

SAFEGUARDING AND CHILD PROTECTION POLICY

Designated Lead -	Mrs Samantha Thompson, Vice Principal Level 3
Deputy Designated Lead -	Miss Rachael Dyer, Family Support Co-ordinator; Level 3 and Trained Safeguarding Trainer
Additional Safeguarding Roles	Miss Zoe Dyer, Pastoral TA Mrs Melanie Jenkins, Nursery Safeguarding Link
Health & Safety Co-ordinator -	Mrs Joanna Young
Safer Recruitment -	Mrs Joanna Young, Principal Mrs Tracy German, Business Manager
Safeguarding Governor -	Mrs Nicola Kay
Designated Lead for Looked After Children -	Mrs Lucy Schofield
<p>(Levels refer to Multi Agency Safeguarding Training)</p> <p>List of staff training held in central safeguarding file</p> <p>Staff training records held in central safeguarding file</p> <p>Safeguarding procedures are held in central safeguarding file</p>	

The named personnel with Designated Responsibility regarding allegations against staff are:

Designated Senior Manager	Deputy Designated Senior Manager	Chair of Governors (in the event of an allegation against the principal)
Joanna Young	Samantha Thompson	Diane Ridings 01270 211168 07974 180864 diane.ridings06@gmail.com

Introduction

The safety and security of our pupils is the highest priority of everyone in the academy community.

This policy is designed to help teachers, support staff, governors, parents, visitors and pupils achieve the highest possible care standards.

At Leighton Academy we recognise that the health, safety and well-being of the children are of paramount importance to all adults who work in the academy. All children have the right to protection, regardless of age, gender, race, culture or disability. They have a right to be safe in our academy and feel valued, listened to and to know their wishes and feelings are respected.

- The designated academy lead is Samantha Thompson supported by Rachael Dyer
- The designated lead and deputy have Level 3 training
- The academy follows any relevant LSCB guidelines
- The academy has procedures for handling suspected cases of abuse, including where a member of staff is involved (*Keeping Child Safe in Education, September 2016*)
- Staff should be alert to the signs and symptoms of abuse and know the reporting procedures – see staffroom display board and in the CPOMs library or in central staff share files on all staff computers
- Parents should be made aware of the academy’s safeguarding policy and the fact that this may require cases to be referred to the investigative agencies in the interests of the child

The role of all academy staff

The Teachers’ Standards 2012 state that teachers, including head teachers, should safeguard children’s wellbeing and maintain public trust in the teaching profession as part of their professional duties. All academy staff have a responsibility to provide a safe environment in which children can learn. All academy staff have a responsibility to identify children who may be in need of extra help or who are suffering, or are likely to suffer, significant harm. All staff then have a responsibility to take appropriate action, working with other services as needed. In addition to working with a designated safeguarding lead staff members should be aware that they may be asked to support social workers to make decisions about individual children.

Designated Officers and their roles

Role of the Designated Safeguarding Lead and Deputy

The recommendation of ‘Keeping Children Safe in Education: September 2016’ is that every school is to designate a senior member of staff as having responsibility for coordinating action within the academy and for liaison with other agencies.

The requirements of this role include:-

- Informing all staff in the academy who you are and what your role involves
- Informing other agencies such as social care, education welfare officers, the academy's governing body and school health personnel of the designation
- Ensuring the school has access to the Cheshire East Procedures (on line) and that these are kept updated. These can be found on the Cheshire East website
- Ensuring the academy has a policy on safeguarding, which staff and governors have been instrumental in developing
- Attending training in safeguarding, raising awareness of these issues for other staff including organising appropriate staff training through INSET
- To act as coordinator of action when child abuse is suspected
- To develop recording systems on CPOMs
- To pass on safeguarding records to the safeguarding designated lead or head teacher of another school when a child transfers from the academy through CPOMs where possible
- To link with personal development coordinator, pastoral staff, family support coordinator and outside agencies on safeguarding curriculum initiatives
- Act as a source of support, advice and expertise to staff on matters of safety and safeguarding, and when deciding whether to make a referral by liaising with relevant agencies

In addition

- A second member of staff is made aware of these duties so they have knowledge of the role to act when the designated lead is unavailable
- All staff should strive to promote a caring and listening atmosphere in the academy

Role of the Nominated Safeguarding Governor

The academy governing body must ensure that they comply with their duties under legislation. They must also have regard to this guidance to ensure that the policies, procedures and training in their school are effective and comply with the law at all times.

