SAFEGUARDING CHILDREN AND YOUNG PEOPLE POLICY

PERSON RESPONSIBLE FOR POLICY: K. COUSINS
LAST UPDATED BY SARAH STOKOE MARCH 2015

APPROVED: M. LATHAM
DATE: SEPTEMBER 2015

SIGNED:
ROLE: CHAIR

TO BE REVIEWED:
SEPTEMBER 2016

SETEMBER 2015
THE LASTEST GUIDANCE UPDATES HAVE BEEN CHANGED AND INCLUDED IN THIS POLICY WHILST THE ACADEMY AWAITS FURTHER INSTRUCTION FROM DCSB REGARDING SAFEGUARDING POLICY FOR SCHOOLS AND ACADEMYS. RECENT UPDATES ARE HIGHLIGHTED IN RED.


PENDING APPROVAL BY DONCASTER SAFEGUARDING CHILDRENS BOARD

AUTHOR: EDUCATION SUB GROUP POLICIES AND PROCEDURE TASK GROUP REPORTING TO THE DSCB EDUCATION ADVISORY GROUP. PLEASE NOTE THE LA ONLY OFFERS THIS MODEL POLICY. THE SCHOOL MUST ENSURE THIS IS ADAPTED/ADOPTED AND IMPLEMENTED/REVIEWED WITHIN THE SCHOOL CONTEXT FOLLOWING THE DFE POLICIES SCHOOL REQUIRE BY LAW DELEGATION OF DUTY CRITERIA.

UPDATED IN LINE WITH SOUTH YORKSHIRE POLICE PREVENT AGENDA 12TH MARCH 2015
SAFEGUARDING DEFINITIONS:

Safeguarding and promoting the welfare of children is defined for the purposes of this policy as:

- Protecting children from maltreatment;
- Preventing impairment of children’s health or development;
- Ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and
- Taking action to enable all children to have the best outcomes

*(Working Together to Safeguarding Children 2015, HM Government)*


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.

*(Ofsted: Inspecting safeguarding in maintained Academy’s and academies: January 2015)*

RATIONALE:

This policy has been developed in accordance with the principles established by the Children Act 1989 and 2004, The Education Act 2002 and Working Together to Safeguard Children 2015. This policy reflects the statutory requirements within Keeping Children Safe in Education (KCSIE) 2015.


This policy also shows our commitment to support the statutory guidance from the Department for Education on the application of the Childcare (Disqualification) Regulations 2009 and related obligations under the Childcare Act 2006 in Academy’s. Academy’s and local authorities must have regard to it when carrying out their duties to safeguard and promote the welfare of children under section 175, of the Education Act 2002, paragraph 7(b) of Schedule 1 to the Education (Independent School Standards) Regulations 2014 and paragraph 3 of the Schedule to the Education (Non-Maintained Special Academy’s)(England) Regulations 2011.


Richmond Hill Primary Academy recognises the responsibility it has under Section 175 of the Education and Inspections Act 2002, to have arrangements for safeguarding and promoting the welfare of children. The Directors approve the S175 or 157 and return to the Local Authority (LA) on a yearly basis. This policy demonstrates the school’s commitment and compliance with safeguarding legislation.

Through their day-to-day contact with pupils and direct work with families, staff at the Academy have a crucial role to play in noticing indicators of possible abuse or neglect and referring them to The Doncaster Childrens Trust Referral and Response Service. This also involves understanding serious case reviews and how to improve practice to prevent children from falling through the gaps.

PURPOSE:

The purpose of the policy is to ensure that:

- 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 suspicion or disclosure that may suggest a child is at risk of harm;
- Pupils and staff involved in Safeguarding issues receive appropriate support and training outlined in KCSIE 2015.
• Staff adhere to a Code of Conduct and understand what to do if a child discloses any allegations against teaching staff, Principals or the Directors.
• To develop and promote effective working relationships with other agencies, especially the police and social care
• To ensure all staff have been recruited safely and a single central record is kept, satisfactory DBS checks are made in accordance with guidance.
• We have a safe school with confident staff, confident parent/carers and confident pupils who know how to recognise and report safeguarding concerns

We will ensure that:

All members of the directors understand and fulfil their responsibilities and discharge KCSIE requirements. This includes:
• A nominated chair to liaise with the DCSB’s team of officers responsible for the management and oversight of allegations on child protection or in the event of an allegation made against the Head teacher.
• Curriculum review to see how children/families are engaged with PSHCE/SRE – safeguarding awareness and opportunities.
• Appointing a designated safeguarding lead who sits on the senior leadership team with a clear job description and time to carry out the role. With training accessed in line with KCSIE and DSCB requirements.
• Child protection policies reviewed annually and available on the school website
  • Ensuring contractors are suitable to work with children (Doncaster LA contractors statement June 2014)
• We fully recognise that staff working with child protection cases may find the situation stressful or upsetting, we will provide support for DSLs

The directors has ensured all staff have read at least part 1 of the new KCSIE statutory guidance and this is now included in all staff induction and whole school training. (Awaiting further instruction about the updated Safeguarding Training Pack 2015.)

