



# [Academy Name]

## Safeguarding Policy

<b>Policy Type:</b>	<b>Trust Core Policy</b>
<b>Approved By:</b>	<b>St. Benet's MAT Board</b>
<b>Approval Date:</b>	<b>March 2018</b>
<b>Date Adopted by LGB:</b>	<b>dd/mm/yyyy</b>
<b>Review Date:</b>	<b>September 2019</b>
<b>Person Responsible:</b>	<b>Central Operations Manager</b>

## Keeping Children Safe in Education DfE (2016)

This model policy reflects the changes in national guidance as a consequence of the publication of revisions to [‘Keeping Children Safe in Education’](#) in 2016. This guidance became statutory from 5 September 2016 and all academies, schools and colleges must have regard to it when carrying out their duties to safeguard and promote the welfare of children.

In accordance with the guidance, governing bodies should ensure that the academy’s safeguarding policy is:

- publicly available via the academy website or by other means;
- provided to all staff (including temporary staff) at induction along with a staff code of conduct.

Academy leaders should ensure that mechanisms are in place to assist staff to understand and discharge their role and responsibilities as set out in Part One of *‘Keeping Children Safe in Education’*. It has to be demonstrated that staff have both read and understood their roles within Part One of the guidance.

Sharon Money

Designated Safeguarding Lead

Email: [sharon.money@dioceseofnorwich.org](mailto:sharon.money@dioceseofnorwich.org)

Direct: dial: 01603 882329

Mobile: 07471 033539

March 2018

# WHOLE SCHOOL POLICY FOR SAFEGUARDING INCORPORATING CHILD PROTECTION

INSERT NAME OF ACADEMY

## Policy Consultation & Review

This policy is available on our academy website and is available on request from the academy office. We also inform parents and carers about this policy when their children join our academy and through our academy newsletter.

The policy is provided to all staff (including temporary staff and volunteers) at induction alongside our Staff Code of Conduct. In addition, all staff are provided with Part One of the statutory guidance '*Keeping Children Safe in Education*', DfE (2016).

This policy will be reviewed in full by the Local Governing Body on an annual basis. This policy was last reviewed and agreed by the Local Governing Body on [insert date]. It is due for review on [insert date].

Signature

Headteacher

Date:

Signature

Chair of Governors Date:

The Diocese of Norwich St. Benet's Multi Academy Trust is accountable for all policies across its Academies. All policies whether relating to an individual academy or the whole Trust will be written and implemented in line with our ethos and values as articulated in our prospectus. We are committed to the provision of high quality education in the context of the Christian values of responsibility, respect and dignity where individuals are valued, aspirations are high, hope is nurtured and talents released.

A Scheme of Delegation for each academy sets out the responsibilities of the Local Governing Body and Principal / Head Teacher. The Principal / Head Teacher of each academy is responsible for the implementation of all policies of the Academy Trust.

All employees of the Academy Trust are subject to the Trust's policies.

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## 1. PURPOSE & AIMS

1.1 The purpose of [Academy Name] safeguarding policy is to ensure every child who is a registered pupil at our academy is safe and protected from harm. This means we will always work to:

- Protect children and young people at our academy from maltreatment;
- Prevent impairment of our children's and young people's health or development;
- Ensure that children and young people at our academy grow up in circumstances consistent with the provision of safe and effective care;
- Undertake that role so as to enable children and young people at our academy to have the best outcomes.

1.2 This policy will give clear direction to staff, volunteers, visitors and parents about expected behaviour and our legal responsibility to safeguard and promote the welfare of all children at our academy.

1.3 Our academy fully recognises the contribution it can make to protect children from harm and supporting and promoting the welfare of all children who are registered pupils at our academy. The elements of our policy are prevention, protection and support.

1.4 We recognise that our safeguarding responsibilities are clearly linked to our responsibilities for ensuring that appropriate safeguarding responses are in place for children who are absent from the academy or who go missing from education. We recognise the different forms that peer on peer abuse, including sexting, can take and will ensure it is not tolerated within our academy having procedures in place to minimise this form of abuse. We also recognise that safeguarding against radicalisation and extremism is no different to safeguarding against any other vulnerability in today's society.

1.5 This policy applies to all pupils, staff, parents, governors, volunteers and visitors.

## 2. OUR ETHOS

2.1 The child's welfare is of paramount importance. Our academy will establish and maintain an ethos where pupils feel secure, are encouraged to talk, are listened to and are safe. Children at our academy will be able to talk freely to any member of staff at our academy if they are worried or concerned about something.

2.2 Everyone who comes into contact with children and their families has a role to play in safeguarding children. We recognise that staff at our academy plays a particularly important role as they are in a position to identify concerns early and provide help for children to prevent concerns from escalating. **All staff are advised to maintain an attitude of 'it could happen here' where safeguarding is concerned.**

2.3 All staff and regular visitors will, through training and induction, know how to recognise indicators of concern, how to respond to a disclosure from a child and how to record and report this information. We will not make promises to any child and we will not keep secrets. Every child will know what the adult may have to do with any information they have chosen to disclose.

2.4 Throughout our curriculum we will provide activities and opportunities for children to develop the skills they need to identify risks and stay safe. This will also be extended to include material that will encourage our children to develop essential life skills. [The academy should include a section here that explicitly identifies how the curriculum, and other provision, is used to achieve this as part of providing a broad and balanced curriculum]

2.5 At all times we will work in partnership and endeavour to establish effective working relationships with parents, carers and colleagues from other agencies in line with Working Together to Safeguard Children (DfE March 2015 Crown Copyright 2017).

