



Extend Learning
Academies Network

Safeguarding Policy

Written by:	ELAN executive team	
Reviewed by:	ELAN Board	Date: 16/01/2018
Ratified by:	Name: Iain Kilpatrick Signed by: Iain Kilpatrick Chair of the Board	Date: 16/01/2018
Adopted by Academies:	Bournville Primary School Locking Primary School Mead Vale Primary School Milton Park Primary School Oldmixon Primary School Walliscote Primary School Windwhistle Primary School	
Review:	Annually	
Next Review Due By:	January 2019	

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Extend Learning Academies Network

This Policy was approved by the Trust Board on 16th January 2018 and adopted formally by the Local Governing Bodies within each of the Trust schools.

In this policy the term “Headteacher” is used to mean Headteachers, Principals and Head of School.

ELAN Designated Safeguarding Leads and Safeguarding Governors

School	Designated Safeguarding Lead	Deputy Designated Safeguarding Lead	Designated Safeguarding Governor	Designated Teacher for Children Looked After	Contact Number
Bournville Primary School	Mrs Chris Chaffey	Mrs Marie Berry and Mrs Fiona Bennett	Ms Michelle Clarke	Mrs Chris Chaffey	01934 427130
Locking Primary School	Mrs Joanne Jones	Mrs Sarah Timms, Mrs Samantha Gilman and Mrs Rachel Keate	Mrs Victoria Beamish	Mrs Joanne Jones	01934 822867
Mead Vale Primary School	Mr Jason Nicolaides	Mrs L Ryan and Mrs B Langley	Mrs Elouise Huxor	Mr Jason Nicolaides	01934 511133
Milton Park Primary School	Ms Lorraine Fitzpatrick	Mr Paul Cox	Mr Russell Mogg	Mrs Catherine Cowlin	01934 624868
Oldmixon Primary School	Mrs Laina Pettifor	Mrs Roxanne Simpson	Mrs Jo Hewitt	Mrs Nicky Leggett	01934 812879
Walliscote Primary School	Mrs Gail Matter	Ms Oriole Harris and Ms Gill Whiddett	Mr Steve Christian	Ms Oriole Harris	01934 621954
Windwhistle Primary School	Mrs Natalie Sweet	Mrs Lyn Hunt	Mrs Lucy Thie	Mrs Natalie Sweet	01934 629145

(Information correct as at January 2018)

PART ONE: Introduction

Extend Learning Academies Network (ELAN) Board of Trustees and the Local Governing Bodies within each of the Trust schools are clear about their responsibilities in relation to safeguarding and promoting the welfare of children / young people.

Section 175 of the Education Act 2002 places a duty on local authorities (in relation to their education institutions, which include sixth-form colleges) to exercise their functions with a view to safeguarding and promoting the welfare of children / young people who are pupils at the academy, or who are under 18 years of age attending further education institutions. The same duty applies to independent academies (which include Academies and free schools) by virtue of regulations made under section 157 of the same Act.

In order to fulfil their duty under sections 157 and 175 of the Education Act 2002, all educational settings to whom the duty applies should have in place the arrangements set out in chapter 2, paragraph 4 of Working Together to Safeguard Children March 2015. In addition academies should have regard to specific guidance given by the Secretary of State under sections 157 and 175 of the Education Act 2002 namely, [Keeping children safe in education September 2016](#)

Safeguarding and promoting the welfare of children / young people refers to the process of protecting children / young people from abuse or neglect, preventing the impairment of their health or development, ensuring that children / young people grow up in circumstances consistent with the provision of safe and effective and nurturing care and undertaking that role so as to enable those children / young people to have optimum life chances and to enter adulthood successfully.

Academy staff are particularly important as they are in a position to identify concerns early and provide help for children / young people, to prevent concerns from escalating. Academies and their staff form part of the wider safeguarding system for children / young people. This system is described in statutory guidance Working Together to Safeguard Children 2015. Academies should work with social care, the police, health services and other services to promote the welfare of children / young people and protect them from harm.

Our policy applies to all staff, trustees, governors, consultants, volunteers and visitors working in the academy. There are six main elements to our policy:

- Establishing a safe environment in which children / young people can learn and develop.
- Ensuring we practise safer recruitment in checking the suitability of staff and volunteers to work with children / young people and create a culture of vigilance and maintain a compliant Single Central Register.
- Raising awareness of and responding appropriately to safeguarding and Child Protection issues.
- Equipping children / young people with the skills needed to keep them safe.
- Having clear procedures for identifying additional needs and reporting cases, or suspected cases, of abuse and allegations against teachers and other members of staff.
- Supporting children / young people who have been abused.

