**Wise Owl Trust**

**Safeguarding & Child Protection Policy**

**Version 3**

Approved by Briscoe Lane Academy: 7th March 2017

Due for review: September 2019

**SAFEGUARDING POLICY**

|  |
| --- |
| Briscoe Lane Academy |
| The Principal, who has the ultimate responsibility for safeguarding is Mrs C. Hall. In her absence, the authorised member of staff is Mrs P. Mike from the Designated Safeguarding Team who is also our Family Worker.  |
| **KEY SCHOOL STAFF & ROLES**  |
| Name | Role | Location and/or Contact Phone Number |
| Mr S. Bramble | EYFS Lead & DSL | 0161 681 1783 |
| Mrs C. Wilkinson | Key Stage 1 LeadAssistant Principal & DSL | 0161 681 1783 |
| Mrs C. Ross | SENCO, Trust Inclusion Lead & DSL | 0161 681 1783 |

|  |  |
| --- | --- |
| **NAMED GOVERNOR \* for Safeguarding & Prevent** | Contact Phone Number/Email |
| Ms S. Wilkinson | 0161 681 1783 |

|  |
| --- |
| Our procedure if there is a concern about child welfare or safeguarding is that:**All adults who come into contact with children in our academy have a duty to ensure the safety of all children, and to report anything that they are concerned about. This includes all staff, visitors and volunteers.**In event of a disclosure or concerns for the safety of a child:* Report immediately to the Designated Safeguarding Lead Mrs C. Hall or in her absence, one of the team of DSLs – Mrs P. Mike, Mrs C. Wilkinson, Mr S. Bramble, Miss D. Frater or Mrs C. Ross
* Do not speak with the parents
* Do not promise the child that it will be kept a secret
* Do not question the child – this may jeopardise future investigations / prosecution

In addition, all our concerns and actions taken, are also logged on CPOMS (Child Protection Online Monitoring System).**Further support and guidance is available from:** * . Multi-Agency Safeguarding Hub (MASH) Helpline: **0161 219 2895**,

Early Help Hubs: North **0161 234 1973, Central 0161 234 1975, South 0161 234 1977.**National Society for the Prevention of Cruelty to Children (NSPCC)**: 0808 800 5000**Local Authority (LA) Safeguarding in Education Team: **0161 245 7171** |

|  |
| --- |
| Our procedure if there is an allegation that an adult has harmed a child, or that a child is at risk from a named adult is:* A phone call referral will be made to Children’s Services by one of the DSL Team immediately.
* Following this, a ‘Request for Social Work Support’ will then be made to Children’s Services / the Multi-Agency Safeguarding Hub. If we have any queries or need advice regarding a referral, we will ring the Consultation Line on **0161 219 2895**.
* If an allegation is made against a member of staff, the Principal will be notified immediately and Manchester LA Designated Officer Majella O’Hagan (formerly LADO) will also be notified: **0161 234 1214**.
* Briscoe Lane Academy follows the government guidance ‘Keeping Children Safe in Education’ September 2018, when dealing with allegations made against staff and volunteers. All allegations made against a member of staff and volunteers, including contractors or security staff working on site, will be dealt with quickly and fairly and in a way that provides effective protection for the child while at the same time providing support for the person against whom the allegation is made.
 |

|  |
| --- |
| Our Whistleblowing Policy details how staff and volunteers need to proceed if they wish to raise concerns about poor or unsafe practice and potential failures in our safeguarding regime internally or externally. NSPCC Whistleblowing Helpline: 0800 028 0285.Manchester LA Designated Officer Majella O’Hagan (formerly LADO): 0161 234 1214. |

**This policy will be reviewed annually unless an incident or new legislation or guidance suggests the need for an interim review.**

|  |  |  |
| --- | --- | --- |
| Review Date  | Changes made  | By whom  |
| 10.09.18. | Policy created  | Caroline Ross – Trust Inclusion Lead |
| September 2019 | Policy to be reviewed | Caroline Ross |
|  |  |  |
|  |  |  |

**Ratification by Governing Body**

|  |  |  |
| --- | --- | --- |
| Academic year  | Date of ratification  | Chair of Governors  |
| 2018/2019 | October 2018 |  Victoria Tempest |
|  |  |  |

**CONTENTS:-**

**1. Introduction**

**2. Roles & Responsibilities**

**3. Training & Awareness Raising**

**4. Safeguarding/Child Protection Policy & Procedures**

**5. Case Management, Record Keeping & Multi-agency**

 **Working**

**6. The Curriculum**

**7. E-Safety**

**8. Safer Recruitment**

**9. Managing Allegations**

**10. Safety On & Off-Site**

**APPENDICES:-**

1. **Part 1 of ‘Keeping Children Safe in Education’ September 2018 (KCSIE), statutory guidance to be read by all staff \***
2. **Legislation, Statutory Guidance & Ofsted Framework \***
3. **Non-Statutory Guidance**
4. **MCC & MSCB \***
5. **Other Relevant School Polices/Procedures**
6. **Other Relevant LA Education Department**

**Policies/Guidance**

1. **Abbreviations**

**1.INTRODUCTION**

Through this policy we aim to create and maintain a safe learning environment where all children and adults feel safe, secure and valued and know they will be listened to and taken seriously.

