

**Policy Document****Safeguarding Policy****Definition**

For the purposes of this policy, Stanchester Academy will define safeguarding and protecting the welfare of children as:

- Protecting children from maltreatment (including all forms of CSE).
- Preventing the impairment of children's health or development (including FGM).
- Ensuring that children grow up in circumstances consistent with the provision of safe and effective care, including all acts or behaviours linked to extremism.
- Taking action to enable all children to have the best outcomes.

**Aim**

The Academy is committed to Safeguarding and Promoting the Welfare of all of its students all staff and volunteers to share this commitment. The Governors and staff of Stanchester Academy fully recognise the contribution it makes to safeguarding children. The Academy recognises that all staff, including volunteers, have a full and active part to play in protecting our students from harm.

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

This policy should be read in conjunction with Keeping Children Safe in Education, Statutory Guidance for Schools and Colleges, September 2016 and any supplementary guidance in addition to Working Together to Safeguard Children, March 2015 (Last updated 16 February 2017).

The aims of this policy are:

- ❑ To support a child's development in ways that will foster security, confidence and independence.
- ❑ To raise the awareness of both teaching and support 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.
- ❑ To emphasise the need for good levels of communication between all members of staff.
- ❑ To develop a structured procedure within the Academy which will be followed by all members of our academies' communities in cases of suspected abuse.
- ❑ To develop and promote effective working relationships with other agencies, especially the Police and Social Services.
- ❑ To ensure that all adults who have access to children have been checked as to their suitability.

Safeguarding relates to:

- ❑ Staff Conduct
- ❑ Curriculum
- ❑ Managing allegations against staff
- ❑ Attendance

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- ❑ Safe recruitment and selection (guidance reviewed March 2018)
- ❑ Whistle blowing
- ❑ Health and safety
- ❑ Behaviour management
- ❑ Managing building design
- ❑ Child Protection
- ❑ Educational visits
- ❑ E-Safety
- ❑ Anti-Bullying
- ❑ Protection against and prevention of extremist or terrorist acts and actions

*Note: This list is not exhaustive.*

In order to achieve this aim there are a number of policies and procedures in place.

**Policies and Procedures**

An Annual Safeguarding Audit is produced by the Designated Safeguarding Lead and agreed by the Governing body.

The school has a number of policies relating to safeguarding:

- Anti-bullying
- Behaviour Management
- Child Protection
- Drugs and Substance Misuse
- Equal Opportunities
- Equality and Diversity
- E Safety
- First Aid
- Health Safety
- Recruitment and Selection
- Smoke Free
- Relationships and Sex Education

These policies are either reviewed annually or as required, by the Senior Leadership Team and appropriate staff. The Governing Body is consulted on statutory policies of any changes before the policies are adopted.

The school has a number of procedures relating to safeguarding:

- E Safety, IT acceptable use and personal data handling
- First Aid
- Management of Allegations
- Staff Handbook
- Use of Reasonable Force and restraint
- Use of photographs/videos
- Work Placements

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These procedures are reviewed annually by the Senior Leadership Team and appropriate staff. These procedures are shared with staff, parents and students as appropriate.

**Legal Framework**

This policy will have consideration for, and be in compliance with, the following legislation and statutory guidance:

- Children Act 2004
- Education Act 2002
- Safeguarding Vulnerable Groups Act 2006
- School Staffing (England) Regulations 2009, as amended
- Equality Act 2010
- Education (Non-Maintained Special Schools) (England) Regulations 2011, as amended
- Protection of Freedoms Act 2012
- DfE (2015) 'Working Together to Safeguard Children 2015' (Last updated 16 February 2017)
- DfE (2016) 'Keeping Children Safe in Education 2016'
- DfE (2015) 'What to do if you're worried a child is being abused'
- DfE (2015) 'Information sharing'
- DfE (2015) 'Disqualification under the Childcare Act 1006
- DfE (2015) 'The Prevent duty'
- The Education (School Teachers' Appraisal) (England) Regulations 2012
- The Children and Families Act 2014
- The Sexual Offences Act 2003

**Designated Staff**

A number of staff are designated to key safeguarding roles.

Principal: Amy Joynes

Safeguarding Governor: Judy Watson

Designated Safeguarding Lead: Matt Clinkard

Deputy Safeguarding Lead: Gemma Glentworth

Deputy Safeguarding Lead: Hettie McDermott

Child Protection Governor: Judy Watson

Safer Recruitment Personnel: Liz Joynes

Judy Watson

Nikki Holt

**Roles and Responsibilities**

**The Governing Body** has a duty to:

- Ensure that the school complies with its duties under the above child protection and safeguarding legislation.

