



Safeguarding Policy and Procedures

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Signature of the Chair Of Governors	
Name of the Chair of Governors (Please print)	Mr J Copping

Safeguarding Policy and Procedures

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Safeguarding Policy

1.0 Statement of Policy

This policy has been developed in accordance with the principles established by the Children Acts 1989 and 2004 and in line with government publications: 'Working Together to Safeguard Children' 2013, Revised Safeguarding Statutory Guidance 2 'Framework for the Assessment of Children in Need and their Families' 2000, 'What to do if You are Worried a Child is Being Abused' 2003. The guidance reflects, 'Keeping Children Safe in Education' 2014.

The Governors of The Grangefield Academy recognise the legal and moral duty to promote the well-being of children, and protect them from harm, and respond to child abuse.

Every child regardless of age has at all times and in all situations a right to feel safe and protected from any situation or practice that results in a child being physically or psychologically damaged.

All staff have a primary responsibility for the care, welfare and safety of the students in their charge, and this duty will be carried out through teaching and learning, extra-curricular activities, pastoral care and extended Academy activities. In order to achieve this, all members of staff (including volunteers and Governors), in whatever capacity, will at all times act proactively in child welfare matters especially where there is a possibility that a child may be at risk of significant harm.

The Governors seek to adopt an open and accepting attitude towards children as part of the responsibility for pastoral care. The Governors hope that parents/carers and children will feel free to talk about any concerns and will view the Academy as a safe place if there are any difficulties at home.

Children's worries and fears will be taken seriously if they seek help from a member of staff. Staff cannot promise confidentiality if concerns are such that a referral must be made to the appropriate agencies in order to safeguard the child's welfare.

If there are suspicions that a child's physical, sexual or emotional well-being is being, or is likely to be, harmed, or that they are being neglected, appropriate action will be taken in accordance with the procedures issued by Stockton Local Safeguarding Children Board (SLSCB).

2.0 Prime Responsibilities

- 2.1** All staff (including volunteers) in the Academy are an integral part of the child safeguarding process. It is therefore recognised that safeguarding children is a responsibility for all staff, including volunteers, the Governing body and all adults who work in the Academy. Safeguarding is an integral aspect of the wider Academy curriculum, environment and ethos.
- 2.2** Through training and supervision (by the designated member of staff), it is ensured that all staff and volunteers in the Academy are alert to the possibility that a child is at risk of suffering harm, and know how to report concerns or suspicions. Staff with

designated responsibility for child protection will receive appropriate training to the minimum standard set out by SLSCB.

- 2.3 There is a designated member of staff with knowledge and skills in recognising and acting on child protection concerns. He or she will act as a source of expertise and advice, and is responsible for co-coordinating action within the Academy and liaising with other agencies.
- 2.4 All staff and volunteers must ensure (through the designated member of staff) that concerns are shared with others who need to know, and assist in any referral process. If there is a suspicion that a child may be suffering, or may be at risk of suffering significant harm, the designated member of staff will refer on to Children's Services in accordance with the procedures issued by SLSCB. In the event that neither the designated person nor designated safeguarding lead are available and a member of staff believes a child may be at risk then they should refer to The Children's Hub on 01429 284284.
- 2.5 All adults involved in working with children must safeguard the welfare of children, through positive measures to address bullying, especially where this is aggravated by sexual or racial factors, disability or special educational needs.
- 2.6 All staff are made aware of the child protection procedures established by SLSCB and must act on any guidance or advice contained in those procedures.
- 2.7 Through the recruitment and selection of volunteers, governors and paid employees, it will be ensured that all adults who work in the Academy are deemed as suitable to work with children.
- 2.8 Action will be taken swiftly and appropriate referrals made where an allegation is made that a member of staff has committed an offence against a child, harmed a child, or acted in a way that calls into question their suitability for working with children. The allegation will be dealt with in accordance with the SLSCB Guidance on Allegations against Staff, Carers and Volunteers. (See section on allegations against staff).