### 3. ROLES AND RESPONSIBILITIES

Role	Name	Contact details
<b>Designated Safeguarding Lead (DSL)</b>		
<b>Alternate DSL</b>		
<b>Headteacher</b>		
<b>Named Safeguarding Governor</b>		
<b>Chair of Governors</b>		
<b>St. Benet's MAT Safeguarding Lead</b>	<b>Sharon Money</b>	<b>sharon.money@St. Benet's MAT.org Tel:01603 882329 Mobile: 07471 033539</b>

3.1 It is the responsibility of *every* member of staff, volunteer and regular visitor to our academy to ensure that they carry out the requirements of this policy and, at all times, work in a way that will safeguard and promote the welfare of all of the pupils at this academy. This includes the responsibility to provide a safe environment in which children can learn.

### **The Local Governing Body**

3.2 The Local Governing Body of [Academy Name] is accountable for ensuring the effectiveness of this policy and our compliance with it. Although our Local Governing Body takes collective responsibility to safeguard and promote the welfare of our pupils, we also have a named governor who champions safeguarding within the academy.[insert name of Governor]

3.3 The Local Governing Body will ensure that:

- The safeguarding policy is in place and is reviewed annually, is available publicly via our academy website and has been written in line with St. Benet's MAT/Local Authority guidance and the requirements of the Norfolk/Suffolk Safeguarding Children Board policies and procedures;
- The academy contributes to inter-agency working in line with Working Together to Safeguard Children (2015);
- A member of the senior leadership team is designated to take the lead responsibility for safeguarding and child protection and that there is an alternate and appropriately trained member of staff identified to deal with any issues in the absence of the Designated Safeguarding Lead (DSL). There will always be cover for this role;
- The DSL will undertake training every 2 years and in addition receive updates at least annually
- All staff receive a safeguarding induction and are provided with a copy of this policy and the staff code of conduct;
- There is an identified mechanism in place to assist staff to understand and discharge their roles and responsibilities;
- All staff undertake appropriate child protection training that is updated at least annually (with regular updates as necessary);
- Procedures are in place for dealing with allegations against members of staff and volunteers in line with statutory guidance;
- Safer recruitment practices are followed in accordance with the requirements of ['Keeping Children Safe in Education' DfE \(2016\);](#)
- They remedy without delay any weakness in regard to our safeguarding arrangements that are brought to their attention.
- They undertake regular monitoring of the Single Central Record (SCR) including enhanced checks for governors, and an annual self-assessment review of safeguarding across the academy

3.4 The governing body will receive a safeguarding report at each meeting that will record the training that has taken place, the number of staff attending and any outstanding training requirements for the academy. It will also record all safeguarding activity that has taken place, for example, meetings attended, reports written, annual self-assessment review, training or induction given. It will not identify individual pupils.

## **The Headteacher**

3.5 At [Academy Name] the Headteacher is responsible for:

- Identifying a member of the senior leadership team to be the Designated Safeguarding Lead for safeguarding (DSL) and provide an up to date job description – see Appendix 6 (this may be the Headteacher, but does not have to be);
- Identifying an alternate member of staff to act as the Designated Safeguarding Lead for safeguarding (DSL) in his/her absence to ensure there is always cover for the role;
- Ensuring that the policies and procedures adopted by the governing body, particularly concerning referrals of cases of suspected abuse and neglect, are followed by all staff;
- Ensuring that all staff and volunteers feel able to raise concerns about poor or unsafe practice and such concerns are addressed sensitively in accordance with agreed whistle-blowing procedures including raising awareness of NSPCC Whistle-blowing helpline 0800 028 0285;
- Liaise with the LADO in the event of an allegation of abuse being made against a member of staff.

## **The Designated Safeguarding Lead (DSL)**

3.6 The Designated Safeguarding Lead(s) (DSL) will carry out their role in accordance with the responsibilities outlined in Part Two of *'Keeping Children Safe in Education'*. The DSL will provide advice and support to other staff on child welfare and child protection matters. Any concern for a child's safety or welfare will be recorded in writing and given to the DSL.

3.7 The DSL at [Academy Name] will represent our academy at child protection conferences and core group meetings. Through appropriate training, knowledge and experience our DSL will liaise with Children's Services and other agencies where necessary, maintain a link with the Virtual School Heads who are responsible for the progress of Looked After Children, and make referrals of suspected abuse to Children's Services, take part in strategy discussions and other interagency meetings and contribute to the assessment of children.

3.8 The DSL will maintain written records and child protection files ensuring that they are kept confidential and stored securely.

3.9 The DSL is responsible for ensuring that all staff members and volunteers are aware of our policy and the procedure they need to follow. They will ensure that all staff, volunteers and regular visitors have received appropriate child protection information during induction and have been trained within the school to the agreed academy's [safeguarding training pack](#) provided by Norfolk Children's Services/St. Benet's MAT. Academies in Suffolk are advised to go to [www.schoolschoice.org](http://www.schoolschoice.org)



#### **4. TRAINING & INDUCTION**

4.1 When new staff (including supply staff), volunteers or regular visitors join our academy they will be informed of the safeguarding arrangements in place. They will be given a copy of our academy's safeguarding policy along with the staff code of conduct and told who our Designated Safeguarding Lead (DSL) is. They will also be provided with the recording form, and given information on how to complete it and who to pass it to.

4.2 Every new member of staff or volunteer will have an induction period that will include essential safeguarding information. This programme will include basic safeguarding information relating to signs and symptoms of abuse, including understanding how to identify children in need of "early help", how to manage a disclosure from a child, how to record and issues of confidentiality. The induction will also remind staff and volunteers of their responsibility to safeguard all children at our school and the remit of the role of the Designated Safeguarding Lead (DSL). At induction, all staff will also be provided with a copy of Part One of '*Keeping Children Safe in Education*' (2016) and will be expected to read and understand how they should discharge their role and responsibilities.

4.3 In addition to the safeguarding induction, all members of staff will undertake appropriate safeguarding training on a regular basis in accordance with Norfolk Safeguarding Children Board advice.

4.4 All visitors and volunteers to our academy will be given a set of our safeguarding procedures; they will be informed of whom our DSL and alternate staff members are and what the recording and reporting system is.

