

**IFT SAFEGUARDING POLICY**

**September 2018**

<b>Written by</b>	Executive Team	Nov. 2015
<b>Reviewed by</b>	Sue Ivermee	Nov. 2016 July. 2018
<b>Approved by</b>	Trust Board approval	Sept 2018
<b>Adopted by academies</b>	By 26 October 2018: BFA – in full Crockerne – in full HMA – in full NSETC – in full St Katherine’s – in full	
<b>Next Review:</b>	Annually	July 2019

Signed: ...William Harding  
Chair of Trust / Local Governing Body

Date: 11.09.18

## St Katherine's School

This Policy was approved by the Trust Board on 12 September 2018 and adopted formally by the Local Governing Board on 11 September 2018.

Name of the Designated Safeguarding Lead is: Hayden Southon

Name of Deputy Designated Safeguarding Lead is : Justin Humphreys

Name of the Safeguarding Governor is: Sarah Parslow

In this policy the term "Headteacher" is used.

### **PART ONE: Introduction**

St Katherine's School and the governing body are clear about their responsibilities in relation to safeguarding and promoting the welfare of children/young people.

This policy reflects the statutory guidance from the Department for Education issued on 3 September, 2018 under Section 175 of the Education Act 2002, the Education (Independent School Standards) Regulations 2014, and the Non-Maintained Special Schools (England) Regulations 2015. Schools and colleges in England must have regard to it when carrying out their duties to safeguard and promote the welfare of children. For the purposes of this guidance children includes everyone under the age of 18. [Keeping children safe in education September 2018](#)

The statutory Policy should be read alongside statutory guidance:

- [Working together to safeguard children](#); and
- [What to do if you are worried a child is being abused - Advice for practitioners](#).

This statutory Policy should be read and followed by all academies, free schools and alternative provision academies in the Inspirational Futures Trust.

**All staff** should **read** at least **Part one** of this guidance and sign to say they have understood it and will adhere to it.

[Keeping children safe in education September 2018](#)

Schools and their staff are an important part of the wider safeguarding system for children. This system is described in statutory guidance [Working together to safeguard children](#):

Safeguarding and promoting the welfare of children is **everyone's** responsibility. **Everyone** who comes into contact with children and their families has a role to play. In order to fulfil this responsibility effectively, all professionals should make sure their approach is child-centred. This means that they should consider, at all times, what is in the **best interests** of the child.

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

- protecting children from maltreatment;
- preventing impairment of children's health or development;
- ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and
- taking action to enable all children to have the best outcomes.

Children includes everyone under the age of 18.

School staff are particularly important as they are in a position to identify concerns early, provide help for children, and prevent concerns from escalating.

**All** staff have a responsibility to provide a safe environment in which children can learn.

**All** staff should be prepared to identify children who may benefit from early help. Early help means providing support as soon as a problem emerges at any point in a child's life, from the foundation years through to the teenage years.

**Any staff member** who has a concern about a child's welfare should follow the referral processes set out in paragraphs 23-34 of [Keeping children safe in education September 2018](#) Staff should expect to support social workers and other agencies following any referral.

Every school should have a designated safeguarding lead who will provide support to staff to carry out their safeguarding duties and who will liaise closely with other services such as children's social care.

The designated safeguarding lead (and any deputies) are most likely to have a complete safeguarding picture and be the most appropriate person to advise on the response to safeguarding concerns.

The Teachers' Standards 2012 state that teachers (which includes headteachers) should safeguard children's wellbeing and maintain public trust in the teaching profession as part of their professional duties.

**All** staff should be aware of systems within their school which support safeguarding and these should be explained to them as part of staff induction. This should include:

- The child protection policy;
- The behaviour policy;
- The staff code of conduct;
- The safeguarding response to children who go missing from education; and
- The role of the designated safeguarding lead and any deputies.

**All** staff should receive appropriate safeguarding and child protection training which is regularly updated. In addition, all staff should receive safeguarding and child protection updates (for example, via email, and staff meetings), as required, and at least annually, to provide them with relevant skills and knowledge to safeguard children effectively.