3.0 Designated Member of staff

- 3.1 The designated member of staff (designated person) for child protection in the Academy is:

Amanda Renwick (Behaviour & Safeguarding Co-ordinator)

- 3.2 The position above will be overseen by the Designated Safeguarding Lead who is a senior member of staff. In the absence of the Designated Person, matters will be dealt with by:

Donna Park (Vice Principal)

- 3.3** The designated person is key to ensuring that proper procedures and policies are in place and are followed with regard to child safeguarding issues. They will also act as a dedicated resource available for other staff, volunteers and governors to draw upon.
- 3.4** The designated person need not be a teacher but must have the status and authority within the Academy management structure to carry out the duties of the post – they therefore report to a senior member of staff in the Academy as their line manager.
- 3.5** All members of staff (including volunteers) must be made aware of who this person is and what their role is.
- 3.6** The designated person will act as a source of advice and coordinate action within the Academy over child protection cases.
- 3.7** The designated person will liaise with other agencies and build good working relationships with colleagues from these agencies and should possess skills in recognising and dealing with child welfare concerns.
- 3.8** The designated person is the first person to whom members of staff report concerns.
- 3.9** The designated person is responsible for referring cases of suspected abuse or allegations to the relevant investigating agencies according to the procedures established by Stockton Borough Council (SBC).
- 3.10** The designated person is not responsible for dealing with allegations made against members of staff. However, the designated person will attend any LADO (Local Authority Designated Officer) meetings and take responsibility for any action that may need to be taken in connection with the child involved in the allegation, if applicable.

The designated person must:

- Act as a source of advice, support and expertise within the Academy and be responsible for coordinating action regarding referrals by liaising with Children’s Services and other relevant agencies over suspicions that a child may be suffering harm.
- Cascade safeguarding advice and guidance issued by SBC. Where there are concerns that a referral has not been dealt with in accordance with the child protection procedures, this must be investigated further by the designated person.
- Ensure each member of staff and volunteers at the Academy, and regular visitors (such as Education Welfare Officers, Youth Direction personal advisors, trainee teachers and supply teachers) are aware of and can access readily, this policy.
- Liaise with the Principal to inform her of any issues and ongoing investigations and ensure there is always cover for the role.
- Ensure that this policy is updated and reviewed annually and work with the designated governor for child protection regarding this.
- Be able to keep detailed accurate secure written records of referrals/safeguarding concerns, and ensure that these are held in a secure place.
- Ensure that information relevant to safeguarding is shared appropriately both internally and with other relevant agencies
- Ensure parents are aware of the child protection policy in order to alert them to the fact that the Academy may need to make referrals. Raising parents’ awareness

may avoid later conflict if the Academy does have to take appropriate action to safeguard a child.

- Where children leave the Academy roll, ensure any child protection file is transferred to the new Academy/school as soon as possible, separately from the main file, and addressed to the designated person for child protection.
- Where a child leaves and the new school is not known, ensure that the local authority is alerted so that the child's name can be included on the database for missing students.
- Deal effectively with persistent absence.

The designated person also has an important role in ensuring all staff and volunteers receive appropriate training. They must:

- Attend training in how to identify abuse and know when it is appropriate to refer a case.
- Have a working knowledge of how SLSCB operates and the conduct of a child protection case conference and be able to attend and contribute to these when required.
- Attend any relevant or refresher training courses and then ensure that any new or key messages are passed to other staff, volunteers and Governors.
- Make themselves (and any deputies) known to all staff, volunteers and Governors and ensure those members of staff have had training in child protection. This should be relevant to their needs to enable them to identify and report any concerns to the designated person immediately.

4.0 Designated Governor

The Designated Governor for Child Protection at this Academy is:

David Barker

Child protection is important. Where appropriate, the Governors will ensure that sufficient resources are made available to enable the necessary tasks to be carried out properly under inter-agency procedures. The Governors will ensure that the designated member of staff for child protection is given sufficient time to carry out his or her duties, including accessing training.

4.1 The Governors will review safeguarding practices in the Academy on a regular basis, and no less than annually, to ensure that:

- The necessary procedures are being adhered to; to safeguard the welfare of children at the Academy.
- Members of staff and volunteers are aware of current practices in this matter, and that staff receive training where appropriate.
- Child protection is integrated with induction procedures for all new members of staff and volunteers.

- The Academy follows the procedures agreed by SLSCB, and any supplementary guidance issued by the Local Authority or any other regulatory body.
- Only persons who have been subject to the necessary safeguarding checks and deemed as suitable to work with children shall be employed in the Academy or work here in a voluntary capacity.
- The necessary procedures are followed when an allegation is made against a member of staff and where safeguarding concerns about a member of staff are substantiated, the appropriate action will be taken, which could include disciplinary action.
- All Governors are DBS checked if they are working with children.

5.0 Recruitment

In line with the **DCSF Keeping Children Safe in Education (2017)** in order to ensure that children are protected whilst at this Academy, staff and volunteers are carefully selected, screened, trained and supervised.