PART TWO: Procedures

Our procedures for safeguarding children / young people will be in line with local Safeguarding Children Boards and the South West Child Protection Procedures. They will follow any guidance issued by The Department for Education (DfE), namely *Keeping children safe in education September 2016 (KCSIE)* and *Working Together to Safeguarding Children 2015* issued by HM Government. Local Safeguarding Children Board Threshold Criteria for Children in Need and Child Protection Referrals provide a clear framework for identifying levels of need and the action required to support and safeguard children / young people.

2.1 Safer Recruitment

We will follow relevant guidance in *Keeping children safe in education September 2016* (Section 3 Safer Recruitment) and from The Disclosure and Barring Service (DBS):

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

- We will ensure governors and staff on recruitment panels undertake all appropriate safer recruitment training as outlined in KCSIE September 2016.
- Our selection and recruitment policy will include all appropriate checks on staff and suitability including DBS checks. With regard to the recruitment of volunteers our policy will be rigorous and follow KCSIE 2016 and other DfE guidance with regard to regulated and supervised activity.
- We will ensure that all adults within our academy who have access to children / young people have been checked as to their suitability as outlined in KCSIE 2016.
- We will ensure that all staff and volunteers have read the staff behaviour policy (code of conduct) and understand that their behaviour and practice needs to be in line with it.
- Where staff from another organisation are working with our children / young people on another site, the organisation adopts and implements the measures contained in the DfE guidance *Safeguarding Children and Safer Recruitment in Education* and that they carry out appropriate child protection checks and procedures.
- Pay due regard to the Disqualification by Association Guidance, Feb 2015

2.2 Allegations

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

- Behaved in a way that has harmed a child, or may have harmed a child;
- Possibly committed a criminal offence against or related to a child; or
- Behaved towards a child/ young person or children / young people in a way that indicates he or she would pose a risk of harm to children / young people.
- Will be reported immediately to the Headteacher or the Designated Safeguarding Lead if the Headteacher is not present. The Headteacher will inform the Local Authority Designated Officer (LADO), now known as the Designated Officer for Allegations (DOFA), and CEO following the guidance KCSIE 2016.

DOFA: North Somerset Council – Julie Bishop

lado@n-somerset.gcsx.gov.uk

Monday-Friday 8am-6pm 01275 888808 / Out of Hours 01454 615 165

- If the allegation concerns the Headteacher, the person receiving the allegation will immediately inform the Chair of governors and CEO who will consult as above, without notifying the Headteacher first.
- The name of any member of staff considered not suitable to work with children / young people will be referred to the Disclosure and Barring Service (DBS) with the advice and support of Human Resources and in accordance with the DBS Referral Policy.

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

- A student against whom an allegation of abuse has been made (to another student or adult) may be suspended from the Academy during the investigation and the Academy's policy on behaviour, discipline and sanctions will apply.
- The Academy will take advice from the DOFA on the investigation of such allegations and will take all appropriate action to ensure the safety and welfare of all those involved including the child or young person accused of abuse.

- If it is necessary for a student to be interviewed by the Police or Social Services in relation to allegations of abuse, the Academy will ensure that, subject to the advice of the LADO, parents are informed as soon as possible and that the student is supported during the interview by an appropriate adult.
- There may be occasions when a student's behaviour warrants a response under Child Protection Procedures rather than the Academy's disciplinary procedures. The Academy will take advice from Social Services as to the appropriate action to take. Parents will usually be informed as soon as possible, unless it is not in the best interests of the child to do so.

2.3 Raising Awareness and Equipping Children / Young People with Skills Needed

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

- Ensure children / young people know that there are adults in the academy whom they can approach if they are worried;
- Embed opportunities in the curriculum and academy life for children /young people to develop the skills they need to recognise and stay safe from abuse, also including peer on peer abuse, online abuse, sexting, Child Sexual Exploitation, Radicalisation and Female Genital Mutilation;
- Raise the awareness of all staff members of the need to safeguard and promote the welfare of children / young people, and of their responsibilities in identifying and reporting possible cases of abuse;
- Ensure every member of staff (including temporary, supply staff and volunteers) and the governing body knows the name of the Designated Safeguarding Lead (DSL) and their deputies responsible for child protection and their role;
- Clearly display the names of the Designated Safeguarding Lead and their deputies, the safeguarding governor and trustee so they are clearly visible in the academy. In addition, a statement explaining the academy's role in referring and monitoring cases of suspected abuse and allegations will be displayed.

