that:

- All our pupils are safe and protected from harm;
- Other elements of provision and policies are in place to enable pupils to feel safe and adopt safe practices; and
- Staff, pupils, governors, visitors, volunteers and parents are aware of the expected behaviours and the school's legal responsibilities in relation to safeguarding and promoting the welfare of all our pupils.

Policy Statement

This policy develops procedures and good practice within our academy trust, to ensure that each person and agency can demonstrate that there is an understanding of the duty to safeguard and promote the welfare of children and young people including those who are vulnerable. It provides evidence of how this will be implemented within our academy trust and within multi-agency working arrangements.

Introduction

This policy has been developed in accordance with the principles established by the Children Act 1989, the Education Act 2002 and the Children Act 2004 and in line with government publications and local guidance.

The Proprietors of ADMAT take seriously their responsibility under Section 157 of the Education Act 2002 to safeguard¹ and promote the welfare of children; and to work together with other agencies to ensure adequate arrangements within our academy trust to identify, assess, and support those children who are suffering harm. Where a child is suffering significant harm, or is likely to do so, action will be taken to protect that child. Action will also be taken to promote the welfare of a child in need of additional support, even if they are not suffering harm or are (sic) at immediate risk².

Ethos

Improving outcomes for all children and young people underpins all of the development and work within ADMAT.

Safeguarding is everyone's responsibility and as such our academy trust aims to create the safest environment within which every student has the opportunity to achieve. Our academy trust recognises the contribution it can make in ensuring that all registered students or others who use our schools feel that they will be listened to and appropriate action taken. We will do this by working in partnership with other agencies and seeking to establish effective working relationships with parents, carers and other colleagues to develop and provide activities and opportunities throughout our curriculum that will help to equip our children with the skills they need. This will include materials and learning experiences that will encourage our children to develop essential life skills and protective behaviours.

Local Governing Body/Board of Directors Responsibilities

Our Local Governing Advisory Bodies/Board of Directors has a legal responsibility to make sure that the academy trust has an effective safeguarding policy and procedures in place and monitors that the school complies with them. The Local Governing Advisory Bodies have appointed a Designated Child Protection Officer (DCPO) who has lead responsibility for dealing with all safeguarding issues in our schools. The academy trust will ensure that there will always be cover for the role of DCPO. Such cover will be provided by someone as well trained as the DCPO and such person will be similarly empowered to challenge where necessary³.

¹ Safeguarding (as defined in the Joint Inspector's Safeguarding report) is taken to mean "All agencies working with children, young people and their families take all reasonable measures to ensure that the risk of harm to children's welfare are minimised" and "where there are concerns about children and young people's welfare, all agencies take all appropriate actions to address those concerns, working to agreed local policies and procedures in full partnership with other agencies".

² DfE Keeping Children Safe in Education 2014

³ DfE Keeping Children Safe in Education 2014

Our Local Governing Advisory Bodies/Board of Directors recognises that for this policy to be effective, it is essential that staff have an understanding of what safeguarding is, know that 'safeguarding is everybody's responsibility', know how to access safeguarding information, know of any possible contribution that they may be required to make to safeguard children, young people and vulnerable adults and how to access further advice, support or services.

Our academy trust recognises that Safeguarding is not just about protecting children from deliberate harm. It relates to aspects of school life including: pupils' health and safety; the use of reasonable force; meeting the needs of pupils with medical conditions; providing first aid; educational visits; intimate care; internet or e-safety; appropriate arrangements to ensure school security, taking into account the local context. Additionally, we recognise that Safeguarding can involve a range of potential issues such as: bullying, including cyberbullying (by text message, on social networking sites, and so on) and prejudice-based bullying; racist and homophobic or transphobic abuse; extremist behaviour; child sexual exploitation; sexting; substance misuse; issues which may be specific to a local area or population, for example gang activity and youth violence and other particular issues affecting children including domestic violence, sexual exploitation, female genital mutilation and forced marriage.⁴

All members of ADMAT staff are provided with opportunities to receive appropriate training in order to develop their understanding of the signs and indicators of abuse and of the academy trust's child protection procedures every three years.