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- Ensure that the policies, procedures and training opportunities in the school are effective and comply with the law at all times.
- Ensure that the school contributes to inter-agency working in line with the statutory guidance 'Working Together to Safeguard Children 2015'.
- Carry out the online Safeguarding & PREVENT training in conjunction with reading The Keeping Children Safe in Education document.
- Ensure that the school's safeguarding arrangements take into account the procedures and practice of the LA as part of the inter-agency safeguarding procedures established by the Local Safeguarding Children Board (LSCB).
- Comply with its obligations under section 14B of the Children's Act 2004 to supply the LSCB with information to fulfil its functions.
- Ensure that a member of the governing body is nominated to liaise with the LA and/or partner agencies on issues of child protection, and in the event of allegations of abuse made against the Principal or other governor.
- Ensure that there are effective child protection policies and procedures in place together with a staff code of conduct.
- Appoint a member of staff from the senior leadership team (SLT) to the role of designated safeguarding lead as an explicit part of the role-holder's job description – **there should always be cover for the designated safeguarding lead.**
- Consider how children may be taught about safeguarding, including protection for dangers online, through teaching and learning opportunities, as part of providing a broad and balanced curriculum.
- Prevent people who pose a risk of harm from working with children by adhering to statutory responsibilities to check staff who work with children, taking proportionate decisions on whether to ask for any checks beyond what is required and ensuring volunteers are appropriately supervised.
- Ensure that at least one person on any appointment panel has undertaken safer recruitment training.
- Ensure that there are procedures in place to handle allegations against members of staff or volunteers.
- Ensure that there are procedures in place to make a referral to the Disclosure and Barring Service (DBS) if a person in regulated activity has been dismissed or removed due to safeguarding concerns, or would have been had they not resigned – this is a legal duty.
- Ensure that there are procedures in place to handle allegations against other children.
- Ensure that the child's wishes or feelings are taken into account when determining what action to take and what services to provide to protect individual children.
- Ensure that there are systems in place for children to express their views and give feedback.
- Appoint a designated teacher to promote the educational achievement of 'looked after children' and ensure that this person has undergone appropriate training.

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- Ensure that staff members have the skills, knowledge and understanding necessary to keep 'looked after children' safe, particularly with regard to the child's legal status, contact details and care arrangements.
- Put in place appropriate safeguarding responses to children who go missing from school, particularly on repeat occasions, to help identify any risk of abuse and neglect, including sexual abuse or exploitation and prevent the risks of their disappearance in future.

**The Principal** has a duty to:

- Safeguard children's wellbeing and maintain public trust in the teaching profession.
- Ensure that the policies and procedures adopted by the governing body, particularly concerning referrals of cases of suspected abuse and neglect, are followed by staff members.

**The designated safeguarding lead** has a duty to:

- Refer all cases of suspected abuse to children's social care, the LA designated officer (LADO) for child protection concerns, the DBS, and the police in cases where a crime has been committed.
- Liaise with the Principal to inform him/her of safeguarding issues, especially ongoing enquiries under section 47 of the Children's Act 1989 and police investigations.
- Act as a source of support, advice and expertise to staff members on matters of safeguarding by liaising with relevant agencies.
- Understand the assessment process for providing early help and intervention.
- Have a working knowledge of how LAs conduct a child protection case conference and a child protection review conference, and be able to attend and contribute to these effectively when required to do so.
- Ensure each member of staff has access to and understands the school's Child Protection Policy and procedures, especially new and part-time staff members.
- Be alert to the specific needs of children in need, including those with special educational needs and/or disabilities and young carers.
- Be able to keep detailed, accurate and secure records of concerns and referrals.
- Obtain access to resources and attend any relevant training courses.
- Encourage a culture of listening to children and taking account of their wishes and feelings.
- Ensure the school's Child Protection Policy is reviewed annually and the procedures are updated and reviewed regularly, and work with the governing body regarding this duty.
- Ensure the school's Child Protection Policy is available publically and parents are aware of the fact that referrals regarding suspected abuse or neglect may be made and the role of the school in this.
- Link with the local LSCB to make sure that staff members are aware of the training opportunities available and the latest local policies on safeguarding.
- Ensure that the pupil's child protection file is copied when transferring to a new school.

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**Other staff members should:**

- Safeguard children’s wellbeing and maintain public trust in the teaching profession as part of their professional duties.
- Provide a safe environment in which children can learn.
- Identify children who may be in need of extra help or who are suffering, or likely to suffer, significant harm.
- Take appropriate action, working with other services as required.
- Support social workers to take decisions about individual children, in collaboration with the designated safeguarding lead.
- If at any point there is a risk of immediate serious harm to a child, make a referral to children’s social care immediately.
- Support social workers in making decisions about individual children, in collaboration with the designated safeguarding lead.