2.4 Implementing Procedures for Reporting Abuse

We will:

- Have a Designated Safeguarding Lead (a senior leader) for child protection who has undertaken one day multi-agency Advanced Safeguarding Training as recommended by the local Safeguarding Children Boards and updates this training every two years;
- Have a member/s of staff who will act in the Designated Safeguarding Lead's absence, and is known as the Deputy Designated Safeguarding Lead, who have also received the same multi-agency training as the designated lead, and who will be familiar with the roles and responsibilities and know the procedures to follow;
- Ensure that all staff are able to identify the Designated Safeguarding Lead and the Deputy Designated Safeguarding Lead.
- Ensure we have a nominated governor responsible for safeguarding who has been appropriately trained;
- Ensure all staff, volunteers and governors understand their responsibilities in being alert to the signs of abuse and neglect so that they are able to identify cases of children / young people who may be in need of help or protection and the importance of reporting their concerns expeditiously;
- Ensure that all staff, volunteers and governors maintain an attitude of 'it could happen here' and when concerned about the welfare of a child always act in the best interest of the child;

- Notify Social Care immediately if there is an unexplained absence of any pupil who is subject to a Child Protection Plan (or an absence which has been explained by a parent or carer but the academy remains concerned);
- Develop effective links with relevant agencies and co-operate as required with their enquiries regarding child protection matters including attendance at inter agency meetings, strategy meetings and case conferences;
- Keep clear written records of concerns about children / young people, even where there is no need to refer the matter immediately;
- Provide a systematic means of monitoring children / young people known or thought to be at risk of harm, and ensure we, the academy, contribute to assessments of need and support plans for those children / young people and report to the Local Governing Body and Trust Board using the template in [Appendix 1](#);
- Ensure all records are kept securely, separate from the main pupil file, and in locked locations;
- Understand that our responsibility to safeguard children / young people requires that we all appropriately share any concerns that we may have about children / young people. This may include contacting the Single Point of Access (SPA), Social Care or the Designated Officer for Allegations (DOFA) previously known as the Local Authority Designated Officer (LADO) who will provide consultation and advice for anyone working with children / young people;
- Ensure that parents are clearly informed of the academy's responsibility for safeguarding and child protection and as such the academy's policy(Policies) will be available for parents to view should they so wish;
- The academy will seek to discuss any concerns about a child with their parents and gain consent to make a referral or an offer of support. However, if the academy believes that notifying parents could increase the risk to the child or exacerbate the problem, advice will be taken in order to ensure the child's safety is not placed at risk;
- Ensure all members of staff have an awareness of types of abuse including abuse, physical abuse, emotional abuse, sexual abuse or neglect and are aware of the vulnerabilities associated with exploitation and radicalisation;
- Ensure all members of staff are provided with opportunities to receive Basic Awareness training by the Local Authority Safeguarding in Education Officer or other source in order to understand their responsibilities relating to safeguarding children / young people and the PREVENT agenda;
- Ensure that all staff members are aware of the systems within the academy which support safeguarding – this should include the safeguarding policy, staff behaviour policy (see Guidance for Safer Working Practice) and identify the Designated Safeguarding Lead. This information should form part of an induction process for any new member of staff;
- All staff members are required to read at least part 1 of KCSIE September 2016 and this should form part of an induction process for all new members of staff prior to commencing work with children / young people;
- Recognise that all matters relating to child protection are confidential and the Headteacher or Designated Safeguarding Lead will disclose personal information about a pupil to other members of staff on a need to know basis only;
- Ensure all staff must be aware that they have a professional responsibility to share information to other agencies in order to safeguard children / young people and that they cannot promise a child to keep secrets which might compromise the child's safety or well-being, or that of another;
- Always undertake to share our intention to refer a child to Social Care unless to do so could put the child at greater risk of harm, or impede a criminal investigation. If in doubt, we will consult with Social Care on this point;
- Ensure all members of staff have an awareness of types of abuse including abuse, physical abuse, emotional abuse, sexual abuse or neglect and of specific forms of abuse and safeguarding issues

such as peer to peer abuse, children / young people missing from education, child sexual exploitation, 'honour-based' violence, FGM and forced marriage;

- Ensure that all members of staff are aware of their responsibilities under the PREVENT Duty and the Mandatory Reporting Duty in relation to Female Genital Mutilation (KCSIE September 2016) prior to commencing work with children / young people;
- Be especially vigilant for children with Education, Health and Care Plans.

ELAN recognises that statistically children with behavioural difficulties and disabilities are most vulnerable to abuse.

2.5 Supporting Children / Young People who have been abused

We will:

- Recognise that a child who is abused, who witnesses violence or abuse who lives in a violent or abusive environment may feel helpless and humiliated, who has been subject to exploitation or radicalisation may blame him / herself, and find it difficult to develop and maintain a sense of self-worth;
- Recognise that the academy may provide the only stability in the lives of children / young people who have been abused, exploited or radicalised or who are at risk of harm;
- Be aware that research shows that the behaviour of a child in these circumstances may range from that which is perceived to be normal to a change in personality and or demeanour;
- Ensure these children / young people are particularly closely monitored and supported and any concerns are recorded and reported to Social Care;
- Attend case conferences, core group meetings and other liaison meetings as necessary;
- Implement a Personal Education Plan (PEP) for all Children in Care and a support plan for other children / young people where there is a need for specific support in the academy.

