

TRUST SAFEGUARDING & CHILD PROTECTION POLICY STATEMENT

1. Aims & Purpose

- 1.1 The purpose of the Diocese of Ely Multi-Academy Trust's Safeguarding policy statement and schools' policies are to ensure every child who is a registered pupil at our schools is safe and protected from harm.
- 1.2 This policy statement sets out the aims, purpose and ethos of safeguarding across our Trust, and the roles & responsibilities of the Trust & those of our schools.
- 1.3 Each school within our Trust will outline specific procedures giving clear direction to staff, volunteers, visitors and parents about expected behaviour and the legal responsibility to safeguard and promote the welfare of all children at their school.

These policies shall address the following points:

- **PREVENTION** through the teaching and pastoral support offered to pupils and the creation and maintenance of a whole school protective ethos
- **PROCEDURES/GUIDELINES** for identifying, dealing with and reporting cases, allegations or suspected cases, of abuse
- **SUPPORTING VULNERABLE CHILDREN** who may have been abused or witnessed violence towards others
- **PREVENTING UNSUITABLE PEOPLE WORKING WITH CHILDREN**

2. Our Ethos

- 2.1 Children who are abused or witness abuse may find it difficult to develop a sense of self-worth or view the world in a positive way. For such children, the school that they attend may be one of the few stable, secure and predictable components in their life. Other children may be vulnerable because they have a disability, or they are in care. We seek to provide all our children with the necessary support to keep them safe and build their self-esteem and self-confidence.
- 2.2 We want children at all our schools to feel able to talk freely to any member of staff or regular visitor if they are worried or concerned about something.
- 2.3 Everyone who comes into contact with children and their families has a role to play in safeguarding children. We recognise that staff across our Trust and at our schools

play a particularly important role as they are in a position to identify concerns early and provide help for children to prevent concerns from escalating. All staff 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 must always act in the best interests of the child.

- 2.4 All staff and volunteers will, through induction and training, know how to recognise concerns about a child and know how to manage a disclosure made by a child.
- 2.5 We will not make promises to a child we cannot keep, and we will not keep secrets. Every child will be told, by the adult they have chosen to talk to, what will happen next.
- 2.6 Throughout the curriculum of all our schools, we will provide activities and opportunities for children to develop the skills they need to identify risks and stay safe. This will also be extended to include material that will encourage our children to develop essential life skills.
- 2.7 At all times, we will work in partnership and endeavour to establish effective working relationships with parents, carers and colleagues from other agencies in line with the most up to date Working Together to Safeguard Children and Local Authority Safeguarding Children Boards' procedures.

For further details on roles and responsibilities, and recording information regarding safeguarding, please see the Safeguarding Policy and Procedures documents held by each school in our Trust.

3. Roles & Responsibilities

- 3.1 The Diocese of Ely Multi-Academy Trust (the Trust) recognises the contribution it can make in protecting children from harm and supporting and promoting the welfare of registered pupils at all our academies.
- 3.2 The Trust has overall responsibility for ensuring that appropriate policies to safeguard and protect children and vulnerable adults are adopted and followed by the Trust itself and by the individual schools (academies) that belong to it. This document sets out the requirements of the Trust and specifies the duties of Local Governing Bodies to formulate their own policy consistent with this. It should be read in conjunction with 'Keeping Children Safe in Education' (DfE).
- 3.3 All members of the Trust and employees are required to comply with all legislation, and other guidance approved by the Trust. In particular, members of the Trust and employees must be aware of their duty under Section 175 of the Education Act 2002 to safeguard and promote the welfare of children.

- 3.4 Each school within the Trust maintains a set of local procedures regarding safeguarding. The standard policy produced by either Cambridgeshire, Peterborough, Norfolk or Suffolk Local Safeguarding Children Boards, amended to suit local reporting routes, should be adopted unless the Executive Director with responsibility for Safeguarding agrees otherwise. These procedures outline how each school delivers safeguarding at a local level, in line with their Local Safeguarding Board's procedures, and are reviewed on a regular basis by the Local Governing Body.
- 3.5 All local procedures are made available on each school's website. This Policy statement is made available on the Trust website. Hard copies of policies and procedures are also made available on request from each school office. Parents and carers are also informed about this policy when their children join one of our schools and through our schools' newsletters.
- 3.6 Any breaches of this policy, and all reportable incidents will be immediately reported to the Executive Director (Safeguarding) of the Trust in addition to all statutory reporting requirements. Any case which involves investigation by the Local Authority Designated Officer (LADO), or police should be reported at once to the Executive Director (Safeguarding) and Chair of the Local Governing Body.
- 3.7 Each school's policy is provided to all staff at induction alongside our Staff Code of Conduct. In addition, all staff are provided with Part One of the statutory guidance 'Keeping Children Safe in Education', DfE, which staff are required to read, understand and agree to conduct themselves in line with. In addition, all staff and volunteers will receive regular Safeguarding training and updates.
- 3.8 This policy statement will be reviewed by the Trust on an annual basis, with local procedures for safeguarding being reviewed in full on an annual basis by each school's Local Governing Body.

