



**Tollbar MAT**  
Family of Academies

## **SAFEGUARDING POLICY**

**(PRIMARY ACADEMY)**

**February 2018**

Staff with Designated Safeguarding Responsibility;

**Reynolds Academy**

Miss L Waring

Mr A Clark

**Theddlethorpe Academy**

Mrs M White

Mrs M Hammond

**Pilgrim Academy**

Ms J Somerscales

Mrs C Lacey

## INTRODUCTION

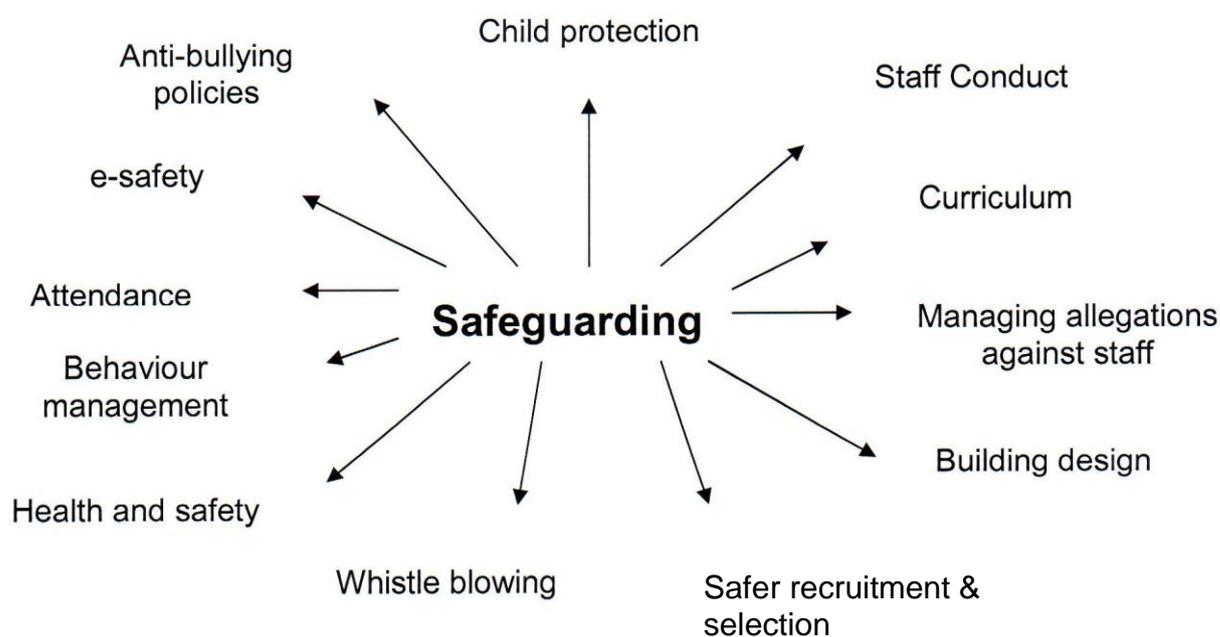
This Policy applies to all adults, including volunteers, working in or on behalf of an Academy.

‘Everyone working in or for each of our academies shares an objective to help keep children and young people safe by contributing to:

- providing a safe environment for children and young people to learn and develop in each Academy setting, and
- identifying children and young people who are suffering or likely to suffer significant harm, and taking appropriate action with the aim of making sure they are kept safe both at home and in each Academy setting’.

## ACADEMY COMMITMENT

Each Academy is committed to Safeguarding and Promoting the Welfare of all of its students. Each student’s welfare is of paramount importance. We recognise that some children *may* be especially vulnerable to abuse. We recognise that children who are abused or neglected may find it difficult to develop a sense of self worth and to view the world in a positive way. Whilst at an Academy, their behaviour may be challenging. We recognise that some children who have experienced abuse may harm others. We will always take a considered and sensitive approach in order that we can support all of our students.



## **PROVIDING A SAFE AND SUPPORTIVE ENVIRONMENT**

### **1. Safer Recruitment and Selection**

Each Academy pays full regard to current DfE guidance – see Safer Recruitment policy.

### **2. Safe Practice**

Each Academy will ensure that all students are safe and that all staff are aware of safe practices whilst in the Academy – see Health and Safety Policy.

### **3. Safeguarding Information for pupils**

All students in the academies are aware of a number of staff who they can talk to. Each Academy is committed to ensuring that students are aware of behaviour towards them that is not acceptable and how they can keep themselves safe. All students know that we have a senior member of staff with responsibility for child protection and know who this is. We inform students of whom they might talk to, both in and out of an academy, their right to be listened to and heard and what steps can be taken to protect them from harm. Schemes of Work contain materials we use to help students learn how to keep safe.

Each Academy consults with and listens to students via the Student Councils, TAs, teachers and via senior staff through an open door policy.

### **4. Safeguarding Policy for Contractors**

Safeguarding measures to be considered will include the following:

1. Segregate
2. Supervise
3. Code of Conduct
4. Identify
5. Checks

#### **Secure Perimeter Segregation**

The risk of harm to students can be managed if contact between contractors' staff and students can be avoided altogether.