- 5.1** The guidance set out in “**Keeping Children Safe in Education (2017)**”, Will be followed, in particular:
- 5.2** At least 2 references will be obtained for potential candidates; the offer of appointment will only be made following satisfactory receipt of these references. If any reference suggests there may be a concern regarding the applicant’s suitability to work with children this will be followed up with the referee by the Principal to ascertain said suitability, and no appointment will be made if there is room for doubt.
- 5.3** The necessary recruitment and vetting checks will be obtained prior to appointment. These include:
- Identity checks to establish that applicants are who they claim to be
 - Children’s List checks
 - Checks to confirm qualifications that are a legal requirement for the post, including QTS and registration with the GTC
 - Checks to confirm the right to work in the UK and if the appointee has lived outside of the UK, further checks as are considered appropriate
 - Medical fitness requirements
 - In the case of DBS disclosures, the certificate will be obtained before or as soon as practicable after appointment. However, a risk assessment will be completed prior to commencing employment if the DBS has not been received.
- 5.4** All checks will be entered onto the Academy Single Central Record which will be closely monitored and kept up to date.
- 5.5** At least one member of the recruitment panel will have undertaken the Safer Recruitment online training provided by the Children’s Workforce Development Council.

6.0 Volunteers

It is recognised that some people otherwise unsuitable for working with children may use volunteering to gain access to children; for this reason, any volunteers in the Academy, in whatever capacity, will be given the same consideration as paid staff.

Where a parent or other volunteer helps on a one-off basis, he/she will only work under the direct supervision of a member of staff, and at no time have one to one contact with children. The appropriate risk assessment will be completed. However, if a parent or other volunteer is to be in the Academy regularly or over a longer period then they will be checked to ensure their suitability to work with children. Any volunteers must have valid DBS which will be checked by Reception staff as well as ensuring that photo identification is presented when entering the Academy and that they wear a visitors badge for the duration of their visit.

7.0 Induction and Training

All new members of staff will receive induction training and the Academy Safeguarding Statement, which will give an overview of the organisation and ensure that the purpose, values, services and structure are known to all, as well as identifying and reporting abuse, and confidentiality issues.

All staff will be expected to attend training on safeguarding children that will enable them to fulfil their responsibilities in respect of child protection effectively. The Academy will provide this training through the designated person.

Staff will attend refresher training every three years to equip them to carry out their responsibilities for child protection. The designated person will undertake training in inter agency working that is provided by, or is at the standard agreed by, the LSCB every two years.

8.0 Dealing with concerns

Members of staff and volunteers are not required to investigate suspicions; if a person believes that a child may be suffering, or may be at risk of suffering significant harm, they must always refer such concerns to the designated person, who will refer the matter to the relevant Children's Services. Only when the designated person or designated safeguarding lead are unavailable and a member of staff believes a child may be at risk, should they refer directly to Children's Social Care.

Volunteers and staff will follow the procedures below;

- Upon the receipt of any information from a child, or if any person has suspicions that a child may be at risk of harm, or
- If anyone observes injuries that appear to be non-accidental, or
- Where a child or young person makes a direct allegation or implies that they have been abused, or
- Makes an allegation against a member of staff.

¹ Allegation that the member of staff has harmed a child, committed an offence against a child, or behaved in a way that questions their suitability to work with children.

They must record what they have seen, heard or know accurately at the time the event occurs, and share their concerns with the designated person (or Principal if an allegation about a member of staff) and agree the action to take (if any).

All members of staff and volunteers must be made familiar with the procedures for keeping a confidential written record of any incidents and with the requirements of SBC. Where any member of staff fails or delays to report their concerns, this may be dealt with as a disciplinary matter.

9.0 Safeguarding in the Academy

As well as ensuring that child protection concerns are addressed, it will also be ensured that children are kept safe from harm whilst they are in the care of the Academy.