The procedures contained in this policy apply to all staff, volunteers, sessional workers, agency staff, contractors or anyone working on behalf of the Academy.

They are consistent with South Yorkshire Child Protection procedures/Doncaster Safeguarding Childrens’ Board (DSCB) child protection procedures.

We fully embrace the KCSIE quotation “It could happen here”

TERMINOLOGY:

Designated Safeguarding Lead (DSL) previously known as designated safeguarding officer or designated safeguarding teacher. Named person for safeguarding in education establishments.
**LADO** – Local Authority Designated Officer – Deals with any allegation against any member of staff in a public setting. *(New legislation states that DCSB will have a designated officer or team of officers for the management and oversight of allegations – any allegations of this kind will be reported to the Principal (Jill Foster) unless the allegation is against the Principal. In this instance the designated member of staff/staffs deployed to investigate this further are K.Cousins and D. Secker (Vice Principals) and the Child Protection Director M.Latham as well as the DCSB’s team of officers responsible for the management and oversight of allegations will be informed.)*

**Safeguarding** and promoting the welfare of children refers to the process of protecting children from abuse or neglect, preventing the improvement of health and development, ensuring that children growing up in circumstances consistent with the provision of safe and effective care and undertaking that role so as to enable those children to have optimum life chances and to enter adulthood successfully.

**Child Protection** refers to the process undertaken to protect children who have been identified as suffering, or being at risk of suffering significant harm.

**Staff** refers to all those working for or on behalf of the Academy in either a paid or voluntary capacity.

**Child** refers to all young people who have not yet reached the age of 18.

**Parent** refers to birth parents and other adults who are in a parenting role – step-parents, foster parents, carers and adoptive parents.

There are 4 main elements to the Policy:

1. **Prevention** – through the curriculum and pastoral support offered to pupils and through the creation and maintenance of a whole Academy protective ethos.

2. **Procedures** – for identifying and reporting cases, or suspected cases of abuse.

3. **Support to Pupils** – who may have been abused.

4. **Preventing unsuitable people working with children** – by following the Department for Education (DfE) KCSIE statutory guidance and local HR procedures. We also follow the Department for Education on the application of the Childcare (Disqualification) Regulations 2009. Our single central record is maintained on a regular basis.

**1 PREVENTION**

The Academy will establish an ethos where:

1.1 Children feel secure.

1.2 Ensure children know that there are adults in the Academy who they can approach if worried or in difficulty.
1.3 Include in the curriculum opportunities for Personal, Social and Health Education to equip children with the skills needed to stay safe.

1.4 Include in the curriculum material which will help children develop realistic attitudes to their responsibilities in adult life.

1.5 It will work in accordance with ‘Working Together to Safeguard Children 2015’ and will support the ‘DSCB Pathway to Provision 2013’ to ensure children and young people receive the most appropriate referral and access provision.

1.6 It will deliver the approved DSCB whole school safeguarding training and ensure all designated safeguarding officers/deputy safeguarding person attend three out of four annual network meetings and/or attend refresher Designated Safeguarding Person (DSP) training on a two yearly basis.

1.7 We will work in collaboratives and early help co-ordinators to improve outcomes for children and young people.

1.8 We keep our safeguarding training up to date and access DSCB training events on a regular basis and understand the `safeguarding requirements for Ofsted.

1.9 Parents, carers and families, teachers, staff and young people / agencies know how to raise any safeguarding concerns and we have a named designated/deputy safeguarding lead(s) on our senior leadership team.

2 PROCEDURES AND RECORD-KEEPING

Richmond Hill Primary Academy will follow safeguarding procedures as produced by the Doncaster Safeguarding Children’s Board (DSCB)

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<tr>
<th>The Designated Senior Member of staff for Safeguarding (Child Protection) / Designated Safeguarding Lead (DSL) is: Kelly Cousins</th>
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<td>Contact Details: 01302782421</td>
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<th>The Deputy Designated Safeguarding Lead is: Kevin Norton/ Deborah Secker</th>
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<td>Contact Details: 01302782421</td>
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<th>The Nominated Child Protection Governor is: Mavis Latham</th>
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<td>Contact Details: 01302782421</td>
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<th>The Principal is: Jill Foster</th>
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<th>The Local Authority Designated Officer (LADO) is: Jim Foy</th>
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The Academy will:

2.1 Ensure it has a senior designated safeguarding lead (DSL) who has undertaken appropriate Safeguarding (Child Protection) training (see above).
2.2 Ensure the designated safeguarding lead / deputy designated safeguarding lead and front line staff training is updated every 2 years in accordance with DSCB recommendations. The Academy will ensure policy changes are made in line with any new DfE guidance.
2.3 Ensure that designated staff will take advice from a Safeguarding (Child Protection) Specialist when managing complex cases.
2.4 The Academy/DSL will investigate any allegation involving actual or suspected abuse of a child within 24 hours of disclosure.
2.5 All Academy staff will pass any observations leading to suspicion of abuse, or information received about abuse, immediately to the designated safeguarding lead or deputy designated safeguarding lead.
2.6 In the case of serious injury or allegation the DSL will contact The Doncaster Children's Trust Referral and Response Service without delay.
2.7 If the allegation of abuse is against the deputy or designated safeguarding person, the Principal will investigate further and contact the DCSB’s team of officers for the management and oversight of allegations. If the allegation is against the Principal the Chair of Directors should be contacted immediately as well as the staff responsible for dealing with such issues, alongside the DCSB’s team of officers for the management and oversight of allegations. If the allegation is against both the Principal and Chair of Directors the DCSB’s team of officers for the management and oversight of allegations will be contacted. No member of staff will conduct their own investigation or pass on information to the alleged perpetrator. In all allegations the DCSB’s team of officers for the management and oversight of allegations will advise on the action to take by calling 01302 737748. The emergency social services team should be contacted outside normal working hours 01302 796000. Any CSE referrals will be referred direct to the CSE team using the CSE referral form.
2.8 In the case of poorly explained serious injuries or where behaviour concerns arouse suspicion, the designated teacher should consult with Referral & Response Service Professional Advice Lines on 01302 737722/ 7376361 / 737033. If out of hours the emergency Doncaster Childrens Trust Social Care out of Hours team (ESST) 01302 796000 (after 5.00pm and before 8.30 am weekdays and weekends).
All parents, carers of families can contact the general contact number on 01302 737777.
2.9 The DSL will keep written, signed and dated records detailing any allegation and action taken as near to the time of disclosure as possible even when no investigation is undertaken. Follow up any verbal referral in writing within 24 hours.
2.10 The DSL will keep all records on file in a secure locked filing cabinet or secure ICT system and share concerns following information sharing protocols.
2.11 At no time promise confidentiality to a child or adult.

Conversations with a child who discloses abuse should follow the basic principles:
- listen rather than directly question, remain calm
- never stop a child who is recalling significant events
- make a record of discussion to include time, place, persons present and what was said (child language – do not substitute words)
- advise you will have to pass the information on
- avoid coaching/prompting
- never take photographs of any injury
- allow time and provide a safe haven/quiet area for future support meetings

3 ROLES AND RESPONSIBILITIES

The Academy will ensure that every member of staff and person working on behalf of the Academy:

3.1 Knows the name of the designated person and his/her role and responsibility.
3.2 Have an individual responsibility to refer Safeguarding (Child Protection) concerns.
3.3 Will receive training at the point of induction so that they know:
   - their personal responsibility/code of conduct/teaching standards;
   - DSCB child protection procedures and know how to access them;
   - the need to be vigilant in identifying cases of abuse at the earliest opportunity;
   - how to support and respond to a child who discloses significant harm.
3.4 Knows their duty concerning unsafe practices in regard to children by a colleague.
3.5 The designated person will disclose any information about a pupil to other members of staff on a need to know basis.
3.6 The Academy will undertake appropriate discussion with parents prior to involvement with other agencies unless the circumstances preclude this.
3.7 The Academy will ensure that parents have an understanding of their obligations regarding Child Protection by intervention as and when appropriate.

3.8 The designated safeguarding leads are responsible for:

3.8.1 Referring a child if there are concerns about possible abuse, to the Doncaster Childrens Trust Referral and Response Service Professional advice lines and acting as a focal point for staff to discuss concerns.
   Referrals should be made in writing, following a telephone call using the Doncaster Childrens Trust referral and Response Service referral form or the CSE referral form depending on the nature of the referral.
3.8.2 Keeping written records of concerns about a child even if there is no need to make an immediate referral.
3.8.3 Ensuring that all such records are kept confidentially and securely and are separate from pupil records, until the child’s 25th birthday, and are copied on to the child’s next school or college.
3.8.4 Ensuring that an indication of the existence of the additional file (in 3.8.3 above) is marked on the pupil records.
3.8.5 Liaising with other agencies and professionals / accessing local networks.
3.8.6 Ensuring that either they or the staff member attend case conferences, core groups, or other multi-agency planning meetings, contribute to assessments, and provide a report which has been shared with the parents/carers.

3.8.7 Ensuring that any pupil currently with a child protection plan who is absent in the educational setting without explanation is referred to their key worker’s Social Care Team.

3.8.8 Organising child protection induction, and update training every 3 years, for all school staff and ensuring named DSLs attend training every 2 years.

3.8.9 Providing, with the Principal, an annual report for the directors, detailing any changes to the policy and procedures; training undertaken by the DSL, and by all staff and directors; number and type of incidents/cases, and number of children on the child protection register (anonymised).