2.6 Establish a Safe Environment for all Children / Young People

We will:

- Support the child's development in ways that will foster security, confidence and resilience in every aspect of academy life including through the academy curriculum;
- Provide an environment in which children and young people feel safe, secure, valued and respected, feel confident and know how to approach adults if they are in difficulties;
Ensure that children / young people are educated about the expectations they should have relating to the behaviour of adults who work with them;
- Develop effective working relationships with all other agencies involved in safeguarding children / young people such as Early Years' Service, Social Care, Community Family Teams, The Police, Child and Adolescent Mental Health Services, PREVENT Partnership Board, Channel Panel, specialist domestic abuse support service and domestic abuse Multi Agency Risk Assessment Conferences (MARAC);
- Ensure that we have a named Designated Teacher for Children Looked After and that we provide the best opportunities and support for children / young people to achieve the best outcomes and participate in academy life;
- Contribute to the wider safeguarding agenda by working with the local community and following government guidance to help our children / young people live in a safe environment;
- Recognise that staff working in the academy who have become involved with a child who has suffered harm, or appears to be likely to suffer harm may find the situation stressful and upsetting. We will support our staff by providing an opportunity to talk through their anxieties with the Designated Safeguarding Lead and to seek further support where needed;

- Ensure that academy policies and publications which contribute towards safeguarding children and young people are acted upon, reviewed and updated regularly.
- Ensure that all adults within our academy who have access to young people have been checked as to their suitability. This includes:
 - **Contractors** – we will ensure that contracts do not have contact with children/ young people unless deemed absolutely necessary when all such staff will be subject to appropriate checks or be supervised at all times.
 - **Supply/Casual Workers** – we will ensure that all supply and casual workers used have appropriate DBS checks.
 - **Volunteers** – all volunteers will be appropriately checked or be under supervised activity following DBS guidance.
 - **Extended services** – if these are directly under the supervision or management of academy staff, the academy's arrangements for recruitment, vetting and record keeping will apply. If a third party is responsible for running the services, there will be clear lines of accountability and written agreements setting out responsibility for the recruitment and vetting checks on staff and volunteers.
 - **Other community users** – we will ensure community users organising activities for children / young people are aware of and understand the need for compliance with the academy's safeguarding guidelines, procedures and checking and vetting arrangements by sharing this Policy with them. They will also be directed to the South West Child Protection Procedures website which will give them access to additional advice <http://www.online-procedures.co.uk/swcpp/>
 - Where our children / young people are working with another organisation on their site, the academy will review the safeguarding policy of that organisation and if it does not meet statutory requirements will ask that organisation to adopt this ELAN policy.
 - If a child / young person is absent from the site of another organisation that an ELAN academy has arranged as part of their timetable then that organisation will be instructed to inform the academy that they child / young person is absent within one hour of the scheduled start time of the programme.
 - Where a child / young person has dual-enrolment at two academies both organisations will receive the safeguarding policy of the other organisation. If a child/young person does not arrive at one organisation for a timetabled programme then the organisation at which the child is expected will inform the other organisation within one hour of scheduled arrival of the child/ young person.
 - Ensure that any student currently on the child protection register who is absent without explanation for two days is referred to Social Services.

PART THREE: Policy Review

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

This policy has been developed in accordance with the principles established by the Children Act 1189; and in line with government advice, National guidance and local publications:

- Working Together to Safeguard Children March 2015
- Keeping children safe in education September 2016
- Guidance on the inspection of safeguarding from Ofsted (August 2016)
- Statutory Framework for the Early years foundation Stage (March 2014)
- Children missing in education (September 2016)
- <https://www.safeguardingschools.co.uk/wpcontent/uploads/2015/10/Guidance-for-Safer-Working-Practices-2015-final1.pdf>
- https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/439598/prevent-duty-departmental-advice-v6.pdf

Appendix 1

Safeguarding report for School

Numbers within vulnerable groups as at last meeting date:	Numbers within vulnerable groups as at this meeting date:
Looked After Children	Looked After Children
Subject to Safeguarding total	Subject to Safeguarding total
Neglect	Neglect
Physical abuse	Physical abuse
Emotional abuse	Emotional abuse
Sexual abuse	Sexual abuse
Child in Need	Child in Need
Early Help	Early Help
High Impact Families	High Impact Families
TOTAL	TOTAL

Number of referrals awaiting decision	
Calls made to DOFA	
Any training updates	
Any specific risks to children within the school	

DSL report of actions, updates or events for the governing body.