

LOOE COMMUNITY ACADEMY

CHILD PROTECTION AND SAFEGUARDING POLICY

MARCH 2017



Safeguarding is everyone's responsibility - so please remember that it could happen here.

Review/changes to document

Updates to this document will be identified below. Please discard any previous document.

<u>Date of Reviewed Document</u>	<u>Document Changes</u>
May 2014 (model policy)	Reviewed throughout to reflect Keeping Children Safe in Education 2014
January 2015 (model policy)	<ul style="list-style-type: none">References to DCPO (Designated Child Protection Officer changed to DSL (Designated Safeguarding Lead) throughout – to reflect references in Keeping Children Safe in Education 2014Reference made to requirement to comply with supplementary guidance to Keeping Children Safe in Education 2014 in regard to Child Care Disqualification requirementsDSL responsibilities to include reference to Together for Families programme
February 2015 (LCA policy)	Model policy reviewed for adoption by Looe Community Academy (LCA) against LCA policy of 7 Jul 14 and further reviewed against DfE statutory guidance "Keeping Children Safe in Education" 2014
March 2015	Policy adopted by LCA FGB
January 2016	Reviewed throughout to reflect DfE's Keeping Children Safe in Education as updated in September 2016 Policy adopted by LCA Curriculum Committee
April 2016	Spring 2016 model policy reviewed for adoption by LCA against LCA policy of Jan 16
February 2017	Apr 16 policy reviewed and updated throughout to reflect DfE's Keeping Children Safe in Education September 2016 and other information on latest good practice. Amended to reflect SMART change of status from 1 April 2017.
March 2017	Policy adopted by LCA governing body 27 March 2017

Preface

Looe Community Academy fully recognises its responsibilities for child protection and safeguarding. Our policy applies to all staff, governors, volunteers and adults (whether employed or not) while engaged by the Academy, including when conducting Academy business off site. This policy is **required reading** by all at induction and upon each update of this policy.

Child Protection and Safeguarding Policy

- This policy was developed in February 2017 and adopted on 27 March 2017
- The policy will be reviewed by end of March 2018 or earlier if required
- The Designated Safeguarding Lead (DSL) is Helen Casson
- The officer with responsibility to cover for the DSL is Heather Jenkins
- Officers trained to cover in the absence of the DSL and Cover DSL are Judy Richardson and Kate Jackman
- The name of the Designated Teacher for Children in Care is Helen Casson
- The single point of contact for the Prevent agenda is Helen Casson
- The designated lead for Child Sexual Exploitation is Helen Casson
- The named member of the Governing Body for safeguarding is Tony Wardle
- The Case Manager for allegations against staff (including volunteers and other adults) is Heather Jenkins
- The Case Manager for allegations against the Headteacher and governors is Marie Long
- The Academy's Whistleblowing Governor is Marie Long

Meeting Your Communication Needs

We want to ensure that your needs are met. If you would like this information on audio type, in Braille, large print, any other format or interpreted in a language other than English, please contact the Academy's Business Manager.

Purpose of Policy

The purpose of the Child Protection and Safeguarding Policy is to provide a secure framework for the workforce in safeguarding and promoting the welfare of those students who attend our Academy. The policy aims to ensure that:

- All our students are safe and protected from harm;
- Other elements of provision and policies are in place to enable students to feel safe and adopt safe practices; and
- Staff, students, governors, visitors, volunteers, adults engaged by the Academy and parents/carers are aware of the expected behaviours and the Academy's legal responsibilities in relation to safeguarding and promoting the welfare of all our students.

Policy Statement

This policy develops procedures and good practice within our Academy, to ensure that each person and agency can demonstrate that there is an understanding of the duty to safeguard and promote the welfare of children and young people, including those who are vulnerable. It provides evidence of how this will be implemented within our Academy and within multi-agency working arrangements.

Introduction

This policy has been developed in accordance with the principles established by the Children Act 1989, the Education Act 2002 and the Children Act 2004 and in line with government publications, statutory guidance and local guidance.

The Governing Body of Looe Community Academy Trust takes seriously their responsibility under Education (Independent School Standards) Regulations 2014 to safeguard and promote the welfare of children and young people¹; and to work together with other agencies to ensure adequate arrangements within our Academy to identify, assess and support those children and young people who are suffering harm. Where a child or young person is suffering significant harm, or is likely to do so, action will be taken to protect that

¹ Safeguarding and promoting the welfare of children is defined for the purposes of this guidance 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. Children includes everyone under the age of 18. Source: DfE statutory guidance September 2016.

child or young person. Action will also be taken to promote the welfare of a child or young person in need of additional support, even if they are not suffering harm or are not at immediate risk².

Our Key Objectives, Values and Principles

There are three prime objectives to our safeguarding activity:

- prevention - maintaining a positive, open and supportive atmosphere within the Academy
- protection - following our agreed procedures and ensuring staff, governors, volunteers and all adults engaged by the Academy are appropriately recruited, trained and supported to respond correctly and sensitively to safeguarding concerns
- support - providing support to students and Academy staff involved in the process, and to children and young people who may have been abused (including peer on peer) or neglected.

