



# **CHILD PROTECTION AND SAFEGUARDING POLICY PRIMARY ACADEMIES**

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<b>Policy Scope:</b>	<b>Primary Academies</b>
<b>Responsibility:</b>	<b>Audit, Risk Management and Policy Committee</b>
<b>Date Adopted:</b>	<b>31 October 2016</b>
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# CHILD PROTECTION AND SAFEGUARDING POLICY

## PRIMARY ACADEMIES

### Introduction

This policy has been developed in accordance with the principles established by the Children Acts 1989 and 2004; the Education Act 2002, and in line with government publications: “Working Together to Safeguard Children” 2013, Statutory Guidance for School and Colleges “Keeping Children Safe in Education” September 2016, Revised Safeguarding Statutory Guidance 2 “Framework for the Assessment of Children in Need and their Families” 2000, “What to do if You are Worried a Child is Being Abused” 2003. The guidance reflects “Guidance for Safer Working Practice for Adults who work with Children and Young People in Education Settings” DCSF March 2009 and Medway’s Safeguarding Children Board (MSCB) Safeguarding Children Procedures<sup>1</sup>

The Trust takes seriously its responsibility under section 175 of the Education Act 2002 to safeguard and promote the welfare of children. The academy is committed to working together with other agencies to ensure adequate arrangements are in place to identify, assess, and support those children who are suffering harm.

We recognise that safeguarding is everyone’s responsibility, including temporary staff<sup>2</sup>, volunteers and governors. All have a full and active part to play in protecting pupils from harm, and child welfare is of paramount concern.

We believe that our academies should provide a caring, positive safe and stimulating environment that promotes the social, physical and moral development of the individual child.

The aims of this policy are:

- To support the child’s development in ways that will foster security, confidence and independence.
- To provide an environment in which children and young people feel safe, secure, valued and respected, feel confident, and know how to approach adults if they are in difficulties, and that they will be effectively listened to.
- To raise the awareness of all teaching and non-teaching staff of the need to safeguard children and of their responsibilities in identifying and reporting possible cases of abuse.
- To provide a systematic means of monitoring children known or thought to be at risk of harm, and ensure academies contribute to assessments of need and support packages for those children.
- To emphasise the need for good levels of communication between all members of staff.
- To develop a structured procedure within each academy which will be followed by all members of the academy community in cases of suspected abuse.
- To develop and promote effective working relationships with other agencies, especially the Police and Social Care.
- To ensure that all staff working within our academies who have substantial access to children have been checked as to their suitability, including verification of their identity, qualifications, and a satisfactory DBS check and where necessary a barred-list check (according to guidance)<sup>3</sup>, and a single central record is kept for audit.

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<sup>1</sup> The MSCB Child protection Procedures are only available online at [www.msccb.org.uk](http://www.msccb.org.uk)

<sup>2</sup> Wherever the word “staff” is used, it covers ALL staff on site, including ancillary supply and self employed staff, contractors, volunteers working with children etc, and governors

<sup>3</sup> Guidance regarding DBS checks recently updated by the Protection of Freedoms Act 2012 and statutory guidance on “Keeping Children Safe in Education”

## Safe Academy, Safe Staff

We will ensure that:

All members of the academy's governing body understand and fulfil their responsibilities, namely to ensure that:

- there is a Child Protection policy
- the academy operates safer recruitment procedures
- the academy has procedures for dealing with allegations of abuse against staff
- senior leaders have Designated Safeguarding Lead (DSL) responsibility
- the DSL undertakes interagency training and DSL training updates every 2 years in line with statutory guidance. (In Medway refresher training is delivered annually)
- all other staff have Safeguarding training every 3 years
- any weaknesses in Child Protection arrangements are remedied immediately
- the Chair of Governors is the nominated Governor for allegations against the Headteacher/Head of School
- Child Protection policies and procedures are reviewed annually

The academy has a trained DSL.

