



SAFEGUARDING AND CHILD PROTECTION POLICY

VERSION 1

06/11/2017

Safeguarding and Child Protection Policy

Safeguarding Contacts	Home if applicable	Mobile
Designated Safeguarding Leads		
Deputy Designated Safeguarding Leads		
Nominated Trustee for Safeguarding		
Local Authority Designated Officer (LADO)	0300 1232044	
Social Services Referrals	03456066167	
Out of Hours Social Services	03456066167	
Police	999/101	
NSPCC Whistleblowing Helpline	0800 028 0285	

We believe this policy should be a working document that is fit for purpose, represents the Waveney Valley Academies Trust ethos, enables consistency and quality across our academies and is related to the following legislation:

- Children Act 1989
- Education Act 2002
- Female Genital Mutilation Act 2003
- Sexual Offences Act 2003
- Children Act 2004
- Safeguarding Vulnerable Groups Act 2006
- Education and Inspections Act 2006
- Children and Young Persons Act 2008
- Childcare (Disqualification) Regulations 2009
- Police Act 1997 (Criminal Records) (No. 2) Regulations 2009
- Academy Staffing (England) Regulations 2009
- Equality Act 2010
- Education Act 2011
- Protection of Freedoms Act 2012
- Counter Terrorism and Security Act 2015
- Serious Crime Act 2015

The following documentation is also related to this policy:

- Dealing with Allegations of Abuse against Teachers and other Staff: Guidance for Local Authorities, Headteachers, School Staff, Governing Bodies and Proprietors of Independent Schools (DfE)
- Equality Act 2010: Advice for Schools (DfE)
- Keeping Children Safe in Education: Statutory Guidance for Schools and Colleges (DfE 2016)
- Mental Health and Behaviour in Schools: Departmental Advice (DfE 2014)
- Information Sharing 2015 (HM Government)
- What to do if you're worried a child is being abused 2015 (HM Government)
- Working Together to Safeguard Children: A Guide to Inter-agency Working to Safeguard and Promote the Welfare of Children
- Inspecting Safeguarding in Early Years, Education and Skills Settings (Ofsted)
- School Inspection Handbook (Ofsted)

- The Prevent Duty: Department advice for schools and childcare providers (DfE)
- Mandatory Reporting of Female Genital Mutilation - procedural information (HM Government)

Waveney Valley Academies Trust is committed to safeguarding and promoting the welfare of all children and takes account of the information contained in the DfE documents 'Working Together to Safeguard Children' and 'Keep Children Safe in Education: Statutory Guidance for Schools and Colleges (DfE 2016)'. The safety and protection of children is of paramount importance to everyone in this trust and we work hard to create a culture of vigilance. At all times we will ensure what is best in the interests of all children.

Safeguarding and promoting the welfare of children is best defined 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'. (Keep Children Safe in Education: Statutory Guidance for Schools and Colleges (DfE 2016))

All children have the right to be safe in our society. Therefore, we recognise that we have a duty to ensure arrangements are in place for safeguarding and promoting the welfare of children by creating a positive atmosphere through our teaching and learning, pastoral support and care for both students and personnel. We teach all our children and personnel about safeguarding. We are aware that the majority of abuse cases involve someone a child already knows such as a family member or close friend. We agree with the advice from NSPCC that 'parents should not leave it up to teachers' to talk to children about sexual abuse but to talk to them themselves. Therefore, our academies will organise awareness training workshops for parents outlining various ways and opportunities for them to approach this delicate subject.

Safeguarding is what we do for all children, whilst child protection refers to the procedures we use for children at risk of significant harm or who have been harmed.

We acknowledge that children can be harmed physically, emotionally, sexually or by neglect. It is our duty to report any concerns that we have of child abuse as the health, safety and protection of all children is paramount. We are aware that if abuse is suspected by another child then child protection procedures will be applied to both children.

The following are types of abuse and neglect:

Abuse: a form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by

others (e.g. via the internet). They may be abused by an adult or adults or by another child or children.

Physical abuse: a form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

Emotional abuse: the persistent emotional maltreatment of a child such as to cause severe and adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyberbullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, although it may occur alone.