**All** staff should be aware of their local early help process and understand their role in it.

**All** staff should be aware of the process for making referrals to children's social care and for statutory assessments under the Children Act 1989, especially section 17 (children in need) and section 47 (a child suffering, or likely to suffer, significant harm) that may follow a referral, along with the role they might be expected to play in such assessments.

**All** staff should know what to do if a child tells them he/she is being abused or neglected. Staff should know how to manage the requirement to maintain an appropriate level of confidentiality. This means only involving those who need to be involved, such as the designated safeguarding lead (or a deputy) and children's social care. Staff should never promise a child that they will not tell anyone about a report of abuse, as this may ultimately not be in the best interests of the child.

## **PART TWO: Procedures**

Our procedures for safeguarding children/young people will be in line with local Safeguarding Children Boards and the South West Child Protection Procedures. They will follow any guidance issued by The Department for Education (DfE), namely *Keeping children safe in education September 2018 (KCSIE)* and *Working Together to Safeguarding Children July 2018* issued by HM Government. Local Safeguarding Children Board Threshold Criteria for Children in Need and Child Protection Referrals provide a clear framework for identifying levels of need and the action required to support and safeguard children/young people.

### **2.1 Safer Recruitment**

The Trust Policy follows the relevant guidance in *Keeping children safe in education September 2018* (Section 3 Safer Recruitment) and from The Disclosure and Barring Service (DBS):

<https://www.gov.uk/government/organisations/disclosure-and-barring-service>

- Governors and staff on recruitment panels will undertake all appropriate safer recruitment training as outlined in *KCSIE September 2018*.
- All appropriate checks will be undertaken on staff and suitability including DBS checks. With regard to the recruitment of volunteers our policy will be rigorous and follow KCSIE 2018 and other DfE guidance with regard to regulated and supervised activity.
- We will ensure that all adults within our Academy who have access to children/young people have been checked as to their suitability as outlined in KCSIE 2016.
- We will ensure that all staff and volunteers have read the staff behaviour policy (code of conduct) and understand that their behaviour and practice needs to be in line with it.

- Where staff from another organisation are working with our children/young people on another site, the organisation adopts and implements the measures contained in the DfE guidance Safeguarding Children and Safer Recruitment in Education and that they carry out appropriate child protection checks and procedures.
- Pay due regard to the Disqualification by Association Guidance, Feb 2015

## 2.2. Allegations

Any allegations against staff other than the Headteacher, volunteers, governors, contractors and visitors that indicate that they may have:

- Behaved in a way that has harmed a child, or may have harmed a child;
- Possibly committed a criminal offence against or related to a child; or
- Behaved towards a child/young person or children/young people in a way that indicates he or she would pose a risk of harm to children/young people.
- Will be reported immediately to the Headteacher or the Designated Safeguarding Lead if the Headteacher is not present. The Headteacher will inform the Designated Officer for Allegations (DOFA), and Chief Executive Officer (CEO), the Principal, Weston College Group following the guidance *KCSIE 2018*

North Somerset Council Julie Bishop [julie.bishop-hss@n-somerset.gov.uk](mailto:julie.bishop-hss@n-somerset.gov.uk)  
01275 888808 [lado@n-somerset.gcsx.gov.uk](mailto:lado@n-somerset.gcsx.gov.uk)

Bristol City Council  
Nicola Laird  
**Tel:** 0117 903 7795  
**Mob:** 07795 091020

**Fax:** 0117 9037153

**Email:** [Nicola.laird@bristol.gov.uk](mailto:Nicola.laird@bristol.gov.uk)

- If the allegation concerns the Headteacher, the person receiving the allegation will immediately inform the Chair of Governors and CEO who will consult as above, without notifying the Headteacher first.

- The name of any member of staff considered not suitable to work with children/young people will be referred to the Disclosure and Barring Service (DBS) with the advice and support of Human Resources.