In conjunction with this policy, all members of ADMAT staff are provided with Department for Education statutory guidance as outlined in Part 1 of 'Keeping Children Safe in Education 2014'.

All members of ADMAT staff, volunteers and governors know how to respond to a student who discloses abuse, and the procedure to be followed in appropriately sharing a concern of possible abuse or a disclosure of abuse.

All parents/carers are made aware of the academy trusts responsibilities in regard to child protection procedures through publication of the academy trust's Child Protection and Safeguarding Policy (Each individual academy school has this policy on its website).

When services are delivered by a third party or agency, education or otherwise, on the site of academy trust schools, we will obtain written notification from any agency, or third-party organisation we use that the organisation has carried out required checks on an individual who will be working at the school. This will include, as necessary, a barred list check, prior to the organisation having appointed that individual. We will check that the person presenting themselves for work is the same person on whom the checks have been made⁵.

Our lettings and visitors policies will seek to ensure the suitability of adults working with and in the presence of children at any time. Community users organising activities for children are aware of and understand the need for compliance with the academy trust's child protection guidelines and procedures.

ADMAT operates safer recruitment procedures including making sure that:

- statutory duties to check staff who work with children are complied with in line with the Disclosure and Barring Service guidelines relating to Regulated Activity

⁴ Ofsted Briefing for Section 5 Inspectors on Safeguarding Children, Ofsted 2014

⁵ DfE Keeping Children Safe in Education 2014

- statutory guidance relating to volunteers is followed
- recruitment panel members are properly trained.

Each academy school holds a Single Central Record (SCR) which demonstrates we have carried out the range of checks required by law on our staff^{6, 7}

Our academy trust complies with the requirements of Keeping Children Safe in Education 2014.

Should we dismiss or remove a member of ADMAT staff or a volunteer because they have harmed a child, or poses a risk of harm to a child or would have done so if they had not left, we will report this to the Disclosure and Barring Service (DBS).

Our safeguarding policies and procedures will be reviewed and updated annually.

Designated Child Protection Officer's (DCPO) Responsibilities

We will follow the procedures set out in the South West Child Protection Procedures (www.swcpp.org.uk) and take account of both national guidance issued by the Department of Education and local guidance. Our Designated Child Protection Officers (DCPO) are members of the leadership team and have the authority, time, training, resources and support to fulfil this role effectively.

Our Designated Child Protection Officers (DCPO) are responsible for:

- advising on LSCB threshold /continuum of need guidance;
- contacting by telephone the Multi Agency Referral Unit (MARU) 0300 123 1116 as a matter of urgency, in order to discuss the child protection concerns of possible abuse or neglect that the designated person has in connection with the child, being prepared to provide the child's details and follow advice and guidance provided by the person handling the call and as in the guidance referred to above⁸;
- providing a written record of any formal referral by fax/post/e-mail to the MARU using the multi-agency referral form within 1 day;
- ensuring that, where a formal referral has not been agreed other sources of support for the child will be considered including instigating a Common Assessment Framework (CAF) process;
- ensuring that written records of concerns about a child are kept even if there is no need to make an immediate referral;
- ensuring that all such records are kept confidentially and securely and are separate from pupil records, with a front sheet listing dates and brief entries to provide a chronology;
- ensuring that an indication of further 'child protection related' record keeping is marked on the pupil's records;
- acting as a focal point for ADMAT staff to discuss concerns and liaising with other agencies and professionals;
- attending child protection conferences (or delegating this requirement to another appropriately informed member of staff), family support meetings, core groups, or other

⁶ As required by: School Staffing (England) Regulations (2009); Education (Independent School Standards) (England) Regulations 2010; DfE Keeping Children Safe in Education 2014;

⁷ DfE Keeping Children Safe in Education 2014 – schools must use the Employer Access Online service to check that a candidate to be employed as a teacher is not subject of a prohibition order.