**To this end:**

- ❑ All members of staff develop their understanding of the signs and indicators of abuse and have training at least annually.
- ❑ All members of staff know how to respond to a child/young person who discloses abuse.
- ❑ All parents/carers are made aware of the responsibilities of staff members with regards to child protection procedures and the policy is made available to them.
- ❑ **If, at any point, there is a risk of immediate serious harm to a child a referral should be made to children’s social care immediately. Anybody can make a referral.**

**Safe Practice**

The Academy will comply with the current Safe Practice guidance.

Safe working practice ensures that students 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 open to question
- ❑ Discuss and/or take advice from Academy leaders over any incident which may give rise to concern;
- ❑ Record any incidents or decisions made;
- ❑ Apply the same professional standards regardless of gender or sexuality;
- ❑ Be aware of confidentiality practice
- ❑ Are aware that breaches of the law and other professional guidelines could result in criminal or disciplinary action being taken against them.

**Policy Document****Role of the designated safeguarding lead**

The Governing body ensures that the academy designates an appropriate senior member of staff to take lead responsibility for child protection. This person has the status and authority within the school to carry out the duties of the post including committing resources and where appropriate, supporting and directing other staff.

The broad areas of responsibility for the designated safeguarding lead are:

**Managing referrals**

- ❑ Refer all cases of suspected abuse to the local authority children's social care and:
- ❑ The local authority designated officer (LADO) for child protection concerns (all cases which concern a staff member);
- ❑ Disclosure and Barring Service (cases where a person is dismissed or left due to risk/harm to a child); and/or
- ❑ Police (cases where a crime may have been committed).
- ❑ Liaise with the principal to inform him or her of issues especially ongoing enquiries under section 47 of the Children Act 1989 and police investigations
- ❑ Act as a source of support, advice and expertise to staff on matters of safety and safeguarding and when deciding whether to make a referral by liaising with relevant agencies

**Managing Allegations**

**All allegations made regarding abuse against teachers and other staff should be dealt with using the guidance, 'Keeping Children Safe in Education' 2016.**

**Training of staff**

The 'Keeping Children Safe in Education' guidance says, "All staff members should be aware of systems within their school or college which support safeguarding and these should be explained to them as part of staff induction. This includes: the school's or college's child protection policy; the school's or college's staff behaviour policy (sometimes called a code of conduct); and the designated safeguarding lead.

All staff members should also receive appropriate child protection training which is regularly updated.

A program of delivery for the cascade training on safeguarding is in place and happens annually for all staff.

Use of Force and Restraint training takes places for all staff who work in the HUB with our most challenging students. It is accredited through Team Teach.

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## Citizenship/PSHE curriculum

- All year groups follow a program of study covering Citizenship, PSHE and careers education.
- Elements of these are also delivered through morning guidance time.
- There are some specific events planned throughout the year to cover additional aspects of this, for example, internet safety.
- Dedicated assemblies are taken covering content and themes from national policy documents (e.g. *Prevent strategy* and *keeping children safe in education*)

## Drugs Education

- This is delivered through Citizenship and Science lessons.
- The Health Clinic provides information and support with this.
- We have access to a substance misuse worker through Social Services who is able to work with individuals.
- There is a Smoke Free Policy which has a focus on supporting students to give up smoking.

## Sex Education

- This is delivered through Citizenship and Science lessons.
- The Health Clinic provides information and support with this.

## Health Clinic

- There is a health clinic manned by a nurse and NHS volunteer staff every Monday.
- This is overseen by the Associate Leader, Personal Development.
- All students can drop in to the clinic and have the opportunity to make private appointments.
- There is a clear confidentiality code agreed.
- Data shows that this is a valuable and widely used resource for students.

**Single central record**

- There is Single Central Record for:
  - teachers
  - support staff
  - exam invigilators
  - contract cleaners
  - volunteers
  - peripatetic music teachers
  - governors
- All members of staff are ID checked before commencing employment.

**Safer Recruitment**

- One member of staff and two governors are trained for safer recruitment.
- All interview panels contain one of these staff.
- A record of the panels is kept for each interview process.

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- The correct checks are carried out as part of the recruitment process, for example, checking gaps in employment and references.

**Site Update**

- The site has been made more secure to ensure safeguarding of students and staff.
- The school has a perimeter fence which is secured during the school day and out of hours.
- All visitors must report via the main reception and may only gain access through security doors with authorisation. They must collect a visitor pass and badge and to sign to say they have read and understood the safeguarding procedures, including key staff.
- All staff have ID badges.