- The Designated Safeguarding Lead will be a member of the Senior Leadership Team. The DSL will have undertaken the compulsory training delivered through the Medway Safeguarding Team, or by an approved external training provider, and will undertake other training as required, at least every 2 years.
- The DSLs who are involved in recruitment and at least one member of the governing body will also complete Safer Recruitment Training (either via MSCB or currently on-line on the DfE website).
- The DSL, or Deputy DSL, will always be available during the workings of the academy.

### *All members of academy staff and volunteers:*

- All members of staff and volunteers working in an academy must be provided with child protection awareness information at induction, included in their arrival pack and the academy safeguarding statement so that they know who to discuss a concern with.
- All members of staff are trained in and receive regular updates in e-safety and reporting concerns.
- All other staff and governors have child protection awareness training, updated by the DSL or another approved provider every 3 years, to maintain their understanding of the signs and indicators of abuse.
- All members of staff, volunteers, and governors know how to respond to a pupil who discloses abuse through delivery of the Whole School Training.
- All parents/carers are made aware of the responsibilities of staff members with regard to child protection procedures through publication and promotion of the academy's Child Protection and Safeguarding Policy.
- Community users organising activities for children must be aware of child protection guidelines and procedures.
- Child protection concerns or allegations against adults working in the academy are referred to the LADO<sup>4</sup> for advice, and that any member of staff found not suitable to work with children will be notified to the Disclosure and Barring Service (DBS)<sup>5</sup> for

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<sup>4</sup> LADO Local Authority Designated Officer for allegations against staff tel 01634 331229

<sup>5</sup> Contact the LADO for guidance in any case. Failure to notify DBS service in appropriate circumstances is a criminal offence.

consideration for barring, following resignation, dismissal, or when we cease to use their service as a result of a substantiated allegation, in the case of a volunteer.

Procedures will be regularly reviewed and up-dated.

The name of the designated members of staff for Child Protection, the Designated Safeguarding Leads, will be clearly advertised in the academy, with a statement explaining the academy's role in referring and monitoring cases of suspected abuse.

All new members of staff will be given a copy the Child Protection and Safeguarding Policy with the DSLs' names clearly displayed, as part of their induction into the academy.

Parents/carers are made aware of this policy and their entitlement to have a copy of it via the academy handbook/newsletter/website.

## **Responsibilities**

The designated DSLs are responsible for:

- Referring a child if there are concerns about possible abuse, to the Children's Social Care Team<sup>6</sup>, and acting as a focal point for staff to discuss concerns.
- To discuss any concerns about a child with the Local Authority's Children's Advice and Duty Service. If it is agreed that a referral is the right course of action, the DSL may follow this up in writing.
- Keeping written records of concerns about a child in a child's safeguarding file, 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, and are stored for 75 years. A copy of the file to be securely passed to the child's next academy or college.
- Ensuring that, if the academy holds a safeguarding file on a pupil, a marker is placed on the pupil's records to alert staff to the existence of the safeguarding file.
- Liaising with other agencies and professionals.
- Ensuring that either they or the staff member attend child protection conferences, core groups, or other multi-agency planning meetings, contribute to assessments, and provide a report which has been shared with the parents.
- Ensuring that if any pupil currently with a child protection plan is absent in the educational setting without explanation for two days, this is reported to the child's social worker in Children's Social Care Team.
- Organising child protection induction and update training every 3 years, for the whole school staff.
- Providing, with the Headteacher/Head of School, an annual report for the Governing Body, detailing any changes to the policy and procedures; training undertaken by the DSL, and by all staff and governors; number and type of incidents/cases, and number of children who are subjects of a child protection plan (anonymised)<sup>7</sup>

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<sup>6</sup> All new referrals go to Children's Advice and Duty service on 01643 334466 operating Monday to Thursday 8.30am to 5.15pm, Friday 8.30am to 4.45pm. DSLs can use the consultation through Children's Advice and Duty service and speak to a social worker. In an emergency out of hours, referrals can be made to the Kent and Medway Emergency Duty Team on 03000 419191

<sup>7</sup> Format for the Governors Annual Report is available on the Medway's School Forum or MSCB website.