4.5 The DSL, the alternate designated member of staff and any other senior member of staff who may be in a position of making referrals or attending child protection conferences or core groups will attend one of the multi-agency training courses organised by Norfolk Safeguarding Children's Board at least once every three years. In addition to this, the DSL and alternate will attend Designated Safeguarding Lead (DSL) training provided by the Local Authority every two years.

4.6 Our local governing body will also undertake appropriate training to ensure they are able to carry out their duty to safeguard all of the children at our school. Training for Governors to support them in their safeguarding role is available from accessing St. Benet's Governor Hub and/or Norfolk Governor Services.

4.7 We actively encourage all of our staff to keep up to date with the most recent local and national safeguarding advice and guidance. Part One of '*Keeping Children Safe in Education*' (2016) provides links to guidance on specific safeguarding issues such as Child Sexual Exploitation and Female Genital Mutilation (FGM) including Honour based Violence (See [Keeping Children Safe in Education Annex A](#)) In addition, local guidance can be accessed via Norfolk Safeguarding Children Board at [www.nscb.norfolk.gov.uk](http://www.nscb.norfolk.gov.uk) and within the Safeguarding Section of the Norfolk Schools website:

<http://www.schools.norfolk.gov.uk/safeguarding>. The DSL will also provide regular safeguarding updates for staff.

## **5. CHILDREN WITH SPECIAL EDUCATIONAL NEEDS AND DISABILITIES (SEND)** We

recognise these children can face additional safeguarding challenges and additional barriers can exist when recognising signs of abuse and neglect in this group of children. Additional barriers can include:

- Assumptions that indicators of possible abuse such as behaviour, mood and injury relate to the child's disability without further exploration
- Children with SEN and disabilities can be disproportionately impacted by issues such as bullying without outwardly showing signs and
- Communication barriers and difficulty overcoming these barriers

We will safeguard these vulnerable children in the following way **[insert specific information here]**. Further guidance and advice can be found on the [NSPCC website](#)

## **6. PROCEDURES FOR MANAGING CONCERNS**

6.1 **[Academy Name]** adheres to child protection procedures that have been agreed locally through the Norfolk Children's Safeguarding Board.

6.2 Every member of staff including volunteers working with children at our academy is advised to maintain an attitude of *'it could happen here'* where safeguarding is concerned. When concerned about the welfare of a child, staff members should always act in the interests of the child and have a responsibility to take action as outlined in this policy.

6.3 All staff are encouraged to report any concerns that they have and not see these as insignificant. On occasions, a referral is justified by a single incident such as an injury or disclosure of abuse. More often however, concerns accumulate over a period of time and are evidenced by building up a picture of harm over time; this is particularly true in cases of emotional abuse and neglect. In these circumstances, it is crucial that staff record and pass on concerns in accordance with this policy to allow the DSL to build up a picture and access support for the child at the earliest opportunity. A reliance on memory without accurate and contemporaneous records of concern could lead to a failure to protect.

6.4 It is *not* the responsibility of academy staff to investigate welfare concerns or determine the truth of any disclosure or allegation. All staff, however, have a duty to recognise concerns and pass the information on in accordance with the procedures outlined in this policy.

6.5 The Designated Safeguarding Lead (DSL) should be used as a first point of contact for concerns and queries regarding any safeguarding concern in our academy. Any member of staff or visitor to the academy who receives a disclosure of abuse or suspects that a child is at risk of harm must report it immediately to the DSL or, if unavailable, to

the alternate designated person. In the absence of either of the above, the matter should be brought to the attention of the most senior member of staff.

6.6 All concerns about a child or young person should be reported without delay and recorded in writing using the agreed template (see Appendix 1a). Teachers must personally report to the police a disclosure that FGM has been carried out, after informing the DSL.

6.7 Following receipt of any information raising concern, the DSL will consider what action to take and seek advice from Children's Services as required. All information and actions taken, including the reasons for any decisions made, will be fully documented.

6.8 All referrals will be made in line with Norfolk Children's Services procedures as outlined in Appendix 3. **[Amend details if Suffolk based academy]**

6.9 If, at any point, there is a risk of immediate serious harm to a child a referral should be made to Children's Services immediately. Anybody can make a referral. If the child's situation does not appear to be improving the staff member with concerns should press for re-consideration by raising concerns again with the DSL and/or the Headteacher. Concerns should always lead to help for the child at some point.

6.10 Staff should always follow the reporting procedures outlined in this policy in the first instance. However, they may also share information directly with Children's Services, the St. Benet's MAT Safeguarding Lead or the police if:

- the situation is an emergency and the designated senior person, their alternate and the Headteacher are all unavailable;
- they are convinced that a direct report is the only way to ensure the pupil's safety.
- the concern relates to the headteacher of the academy. This should be raised with the DSL (unless the DSL is the headteacher, in which case contact must be made with the LADO and the St. Benet's MAT Safeguarding Lead).

6.11 Any member of staff who does not feel that concerns about a child have been responded to appropriately and in accordance with the procedures outlined in this policy should raise their concerns with the Headteacher or the Chair of Governors. If any member of staff does not feel the situation has been addressed appropriately at this point should contact the St. Benet's Safeguarding Lead (Sharon Money) directly with their concerns.

6.12 At St. Benet's we are working in partnership with Norfolk Constabulary and Norfolk Children's Services to identify and provide appropriate support to pupils who have experienced domestic violence in their household; this scheme is called Operation Encompass. In order to achieve this, Norfolk Multi-Agency Safeguarding Hub will share

police information of all domestic incidents where one of our pupils has been present with the Designated Safeguarding Lead(s). On receipt of any information, the Designated Safeguarding Lead will decide on the appropriate support the child requires, this could be silent or overt. All information sharing and resulting actions will be undertaken in accordance with the 'Norfolk Joint Agency Protocol for Domestic Abuse – Notifications to Schools'. We will record this information and store this information in accordance with the record keeping procedures outlined in this policy.