We value the five outcomes identified in the Children Act 2004 and continue to adopt these as guiding principles to ensure that children and young people are given the opportunity to learn, achieve and prepare for their futures within our society:

- be healthy – physical and mental health and emotional well-being
- stay safe – prevention and protection from harm and neglect
- enjoy and achieve – education, training and recreation
- make a positive contribution to society – including moral purpose, citizenship and British values
- achieve economic and social well-being – fulfil aspirations and prepare for adult life

The following principles underpin all of our work with children and young people, where our approach will:

- be child and young person centred, always acting in their **best interests**
- actively involve children, young people and families
- support the achievement of best possible outcomes for children and young people
- be holistic in approach
- ensure equality of opportunity
- be coordinated and multi or inter-agency in approach
- be a continuing process rather than an event
- be designed to identify and provide the service required, including **early help**³, and to monitor the impact its provision has on a student's developmental progress informed by evidence.

Ethos

Safeguarding is everyone's responsibility and we operate under the principle that "**it could happen here**", always acting in the **best interests** of the child or young person.

Improving outcomes for all children and young people underpins all of the development and work within this Academy. Our Academy aims to create the safest environment within which every student has the opportunity to achieve and recognises that this can only be accomplished when everyone working with children and young people takes responsibility. Our Academy recognises the contribution it can make in ensuring that all registered students or others who use our Academy feel that they will be listened to and appropriate action taken. We will do this by working in partnership with other agencies and seeking to establish effective working relationships with parents, carers and other colleagues to develop and provide activities and opportunities throughout our curriculum that will help to equip our students with the skills they need. This will include materials and learning experiences that will encourage our students to develop essential life skills and protective behaviours.

Governing Body Responsibilities

Our Governing Body has a legal responsibility to make sure that the Academy has an effective safeguarding policy and procedures in place and monitors that the Academy complies with them. The Governing Body

² DfE Keeping Children Safe in Education September 2016.

³ Detailed information on early help can be found in Chapter 1 of [Working together to safeguard children](#).

has appointed a Designated Safeguarding Lead (DSL) who has lead responsibility for dealing with all safeguarding issues in our Academy. The Academy will ensure that there will always be cover for the role of DSL⁴.

Our Governing Body recognises that for this policy to be effective, it is essential that staff have an understanding of what safeguarding is, can identify early the signs and indicators of potential abuse or neglect, know how to share information, know that **safeguarding is everybody's responsibility**, know that we operate under the principle that **"it could happen here"**, know that we always act in the **best interests** of the child or young person, know how to access safeguarding information, know of any possible contribution that they may be required to make to safeguard children, young people and vulnerable adults and how to access further advice, support or services in order to understand and discharge their role and fulfil their responsibilities under Part 1 of Keeping Children Safe in Education.

Responsibilities of the Designated Safeguarding Lead's (DSL)

We will follow the procedures set out in the South West Child Protection Procedures (www.swcpp.org.uk) and take account of both national guidance issued by the Department of Education⁵ and local guidance. Our Designated Safeguarding Lead (DSL) is an appropriately senior member of staff who has the status and authority within the school to carry out the duties of the post including committing resources and, where appropriate, supporting and directing other staff. **ALL** child protection concerns **WILL** be reported to the appropriate authority by our DSL. In the absence of our DSL, cover will be provided by another appropriately trained member of staff. Access to the DSL or cover DSL will be maintained, including out of hours, by using the Academy's online reporting system "My Concern".

All child protection concerns **MUST** be reported to the appropriate authority and to our Designated Safeguarding Lead (DSL) even if this has already been referred to Child Social Services or the police.

The DSL will receive and act upon referrals for **early help**. The DSL's full responsibilities are outlined at Annex A.

Whole school and staff responsibilities

If, at any point, there is a risk of immediate serious harm to a child a referral should be made to children's social care or the police **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. **Concerns should always lead to help for the child at some point.**

Our Academy recognises that safeguarding is not just about protecting children and young people from deliberate harm or neglect. It relates to aspects of Academy life including: students' health and safety; the use of reasonable force; meeting the needs of students with medical conditions; providing first aid; educational visits; intimate care; internet or e-safety; Academy security.

Additionally, we recognise that safeguarding can involve a range of potential issues such as:

- a. Self-abuse, including but not limited to: self-harm, substance misuse, sexting.
- b. Peer on peer, including but not limited to: hate, inappropriate touching, initiation, assault, bullying (including gender-specific, cyber, prejudice-based); racist, homophobic or transphobic abuse.
- c. Socially motivated, including but not limited to: gang activity, youth violence.

⁴ DfE Keeping Children Safe in Education September 2016.

⁵ DfE Keeping Children Safe in Education September 2016.

