

Safeguarding and child protection policy

Audience:	Parents Academy staff and volunteers Local Governing Bodies Trust central staff Cluster boards Trustees Local Authorities
Ratified:	August 2020
Other related policies:	<ul style="list-style-type: none"> • Safeguarding and child protection (for central staff) • Attendance • Behaviour • Code of conduct • Disciplinary • Health and safety • Information and records retention • Missing pupils • Online safety • Recruitment • Relationships, health and sex education • Whistleblowing
Policy owner:	Helen Beattie, Head of Safeguarding
Review frequency:	Annual

REAch2 safeguarding and child protection policy



At REAch2, our actions and our intentions as school leaders are guided by our Touchstones:

Integrity	We recognise that we lead by example and if we want children to grow up to behave appropriately and with integrity then we must model this behaviour
Responsibility	We act judiciously with sensitivity and care. We don't make excuses, but mindfully answer for actions and continually seek to make improvements
Inclusion	We acknowledge and celebrate that all people are different and can play a role in the REAch2 family whatever their background or learning style
Enjoyment	Providing learning that is relevant, motivating and engaging releases a child's curiosity and fun, so that a task can be tackled and their goals achieved
Inspiration	Inspiration breathes life into our schools. Introducing children to influential experiences of people and place, motivates them to live their lives to the full
Learning	Children and adults will flourish in their learning and through learning discover a future that is worth pursuing
Leadership	REAch2 aspires for high quality leadership by seeking out talent, developing potential and spotting the possible in people as well as the actual

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POLICY OVERVIEW

Overarching principles

We recognise that academies and academy personnel are in a unique position in their care of children. The responsibility for all staff to safeguard pupils and promote their welfare, as stated in Section 175 of the Education Act (2002) is one that is central to our ethos, our policies and our actions. All children are deserving of the highest levels of care and safeguarding, regardless of their individual characteristics or circumstances, and we are committed to applying this policy to ensure effective levels of safeguarding and care are afforded to all of our pupils. This policy sets out guidance and procedures that our academy will take to ensure appropriate action is taken in a timely manner to safeguard and promote the welfare of our pupils. Its contents are intended to be in accordance with all relevant Government guidelines and legislation, as well as the inter-agency procedures provided by Staffordshire safeguarding partners.

Intended impact

- To enable all pupils to feel safe and cared for whilst at our academy, and to ensure that they have a safe place and safe people to whom they can turn.
- To enable all adults involved with our academy to be fully equipped to fulfil their responsibilities in effectively promoting the safeguarding and welfare of all of our pupils.

Roles & responsibilities

- Pupils will: adhere to academy rules regarding conduct and safe behaviour; report anything that worries them to a trusted adult.
- Parents/carers will: work collaboratively with academy staff to promote the safety of their children and of other pupils; support our academy to teach pupils about keeping safe by reinforcing key safety messages; report any safeguarding concerns regarding their own children or another pupil to the academy.
- The academy will: ensure that all pupils have a safe learning environment and are taught about how to keep safe; train and support all adults involved with our academy to appropriately identify and respond to any pupil at risk of harm; work collaboratively with parents and professional agencies to safeguard our pupils.
- Governors will: ensure this policy is applied robustly throughout the academy; review it regularly (annually at a minimum) to ensure the effectiveness and rigor of safeguarding practice at our academy.
- REAch2 central staff will: know, understand and follow the safeguarding procedures for each academy within which they work; undertake relevant regular training and updates to ensure their skills and knowledge support them to meet their safeguarding responsibility.
- REAch2 safeguarding team members will: advise and challenge academies and their staff to support them in deploying best practice to meet their statutory safeguarding responsibilities.

How this relates to national guidance & requirements

Statutory safeguarding and child protection practice for schools and academies is outlined in the following legislation and documents, with which this policy intends to be in accordance:

- Legal: Section 175, Education Act (2002); Section 26, Counter Terrorism and Security Act (2015)
- Government: Working Together to Safeguard Children (2018); What to do if you're worried a child is being abused (2015); Keeping children safe in education (2020); Children missing education (2016); Sexual violence and sexual harassment between children in schools (2018); The designated teacher for looked after and previously looked after children (2018); Information Sharing, Advice for practitioners providing safeguarding services (2018); Teaching online safety in schools (2019); Relationships education, relationships and sex education, and health education (2019)
- Ofsted: Inspecting safeguarding in early years, education and skills settings (2019)

Key definitions

Safeguarding and promoting the welfare of children is defined in Keeping Children Safe in Education (2020) as: *'protecting children from maltreatment, preventing impairment of children's mental and physical 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.'*

POLICY PRINCIPLES IN DETAIL

The role and responsibilities of the Designated Safeguarding Lead

- We will appoint a senior member of staff from our academy's leadership team to act as our Designated Safeguarding Lead (DSL) This person will coordinate all safeguarding and child protection procedures at our academy, and will take lead responsibility for this area, which will be specified in their job description.
- We will also appoint one or more Deputy Designated Safeguarding Leads, who will be trained to the same level as the Lead, will have their Deputy DSL role included in their job description, and to whom activities may be delegated.
- During school hours, the Designated Safeguarding Lead or their Deputy will be available to discuss any safeguarding concerns, either in person or, in exceptional circumstances, via phone or other modes of communication.
- The Designated Safeguarding Lead and their Deputy will undergo suitable training, including Prevent training, to equip them with the skills and knowledge required to undertake their role, which will be updated at a minimum every two years; in addition, their skills and knowledge will be refreshed at regular intervals, annually at a minimum.
- The Designated Safeguarding Lead and their Deputy will ensure that all staff know and understand the safeguarding and child protection procedures at our academy, as well as knowing, and working effectively with, the local inter-agency procedures for assessment of early help needs and for referrals of suspected cases of abuse.
- The Designated Safeguarding Lead will encourage amongst staff a culture of listening to children and taking into account their wishes and feelings to help protect them.
- The Designated Safeguarding Lead and their Deputy are expected to oversee and manage all referrals of suspected abuse that are made to Social Care, Police, Channel, and other agencies, and will also support and liaise with any academy staff who have either been involved in making such referrals or who have concerns about a pupil which may subsequently require a referral.
- The Designated Safeguarding Lead and their Deputy will maintain detailed and secure written or electronic records of any concerns and referrals, and all subsequent follow up actions and communications. Records should be actioned and updated within 24 hours of the event taking place.