This policy must therefore be read in conjunction with the Academy's policies on:

- Personal, Social and Health Education and Sex and Relationships Education; child protection issues will be addressed through the curriculum as appropriate.
- Bullying; the Academy will also ensure that bullying is identified and dealt with so that any harm caused by other students can be minimised. We will pay particular attention to sexualised behaviour, or bullying that is homophobic in nature, or where there appear to be links to domestic abuse in the family home.
- Safer recruitment and code of conduct for staff.
- Racist incidents.
- Behaviour and the Academy rules.
- Health & Safety. (Accident Book and Fire Book - drills)
- Allegations against members of staff.
- Monitoring of visitors
- Harassment and discrimination
- Drug and substance abuse
- Educational visits off site
- Meeting the needs of students with medical conditions
- School security, including e safety
- Social Networking Policy

10.0 Photographing students

It is understood that parents like to take photos of or video record their children in the Academy play, or at sports day, or Academy presentations. This is a normal part of family life, and parents will not be discouraged from celebrating their child's successes.

However, if there are Health and Safety issues associated with this - i.e. the use of a flash when taking photos could distract or dazzle the child, and cause them to have an accident, parents will be encouraged to use film or settings on their camera that do not require flash.

Others will not be allowed to photograph or film any student during an Academy activity without the specific parent's permission.

Images of students will not be used on Academy websites, publicity, or press releases, without express permission from the parent, and if such permission is obtained, individual children will not be identified by name.

The Trustees may withdraw the right, through the Principal to photograph students in specific situations.

11.0 Confidentiality

The Governors, and all members of staff, will ensure that all data about students is handled in accordance with the requirements of the law, and any national and local guidance.

Any member of staff who has access to any information about a child or the child's family must take all reasonable steps to ensure that such information is only disclosed to those people who need to know.

Regardless of the duty of confidentiality, if any member of staff has reason to believe that a child may be suffering harm, or be at risk of harm, their duty is to forward this information without delay to the designated member of staff for child protection.

12.0 Conduct of staff

The Governors have a duty to ensure that professional behaviour applies to relationships between staff and children, and that all members of staff are clear about what constitutes appropriate behaviour and professional boundaries.

At all times, members of staff are required to work in a professional way with children. All staff should be aware of the dangers inherent in:

- Working alone with a child
- Physical interventions
- Cultural and gender stereotyping
- Dealing with sensitive information
- Giving to and receiving gifts from children and parents
- Contacting children through private telephones (including texting), e-mail, MSN, or social networking websites
- Disclosing personal details inappropriately
- Meeting students outside Academy hours or Academy duties
- Members of staff may only transport pupils in their own vehicles if another professional is present. This must be agreed with their line manager and where possible a parent/carer

For the transportation of pupils to sporting fixtures the Academy minibus is to be used with two members of staff present. On occasions where the minibus is unavailable the above bullet point is to be adhered to.

If any member of staff has reasonable suspicion that a child is suffering harm, and fails to act in accordance with this policy and LSCB procedures, we will view this as misconduct, and take appropriate action.

13.0 Physical contact and restraint

Members of staff may have to make physical interventions with children. Members of staff should only do this where:

- It is necessary to protect the child, or another person, from immediate danger

Any use of physical intervention must be recorded and the parent/ person with parental responsibility must be informed at the earliest opportunity.

14.0 Allegations against members of staff

If an allegation is made that any member of staff (including any volunteer or Governor) may have:

- Committed an offence against a child.
- Placed a child at risk of significant harm.
- Behaved in a way that calls into question their suitability to work with children.

The allegation will be dealt with in accordance with national guidance and agreements, as implemented locally by the LA designated officer for allegations and as detailed in the SLSCB Guidance on Allegations against Staff, Carers and Volunteers.

The Principal, (or designated officer nominated by the Principal) rather than the designated member of staff will handle such allegations, unless the allegation is against the Principal, when the Chair of Governors will handle the Academy's response. Depending on the nature and seriousness of the issue appropriate disciplinary action may be taken following the disciplinary procedure adopted by the Governing Body. However, the procedure is designed to protect both children and staff so any malicious allegations made by children will be dealt with seriously.

15.0 Before and after Academy activities

Where the Governing Body transfers control of use of Academy premises to bodies (such as sports clubs) to provide out of Academy hours activities, these bodies must have appropriate safeguarding and child protection policies and procedures, and that there are arrangements in place to link with the Academy on such matters. All staff employed by such bodies must have been subject to the usual safeguarding checks. Such considerations will be made explicit in any contract or service level agreement with the bodies.

16.0 Contracted services

Where the Governing Body contracts its services to outside providers, these providers must have appropriate safeguarding and child protection policies and procedures, and that there are arrangements in place to link with the Academy on such matters. All staff employed by such bodies must have been subject to the usual safeguarding checks. Such considerations will be made explicit in any contract or service level agreement with the provider, for example in partnership activities and activities involving regular movement of students.