## **7. RECORDS AND INFORMATION SHARING**

7.1 If staff are concerned about the welfare or safety of any child at our academy they will record their concern on the agreed reporting form (Appendix 1a). They should ensure that the form is signed and dated. Any concerns should be passed to the DSL without delay.

7.2 Any information recorded will be kept in a separate named file, in a secure cabinet and not with the child's academic file. These files will be the responsibility of the DSL. Child protection information will only be shared within school on the basis of 'need to know in the child's interests' and on the understanding that it remains strictly confidential.

7.3 Child protection information will only be kept in the file and this file will be kept up to date. Records of concern, copies of referrals, invitations to child protection conferences, core groups and reports will be stored here. All our safeguarding files will include; a chronology, contents front cover and will record significant events in the child's life.

7.4 When a child leaves our academy, the DSL will make contact with the DSL at the new school and will ensure that the child protection file is forwarded to the receiving school in an appropriately agreed manner. We will retain evidence to demonstrate how the file has been transferred; this may be in the form of a written confirmation of receipt from the receiving school and/or evidence of recorded delivery. Where a parent elects to remove their child from the academy roll to home educate, the academy will make arrangements to pass any safeguarding concerns to the Services to Home Educators Team within Norfolk County Council [[Suffolk County Council](#)].

## **8. WORKING WITH PARENTS & CARERS**

8.1 [[Academy Name](#)] is committed to working in partnership with parents/carers to safeguard and promote the welfare of children and to support them to understand our statutory responsibilities in this area.

8.2 When new pupils join our academy, parents and carers will be informed that we have a safeguarding policy. A copy will be provided to parents on request and is available on the academy website. Parents and carers will be informed of our legal duty to assist our colleagues in other agencies with child protection enquiries and what happens should we have cause to make a referral to Children's Services.

8.3 We are committed to working with parents positively, openly and honestly. We ensure that all parents are treated with respect, dignity and courtesy. We respect parents' rights to privacy and confidentiality and will not share sensitive information unless we have permission or it is necessary to do so in order to safeguard a child from harm.

8.4 We will seek to share with parents any concerns we may have about their child *unless* to do so may place a child at increased risk of harm. A lack of parental engagement or agreement regarding the concerns the school has about a child will not prevent the DSL making a referral to Children's Services in those circumstances where it is appropriate to do so.

8.5 In order to keep children safe and provide appropriate care for them, the school requires parents to provide accurate and up to date information regarding:

- Full names and contact details of all adults with whom the child normally lives;
- Full names and contact details of all persons with parental responsibility (if different from above);
- Emergency contact details (if different from above);
- Full details of any other adult authorised by the parent to collect the child from the academy (if different from the above).

The Academy will retain this information on the pupil file. The academy will only share information about pupils with adults who have parental responsibility for a pupil or where a parent has given permission and the academy has been supplied with the adult's full details in writing.

## **9. CHILD PROTECTION CONFERENCES**

9.1 Children's Services will convene a Child Protection conference once a child protection enquiry under Section 47 of the Children Act 1989 has been undertaken and the child is judged to be at continuing risk of significant harm. A review conference will take place once a child has been made the subject of a Child Protection Plan in order to monitor the safety of the child and the required reduction in risk.

9.2 Staff members may be asked to attend a child protection conference or core group meetings on behalf of the academy in respect of individual children. Usually the person representing the academy at these meetings will be the Headteacher or DSL. In any event, the person attending will need to have as much relevant up to date information about the child as possible; any member of staff may be required to contribute to this process.

9.3 All reports for child protection conferences will be prepared in advance using the guidance and education [report](#) template provided by Children's Services. The information contained in the report will be shared with parents before the conference

as appropriate and will include information relating to the child's physical, emotional and intellectual development and the child's presentation at school. In order to complete such reports, all relevant information will be sought from staff working with the child in the academy.

9.4 Clearly child protection conferences can be upsetting for parents. We recognise that we are likely to have more contact with parents than other professionals involved. We will work in an open and honest way with any parent whose child has been referred to Children's Services or whose child is subject to a child protection plan. Our responsibility is to promote the protection and welfare of all children and our aim is to achieve this in partnership with our parents.

## **10. SAFER RECRUITMENT**

10.1 We will ensure that the Headteacher and at least one member of the Local Governing Body have completed appropriate safer recruitment training. At all times the Headteacher and Governing Body will ensure that safer recruitment practices are followed in accordance with the requirements of '*Keeping Children Safe in Education*', DfE (2016).

10.2 Concerns relating to children and young adults at the academies sits with the Designated Safeguarding Lead and the relevant local authority. However, there are links around disclosures and the Single Central Record where Sue Brice (Bishop of Norwich Safeguarding Officer) will provide advice and support in partnership with St. Benet's Safeguarding Lead. Where an academy has carried out a DBS check which results in disclosures of previous criminal convictions for both staff and volunteers, the academy must inform St. Benet's MAT and where appropriate, this will be shared with the Bishop's Safeguarding Officer.

10.3 At [Academy Name] we will use the recruitment and selection process to deter and reject unsuitable candidates. We require evidence of original academic certificates. We do not accept testimonials and insist on taking up references prior to interview. We will question the contents of application forms if we are unclear about them, we will undertake Disclosure and Barring Service checks and use any other means of ensuring we are recruiting and selecting the most suitable people to work with our children.

10.4 As an academy we will undertake further checks to ensure the person is not prohibited from engagement in a "management role" All our governors will be subject to an enhanced DBS check (without the barred list check, unless they are additional in regulated activity) and a prohibition check has been undertaken for everyone in "teaching work" not just those with QTS.

10.5 We will maintain a Single Central Register of all safer recruitment checks carried out in line with statutory requirements and to include information related to 10.3 This will be checked termly by the Safeguarding governor to ensure that it is kept up to date.