Induction and training

- We will train all academy staff, volunteers and the Chair of Governors and safeguarding Governor (as a minimum) in line with local safeguarding partnership procedures to equip them with the necessary skills and knowledge to support them to fulfil their safeguarding responsibilities. This will take place upon induction, no later than 1 month after employment commences, and will be refreshed regularly, no less than annually, throughout the course of their work with our academy.
- Training and refresher sessions will reinforce understanding of the types of abuse, including specific safeguarding issues; the adult's role in recognising and responding to abuse; and the academy's processes for recording and following up on any concerns. Policies, policy updates, and statutory information will also be shared during induction and refresher sessions (see page 8, 'Implementation', for further information)

Types of abuse and specific safeguarding issues

- We recognise that adults working in our academy are in a unique position to recognise and respond to signs of abuse, and that these can take place and manifest in a variety of ways, including peer on peer.
- Induction training and regular refresher sessions will equip staff and volunteers to understand the different types of abuse, including specific safeguarding issues such as Female Genital Mutilation and radicalisation, and support them to know how to respond to any concerns.
- Annex 1, pages 9 – 12, details our approach to dealing with the risks posed by abuse, and how we identify and respond to any signs of abuse.

Contextual safeguarding

- Children are subject to possible risk at home, school and in their local community and environment, and we recognise that in order to effectively safeguard our pupils and promote their welfare that we need to understand any specific issues arising in the local area that can affect the risk posed to them.

- We will work with local partners, including Social Care and Police, to ensure that we stay alert to any emerging contextual risks, and to ensure that assessment of risk for any of our pupils includes appropriate reference to their local community and environment.
- Further information to support staff in understanding contextual safeguarding can be found via the Contextual Safeguarding Network: <https://www.contextualsafeguarding.org.uk/>

Processes, procedures, and inter-agency liaison

- Our academy has a clear procedure for responding to any possible signs of abuse, using a standardised safeguarding concerns form/procedure (see Annex 2, page 12) This will be explained to all staff and volunteers at induction, and copies of forms are available in the academy. Training and refresher sessions will reinforce effective techniques for recording concerns, and will highlight the importance of accurate written records.
- All safeguarding concerns records, and any other documentation of a safeguarding nature, are held in a safeguarding file/online system separately from any other pupil information, and are stored securely with access limited only to the Designated Safeguarding Lead, their Deputies, and the Headteacher, who have received the appropriate DSL training.
- Pupil safeguarding files/systems will contain any relevant information and documentation related to the pupil's safety and welfare. Their contents will be logically organised and will be prefaced by a chronology detailing the key events and information related to the case. Should the pupil leave the academy, a copy of their safeguarding file, separate to their main pupil file, will be transferred to the new school within 10 working days of the academy receiving confirmation of new school, from whom confirmation of receipt will be required.
- Upon receiving a concern which indicates a suspicion of abuse, the Designated Safeguarding Lead or their Deputy will follow local inter-agency procedures, local information sharing protocols and statutory/legal expectations in deciding if a referral to an external agency is warranted. It is important to note that whilst a referral would typically be made by the Designated Safeguarding Lead or their Deputy, any member of staff can make a referral, and appropriate information will be signposted to all staff to support them to do so.
- In the case of a referral being made due to risk of significant harm, the referrer will make a detailed written record of their actions, including: dates and times of any conversations; the name and role of any professionals that were spoken to; the outcome of the referral; any actions that the referrer and the agency receiving the referral have agreed to.
- Any disagreements between the referrer and a professional or agency will be appropriately voiced and discussed, with the referrer following appropriate escalation procedures if they remain dissatisfied and if the circumstances warrant. Any disagreements or escalation will be recorded in writing by the referrer.
- The Designated Safeguarding Lead or their Deputy will be a proactive contributor to any strategy meeting, Child Protection conference/review, and core group, and will attend professionals' meetings where requested, providing appropriate written and/or verbal education and welfare reports related to the pupil and their family as requested by agencies and in line with statutory information sharing guidance.
- Records of all safeguarding work from early help to child protection will be made on the pupil's safeguarding record. Any actions arising from a concern will be followed up and documented, and records of any communication with school staff, external agencies and parents related to safeguarding will be documented on the pupil's record within 24 hours.
- Minutes and action plans of meetings will be retained on a pupil's safeguarding record, with relevant actions being fed back to the appropriate members of the team, and any progress towards meeting required actions and outcomes also recorded.

Early Help

- We recognise that early intervention when a child or family is starting to show signs of concern can be critical to ensure that the right help and support is sourced, preventing any further escalation of issues or a decline in the child's safety and wellbeing.
- We recognise that partnerships with parents and carers is crucial in identifying the need for early help and for effective collaboration to improve the life chances for pupils. We work proactively with parents and

carers to develop effective relationships between home and school, and to promote the benefits of early help and intervention to support their child.

- Any child can benefit from early help, but we are particularly alert to the needs of: SEND pupils; young carers; pupils vulnerable to anti-social behaviour, gangs, exploitation and radicalisation; pupils currently in or recently returned from care or those being privately fostered; pupils misusing drugs or alcohol or living in households where drugs or alcohol are being misused; pupils living in households with domestic violence or parental mental health concerns.
- In a case where a concern about a pupil does not suggest a risk of significant harm but they remain in need of additional support, the Designated Safeguarding Lead or their Deputy will liaise with parents and, with their permission, follow local Early Help Assessment guidelines in order to source the most appropriate support.
- The Designated Safeguarding Lead or their Deputy will be a proactive instigator and/or contributor to any Early Help Assessment and subsequent Team Around the Family meeting and, as above, will lead or attend professionals' meetings where requested, providing appropriate written and/or verbal education and welfare reports related to the pupil and their family as requested by agencies.

Mental health

- We recognise that mental health problems can be an indicator that a child has suffered or is at risk of suffering abuse, neglect and, equally, that having experienced abuse or neglect can significantly impact on a child's mental health.
- In their role of seeing pupils day to day, our staff are well placed to observe their behaviours and to identify any concerns relating to a pupil's mental health.
- Where a staff member has a concern about a pupil's mental health that also reflects a safeguarding concern, this will be reported and responded to in line with the guidelines above.
- The Designated Safeguarding Lead or their Deputy, or a suitable alternative staff member, i.e. SENDCO, will be a proactive instigator and/or contributor to any assessment of a pupil's mental health, and will work in collaboration with other agencies, as required, to best meet the pupil's needs.