With regards to allegations being made against a **child**:

- A child against whom an allegation of abuse has been made (to another child or adult) may be suspended from the Academy during the investigation and the Academy's policy on behaviour, discipline and sanctions will apply.
- The Academy will take advice from the DOFA on the investigation of such allegations and will take all appropriate action to ensure the safety and welfare of all those involved including the child or young person accused of abuse.
- If it is necessary for a child to be interviewed by the Police or Social Services in relation to allegations of abuse, the Academy will ensure that, subject to the advice of the DOFA, parents are informed as soon as possible and that the child is supported during the interview by an appropriate adult.
- There may be occasions when a child's behaviour warrants a response under Child Protection Procedures rather than the Academy's disciplinary procedures. The Academy will take advice from Social Services as to the appropriate action to take.

### **2.3 Raising awareness and equipping children/young people with skills needed**

We recognise that because of the day to day contact with children/young people, Academy staff are well placed to observe the outward signs of abuse and that all staff, governors and trustees have a full and active part to play in protecting children/young people from harm. The Academy will therefore:

- Ensure children/young people know that there are adults in the Academy whom they can approach if they are worried;
- Embed opportunities in the curriculum and Academy life for children/young people to develop the skills they need to recognise and stay safe from

abuse, also including peer on peer abuse, online abuse, sexting, Child Sexual Exploitation, Radicalisation and \*Female Genital Mutilation;

*\*Whilst all staff should speak to the designated safeguarding lead (or deputy) with regard to any concerns about female genital mutilation (FGM), there is a specific **legal** duty on **teachers**. If a **teacher**, in the course of their work in the profession, discovers that an act of FGM appears to have been carried out on a girl under the age of 18, the teacher **must** report this to the police.*

- Raise the awareness of all staff members of the need to safeguard and promote the welfare of children/young people, and of their responsibilities in identifying and reporting possible cases of abuse;
- Ensure every member of staff (including temporary, supply staff and volunteers) and the governing board knows the name of the Designated Safeguarding Lead (DSL) and their deputies responsible for child protection and their role;
- Clearly display the names of the Designated Safeguarding Lead and their deputies, the safeguarding governor and trustee so they are clearly visible in the Academy. In addition, a statement explaining the Academy's role in referring and monitoring cases of suspected abuse and allegations will be displayed.

## 2.4 Implementing procedures for reporting abuse

Each Trust Academy will:

- Ensure a child centred and coordinated approach to safeguarding;
- Have a Designated Safeguarding Lead (a senior leader) for child protection who has undertaken one day multi-agency Advanced Safeguarding Training as recommended by the local Safeguarding Children Boards and updates this training every two years;

- Have a member/s of staff who will act in the Designated Safeguarding Lead's absence, and is known as the Deputy Designated Safeguarding Lead, who have also received multi-agency training, and who will be familiar with the roles and responsibilities and know the procedures to follow;
- Ensure that all staff are able to identify the Designated Safeguarding Lead and the Deputy Designated Safeguarding Lead;
- Ensure we have a nominated governor responsible for safeguarding who has been appropriately trained;
  
- Ensure all staff, volunteers and governors understand their responsibilities in being alert to the signs of abuse and neglect so that they are able to identify cases of children / young people who may be in need of help or protection and the importance of reporting their concerns expeditiously;
- Ensure all staff, volunteers and governors maintain an attitude of 'it could happen here' and when concerned about the welfare of a child always act in the best interest of the child;
- Notify Social Care immediately if there is an unexplained absence of any pupil who is subject to a Child Protection Plan (or an absence which has been explained by a parent or carer but the Academy remains concerned);
- Develop effective links with relevant agencies and co-operate as required with their enquiries regarding child protection matters including attendance at inter agency meetings, strategy meetings and case conferences;
- Keep clear written records of concerns about children/young people, even where there is no need to refer the matter immediately;
- Provide a systematic means of monitoring children/young people known or thought to be at risk of harm, and ensure we, the Academy, contribute to assessments of need and support plans for those children/young people and report to the Trust Board termly 1;