Liaison with Other Agencies

The Academy will:

3.9 Work to develop effective links with relevant agencies in relation to Safeguarding (Child Protection).

3.10 Send representatives to case conferences, core groups and Child Protection review meetings.

3.11 Notify any allocated Social Worker if:
- a pupil subject to a Child Protection Plan (CPP) is excluded (fixed term or permanent);
- if there is an unexplained absence of a pupil on a CPP of more than 2 days or 1 day following a weekend, or as agreed as part of a CPP.

3.12 Follow the LA policy and statutory guidance on Children Missing Education (CME).

4 SUPPORTING PUPILS AT RISK

The Academy will endeavour to support vulnerable pupils through:

4.1 Its ethos which promotes a positive, supportive and secure environment and gives pupils a sense of being valued.

4.2 Its behaviour policy aimed at supporting vulnerable pupils in Academy. All staff will agree a consistent approach which focuses on the behaviour or the offence committed by the Child.

4.3 Liaison with other appropriate agencies which support the pupil.

4.4 Developing supportive relationships.

4.5 Recognition that children living in difficult home environments are vulnerable, in need of support and protection.

4.6 Monitoring pupil welfare, keeping accurate records and notifying appropriate agencies as and when necessary.

4.7 Allowing designated staff opportunities to attend face to face DSCB multi-agency training, (sexual exploitation, domestic violence, drugs/alcohol substance misuse etc.).
4.8 When a pupil on the Child Protection register transfers to another setting, information will be transferred safely and securely to the new setting immediately.

4.9 Recognising, reporting and responding any behaviours consistent with radicalisation / extremist behaviours

4.10 Recognising, reporting and responding to any suspected FGM practice.

5 EARLY IDENTIFICATION, RECOGNISING AND RESPONDING TO SAFEGUARDING NEEDS

5.1 The Academy acknowledges serious case review findings and shares lessons learned with all staff to ensure no child falls through the gap.

5.2 All Academy staff understand the DSCB Pathway to Provision 2013 http://www.doncastersafeguardingchildren.co.uk/index.asp and know how to pass on any concerns no matter how trivial they seem.

5.3 The Academy knows how to identify and respond to the four main categories of abuse. All staff understand the main categories of abuse from the whole school training. (Physical, Emotional, Sexual and Neglect).

- Drug/substance/alcohol misuse;
- Child sexual exploitation/trafficked children;
- Children missing education;
- Domestic violence;
- Risky behaviours;
- Sexual health needs;
- Obesity/malnutrition;
- On line grooming;
- Sexting
- Inappropriate behaviour of staff towards children;
- Bullying, including homophobic, racist, gender and disability. Breaches of the Equality Act 2010;
- Self- Harm;
- Female Genital Mutilation;
- Forced Marriage;
- Unaccompanied asylum seeking children;
- Extremism / radicalisation – Prevent Agenda
- Teaching fundamental British values

*the Academy may have separate policies, this is not exhaustive, Academy’s to add them to Annex 1 or list in section 8

5.4 Richmond Hill Academy staff are aware of the DSCB Neglect policy and toolkit available from DSCB to help identify and recognise any child subject to neglect. http://doncasterscb.proceduresonline.com/pdfs/assess_tool%20for neglect and also looks at a child in the outside world acknowledging education plays a small part in the framework of assessment of need.

5.5 Richmond Hill Academy staff are briefed on the Framework of Assessment of Need and make decisions based on a child’s development needs, parenting
capacity and family & environmental factors. They also understand the Continuum of Need as contained in the DSCB 2013 Information Booklet (5.2)

5.6 The designated safeguarding lead understands the referral procedures and has access to the new referral form into the Doncaster Child Sexual Exploitation Team (CSE). Staff are aware of the indicators and how to recognise and respond to CSE.

(Please note Doncaster Single Assessment (early help – child protection will develop during 2015)

6 ALLEGATIONS AGAINST STAFF

6.1 All school 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.

6.2 All staff should be aware of school’s own Behaviour Management policy and also Off Site Visits and Lone Working/Car Transport risk assessments.

6.3 Guidance about the code of conduct and safer working practice, including safe use of mobile phones, media and offsite activities by staff and volunteers will be given at induction.

6.4 We understand that a pupil, parent, or any person may make an allegation against a member of staff.

6.5 The school will follow the DSCB Tri-Ax procedures for managing allegations against staff and consult with DCSB’s team of officers for the management and oversight of allegations in all cases. http://doncasterscb.proceduresonline.com/chapters/p_alleg_staff_vols.html

6.6 Richmond Hill Primary Academy will follow safer recruitment procedures, following local HR procedures and understands the implications from the new DfE Department for Education on the application of the Childcare (Disqualification) Regulations 2009. We ensure at least one person on the interview panel is trained in safer recruitment.