Safer recruitment and the Single Central Record

- We recognise that it is critical to ensure that our pupils are taught and supported by adults who are safe to do so, and that we are responsible for promoting a culture of safety within our academy environment by preventing unsafe adults from having access to it.
- In line with expected practice for safer recruitment, a minimum of one member of academy staff will undertake training in 'Safer Recruitment', and will be present on any interview panel.
- Our School Business Manager will maintain a Single Central Record, detailing the required and relevant recruitment and vetting checks undertaken on all school employees, volunteers, Governors, agency workers and third-party staff.
- The Headteacher will oversee the SCR and be accountable for its accuracy, checking it regularly and termly as a minimum, making a record of the check and any subsequent actions that arise. The designated governor will check the SCR prior to every full Governing Body meeting, also making a record of the check and any subsequent actions that arise.
- The Single Central Record will be supported by files containing appropriate supporting evidence for recruitment and vetting checks, held in line with Data Protection legislation.
- Please see our Recruitment policy for further detail regarding our adherence to safer recruitment principles for staff and volunteers.

Teaching pupils to stay safe

- We recognise the importance of teaching our pupils how to stay safe, and that opportunities to do so form an integral part of a broad and balanced curriculum.
- Learning opportunities will take the form of: PSHE lessons (in line with statutory requirements for the Relationships and Health curriculum), Computing lessons, sex education, assemblies, circle time, class/form time, and visiting speakers, as well as smaller group and focussed intervention for particular vulnerable pupils as needed.

- The ethos of our school and its curriculum will support the promotion of British Values, which is known to build resilience to exploitation and radicalisation.
- We will model and teach safe behaviour and appropriate language (including how to stay safe online), and will promote a culture of safety within our academy where everyone's opinion is valued and everyone has someone safe to whom they can turn.
- We will actively collect feedback from our pupils, and will regularly engage with Pupil Voice to seek the views of pupils on their experiences of feeling safe at our academy and within their communities.

IMPLEMENTATION

This policy applies to all adults involved with our academy, including paid staff, volunteers, including Governors, and visitors. It will be publicly available on our academy website, and will be available in paper form upon request from the office. We will also make available and/or signpost all relevant statutory and legislation safeguarding and child protection documentation to staff and volunteers for their reference.

At the beginning of the academic year all academy staff and volunteers, including Governors, will be issued with a copy of this policy, along with a copy of the academy's Code of Conduct, whistleblowing policy, behaviour policy, e-safety, acceptable use & social media policy, attendance policy and any additional information about responding to children missing in education (CME), together with Part 1 and Annex A of Keeping Children Safe in Education (2020) They will be required to sign a confirmation that they have received, read and understood these documents, and that they agree to abide by their contents.

Any new staff who join our academy subsequent to the annual policy issue will receive a specific safeguarding induction, where this policy, plus our academy's Code of Conduct, whistleblowing policy, behaviour policy, e-safety, acceptable use & social media policy/ies, attendance policy and any additional information about responding to children missing in education (CME), together with Part 1 and Annex A of Keeping Children Safe in Education (2020) will be shared and discussed. These staff will also be required to sign a confirmation that they have received, read and understood these documents, and that they agree to abide by their contents.

The implementation of this policy will be reviewed on a regular basis by the academy Senior Leadership Team and also by Governors, led by the named academy Safeguarding Governor, to assess the effectiveness and impact of the academy's processes and procedures in safeguarding pupils and promoting their welfare.

Additionally, the REAch2 safeguarding team will support REAch2 academies in their implementation of this policy through the REAch2 safeguarding strategy. This will include, amongst other areas, scrutiny of safeguarding pupil files, of actions taken by the Designated Safeguarding Lead or their Deputy in response to safeguarding concerns, and of the quality and impact of staff safeguarding training. Please see the REAch2 safeguarding strategy for further details. All members of the REAch2 safeguarding team have received Designated Safeguarding Lead training, and have been assessed to have the knowledge, skills and experience required to undertake this role.

POLICY REVIEW

The content of this policy will be reviewed by REAch2 Trustees annually as per statutory requirements, or sooner if required, i.e. in the case of a mid-year update to statutory guidance in Keeping Children Safe in Education.

ANNEX 1 – types of abuse

We are aware that all children are potentially vulnerable to abuse. It can take place at home, in the academy environment, and in the wider community; be committed by adults and by other children; be inflicted by people known to the child and by strangers; be a consequence of an act of deliberate harm and from failing to take necessary steps to prevent the child from coming to harm.

The four main types of abuse referred to in Keeping Children Safe in Education (2020), and a summary of their definitions, are:

- physical: may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child; physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child
- emotional: the persistent emotional maltreatment of a child such as to cause severe and adverse effects on the child's emotional development; may involve conveying that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person, not giving them opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate, age or developmentally inappropriate expectations being imposed, interactions that are beyond their developmental capability as well as overprotection and limitation of exploration and learning, or preventing them from participating in normal social interaction, seeing or hearing the ill-treatment of another, serious bullying (including cyberbullying), causing them frequently to feel frightened or in danger, or exploitation or corruption
- sexual: forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening; may involve physical contact, including penetrative or non-penetrative acts, non-physical contact, grooming a child in preparation for abuse, and online sexual abuse
- neglect: the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development; may involve failure to provide adequate food, clothing and shelter, failure to protect a child from physical and emotional harm or danger, failure to ensure adequate supervision, failure to ensure access to appropriate medical care or treatment, and failure to meet a child's basic emotional needs

High quality training, which is regularly updated, ensures all adults involved with our academy are familiar with the definitions of abuse, actions that constitute each of the four categories, and the signs of each type of abuse, so that pupils who may be in need of help or protection are appropriately identified.

In addition to the above, we recognise that there are a number of specific safeguarding issues that require special consideration due to their complex nature. All staff and volunteers will be issued with a copy of Part 1 and Annex A of Keeping Children Safe in Education (2020), containing the full list of specific safeguarding issues and the accompanying guidance documents, with which they are expected to be familiar.

Children potentially at greater risk of harm

- We recognise that children who have a Social Worker may have needed this due to abuse, neglect, and complex family circumstances, and that this potentially leaves them vulnerable to further harm. We also recognise that research shows that children who have a Social Worker, or have had a Social Worker, are at risk of lower educational outcomes than their peers.
- When we are alerted to a pupil in our academy having a Social Worker, the Designated Safeguarding Lead will inform other staff in the academy on a case-by-case basis in order to ensure the best interests of the pupil are being considered with regards to their safety, welfare and educational outcomes. This may include classroom staff, pastoral and support staff, and/or admin staff.
- The welfare and educational needs of our pupils with Social Workers will be regularly reviewed via vulnerable pupil meetings, and how any actions or interventions are agreed, implemented and tracked.