## Supporting Children

We recognise that a child who is abused or witnesses violence may feel helpless and humiliated, may blame themselves, and find it difficult to develop and maintain a sense of self-worth.

We recognise that the academy may provide the only stability in the lives of children who have been abused or who are at risk of harm.

We accept that research shows that the behaviour of a child in these circumstances may range from that which is perceived to be normal to aggressive or withdrawn.

Our academy will support all children by:

- Encouraging self-esteem and self-assertiveness, through the curriculum as well as our relationships, and not condoning aggression or bullying.
- Promoting a caring, safe and positive environment within the academy.
- Liaising and working together with all other support services and those agencies involved in the safeguarding of children.
- Notifying Children's Services as soon as there is a significant concern.
- Providing continuing support to a child about whom there have been concerns and who leaves the academy, by ensuring that appropriate information is copied under confidential cover to the child's new setting and ensuring the academy medical records are forwarded as a matter of priority.
- Listening to a child's wishes and feelings.

## Confidentiality

We recognise that all matters relating to child protection are confidential.

The Headteacher/Head of School or DSLs will disclose any information about a child to other members of staff on a need-to-know basis only.<sup>8</sup>

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 that might compromise the child's safety or wellbeing.

The academy always undertake to share the intention to refer a child to 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, staff will consult with the Children's Advice and Duty Team at the Children's Social Care Services, on this point.

## Supporting Staff

Through the existing system of performance management, mentoring and staff consultation arrangements staff should have routine opportunities to reflect on the well-being of their students and to consider if there are any safeguarding concerns or suspicions.<sup>9</sup>

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<sup>8</sup> Guidance about sharing information, can be found in the DfE booklet 'Information sharing guidance for practitioners and managers' DCSF-00807-2008

<sup>9</sup> The MSCB recommends that all staff in contact with children have opportunities for 'reflective' discussions about children in their care as safeguarding concerns are more readily identified.

All staff and volunteers who require supervision when working with or supervising children will be monitored as set out in 'Keeping Children Safe in Education' by staff who are appropriately briefed about supervision responsibilities.

The academy recognises that staff working in the academy, who have become involved with a child who has suffered harm, or appears to be likely to suffer harm, may find the situation stressful and upsetting.

The academy will support such staff by providing regular sessions to talk through their anxieties with the DSLs and to seek further support as appropriate, and decisions made in these meetings will be recorded<sup>10</sup>.

### Allegations against staff

All Staff should be aware of Medway's Guidance on Behaviour Issues, and the academy's own Behaviour Management policy.

Guidance about conduct and safe practice, including safe use of mobile phones by staff and volunteers will be given at induction<sup>11</sup>

We understand that a pupil may make an allegation against a member of staff.

If such an allegation is made, or information is received which suggests that a person may be unsuitable to work with children, the member of staff receiving the allegation or aware of the information, will immediately inform the Headteacher/Head of School<sup>12</sup>.

The Headteacher/Head of School on all such occasions will discuss the content of the allegation with the Local Authority Designated Officer (LADO)<sup>13</sup>

If the allegation made to a member of staff concerns the Headteacher/Head of School, the person receiving the allegation will immediately inform the Chair of Governors who will consult with the LADO and HR services, without notifying the Headteacher/Head of School first.

Any member of staff who believes with reasonable cause that allegations about staff are not being referred to the LADO or handled appropriately may refer the matter directly to the LADO.

The academy will follow the Trust procedures for managing allegations against staff. Under no circumstances will a child be sent home, pending such an investigation, unless this advice is given exceptionally, as a result of a consultation with the LADO.

Suspension of the member of staff, excluding the Headteacher/Head of School, against whom an allegation has been made, needs careful consideration, and the Headteacher/Head of School will seek the advice of the LADO and HR services in making this decision.

