

Safeguarding and Child Protection Policy 2020- 2021

The Midland Academies Trust

Trust Executive



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Safeguarding and Child Protection Policy 2020-2021

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Safeguarding and Child Protection Policy 2020-2021

1. Introduction

- 1.1 The Midland Academies Trust (the Trust) provides governance and oversight to those academies which are part of the Trust namely: The Nuneaton Academy; George Eliot School; Hartshill School; Heath Lane Academy.
- 1.2 This Policy applies to each of the Academies listed above.
- 1.3 This document references the relevant local Safeguarding Board arrangements for the county in which the Academy is located. Each Academy is required to act in line with the guidelines/procedures contained within the model policy for the county in which the Academy is located.
- 1.4 This policy is available on the MAT website and also on the individual websites of the academies listed above. All staff and volunteers are required to read it and confirm that they have done so before commencing work with the Academy.

2. Definitions

- 2.1 **Safeguarding** and promoting the welfare of children refers to the process of protecting children from maltreatment, preventing the impairment of 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.

Safeguarding also encompasses issues such as student health and safety and bullying and a range of other issues, for example, arrangements for meeting the medical needs of children by providing first aid, Academy security, drugs and substance misuse and positive behaviour. There may also be other safeguarding issues that are specific to the local area or population.
- 2.2 **Child protection** refers to the processes undertaken to protect the children who have been identified as suffering, or being at risk of suffering significant harm.
- 2.3 **Child/student** is anyone who has not yet reached their 18th birthday or their 19th birthday for those students with disabilities.
- 2.4 **Staff** refers to all those working for or on behalf of the Academy, full time or part time, temporary or permanent, in either a paid or voluntary capacity, including RAB members and Trust board Directors.
- 2.5 **Parents** refers to birth parents and other adults who are in a parenting role, for example step parents, foster carers and adoptive parents.
- 2.6 **Designated Safeguarding Lead (DSL)** means the person within the Academy with responsibility for the day to day application of the Safeguarding and Child Protection Policy.
- 2.7 **Safeguarding Link RAB Member** means the RAB Member nominated to oversee relevant Academy safeguarding matters.
- 2.7 **Children's Social Care** means the team within the Local Authority which has a duty to safeguard and promote the welfare of children.
- 2.8 **Local Safeguarding Children Board (LCSB)** means the statutory organisation responsible for the co-ordination of the various agencies responsible for the welfare and well-being of children for example colleges, social services, police, voluntary organisations etc.

3. Related Policies and Documents

- 3.1 This Policy is one of a series in the Academy's integrated safeguarding portfolio. Other policies related to safeguarding include:

- i. Staff Code of Conduct
- ii. Management of Allegations against Staff Policy
- iii. Health and Safety Policy
- iv. Anti-bullying - Students Policy
- v. Behaviour Policy
- vi. E-Safety Policy
- vii. Complaints Policy and Procedure
- viii. Link RAB member Scheme Guidance

3.2 The procedures contained in this Policy apply to all staff, volunteers, RAB members and Directors.

4. Relevant Legislation

- 4.1 Academies, free schools, independent schools, alternative providers of education - Section 157 of the Education Act 2002 and the Education (Independent Schools Standards) (England) Regulations 2014 require proprietors of independent schools (including academies and city technology colleges) to have arrangements to safeguard and promote the welfare of children who are students at the school.
- 4.2 The Teacher Standards 2012 state that teachers, including Principals, must have regard for the need to safeguard children's wellbeing, in accordance with statutory provisions; and maintain public trust in the teaching profession as part of their professional duties.
- 4.3 The statutory guidance *Working Together to Safeguard Children (DfE2015)* covers the legislative requirements and expectations on individual services (including schools and colleges) to safeguard and promote the welfare of children. It also provides the framework for Local Safeguarding Children Boards (LSCBs) to monitor the effectiveness of local services, including safeguarding arrangements in schools.
- 4.4 The statutory guidance *Keeping Children Safe in Education (DfE2020)* is issued under Section 175 of the Education Act 2002, the Education (Independent School Standards) (England) Regulations 2014 and the Education (Non-Maintained Special Schools) (England) Regulations 2015. Schools and colleges must have regard to this guidance when carrying out their duties to safeguard and promote the welfare of children. Unless otherwise stated, 'school' in this guidance means all schools, whether maintained, non-maintained or independent, including academies and free schools, alternative provision academies and pupil referral units. **All staff, Trust Directors and Raising Achievement Board Members must read Part One of Keeping Children Safe in Education 2020. Staff can find copies of this on their Academy website and they are issued a copy when they start at the Academy. In addition, all staff who work directly with children must read Annex A.**
- 4.5 Keeping Children Safe in Education (KCSIE) remains in force throughout the response to coronavirus (COVID-19).
- 4.6 Each Academy's safeguarding arrangements will be inspected by Ofsted under the judgements for behaviour and safety and leadership and management. The model policies in the appendices can be used by the Principal and Designated Safeguarding Lead and the Safeguarding Link RAB member to ensure that the Academy is effective in safeguarding matters.