Peer on peer abuse

- Some children may abuse their peers, which can manifest in many ways, including bullying, physical abuse, online abuse, sexual harassment and sexual violence, 'sexting' and initiation/hazing.
- Harmful or abusive behaviour between pupils in our academy is not tolerated: we do not believe that it is to be expected, or to be accepted. We recognise that peer on peer abuse is more likely to see boys as perpetrators and girls as victims; staff will be alert to this, but will ensure that all incidents of peer on peer abuse are taken equally seriously regardless of the identity or gender of the perpetrator and victim/s.
- Any report of peer on peer abuse will be swiftly investigated, recorded and responded to in line with the academy's behaviour and anti-bullying policies. Where appropriate, this may include sanctions, exclusion, referral to Social Care and/or Police. Victim/s will be reassured, and both victim/s and perpetrator/s will receive appropriate support and guidance to safeguard and protect them and to ensure that their wellbeing is being promoted.
- We will use lessons and assemblies to help pupils understand, age-appropriately, what abuse is and what the academy's policy and expectations are of their behaviour and conduct to each other, encouraging them to tell a trusted adult if someone is behaving in a way that makes them feel uncomfortable.
- Part 5 of Keeping Children Safe in Education (2020), Child On Child Sexual Violence and Sexual Harassment, will be made available for all staff.

Gangs, youth violence, and serious violent crime

- We recognise that children are vulnerable, at any age, to being drawn into a gang environment and/or being targeted as perpetrators or victims of violence to others.
- We understand the positive impact that education, and spotting and responding to early warning signs of gang behaviour and violence, can have on affecting a positive outcome for a child and for building resilience to gang culture.
- We will be vigilant to any signs of our pupils being drawn into, or affected by, gangs, youth violence, and serious violent crime, and will work with local agencies to safeguard any perpetrators and/or victims.

Exploitation, including child criminal exploitation (CCE) and child sexual exploitation (CSE)

- It is understood that any child of any age is vulnerable to the risks of exploitation, including child criminal and child sexual exploitation, and that this risk is not limited to older children or adolescents. Children can be exploited by adults, but children can also be used to exploit other children. Exploitation can take place online as well as face to face.
- We are alert to the signs and indicators of a pupil becoming at risk of, or subject to, all forms of exploitation, including but not limited to: gang and violence-related activity; criminal and anti-social behaviour; going missing from education; underage and/or illegal sexual activity; risky behaviour, including behaviour online.
- In addition, we are alert to the signs and indicators of a pupil becoming at risk of, or subject to, exploitation for the purposes of county lines, a term used to describe exportation of illegal drugs by criminal networks between different locations in the UK. This includes, but is not limited to: going missing from education; awareness, knowledge and use of alcohol and illegal substances.
- The Designated Safeguarding Lead is the academy's named professional for issues related to exploitation, and will work with local agencies as required to safeguard pupils at risk of, or subject to, exploitation.

Children with family members in prison, and children in the court system

- We recognise the significant impact that a parent being in prison can have on a child's outcomes, academically, emotionally and financially.
- We also recognise that children can be required to give evidence in court, either as victims or as witnesses, and that this is an experience likely to have a significant impact on them.
- Both of the above issues require bespoke support to ensure that the impact on the child's wellbeing is minimised. We will seek appropriate professional support for any of our pupils who are in these circumstances, and ensure that pastoral provision actively supports and monitors their progress.

Domestic abuse

- Witnessing or experiencing domestic abuse, defined as controlling, coercive, threatening, violent and abusive behaviour between partners and/or family members, poses a serious risk to children, and we recognise the serious and long lasting impact it can have on their wellbeing.

- We will train our staff to know and understand the risks posed by domestic abuse, regardless of whether the child has been physically injured or not, and to recognise any incident of domestic abuse witnessed or experienced by our pupils as a potential safeguarding issue. Where necessary, we will work with local agency professionals to respond to any reported incidents of domestic abuse.

Homelessness

- We recognise that homelessness, and the risk of homelessness, places a child's welfare at significant risk, being at risk of poverty, exploitation, and becoming missing from education, amongst others.
- Timely intervention when a risk of homelessness is first identified is critical in preventing a situation from escalating and homelessness becoming a reality. We will work closely with families identified to be at risk, and with professional from relevant local agencies, to put appropriate measures into place to minimise the risk of homelessness.

'Honour based' abuse, including Female Genital Mutilation, Breast Ironing and Forced Marriage

- 'Honour based' abuse refers to actions committed under a belief of protecting or defending the honour of a family or community. Regardless of the motivation or circumstances, we recognise that these acts are illegal and abusive, and should be responded to as such.
- We are aware of, and will adhere to, the legal duty placed on teachers to notify the Police of any confirmed cases of Female Genital Mutilation carried out on a girl under the age of 18.
- We are alert to the signs and indicators of a pupil being at risk of 'honour based' abuse, and will work with local agencies as required to safeguard these pupils.

Radicalisation

- Under the Counter Terrorism and Security Act (2015) academies are required to have 'due regard to the need to prevent people from being drawn into terrorism', otherwise known as the 'Prevent duty'.
- We are alert to the signs and indicators of a pupil showing signs of radicalisation and of being at risk of being drawn into terrorism, and will work with local agencies and the Channel programme as required to safeguard these pupils.
- The Designated Safeguarding Lead is the academy's named professional for radicalisation, who has an appropriate knowledge of the risks associated with the local area and is aware of the local referral processes for raising a Prevent concern.
- We recognise that a broad and balanced curriculum will support pupils in developing resilience to extremist ideology; therefore, learning opportunities will promote pupils' spiritual, moral, cultural, mental and physical development, prepare them for the opportunities, responsibilities and experiences of life, promote community cohesion and British values, and provide a safe space in which they can understand, discuss and learn to challenge sensitive topics.

Children Missing Education

- We recognise that a child missing from education can be an indicator of abuse or neglect, including a risk of exploitation, 'honour based' abuse and radicalisation, as outlined above.
- Robust procedures are in place for monitoring and responding to pupil attendance, as outlined in our academy's Attendance policy, including, where possible, recording more than one emergency contact for each pupil.
- In line with Children Missing Education (2016) and Staffordshire procedures, we will work with local agencies and make timely referrals as required to ensure that circumstances where children are missing from education are swiftly and appropriately responded to.

Online safety

- Technology has become a significant risk factor in safeguarding children, and we recognise our responsibility to protect our pupils from the risks of inappropriate content and contact from inappropriate people, as well as educating them about how to conduct themselves safely online.
- Staff are alert to the risks posed to pupils via their use of technology, and receive appropriate training to support them in ensuring that risks are swiftly identified and responded to.

- Our Computing curriculum, together with assemblies and other learning opportunities, will equip our pupils with the necessary knowledge and skills to take best advantage of the many opportunities that technology brings whilst acting safely and responsibly whilst using technology. It will take into account all of the guidance contained within Annex C of Keeping Children Safe in Education (2020) to ensure that pupils are sufficiently protected and educated with regards to online safety.
- Please see the Academy's E-Safety and Acceptable Use policies for further information, including internet filtering and agreements for the acceptable use of technology.