In the event of an allegation against the Headteacher/Head of School, the decision to suspend will be made by the Chair of Governors with advice from the LADO/HR for academies.

The procedure for managing the suspension of a contract for a community user in the event of an allegation arising in that context will be followed.

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<sup>10</sup> MSCB Policy "A Framework for Safeguarding Practice Reflection"

<sup>11</sup> Refer to "Guidance for Safe Working Practice for the Protection of Children and Staff in Education Settings" available on the DfE website.

<sup>12</sup> or Chair of Governors in the event of an allegation against the Headteacher/Head of School

<sup>13</sup> LADO 01634 331229

All academy staff should take care not to place themselves in a vulnerable position with a child. It is always advisable for interviews or work with individual children or parents to be conducted in view of other adults.

### Whistleblowing

We recognise that children cannot be expected to raise concerns in an environment where staff fail to do so.

All staff should be aware of their duty to raise concerns, where they exist, about the management of child protection, which may include the attitude or actions of colleagues. If it becomes necessary to consult outside the academy, they should speak in the first instance, to the LADO or the Education safeguarding co-ordinator, following the Whistleblowing Policy.

### Physical Intervention

It is acknowledged that staff must only ever use physical intervention as a last resort, when a child is endangering him/herself or others, and that at all times it must be the minimal force necessary to prevent injury to another person.

Such events should be recorded and signed by a witness.

Staff who are likely to need to use physical intervention will be appropriately trained in Positive Handling Techniques.<sup>14</sup>

It is understood that physical intervention of a nature which causes injury or distress to a child may be considered under child protection or disciplinary procedures.

It is recognised that touch is appropriate in the context of working with children, and all staff have been given 'Safe Practice' guidance to ensure they are clear about their professional boundaries.<sup>15</sup>

### Anti-Bullying

The policy on anti-bullying is set out in a separate document and acknowledges that, to allow or condone bullying may lead to consideration under child protection procedures. This includes all forms e.g. cyber, racist, homophobic and gender related bullying. We keep a record of known bullying incidents. All staff are aware that some children perceived as being different are more susceptible to being bullied / victims of child abuse.

### Racist Incidents

The policy on racist incidents is set out separately, and acknowledges that repeated racist incidents or a single serious incident may lead to consideration under child protection procedures. A log of racist incidents is maintained.

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<sup>14</sup> Training on Team Teach is run by the Medway Autism Outreach Team.

<sup>15</sup> 'Guidance on Safer Working Practices is available on the DfE website

## Female Genital Mutilation (FGM)

Professionals in all agencies, and individuals and groups in relevant communities, need to be alert to the possibility of a girl being at risk of FGM, or already having suffered FGM. There is a range of potential indicators that a child or young person may be at risk of FGM, which individually may not indicate risk but if there are two or more indicators present this could signal a risk to the child or young person. Victims of FGM are likely to come from a community that is known to practise FGM.

Warning signs that FGM may be about to take place, or may have already taken place, can be found by accessing the MSCB website or government publications. Staff are aware of their duty to report and notify concerns of FGM in accordance with law<sup>16</sup>. Staff should initiate local safeguarding procedures, using existing national and local protocols for multi-agency liaison with police and children's social care. Staff should complete awareness training of FGM.

Staff in the school are aware of the mandatory reporting duty which applied from 31.10.15, requiring regulated teachers in England and Wales to report 'known' cases of FGM in under 18s which they identify in the course of their professional work to the police.<sup>17</sup>

## Preventing Radicalisation under The Counter-Terrorism and Security Act

Exposure of children to extremist ideology can hinder their social development and educational attainment alongside posing a very real risk that they could support or partake in an act of violence. Radicalisation of young people can be compared to grooming for sexual exploitation.

Every member of staff at each academy recognises that children exposed to radicalisation and extremism is no different to safeguarding against any other vulnerability and should be approached in the same way as protecting children from other risks.