5. Policy Principles and Aims

- 5.1 The Trust is committed to the following core safeguarding principles:
 - i. The Trust's responsibility to safeguard and promote the welfare of children is of paramount importance.

- ii. All children, regardless of age, gender, ability, culture, race, language, religion or sexual identity, have equal rights to protection.
- iii. Children who are safe and feel safe are better equipped to learn.
- iv. The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers, RAB Members and Directors to share this commitment.
- v. All staff, volunteers, RAB Members and Directors have an equal responsibility to act on any suspicion or disclosure that may suggest a child is at risk of harm at home, in the community or in an Academy.
- vi. If, at any point, there is a risk of immediate serious harm to a child a referral will be made to Children's Social Care immediately. **Anybody can make a referral.** If the child's situation does not appear to be improving, any staff member with concerns should press for a re-consideration. Concerns should always lead to help for the child at some stage.
- vii. All staff members will maintain an attitude of 'It could happen here' where safeguarding is concerned. When concerned about the welfare of a child, staff members are to always act in the interests of the child.
- viii. Students and staff involved in child protection issues will receive appropriate support.
- ix. Policies will be reviewed at least annually unless an incident or new legislation or guidance suggests the need for an interim review.

5.2 The aims of this Policy and associated procedures are to:

- i. provide all staff, volunteers, RAB members and Directors with the necessary information to enable them to meet their safeguarding and child protection responsibilities;
- ii. ensure consistent good practice;
- iii. demonstrate the Academy's commitment with regard to safeguarding and child protection to students, parents and other partners.
- iv. contribute to the Academy's safeguarding portfolio.

6. Safeguarding and Child Protection Statement

- 6.1 The Trust recognises the moral and statutory responsibility to safeguard and promote the welfare of all students and endeavours to provide a safe and welcoming environment where children are respected and valued. The Trust is alert to the signs of abuse and neglect and will follow the set procedures to ensure that children receive effective support, protection and justice.
- 6.2 In upholding this statement the Trust expects that all staff will adhere to good practice in relation to safeguarding / child protection, as outlined below:
 - i. Treating all students with respect.
 - ii. Setting a good example by conducting themselves appropriately.
 - iii. Involving students in decisions that affect them.
 - iv. Encouraging positive, respectful and safe behaviour among students,
 - v. Being a good listener.
 - vi. Being alert to changes in students' behaviour and to signs of abuse and neglect.
 - vii. Recognising that challenging behaviour may be an indicator of abuse.
 - viii. Reading and understanding the Trust's Safeguarding and Child Protection Policy, safeguarding and child protection procedures outlined in the relevant model policy (Appendices 1 & 2), the Staff Code of Conduct and guidance documents on wider safeguarding issues, for example bullying, behaviour, physical contact and information-sharing.

- ix. Reading and understanding relevant government guidance regarding additional safeguarding implications of responding to the coronavirus (Covid-19) outbreak
 - x. Asking the student's permission before initiating physical contact, such as assisting with dressing, physical support during PE or administering first aid, unless the student's behaviour is in danger of causing harm to themselves or others.
 - xi. Maintaining appropriate standards of conversation and interaction with and between students and avoiding the use of sexualised or derogatory language.
 - xii. Being aware that the personal and family circumstances and lifestyles of some students lead to an increased risk of abuse.
 - xiii. Applying the use of reasonable force and physical intervention only as a last resort and in compliance with Academy procedures.
 - xiv. Following the Academy's rules with regard to communication with students and use of social media and online networking.
 - xv. Referring all concerns about a student's safety and welfare to the DSL or, if necessary, directly to the Police or Children's Social Care.
- 6.3 All staff, volunteers, RAB Members and Directors are to be aware that the Trust regards that inappropriate behaviour towards students as unacceptable and that their conduct towards students must be beyond reproach.
- 6.4 Staff, volunteers, RAB Members and Directors should understand that, under the Sexual Offences Act 2003, it is an offence for a person over the age of 18 to have a sexual relationship with a person under the age of 18, where that person is in a position of trust, even if the relationship is consensual. This means that any sexual activity between a member of the Academy staff and a student under 18 may be a criminal offence, even if that student is over the age of consent.