Children with Special Education Needs and Disabilities (SEND)

- We recognise that pupils with SEND face additional challenges in keeping safe, and that they may be subject to increased risk by virtue of their special need or disability. Their physical and emotional needs, behaviour, mood, difficulties with communication, and proneness to isolation and to bullying all make them more vulnerable to abuse, and more vulnerable to abuse being overlooked or ascribed to a different cause.
- Staff working with pupils with SEND who are non-verbal or have limited communication will be particularly vigilant of potential signs of abuse, such as changes in mood and behaviour, suspicious marks, etc, and will promptly respond to these signs by following the safeguarding procedures detailed above.
- We ensure that pupils with SEND receive appropriate pastoral provision, which, if necessary, may be additional to that provided to non-SEND pupils, and that they are taught in a way that is appropriate to their developmental stage about keeping safe and about sharing any worries or concerns with a trusted adult.
- Use of 'reasonable force', referring to use of physical contact to control or restrain a pupil, is sanctioned in schools when it is being used to safeguard. The additional vulnerabilities of pupils with SEND in the use of reasonable force is known and understood, and we are committed to reducing the risk posed to these pupils and limiting the need for use of reasonable force through our pastoral support and behaviour management systems.
- From time to time, pupils with SEND may need to receive additional support, or part-time/full-time education, from an Alternative Provision so that their needs can best be met. We will take responsibility for assuring ourselves that the policies and procedures for keeping children safe at the Alternative Provision, including those relating to safeguarding and to safer recruitment, are sufficiently robust and are in line with statutory expectations.
- Please see the Academy's SEND/Inclusion and behaviour policies for further information.

Looked After Children, and previously Looked After Children

- Children are most commonly taken into care following abuse or neglect; consequently, pupils who are Looked After or previously Looked After, including those who have been adopted from care or are subject to care orders, can be vulnerable as a result of their historical experiences, as well as with their current care arrangements.
- We will appoint a Designated Teacher, who is responsible for monitoring the progress and wellbeing of all Looked After Children, and for liaising with both academy staff and professionals from external agencies to ensure appropriate provision to meet their academic, developmental and welfare needs. The Designated Teacher will also be responsible for monitoring the progress and wellbeing of all previously Looked After Children, ensuring that they have appropriate provision to meet their needs.
- The Designated Teacher will be responsible for ensuring that a Looked After Child's PEP is available, up to date and regularly reviewed to ensure it is having an impact on the pupil's attainment and wellbeing.
- The Designated Teacher will also be responsible for establishing effective partnerships with the child's carers.

ANNEX 2 – contact information

Name of Designated Safeguarding Lead	Nikita Silvester-Grant
Role of Designated Safeguarding Lead	Headteacher
Contact details for Designated Safeguarding Lead	01543 225620 nikitasilvester-grant@springhillacademy.co.uk

Name of Deputy Safeguarding Lead/s	Keddie Bailey Louise Miller
Role of Deputy Safeguarding Lead/s	Family Liaison Officer Behaviour Support
Contact details for Deputy Safeguarding Lead/s	01543 225620

Name of Deputy Director of Education	Yateen Bhoola
Contact details for Deputy Director of Education	yateen.bhoola@reach2.org

Name of Chair of Governors	Hannah Storrie
Contact details for Chair of Governors	hannah.storrie@springhillacademy.co.uk

Name of Safeguarding Governor	Hannah Storrie
Contact details for Safeguarding Governor	hannah.storrie@springhillacademy.co.uk

Staffordshire Social Care contact details	0800 131 3126
Staffordshire Out of hours Social Care contact details	0345 604 2886

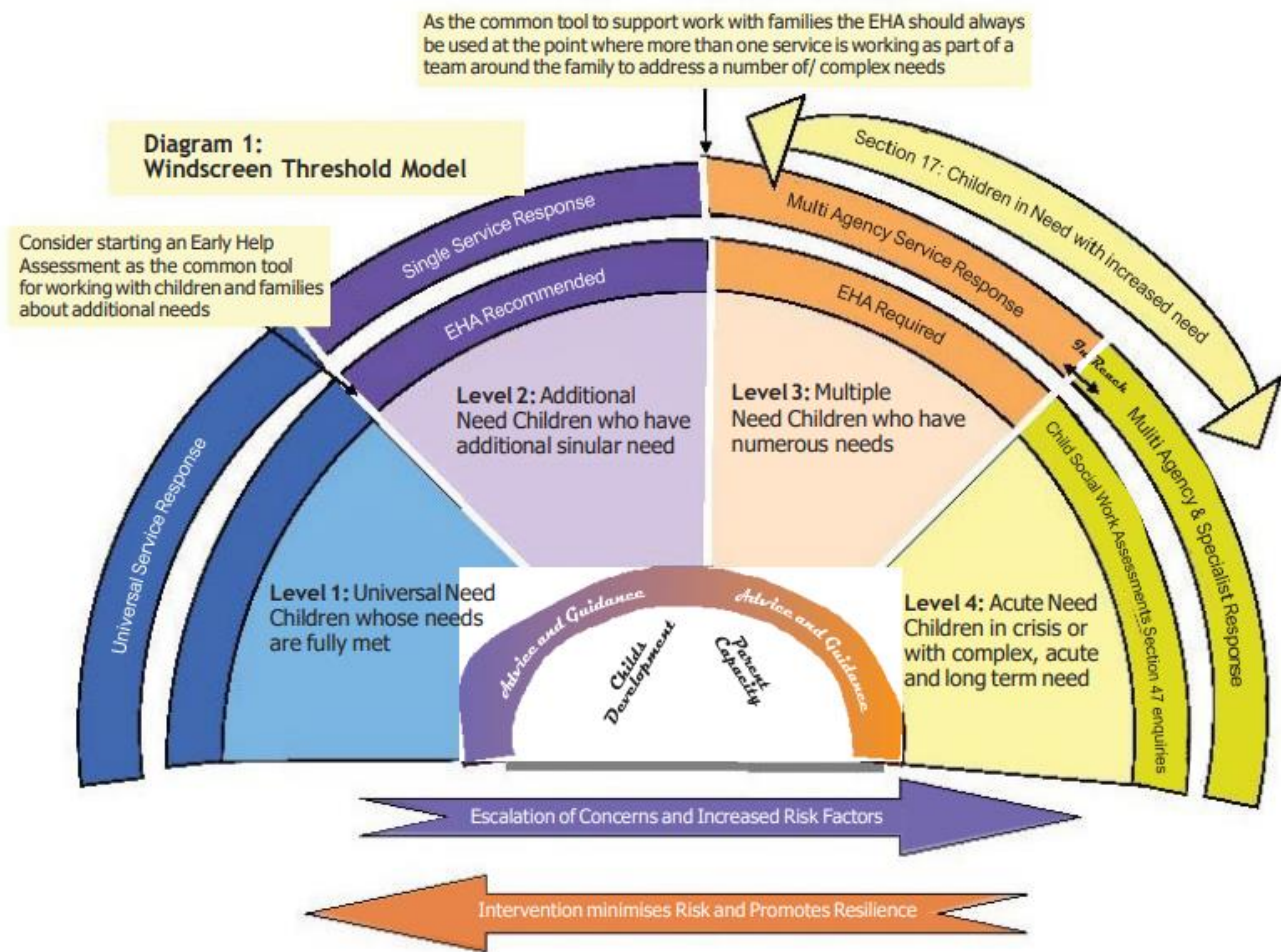
Staffordshire LADO name	Gaynor Nunnick Chris Bowering
Staffordshire LADO contact details	01785 278640 01785 278997