The requirements of this role include:-

- Ensuring the academy has a safeguarding policy and procedures in place
- Ensuring that an annual item is placed on the governors' agenda to report on:
 1. changes in the safeguarding policy/procedures
 2. training of senior safeguarding designated lead
 3. training of staff and governors
 4. the numbers of safeguarding incidents/cases (without details or names)
 5. the place of safeguarding issues in the curriculum

- Liaison with the principal and safeguarding lead regarding allegations of child abuse to include providing a coordinated offer of early help when additional needs of children are identified and contributing to inter agency plans to provide additional support to children subject to child protection plans
- Liaison with the principal and safeguarding lead regarding implementing appropriate safeguarding responses to children who go missing from education, particularly on repeat occasions, to help identify the risk of abuse and neglect including sexual abuse or exploitation and to help prevent the risks of them going missing in future
- Responsibility for oversight of procedures and liaison with other agencies in relation to any allegations of a safeguarding nature made against the principal

Dealing with a disclosure

If a pupil discloses that he or she has been abused in some way, the member of staff should:

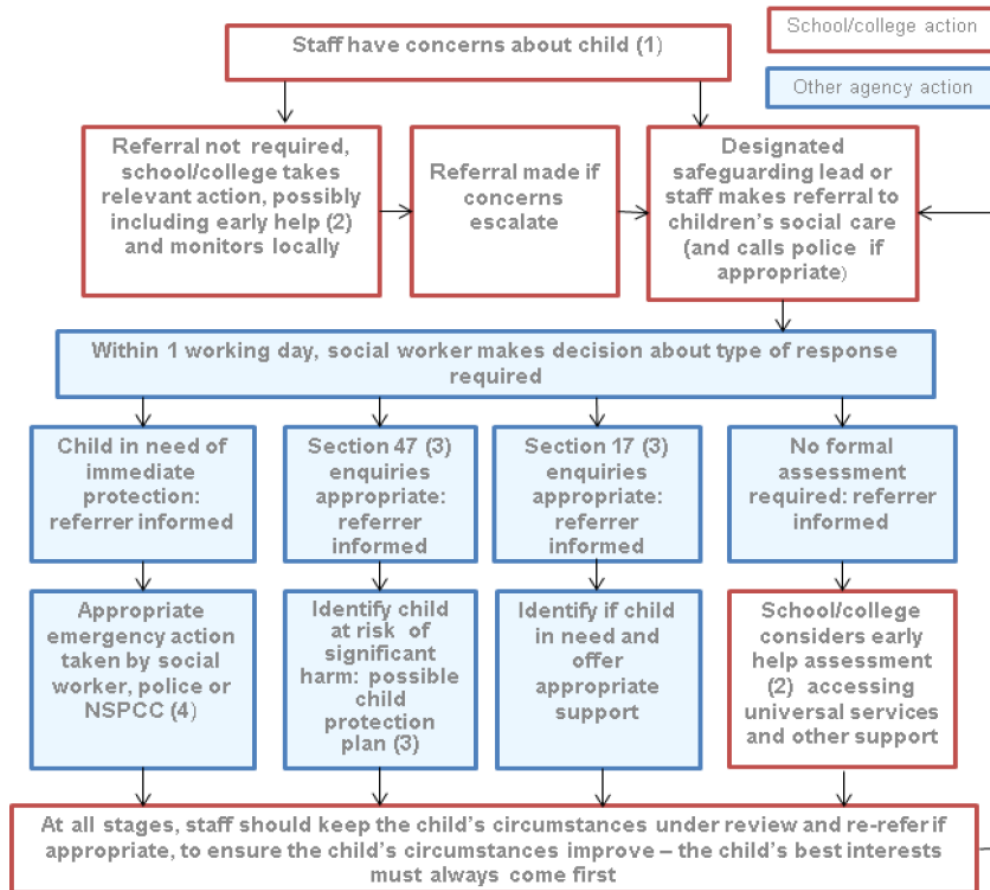
- Listen to what is being said without displaying shock or disbelief
- Accept what is being said
- Allow the child to talk freely
- Reassure the child, but not make promises which it might not be possible to keep
- Not promise confidentiality, as it might be necessary to refer the case to another person or agency
- Reassure the pupil that what has happened is not their fault
- Stress that it was the right thing to tell
- Listen, rather than ask direct questions
- Ask open questions rather than leading questions
- Do not criticise the perpetrator
- Explain what has to be done next and who has to be told