This policy has been developed to ensure that all adults in our school are working together to safeguard and promote the welfare of children and to identify and address any safeguarding concerns and to ensure consistent good practice.

Our approach is child-centred.

**‘Safeguarding and promoting the welfare of children is everyone’s responsibility. Everyone who comes into contact with children and their families and carers has a role to play in safeguarding children. In order to fulfil this responsibility effectively, all professionals should make sure their approach is child-centred. This means that they should consider, at all times, what is in the best interests of the child.’ (KCSIE, September 2018)**

See Appendix A, Part 1 of KCSIE 2018, for definitions of Significant Harm, Physical Abuse, Emotional Abuse and Neglect from and further information about Complex Safeguarding Issues including Child Sexual Exploitation, Peer on Peer Abuse, Domestic Abuse, Radicalisation, Forced Marriage, Female Genital Mutilation, Modern Slavery, Knife Crime, County Lines in the full statutory guidance.

Safeguarding and promoting the welfare of children goes beyond implementing basic child protection procedures. The aims of this policy are in accordance with both our Mission Statement and our Equal Opportunities Policy and it is an integral part of all of our activities and functions.

**‘Safeguarding and promoting the welfare of children is defined as:-**

**protecting children from maltreatment; preventing impairment of children’s 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.’ (KCSIE, page 5, September 2018)**

Briscoe Lane Academy aims to create and maintain a safe learning environment where all children and adults feel safe, secure and valued and know they will be listened to and taken seriously. Our academy is committed to the principles outlined in ‘Working Together to Safeguard Children September 2018’ and implements policies, practices and procedures which promote safeguarding and the emotional and physical well-being of children, young people and staff.

Briscoe Lane Academy is committed to supporting the delivery of effective early help using The Multi-Agency Levels of Need and Response Framework and the Early Help Assessment process which is embedded into everyday practice and procedures when responding to children’s needs and signposts children and families to appropriate preventative services. The children have access to appropriate curriculum opportunities, including emotional health and well-being, to support the development of the skills needed to help them stay safe and healthy, develop their self-esteem and understand the responsibilities of adult life, particularly in regard to child care and parenting skills.

Access to cross-curricular activities provide opportunities to develop self-esteem and self-motivation and to help pupils respect the rights of others, particularly those groups who may be considered a minority.

Briscoe Lane Academy will exercise diligence and prevent any organisation or speaker from using the academies facilities to disseminate extremist views or radicalise pupils and staff. All regular visitors and volunteers to our academy, college and university students are required to sign our Visitors and Volunteers Agreements and our Safeguarding and Child Protection Overview, stating that they have or will read and act in accordance with our Safeguarding policy and procedures. Risk Assessments are now carried out for ALL volunteers, in line with the statutory advice in KCSIE September 2018. Any visitor (social worker, health practitioner, CAFCASS guardian etc) who is working alone with any children will be required to bring their DBS Enhanced Disclosure with them and proof of identification. They will also be included on our Single Central Record.

All children have access to our bespoke RESPECT curriculum which is broad and balanced and differentiated to meet all our children’s needs. This enables them to learn to develop the necessary skills to build self-esteem, respect others, defend those in need, resolve conflict without resorting to violence, question and challenge and to make informed choices in later life.

Children and young people are encouraged to express and discuss their ideas, thoughts and feelings through a variety of activities and have access to a range of cultural opportunities which promote the fundamental British values of tolerance, respect, understanding and empathy for others. There is access to a range of extra-curricular activities, information and materials from a diversity of sources which not only promotes these values but supports the social, spiritual, moral well-being and physical and mental health of the pupils.

Personal Health and Social Education, Citizenship and Religious Education lessons will provide opportunities for children and young people to discuss and debate a range of subjects including lifestyles, forced marriage, family patterns, religious beliefs and practices and human rights issues.

All staff at Briscoe Lane Academy take account of the latest advice and guidance provided to help address specific vulnerabilities and forms of exploitation eg CSE, Radicalisation and Extremism, County Lines, Forced Marriage, Honour Based Violence, FGM and Breast Ironing.

All pupils will know that there are adults in the academy whom they can approach in confidence if they are in difficulty or feeling worried and that their concerns will be taken seriously and treated with respect.