⁸ It is recognised that whilst the Designated lead is responsible for liaison with agencies, DfE Keeping Children Safe in Education 2014 states that 'any member of staff may make a referral if they believe a child is at risk or requires support'

- multi-agency planning meetings; contributing to the Framework for Assessment process, and providing a report for the conference which has been shared with parents;
- ensuring that Cornwall Council's Directorate for Education, Health and Social Care is notified immediately when any pupil subject of a Child Protection Plan is absent without explanation;
- ensuring that all ADMAT staff are aware of this policy and know how to recognise and refer any concerns;
- completing, with the Executive Head Teacher, an annual safeguarding audit to the Local Governing Bodies which details any changes to the policy and procedures; training undertaken by the DCPO and by all staff, local governors and directors; relevant curricular issues, number and type of incidents/cases, and the number of children referred to Cornwall Council's Directorate for Education, Health and Social Care and subject of a Child Protection Plan (anonymised). If this self-assessment highlights any areas for improvement, this will be detailed in an action plan which will be signed off and monitored by the named local governor for Safeguarding to ensure these improvements are implemented.
- Completing, with the Executive Head Teacher, a return to the Local Authority and the CloSSCB, who have an auditing role in ensuring the academy trust is meeting its safeguarding requirements under Section 175/157 of the Education Act 2002;
- keeping themselves up to date with knowledge to enable them to fulfil their role, including attending relevant training as recommended by the CloSSCB; and
- supporting the Executive Head Teacher in implementing all recommendations applicable to schools and education services arising from Serious Case Reviews
- providing advice and guidance to colleagues, attending inter-agency meetings (or supporting other staff to do so) and contributing to assessments.

If a child makes an allegation or disclosure of abuse against an adult or other child or young person, ADMAT staff will:

- stay calm and listen carefully;
- reassure the child that s/he has done the right thing in telling you;
- not investigate or ask leading questions;
- let the child know that s/he will need to tell the DCPO;
- not promise to keep what they have been told a secret;
- inform the DCPO as soon as possible; and
- make a written record of the allegation, disclosure or incident which will be signed, and dated using the individual school's safeguarding record procedure

Confidentiality

- we recognise that all matters relating to child protection are confidential;
- the Executive Head Teacher or DCPO will disclose personal information about a pupil to other members of staff on a need to know basis only;
- all staff must be aware that they have a professional responsibility to share information with other agencies in order to safeguard children;
- all staff must be aware that they cannot promise a child to keep secrets which might compromise the child's safety or well-being, or that of another; and
- we will always undertake to share our intention to refer a child to Cornwall Council's Directorate for Education, Health and Social Care with their parents/carers, unless to do so could put the child at greater risk of harm, or impede a criminal investigation. If in doubt, we will consult with the Multi-Agency Referral Unit (MARU).

Managing Allegations against staff

We are aware of the possibility of allegations being made against members of ADMAT staff or volunteers that are working with or may come into contact with children and young people whilst in one of our schools. Such allegations are usually that some kind of abuse has taken place. They can be made by children and young people or other concerned adults.

1. If an allegation is made, the member of ADMAT staff receiving the allegation will immediately inform the Executive Head Teacher or the most senior teacher if the Executive Head Teacher is not available;
2. The Executive Head Teacher or senior teacher on all such occasions will follow the procedures in the South West Child Protection Procedures, (www.swcpp.org.uk/) and will inform the Local Authority Designated Officer (LADO) - 01872 254549;
3. If the allegation made concerns the Executive Head Teacher, the person receiving the allegation will immediately inform the most senior teacher available who will inform the Chair of Directors who will consult the LADO as above, without notifying the Executive Head Teacher first;
4. Whosoever contacts the LADO (at 2 or 3 above) will discuss the nature of the allegations in order for appropriate action to be taken. This may constitute an initial evaluation meeting or strategy discussion depending on the allegation being made.