Procedures

- If any member of academy staff is concerned about a child he or she must inform the designated safeguarding lead.
- Information regarding the concerns must be recorded by the member of staff within 24 hours. The recording must be a clear, precise, factual account of the observations recorded on CPOMs. The designated safeguarding lead will decide whether the concerns must be referred to Children's Services. If it is decided to make a referral to Children's Services this will be done without prior discussion with the parents in specific circumstances such as sexual abuse or fabricated illness. All other circumstances will be discussed with parents wherever possible.
- If a referral is made to Children's Services, the designated safeguarding lead will ensure that a written report of the concerns is sent to the social worker within 48 hours.

- Particular attention will be paid to the attendance, academic progress and physical, social and emotional development of any child who has been identified at risk or has been placed under social care.
- If a pupil who is known to be subject to a child protection plan changes school, the designated safeguarding lead will inform the social worker responsible for the case and transfer the appropriate records to the receiving school. A transfer form should also be completed.

Actions where there are concerns about a child



Monitoring and Review

The governing body may review any incidents. A named governor (top of the policy) may participate in the academy's training with regard to the safeguarding procedures. This policy will be reviewed by the governing body. The designated personnel meet at least once each half-term for supervision.

Record Keeping

Whenever worrying changes are observed in a child's behaviour, physical condition or appearance, a specific and confidential record will be set up, quite separate from the usual on-going records of children's progress and development. Such records will be kept on the academy's CPOMs system and will not be accessible to people other than the necessary staff.

When a pupil has made a disclosure, the member of staff should:

- Make some brief notes as soon as possible after the conversation
- Not destroy the original notes in case they are needed by a court
- Record the date, time, place and any noticeable non-verbal behaviour and the words used by the child
- Draw a diagram to indicate the position of any bruising or any other injury
- Record statements and observations, rather than interpretations or assumptions
- Record all information within 24 hours of the event

The academy will ensure that: Safeguarding information including Child Protection information is stored and handled in line with the principles of the Data Protection Act 1998 ensuring that information is:

- used fairly and lawfully
- for limited, specifically stated purposes
- used in a way that is adequate, relevant and not excessive
- accurate
- kept for no longer than necessary
- handled according to people's data protection rights
- kept safe and secure

Support

Dealing with a disclosure from a child is likely to be a stressful experience. The member of staff concerned should consider seeking support for him/herself and discuss this with the designated safeguarding lead.

When to be concerned

Staff members working with children are advised to maintain an attitude of 'it could happen here' where safeguarding is concerned. When concerned about the welfare of a child, staff members should always act in the best interests of the child.

Staff should be concerned if a pupil:

- Has an injury which is not typical of the bumps and scrapes normally associated with children's activities
- Regularly has unexplained injuries
- Frequently has injuries, even when apparently reasonable explanations are given
- Offers confused or conflicting explanations about how injuries were sustained

- Exhibits significant changes in behaviour, performance or attitude
- Indulges in sexual behaviour, either verbal or non-verbal, which is usually explicit and/or inappropriate to his/her age
- Discloses an experience in which he or she may have been significantly harmed
- His or her progress at school alters dramatically or attitude changes
- Is reluctant to get changed in front of others when getting ready for P.E.
- Has an unusual pattern of absences
- Engages in unusual internet activity

Knowing what to look for is vital to the early identification of abuse and neglect. If staff members are unsure, they should always speak to the designated safeguarding lead. In exceptional circumstances, such as in an emergency or a genuine concern that appropriate action has not been taken, staff members can speak directly to ChECS (Cheshire East Consultation Service) on: 0300 123 5012 ext 3.

Allegations against staff

Allegations of abuse by staff or volunteers in the academy must be reported immediately to the principal. Allegations directed against the principal should be reported to the chair of governors. The chair should also be told of any allegation in the absence of the principal. Reference should also be made to the LADO procedures on the Cheshire East website. Contact details for the chair of governors can be found in staff share files and on the staff room notice board.