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

7.2 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 school, they should speak in the first instance, to the Lead Advisory Officer for Education Safeguarding or DCSB’s team of officers for the management and oversight of allegations following the Whistleblowing Policy.

7.3 Whistle-blowing re the Principal should be made to the Chair of the Directors whose contact details are readily available to staff.

7.4 Ofsted also may wish the LA to investigate any whistleblowing concerns and the Academy will work with the LA should this arise.

8 PHYSICAL INTERVENTION

8.1 We acknowledge that staff must only ever use physical intervention/reasonable force 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.

8.2 Staff who are likely to need to use physical intervention will be appropriately trained in the Team Teach technique or equivalent training.

8.3 We understand that physical intervention of a nature which causes injury or distress to a child may be considered under child protection or disciplinary procedures.

8.4 We recognise 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 boundary and a clear Code of Conduct is in place for all staff.

All staff are aware of the role of DCSB’s team of officers for the management and oversight of allegations and what constitutes a referral to the team following any allegation of using force or restraint.

9 ANTI-BULLYING

9.1 Our Academy 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 eg. cyber, racist, homophobic and gender related bullying. We keep a record of known bullying incidents. All staff are aware that children with SEND and/or differences/perceived differences are more susceptible to being bullied/victims of child abuse. We keep a record of bullying incidents.

9.2 Internet Safety / E-Safety – The school has an e-safety policy in place (school to add here what this is contained within or whether this is a separate policy. For example social media policy or contained in anti-bullying / or linked to this policy etc
10. **RACIST INCIDENTS/HOMOPHOBIC/TRANS-PHOBIC LANGUAGE/EQUALITY ACT 2010 PROTECTED CHARACTERISTICS**

10.1 Our 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. We keep a record of racist incidents and incidents reportable under the Equality Act 2010.

10.2 We use a reporting system to record any incidents in line with the latest DfE guidance.

10.3 The DSL understands how to report Hate Crime

10.4 The DSL understands how to refer to Doncaster Pride any young person requiring LGBTQ support. We also access Stonewall Resources within our setting.

10.5 The school curriculum reflects opportunity to explore difference and celebrate diversity.

**FUNDAMENTAL BRITISH VALUES**

Our Academy knows how to recognise and respond to any behaviours that could link to radicalisation/extremism. Our Children and Young Persons Police Officer – CYPO is the first point of contact any and staff or pupils behaviours that may point to radicalisation/extremism are discussed with the CYPO immediately. Staff are aware of the PREVENT agenda and what to do if they suspect travel to areas where travel warnings are in place such as Syria.

They also have access to the confidential anti-terrorist hotline 0800789321. The Academy’s SMSC curriculum explores shared values and beliefs based on DfE and South Yorkshire Police best practice resources. The school has undertaken a prevent self-assessment.

**FGM (Female Genital Mutilation)**

The Academy recognises the areas where FGM is prevalent and works in partnership with agencies to safeguard any child at risk of FGM. The designated safeguarding lead understands this is classed as child abuse in the UK and will report any risk to the Doncaster Children’s Trust Referral and Response Team immediately as well as the police as stated in The Serious Crime Act 2015. The school have access to DSCB training on FGM and all safeguarding posters promote the FGM helpline: 0800 028 3550. All staff had been trained by the DSL on possible indicators as well as symptoms of FGM. The DSL has passed an accredited FGM online training course.

**PREVENT Agenda**

Staff of the Academy have been trained by the DSL using the new PREVENT Agenda information, including the possible signs of extremist/radicalised behaviour to be aware of in person as well as online. Staff are aware of how the internet can be a resource used to engage children
Staff are aware that they need to report any concerns of this type to the DSL immediately and the helpline number is included on all safeguarding posters around the Academy: 020 7340 7264 as well as being aware that help is available via the Channel programme which will assess the extent to which individuals are vulnerable to being drawn into terrorism.

The PREVENT Agenda is reinforced through the Academy’s ‘E-safety and Prevent Agenda’ scheme of work, as well as through our ethos of promoting British values in the PSHCE and RE curriculum and in daily assemblies.

Poor Attendance/Children Missing from Education

Knowing where children are during school hours is an extremely important aspect of safeguarding. Poor attendance and missing school can be an indicator of abuse and neglect, and in older children this may raise concerns around child sexual exploitation.

The Academy adopts the procedure of tracking children’s absence daily. If a child is not in school and parents have made no contact for 3 days, the Academy performs a ‘Safe and Well Check’ whereby staff call at the child’s house. If the child’s parents cannot be spoken to then the Educational Welfare Officer is informed immediately.

The Academy follows the LA procedure and protocols of informing them when they plan to take pupils off role when; they leave school to be home educated, they move away from the school’s location, will remain medically unfit beyond compulsory school age, are in custody for four months or more and/or are permanently excluded.