7. Children Who May be Particularly Vulnerable

- 7.1 The Trust recognises that some children are more vulnerable to abuse and neglect than others. Several factors may contribute to that increased vulnerability such as societal attitudes and assumptions including prejudice and discrimination; child protection procedures that are inadequately responsive to children's diverse circumstances; isolation; social exclusion; communication issues; a reluctance on the part of some adults to accept that abuse can occur; as well as an individual child's personality, behaviour, disability and family circumstances.
- 7.2 To ensure that all of students receive equal protection, the Trust will give special consideration to children who are:
- i. in need of a social worker (Child in Need and Child Protection Plans)
 - ii. disabled, have special educational needs or have mental health needs;
 - iii. young carers;
 - iv. living in a domestic abuse or violent situation;
 - v. affected by parental substance misuse;
 - vi. asylum seekers;
 - vii. looked after, or previously looked after (care leavers), by the Local Authority;
 - viii. otherwise living away from home;
 - ix. vulnerable to being bullied, or engaging in bullying behaviours;
 - x. living in temporary accommodation;
 - xi. living transient lifestyles;

- xii. living in chaotic and unsupportive home situations;
- xiii. vulnerable to discrimination and maltreatment on the grounds of race, ethnicity, religion, disability or sexuality;
- xiv. involved directly or indirectly in child sexual exploitation (CSE);
- xv. do not have English as a first language;
- xvi. at risk of female genital mutilation (FGM) or forced marriage;
- xvii. at risk of becoming radicalised, involved in gangs and/or violent extremism.
- xviii. at risk of honour-based abuse
- xix.

This list provides examples of additionally vulnerable groups and is not exhaustive.

8. Attendance

- 8.1 It is recognised by the Trust that full attendance at school is important to the well-being of all students and enables them to access the opportunities made available to them at school. Attendance is monitored closely and each Academy works closely in partnership with the relevant local authority attendance compliance and enforcement service when the patterns of absence give rise to concern.
- 8.2 The Trust is aware that a child going missing from education is a potential indicator of abuse and neglect, including sexual abuse and sexual exploitation. The DSL will monitor unauthorised absence, particularly where children go missing on repeated occasions and will follow the Department for Education's legal requirements for schools in respect of recording and reporting of children who leave school without any known destination.
- 8.3 The Academy Attendance Policy is set out in a separate document and is reviewed regularly by the Raising Achievement Board and the Trust Board of Directors.

9. Helping Students to Keep Themselves Safe

- 9.1 *Keeping Children safe in Education 2020* requires governing bodies to ensure that children are taught about safeguarding, including keeping safe online, through teaching and learning opportunities, as part of providing a "broad and balanced curriculum".
- 9.2 The Trust is committed to ensuring that students are aware of behaviour towards them that is not acceptable and how they can keep themselves safe.
- 9.3 Students are taught to understand and manage risk through the Personal, Social, Health and Economic (PSHE) education lessons and through all aspects of Academy life.
- 9.4 All students are aware of who the senior member of staff with responsibility for child protection is, but that they can also talk to any member of staff regarding being at risk of harm or abuse.
- 9.5 Students are informed as to who they might talk to, both in and out of the Academy, their right to be listened to and heard and what steps can be taken to protect them from harm.
- 9.6 The Academy's arrangements for consulting with and listening to students are through the Academy Council System, House Council, LGBT Plus, Form Tutors, Pastoral Leaders, Progress Coaches and other external agencies contracted by the Academy.
- 9.7 Discussions about risk will include talking to children about the risks and issues associated with young people sending, receiving and/or disseminating indecent images of themselves and other young people, which is widely referred to as 'sexting'.

- 9.8 When concerns are identified, staff will always speak to children and will inform parents about their concerns unless there is good reason to believe that doing so would place the child at increased risk of significant harm.
- 9.9 The DSL will also need to consider the Fraser guidelines in making a judgement about whether or not to respect a young person's request not to inform his/her parents/carers.
- 9.10 Children under the age of 13 are unable to consent to sexual activity. Any imagery containing sexual activity by under 13 year olds will therefore be referred to the Police.

10. Partnership with Parents

- 10.1 The Trust is committed to working with parents positively, openly and honestly. The Academy will ensure that all parents are treated with respect, dignity and courtesy. Parents' rights to privacy and confidentiality are respected and the Academy will not share sensitive information unless it has permission or it is necessary to do so in order to protect a child.
- 10.2 The Academy will share with parents any concerns it may have about their child, unless to do so may place a child at risk of harm.
- 10.3 The Academy will encourage parents to discuss any concerns they may have with their child's Pastoral Leader.
- 10.4 The Academy will make parents aware of this Policy through the Academy website and Prospectus.

11. Partnerships with Others

- 11.1 The Trust recognises that it is essential to establish positive and effective working relationships with other agencies who are partners in the Warwickshire/Leicestershire Local Safeguarding Children Boards.
- 11.2 There is a joint responsibility on all these agencies to share information to ensure the safeguarding of all children.