All teachers complete an e-learning training package developed by The National Counter Terrorism Policing Headquarters (NCTPHQ), in conjunction with the College of Policing which includes guidance on how to identify people who may be vulnerable to being drawn into terrorism, and how to refer them into the Channel process.<sup>18</sup> This awareness and training is in accordance with current statutory guidance.<sup>19</sup>

The Headteacher will have attended additional training on the Prevent Duty in accordance with current statutory guidance.<sup>20</sup>

Academies also ensure that time is used within the academic year to allow pupils to explore controversial issues in a safe environment. All staff want to increase children's resilience and make them aware of how they influence and participate in decision making. We promote pupils' spiritual, moral, social and cultural development and within this, fundamental British Values.<sup>21</sup>

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<sup>16</sup> Serious Crime Act 2015, Section 74, part 5B (in addition to FGM Act 2003, Section 5A)

<sup>17</sup> Please refer to "Mandatory Reporting of Female Genital Mutilation - procedural information" Annex A: FGM Mandatory Reporting Process Map for 'known' cases and the current process

<sup>18</sup> Awareness Training (channel programme) can be found at [www.preventforschools.org](http://www.preventforschools.org)

<sup>19</sup> The Prevent duty: Departmental Advice for schools and childcare providers (2015)

<sup>20</sup> The Prevent duty: Departmental Advice for schools and childcare providers (2015)

<sup>21</sup> The Prevent duty: Departmental Advice for schools and childcare providers (2015)

## Prevention

The academy plays a significant part in the prevention of harm to our children by providing them with good lines of communication with trusted adults, supportive friends and an ethos of protection.

The academy will therefore:

- Work to establish and maintain an ethos where children feel secure and are encouraged to talk and are always listened to.
- Include regular consultation with children e.g. through safety questionnaires, participation in anti-bullying week, asking children to report whether they have had happy/sad lunchtimes/playtimes
- Ensure that all children know there is an adult in the academy who they can approach if they are worried or in difficulty.
- Include across the curriculum, including 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. In particular, this will include anti-bullying work, e-safety, road safety, pedestrian and cycle training. Also focused work in Year 6 to prepare for transition to secondary school and more personal safety/independent travel.

## Health & Safety

The academy has a duty to ensure the safety of children whilst on the academy site and hence a responsibility for making the site secure.

All staff have a responsibility for maintaining awareness of buildings and grounds security and for reporting concerns that may come to light. We operate within a whole-community ethos and welcome comments from pupils/students, parents and others about areas that may need improvement as well as what we are doing well.

Appropriate checks will be undertaken in respect of visitors and volunteers coming into academy as outlined within guidance. Visitors will be expected to sign in and out via the office visitors' log and to display a visitor's badge whilst on the academy site. Any individual who is not known or identifiable should be challenged for clarification and reassurance. Academies have a responsibility for identifying approved adults who are collecting children from the academy.

The academy will not accept the behaviour of any parent or individual that threatens the academy security or leads others (child or adult) to feel unsafe. Such behaviour will be treated as a serious concern and may result in the decision to refuse access onto the academy site for that individual.

The Health & Safety policy, set out in a separate document, reflects the consideration we give to the protection of our children both physically within the academy environment and, for example, in relation to Internet use, and when away from the academy and undertaking academy trips and visits.

It is the responsibility of the DSL to ensure that all adults receive a copy of this policy and follow the academy's internal child protection procedures and record keeping procedures. All child protection records are kept in a secure place away from academy files. It is also the responsibility of the DSL to make any referrals necessary to Medway Council's Social Care via Customer First.

All adults who work in a Trust academy, whether paid or voluntary, are legally required to participate in child protection training at least every three years. Opportunities will be provided to receive training consistent with Medway Safeguarding Children Board's standards, in order to develop understanding of the signs and indicators of abuse, and knowledge about what to do if they feel a child may be suffering abuse.

All parents/carers are made aware of the academy's responsibilities in regard to child protection procedures through publication of the school's Child Protection and Safeguarding Policy (available by request).