* 1. Under the Education Act 2002, schools have a duty to safeguard and promote the welfare of their pupils and are committed to the guidance set out in ‘Working Together to Safeguard Children 2018’ and ‘Keeping Children Safe in Education 2018.’ Our policy ensures that we comply with our Statutory Duties (Appendix A & B)
	2. Our policy takes account of non-statutory guidance issued by the DfE and other relevant organisations (Appendix C)
	3. Our policy ensures that we work in partnership with other organisations, where appropriate, to identify any concerns about child welfare and take action to address them and that we comply with local policies, procedures and arrangements (Appendices D & F)
	4. Our policy complements and supports other relevant school policies (Appendix E***).***

**2. ROLES & RESPONSIBILITIES**

**LEADERSHIP & MANAGEMENT**

2.1 Our Principal will ensure that:-

* The policies and procedures adopted by the Governing Body to safeguard and promote the welfare of pupils are fully implemented and followed by all staff, including volunteers and that they are regularly updated in response to local practice or national changes in legislation.
* All staff and volunteers understand and comply with our Code of Conduct.
* We evaluate our safeguarding policies & procedures at least on an annual basis and return our completed Safeguarding Self Evaluation Form to the LA as requested.
* A Designated Senior Member of staff, known as the DSL, for safeguarding and child protection is identified and receives appropriate on-going training, support and supervision as well as sufficient time and resources to enable them to discharge their responsibilities.
* Parents/carers are aware of and have an understanding of our responsibilities to promote the safety and welfare of its pupils by making our statutory obligations clear in our prospectus.
* The Safeguarding and Child Protection policy is available on our website and is included in the staff handbook and volunteers’ handbook.
* Child friendly information of how to raise a concern/make a disclosure has been developed in a range of ways and is accessible to all children. Information is shared in PSHE lessons, Circle Times, assemblies presented by the NSPCC and follow up activities and lessons, NSPCC ‘PANTS’ sessions, and child-friendly safeguarding leaflets are available for children to refer to.
* We co-operate fully with MCC and MSCB multi-agency safeguarding procedures and arrangements are in place to monitor the quality of referrals and interventions. The Principal, Mrs C. Hall and the Trust Inclusion Lead, Mrs C. Ross closely monitor:
* The multi-agency working of the DSL team
* The contributions and feedback given at meetings
* Record keeping
* Actions towards achieving the best outcomes for children
* The quality of reports, referrals and records

This is done through monitoring all entries on CPOMS, reading reports and referrals prior to them being sent for quality assurance purposes, monitoring the half termly overview, prepared by the DSL team to ensure progress is being made with each case of Chid Protection, Child In Need or Early Help. Feedback and support is given half termly to ensure both our children and families are all receiving the support they need and also if escalation is needed.

We create a culture whereby all staff, volunteers and visitors feel confident and have the knowledge of how to raise a concern about poor or unsafe practice in regard to the safeguarding and welfare of the children and such concerns are addressed sensitively and effectively. In line with KCSIE 2018, all staff have read Section 1 and Annex A and have signed a document to agree that they have read, understood and will act in accordance with the statutory guidance. In addition, regular briefings and staff meetings are held to support staff and advise on our procedures when reporting and recording concerns and disclosures.

All staff receive appropriate and regular safeguarding and child protection training and updates which includes the following:

* Basic safeguarding information about the academy’s policies and procedures,
* Signs and symptoms of abuse (physical, emotional and sexual) and neglect.
* Indicators of vulnerability to radicalisation
* How to manage a disclosure from a child as well as when and how to record a concern about the welfare of a child.
* Any staff commissioned from external agencies/ organisations have been DBS checked and their employing organisations have safeguarding policies in place, including safer recruitment and annual safeguarding training appropriate to roles.
* We have appropriate procedures to ensure that there is no risk to children from visitors and we exercise diligence and prevent any organisation or speaker from using our facilities to disseminate extremist views or radicalise pupils and staff.

