

# **OUR CO-OPERATIVE ACADEMIES TRUST**

## **SAFEGUARDING POLICY 2016 - 2017**



**Origin: Gloucestershire Local Authority**

**Author: Mrs C Hankey**

**Adopted: July 2016**

**Date of Review: July 2017**

## **OUR Co-operative Academies Trust Safeguarding Policy**

**Date of review: July 2017**

Beaufort Co-operative Academy fully recognises its responsibility under Section 175 of the Education Act 2002 to safeguard and promote the welfare of students and to work together with other agencies to ensure effective arrangements within our Academy to identify assess and support students who are suffering from harm.

Our policy applies to all staff, governors and volunteers working in the Academy.

There are five main elements to our policy:

- Ensuring we practice safe recruitment in checking the suitability of staff and volunteers to work with students.
- Raising awareness of child protection issues and equipping students with the skills needed to keep them safe.
- Developing and then implementing procedures for identifying and reporting cases, or suspected causes, of abuse, including child sexual exploitation (CSE), Domestic Abuse (DA), Female Genital Mutilation (FGM) and radicalisation.
- Support students who have been abused in accordance with his/her agreed child protection plan or child in need plan.
- Establishing a safe environment in which students can learn and develop.

We recognise that because of the day to day contact with students, Academy staff are well placed to observe the outward signs of abuse and neglect. The academy will therefore:

- Establish and maintain an environment where students feel secure, are encouraged to talk, and are listened to.
- Ensure students know that there are adults in the school whom they can approach if they are worried.
- Include opportunities in the PSHE curriculum for students to develop the skills they need to recognise and stay safe from abuse.

### **Roles and Responsibilities**

- All adults working with or on behalf of students have a responsibility to protect them. There are, however, key people within Beaufort Academy and Gloucestershire who have specific responsibilities under child protection procedures. The names of those carrying out these responsibilities for the current year are listed in the appendix.
- It is the role of the Governing Body and Senior Leadership Team to ensure that the Designated Safeguarding Lead is properly supported to carry out this task and that they are given time to fulfil the duties that their role demands.
- The Senior Leadership Team will ensure that Designated Safeguarding Leads attend the required training and that they refresh their training every two years.
- All other staff and the nominated Governor must be offered an appropriate level of training and must undergo refresher training every two years.
- Staff will receive briefings with up to date information throughout the year.
- It is the role of the Designated Safeguarding Lead (Clare Hankey) to ensure that the child protection procedures are followed within the Academy, and to make appropriate, timely referrals to children's social care in accordance with the locally agreed procedures. Additionally, it is the role of the Designated Safeguarding Lead to ensure all staff employed including temporary staff and volunteers within the Academy are aware of the Academy's internal procedures, to advise staff and to offer support to those requiring this.

- The role of the nominated Governor for child protection is to ensure that the school has an effective policy that locally agreed procedures are in place, and that the policy and structures supporting safeguarding children are reviewed annually. Governors must not be given details relating to individual child protection cases or situations to ensure confidentiality is not breached.
- A statement in the Academy's prospectus will inform parents and carers about our Academy's duties and responsibilities under child protection procedures. Parents can obtain a copy of the Academy's Child Protection Policy on request.
- The Local Governing Body and Senior Leadership Team are responsible for ensuring that the Academy follows safe recruitment processes, including
  - Ensuring the Principal, other staff responsible for recruitment and at least one member of the Governing body completes safer recruitment training.
  - Ensuring the upkeep of a Single Central Record of all staff and regular volunteers in accordance with government guidance. The Single Central Record is maintained in accordance with current DFE and OFSTED Guidance which includes DBS/Prohibition checks, childcare disqualification requirement and overseas checks.

The Designated Safeguarding Lead and the Principal provide tri annual report for the Multi Academy Trust Board detailing any changes to the policy and procedures; training undertaken by all staff and Governors and other relevant issues.

### **Ethos**

Beaufort Co-operative Academy recognises the importance of creating an ethos within the Academy that will help students to feel safe and confident that they will be listened to. We recognise that children who are abused or witness violence or emotional abuse may find it difficult to develop a sense of self worth. They may feel helplessness, humiliation and some sense of blame. The Academy may be the only stable, secure and predictable element in the lives of children at risk. When at school their behaviour may be challenging and defiant or they may be withdrawn. The Academy will endeavour to support the student through:

- The content of the curriculum.
- The Academy ethos which promotes a positive, supportive and secure environment and gives pupils a sense of being valued.
- The Academy's behaviour policy which is aimed at supporting vulnerable students in the school. The Academy will ensure that the student knows that some behaviour is unacceptable but they are valued and not to be blamed for any abuse which has occurred.
- Liaison with other agencies that support the pupil such as Social Care, Children & Young Person's Service (CYPS), Education Welfare Early Help Hub, Safeguarding Hub..
- Ensuring that, where a student on the Child Protection Plan leaves, their information is transferred to the new school immediately and that the student's social worker is informed.

### **Safer Working Practices**

Beaufort Co-operative Academy has developed a clear code of practice that staff understand and agree to. The Code of Practice offers guidance to staff on the way they should behave when working with children.