Staffordshire Prevent agency name	
Staffordshire Prevent agency contact details	01785 232054

ANNEX 3 – recording safeguarding concerns

All safeguarding concerns are recorded electronically using MyConcern. These are transferred electronically to the pupil's next educational establishment.

ANNEX 4 – local agency procedures



Please see below Staffordshire Safeguarding Thresholds Framework

<https://www.ssscb.org.uk/working-together-to-safeguard-children/early-help-strategy/staffordshire-early-help/>

ANNEX 5 – managing allegations

Keeping Children Safe in Education (2020) defines an allegation of abuse against an adult in a school or academy as any case in which it is alleged that an adult (including employed staff, supply staff and volunteers) has:

- 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
- behaved towards a child or children in a way that indicates he or she would pose a risk of harm to children
- behaved or may have behaved in a way that indicates they may not be suitable to work with children

This policy is designed to work in full accordance with the statutory guidelines set out within Part Four, Keeping Children Safe in Education (2020), as well as with local guidelines issued by Staffordshire Local Authority, both of which describe the expected process for managing allegations in detail. Headteachers, members of the Senior Leadership Team and the Chair of Governors will familiarise themselves with both of these documents; however, key principles are summarised below.

Staff awareness

- All staff and volunteers (including Governors) will be issued with our academy's Code of Conduct, and with this policy, which are intended not only to support them in adopting safe practice in their work with children but also to advise on how to report any concerns about the conduct of a colleague or any practice in our academy which they feel is unsafe for our pupils. We understand that any concern, no matter how small, may indicate a wider picture of risk related to an adult's conduct, thus our staff will be encouraged to report concerns of a low level as well as anything indicative of a higher level of risk.
- Staff will also be issued with a copy of our whistleblowing policy; this refers more to concerns of a non-safeguarding nature, but its principles support those of this policy.
- Additionally, all staff and volunteers are signposted to the Ofsted Whistleblower Helpline, 0300 123 3155, and to the NSPCC Whistleblowing Advice helpline, 0800 028 0285.
- Visitors to the academy, including contractor and agency staff, will be provided with relevant information in line with the Visitors' policy.

Reporting a concern

- If any adult working in our academy has a safeguarding concern about another adult, or has concerns about another adult posing a risk to children, they should report these concerns. This duty is applied regardless of whether the person about whom there are concerns is an academy staff member, volunteer (including Governors), central staff member or external visitor, i.e. supply teacher.
- All reports of concern about academy staff, an academy volunteer (including Governors) or external visitor must be made directly to the Headteacher. Exceptionally, in the Headteacher's absence, the report may be made to the next senior member of staff who is acting as the Headteacher in their place.
- Where the concern relates to the Headteacher, or to the person acting as the Headteacher in the Headteacher's absence, the concern must be reported to the Deputy Director of Education and to the Chair of Governors. Please see Annex 2 for the contact details for these individuals.
- All reports of concern about a member of the central team must be made directly to the REAch2 Head of Safeguarding. Where the concern relates to the Head of Safeguarding, the concern must be reported to the Director of Excellence and Standards.
- If the report of concern is made verbally, it must be followed up in writing by the person reporting the concern, as directed by the person to whom the concern has been reported.

Headteacher, SLT and Governor awareness

- The Headteacher, members of SLT (in case of the Headteacher's absence) and the Chair of Governors (in case of the allegation being against the Headteacher) will know the name and contact details for the Local Authority Designated Officer (LADO), with whom contact will be made as soon as possible upon receipt of an allegation against a member of staff or volunteer at our academy, and always within one working day.
- If further investigation or action is required, the person referring the concern to the LADO will then be nominated as the 'case manager'. If the specific circumstances warrant, or if the case is unusually complex,

the case manager role may be taken on by a professional independent to our academy, i.e. a colleague from within REAch2 Academy Trust.

- In the event of a concern being raised about an adult not directly employed by the academy, i.e. a supply teacher, the same process will be followed to contact the LADO. Additionally, the Headteacher will liaise with the individual's employer to ensure full cooperation and involvement with any process required to investigate and resolve the concern that has been raised.

Information sharing

- When directed to by the LADO, the case manager will inform the accused person of the allegation and will give as much information as possible about its nature. We have a duty of care to our employee/volunteer, and will provide effective support to anyone in this situation, as well as ensuring that the matter is dealt with quickly, fairly and consistently.
- As directed by the LADO, the case manager will also tell the parents of the child or children involved of the allegation (if they are not already aware) and will keep them informed as to the progress and outcome of the process.

Managing the situation

- As directed by the LADO, and in consultation with the REAch2 HR and/or safeguarding teams, we will assess the possible risk posed by the accused individual if they are to continue in their role. This assessment may result in suspension if the risk is considered sufficient and if all suitable alternative options have been considered.
- If a member of staff or volunteer who is judged to be unsuitable to work with children resigns or their services cease to be used, we will assess the situation against the published DBS criteria and will follow up with a referral where necessary. A compromise or settlement agreement will not be used in cases where this would prevent a referral to DBS being made, as to do so could result in a criminal offence and is non-compliant with our legal duty.
- One-off and/or repeated allegations of malicious, false, unfounded or unsubstantiated conduct will not be referred to in employer references.
- Where an allegation has been found to be malicious, we will consider whether to take further action, either via the Behaviour policy (in the case of a pupil) or via discussion with the Police (in the case of a parent or other adult)

Record keeping

- Full details of each stage of the allegations process will be recorded in writing by the Case Manager.
- Where an allegation has been found to be malicious, i.e. the allegation is disproved and there has been a deliberate attempt to deceive, all details and records will be removed from the person's personnel file.
- For allegations found to be substantiated, false, unfounded or unsubstantiated, details of the allegation and the investigation process, including the outcome, will be kept as per the Disciplinary policy, but usually separately and confidentially to the person's personnel file, with a copy also provided to the person concerned.
- Records will be retained for a period of 10 years from the date of the allegation, or until the accused has reached pension age (if this is sooner)

Learning lessons

- As soon as is practicable, the Governing Body will convene to review the facts of the case, reflect on any lessons to be learned, and implement any needed changes to policy and/or procedure. Where applicable, this will include reference to any feedback given by the LADO.