11 SAFER RECRUITMENT AND SETTING AND MAINTAINING APPROPRIATE PROFESSIONAL BOUNDARIES FOR ADULTS WITH RESPONSIBILITY FOR CHILDREN AND YOUNG PEOPLE

11.1 The Academy will operate safe recruitment practices including appropriate Disclosure and Barring Service (DBS) and reference checks according to DBS and DfE procedures. The single central record meets Ofsted recommended practice contained within the Ofsted Inspecting Safeguarding Briefing Paper January 2015


11.2 The Academy will ensure that staff adhere to a published code of conduct and other professional standards at all times, including after school activities. Staff are aware of social media/on-line conduct.

11.3 The Academy will ensure any disciplinary proceedings against staff related to Child Protection matters are concluded in full in accordance with Government guidance “Working Together to Safeguard Children 2015” and “Keeping
We follow DCSB’s team of officers responsible for the management and oversight of allegations and HR Procedures. http://doncasterscb.proceduresonline.com/chapters/p_alleg_staff_vols.html

11.4 The Academy will ensure that all staff and other adults on site are aware of the need for maintaining appropriate and professional boundaries in their relationship with pupils and parents following the model LA Code of Conduct. Adequate risk assessments are in place for extended school, volunteer and holiday activities. Staff are confident to report misconduct.

11.5 The Academy has a separate policy/fact sheet to inform staff on how to deal with allegations.

11.6 The Academy has a whistleblowing policy in line with the LA model policy and includes this within staff safeguarding training/induction.

11.7 All staff are aware of their Duty of Care and know how to respond to medical/first aid needs.

12 DIRECTORS RESPONSIBILITIES

The Directors fully recognises its responsibilities with regard to Safeguarding and promoting the welfare of children and has ensured at least part 1 of DfE Keeping Children Safe in Education 2015 has been implemented and understood by all staff.

This states that the Directors should ensure that:

12.1 the Academy has Child Protection procedures in place;
12.2 the Academy operates safe recruitment procedures and appropriate checks are carried out on new staff and adults working on the school site;
12.3 the Academy has procedures for dealing with allegations of abuse against any member of staff or adult on site;
12.4 the Academy has a member of the Leadership Team who is designated to take lead responsibility for dealing with Child Protection issues with a job description and time allocated to attend meetings and training.
12.5 the Directors should remedy any deficiencies or weaknesses with regard to Child Protection arrangements;
12.6 the Directors have nominated a member responsible for liaising with the LA and/or partner agencies in the event of allegations of abuse against the Principal which should be the Chair of Directors.
12.7 the Directors reviews its Safeguarding policy and procedures annually;
12.8 the Directors approve the LA/DSCB annual Safeguarding Audit;
12.9 it undertakes a review of behaviour and safety (safeguarding) as part of the Directors self-evaluation on a regular basis.

13 HEALTH & SAFETY
13.1 Our Health & 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, and for example in relation to internet use, and when away from the school and when undertaking school trips and visits. There is an adequate first aid risk assessment in place. This includes how to access ECP/999 and when to contact parents/carers. In line with HSE guidance for Academy's on first aid and RIDDOR.

14 MONITORING AND EVALUATION

14.1 Safeguarding ‘Keeping Children Safe in Education 2015’ procedures will be monitored and evaluated by:

- Directors visits to the school
- SLT ‘drop ins’ and discussions with children and staff
- Pupil surveys and questionnaires
- Scrutiny of Attendance data
- Scrutiny of range of risk assessments
- Scrutiny of GB minutes
- Logs of bullying (including homophobic) /racist/behaviour incidents for SLT and GB to monitor
- Review of parental concerns and parent questionnaires
- Review of the use of nurture room and fun club at lunchtime

This policy also links to our policies on:
Staff Recruitment and retention – safer recruitment
Managing long term medical conditions / medical conditions
Behaviour
Staff Behaviour / Code of Conduct
Social Media
E-Safety Policy
Children Missing Education
Whistleblowing
Anti-bullying
Health & Safety
Allegations against staff
Parental concerns / Complaints
Attendance
Curriculum
PSHCE
SMSC – Including Fundamental British Values
Teaching and Learning
Administration of medicines
Drug/alcohol/substance misuse
Relationships and Sex Education
Physical intervention
ESafety, including staff use of mobile phones
Risk Assessment
Recruitment and Selection
Child Sexual Exploitation
15 OTHER RELATED POLICIES

The Academy takes safeguarding seriously and understands this policy is overarching. The school also maintains other linked policies in line with the legislative requirements. The policies are cited below. Or see Appendix 1 attached.