- d. (So called) Honour based violence⁶, including but not limited to: female genital mutilation⁷, forced marriage⁸, breast ironing.
- e. Other risks affecting children and young people, including but not limited to: domestic violence, sexual exploitation, radicalisation, extremist behaviour, modern slavery, trafficking, fabricated or induced illness, private fostering.

We pay particular attention to students with special educational needs and/or disabilities who may suffer disproportionately to certain behaviours or may not be able to communicate their concerns as effectively. We recognise that signs and indicators are at risk of being overlooked and assumed to be related to conditions or disabilities.

All our staff maintain an attitude of “**it could happen here**” and through training and information are aware of the signs and indicators of abuse. Staff are aware of the **early help** process, including identifying emerging problems and **sharing** these with the DSL.

All members of staff have a responsibility to provide a safe environment in which students can learn.

Our staff recruitment policy and induction process includes information on our arrangements and systems for child protection, the staff behaviour policy, code of conduct and details of the DSL.

All members of staff are provided with opportunities to receive appropriate training, which is regularly updated, and information (at least **annually**), in order to promote and develop their understanding of the signs and indicators of abuse and of the Academy’s child protection procedures.

In conjunction with this policy, all members of staff are provided with, and are **required to read**, Department for Education statutory guidance as outlined in Part 1 of “Keeping Children Safe in Education: Statutory guidance for all schools and colleges” dated September 2016⁹.

Through their training and required reading, all members of staff, volunteers and governors know how to respond to a student who discloses abuse, and the procedure to be followed in appropriately **sharing** a concern of possible abuse or a disclosure of abuse.

All parents/carers are made aware of the Academy’s responsibilities in regard to child protection procedures through publication of the Academy’s Child Protection and Safeguarding Policy.

When services are delivered by a third party or agency, education or otherwise, on the Academy site, we will follow the requirements of the Disclosure and Barring Service and check that the person presenting themselves is the same person on whom appropriate checks have been made¹⁰.

Our lettings and visitors’ policies will seek to ensure the suitability of adults working with and in the presence of children at any time. Community users organising activities for children are aware of and understand the need for compliance with the Academy’s child protection guidelines and procedures. We will carry out appropriate vetting checks on visiting speakers as required by the Prevent agenda¹¹.

Our Academy operates safer recruitment procedures including making sure that:

⁶ To protect or defend the honour of a family and/or community.

⁷ As regulated professionals, teachers have a mandatory duty to report to the police any case where FGM appears to have been carried out on a girl under 18, under the Home Office Mandatory Reporting of Female Genital Mutilation – procedural information.

⁸ Marriage is entered into without the full and free consent of one or both parties and where violence, threats or any other form of coercion is used to cause a person to enter into a marriage.

⁹ As reproduced in DfE’s “Keeping Children Safe in Education: Information for all school and college staff” September 2016.

¹⁰ DfE Keeping Children Safe in Education September 2016.

¹¹ HM Government - https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/439598/prevent-duty-departmental-advice-v6.pdf

- statutory duties to undertake required checks on staff who work with children are complied with in line with the Disclosure and Barring Service requirements in relation to Regulated Activity; teachers’ Prohibition Orders; and the Child Care Act 2006 and Childcare (Disqualification) Requirements 2009;
- statutory guidance relating to volunteers is followed;
- recruitment panel members are properly trained¹²;
- prohibition from management checks for those appointed to a management position.

We hold a Single Central Record (SCR) which demonstrates we have carried out the range of checks required by law on our staff^{13, 14, 15, 16, 17}

Our Academy complies with the requirements of Keeping Children Safe in Education September 2016.

Our Academy complies with the requirements of the Childcare Act 2006 and the Childcare (Disqualification) Regulations 2009, as clarified by the DfE statutory guidance “Disqualification under the Childcare Act 2006” dated February 2015.

Should we dismiss or remove a member of staff or a volunteer because they have harmed a child or young person, or poses a risk of harm to a child or young person or would have done so if they had not left, we will report this to the Disclosure and Barring Service (DBS) and any appropriate professional or regulatory body.

Our safeguarding policies and procedures will be reviewed and updated at least annually.

If a child makes an allegation or disclosure of abuse or neglect against an adult (other than a member of staff or governor – see below) or other child or young person, staff will:

- stay calm and listen carefully;
- reassure the child or young person that s/he has done the right thing in telling you;
- not investigate or ask leading questions;
- let the child or young person know that s/he will need to **pass on information** to those trained to deal with such matters;
- not promise to keep what they have been told a secret;
- **inform the DSL as soon as possible** - if the DSL, Deputy DSL or other trained safeguarding staff are not available then the concern will be reported to one of the external contacts listed below; and
- make a written record of the allegation, disclosure or incident which will be signed, and dated using the Academy’s safeguarding record procedure (online via My Concern or by Referral Form);
- maintain **confidentiality**, only informing those that need to know.