## **11. SAFER WORKING PRACTICE**

11.1 All adults who come into contact with our children have a duty of care to safeguard and promote their welfare. There is a legal duty placed upon us to ensure that all adults who work with or on behalf of our children are competent, confident and safe to do so.

11.2 All staff will be provided with a copy of our academy's code of conduct at induction. They will be expected to know our academy's Code of Conduct and policy for positive handling and carry out their duties in accordance with this advice. There will be occasion when some form of physical contact is inevitable, for example if a child has an accident or is hurt or is in a situation of danger to themselves or others around them. However, at all times the agreed policy for safe restraint must be adhered to. A list of staff who have accessed Norfolk Steps (a BILD accredited programme) or Suffolk training will be kept by the Headteacher.

11.3 If staff, visitors, volunteers or parent helpers are working with children alone they will, wherever possible, be visible to other members of staff. They will be expected to inform another member of staff of their whereabouts in school, who they are with and for how long. Doors, ideally, should have a clear glass panel in them and be left open.

11.4 Guidance about acceptable conduct and safe practice will be given to all staff and volunteers during induction. These are sensible steps that every adult should take in their daily professional conduct with children. This advice can be found in '[Guidance for Safer Working Practices for Adults who work with Children and Young People in Education Settings](#)', DCSF, October 2015. All staff and volunteers are expected to carry out their work in accordance with this guidance and will be made aware that failure to do so could lead to disciplinary action.

## **12. MANAGING ALLEGATIONS AGAINST STAFF & VOLUNTEERS**

12.1 Our aim is to provide a safe and supportive environment which secures the well-being and very best outcomes for the children at our academy. We do recognise that sometimes the behaviour of adults may lead to an allegation of abuse being made.

12.2 Allegations sometimes arise from a differing understanding of the same event, but when they occur they are distressing and difficult for all concerned. We also recognise that many allegations are genuine and there are some adults who deliberately seek to harm or abuse children.

12.3 We will take all possible steps to safeguard our children and to ensure that the adults in our school are safe to work with children. We will always ensure that the procedures outlined in [Norfolk Safeguarding Children Board Protocol: Allegations Against Persons who Work with Children](#) and Part 4 of '[Keeping Children Safe in Education](#)', DfE (2016) are adhered to and will seek appropriate advice from the Local Authority Designated Officer (LADO). Initial contact should be to the PDC Duty Desk on 01603 307797 to speak to the Duty Adviser.

12.4 If an allegation is made or information is received about an adult who works in our setting which indicates that they may be unsuitable to work with children, the member of staff receiving the information should inform the Headteacher immediately. Should an allegation be made against the Headteacher, this will be reported to the Chair of Governors. In the event that neither the Headteacher nor Chair of Governors is not contactable on that day, the information must be passed to and dealt with by either the member of staff acting as Headteacher, the Vice Chair of Governors or St. Benet's Safeguarding Lead.

12.5 The Headteacher or Chair of Governors will seek advice from the LADO within one working day. No member of staff or the governing body will undertake further investigations before receiving advice from the LADO.

12.6 Any member of staff or volunteer who does not feel confident to raise their concerns with the Headteacher or Chair of Governors should contact the LADO directly on 01603 307797.

12.7 The Academy has a legal duty to refer to the Disclosure and Barring Service anyone who has harmed, or poses a risk of harm, to a child, or if there is reason to believe the member of staff has committed one of a number of listed offences, and who has been removed from working (paid or unpaid) in regulated activity, or would have been removed had they not left. The DBS will consider whether to bar the person. If these circumstances arise in relation to a member of staff at our school, a referral will be made as soon as possible after the resignation or removal of the individual in accordance with advice from the LADO and/or HR.

### **13 RELEVANT POLICIES**

13.1 To underpin the values and ethos of our academy and our intent to ensure that pupils at our academy are appropriately safeguarded the following policies are also included under our safeguarding umbrella:

- Staff Code of Conduct
- Anti-Bullying
- Positive handling and managing behaviour
- Recruitment & Selection
- Whistle-blowing
- Attendance
- E-safety and Acceptable Use of ICT
- Health and Safety including site security
- Harassment and discrimination including racial abuse
- Meeting the needs of pupils with medical conditions
- Intimate Care
- First aid
- Educational visits including overnight stays
- Prevent Duty and Radicalisation
- Weapons and Knives



[Please enter relevant academy policies making sure that these have been approved by the Trust / Local Governing Body and state both the date of approval and arrangements for review.]