2.2 Our **Governing Body** will ensure that:-

* All policies, procedures and training in our school are effective and comply with the law at all times.
* Named members are identified as the designated governors for Safeguarding and for Prevent and receive appropriate training.
* The identified Safeguarding governor will provide the governing body with appropriate information about safeguarding and will liaise with the designated member of staff. Regular meetings are held with the Safeguarding governor and DSL and up to date information and guidance is shared and discussed.
* Our Safeguarding and Child Protection Policy and our staff Code of Conduct are reviewed at least annually. These are shared with staff annually and during the Induction process for newly appointed staff, again in line with statutory guidance in KCSIE 2018.
* We operate safer recruitment and selection practices in terms of shortlisting, requesting references, interviews, Enhanced DBS form completion, etc. Our safer recruitment and selection practices also include appropriate use of references and checks on new staff and volunteers. We ensure that we:
* verify a candidate’s identity
* obtain (via the applicant) an enhanced DBS certificate (including barred list information, for those who will be engaging in regulated activity)
* obtain a separate barred list check if an individual will start work in regulated activity before the DBS certificate is available
* verify the candidate’s mental and physical fitness to carry out their work responsibilities
* verify the person’s right to work in the UK
* if the person has lived or worked outside the UK, make any further checks that we consider appropriate.
* verify professional qualifications, as appropriate. The Teacher Services’ system is used to verify any award of qualified teacher status (QTS), and the completion of teacher induction or probation
* check that a person taking up a management position as described at paragraph 125 is not subject to a section 128 direction made by the Secretary of State
* where an enhanced DBS certificate is required, it must be obtained from the candidate before, or as soon as practicable after, the person’s appointment.
* This is monitored closely by the Trust HR Lead, Mrs J. Baxter, who oversees the recruitment process for all employees.
* We have procedures in place for dealing with allegations of abuse against members of staff and volunteers and these are in line with Local Authority procedures.
* All staff and volunteers who have regular contact with children receive appropriate training and information about the safeguarding processes. Training in Safeguarding and Child Protection and in our processes and procedures is an essential part of our Induction process. There are also (at the least) annual refresher training sessions provided for all staff – teachers, teaching assistants, administration staff and lunchtime organisers. Local and national safeguarding updates are shared via emails, bulletins and in staff meetings.
* There is appropriate challenge and QA of the safeguarding policies and procedures. Executive Principal Mrs S. Murfin and the CEO, Mr C. O’Shaughnessy as well as the governors and Trustees will all read policies and procedures prior to ratification and publication on our website. At this point, any challenge or questions over QA will be addressed.

2.3 The **Designated Safeguarding Lead (DSL)** has a specific responsibility for championing the importance of safeguarding and promoting the welfare of children and young people. The DSL team will:

* Act as the first point of contact with regards to all safeguarding matters.
* Attend specialist DSL training every two years.
* Keep up to date with changes in local policy and procedures, be aware of any guidance issued by the DfE concerning safeguarding and update school procedures/policies as necessary
* Provide support and training for staff and volunteers. Induction procedures for all new staff involve safeguarding training. All new staff are required to complete training in the ‘Awareness of Child Abuse and Neglect’ and ‘Safeguarding in Education’ provided by MSCB and the Virtual College. This is in addition to training from the DSL team in the academy’s reporting and recording procedures. Induction processes for volunteers will include a safeguarding talk with a member of the DSL team and guidance on our procedures with regard to reporting and recording concerns and disclosures.
* Ensure that all referrals made to Children’s Services are effective and in line with MSCB procedures. All referrals are checked by the Principal and Trust Inclusion Lead. Guidance from MSCB is followed closely when completing the referral form. All referrals are uploaded onto CPOMS and the outcomes and actions are recorded.
* Ensure that all staff with specific responsibility for safeguarding children, receive the appropriate supervision to undertake this role. Through monitoring of all CPOMS entries, the Principal and Trust Inclusion Lead are aware of all concerns raised, meetings held and actions taken. The DSL team are supervised but also supported in any decision making or actions.
* Ensure that all staff and volunteers understand and are aware of ourreporting and recording procedures and are clear about what to do if they have a concern about a child.
* Always be available during school hours during term-time, and at other times as designated by the Principal. If the main DSL is not available to attend meetings out of hours or during school holidays, the DSL team will be alerted and alternative person will be required to attend.
* All DSLs have other roles in school. Mrs C. Hall is the Principal, Mrs P. Mike is the Family Worker, Mrs C. Ross is the SENCO, Mrs C. Wilkinson is Assistant Principal and leads Key Stage 1 and Mr S. Bramble is our Early Years Lead.

2.4 **All staff** in the school, including supply staff and volunteers have responsibility for safeguarding, according to their roles and under the guidance of the DSL.

All staff will:-

* Follow our agreed Code of Conduct and ‘Safer Working Practices’ guidance
* Attend training sessions/briefings as required to ensure that they are aware of the

 signs of Abuse, Neglect, Complex Safeguarding Concerns and key LA

 approaches including Early Help and Signs of Safety

* Attend training sessions/briefings as required to ensure that they follow relevant

 Policies/procedures e.g. our Behaviour Policy.

* Provide a safe environment where children can learn
* Be approachable to children and respond appropriately to any disclosures
* Never promise a child that they will not tell anyone about an allegation, as this

 may not ultimately be in the best interest of the child

* Know what to do if they have a concern and follow our agreed procedures for

 recording concerns, sharing information and making referrals

* Attend multi-agency meetings as required, if appropriate to their role
* Contribute to the teaching of safeguarding in the curriculum as required, if

 appropriate to their role

* Provide targeted support for individuals and groups of children as required, if

 appropriate to their role

Teaching staff have additional statutory duties, including to report any cases of known or suspected Female Genital Mutilation.