Safer recruitment and professional boundaries

Leighton Academy pays full regard to DfE guidance 'Keeping Children Safe in Education' September 2016 and with reference to the 'Position of Trust' offence (Sexual Offences Act 2003). We ensure that all appropriate measures are applied in relation to everyone who works in the school who is likely to be perceived by the children as a safe and trustworthy adult. We do this by:

- Operating safe recruitment practices including appropriate Disclosure and Barring Service (DBS) and reference checks, verifying identity academic and vocational qualifications, obtaining professional references, checking previous employment history and ensuring that a candidate has the health and physical capacity for the job. It also includes undertaking interviews and checking the Children's List and right to work in England checks in accordance with DBS and Department for Education procedures.
- Ensuring that staff and volunteers adhere to a published code of conduct and other professional standards at all times, including after school activities. Staff are aware of social media/ on-line conduct.
- Ensuring any disciplinary proceedings against staff related to Child Protection matters are concluded in full in accordance with Government guidance "Keeping Children Safe in Education, September 2016" and LSCB, LADO and HR Policy, procedures and guidance.

- Ensuring that all staff and other adults on site are aware of the need for maintaining appropriate and professional boundaries in their relationship with pupils and parents, following the Code of Conduct.
- Establishing adequate risk assessments are in place including for extended school, volunteer and holiday activities.
- Supporting staff confidence to report misconduct.

Making children aware

As part of our personal development policy the children will be taught the following:

- To recognise and manage risks in different situations and decide how to behave appropriately
- To judge what kind of physical contact is acceptable/unacceptable
- To recognise when pressure from others threatens their personal safety – including learning how to resist the wrong kind of pressure
- To know where to ask for help
- To learn assertiveness in resisting the wrong kind of pressure
- How to stay safe online
- To recognise early signs of potential radicalisation

Support for vulnerable pupils

The academy will play an integral part in helping/supporting children who are vulnerable because of abuse through the social and emotional aspects of our curriculum and the pivotal work of the family support coordinator (with extensive support from all staff and governors).

Domestic abuse

The academy will take any incidents of domestic abuse seriously and play a significant role in ensuring the safety of the children – contributing to any multi-agency procedures offering additional support. The academy will work alongside the ‘Operation Encompass’ team to share information and provide support for vulnerable children and families.

Female genital mutilation (FGM)

Staff should be aware of new reporting requirements with regards to known cases of FGM. FGM comprises all procedures involving partial or total removal of the external female genitalia or other injury to the female genital organs. It is illegal in the UK and a form of child abuse with long lasting harmful consequences. Professionals in all agencies and individuals and groups in relevant communities need to be alert the possibility of a girl being at risk of FGM or already having suffered FGM.

From October 2015, there will be a mandatory reporting duty in place whereby any staff members suspecting a girl is at risk of FGM should report directly to the police and social care.

Extremism and radicalisation

Protecting children the risk of radicalisation is part of the academy's wider safeguarding duties and is similar in nature to protecting children from other forms of harm and abuse. During the process of radicalisation it is possible to intervene to prevent vulnerable people from being radicalised. Radicalisation refers to the process by which a person comes to support terrorism and forms of extremism. There is no single way of identifying an individual who is likely to be susceptible to an extremist ideology.

Leighton Academy seeks to protect children and young people against the messages of all violent extremism including, but not restricted to, those linked to Islamist ideology, or to Far Right / Neo Nazi / White Supremacist ideology, Irish Nationalist and Loyalist paramilitary groups, and extremist Animal Rights movements. Leighton Academy is clear that this exploitation and radicalisation should be viewed as a safeguarding concern.

Prevention work and reductions of risks will include the RE curriculum, SEND policy, assembly policy, the use of school premises by external agencies, integration of pupils by gender and SEN, anti-bullying policy and other issues specific to the school's profile, community and philosophy.

Additional policies

E safety is the subject of a separate policy

Anti-bullying is the subject of a separate policy

Behaviour and positive handling is included in the behaviour policy

There is a separate personal development policy

The school has an acceptable use policy signed by staff

The MISSING CHILD/REN POLICY available

SENIOR EDUCATIONAL WELFARE OFFICER – currently the academy maintains records of missing children and will adapt its practice in accordance with Cheshire East's policy

Signed - _____

Name - _____

Date - _____