Sexual abuse: involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

Neglect: the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to: provide adequate food, clothing and shelter (including exclusion from home or abandonment); protect a child from physical and emotional harm or danger; ensure adequate supervision (including the use of inadequate care-givers); or ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

(Keeping Children Safe in Education: Statutory Guidance for Schools and Colleges (DfE 2016))

We have a duty to ensure academy personnel have the skills, knowledge and understanding to keep looked after children safe and to be alert to the additional safeguarding challenges to children with special educational needs and disabilities.

Sexual exploitation 'can take many forms from the seemingly "consensual" relationship where sex is exchanged for attention/affection, accommodation or gifts, to organised crime and child trafficking. What marks out exploitation is an imbalance of power within the relationship. The perpetrator always holds some kind of power over the victim, increasing the dependence of the victim as the exploitative relationship develops.' We will report any concerns we may have regarding a student being possibly sexually exploited.

Female genital mutilation (FGM) is a form of child abuse and violence against women and affects girls particularly from North African countries. It is illegal in England and Wales to allow girls to undergo this practice, which involves the 'partial or total removal of the external female genitalia for non-medical reasons'.

Section 5b of the FGM Act 2003 has introduced a mandatory reporting duty which requires health and social care professionals and teachers in England and Wales to report to the police when a girl under the age of 18 informs them that FGM has been carried out on them or if they observe physical signs that FGM has been carried out.

Extremism: there are extremist groups within our country who wish to radicalise vulnerable children and to involve them in terrorism or in activity in support of terrorism. Periodic risk assessments are undertaken to assess the risk of students being drawn into terrorism. Personnel within our academies must be aware of the increased risk of online radicalisation, and be alert to changes in student's behaviour. Any concerns will be reported to the Designated Safeguarding Lead.

Under the 'Counter-Terrorism and Security Act 2015' we have the duty to have 'due regard to the need to prevent people from being drawn into terrorism'. This duty is known as the **Prevent** duty and it is essential that our personnel are able to identify those who may be vulnerable to radicalisation or being influenced by extremist views, and then to know what to do when they are identified.

We provide a safe environment where we promote students' welfare. Within this environment we work hard to build students' resilience to radicalisation and extremism by promoting fundamental British values and for everyone to understand the risks associated with terrorism. We want students to develop their knowledge and skills in order to challenge extremist views.

Advice and support to protecting children from the risk of **radicalisation** is provided for all personnel by the Trust Designated Safeguarding Leads who have undertaken Prevent awareness training (Workshop to Raise Awareness of Prevent). Online general awareness training will also be provided by the Channel programme for all academy personnel who provide support to those who have been identified as being vulnerable to being drawn into terrorism.

We will deal with all incidents of **sexting** that involves the 'sending or posting of sexually suggestive images, including nude or semi-nude photographs, via mobiles or over the Internet.'

Privately fostered children fall into the category of a potentially vulnerable group and must be monitored by the local authority. Therefore, it is our duty to report to the local authority any child who we suspect is being privately fostered. On admission to our academies we will ensure that the parental responsibility of a child is established.

We have a duty to create and maintain a culture of **safe recruitment** and to establish and maintain correct procedures that will 'help deter, reject or identify people who might abuse children.' Procedures such as criminal record checks (**DBS checks**), barred list checks and prohibition checks, together with references and interview information, to be used in order to determine the suitability of a prospective employee.

We are committed in establishing and maintaining correct procedures and checks for **safer recruitment** for all new staff, agency staff, contractors, volunteers and governors and the establishment of sound working relationships with parents and support agencies.

We will ensure that all personnel in our academies attend regular **awareness training** on a wide range of safeguarding topics and that the Designated Safeguarding Lead and Alternates undertake annual training in their role.

We have a duty to ensure that under no circumstances will we **disclose** to a parent any information held on a child if this would put the child at risk of significant harm.

The trust acknowledges that personnel must only ever use **physical intervention** as a last resort, when a child is endangering him/herself or others, and at all times it must be the minimal force necessary to prevent injury to another person. Where practical, de-escalation techniques should be employed. Personnel should be able to justify their response to the situation, retrospectively.

We recognise **whistle blowing** is the reporting of suspected wrongdoing in the workplace which is regarded as making a disclosure in the public interest. We actively encourage all personnel and visitors to our academies to report any serious concerns they may have about any aspect of the trust such as:

- health and safety concerns
- damage to academy environments
- a criminal offence that has taken place or is about to take place
- disobeying the law
- the covering up of a wrong doing
- the conduct of its personnel or others acting on behalf of the trust.