Segregation will be achieved by physical means or by time, or by a combination of both. Physical means will include perimeter fencing to all work areas – thus no contact between contractors and students will exist.

Where full segregation has been achieved by perimeter fencing or the like, only the contractor's site management will have been DBS checked.

Outside such secure areas separation will be maintained by confining the movements of the contractors' staff to specific areas and to specific times to as to avoid contact at break times and at the beginning and end of the Academy day.

For routine maintenance visits or for emergency repairs lasting less than a day, physical separation will be achieved by simply confining the movements of contractors to within clearly defined areas and specific times. Should any contact between the contractors' staff and students occur then it will be supervised by a contractor site management team member that has been DBS checked.

Where works are to be undertaken outside Academy hours then safeguarding measures will be implemented for any student attendance in each Academy outside normal Academy hours.

### **Supervise**

Measures will be instigated to segregate contractors' staff from students as much as possible. However, where such measures to segregate are in place but some contact may occur between contractors and students then any such contact will be supervised by a member of contracting staff that has been DBS checked.

### **Code of Conduct**

A code of conduct will be used to inform subcontractors what might be considered inappropriate behaviour – these areas will be covered during the subcontractors' site induction.

It will enable any inappropriate behaviour to be recognized and challenged by all concerned.

A code of conduct for contractors will be:

- a. Avoid contact with children
- b. Never be in contact with children without Academy supervision
- c. Stay within the agreed work area and access routes
- d. Obtain permission if you need to go outside the agreed work area or access routes
- e. Keep staff informed of where you are and what you are doing
- f. Do not use profane or inappropriate language
- g. Dress appropriately – shirts to be worn at all times
- h. Observe the code at all times
- i. Remember your actions no matter how well intentioned could be misinterpreted

Additionally, where appropriate, the code will be:

- a. Highlighted in any pre-start meetings
- b. Posted on the building site
- c. Included as part of contractors' site safety induction

## **Identify**

We will ensure that as far as possible only bona fide personnel are afforded access to each site and a means of identification will be agreed with subcontractors in advance of any works taking place.

ALL personnel working/visiting site will be able to be identified ie contractor work gear/visitor badge.

Identification will only be used as a supplementary measure to the principal safeguarding measures of segregation and supervision.

## **Checks**

The need for a DBS check will be determined as follows:

It is not envisaged that DBS checks will be required where there will be no contact between subcontractors and students; for example where a building is to be built on an area segregated by a perimeter fence, or where the works will be undertaken outside Academy hours or during Academy holidays. In this case, only supervisory staff will be DBS checked.

However, where a subcontractor is likely to have either frequent or prolonged contact with students then it will be appropriate to obtain a DBS check in addition to measures to supervise any contact. For example, a check will be appropriate where a subcontractors' representative (eg foreman, site manager, etc) needs to liaise with Academy staff on a day to day basis.

Similarly, where contractors' staff and subcontractors regularly visit schools to undertake routine maintenance (boilers, electrical tests, etc) then a DBS check will be undertaken in addition to measures to supervise any contact.

## **5. Partnership with Parents**

Each Academy shares a purpose with parents to educate and keep children safe from harm and to have their welfare promoted.

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 to do so or it is necessary to do so in order to protect a child.

Each Academy will share with parents any concerns we may have about their child unless to do so may place a child at risk of harm.

We encourage parents to discuss any concerns they may have with the class teachers or whoever they feel comfortable talking to.

## **6. Partnerships with others**

Each Academy recognises that it is essential to establish positive and effective working relationships with other agencies for example; the Police, Children's Services, Special Educational Needs Services, the Education Welfare Officer or any other agency we feel may be relevant to support an individual student. There is a joint responsibility on all these agencies to share information to ensure the safeguarding of all children.

## **7. Academy Training and Staff Induction**

Each Academy's senior member of staff with designated responsibility for child protection undertakes child protection training and staff undertake appropriate induction training to equip them to carry out their responsibilities for child protection effectively.

See also Child Protection Policy.

## **8. Support, Advice and Guidance for Staff**

Staff will be supported by an Academy at all times. The designated senior person for Safeguarding/Child Protection will be supported by the Principal, Chief Executive and the nominated governor.

## **9. Related Academy Policies**

Safeguarding covers more than the contribution made to child protection in relation to individual children. It also encompasses issues such as pupil health and safety and bullying and a range of other issues, for example, arrangements for meeting the medical needs of children .providing first aid, drugs and substance misuse, positive behaviour etc.

Please see the following;

- Admissions Policy
- Exclusions Policy
- Inclusion Policy
- Equal Opportunities Policy (Staff and Students)
- Behaviour Policy
- Anti-Bullying Policy (including racial harassment and equity related incidents)
- Drugs Education Policy
- SEN Policy
- Safer Recruitment Policy
- Whistle Blowing policy
- Medical treatment of Students Policy

## **Children Missing from Education**

Where a student on roll at an Academy does not turn up, the Academy will make relevant enquiries and if necessary refer the case to the Education welfare officer or Children's Services in the usual way.