12. Support for Students, Families and Staff Involved in a Child Protection Issue

- 12.1 It is recognised that a student's welfare is paramount, however good child protection practice and outcome relies on a positive, open and honest working partnership with parents.
- 12.2 Whilst the Academy may, on occasion, need to make referrals without consultation with parents, every effort will be made to maintain a positive working relationship with parents whilst fulfilling the Academy's duties to protect the student.
- 12.3 The Trust recognises that staff dealing with disclosures of information may need support themselves and in such circumstances each Academy will provide appropriate in-house support or access to external services.
- 12.4 The Academy will support students, their families and staff by:
 - i. taking all suspicions and disclosures seriously;
 - ii. nominating a link person who will keep all parties informed and be the central point of contact;
 - iii. where a member of staff is the subject of an allegation made by a student, separate link people will be nominated to avoid any conflict of interest;
 - iv. providing proper explanations (appropriate to age and understanding), as to what action is

- being taken on their behalf and why;
- v. responding sympathetically to any request from students or staff for time out to deal with distress or anxiety;
- vi. maintaining confidentiality and sharing information on a need-to-know basis only with relevant individuals and agencies;
- vii. storing records securely;
- viii. offering details of helplines, counselling or other avenues of external support;
- ix. when appropriate, following the procedures laid down in the Trust's whistleblowing, complaints and disciplinary procedures;
- x. co-operating fully with relevant statutory agencies.

13. Record Keeping

- 13.1 In relation to maintaining safeguarding (including early help) and child protection records, the Academy will:
- i. keep clear detailed written records of concerns about children (noting the date, event and action taken), even where there is no need to refer the matter to Children's Social Care immediately;
 - ii. keep records in a folder in a meticulous chronological order;
 - iii. ensure all records are kept securely and independently from the student's school records in locked locations;
 - iv. when a student moves, ensure all relevant child protection records are sent separate from the general student files and directly to the Designated Safeguarding Lead of the receiving school, college or other education establishment.
- 13.2 Child protection information will be stored and handled in line with General Data Protection regulation principles.
- 13.3 The General Data Protection Regulations do not prevent Academy staff from sharing information with relevant agencies, where that information may help to protect a child.

14. Confidentiality and Information Sharing

- 14.1 All staff will ensure that child protection issues retain a high level of confidentiality, not only out of respect for the student family and staff involved but also to ensure that information being released into the public domain does not compromise evidence.
- 14.2 Staff will ensure confidentiality protocols are adhered to and information is shared appropriately. If in any doubt about confidentiality, staff will seek advice from the DSL, another SLT member or outside agency, as required. Leicestershire's guidance '*Information Sharing and Confidentiality*' is appendix 3.5 of their child protection procedures and can be accessed from <http://lrs.cb.proceduresonline.com/>.
- 14.3 It is reasonable for staff to discuss day-to-day concerns about students with colleagues in order to ensure that children's general needs are met in school. However, staff should only refer child protection concerns to the DSL or the Principal or, in the case of concerns about the Principal, to the CEO of the MAT Board. The person receiving the referral will then decide who else needs to have the information and they will disseminate it on a 'need-to-know' basis. **However, the statutory guidance '*Keeping Children Safe in Education (2020)*' emphasises that any member of staff can contact and/or make a referral to Children's Social Care if they are concerned about the safety of a child.**

- 14.4 Staff have a professional responsibility to share information with other agencies in order to safeguard children.
- 14.5 Staff, parents, RAB members and Directors are reminded that publication of material that may lead to the identification of a teacher who is the subject of an allegation of abuse is prohibited by law. Publication includes verbal conversations or writing, including content placed on social media sites.

15. Student / Parental Access to Child Protection Information

- 15.1 Child protection records are normally exempt from the disclosure provisions of the Data Protection Act, which means that students and parents do not have an automatic right to see them.
- 15.2 Any student or parent wanting to see child protection records, will need to make the request to the Principal, who will advise them to submit a Subject Access to Information request for consideration.

16. Complaints Procedure

- 16.1 The Trust's complaints procedure will be followed where a student or parent raises a concern about poor practice towards a student that initially does not reach the threshold for child protection action. Poor practice examples include unfairly singling out a student or attempting to humiliate them, bullying or belittling a student or discriminating against them in some way. Complaints are managed by the Principal, other members of the Senior Leadership Team and RAB Members.
- 16.2 Complaints from staff are dealt with under the Academy's Complaints and Disciplinary and Grievance Procedures.