Academy to list cross referenced policies below

eg. 8.2 Attendance Policy
     8.3 Data Protection
     etc
## Academy policies relevant to safeguarding children cross-referenced/linked to the school's Safeguarding Children and Young People Policy

<table>
<thead>
<tr>
<th>LEGALLY REQUIRED (DfE statutory / recommended policies and procedures highlighted in RED)</th>
<th>Notes - (suggested details)</th>
<th>In place?</th>
<th>Name of Policy (if different)</th>
<th>Person(s) responsible</th>
<th>Review Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>8.1 Action Plan following OfSTED Inspection</td>
<td>Address any issues relating to safeguarding</td>
<td>x</td>
<td>SIDP</td>
<td>JF/DS/KC</td>
<td>April 2016</td>
</tr>
<tr>
<td>8.2 Register of pupils attendance</td>
<td>Include targets and links with safeguarding CME CiC</td>
<td>x</td>
<td></td>
<td>LJ KN</td>
<td></td>
</tr>
<tr>
<td>Attendance Policy</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Register of pupils admission to Academy's</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8.3 Data Protection</td>
<td>Security of information. Named data controller. Record keeping. Sharing of information.</td>
<td>x</td>
<td></td>
<td>JF</td>
<td></td>
</tr>
<tr>
<td>Freedom on Information</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Central Record of Recruitment and Vetting Checks</td>
<td>Ensure all CRB references removed from current policies – now the DBS service. Ofsted Inspecting Safeguarding Briefing Paper 2014 and Dfe safeguarding website for DBS checking requirements</td>
<td>x</td>
<td></td>
<td>MLatham J Found JF DS</td>
<td></td>
</tr>
<tr>
<td>Child Protection Policy and Procedures</td>
<td>Detailed procedures familiar to all staff, Directors and volunteers, all of whom have a copy</td>
<td>x</td>
<td></td>
<td>KC KN DS</td>
<td></td>
</tr>
<tr>
<td>Complaints Procedure Statement</td>
<td>Principal, Vice Principal, Chair and Vice-Chair of Directors to be thoroughly versed</td>
<td>x</td>
<td></td>
<td>JF Directors</td>
<td></td>
</tr>
<tr>
<td>Equality Information and Objectives (Public Sector Equality Duty) statement of publication</td>
<td>Includes all protected characteristics Includes reporting and recording incidents (homophobic, race, SEN, disability etc)</td>
<td>x</td>
<td></td>
<td>DS</td>
<td></td>
</tr>
</tbody>
</table>
| **School Behaviour Policy**  
**Behaviour Principles written statement** | Include measures taken for safeguarding children; cross-reference to physical restraints policy/positive handling  
Staff code of conduct  
Rewards/Sanctions  
Could link Anti-Bullying Policy here* however recommended to have separate policy by ABA lead. | x | JF KN |
|---|---|---|---|
| **Health and Safety** | Include measures taken for safeguarding children  
First Aid. Administration of medicines. RIDDOR and reporting incidents. Access to ECPs or 999 for injuries.  
First Aid Risk Assessment in place  
Risk Assessments include measures taken for safeguarding children; evidence of a clear procedure and record keeping systems | x | DT JF DS |
| **Home-School Agreements** | Include measures taken for safeguarding children | x | Staff JFound |
| **Minutes of and papers considered at meetings of the Directors and its Committees** | Includes reviewing and monitoring of safeguarding procedures | x | J Found |
| **Premises management documents** | Visitor protocols  
Uncollected children protocol  
Volunteers and contractors in school | x | DT |
| **Prospectus** | Include information on school's duties and procedures regarding safeguarding children; include name of Designated Officer(s) | x | JF/DS |
| **Academy Information published on website** | Latest safeguarding policy is up to date (no more than 1 year old) | x | JF KC DS |
| **The Safeguarding Curriculum**  
This could link to: | Include how curriculum contributes to safeguarding children. In addition a school flow chart for staff to prevent, recognise and respond to: | x | Mel R Lyns B |
| Relationship and Sex Education (RSE) SMSC Curriculum | Child Sexual Exploitation  
Forced Marriage  
FGM  
Domestic Violence  
Lesbian/Gay/Bi/Questioning-challenging Homophobic language  
Drug/Alcohol/Substance misuse  
Risky Behaviours  
Teenage Pregnancy  
Obesity  
Mental health  
Self-harm/eating disorders etc  
Link to healthy Academy’s / PSHE curriculum  
Primary school safeguarding training for young people via the NSPCC |  
| Special Educational Needs | Include reference to safeguarding children, particularly regarding identifying safeguarding needs of individuals | x | DS  
| Statement of procedures for dealing with allegations of abuse against staff  
Managing Allegations of abuse against staff  
Staff Discipline, Conduct and Grievance Procedures) | Include details of procedures that must be followed if allegations of abuse are made and information for staff involved. | x | JF  
| Code of Conduct | In line with the recommended LA Code of Conduct | x | JF DS KC DT  
| Managing Long Term Illness  
Managing Medical Conditions | DfE templates used  
Specialist training in place  
Triangulation with named school nurses / parents to implement health care plan. | x | JF DT DS |
<table>
<thead>
<tr>
<th>DONCASTER RECOMMENDED CROSS REFERENCING OF SAFEGUARDING POLICY TO THE FOLLOWING:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Anti-Bullying Policy</strong></td>
</tr>
</tbody>
</table>
| Agreed school definition in line with DSCB/LA definition  
Doncaster anti-bullying charter mark  
Peer mentoring policy  
Policy makes reference to homophobic bullying  
Reporting and recording procedures in place  
Common staff approach in tackling homophobic language and any incidents of bullying |
<p>| x |
| KN Marcia L |
| <strong>Safe working practices for the protection of children and staff in education settings - boundaries to professional behaviour LA Code of conduct</strong> |
| <em>Include in department handbooks guidance about which behaviours constitute safe practice and which behaviours should be avoided.</em> |
| x |
| <strong>Internet access and use e-safety</strong> |
| Include clear rules regarding what is permissible for staff and pupils and pupil supervision requirements |
| x |
| JF KOK |
| <strong>E-SAFETY POLICY</strong> |
| <strong>Out of school visits</strong> |
| Include explicit references to safeguarding children |
| x |
| LJ DB |
| <strong>Use of photography and video recording</strong> |
| Include protocols for displaying photographs, publication in prospectuses, newspapers and guidelines for parents at school events. Parental consent to the use of photographs should be obtained (See DSCB policies and procedures) |
| x |
| DSmith JF |
| <strong>Recruitment Procedures</strong> |
| Have rigorous procedure, as detailed in DfE Safer Recruitment and Safeguarding Children in Education. Ongoing observations/staff supervision. Holiday clubs/extended school activities also considered. CPD training record. |
| x |
| Directors HR |
| <strong>Staff and departmental handbooks</strong> |
| JF DS |</p>
<table>
<thead>
<tr>
<th>Positive Handling</th>
<th>Clear procedures based on team-teach principles or similar should be referenced for more extreme behaviours. Clear recording systems should be in place</th>
<th>DS KN</th>
</tr>
</thead>
<tbody>
<tr>
<td>Whistleblowing</td>
<td>Clear information for staff on steps to take if they have concerns about persons working in school. Ofsted whistleblowing procedures</td>
<td>x</td>
</tr>
</tbody>
</table>