Aims

- To have in place procedures to ensure that we meet our responsibilities for safeguarding and promoting the welfare of children from abuse
- To ensure that all trust personnel are aware of what action to take when dealing with a child protection issue
- To establish and maintain an ethos where children and parents feel secure in being able to talk confidently to academy personnel about any concerns or fears they may have knowing that they will be taken seriously
- To be alert to the additional safeguarding challenges to keeping looked after children and children with special educational needs and disabilities safe
- To protect children from the risk of radicalisation and extremism
- To ensure all concerns about FGM are reported
- To establish and maintain procedures for safer recruitment and to establish and maintain sound working relationships with parents and support agencies
- To ensure compliance with all relevant legislation connected to this policy

Responsibility for the Policy and Procedure

The **Trust Board** has the responsibility to ensure the following are in place:

- To delegate powers and responsibilities to the Headteachers and Designated Safeguarding Leads to ensure everyone connected with their academies are aware of and complies with this policy and other safeguarding policies
- The responsibility for ensuring that the academy complies with all equalities legislation
- To ensure that the policies, procedures and training in academies is effective and complies with the law at all times
- To ensure that all trustees and governors are fully aware of their safeguarding responsibilities and undertake appropriate training
- To ensure trustees, governors and academy personnel are aware of:
 - Working Together to Safeguard Children (DfE 2013)
 - Keeping Children Safe in Education (DfE 2016)
- To have in place a safer recruitment policy and procedures, including appropriate use of reference checks on new staff and volunteers
- To receive an annual report from Headteachers on safeguarding students in each academy

The **Headteacher** has been given delegated powers and responsibilities:

- To ensure Disclosure and Barring Service checks are undertaken for everyone working with children in their academy
- To make a 'referral to the Disclosure and Barring Service if a person in regulated activity has been dismissed or removed due to safeguarding concerns, or would have been had they not resigned.'
- To ensure students are taught about safeguarding, including online, through teaching and learning opportunities, as part of providing a broad and balanced curriculum and covers relevant issues through personal, social, health and economic education (PSHEE) and through sex and relationship education (SRE)
- To ensure online safety, ensuring that appropriate filters and monitoring systems are in place
- To undertake periodic checks to ensure all safeguarding procedures are working effectively
- To appoint members of the senior leadership team to act as the Designated Safeguarding Lead and Alternate Designated Safeguarding Lead
- To ensure the Designated Safeguarding Lead and Alternates attends appropriate refresher training annually
- To ensure that the Headteacher, academy personnel and volunteers undertake regular and annual safeguarding and child protection training
- To ensure close working links with social care, the police, health services and other services to promote the welfare of children and protect them from harm
- To ensure 'safeguarding arrangements take into account the procedures and practice of the local authority as part of the inter-agency safeguarding procedures set up by the LSCB.'
- To share information with local agencies
- To be responsible for ensuring that the academy complies with all equalities legislation
- To create and maintain a culture of vigilance and a learning environment that is safe, secure and welcoming for children with sound security systems and procedures
- To ensure all academy personnel and governors read Part One of 'Keeping Children Safe in Education'
- To ensure all academy personnel are familiar with:
 - this policy
 - Academy Personnel Code of Conduct policy
 - Keeping Children Safe in Education: Statutory Guidance for Schools and Colleges (DfE 2014)
 - Information Sharing 2015 (HM Government)
 - What to do if you're worried a child is being abused 2015 (HM Government)
 - Working Together to Safeguard Children: A Guide to Inter-agency Working to Safeguard and Promote the Welfare of Children
 - The Prevent Duty: Department advice for schools and childcare providers (DfE)
 - Mandatory Reporting of Female Genital Mutilation - procedural information (HM Government)