**3.TRAINING AND AWARENESS RAISING**

All new staff and regular volunteers will receive appropriate safeguarding information during induction. Induction Training – this is mandatory and includes:

* the Safeguarding and Child Protection policy;
* the Behaviour Policy;
* the staff Code of Conduct
* the safeguarding response to children who go ‘Missing from Education’; and
* the role of the designated safeguarding lead, including the identity of the rest of the DSL Team.
	1. All staff must ensure that they have read and understood the most recent KCSIE. Following training on 3.09.18. all staff will sign to say they have read, understood and will act in accordance with the statutory guidance in Section 1, Section 5 and Annex A of KCSIE September 2018.
	2. All staff will receive annual child protection training/refresher which includes basic safeguarding information about our policies and procedures, signs and symptoms of abuse (emotional and physical), indicators of vulnerability to radicalisation, how to manage a disclosure from a child as well as when and how to record a concern about the welfare of a child. Records are kept centrally by our HR Lead of all safeguarding training that has taken place, which staff have received the training, when and by whom. Training materials are also kept for reference. Any staff missing any training will be required to attend an alternative session as soon as possible.
* All staff members will receive regular safeguarding and child protection updates in relation to local and national changes, but at least annually, providing them with relevant skills and knowledge to safeguard children effectively. Local and national safeguarding updates are shared via emails, bulletins and in staff meetings.
1. **- SAFEGUARDING/CHILD PROTECTION POLICY & PROCEDURES**
	1. **PUPIL VOICE**

Children are encouraged to contribute to the development of policies and share their views. This is achieved through Pupil Voice questionnaires, Circle Times, Assemblies and PSHE lessons where children discuss how they are kept safe from harm, who they can talk to, and children know how to 'recognise when they are at risk and how to get help when they need it' (KCSIE 2018).

**4.2 ATTENDANCE**

4.2.1 We view poor attendance as a safeguarding issue and in accordance with our Attendance Policy, absences are rigorously pursued and recorded. In partnership with the appropriate agencies, we take action to pursue and address all unauthorised absences in order to safeguard the welfare of children in our care.

* + 1. Our Attendance Policy identifies how individual cases are managed and how we work proactively with parents/carers to ensure that they understand why attendance is important. In certain cases. This may form part of an Early Help Assessment (EHA) or a Parenting Contract.
		2. We implement the statutory requirements in terms of monitoring and reporting children missing education (CME) and off-rolling and understand how important this practice is in safeguarding children and young people.
	1. **EXCLUSIONS**

4.3.1 The DSL will be involved when a fixed term or permanent exclusion is being discussed and any safeguarding issues will be considered. Where it is felt that a child or young person is likely to be permanently excluded a multi-agency assessment will be instigated to ensure that there is improved understanding of the needs of the young person and their family and that the key agencies are involved.

**4.4 VULNERABLE GROUPS**

4.4.1 We ensure all key staff work together to safeguard vulnerable children. Regular meetings are held with key members of the team: DSL, SENCO, Attendance Lead and School Nurse to highlight concerns and share information, where necessary, in line with the government’s Information Sharing Guidance, July 2018. CPOMS is also monitored as detailed previously, by the Principal and Trust Inclusion Lead.

4.4.2 Any child may benefit from early help at times, but all staff will be particularly alert to the potential need for early help for a child who:

* is disabled and has specific additional needs;
* has special educational needs (whether or not they have a statutory education, health and care plan);
* is a young carer;
* is misusing drugs or alcohol;
* is in a family circumstance presenting challenges for the child, such as substance abuse, adult mental health problems or domestic abuse
* is an international new arrival, refugee or asylum seeker
* is looked after, previously looked after or under a special guardianship order.

4.4.3 Children with special educational needs (SEN) and disabilities can face additional safeguarding challenges. All staff are aware that additional barriers can exist when recognising abuse and neglect in this group of children. These can include assumptions that indicators of possible abuse such as behaviour, and injury relate to the child’s disability without further exploration, being more prone to peer group isolation the potential for being disproportionally impacted by behaviours such as bullying without outwardly showing any signs; and communication barriers and difficulties in overcoming these barriers.

**5 CASE MANAGEMENT, RECORD KEEPING & MULTI-AGENCY WORKING**

* 1. **KEEPING RECORDS**
		1. We keep and maintain up to date information on children on the school roll including where and with whom the child is living, attainment, attendance, referrals to and support from other agencies. The record will also include a chronology of any other significant event in a child’s life.
		2. We keep copies of all referrals to Children and Families Services, the Early Help Hub and any other agencies related to safeguarding children.
		3. We keep secure the safeguarding records.
		4. We send a pupil’s child protection or safeguarding file separately from the main file to a new establishment if a pupil leaves the school and keep a copy of the file in accordance with our Transfer of Records Policy (See Appendix E) and LA Guidance (See Appendix F)
	2. **RECORDING AND REPORTING CONCERNS**
		1. All staff, volunteers and visitors have a responsibility to report any concerns about the welfare and safety of a child and all such concerns must be taken seriously (Appendix A). If a concern arises all staff, volunteers and visitors must:
* Speak to the 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
* Record the concern using our safeguarding recording system
	1. **INFORMING PARENTS/CARERS**
		1. Our responsibility is to safeguard and promote the welfare of all the children in our care. We aim to do this in partnership with our parents/carers and would expect them to provide up to date contact details.
		2. In most cases parents/carers will be informed when concerns are raised about the safety and welfare of their child and given the opportunity to address any concerns raised. We will aim to engage with parents/carers through the LA Early Help processes, including carrying out an Early Help Assessment (EHA).