The full DfE document also covers how often each policy must be reviewed and shows the level of approval required, where this is prescribed in regulations. There are instances where statutory guidance states that policies and procedures should be in place. Although this is not the same as a legal requirement, the full DfE document makes clear the policies referenced in statutory guidance.

Created: August 2013    Author: Sarah Stokoe – LA/DMBC

Review Date: December 2015

(or when changes occur)
The Safeguarding Children Team in our Academy includes:

**Senior Manager/ Principal**: responsible for implementing policies and procedures, allocating resources to the safeguarding team and addressing staff safeguarding concerns.

Name: J Foster  D Secker   S Lewis  
Tel no:  01302 782421

**Designated Safeguarding Lead / Child Protection Liaison Teacher or Officer (DSL/CPO)**: a senior member of the leadership team, responsible for dealing with safeguarding issues, providing advice and support to other staff, liaising with the local authority, and working with other agencies.

Name: K.Cousins  
Tel no:  01302 782421

**Deputy Child Protection Lead / Teacher or Officer(s)**: a member of the teaching, support or pastoral staff, in a post which requires assessment of children, with sufficient status and authority to effectively deputise for the CPLT/O role above. Cannot be an administrative or finance worker.

Name: K.Norton  
Tel no:  01302 782421

**Special Educational Needs Coordinator (SENCo)**: staff member who provides advice, liaison and support for school staff and other agencies working with pupils with special educational needs and their parents or carers.

Name: D.Secker  
Tel no:  01302 782421

**Learning Mentor (or equivalent)**: addresses difficulties preventing a child from reaching their full potential e.g. behaviour, attendance, achievement, timekeeping, homework, safeguarding issues, and develops strategies to overcome these barriers.

Name: M.Lord  
Tel no:  01302 782421

**Looked After Children (LAC) Designated Teacher**: promotes the educational achievement of ‘looked after’ children who are on the school roll, and helps staff understand issues that affect how they learn and achieve.

Name: K.Cousins  
Tel no:  01302 782421

**E-safety Coordinator**: to develop and maintain an e-safe culture within a school.

Name: K.O Keefe  
Tel no:  01302 782421

**Your Safeguarding Children Team also links in with the:**
**Safeguarding/Child Protection Director:** ensures there are appropriate safeguarding children policies and procedures in place, monitors whether they are followed and, together with the rest of the directors, remedies deficiencies and weaknesses that are identified.

Name: M.Latham Tel no: 01302 782421

**Chair of Directors:** takes the lead in dealing with allegations of abuse made against the Principal (and other members of staff when the Principal is not available), in liaison with the Local Authority; and on safe recruitment practices with the Principal.

Name: M.Latham Tel no: 01302 782421