- Ensure all records are kept securely, separate from the main pupil file, and in locked locations;
- Understand their responsibility to safeguard children/young people requires that we all appropriately share any concerns that we may have about children/young people. This may include contacting the Single Point of Access (SPA), Social Care or the Designated Officer for Allegations (DOFA) who will provide consultation and advice for anyone working with children/young people;
- Ensure that parents are clearly informed of the Academy's responsibility for safeguarding and child protection and as such the Academy's policy (Policies) will be available for parents to view should they so wish;
- Seek to discuss any concerns about a child with their parents and gain consent to make a referral or an offer of support. However, if the Academy believes that notifying parents could increase the risk to the child or exacerbate the problem, advice will be taken in order to ensure the child's safety is not placed at risk;
- Ensure all members of staff have an awareness of types of abuse including abuse, physical abuse, emotional abuse, sexual abuse or neglect and are aware of the vulnerabilities associated with exploitation and radicalisation;
- Ensure all members of staff are provided with opportunities to receive Basic Awareness training by the Local Authority Safeguarding in Education Officer or other source in order to understand their responsibilities relating to safeguarding children/young people and the PREVENT agenda;
- Ensure that all staff members are aware of the systems within the Academy which support safeguarding – this should include the

safeguarding policy, staff behaviour policy and identify the Designated Safeguarding Lead. This information should form part of an induction process for any new member of staff;

- Ensure all staff members read at least part 1 of *KCSIE September 2018*. This will form part of an induction process for all new members of staff prior to commencing work with children/young people;
- Recognise that all matters relating to child protection are confidential and the Headteacher or Designated Safeguarding Lead will disclose personal information about a child to other members of staff on a need to know basis only;
- Ensure all staff must be aware that they have a professional responsibility to share information to other agencies in order to safeguard children/young people and that they cannot promise a child to keep secrets which might compromise the child's safety or well-being, or that of another child;
- Refer a child to Social Care 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 Social Care on this point;
- Be especially vigilant for children with Education, Health and Care Plans. Inspirational Futures Trust recognises that statistically children with SEN, behavioural difficulties and disabilities are most vulnerable to abuse.

## **2.5 Supporting children / young people who have been abused**

Each Trust Academy will:

- Recognise that a child who is abused, who witnesses violence or abuse who lives in a violent or abusive environment may feel helpless and humiliated, who has been subject to exploitation or radicalisation may blame him/herself, and find it difficult to develop and maintain a sense of self-worth;

- Recognise that the Academy may provide the only stability in the lives of children/young people who have been abused, exploited or radicalised or who are at risk of harm;
- Be aware that research shows that the behaviour of a child in these circumstances may range from that which is perceived to be normal to a change in personality and or demeanour;
- Ensure these children/young people are particularly closely monitored and supported and any concerns are recorded and reported to Social Care;
- Attend case conferences, core group meetings and other liaison meetings as necessary;
- Implement a Personal Education Plan (PEP) for all Children in Care and a Pastoral Support Plan (PSP) or Individual Education Plan (IEP) for other children/young people where there is a need for specific support in Academy.

## **2.6 Establish a safe environment for all children/young people**

Each Trust Academy will:

- Support the child's development in ways that will foster security, confidence and resilience in every aspect of Academy life including through the curriculum;
- Provide an environment in which children/young people feel safe, secure, valued and respected, feel confident and know how to approach adults if they are in difficulties;
- Ensure that children/young people are educated about the expectations they should have relating to the behaviour of adults who work with them;

- Develop effective working relationships with all other agencies involved in safeguarding children/young people such as Early Years' Service, Social Care, Community Family Teams, The Police, Child and Adolescent Mental Health Services, PREVENT Partnership Board, Channel Panel, specialist domestic abuse support service and domestic abuse Multi Agency Risk Assessment Conferences (MARAC);
- Ensure that we have a named Designated Teacher for Children Looked After and that we provide the best opportunities and support for children/young people to achieve the best outcomes and participate in Academy life;
- Contribute to the wider safeguarding agenda by working with the local community and following government guidance to help our children/young people live in a safe environment;
- Recognise that staff working in the Academy who have become involved with a child who has suffered harm, or appears to be likely to suffer harm may find the situation stressful and upsetting;
- Support our staff by providing an opportunity to talk through their anxieties with the Designated Safeguarding Lead and to seek further support where needed;
- Ensure that Academy policies and publications which contribute towards safeguarding children and young people are acted upon, reviewed and updated regularly;
- Ensure that any contractor, or any employee of the contractor, who is to work at the school or college, has been subject to the appropriate level of DBS check. Contractors engaging in regulated activity will require an enhanced DBS certificate (including barred list information). For all other contractors who are not engaging in regulated activity, but whose work provides them with an opportunity for regular contact with children, an enhanced DBS check (not including barred list information) will be required. In considering whether the contact is regular, it is irrelevant whether the contractor works on a single site or across a number of sites;
- Ensure that under no circumstances should a contractor in respect of whom no checks have been obtained be allowed to work unsupervised, or engage in regulated activity. Schools and colleges are responsible for determining the appropriate level of supervision depending on the circumstances;