17. Safer Recruitment

- 17.1 The Academy will have regard for '*Keeping Children Safe in Education (2020), Part three: Safer recruitment*' and ensure that all appropriate measures are applied in relation to everyone who works in the Academy, who is likely to be perceived by a student as a safe and trustworthy adult including temporary staff, volunteers, RAB Members and Directors and staff employed by contractors.
- 17.2 To comply with safer recruitment practice all applicants will:
 - i. complete an application form which includes their employment history;
 - ii. provide two referees, including at least one who can comment on the applicant's suitability to work with children;
 - iii. provide evidence of identity and qualifications;
 - iv. be checked in accordance with the Disclosure and Barring Service (DBS) regulations, as appropriate to their role;
 - v. provide evidence of their right to work in the UK, including relevant overseas checks;
 - vi. be interviewed by a panel of at least two school leaders/ RAB members;
 - vii. allow the Academy to verify the candidate's mental and physical fitness to carry out their work responsibilities.
- 17.3 The Academy will ensure that:
 - i. at least one member of staff of each recruitment panel (or volunteer appointment process) will have attended safer recruitment training.
 - ii. all new members of staff and volunteers will undergo an induction that includes familiarisation with the Academy's Safeguarding / Child Protection Policy, Staff Code of Conduct, other issues

- as in section 16 of this Policy and identification of their child protection training needs.
- iii. written confirmation is obtained from supply agencies, stating that they have satisfactorily undertaken all appropriate checks that the school would have undertaken if they were employing the individual directly.
 - iv. a single central record of completed recruitment checks, is maintained in accordance with section 3 of *Keeping Children Safe in Education*
 - v. *Academies will check that an applicant for a management position is not the subject of a section 128 direction made by the secretary of state prohibiting or restricting her/him from taking part in the management of an independent school, Academy or free school.*
 - vi. All RAB Members will be the subject of Enhanced DBS checks as defined in *Keeping Children Safe in Education 2020*.
- 17.4 In addition to obtaining the DBS certificate described, anyone who is appointed to carry out teaching work will require an additional check, carried out using the Employer Access Online Service, to ensure they are not prohibited from teaching.
- 17.5 For staff who work in childcare provision or who are directly concerned with the management of such provision, the Academy will ensure that appropriate checks are carried out to ensure that individuals are not disqualified under the Childcare (Disqualification) Regulations 2009.
- 17.6 Volunteers will undergo checks commensurate with their work in the school and contact with students. All RAB members and Directors will undertake DBS checks and other appropriate checks in line with all other adults.
- 17.7 Volunteers who work only in a supervised capacity and are not in regulated activity will undergo the safer recruitment checks appropriate to their role, in accordance with the school's risk assessment process and statutory guidance.
- 17.7 The Academy will check the identity of all contractors working on site and request DBS checks where appropriate.

18. Staff Training

- 18.1 The DSL will attend training for newly appointed DSLs and refresher training every two years delivered by the relevant County Council's Education Safeguarding Service. The DSL will also be supported to access inter-agency training as part of their continuing professional development.
- 18.2 The Principal, Vice Principal, Assistant Principal Workforce Development, Business Manager and at least one RAB member will attend safer recruitment training.
- 18.3 All staff (including temporary staff, volunteers, RAB members who will have direct contact with students) will receive an explanation during their induction which will include:
- i. the Safeguarding and Child Protection Policy, including county-specific procedures as outlined in the model policy;
 - ii. signs and symptoms of abuse and neglect;
 - iii. responding to disclosure of abuse or neglect by a child;
 - iv. reporting and recording arrangements;
 - v. the staff Code of Conduct;
 - vi. details of the DSL.
- 18.4 The induction will take place **before** a new member of staff, RAB Member or volunteer has direct contact with students in the Academy.
- 18.5 The Academy's Safeguarding and Child Protection Policy and Staff Code of Conduct will be sent with the letter confirming an appointment with a written requirement that the individual has read the two

documents in advance of starting work at the Academy. The individual will be given an opportunity to clarify any issues on their first day at work and then asked to sign to confirm that they have read and understood both policies and undertake to comply with them.

- 18.6 All staff, including the Principal, volunteers and Safeguarding Link RAB Member will receive appropriate and regularly updated safeguarding and child protection training and thematic updates as required (at least annually) during inset days and regular discussions at staff meetings, to provide them with the requisite skills and knowledge to safeguard children effectively in line with statutory guidance and any requirements of the relevant local safeguarding board
- 18.7 In addition, the principal (and/or other school leaders as appropriate) and at least one RAB member (usually the chair) will attend safer recruitment training and the school will ensure that there are at least two school leaders and/or RAB members that have attended safer recruitment training within the past three years.
- 18.8 Staff should be trained to be vigilant and to notice and record any concerns about young people sending and receiving indecent images, which includes listening to what young people say to each other and to staff, as they do with any other safeguarding concern.
- 18.9 All staff will be made aware of the increased risk of abuse to certain groups, including children with special educational needs and disabilities, looked after children, young carers and risks associated with specific safeguarding issues including child sexual exploitation, extremism, female genital mutilation and forced marriage.