Informing parents and carers

- 3.9 In most cases, parents and carers should be informed when concerns have been raised about their child. It is important that parents and carers are given an opportunity to address concerns.
- 3.10 Parents and carers should generally be informed if a referral is to be made to the Children's Services or any other agency. However, parents **must not** be informed if it is believed that this would put the child at risk, for example if the child has made a disclosure of sexual or physical abuse. In this event, immediate advice should be sought from the local authority Multi Agency Support Hubs (MASH).

The role of all staff

3.11 All staff, volunteers and visitors should:

- Record the concern, using the school's safeguarding children recording system
- Always speak to the school's Designated Safeguarding Lead (DSL) or the person who acts in their absence
- Agree with this person what action should be taken, by whom and when it will be reviewed
- **All** concerns about a child should initiate some form of action
- All concerns will be recorded centrally using the school's safeguarding children recording system. Parents or carers should be informed of the concern, **unless** informing them would put the child at risk of harm.

The role of the headteacher of each school

3.12 The headteacher of the school will ensure that:

- The policies and procedures adopted by the Local Governing Body are fully implemented and followed by all staff.
- They adhere to the Local Guidance in Keeping Children Safe in Education (DfE) or the most recent version thereof.
- Sufficient resources and time are allocated to enable the DSL and other staff to discharge their responsibilities, including taking part in strategy discussions and other inter-agency meetings, and contributing to the assessment of children.
- DSLs have regular 'team meetings' to ensure a joint understanding of events and ongoing cases.
- All staff and volunteers feel able to raise concerns about poor or unsafe practice in regard to children, and such concerns are addressed sensitively and effectively in a timely manner.

The role of the Local Governing Body (LGB)

3.13 The local governing body will ensure:

- A named member of the LGB is responsible for championing safeguarding children issues. This person liaises with the school and provides information to the LGB.
- A member of the LGB will monitor the safeguarding policies and procedures and write a report to the chair of the LGB each year
- The named governor responsible for championing safeguarding in the school will receive an anonymised report from the DSL or headteacher outlining the level of need and any safeguarding issues occurring in the school and what has been done to follow up these issues, termly.

- A senior member of the school’s leadership team is designated to take lead responsibility for dealing with safeguarding children (DSL). This person must complete appropriate training and attend refresher training every two years.
- The school follows local safeguarding procedures and the school’s Safeguarding policy is reviewed annually.
- The school operates safe recruitment practices, including appropriate use of references and checks on new staff and volunteers.
- Safer recruitment trained staff undertake annual refreshers, such as the NSPCC safer recruitment online training.
- Members of the LGB undertake regular safeguarding training, online or in person, for example the NSPCC governor training.
- There are procedures for dealing with allegations of abuse against members of staff and volunteers which are in line with local authority procedures.
- That any allegation concerning a member of staff or a volunteer should be reported immediately to the headteacher. If an allegation is made about the headteacher this information should be passed to Trust Executive Director (Safeguarding) and chair of the LGB.
- All staff and volunteers in regular contact with children undertake appropriate training which is kept up-to-date by refresher training at least at yearly intervals; and temporary staff and volunteers who work with children are made aware of the school’s Safeguarding arrangements.
- Any deficiencies or weaknesses that are brought to the attention of the LGB are rectified.

The role of the Designated Safeguarding Lead (DSL)

3.14 The DSL has a specific responsibility for championing the importance of safeguarding and promoting the welfare of all children and young people registered at the school including protecting students from radicalisation and extremism as per the Prevent Duty (2015).

3.15 The role includes:

- Liaising with the Local Governing Body and local authority (LA)
 - Acting as the first point of contact with the LA with regard to safeguarding children matters.
 - Provision of information to the LA on how the school discharges its duties with regard to safeguarding children.
 - Liaison with the LGB and LA about any deficiencies of practice or procedure and how these may be rectified.