## 14. STATUTORY FRAMEWORK

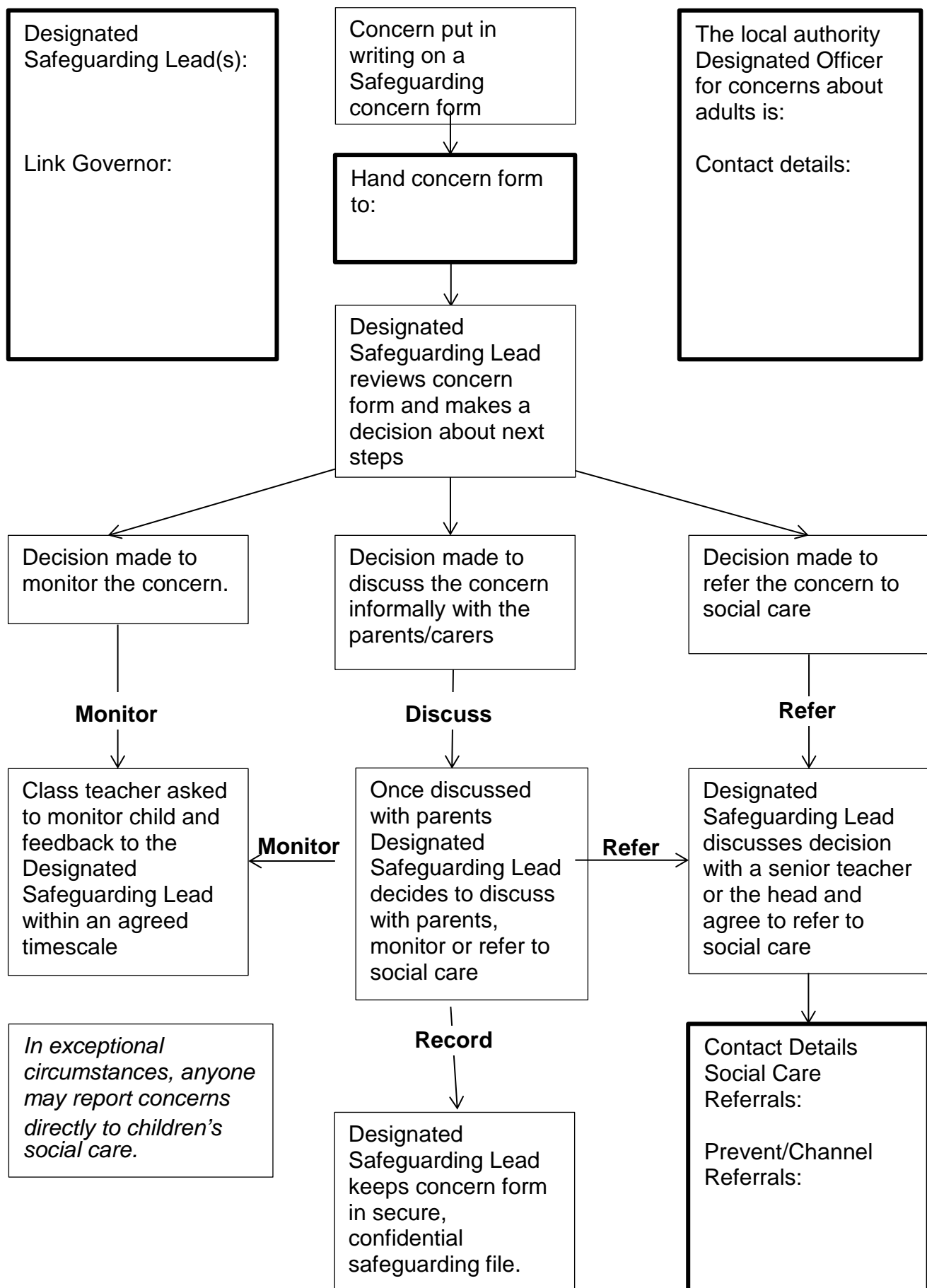
This policy has been devised in accordance with the following legislation and guidance:

- ['Working Together to Safeguard Children: A guide to inter-agency working to safeguard and promote the welfare of children'](#), DfE (2015)
- ['Keeping Children Safe in Education'](#), DfE (2016)
- [Norfolk Safeguarding Children Board procedures](#)
- [Norfolk Safeguarding Children Board Protocol : Allegations Against Persons who Work with Children](#)
- [Guidance for Safer Working Practices for Adults who work with Children and Young People in Education Settings](#), DCSF, October 2015 [What to do if you're worried a child is being abused'](#), DfE (March 2015)
- ['Information Sharing: Advice for practitioners'](#), DfE (March 2015)
- ['The Prevent duty: Departmental advice for schools and childcare providers'](#), DfE (2015)
- [The Education \(Independent School\) Regulations \(2014\)](#)

### Glossary

BILD	British Institute of Learning Disabilities
DBS	Disclosure and Barring Service
DfE	Department for Education
DSL	Designated Safeguarding Lead
FGM	Female Genital Mutilation
LADO	Local Authority Designated Officer
NQT	Newly Qualified Teacher
QTS	Qualified Teacher Status
SEND	Special Educational Need and Disability

**Appendix 1 FLOWCHART FOR REPORTING SAFEGUARDING CONCERNS ABOUT A CHILD**



**Appendix 1a:**  
**Add academy name/logo**

**Draft Recording Form for Safeguarding Concerns**

Staff, volunteers and regular visitors are required to complete this form and pass it to [ENTER NAME OF DSL] if they have a safeguarding concern about a child in our academy.

Full name of child	Date of Birth	Tutor/Form group	Your name and position in the academy

<b>Nature of concern/disclosure</b>	
Please include where you were when the child made a disclosure, what you saw, who else was there, what did the child say or do and what you said. <b>(NB</b> if disclosure about FGM you must personally inform the police after liaising with the DSL)	
Was there an injury? Yes / No	Did you see it? Yes / No
Describe the injury:	
Have you filled in a body plan to show where the injury is and its approximate size? Yes / No	
Was anyone else with you? Who?	
Has this happened before?	Did you report the previous incident?
Who are you passing this information to? Name:	Date:
Position:	Time:
Your signature:	
Date:	

Action taken by DSL

Referred to...?

Attendance  
Improvement  
Officer

Police

School Nurse

Children's  
Services

PSA

Guidance  
Adviser

Other

Parents informed? Yes / No (If No, state reason)

Feedback given to...?

Pastoral team

Tutor

Child

Person who recorded disclosure

Further Action Agreed:

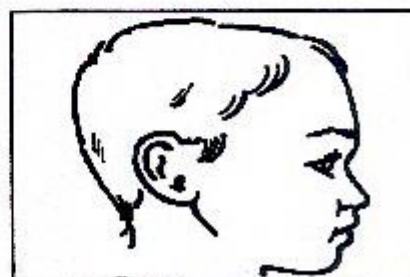
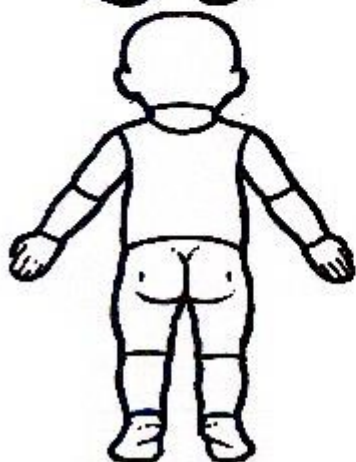
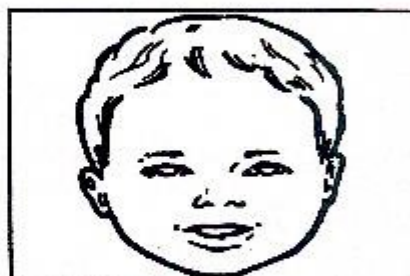
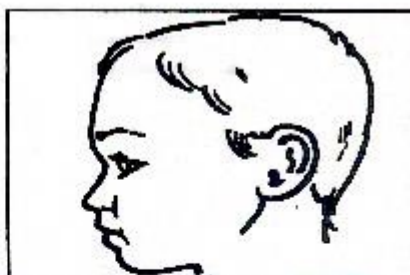
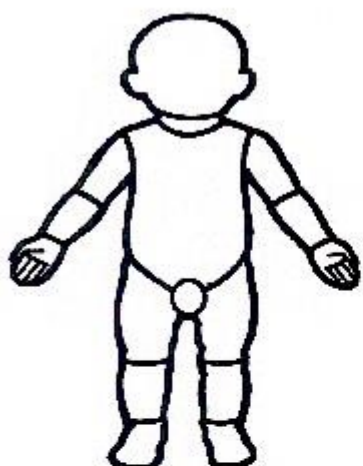
*e.g. Academy to instigate a Family Support Process, assessment by Children's Services*

Full name:

DSL Signature:

Date:

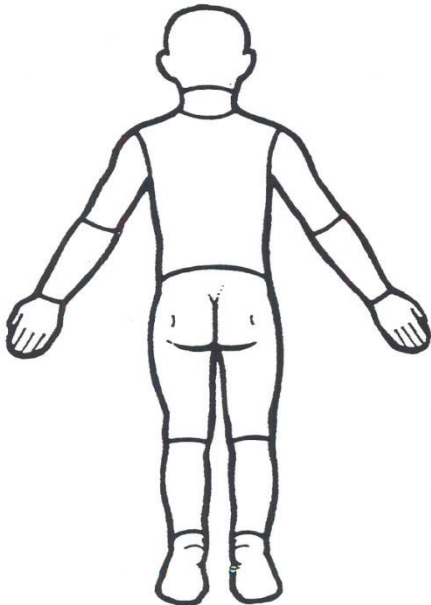
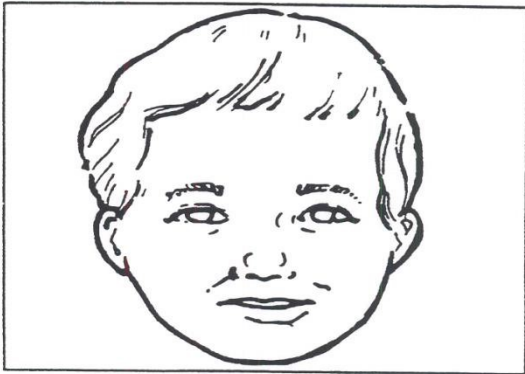
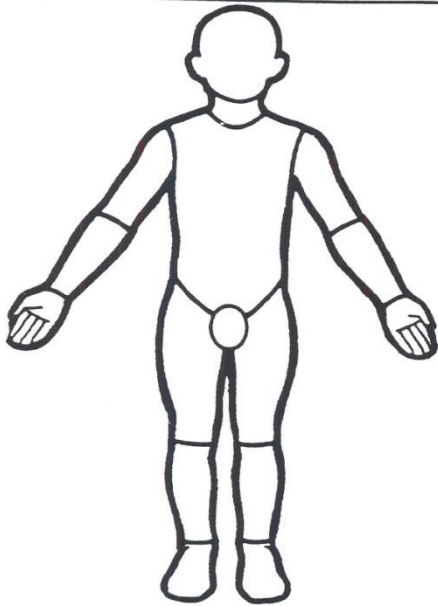
Young Child



**Older Child**

OLDER CHILD

Name .....



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## **Appendix 2: Safeguarding Induction Sheet for new or supply staff and regular visitors or volunteers.**

We all have a statutory duty to safeguard and promote the welfare of children, and at our academy we take this responsibility seriously.

If you have any concerns about a child or young person in our academy, you must share this information immediately with our Designated Safeguarding Lead (DSL) or one of the alternate post holders.

Do not think that your worry is insignificant if it is about hygiene, appearance or behaviour – we would rather you told us as we would rather know about something that appears small than miss a worrying situation.

**If you think the matter is very serious and may be related to child protection, for example, physical, emotional, sexual abuse or neglect, you must find one of the designated professionals detailed below and provide them with a written record of your concern. A copy of the form to complete is attached to this and others can be obtained from ..... Please ensure you complete all sections as described.**

**If you are unable to locate them ask a member of the academy office staff to find them and to ask them to speak with you immediately about a confidential and urgent matter.**

Any allegation concerning a member of staff, a child's foster carer or a volunteer should be reported immediately to the Headteacher. If an allegation is made about the Headteacher you should pass this information to the Chair of the Local Governing Body. Alternatively, you can contact the Local Authority Designated Officer on 01603 307797 via the PDC Duty Officer. **[insert details for Suffolk LA if applicable]**

The people you should talk to in school are:

Designated Safeguarding Lead (DSL):

Location of office:



## Appendix 3: Local Safeguarding Referral Procedures 2017

### Referrals & Consultation with Norfolk MASH:

**Telephone 0344 800 8020;** the call will be answered by a member of the Customer Services Centre (CSC) team and it is important you state clearly that you have a concern regarding a child/young person.