Helen Casson - Designated Safeguarding Lead	01503 262625
Heather Jenkins - Deputy Designated Safeguarding Lead	01503 262625
Kate Jackman or Judy Richardson - Trained Safeguarding Staff	01503 262625
Emergency Services	999
Devon and Cornwall Police	101
Cornwall Children’s Social Care Multi-Agency Referral Unit (MARU)	0300 123 1116
Cornwall Children’s Social Care - out of hours	01208 251 300

¹² DfE Keeping Children Safe in Education September 2016.

¹³ As required by: School Staffing (England) Regulations (2009); Education (Independent School Standards) (England) Regulations 2010; DfE Keeping Children Safe in Education September 2016.

¹⁴ DfE Keeping Children Safe in Education September 2016 – schools must use the Teacher Services’ system to check that a candidate to be employed as a teacher is not subject of a prohibition order.

¹⁵ Teacher Prohibition Order requirements – Keeping Children Safe in Education September 2016.

¹⁶ Childcare Act 2006 and Childcare (Disqualification) Regulations 2009, as clarified by the DfE statutory guidance “Disqualification under the Childcare Act 2006” dated February 2015.

¹⁷ Section 128 of the Education and Skills Act 2008 provides for the Secretary of State to direct that a person may be prohibited or restricted from participating in the management of an independent school.

The Child's Wishes and Best Interests

We will ensure the child's wishes or feelings are taken into account when determining what action to take and what services to provide to protect individual children through ensuring there are systems in place for children to express their views and give feedback¹⁸. However, we will ensure that we always act in their **best interests**.

Confidentiality and Information Sharing

Information sharing is vital to safeguarding and promoting the welfare of children and young people. A key factor identified in many serious case reviews (SCRs) has been a failure by practitioners to record information, to share it to understand its significance and then take appropriate action¹⁹

- we recognise that all matters relating to child protection are confidential;
- the Headteacher or DSL will disclose personal information about a student to other members of staff on a need to know basis only;
- all staff must be aware that they have a professional responsibility to share information with other agencies in order to safeguard children and young people;
- all staff must be aware that they cannot promise a child to keep secrets which might compromise the child's safety or well-being, or that of another; and
- we will always undertake to share our intention to refer a child or young person to Cornwall Council's Directorate for Education, Health and Social Care with their parents/carers, unless to do so could put the child at greater risk of harm, or impede a criminal investigation. If in doubt, we will consult with the Multi-Agency Referral Unit (MARU).

Managing Allegations against Staff (including Volunteers and other Adults Engaged by the Academy)

We are aware of the possibility of allegations being made against members of staff, volunteers or other adults (whether or not employed) that are working with or may come into contact with children and young people whilst engaged by our Academy, even if the alleged incident or offence occurs elsewhere. They can be made by children and young people or other concerned adults.

All workers in our Academy have been made aware of the process²⁰ to be followed if such an allegation is made and the **Case Manager** (see below) will seek advice from the Local Authority Designated Officer (LADO) on 01872 326536.

If, at any point, there is a risk of immediate serious harm to a child, a referral should be made to children's social care or the police **immediately - anybody can make a referral. The safety and welfare of the child is paramount.**

The person reporting the concern should maintain **strictest confidentiality** and inform the **Case Manager** (see below).

1. If an allegation is made, the member of staff receiving the allegation will **immediately** inform the Headteacher, or the most senior teacher if the Headteacher is not present;
2. The Headteacher or senior teacher on all such occasions will act as **Case Manager** and follow the procedures in the South West Child Protection Procedures, **immediately** (www.swcpp.org.uk/).
3. If the allegation made concerns the Headteacher, the person receiving the allegation will **immediately** inform the Chair of Governors who will act as **Case Manager** and will follow the South West Child Protection Procedures, **immediately**, without notifying the Headteacher;
4. The **Case Manager** will consider whether the child or young person is in immediate danger or at risk of serious harm and if so will **inform the police immediately**;
5. The **Case Manager** will **not investigate any further**, but will record:
 - what they have been told

¹⁸ DfE Keeping Children Safe in Education September 2016.

¹⁹ HM Government - Information Sharing Advice for Practitioners, March 2015.

²⁰ Please refer to the process in Keeping Children Safe in Education September 2016, Part 4.

- the name, DoB and address of the child
 - the name, DoB and address of the adult against whom the allegation is made
 - details of any known or possible witnesses
 - the time/date of the incident
 - details of any other concerns about the adult, together with actions taken and outcomes
 - details of any other concerns about the child, together with actions taken and outcomes;
6. The **Case Manager** will inform the Local Authority Designated Officer (LADO) - 01872 326536 **immediately** to discuss the nature, content and context of the allegations in order for appropriate action to be taken. This may constitute an initial evaluation meeting or strategy discussion depending on the allegation being made;
 7. The LADO will:
 - advise the **Case Manager** if the case is to proceed
 - advise the **Case Manager** when and how to tell the parents
 - inform other agencies where appropriate;
 8. There is a **legal duty**²¹ on the member of staff receiving the allegation, on the **Case Manager** and on the Academy, to **maintain confidentiality** and guard against publicity. This legal duty extends to parents and carers where they are informed of the allegations.