Springhill Academy safeguarding and child protection policy

Annex 6 – COVID-19 school closure arrangements for safeguarding



Updated 4th January 2021

Key contacts

	Name	Email Address	Telephone number
Designated Safeguarding Lead	Nikita Silvester-Grant	Nikita.silvester-grant@springhillacademy.co.uk	01543 225620
Deputy Safeguarding Lead(s)	Keddie Bailey Louise Miller	Keddie.bailey@springhillacademy.co.uk Louise.cadman@springhillacademy.co.uk	01543 225620
Deputy Director of Education	Yateen Bhoola	yateen.bhoola@reach2.org	
Chair of Governors	Hannah Storrie	hannah.storrie@springhillacademy.co.uk	

Introduction

From 30th December 2020, in areas identified by Government, parents have again been asked to keep their children at home, and schools are requested to offer provision only for those children who are vulnerable, and for those who are offspring of critical workers who cannot otherwise be safely cared for at home. For the purposes of this policy, 'vulnerable children' is defined by DfE as those who:

- are assessed as being in need under section 17 of the Children Act 1989, including children and young people who have a child in need plan, a child protection plan or who are a looked-after child
- have an education, health and care (EHC) plan

In addition, schools have discretion to offer a school place to children identified as otherwise vulnerable and who could therefore benefit from continued full-time attendance. This might include:

- children and young people on the edge of receiving support from children's social care services
- adopted children
- those at risk of becoming NEET ('not in employment, education or training')
- those living in temporary accommodation
- those who are young carers
- those who may have difficulty engaging with remote education at home (for example due to a lack of devices or quiet space to study)
- others at the provider and local authority's discretion

Whilst the way in which our school is run during school closure due to COVID-19 will be different to usual, the following principles remain central to the safeguarding of our pupils:

- the best interests of children must always continue to come first
- if anyone in school has a safeguarding concern about any child they should continue to act and act immediately
- a DSL or deputy should be available
- it is essential that unsuitable people are not allowed to enter the children's workforce and/or gain access to children
- children should continue to be protected when they are online

Safeguarding will continue to operate in line with statutory expectations outlined in Keeping Children Safe in Education (2020)

School provision

There is an expectation that vulnerable children will attend school, so long as they are not shielding or clinically extremely vulnerable. Parents of vulnerable pupils will be encouraged by our leaders to send their children to school. In circumstances where a parent of a vulnerable child still does not want to bring their child to school, the Headteacher and school leaders will continue to explore the reasons for this directly with parents. Where parents are concerned about the risk of the child contracting COVID-19, these will be discussed with them following the advice set out by Public Health England.

Designated Safeguarding Lead arrangements

A minimum of one person from the safeguarding team, as listed above, will be designated to be responsible for safeguarding of pupils from our school, including those who are currently learning from home. They will typically be available face to face or, in exceptional circumstances, remotely. In the latter example, where they are working remotely, a senior leader will take responsibility for co-ordinating safeguarding on site. Staff will be informed of the name and location of the designated safeguarding person on duty, and, where the designated safeguarding person is working remotely, the name and location of the senior leader taking responsibility for co-ordinating safeguarding on site. Where they are working remotely, the contact details (phone and email) of the designated safeguarding person on duty will be shared with staff.

In the event that DSL training expires for any of the above named staff members, the Trust safeguarding team will signpost an online DSL training course that can be used in lieu of face to face training during this period. The Deputy Director of Education (DDoE) and Trust safeguarding team will arrange for additional DSL capacity in the event that the DSL and Deputies named above are unable to provide adequate DSL cover.

The DSL and Deputy DSLs will continue to liaise closely with the Local Authority, Social Work teams and the Virtual School, as applicable, to support vulnerable pupils. Any professionals' meetings, i.e. core groups, child protection conferences, will be attended remotely where the facility from the Local Authority and school allows; in the event that this is not possible, a written report will be submitted. Where a vulnerable child who has a Social Worker does not attend school, the child's Social Worker will be informed.

Supporting pupils in school

We are committed to ensuring the safety and wellbeing of all of our pupils. We will continue to be a safe space for all pupils to attend and flourish. Senior Leaders will ensure that appropriate staff are on site for the operation of our provision. Our staff to pupil ratio numbers are in line with Government and DfE requirements, as well as being appropriate to the number, age and understanding of the pupils who are attending. This includes staff designated to undertake First Aid, and those supporting pupils with EHC plans.

To promote good physical health, we will refer to the Government guidance for education and childcare settings on maximum safe group size, how to implement social distancing, and continue to follow the advice from Public Health England on handwashing and other measures to limit the risk of spread of COVID-19. The specific measures we are taking to promote good physical health, in line with DfE and Public Health England guidance, is detailed in our school risk assessment, completed as part of the REAch2 risk management process.

We recognise that the current circumstances may affect a child's mental health, and that this may be displayed in a number of different ways. We will be alert to any changes in a pupil's behaviour, presentation and mood, and will support them, in collaboration with their parents, to manage any worries or anxieties that they may have. Where necessary, bespoke additional input from school staff or from specialist staff/support services will be arranged.

Where a pupil is expected to attend school and does not do so, appropriate enquiries will be made to ascertain the pupil's whereabouts, in line with the attendance policy. Parents are requested to inform the school as soon as possible if their child is not attending school.

Safeguarding pupils who are not in school

To support and safeguard pupils known to be vulnerable whilst they are not attending school, the following procedures have been put in place, as a minimum:

- Review all pupils on vulnerable pupil list and identify those for whom school closure and a lack of contact with school staff would pose most risk, allocating each child to a member of the DSL team
- Ensure pupil contact details are up to date and are remotely accessible by all DSLs
- Ensure all DSLs have remote access to My Concern
- Communication to parent and any allocated workers of each pupil at risk to explain DSL contact taking place during school closure
- Make phone contact with each pupil at risk regularly, weekly as a minimum, to check safety and wellbeing, and, where possible, speaking to the child not just the parent. N.B. the number of contacts will be determined by the DSL based on a risk assessment of the pupil's current circumstances
- Record a summary of conversation on My Concern
- Monitor My Concern and emails daily, and respond as required in line with main safeguarding policy and Local Authority thresholds

These procedures will continue throughout the period of school closure, including times designated as school holidays. During school holidays, communication to parents and pupils and record keeping will be undertaken by the DSL who is 'on call' for the school on the given day as detailed above, to allow adequate opportunity for other members of the DSL team to have time off of work.