The call handler will ask you for the child's name and address. If the child already has an allocated social worker, you will be transferred through to team that holds the case. If a child does not have an allocated social worker, the CSC will pass your call over to a Referral Co-ordinator within the MASH team. The Referral Co-ordinator will discuss your concerns with you. At the outset of any contact with the MASH Team, it is important that you make it clear whether you are calling with the knowledge and consent of the parents. If you do not have the knowledge and consent of the parent you will need to explain why this step has not been taken. We should seek to share with parents any concerns we may have about their child and our intention to make a referral to Children's Services *unless* to do so may place a child at increased risk of harm.

The MASH will undertake further information gathering with parental consent alongside other relevant agencies and use it to make a decision as to who might be best placed to offer support to the child/family at this time; this may include the need for a social work assessment.

Where the concerns for a child suggest there is or could be a likelihood of significant harm, the MASH information gathering process runs parallel to essential safeguarding action planning between Children's Services, the police and health. If you feel your concerns are moderate, referrers can complete the **NSCB1** Referral Form and send this through to the MASH via:

**Email:** [mash@norfolk.gcsx.gov.uk](mailto:mash@norfolk.gcsx.gov.uk)

**Fax:** 01603 762445

**Post:** The MASH Team Manager,  
Floor 5, Vantage House, Fisher's Lane,  
Norwich NR2 1ET

Refers may also be asked to complete a NSCB1 form after a phone referral. It is important to remember that the MASH is an information gathering, analysis and decision-making service. The referrer will always be informed of the decision that has been reached by the MASH, even if there is no further action. Direct work with children and families comes from the Assessment and Family Intervention Teams (FIT). If the decision is made that a social work assessment is required, subsequent feedback on the outcome of this assessment will be given by relevant the Assessment or Family Intervention Team.

#### **Appendix 4 Investigating complaints submitted through Ofsted protocol**

The following protocol relates to the procedure agreed between Norfolk and Suffolk County Councils who have a statutory obligation to investigate complaints submitted through Ofsted about any St. Benet's MAT academy.

Upon notification that a complaint has been made, the local authority will notify sharon.money@St. Benet's MAT.org (01603 882329) who has responsibility for safeguarding. Sharon will then alert the appropriate people within St. Benet's. A local decision will then be made about who will ring the academy head to alert them to the fact a complaint has been made. The call should be made within one hour of notification. If Sharon is unavailable please ring either Simon Morley or Mary Jane Edwards (01603 881721) who will then action accordingly.

1. St. Benet's MAT has approved that a designated member of the LA will then contact and visit the academy to investigate the complaint, report back directly to Ofsted and feedback (within the constraints of confidentiality) the result of the investigation to Sharon Money.

St. Benet's MAT is keen to have external and independent scrutiny and feedback to inform what further action it should be taken (if any) to secure best practice over time and agree that the LA can fulfil this role.

## Appendix 5 Designated Safeguarding Lead Monthly Calendar Designated Safeguarding Lead Monthly Calendar

September	Induction training Whole school training Reminder about professional reputation on social media. Ensure new pupil files are all in school and receipts have been sent out and received
October	Know where all previous vulnerable students have transferred to Review the availability of information about safeguarding, for example, posters, website; and for individual pupils to access the DSL, for example, website button, email SHARP/TOOTOOT etc. Review safeguarding recruitment procedures, reflecting on recent appointments
November	Review effectiveness of training Review NQT's understanding of safeguarding and child protection; and review any referrals they have made
December	Review alternative providers' quality of safeguarding Review safeguarding for pupils with SEND
January	Review risks for pupils in this school, link with curriculum areas to ensure coverage, include the Prevent Duty and British values. Review curriculum for safeguarding Review departmental safeguarding risks
February	Review impact of safeguarding, consider surveys, face-to-face questions or forums with pupils, parents, staff and governors
March	Audit records for consistency and timely actions
April	Review policy for September and ensure the policy reflects practice and any new guidance.
May	Plan for staff training for September and over the next year Review how could parents be kept informed
June	Review the concern type by group, for example, year group, pupil premium, looked after children.
June	Ensure all new vulnerable pupils are known about, ready to be admitted to the school and that plans have been put in place, review online issues and online trends.
July	End of year report, data, case studies, trends Ensure all child protection files are passed on to the new school/education provider and that receipts are requested

## **Appendix 6 Job description and responsibilities of the Designated Safeguarding Lead**

The DSL should have the appropriate authority and be given the time, funding, training, resources and support to provide advice and support to other staff on child welfare and child protection matters, to take part in strategy discussions and interagency meetings – and/or support other staff to do so – and to contribute to the assessment of children.

The designated safeguarding lead should liaise with the local authority and work with other agencies in line with Working Together to Safeguard Children 2015.

### **Managing referrals**

Refer all cases of suspected abuse to the local authority children's social care and to:

- The local authority Designated Officer (DO) 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 headteacher or 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

### **Training**

The designated safeguarding lead should receive appropriate training carried out every two years and updated at least annually in order to:

- Understand the assessment process for providing early help and intervention, for example through locally agreed common and shared assessment processes such as early help assessments
- Have a working knowledge of how local authorities 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 or college's child protection policy and procedures, especially new and part time staff
- Be alert to the specific needs of children in need, those with special educational needs and young carers
- Be able to keep detailed, accurate, secure written records of concerns and referrals
- Obtain access to resources and attend any relevant or refresher training courses

- Encourage a culture of listening to children and taking account of their wishes and feelings, among all staff, in any measures the school or college may put in place to protect them

### **Raising Awareness**

The designated safeguarding lead should ensure the school or college's policies are known and used appropriately:

- Ensure the school or college's child protection policy is reviewed annually and the procedures and implementation are updated and reviewed regularly, and work with governing bodies or proprietors regarding this
- Ensure the child protection policy is available publicly and parents are aware of the fact that referrals about suspected abuse or neglect may be made and the role of the school or college in this
- Link with the local LSCB to make sure staff are aware of training opportunities and the latest local policies on safeguarding
- Where children leave the school or college ensure their child protection file is copied for any new school or college as soon as possible but transferred separately from the main pupil file. A receipt should be obtained from the new school to confirm that they have received the file