19. Site Security

- 19.1 Visitors to the Academy, including contractors, are to sign in at reception and are given an identity badge, which confirms they have permission to be on site. Parents who are simply delivering or collecting their children do not need to sign in.
- 19.2 All visitors are expected to observe the Academy's safeguarding and health and safety regulations to ensure students are kept safe.
- 19.3 The Principal will exercise professional judgement in determining whether any visitor should be escorted or supervised while on site in line with the requirements of *Keeping Children Safe in Education (2020)*.

20. Extended School and Off-Site Arrangements

- 20.1 Where extended school activities are provided by and managed by the Academy, the Academy's Safeguarding and Child Protection Policy and Procedures apply. If other organisations provide services or activities on the Academy site, the Academy will check that those organisations have appropriate procedures in place, including safer recruitment procedures.
- 20.2 When Academy students attend off-site activities, including day and residential visits and work related activities, the Academy will check that effective child protection and whistleblowing arrangements are in place.

21. Work Experience

- 21.1 The Academy has detailed procedures to safeguard students undertaking work experience, including arrangements for checking people who provide placements and supervising students on work experience which are in accordance with the guidance in '*Keeping Children Safe in Education (2020)*'.
- 21.2 The Student Support Manager holds responsibility for work experience, line managed by the Assistant Principal Support and Progress.

22. Children Staying with Host Families

- 22.1 The school may make arrangements for students to stay with a host family during a foreign exchange trip or sports tour. In such circumstances the Academy will follow the guidance in '*Keeping Children Safe in Education (2020), Annex E*' to ensure that hosting arrangements are as safe as possible.
- 22.2 Some overseas students may reside with host families during school terms and the Academy will work with the Local Authority to check that such arrangements are safe and suitable.

23. Photography and Images

- 23.1 In order to protect students the Academy will:
- i. seek their consent and parental consent for photographs or video images to be taken/published;
 - ii. ensure students are appropriately dressed;
 - iii. encourage students to tell a member of staff if they are worried about any photographs that are taken of them;
 - iv. only use school owned equipment to record and store images or video taken by staff or volunteers on the school site or during offsite school activities including residential visits.
- 23.2 When using images for publicity purposes, the Academy will:
- i. avoid naming students where possible;
 - ii. if it is necessary to name students, use first names only;
 - iii. where children are named, avoid using their image;
 - iv. establish whether the image will be retained for further use, where and for how long;
 - v. ensure that images are stored securely and used only by those authorised to do so.
- 23.3 Visiting professionals who work directly with children are subject to the same restrictions as school staff and volunteers in respect of recording and storing images of children.
- 23.4 However, some visiting professionals are permitted to record images of the premises only specifically for professional purposes and in order to support the school, e.g. professionals providing advice or preparing quotations for work such as maintenance, health and safety and building.

24. E-Safety

- 24.1 The Academy's E-safety Policy explains how students are kept safe in school when using technology.
- 24.2 Cyber bullying and sexting by students, via texts and emails, will be treated as seriously as any other type of bullying and will be managed through the Trust's Anti-Bullying Procedures.
- 24.3 Staff also receive advice regarding personal online activity, use of social networking and electronic communication with pupils, about which there are strict rules. Staff found to be in breach of these rules may be the subject of a referral to the Designated Officer in the Local Authority and may be subject to disciplinary action.
- 24.4 Guidance regarding incidents of Youth Produced sexual imagery ("sexting") is included in the relevant local model policy.