5.3.3 We will inform, and gain consent, from parents/carers if possible, if a referral is to be made to the Children’s Social Care Service or any other agency **unless it is believed that doing so would put the child at risk,** eg in cases of suspected domestic abuse. We will record the reasons, if consent is not gained.

* 1. **MULTI-AGENCY WORKING**
		1. We will develop effective links with other relevant agencies and co-operate as required with any enquiries regarding child protection issues.
		2. We will notify Children’s Social Care if:
* a child subject to a child protection plan is at risk of permanent exclusion.
* there is an unexplained absence of a child who is subject to a child protection plan of more than two days from school.
* it has been agreed as part of any child protection plan or core group plan.
	1. **CONFIDENTIALITY & INFORMATION SHARING**
		1. Staff will ensure that confidentiality protocols are followed and under no circumstances will they disclose any information about children outside of their professional role.
		2. Information about children will only be shared with other members of staff on a need to know basis.
		3. All staff and volunteers understand that they have a professional responsibility to share information with other agencies, if in the child’s best interests, in order to safeguard them.
	2. **CHILD PROTECTION (CP), CHILD IN NEED (CiN) & TEAM AROUND THE**

 **CHILD/FAMILY (TAC/TAF) MEETINGS AND CONFERENCES**

* + 1. Members of staff who are asked to attend a CP conference or other core group meetings about an individual pupil/family will need to have as much relevant updated information about the child as possible.
		2. A CP conference will be held if it is considered that the child is suffering or at risk of significant harm.
		3. Every effort will be made to ensure that we contribute to and attend CP and CiN conferences and reviews.
		4. We aim to comply with local arrangements to prepare and submit reports for CP conferences within the required timescales. Attempts will be made to discuss and share reports with the parents/carers. We will use the most up to date proforma.
	1. **CONCERNS/DISCLOSURES BY CHILDREN, STAFF & VOLUNTEERS**

5.7.1 Any concern, disclosure or expression of disquiet made by a child will be listened

 to seriously and acted upon as quickly as possible to safeguard his or her welfare.

* + 1. All staff and volunteers must be clear with children that they cannot promise to keep secrets.
		2. We will make sure that the child or adult who has expressed the concern or made the complaint will be informed not only about the action to be taken but also where possible about the length of time required to resolve the complaint.
		3. We will endeavour to keep the child or adult informed about the progress of the complaint/expression of concern.
	1. **SERIOUS CASE REVIEWS**

5.8.1 The MSCB will always undertake a serious case review when a child dies (including death by suicide) and abuse or neglect is known or suspected to be a factor in their death. If required, we will cooperate fully with the review process.

 Our DSL will keep up to date with the findings from SCRs in Manchester and share the learning and review our safeguarding procedures if relevant.

1. **THE CURRICULUM**

We are committed to promoting emotional health and well-being and to supporting the development of the skills needed to help children keep themselves safe and healthy, develop their self-esteem, develop resilience and understand the responsibilities of adult life, particularly in regard to child care and parenting skills.

* 1. All children have access to an appropriate curriculum, differentiated to meet their needs. They are encouraged to express and discuss their ideas, thoughts and feelings through a variety of activities and have access to a range of cultural opportunities which promote the fundamental British values of tolerance, respect and empathy for others.
	2. This enables them to learn to develop the necessary skills to build self-esteem, respect others, defend those in need, resolve conflict without resorting to violence, question and challenge and to make informed choices in later life.
	3. There is access to a range of extra-curricular activities which promotes these values and supports the social, spiritual, moral well-being and physical and mental health of the pupils.
	4. Personal Health and Social Education and Citizenship lessons provide opportunities for children and young people to discuss and debate a range of subjects including lifestyles, knowing and understanding how to keep themselves safe and different family patterns.
	5. We take account of the latest advice and guidance provided to help address specific vulnerabilities, risks and forms of exploitation e.g. CSE, Radicalisation and Extremism, Modern Slavery, County Lines, Female Genital Mutilation, Forced Marriage.

**7 . E-SAFETY**

7.1 E-safety is a safeguarding issue not an ICT issue. The purpose of Internet use in our school/setting/college is to help raise educational standards, promote children’s achievement, and support the professional work of staff, as well as enhance our management information and business administration.