The **Case Manager** will also:

- follow the statutory guidance issued at Part 4 of the DFE's "Keeping Children Safe in Education: Statutory guidance for all schools and colleges" dated September 2016, adhering to the timescales for managing allegations;
- consider the safeguarding arrangements of the child or young person to ensure they are not in contact with the alleged abuser;
- contact the parents or carers of the child/young person if advised to do so by the LADO;
- keep the member of staff informed of the investigation, should it proceed, considering the rights of the staff member for a fair and equal process of investigation and recognising the Academy's duty of care to provide support;
- consider the potential publicity implications and how to manage gossip among staff and students;
- ensure that the appropriate disciplinary procedure is followed, including whether suspending a member of staff from work until the outcome of any investigation is deemed necessary;
- act on any decision made in any strategy meeting; and
- on completion of the process, advise the Disclosure and Barring Service (DBS) where a member of staff has been disciplined or dismissed as a result of the allegations founded, or would have been if they have since resigned.

Historical allegations of abuse should be made to the police, including any allegations against teachers who are no longer teaching.

Whistleblowing

We recognise that children and young people cannot be expected to raise concerns in an environment where staff fail to do so.

We advise our staff of our Whistleblowing Policy and of how it can be implemented. Staff are aware of their duty to raise concerns about the attitude and actions of colleagues where these are inappropriate or unsuitable. If necessary the member of staff, will speak to the delegated 'Whistleblowing' Governor who is Marie Long.

Anyone can raise a concern about potential failures or shortcomings in our safeguarding regime.

²¹ The Education Act 2002 introduced certain reporting restrictions.

Supporting Staff

- Our staff will be advised on the boundaries of appropriate behaviour – such matters form part of our staff induction and staff have access to support and guidance when required or requested
- We recognise that staff working in the Academy, who have become involved in the case of a child who has suffered harm, or appears likely to suffer harm, may find the situation stressful and upsetting; we support such staff by providing an opportunity to discuss their anxieties with the DSL, or another teacher and/or a trade union representative or with external specialists as appropriate.
- Our designated officers have access to support and appropriate workshops, courses or meetings as organised or recommended by the Cornwall and Isles of Scilly Safeguarding Children Board (CloSSCB), Safeguarding Children Standards Unit (SCSU) or Local Authority (LA).

Physical Restraint

Our policy on physical restraint is compliant with the LA's 'Physical Restraint in Schools' Guidance along with guidance from the Department for Education (DfE)

(https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/444051/Use_of_reasonable_force_advice_Reviewed_July_2015.pdf):

Wherever possible such events are recorded and signed by a witness. Staff that are likely to need to use physical intervention are appropriately trained. We understand that physical intervention of a nature that causes injury or distress to a child may be considered under child protection or disciplinary procedures.

Prevention

We recognise that the Academy plays a significant part in the prevention of harm to our students by providing them with effective lines of communication with trusted adults, supportive friends and an ethos of protection. Our Academy will support all students by:

- Establishing and maintaining an ethos, understood by all staff, which enables students to feel secure and encourages them to talk, knowing that they will be listened to.
- Promoting a caring, safe and positive environment within the Academy and ensuring that all students know that there is an adult in the Academy whom they can approach if they are worried or in difficulty.
- Providing across the curriculum, including within PSHCE, opportunities which equip students with the skills they need to stay safe from harm and to know to whom they should turn for help.
- Encouraging the development of self-esteem and resilience in every aspect of Academy life including through the curriculum.
- Liaising and working together with all other support services and those agencies involved in the safeguarding of children and young people.
- Ensuring that a named teacher is designated for Children in Care, (CIC) and that a list of CIC is regularly reviewed and updated.
- Ensuring the Education Welfare Officer (EWO) for the Academy is made aware of all CIC in the Academy.
- Providing continuing support to a student who leaves the Academy and about whom there have been child protection concerns, by ensuring that such concerns and school records are forwarded under confidential cover to the Headteacher at the student's new school **as a matter of urgency**.
- Recognising that students come from a variety of different cultural backgrounds, the Academy has developed policies to ensure that we embrace diversity in religion and faith, race, ethnicity, gender, gender reassignment, disability and sexual orientation.
- We will include our Child Protection and Safeguarding Policy on our Academy website and we make reference to this policy in our prospectus and home/school agreement. We will post copies of our policy throughout the Academy. We are also able to arrange for our policy to be made available to parents whose first language is not English, on request.