The Executive Head Teacher will also:

- consider the safeguarding arrangements of the child or young person to ensure they are not in contact with the alleged abuser;
- contact the parents or carers of the child/young person if advised to do so by the LADO;
- consider the rights of the ADMAT staff member for a fair and equal process of investigation;
- ensure that the appropriate disciplinary procedure is followed, including whether suspending a member of staff from work until the outcome of any investigation is deemed necessary;
- act on any decision made in any strategy meeting; and
- advise the Disclosure and Barring Service (DBS) where a member of ADMAT staff has been disciplined or dismissed as a result of the allegations founded, or would have been if they have resigned.

Whistleblowing

We advise ADMAT staff of our Whistleblowing Policy and of how it can be implemented. Staff are aware of their duty to raise concerns about the attitude and actions of colleagues where these are inappropriate or unsuitable. If necessary the member of staff, will speak to the delegated 'Whistleblowing' local governor - Ann Nicholson.

Supporting Staff

- We understand that ADMAT staff should have access to advice on the boundaries of appropriate behaviour. The document: 'Guidance for Safer Working Practice for Adults Working with Children and Young People in Education Settings' provides such advice and the circumstances which should be avoided in order to limit complaints against staff of abuse of trust, and/or allegations of physical or sexual abuse.
<http://www.childrenengland.org.uk/upload/Guidance%20.pdf>
- These matters form part of our staff induction and are referred to in the ADMAT staff handbook. We recognise that staff working in the academy trust who have become involved in the case of a child who has suffered harm, or appears likely to suffer harm, may find the situation stressful and upsetting.

- We support such staff by providing an opportunity to discuss their anxieties with the DCPO, or another teacher and/or a trade union representative as appropriate.
- Our designated officers have access to support and appropriate workshops, courses or meetings as organised or recommended by the Cornwall and Isles of Scilly Safeguarding Children Board (CioSSCB), Safeguarding Children Standards Unit (SCSU) or Local Authority (LA).

Physical Restraint

Our policy on physical restraint is compliant with the LA's 'Physical Restraint in Schools' Guidance (<http://www.cornwall.gov.uk/Default.aspx?page=7580>) along with guidance from the Department for Education (DfE).

- We have a procedure in place for recording each significant incident in which a member of ADMAT staff uses force on a pupil, and for the reporting of these incidents to the pupil's parents as soon as practicable after the incident.
- A member of ADMAT staff who has used appropriate physical restraint will have a reasonable defence to any legal action against them, if:
 - The purpose of the physical intervention was to avert an immediate danger of injury to any person;
 - or an immediate danger to the property of any person ("person" includes the pupil);
 - or to prevent the committing of a criminal offence;
 - or where a young person's conduct leads to behaviour that prejudices good order and discipline; **and**
 - no more force was used than was reasonably necessary in the circumstances

Wherever possible such events are recorded and signed by a witness. ADMAT staff that are likely to need to use physical intervention are appropriately trained. We understand that physical intervention of a nature that causes injury or distress to a child may be considered under child protection or disciplinary procedures.

Prevention

We recognise that the academy trust plays a significant part in the prevention of harm to our pupils by providing them with effective lines of communication with trusted adults, supportive friends and an ethos of protection. Our academy trust will support all pupils by:

- Establishing and maintaining an ethos, understood by all ADMAT staff, which enables children to feel secure and encourages them to talk, knowing that they will be listened to.
- Promoting a caring, safe and positive environment within the academy trust and ensuring that all children know that there is an adult in the individual school whom they can approach if they are worried or in difficulty.
- Providing across the curriculum, including within PSHE, opportunities which equip children with the skills they need to stay safe from harm and to know to whom they should turn for help.
- Encouraging the development of self-esteem and resilience in every aspect of school life including through the curriculum.
- Liaising and working together with all other support services and those agencies involved in the safeguarding of children.