Where contact with vulnerable pupils not attending school has been difficult to achieve or maintain, every effort will be made to safely contact parents through all available means of school communication, i.e. phone, text, email. In exceptional cases and at the discretion of the Headteacher, a home visit may also be considered. This will follow a clear COVID-19 risk assessment, including instructions to staff to promote good hygiene and maintain social distancing. If there are concerns about the welfare of a pupil where contact has not been established, we will follow our Local Authority Social Care referral processes.

We recognise that school is a protective factor for our pupils, and that the current circumstances surrounding restriction of movement may affect the mental health of pupils, as well as their parents. All staff will be aware of this in setting expectations of pupils' work to be completed at home, and in any other communications with parents and pupils. Any concerns for either parents or pupils related to mental health will be recorded as per the guidance above and below.

These procedures will be reviewed by the DSL and Deputy DSLs regularly, and no less than fortnightly. Any substantial changes to processes will be updated in the monthly policy review (see below)

Reporting a concern

The DSL and Deputy DSLs are alert to the risk of new or escalating safeguarding concerns arising when pupils return to school. They will provide suitable safeguarding updates to staff prior to pupils returning to ensure that any potential safeguarding concerns are recognised and reported, and they will support staff to 'check in' with pupils when they are attending school.

If staff have a safeguarding concern about a child, they should follow the usual process as per the main safeguarding and child protection policy. Concerns will be reported via My Concern and picked up by DSL immediately should the concern be marked as 'Urgent' and within the same day for other recorded concerns.

In the event that staff working remotely do not have access to the necessary device or systems for recording their concern, they must contact the named person responsible for safeguarding on the same day via phone in order to make a verbal report. Staff are reminded of the need to report any concern immediately and without delay; where a concern is urgent and high risk, a verbal report must be made first, either in person or via phone, and followed up in writing as soon as possible thereafter. My Concern and Emails will be monitored by the DSL team regularly, no less than daily, and actions will be completed and recorded in line with the main safeguarding policy and Local Authority thresholds.

We recognise that incidents of peer on peer abuse can still occur during this time. Due to the need for smaller group sizes and social distancing, pupils may also need to interact with others with whom they are not familiar, and use different parts of the school building with which they are not accustomed. All staff will be alert to the potential risks of peer on peer abuse, and our school risk assessment for peer on peer abuse has been updated accordingly. In such an event, guidance contained within Part 5 of Keeping Children Safe in Education (2020) and from the main safeguarding and child protection policy will be followed, and staff will report any incidents in line with the school's reporting procedures, as outlined above.

Where staff are concerned about an adult working with children in the school, the guidance contained within Part 4 of Keeping Children Safe in Education (2020) and Annex 5 of our main safeguarding and child protection policy still applies. Any concern of this nature must be reported directly to the Headteacher; if he/she is away from school, this should be done verbally via phone and followed up in writing at the Headteacher's direction. If the concern relates to the Headteacher, this should be reported to the school's Deputy Director of Education and to the Chair of Governors.

Online safety

We will continue to provide a safe environment for pupils, which includes any activities undertaken online. Our online filtering system restricts access to unsuitable material. When electronic devices are in use by pupils in the school building, this will take place under appropriate supervision from adults, in line with our Online Safety policy.

It is important that all staff who interact with children, including online, continue to look out for signs a child may be at risk. Any such concerns will be dealt with as per the main safeguarding and child protection policy, and where appropriate referrals will be made in line with Local Authority thresholds. Staff must only use approved methods or platforms to communicate with parents and pupils, and a record of all interactions must be kept, with a record of the date, time, length and purpose/nature of the interaction. Where this communication was on the phone, the record is expected to be created in line with the school's processes for recording parental phone calls; in the event of an email communication, a retained copy of the email within the sender's email account is sufficient. If any communication with parents or pupils relates to or indicates a safeguarding concern, the usual safeguarding reporting procedures, as outlined above, must be followed.

Our school continues to offer home learning for pupils not currently at school via Microsoft Teams, SeeSaw and Tapestry. Any staff member who is communicating with parents and/or pupils on this platform has been issued with guidance regarding safe, acceptable and professional behaviour, in line with our school's code of conduct.

Advice for parents regarding keeping their child safe online while at home has been shared via parent mail/social media, which will be updated as required to ensure it remains high profile for our parents. This will also include sources of support for pupils themselves, at an age and stage appropriate level.

Staff and volunteer recruitment

It remains essential that people who are unsuitable to work with children are not allowed to enter the children's workforce or gain access to children. Recruitment of staff and volunteers in our school is expected to remain at a minimum during this period; however, where recruitment is required and necessary, we will continue to follow the requirements set out within Part 3 of Keeping Children Safe in Education (2020) and our recruitment

policy. Under no circumstances will a member of staff or volunteer upon whom the appropriate checks have not been completed be left to work unsupervised with a child or children.

Safeguarding induction and training

All current staff have received safeguarding induction and safeguarding training in line with Keeping Children Safe in Education (2020) and our main safeguarding policy. Where new staff start work with us during the period of school closure, they will be provided with, as a minimum, the main safeguarding and child protection policy, a copy of this annex, and Part One and Annex A of Keeping Children Safe in Education (2020) In addition, they will be provided with an induction session arranged by the DDSL. This will consist of training to use My Concern, and any additional Flick Training sessions to be organised by the SBM.

Local Authority arrangements

We are in receipt and act on guidance direct from Staffordshire Safeguarding Children's Board and the Education Safeguarding Lead within Staffordshire County Council

Safeguarding support

The REAch2 safeguarding team will provide remote support to schools, DSLs and other school leaders to enable safeguarding to operate effectively. This may involve secure remote access to files and record keeping for the purposes of quality assurance, guidance and direction. DSL forums will take place with a member of the Trust safeguarding team as required to offer guidance. Support to DSLs in the event of concerns about the practice or decision making of external agencies with regards to the safeguarding of a pupil will be provided in line with Trust guidance on safeguarding escalation.

Review

This annex will be reviewed by REAch2's Head of Safeguarding, and then by the Headteacher and the Designated Safeguarding Lead, on the first of each month throughout the period of school closure, or more frequently if updates from the DfE require. This will include any information received from Staffordshire County Council safeguarding children partnership, Social Care, Virtual School, and the Designated Officer.