- To publish this policy:
 - on the academy's website
 - in the academy handbook
- To ensure all academy personnel and volunteers understand the safeguarding risks to children and how to report any concerns they may have
- To keep an updated training attendance record and ensure that those who were absent from any training attend another follow up training session
- To provide evidence for Inspectors that training has been effective and has been implemented
- To ensure that all new staff undertake induction training in safeguarding and child protection procedures
- To work closely with the Designated Safeguarding Lead
- To nominate alternate Designated Safeguarding Leads
- To ensure both the Designated Safeguarding Lead and Alternates undertake annual training in their role and undertake Prevent awareness training (Workshop to Raise Awareness of Prevent)
- To ensure a Single Central Record is in place, up to date and fulfils all statutory requirements that covers everyone who works in regular contact with children
- To ensure the record keeping system is kept in one secure central place
- To have in place an up to date, detailed, accurate and secure child protection file which records all concerns and referrals
- To ensure that regular checks of the academy premises take place especially of changing areas by the Site Manager for hidden cameras
- To ensure parental consent to take photographic images of students
- To not promise confidentiality to any child but always act in the interests of a child
- To report any private fostering arrangements to the local authority. To inform the family of the child being fostered that it is their duty to inform the local authority of the private fostering arrangements in place
- To report any FGM cases
- To support and provide counselling to academy personnel if they feel distressed from being involved with a traumatic child protection case or incidents

The designated safeguarding lead takes lead responsibility for safeguarding and child protection and has the 'appropriate status and authority within the academy to carry out the duties of the post.'

The designated safeguarding lead will undertake the following:

- To ensure the implementation of this policy
- To provide advice and support to staff on child welfare and child protection matters
- To keep up to date with all new guidance on safeguarding children
- To keep all academy personnel up to date with any changes to procedures
- To liaise and seek advice from the Local Authority Designated Officer when the need arises

- To take part in strategy discussions and inter-agency meetings – and/or to support other staff to do so
- To be trained in child protection policy procedures and will renew training every year
- To undertake Prevent awareness training (Workshop to Raise Awareness of Prevent)
- To organise appropriate training for academy personnel and governors.
- To be alert to the specific needs of children in need, those with special educational needs and young carers
- To make academy personnel aware of the increased number of cases of sexting among under-16 year olds and the damaging effects that it is having
- To ensure that all concerns regarding FGM and vulnerability to radicalisation are reported
- To take the lead in dealing with child protection issues and in deciding what steps should be taken
- To keep a confidential Child Protection Register of all those students known to be at risk and only if it is confirmed by social services that the child is at risk
- To regularly review and monitor the list of vulnerable students and especially those who received early help
- To ensure all confidential child protection information is stored securely in a central place
- To inform parents that information is kept on their children
- To ensure that no information will be disclosed to a parent if this would put a child at risk of significant harm
- To investigate and deal with all cases of suspected or actual problems associated with child protection
- To refer cases of suspected abuse to the local authority children's social care as required
- To support staff who make referrals to local authority children's social care.
- To ensure parents are aware that referrals about suspected abuse or neglect may be made
- To take appropriate action if a child's situation does not improve after a referral has been made by pressing for re-consideration
- To record all child protection referrals
- Ensure any cases of physical intervention are recorded in the 'Serious Incident' file
- To not promise confidentiality to any child but always act in the interests of a child
- To refer cases where a crime may have been committed to the Police as required
- To refer cases to the Channel programme where there is a radicalisation concern as required
- To keep all paperwork up to date
- To ensure all child protection records are regarded as confidential and will be kept in a secure place

- To ensure that support mechanisms are in place for any child that is at risk in order to build their self-esteem and confidence
- Ensure academy personnel and volunteer helpers who feel distressed from being involved with a case or incident will receive support and counselling
- To inform a family of a child who we suspect is being privately fostered that it is their duty to inform the local authority of the private fostering arrangements
- To ensure the following procedures will take place if a student, on the child protection register, transfers to another school/academy:
 - To contact the case social worker
 - To pass on to the Designated Safeguarding Lead at the receiving school/academy child protection records only if that school/academy is in the same local authority
 - To ensure that if a child is moving to another local authority, then information will only be passed on with outline details of case conferences but not minutes of conferences
- To be available during term time to discuss any safeguarding concerns

Academy Personnel will undertake the following:

- To recognise that safeguarding and child protection is their main responsibility and will 'always act in the best interests of the child'
- To read Part One of 'Keeping Children Safe in Education'
- To be alert at all times to the signs of abuse namely physical, emotional, sexual or neglect
- To be aware of the background of the children in their care
- To be made aware of this policy and all other safeguarding policies and procedures
- Make a written record and pass on the Designated Safeguarding Lead and/or Pastoral team if you have a safeguarding concern
- To inform the designated safeguarding lead if you have made a referral
- To maintain an attitude of 'it could happen here' where safeguarding is concerned'
- To 'identify concerns early, provide help for children, and prevent concerns from escalating'
- To attend regular awareness and update training on a wide range of safeguarding topics
- To be trained in identifying signs of harm and abuse
- To be aware of child sexual exploitation, radicalisation and extremism
- To be aware of the effects of abuse and neglect on children
- To be aware of the online tool 'Reporting child abuse to your local council'
- To know how to report any suspected case of harm or abuse
- To report to the Headteacher any concerns they may have about another member of staff
- To report to the Chair of Governors and Trust Board any concerns they may have about the Headteacher

- To report to the Senior Leadership Team any concerns they may have about poor or unsafe safeguarding practices and procedures or they may contact the NSPCC whistle blowing helpline. To observe confidentiality at all times as the protection of the child is paramount
- To have a professional responsibility to share information with other professionals who are investigating a case
- To ensure that when confiding information to a member of staff a child is made aware that for their own sake this information cannot be kept secret
- To be cautious when using social networking sites and must:
 - set their profile as private
 - not allow access to students
 - avoid publishing or allowing to be published any material/comments/images that could damage their professional reputation or bring Waveney Valley Academies Trust into disrepute
- To ensure that no contact can be made with students or parents/carers via telephone, text message, email or on social networking sites outside academy hours
- To ensure not to give personal details such as mobile and home telephone numbers, home or email address to any student or parent/carer

Students must:

- feel safe and protected
- know how to assess risk to themselves
- know how to keep themselves safe
- know how to raise a complaint or concern
- know and recognise a trusted adult that they can go to and raise their concerns
- feel supported and protected when they raise a concern
- be kept informed of any actions that have been taken when they have raised a complaint
- feel safe from discrimination and bullying
- be made aware of the basic safeguarding procedures in the academy such as visitors signing in and wearing visitor badges.

Parents are:

- asked to work hard with the academy to establish excellent home-academy relationships
- aware that we have a responsibility for the welfare of all our students
- aware that we have a duty to involve Social Services or any other agency if we have any concerns about a child
- aware that under certain circumstances we will involve an agency without informing them if we think that by so doing we will place the child at even greater risk

- aware that they will be kept up to date with all our actions.

Parents will be invited to attend safeguarding awareness workshops when the need arises.

Procedure

If a student makes a disclosure then the member of the academy personnel must:

- listen to the student
- remain calm
- offer reassurance
- not ask the student to remove or adjust clothing if bruises are observed
- not ask leading questions
- let the student speak freely
- accept what has been told to them without challenge
- not offer opinion or criticize or lay blame
- reassure the student at the end of the disclosure telling them that they have done the right thing
- not promise confidentiality but inform them that other people need to be told
- record accurately and factually what the child has said in note form
- record observed injuries or bruises on a map of the body
- submit a completed safeguarding report form to the designated person

If a member of the academy personnel suspects that a child may be a victim of abuse then they must:

- record accurately and factually what they have seen in note form
- submit a completed critical incident sheet to the designated person

The Designated Safeguarding Lead will then:

- further investigate and keep records of this investigation
- decide whether to take this referral further or to monitor the situation
- inform the person making the initial referral of his/her decision
- prepare in readiness for a case conference/core group meeting the following information on the child:
 - attendance and punctuality data
 - academic achievement
 - child's behaviour and attitude
 - relationships and social skills
 - appearance and presentation
 - any known incidents in or outside the academy
 - academy contact with parents/carers

If a parent makes a disclosure to the academy then the Designated Safeguarding Lead:

- should meet with the parent taking down all details
- will assure the parent that the academy will take the matter seriously
- that he/she will have to take advice from the Local Authority Designated Officer about the disclosure
- will get back to the parent when a decision has been taken and how to proceed.

Awareness

We will raise awareness of this policy via:

- the Academy Handbook/Prospectus
- the trust and academy websites
- meetings with parents such as introductory, transition, parent-teacher consultations and periodic curriculum workshops
- academy events
- meetings with academy personnel
- communications with home such as weekly newsletters and of end of half term newsletters
- reports such as annual report to parents and Headteacher reports to the Governing Body
- Information displays in the main academy entrance.

Equality Impact Assessment

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any student and it helps to promote equality at this academy.

Approval Date	06/11/2017	Review Date	05/11/2018
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