Training

- All members of our workforce have been provided with, and signed to say that they have read and understood, Part 1 of Keeping Children Safe in Education, September 2016²².
- All members of staff and volunteers will have access to appropriate whole school safeguarding training which is **regularly updated**. We will also, as part of our induction, issue information in relation to our Child Protection and Safeguarding Policy and any other policy and information related to safeguarding and promoting our children and young people's welfare to all newly appointed staff and volunteers.
- Our DSL and DSL cover officers will undertake further multi-agency safeguarding training in addition to the whole school training. This will be undertaken at least **every two years** and will update their awareness and understanding of the impact of the wide agenda of safeguarding issues. It will support both the DSL and DSL cover officers to be able to better undertake their role and support the Academy in ensuring our safeguarding arrangements are robust and achieving better outcomes for the students in our Academy.
- Our Governing Body will have access to safeguarding training. Our named Governor for Safeguarding will have access to multi-agency safeguarding training at least **every two years** to support the Headteacher in managing allegations against staff and volunteers who work with children and young people and to support the annual review of this policy, in order to keep it updated in line with local and national guidance/legislation.
- At least one member of a recruitment panel will have undertaken safer recruitment training^{23 24}.

Work Related Learning (including Work Experience)

Students are placed in external settings to gain experience in a place of work. All placements are validated for suitability following the Cornwall Council Work Experience Policy and Guidelines by either Academy staff or the Cornwall Education Business Partnership, who conduct a placement suitability visit and provide the employer with information about Child Protection Statement of Principles.

If an alleged incident occurs or concerns are identified to the Academy by a student or other party as to the suitability of the employer or placement from a safeguarding perspective prior to, during or after the placement, these concerns must be notified without delay to the MARU, LADO and/or police. In such circumstances, the young person should be **removed from the placement without delay**. The DSL will inform the Cornwall Education Business Partnership.

Students Missing Education

We will monitor unauthorised absence, particularly where students go missing on repeated occasions. We will report such absences without delay to the appropriate agencies in line with legislative and local authority requirements and agreements²⁵, including working with our professional Educational Welfare Officer.

Preventing Radicalisation

The Counter Terrorism and Security Act 2015 places a duty on all schools to prevent people being drawn into terrorism. We recognise that under this legislation our Academy leaders and governors must:

- Establish or use existing mechanisms for understanding the risk of extremism;
- Ensure staff understand the risk and build capabilities to deal with it;
- Communicate and promote the importance of the duty; and
- Ensure staff implement the duty effectively.

Our Academy recognises that radicalisation is a safeguarding issue and has clear procedures in place to assess the risk of, and protect, our students from being drawn into radicalisation. We recognise that

²² Page 4 of Keeping Children Safe in Education September 2016.

²³ School Staffing (England) Regulations 2009.

²⁴ DfE Prevent Duty June 2015.

²⁵ Annex A of Keeping Children Safe in Education September 2016.

general safeguarding principles apply to keeping children safe from the risk of radicalisation as set out in the relevant statutory guidance.

Our Academy has undertaken an assessment of the risk of extremism and established appropriate procedures. These procedures are reflected in our existing policies.

Helping Students to keep themselves Safe

Our students are taught to understand and manage risk through our personal, social, health, citizenship and economic (PSHCE) lessons and through all aspects of Academy life. Students are taught how to conduct themselves and how to behave in a responsible manner. Students are reminded regularly about tackling bullying procedures and about online safety, including content, contact and conduct²⁶.

Our Academy continually promotes an ethos of respect for others and students are encouraged to speak to a member of staff about **best interests** any worries they may have; staff are not able to agree to confidentiality but will always act in the of the child or young person.

Safeguarding Vulnerable Adults

We fully endorse and adhere to the Cornwall and Isles of Scilly Multi-agency Safeguarding Vulnerable Adults Policy. This policy should be used in conjunction with the multi-agency policy and the guide "Say No to Abuse".

Policy Review

The Governing Body of our Academy Trust is responsible for ensuring the review of this policy and its impact at least annually and for additional policies²⁷ that are relevant to safeguarding and child protection.

Cross-Reference

This policy should be used in close consultation with the following additional policies, guidance and procedures:

- Staff Code of Conduct
- Academy Whistleblowing policy
- Teachers' Standards
- Behaviour Management policy
- Anti-Bullying policy
- Substance Misuse policy
- Induction procedure
- Use of Internet policy
- Public Sector Equality Duty
- Health, Safety and Wellbeing policy
- Guidance for Safe Working Practice for the Protection of Children and Staff in Education Settings <http://www.saferrecruitmentconsortium.org/GSWP%20Oct%202015.pdf>
- The Use of Reasonable Force in Schools <https://www.gov.uk/government/publications/use-of-reasonable-force-in-schools>
- Safeguarding/Child Protection Handbook for School Staff
- Children in Care
- LSCB instructions
- Staff Discipline Policy and Procedure
- Working Together to Safeguard Children, March 2015 https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/419595/Working_Together_to_Safeguard_Children.pdf

²⁶ Annex C of Keeping Children Safe in Education September 2016.