The DSL will ensure a systematic means of monitoring children known or thought to be at risk of harm, they will ensure that we contribute to assessments of need and support plans are in place for those children.

We acknowledge the need for effective and appropriate communication between all members of staff in relation to safeguarding students.

The DSL will ensure a structured procedure within the academy, which will be followed by all of the members of school community in cases of suspected abuse.

### **Confidentiality**

We recognise that all matters relating to child protection are confidential. However, a member of staff must never guarantee confidentiality to a student, nor should they agree to keep a secret. Where there is a Child Protection concern, it must be passed immediately to the DSL or one of the deputy DSLs.

The Headteacher/Head of School or DSL will disclose personal information, including the level of involvement of other agencies, about a student to other members of staff only on a 'need to know' basis.

All staff must be aware that they have a professional responsibility to share information with other agencies in order to safeguard children.

### **Monitoring and Evaluation**

The policy will be monitored by the Local Governing Bodies and evaluated by the Trust Audit, Risk Management and Policy Committee annually.

### Safe staff

Checks will be undertaken on all adults working/volunteering in the academy to establish the suitability of a person to work with children and records of these checks will be kept.

The academies will follow Department for Education guidelines for managing allegations against staff.

Where another body provides services or activities separately using the school premises, the Trust will ensure that the body concerned has appropriate policies and procedures in place in regard to safe recruitment and safeguarding children.

### Links to other policies

The Safeguarding Policy should be read alongside and in conjunction with other policies regarding the safety and welfare of children and these together make up the suite of policies to safeguard and promote the welfare of children.

- *Physical intervention/positive handling*: The Positive Handling or Behaviour Policy states that staff may only use physical intervention as a last resort. 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.
- *Anti-bullying*: The policy on the prevention and management of bullying is set out in a separate policy and acknowledges that to allow or condone bullying may lead to consideration under child protection procedures.
- *Racist incidents*: The policy on racist incidents is set out in our Equality Policy which acknowledge that repeated racist incidents, or a single serious incident, may lead to consideration under child protection procedures.
- *Health and safety*: The Health and Safety Policy, set out in a separate document, reflects the consideration we give to the protection of our children both physically, within the school environment, (for example in relation to internet use) and when away from the school (for example when undertaking school trips and visits).
- *Safe recruitment*: The policy, which sets the vetting requirements for all staff, who wish to work in our school. All staff will have a DBS check before starting and then at least every three years
- *Whistleblowing*: The Whistleblowing Policy, set out in a separate document. The academies aim to ensure that anyone wishing to raise a concern feels confident in the process under this policy. The policy is designed to allow concerns to be raised without fear of reprisals or victimisation if a disclosure is made in good faith.
- *E-Safety*: The policy on E-Safety encompasses all electronic communications.

**NOTE: SAFEGUARDING INCIDENT RECORD/CAUSE FOR CONCERN FORMS AND PROCEDURES AVAILABLE ON REQUEST FROM THE ACADEMY.**

## Guidance

### Child Sexual Exploitation (CSE)

Professionals in all agencies need to be alert to the possibility that children can be at risk of sexual exploitation.

Sexual exploitation of children and young people under 18 involves exploitative situations, contexts and relationships where young people (or a third person or persons) receive 'something' (eg food, accommodation, drugs, alcohol, cigarettes, affection, gifts, money) as a result of them performing, and/or another or others performing on them, sexual activities. Child sexual exploitation can occur through the use of technology without the child's immediate recognition; for example, being persuaded to post sexual images on the Internet/mobile phones without immediate payment or gain. In all cases, those exploiting the child/young person have power over them by virtue of their age, gender, intellect, physical strength and/or economic or other resources. Violence, coercion and intimidation are common, involvement in exploitative relationships being characterised in the main by the child or young person's limited availability of choice resulting from their social/economic and/or emotional vulnerability.

*This definition of child sexual exploitation was created by the UK National Working Group for Sexually Exploited Children and Young People (NWG) and is used in statutory guidance for England.*