- Ensure if a contractor working at a school is self-employed, the school should consider obtaining the DBS check, as self-employed people are not able to make an application directly to the DBS on their own account;
- Ensure and check the identity of contractors and their staff on arrival at the school;
- Ensure under no circumstances a volunteer in respect of whom no checks have been obtained be left unsupervised or allowed to work in regulated activity;
- Ensure volunteers who, on an unsupervised basis teach or look after children regularly, or provide personal care on a one-off basis in schools, will be in regulated activity. The school should obtain an enhanced DBS certificate (which should include barred list information) for all volunteers who are new to working in regulated activity. Existing volunteers in regulated activity do not have to be re-checked if they have already had a DBS check (which includes barred list information);
- Conduct a repeat DBS check (which should include barred list information) on any such volunteer should they have concerns;
- Ensure the school undertakes a risk assessment and use their professional judgement and experience when deciding whether to obtain an enhanced DBS certificate for any volunteer not engaging in regulated activity.

*There are certain circumstances where schools may obtain an enhanced DBS certificate (not including barred list information), for volunteers who are not engaging in regulated activity. Employers are not legally permitted to request barred list information on a supervised volunteer as they are not considered to be engaged in regulated activity.*

- In the case of an Academy Trust, including those established to operate a free school, the Trust must require enhanced DBS checks on all members of the Academy Trust, individual charity trustees, and the chair of the Board of Charity Trustees. Academy Trusts, including those established to run a free school, have the same responsibilities as all independent schools in relation to requesting enhanced DBS certificates for permanent and supply staff.

- Where an Academy Trust delegates responsibilities to any delegate or committee (including a local governing board), the Trust must require DBS checks on all delegates and all member of such committees.
- Academy Trusts must also check that members are not barred from taking part in the management of the school as a result of a section 128 direction.
- Where our children/young people are working with another organisation on their site, the Academy will review the safeguarding policy of that organisation and if it does not meet statutory requirements will ask that organisation to adopt this IFT policy.
- If a child/young person is absent from the site of another organisation that IFT Academy has arranged as part of their timetable then that organisation will be instructed to inform the Academy that they child / young person is absent within one hour of the scheduled start time of the programme.
- Where a child/young person has dual-enrolment at two academies both organisations will receive the safeguarding policy of the other organisation.
- If a child/young person does not arrive at one organisation for a timetabled programme then the organisation at which the child is expected will inform the other organisation within one hour of scheduled arrival of the child/ young person.
- Ensure that any child currently on the child protection register who is absent without explanation for two days is referred to Social Services.

### **PART THREE: POLICY REVIEW**

The Trust Board is responsible for ensuring the annual review of this policy.

This policy has been developed in accordance with the principles established by the Children Act 189; and in line with government advice, National guidance and local publications:

- Working Together to Safeguard Children July 2018
- Keeping children safe in education September 2018

- [Guidance on the inspection of safeguarding from Ofsted \(August 2016\)](#)
- [Statutory Framework for the Early years foundation Stage \(March 2014\)](#)
- [Children missing in education \(September 2016\)](#)
- <https://www.safeguardingschools.co.uk/wp-content/uploads/2015/10/Guidance-for-Safer-Working-Practices-2015-final1.pdf>
- [https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/439598/prevent-duty-departmental-advice-v6.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/439598/prevent-duty-departmental-advice-v6.pdf)