²⁷ DfE Policies and other documents that governing bodies are required to have by law - <https://www.gov.uk/government/publications/statutory-policies-for-schools>

- DfE Keeping Children Safe in Education: Statutory guidance for all schools and colleges, September 2016
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/550511/Keeping_children_safe_in_education.pdf
- DfE Keeping Children Safe in Education: Information for all school and college staff, September 2016
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/550499/Keeping_children_safe_in_education_Part_1.pdf
- DfE statutory guidance “Disqualification under the Childcare Act 2006” dated February 2015
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/414345/disqual_stat-guidance_Feb_15_3_.pdf
- What To Do If You Are Worried A Child Is Being Abused, March 2015
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/419604/What_to_do_if_you_re_worried_a_child_is_being_abused.pdf
- Information Sharing advice for practitioners, March 2015
<https://www.gov.uk/government/publications/safeguarding-practitioners-information-sharing-advice>
- The South West Safeguarding and Child Protection Procedures²⁸ <http://www.swcpp.org.uk/>
- Child Exploitation and Online Protection Agency www.ceop.org.uk www.thinkuknow.co.uk
- Home Office Mandatory Reporting of Female Genital Mutilation – procedural information
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/469448/FGM-Mandatory-Reporting-procedural-info-FINAL.pdf

Legislation and guidance relating to this policy:

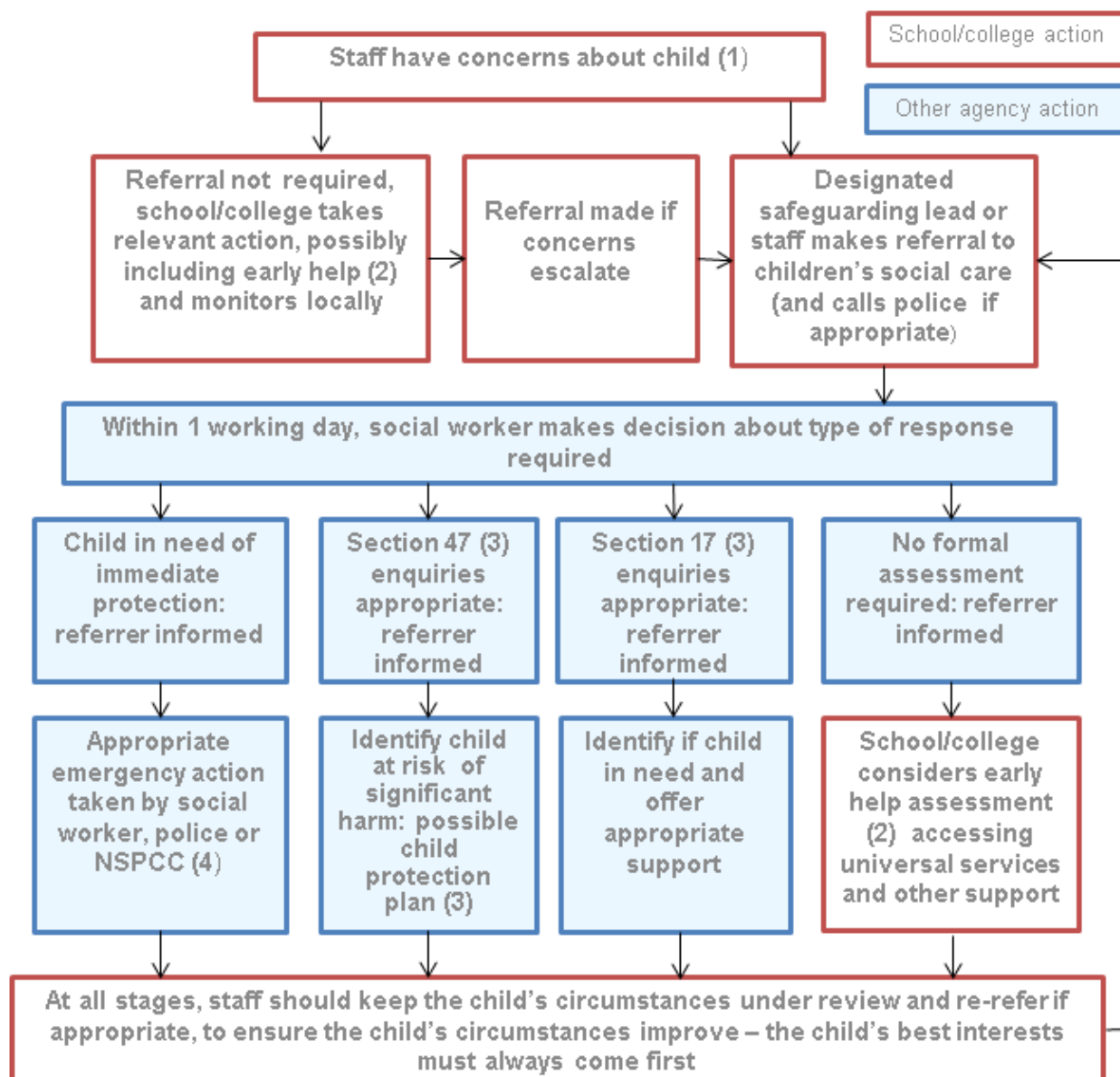
- School Standards and Framework Act 1998
- Children Act 1989,
- Children Act 2004
- Working Together to Safeguard Children, March 2015
- Education Act 1996
- Keeping Children Safe in Education, September 2016
- Safeguarding Vulnerable Groups Act 2010
- The School Staffing (England) Regulations 2009 (as amended)
- The Education (Independent School Standards) (England) Regulations 2014 (as amended)
- Childcare Act 2006
- Childcare (Disqualification) Regulations 2009
- DfE statutory guidance “Disqualification under the Childcare Act 2006” dated February 2015
- Female Genital Mutilation Act 2003
- Counter-Terrorism and Security Act 2015

Annexes:

- A. Flow chart of action where there are concerns about a child.
- B. Outline of Designated Safeguarding Lead responsibilities.