- Preparing an anonymised report to the named governor responsible for championing safeguarding in the school about safeguarding need, issues and how they are dealt with, on a termly basis.
- Referrals to the Children and Families Department and other agencies
 - Ensuring all actions are in line with the Local Safeguarding Children's Board's (LSCB) Safeguarding Inter-Agency Procedures.
 - Supporting and enabling staff to make effective referrals to the Children's Services and other agencies where there are concerns about a child is being abused.
 - Holding a copy of all referrals made to the Children's Services and referrals to other agencies related to safeguarding children matters.
 - Liaison with the headteacher to inform him/her of any issues and ongoing investigations and ensure there is always cover for this role.
- Training
 - Ensuring that staff have received information on safeguarding children at induction as per the Trust Safeguarding Induction Checklist, a copy of which should be sent to HR for filing.
 - Ensuring that staff receive information about Prevent and the school's statutory duties related to this in line with the DfE Prevent Duty (2015).
 - Making sure the school staff receive LSCB approved safeguarding training annually and all staff receive training appropriate to their role. To make use of online safeguarding training for staff joining between direct face-to-face training sessions, if necessary.
 - Ensuring all staff with specific responsibility for safeguarding children attend more in-depth training, and annual refresher sessions.
 - Ensuring all staff understand internal reporting and recording systems and are clear about what to do if they are worried about a child.
- Raising awareness
 - To ensure all staff and volunteers are aware of the school's Safeguarding Children policy and it is readily available and reviewed annually.
 - To ensure that parents/carers of students in the school are fully briefed on current safeguarding issues and their role in supporting their children especially on social media which although used at home has implications at school.
 - Keep up-to-date with changes in local policy and procedure and take account of guidance issued by DfE.
 - To ensure that all standard meetings in the school have a standing agenda item of "Safeguarding".

- To ensure that staff are aware of the additional barriers that exist when recognising the signs of abuse and neglect of children who have SEND.
- Recording concerns
 - Managing the school's safeguarding children recording system.
 - When children leave the establishment, ensuring their child protection or safeguarding file is copied for the new establishment as soon as possible, but **transferred separately** from the main pupil file.
 - A termly report should be made using the Trust Reporting to Governors and Principals' document. Any case which involves investigation by the police should be reported at once to the Executive Director (Safeguarding) and Chair of the LGB.

3.16 We recognise that our safeguarding responsibilities are clearly linked to our responsibilities for ensuring that appropriate safeguarding responses are in place for children who are absent from our schools or who go missing from education, particularly on repeat occasions. The person responsible for monitoring attendance will regularly liaise with the DSL in each school to discuss all persistently absent pupils and those who go missing to identify the risk of abuse and neglect including sexual abuse or exploitation and to ensure that appropriate safeguarding responses have been put in place to reduce the risk of future harm.

Managing allegations and concerns against staff and volunteers

- 3.17 Any allegation made against a teacher or other member of staff or volunteer will be dealt with fairly, quickly and consistently, in a way that provides effective protection for the child and supports the person who is subject to the allegation.
- 3.18 Allegations against personnel, including the headteacher must always be reported to the Executive Director (Safeguarding), in addition to all statutory reporting requirements, e.g. reporting to the Local Authority Designated Officer.
- 3.19 Each school follows the procedures set out by the Local Safeguarding Children's Board, *Keeping Children Safe in Education (DfE)* and *Working Together to Safeguard Children (2018)*.

Safe recruitment and selection of staff

- 3.20 The school's recruitment processes conform to the guidance set out in *Keeping Children Safe in Education (DfE)*. Every appointment should be made with at least one member of the interview panel having had safer recruitment training.

Complaints or concerns expressed by pupils, staff or volunteers

- 3.21 Each school recognises that listening to children is a vital part of safeguarding them against abuse and neglect. To this end, any expression of dissatisfaction or disquiet in relation to an individual child will be listened to and acted upon to safeguard his/her welfare.
- 3.22 They will also seek to ensure that the child or adult who makes a complaint is informed not only about the action the school will take but also the time required to resolve the complaint. The school will also endeavour to keep the child or adult regularly informed as to the progress of his/her complaint.

4. Other relevant policies

- 4.1 The Local Governing Body's legal responsibility for safeguarding the welfare of children goes beyond basic child protection procedures.
- 4.2 The duty is to ensure that safeguarding permeates all activity and functions. This policy complements and supports a range of other policies, for instance:
- Managing allegations and concerns against staff and volunteers
 - Code of conduct
 - Anti-bullying
 - Special educational needs
 - Educational visits policy
 - First aid and the administration of medicines
 - Health and safety
 - PSHE and sex education
 - Equal opportunities
 - ICT and access to the internet
- 4.3 The above list is not exhaustive but when undertaking development or planning of any kind the school will consider safeguarding matters. Our academies will also have regard to government guidance as amended from time to time including: *Working Together to Safeguard Children, Keeping Children Safe in Education, The Prevent Duty, Use of Reasonable Force in Schools.*

5. External contacts

Norfolk Children's Services Customer Services Helpline (Duty Team): 0344 800 8020

Norfolk Local Area Designated Officer (LADO): 01603 223473

Suffolk Children's Services duty team: 03456 066 167

Suffolk Local Area Designated Officer (LADO): 0300 123 2044

Cambridge Children's Services: 01223 576412

Cambridge Local Area Designated Officer (LADO): 01223 727968

Peterborough Children's Services: 01705 748 8830

Peterborough Local Area Designated Officer (LADO): 01733 864038

DfE extremism concerns telephone 0207 340 7264

DfE extremism concerns email counter.extremism@education.gsi.gov.uk