### **Child Protection Procedures (see separate Child Protection Policy)**

The detailed procedures and advice for dealing with concerns over child protection are covered in the Academy's Child Protection Policy. We will follow the procedures set out by the Local Safeguarding Children Board and take account of guidance issued by the DfE to:

- Ensure we have a designated senior person for child protection who has received appropriate training and support for this role (Clare Hankey).
- Ensure we have a nominated Governor responsible for child protection (Richard Williams).
- Ensure every member of staff – including temporary and supply staff and volunteers – and the governing body knows the name of the designated senior person responsible for safeguarding and child protection and their role.
- Ensure all staff and volunteers understand their responsibilities in being alert to the signs of abuse or concern and responsibility for referring any concerns to the designated senior person responsible for child protection.
- Ensure that parents have an understanding of the responsibility placed on the Academy and staff for child protection by setting out its obligations in the school prospectus.
- Notify Social Services if there is an unexplained absence of more than two days of a student who is on the Child Protection Plan.

### **Safer Recruitment**

- We will follow all guidance in Safeguarding Children and Safer Recruitment in Education.
- We will ensure that at least one member of each recruitment panel has undertaken all appropriate recruitment training as required by the DfE.
- Our selection and recruitment policy includes all appropriate checks on staff and suitability including Disclosure and Barring Service checks, Prohibition Checks and Childcare Disqualification Requirements. Recruitment of volunteers will be equally rigorous.
- Any allegations against staff, volunteers, Governors, contractors that indicate that they may have:
  - Behaved in a way that has harmed a child, or may have harmed a student;
  - Possibly committed a criminal offence against or related to a student; or
  - Behaved towards a student or students in a way that indicates they may be unsuitable to work with students.
- Will be reported immediately to the Principal or the Vice Principal if the Principal is not present. The Principal will inform the Local Authority Designated Officer (LADO) in order to establish appropriate action.
- If the allegation made to a member of staff concerns the Principal, the person receiving the allegation will immediately inform the Chair of Governors who will consult as above, without notifying the Principal first.
- The name of any member of staff considered not suitable to work with students will be notified to the DfE with the advice and support of Human Resources and in accordance with the Disclosure and Barring Service.

### **Confidentiality**

All staff are aware that they must not promise to keep 'secrets' with students and that if students disclose abuse this must be passed on to the Designated Safeguarding Lead (Clare Hankey) as soon as possible and the student should be told who their disclosure will be shared with. Staff will be informed of relevant information in respect of individual cases regarding child protection on a 'need to know basis' only.

### **Record Keeping**

Child protection records are kept centrally and securely by the Designated Safeguarding Lead. Staff are aware that they must make a record of a child protection issues and events as soon as possible and that these records must be signed and dated. Child protection records will not be made in the student's curriculum file. They are kept in a locked cupboard.

### **Working with other agencies**

We recognise the importance of multi-agency working and adhere to the “Working together to Safeguard Children” Policy and will ensure that staff are able to attend all relevant meetings including case conferences, core groups and strategy meetings. We understand that we continue to play a role after referral and need to develop strong links with partner agencies particularly social care.

### **Allegations against members of staff**

Beaufort Co-operative Academy recognises that it is possible for staff and volunteers to behave in a manner that causes harm to students and takes any allegation made against members of staff or volunteers seriously. The local arrangements for managing allegations are understood and followed. All staff know who to talk to if they are concerned about the behaviour of an adult.

### **The use of school premises by other organisations**

Where services or activities are provided separately by another body, using the school premises, the Local Governing Body (LGB) will seek assurance that the body concerned has appropriate policies and procedures in place in regard to safeguarding children and child protection.

### **Cross reference to other school policies**

Beaufort Co-operative Academy recognises that a number of other policies and procedures developed and operated by the Academy form part of the wider agenda of safeguarding and promoting student’s welfare and this policy should be read in conjunction and documents listed below:

- Safeguarding Children Policy
- Anti-bullying Policy
- Health and Safety Policy
- Equality and Diversity Policy
- Safe Recruitment and Selection Procedures
- Safer Working Practices
- Procedure for trips and visits
- Induction Policy
- Acceptable Internet use and e-safety policy
- Whistle Blowing Policy
- Allegations Management Policy
- Keeping Children Safe in Education 2016 (statutory guidance for schools and colleges).

### **Monitoring**

The designated teacher for safeguarding will carry out a Safeguarding Audit distributed by Gloucestershire Safeguarding Children’s Board every year and report back annually to the Local Governing Body and the Multi Academy Trust Board.

### **Policy Review**

The Governing Body is responsible for ensuring the annual review of this policy and that the list of key contracts on the cover sheet is kept up to date. This will be informed by the Academy’s annual audit of its statutory duties and associated responsibilities using the format provided by Gloucestershire Safeguarding Children Board. The outcomes of this audit will be reported to Governors.

## APPENDIX

Designated senior member of staff for Safeguarding/Designed Safeguarding Lead (DSL)	-	Clare Hankey Vice Principal
Deputy Designated Safeguarding Lead	-	Karen Greening Assistant Principal  Christine Phillips Educational Welfare Officer
Designated Governor for Safeguarding	-	Richard Williams
Designated Governor for Child Protection	-	Richard Williams
Safer Recruitment Training completed by	-	David Bishop Clare Hankey Nigel Baggott Karen Greening James King Nick Marment James Dhawan Margaret Fendall Richard Williams Andy Park Catherine Marsden-Green Emma Price Robert Bird (Sports Centre)