- Ensuring that a named ADMAT teacher is designated for Children in Care, (CIC) and that a list of CIC is regularly reviewed and updated. The Education Welfare Officer (EWO) for the academy trust is made aware of all CIC in the trust schools.
- Providing continuing support to a pupil who leaves the individual trust school and about whom there have been child protection concerns, by ensuring that such concerns and school records are forwarded under confidential cover to the Head Teacher/Principal at the pupil's new school as a matter of urgency.
- Recognising that children come from a variety of different cultural backgrounds, the school has developed policies to ensure that we embrace diversity in religion and faith, race, ethnicity, gender and sexual orientation.
- We will include our Child Protection and Safeguarding Policy on our academy trust website and will post copies of our policy throughout the trust schools. We are also able to arrange for our policy to be made available to parents whose first language is not English, on request.

Training

- All members of ADMAT staff and volunteers will have access to whole school safeguarding training at least every three years. We will also, as part of our induction, issue information in relation to our Child Protection and Safeguarding Policy and any other policy and information related to safeguarding and promoting our children/young people's welfare to all newly appointed staff and volunteers.
- Our DCPO and Deputy (ies) will undertake further safeguarding training in addition to the whole school training. This will be undertaken at least every two years and will update their awareness and understanding of the impact of the wide agenda of safeguarding issues. It will support both the DCPO/Deputies to be able to better undertake their role and support the school in ensuring our safeguarding arrangements are robust and achieving better outcomes for the pupils in our school. This includes taking part in multi-agency training.
- Our Local Governing Bodies/Board of Directors will have access to safeguarding training. Our named local governor/director for Safeguarding will have access to additional training at least every two years to support the Executive Head Teacher in managing allegations against staff and volunteers who work with children and young people and to support the annual review of this policy, in order to keep it updated in line with local and national guidance/legislation.
- At least one senior member of ADMAT staff or local governor/director sitting on an interview panel will have undertaken training in safer recruitment.

Missing Children

We will monitor unauthorised absence, particularly where children go missing on repeated occasions. We will report such absences without delay to the appropriate agencies.

Helping children to keep themselves safe

Our children are taught to understand and manage risk through our personal, social, health and economic (PSHE) lessons and through all aspects of school life. Children are taught how to conduct themselves and how to behave in a responsible manner. Children are reminded regularly about e-safety and tackling bullying procedures.

Our academy trust continually promotes an ethos of respect for others and pupils are encouraged to speak to a member of staff in confidence about any worries they may have.

Policy Review

The Local Governing Advisory Bodies/Board of Directors of our academy trust is responsible for ensuring the annual review of this policy and for additional policies that are relevant to safeguarding and child protection.

Safeguarding Guidance and Contacts

- ♦ 'Working Together to Safeguard Children', March 2013
<http://media.education.gov.uk/assets/files/pdf/w/working%20together.pdf>
- ♦ 'Keeping Children Safe in Education', 2014
<https://www.gov.uk/government/publications/keeping-children-safe-in-education>
- ♦ 'What To Do If You Are Worried A Child Is Being Abused', 2006
<https://www.education.gov.uk/publications/standard/publicationdetail/page1/DFES-04319-2006>
- ♦ The South West Safeguarding and Child Protection Procedures⁹
<http://www.swcpp.org.uk/>
- ♦ Child Protection and Online Protection Agency www.ceop.org.uk
www.thinkuknow.co.uk

Legislation and guidance relating to this policy:

- School Standards and Framework Act 1998
- Children Act 1989,
- Children Act 2004
- Working Together to Safeguard Children, 2013
- Education Act 1996,
- Education Act 2002 (Section 157/175)
- Keeping Children Safe in Education, 2014
- Safeguarding Vulnerable Groups Act 2010
- The School Staffing (England) Regulations 2009 (as amended)
- The Education (Independent School Standards) (England) Regulations 2010(as amended)
- The Education (Non-Maintained Special Schools) (England) Regulations 2011(
- The Education (Pupil Referral Units) (Application of Enactment)(England) Regulation's 2007 (as amended)

⁹ Adopted 1st January 2008. www.swcpp.org.uk