25. Roles and Responsibilities

25.1 The Trust's Board of Directors and Raising Achievement Boards will ensure that each Academy:

- i. Implements the Safeguarding and Child Protection Policy, including a Staff Code of Conduct, which are consistent with the Warwickshire or Leicestershire Safeguarding Children Board's and statutory requirements and national guidance, reviewed annually and made available publicly on the Academy's website and other means.
- ii. Has procedures for dealing with allegations of abuse made against members of staff, supply staff and volunteers including allegations made against the Principal and allegations against other children, that are consistent with Warwickshire or Leicestershire Safeguarding Children Board's and statutory requirements/national guidance.
- iii. Has safer recruitment procedures that include at least one person on any appointment panel who has undertaken safer recruitment training and statutory checks on staffs' and volunteers' suitability to work with children that are consistent with Warwickshire and Leicestershire Safeguarding Children Board's and statutory requirements/national guidance.
- iv. Appoints a Designated Safeguarding Lead (DSL) who is a senior member of staff and who has undertaken training in inter-agency working, in addition to basic child protection training.
- v. Ensures that the DSL role is explicit in the role holder's job description and that safeguarding responsibilities are identified explicitly in the job/role descriptions of every member of staff and volunteer.
- vi. Appoints a Safeguarding Link RAB member for each Academy RAB. The role of the Safeguarding Link RAB Member is set out in the Link RAB member Scheme Guidance Document.
- vii. Develops a induction strategy that ensures all staff, including the Principal, receive information about the Academy's safeguarding arrangements on induction and appropriate child protection training, staff behaviour policy and the role of the DSL on induction
- viii. Develops a training strategy that ensures that all staff, including the principal, and volunteers receive appropriate training which is regularly updated in as required (at least annually) The training strategy will also ensure that the DSL receives refresher training and regular updates as defined under the DSL's duties above.
- ix. Appoints a designated teacher to promote the educational achievement of children who are looked after by the Local Authority and ensures that the designated teacher has appropriate training.
- x. Teaches students about safeguarding, including how to keep themselves safe at all times including when online as part of a broad and balanced curriculum.
- xi. Remedies without delay, any deficiencies or weaknesses regarding safeguarding and child protection arrangements.

25.2 The Chief Executive of the MAT Board is responsible for liaising with the relevant LA and / or partner agencies in the event of allegations of abuse being made against an Academy Principal.

25.3 Each Academy must appoint a senior member of staff to become the Designated Safeguarding Lead (DSL) and to co-ordinate child protection arrangements and to ensure that there are appropriate cover arrangements. The DSL will have the status and authority within the Academy to carry out the duties of the post, including committing resources and supporting and directing other staff. They will be appropriately trained for the role, with updates every two years.

25.4 In addition, each Academy must appoint at least one other individual as the Deputy Designated Safeguarding Lead(s) who is/are appropriately trained and, in the absence of the DSL, carries out those functions necessary to ensure the on-going safety and protection of students. In the event of the long-term absence of the DSL, the deputy will assume all of the functions of the DSL.

25.5 The DSL's responsibilities include:

25.5.1 General Responsibilities:

- i. Is a senior member of staff from the Academy's leadership team and therefore has the status and authority within the school to carry out the duties of the post, including committing resources and supporting and directing other staff
- ii. Takes the lead responsibility for safeguarding and child protection in the Academy which will not be delegated although the activities of the DSL may be delegated to appropriately trained deputies
- iii. Is appropriately trained, receives refresher training at two yearly intervals and regularly (at least annually) updates their knowledge and skills to keep up with any developments relevant to their role.
- iv. acts as a source of support and expertise to the Academy community on matters of safeguarding and child protection;
- v. encourages among all staff, a culture of listening to children and taking account of their wishes and feelings, in any measures the Academy may put in place to protect them;
- vi. is alert to the specific needs of children in need, those with special educational needs, looked after children and young carers.

25.5.2 Managing Referrals:

- i. develops effective links with relevant statutory and voluntary agencies including Warwickshire's/Leicestershire's Safeguarding Children Board;
- ii. has a working knowledge of Warwickshire's/Leicestershire's Safeguarding Children Board procedures;
- iii. has an understanding of and contributes to the Early Help process to ensure effective assessment and understanding of children's additional needs in order to inform appropriate provision of early help and intervention;
- iv. keeps detailed written records of all concerns, ensuring that such records are stored securely and flagged, but kept separate from, the student's general file;
- v. refers cases of suspected abuse to Children's Social Care or the Police;
- vi. attends and/or contributes to child protection conferences, strategy meetings and multi-agency sexual exploitation (MASE) meetings
- vii. co-ordinates the Academy's contribution to child protection plans as part of core groups, attending and actively participating in core group meetings;
- viii. notifies Children's Social Care if a child with a child protection plan is absent for more than two days without explanation;
- ix. ensures that when a student with a child protection plan leaves the school, their information is passed securely to their new school as soon as possible but transferred separately from the main student file and the student's social worker is informed.