## **Confidentiality**

Where there is a concern that a student may be suffering or is at risk of suffering significant harm, the student's safety and welfare must be the overriding consideration.

Each Academy will keep all information regarding each student confidential and only disclose this information to persons with parental responsibility, or to others when parental permission has been obtained, or to third parties under nationally agreed requirements. However if a student may be suffering or is at risk of suffering significant harm the Academy will share information with the Police or Children's Services as necessary.

Where there is a legal requirement to keep specific information regarding an individual student or parent confidential this will not be breached.

Information regarding individual students will only be shared on a need to know basis.

## **10. Pupil Information**

Each Academy will endeavour to keep up to date and accurate information in order to keep the students safe and provide appropriate care for them. Each Academy requires accurate and up to date information regarding:

- names and contact details of persons with whom the child normally lives;
- names and contact details of all persons with parental responsibility (if different from above);
- emergency contact details (if different from above);
- details of any persons authorised to collect the child from an Academy (if different from above);
- any relevant court orders in place including those which affect any person's access to the child (e.g. Residence Order, Contact Order, Care Order, Injunctions etc.);
- if the student is or has been on the Child Protection Register or subject to a care plan;
- name and contact details of G.P.
- any other factors which may impact on the safety and welfare of the child.

Each Academy will collate, store and agree access to this information only to staff who need this information to carry out their professional duties at an Academy.

## **11. Roles and Responsibilities**

### **Each Local Governing Body will ensure that:**

- each Academy has a child protection policy and procedures in place and the policy is made available to parents on request;
- each Academy operates safer recruitment procedures and makes sure that all appropriate checks are carried out on staff and volunteers who work with students;
- each Academy has procedures for dealing with allegations of abuse against staff and volunteers;
- a senior member of each Academy's leadership team is designated to take lead responsibility for child protection;
- staff undertake appropriate child protection training;
- they remedy, without delay, any deficiencies or weaknesses regarding child protection arrangements;
- a governor is nominated to be responsible for liaising with appropriate bodies in the event of allegations of abuse being made against the Chief Executive;
- where services or activities are provided on an Academy premises by another body, the body concerned has appropriate policies and procedures in place in regard to safeguarding children and child protection and liaises with the Academy on these matters where appropriate.

### **The Principal will ensure that:**

- the policies and procedures adopted by the Local Governing Body are fully implemented, and followed by all staff;
- sufficient resources and time are allocated to enable the designated person and other staff to discharge their responsibilities; and
- all staff and volunteers feel able to raise concerns about poor or unsafe practice in regard to children, and such concerns are addressed sensitively and effectively in a timely manner in accordance with agreed whistle blowing policies.

### **Senior Member of Staff with Designated Responsibility for Child Protection will:**

#### **Referrals**

- refer cases of suspected abuse or allegations to the relevant investigating agencies;
- act as a source of support, advice and expertise within the educational establishment;

- liaise with the Principal to inform him/her of any issues and ongoing investigations and ensure there is always cover for this role.
- recognise how to identify signs of abuse and when it is appropriate to make a referral;
- ensure that all staff have access to and understand an Academy's child protection policy;
- ensure that all staff have induction training;
- keep detailed accurate secure written records and/or concerns
- obtain access to resources and attend any relevant or refresher training courses at least every two years.

### **Raising Awareness**

- ensure the child protection policy is updated and reviewed annually and work with the Local Governing Body regarding this;
- ensure parents are made aware of the child protection policy which alerts them to the fact that referrals may be made and the role of the establishment in this to avoid conflict later;
- where a child leaves an establishment, ensure the child protection file is copied for the new establishment asap and transferred to the new school separately from the main pupil file. If a child goes missing or leaves to be educated at home, then the child protection file should be copied and the copy forwarded to the Education Social Work Service.
- where the parents inform an Academy that they wish to 'parentally educate' their child, the appropriate authorities must be informed prior to the students being taken off roll.

### **All staff and volunteers will:**

- fully comply with an Academy's policies and procedures;
- attend appropriate training;
- inform the designated person of any concerns.

## Useful Websites

Children Missing from Education

[maggie.featherstone@kirklees.gov.uk](mailto:maggie.featherstone@kirklees.gov.uk)

### Keeping Children Safe

[www.ceop.gov.uk](http://www.ceop.gov.uk)

KS2/3

[www.missdorothy.com](http://www.missdorothy.com)

Bullying & child abuse

[www.anti-bullyingalliance.org](http://www.anti-bullyingalliance.org)

[www.kidscape.org.uk](http://www.kidscape.org.uk)

[www.childline.org.uk](http://www.childline.org.uk)

[www.nspcc.org.uk](http://www.nspcc.org.uk)

Domestic Violence

[www.thehideout.co.uk](http://www.thehideout.co.uk)

Internet Safety

[www.ceop.org.uk/thinkuknow](http://www.ceop.org.uk/thinkuknow)

[www.childnet-int.org](http://www.childnet-int.org)

KS2/3

[www.kidsmart.org.uk](http://www.kidsmart.org.uk)

Jenny's story

[www.childnet-int.org/jenny](http://www.childnet-int.org/jenny)