7.2 The internet is an essential element in 21st century life for education, business and social interaction and we have a duty to provide children with quality access to it as part of their learning experience.

7.4 We will ensure that appropriate filtering methods are in place to ensure that children are safe from all types of inappropriate and unacceptable materials, including terrorist and extremist material.

7.5 We have separate acceptable use policies (AUPs) for both staff and children. This covers the use of all technologies used, both on and offsite. This is also detailed in our Online Safety Policy and Code of Conduct.

7.6 We follow the MSCB guidelines ‘Safeguarding online guidelines for minimum standards’ and the advice on the UK Safer Internet Website.

7.7 We work with children and parents to promote good practice in keeping children safe online.

**8. SAFER RECRUITMENT & SELECTION OF STAFF**

8.1 Our recruitment and selection policies and processes adhere to the DfE guidance

 ‘KCSIE 2018’.

8.2 The Principal and governing body will ensure that all external staff and

 volunteers using our site have been DBS checked. In addition, they will all be Risk Assessed, following guidance from KCSIE 2018.

8.3 Written notification will be requested from any agency or third party organisation

 used by us to confirm that the organisation has carried out the statutory recruitment

 checks.

8.4 At least one member of each recruitment panel will have attended safer recruitment

 training.

8.5 All relevant staff (involved in early years settings and/or before or after school care

 for children under eight) are made aware of the disqualification and disqualification

 by association legislation and their obligations to disclose relevant information to

 the school. Checks to be carried out by Trust HR Lead, Mrs J. Baxter, referring closely to KCSIE 2018.

8.6 Trainee teachers will be checked either by the school or by the training provider,

 from whom written confirmation will be obtained.

8.7 The school maintains a single central record of recruitment checks undertaken.

1. **MANAGING ALLEGATIONS AND CONCERNS AGAINST STAFF AND VOLUNTEERS**

9.1 We adhere to DfE guidance ‘KCSIE, Section 4’, when dealing with allegations made against staff and volunteers.

9.2 All allegations made against a member of staff and volunteers, including contractors or security staff working on site, will be dealt with quickly and fairly and in a way that provides effective protection for the child while at the same time providing support for the person against whom the allegation is made.

9.3 Allegations will be referred to the LA Designated Officer for investigation if they meet the threshold. (See link to guidance in Appendix D)

9.4 We ensure that all staff are aware of how to raise a concern, including anonymously as a whistleblower.

**10.SAFETY ON & OFF SITE**

10.1 Our site is secure with safeguards in place to prevent any unauthorised access

 and also to prevent children leaving the site unsupervised.

10.2 All visitors, including visiting speakers, are subject to our safeguarding protocols

 whilst on site and will be supervised at all times, if no checks have been obtained.

10.3. We will ensure that any contractor, or any employee of the contractor, who is to

 work at the school or college, has been subject to the appropriate level of DBS

 check. We are responsible for determining the appropriate level of supervision

 depending on the circumstances. We will always check the identity of contractors

 and their staff on arrival at the school or college.

10.4 We operate a responsible booking protocol and will carry out appropriate checks

 on all organisations if any request to hire our facilities. This is not currently the case.

10.5 We will only place children in alternative educational provision (AP) which is a

 registered provider and has been quality assured. Children who require access to

 AP will have a personalised learning plan designed to meet their needs. Our DSL

 will liaise with the AP DSL to ensure a consistent approach and that relevant

 information is shared. Their attendance will be monitored by us in accordance

 with the School Register Regulations.

10.6 We have a work experience placement policy and procedures in place. We will

 ensure that any person supervising a child under the age of 16 on a placement

 has been subject to the appropriate level of DBS check.

All school trips are fully risk assessed and no child will be taken offsite without parental permission.

**APPENDICES**

Our policy is based on the following legislation, national & local guidance/procedures and links to other relevant school policies

**APPENDIX A - ‘Keeping Children Safe In Education’ Part 1 - to be read by all staff**

**‘Keeping Children Safe in Education’ Part one:**

**Safeguarding information for all staff - What school and college staff should know and do**

**A child centred and coordinated approach to safeguarding**

1. Schools and colleges and their staff are an important part of the wider safeguarding system for children. This system is described in statutory guidance Working Together to Safeguard Children.
2. Safeguarding and promoting the welfare of children is everyone’s responsibility. Everyone who comes into contact with children and their families and carers has a role to play in safeguarding children. In order to fulfil this responsibility effectively, all professionals should make sure their approach is child-centred. This means that they should consider, at all times, what is in the best interests of the child.
3. No single professional can have a full picture of a child’s needs and circumstances. If children and families are to receive the right help at the right time, everyone who comes into contact with them has a role to play in identifying concerns, sharing information and taking prompt action.
4. Safeguarding and promoting the welfare of children is defined for the purposes of this guidance as: protecting children from maltreatment; preventing impairment of children’s 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.
5. Children includes everyone under the age of 18.