²⁸ Adopted 1st January 2008. www.swcpp.org.uk

Actions where there are concerns about a child



(1) In cases which also involve an allegation of abuse against a staff member, see Part four of this guidance.

(2) **Early help** means providing support **as soon as a problem emerges** at any point in a child's life. Where a child would benefit from co-ordinated early help, an early help inter-agency assessment should be arranged. Chapter one of Working together to safeguard children provides detailed guidance on the **early help** process.

(3) Under the Children Act 1989, local authorities are required to provide services for children in need for the purposes of safeguarding and promoting their welfare. This can include s17 assessments of children in need and s47 assessments of children at risk of significant harm. Full details are in Chapter one of Working together to safeguard children

(4) This could include applying for an Emergency Protection Order (EPO).

Emergency Services	999
Devon and Cornwall Police	101
Cornwall Children's Social Care Multi-Agency Referral Unit (MARU)	0300 123 1116
Cornwall Children's Social Care - out of hours	01208 251 300

Outline of Designated Safeguarding Lead Responsibilities

- ♦ considering whether the reported child or young person is in immediate danger or at risk of serious harm and if so **inform the police immediately**
- ♦ contacting, by telephone, the Multi Agency Referral Unit (MARU) 0300 123 1116 **as a matter of urgency**, in order to discuss the child protection concerns of possible abuse or neglect that the designated person has in connection with the child or young person, being prepared to provide the child's or young person's details and follow advice and guidance provided by the person handling the call;
- ♦ advising other workers on the LSCB threshold/continuum of need guidance;
- ♦ providing a written record of any formal referral by fax/post/e-mail to the MARU using the multi-agency referral form **within 1 day**;
- ♦ ensuring that, where a formal referral has not been agreed other sources of support for the child will be considered. Action will be taken to promote the welfare of a child in need of additional support, even if they are not suffering harm or are at immediate risk- such actions include instigating a Common Assessment Framework (CAF) process and/or referring to other Early Help provision and services including the Together for Families programme;
- ♦ ensuring that written records of concerns about a child are kept even if there is no need to make an immediate referral;
- ♦ ensuring that all such records are kept confidentially and securely and are **separate** from student records, with a front sheet listing dates and brief entries to provide a chronology;
- ♦ ensuring that an indication of further 'child protection related' record keeping is marked on the student's records;
- ♦ acting as a focal point for staff to discuss concerns, liaising with other agencies and professionals and supporting staff;
- ♦ attending child protection conferences (or delegating this requirement to another appropriately informed member of staff), family support meetings, core groups, or other multi-agency planning meetings; contributing to the Framework for Assessment process, and providing a report for the conference which has been shared with parents;
- ♦ ensuring that Cornwall Council's Directorate for Education, Health and Social Care is notified **immediately** when any student subject of a Child Protection Plan is absent without explanation;
- ♦ ensuring that all Academy staff (including volunteers and other adults) are aware of this policy and know how to recognise and refer any concerns;
- ♦ completing, with the Headteacher, an **annual** safeguarding audit to the Governing Body which details any changes to the policy and procedures; training undertaken by the DSL and by all staff and governors; relevant curricular issues; number and type of incidents/cases, and the number of students referred to Cornwall Council's Directorate for Education, Health and Social Care and subject of a Child Protection Plan (anonymised). If this self-assessment highlights any areas for improvement, this will be detailed in an action plan which will be signed off and monitored by the Named Governor for Safeguarding to ensure these improvements are implemented.
- ♦ completing, with the Headteacher, a return to the Local Authority and the CloSSCB, who have an auditing role in ensuring the Academy is meeting its safeguarding requirements under the Education (Independent School Standards) Regulations 2014;
- ♦ keeping themselves up to date with knowledge to enable them to fulfil their role, including attending relevant training as recommended by the CloSSCB;
- ♦ supporting the Headteacher in implementing all recommendations applicable to schools and education services arising from Serious Case Reviews; and
- ♦ providing advice and guidance to colleagues, attending inter-agency meetings (or supporting other staff to do so) and contributing to assessments;
- ♦ making provision for reporting concerns out of school hours;
- ♦ refer cases to the Channel programme; and
- ♦ to regularly audit all child protection records to ensure that robust records are being kept in an appropriate manner and in line with the Academy's guidance.