25.5.3 Training and Raising Awareness:

- i. ensures that all staff (including temporary staff and volunteers) sign to indicate that they have read and understood the Safeguarding / Child Protection Policy, the local safeguarding and child protection procedures from the relevant model policy and the Staff Code of Conduct;
- ii. has a working knowledge of relevant national guidance in respect of all specific safeguarding issues highlighted in '*Keeping Children Safe in Education (2020)*', ensuring that all staff receive necessary training, information and guidance;
- iii. keeps a record of staff attendance at child protection training;
- iv. liaises with the nominated safeguarding link RAB member and the Principal (where the DSL role is not carried out by the Principal) as appropriate;
- v. ensures that the Safeguarding / Child Protection Policy and Procedures is regularly reviewed and updated annually, working with the whole school community of pupils,

parents, volunteers and RAB members and or proprietors regarding this

- vi. makes the Safeguarding / Child Protection Policy and Procedures available publicly, i.e. on the Academy's website or by other means;
- vii. ensures parents are aware of the Academy's role in safeguarding and that referrals about suspected abuse and neglect may be made;
- viii. ensures that the Principal is aware of their responsibility under *Working Together 2015* to refer all allegations that a child has been harmed by or that children may be at risk of harm from a member of staff or volunteer to the Local Authority Designated Officer (LADO) within one working day prior to any internal investigation and to the Disclosure and Barring Service (DBS) as appropriate;
- ix. liaises with the Principal to inform them of issues especially on-going enquiries under section 47 of the Children Act 2004 and police investigations;
- x. ensures that the Deputy Designated Safeguarding Lead is appropriately trained to the same level as the DSL in order to carry out the functions of the designated senior person in his/her absence. In the event of a long term absence the deputy will assume all the actions above.

25.6. The Principal's responsibilities include:

- i. ensuring that the Safeguarding and Child Protection Policy, the local safeguarding and child protection procedures, the Staff Code of Conduct, procedures for dealing with allegations of abuse made against members of staff and volunteers, and safer recruitment procedures are understood and implemented by all staff and volunteers;
- ii. allocating sufficient time, training, support and resources, including cover arrangements when necessary, to enable the DSL and deputy/s to carry out their roles effectively, including the assessment of students, inter-agency working and plans and attendance at strategy discussions and other necessary meetings;
- iii. explicitly defining the DSL's role in the role holder's job description; supporting the designated teacher for looked after children to promote the educational achievement and personal development of any students who are looked after by the Local Authority and to ensure that all staff have the skills, knowledge and understanding necessary to keeping looked after children safe;
- iv. ensuring that all staff feel able to raise concerns about poor or unsafe practice and that such concerns are handled sensitively;
- v. ensuring that students are provided with opportunities throughout the curriculum to learn about safeguarding, including keeping themselves safe at all times including when online as part of a broad and balanced curriculum;
- vi. referring all allegations that a child has been harmed by or that children may be at risk of harm from a member of staff or volunteer to the Local Authority Designated Officer (LADO) **within one working day prior to any internal investigation**;
- vii. ensuring that anyone who has been dismissed or removed due to safeguarding concerns, would have been had they not resigned or may pose a risk of harm to a child, is referred to the Disclosure and Barring Service, as advised by the LADO;
- viii. informing the Police where a crime may have been committed, this specifically includes suspected cases of FGM;
- ix. appointing a case officer who will be a member of the senior leadership team to investigate allegations concerning members of staff and volunteers and/or act as a point of contact for the member of staff/volunteer against whom the allegation is made;
- x. preparing an annual report to be presented to the Raising Achievement Board and then MAT Board, outlining how the Academy has fulfilled its duties in relation to safeguarding and child protection.

25.7 All staff (including temporary staff and volunteers) will:

- i. fully comply with the Trust's Policies, local safeguarding and child protection procedures and Staff Code of Conduct;
- ii. read , become familiar with, and act in accordance with appendix 1 of this policy – 'Keeping Children Safe in Education (2020), part one' and sign the relevant documentation to say that they have done so; ensure they know who the DSL is and their role;
- iii. attend appropriate training;
- iv. refer all concerns about a student's safety and welfare to the DSL or Principal or, if necessary, directly to the Police or Children's Social Care. This includes fulfilling mandatory duties as outlined in 'Keeping Children Safe in Education (2020)'.

26. COVID-19

- 26.1. Keeping Children Safe in Education (2020) remains in force throughout the response to coronavirus (COVID-19).

Appendix 1

Statutory Organisation Contact Details

Children's Social Care referrals / emergency contacts / referral forms:

Warwickshire

<https://www.warwickshire.gov.uk/childprotection>

Multi Agency Safeguarding Hub referral form

<http://apps.warwickshire.gov.uk/api/documents/WCCC-1167-5>

Leicestershire <http://lrsb.org.uk/childreport>

Police child protection referrals:

Warwickshire / Leicestershire 101

Local Authority Designated Officer (LADO):

Warwickshire Adrian Over 01926 742 526

Leicestershire Lovona Brown 0116 305 7597
Kim Taylor 0116 305 8161

Children Missing in Education Service (CME):

Warwickshire 01926 736 323

Leicestershire 0116 305 2071

Local Authority safeguarding / child protection procedures:

Warwickshire <https://www.safeguardingwarwickshire.co.uk/>

Leicestershire <http://lrsb.proceduresonline.com/index.htm>