**The role of school and college staff**

1. School and college staff are particularly important as they are in a position to identify concerns early, provide help for children, and prevent concerns from escalating.
2. **All** school and college staff have a responsibility to provide a safe environment inwhich children can learn.
3. **All** school and college staff should be prepared to identify children who

 maybenefit from early help.[2](#page5)

1. **Any staff member** who has a concern about a child’s welfare should follow thereferral processes set out in paragraphs 22-35. Staff may be required to support social workers and other agencies following any referral.
2. Every school and college should have a designated safeguarding lead who will provide support to staff members to carry out their safeguarding duties and who will liaise closely with other services such as children’s social care.
3. The Teachers’ Standards 2012 state that teachers (which includes Principals) should safeguard children’s wellbeing and maintain public trust in the teaching profession as part of their professional duties.[3](#page6)

**What school and college staff need to know**

12, All staff members should be aware of systems within their school or college which support

 safeguarding, and these should be explained to them as part of staff induction. This should include:

* the child protection policy;
* the staff behaviour policy (sometimes called a code of conduct); and
* the role of the designated safeguarding lead (including the identity of the designated safeguarding lead and any deputies).

Copies of policies and a copy of Part one of this document should be provided to staff at induction.

13. All staff members should receive appropriate safeguarding and child protection training which is

 regularly updated. In addition, all staff members should receive safeguarding and child protection

 updates (for example, via email, e-bulletins and staff meetings), as required, and at least

 annually, to provide them with relevant skills and knowledge to safeguard children effectively.

14. All staff should be aware of the early help process and understand their role in it. Early help means

 providing support as soon as a problem emerges at any point in a child’s life, from the foundation

 years through to the teenage years.

15. All staff should be aware of the process for making referrals to children’s social care and for

 statutory assessments under the Children Act 1989, especially section 17 (children in need) and

 section 47 (a child suffering, or likely to suffer, significant harm that may follow a referral, along with

 the role they might be expected to play in such assessments.[4](#page7)

16. All staff should know what to do if a child tells them he/she is being abused or neglected. Staff

 should know how to manage the requirement to maintain an appropriate level of confidentiality whilst

 at the same time liaising with relevant professionals such as the designated safeguarding lead and

 children’s social care. Staff should never promise a child that they will not tell anyone about an

 allegation, as this may ultimately not be in the best interests of the child.

**What school and college staff should look out for**

1. Any child may benefit from early help, but all school and college staff should be particularly alert to the potential need for early help for a child who:
	* is disabled and has specific additional needs;
	* has special educational needs (whether or not they have a statutory education, health and care plan);
	* is a young carer;
	* is frequently missing/goes missing from care or home;
	* is misusing drugs or alcohol;
	* is in a family circumstance presenting challenges for the child, such as substance abuse, adult mental health problems or domestic abuse; and/or
	* has returned home to their family from care.
2. **All** school and college staff members should be aware of the types of abuse andneglect so that they are able to identify cases of children who may be in need of help or protection. Types of abuse and neglect, and examples of safeguarding issues are described in paragraphs 42-51 of this guidance.
3. Departmental advice [What to do if you are worried a child is being abused - Advice](https://www.gov.uk/government/publications/what-to-do-if-youre-worried-a-child-is-being-abused--2) [for practitioners](https://www.gov.uk/government/publications/what-to-do-if-youre-worried-a-child-is-being-abused--2) provides more information on understanding and identifying abuse and neglect. Examples of potential signs of abuse and neglect are highlighted throughout the advice and will be particularly helpful for school and college staff. The [NSPCC](https://www.nspcc.org.uk/preventing-abuse/child-abuse-and-neglect/) website also provides useful additional information on types of abuse and what to look out for.
4. Staff members working with children are advised to maintain an attitude of **‘it** **could happen here’** where safeguarding is concerned. When concerned about thewelfare of a child, staff members should always act in the **best** interests of the child.
5. Knowing what to look for is vital to the early identification of abuse and neglect. If staff members are

 unsure, they should always speak to the designated safeguarding lead (or deputy).

**What school and college staff should do if they have concerns about a child**

1. If staff members have **any concerns** about a child’s welfare, they will need to decide what action to take. See page 13 for a flow chart setting out the process for staff when they have concerns about a child.
2. If staff have a concern, they should act on it. They should not assume a colleague or another professional will take action. Staff should also be mindful that early information sharing is vital for effective identification, assessment and allocation of appropriate service provision. Staff should not assume that other professionals will share information that might be critical in keeping children safe. [Information sharing: Advice for practitioners](https://www.gov.uk/government/publications/safeguarding-practitioners-information-sharing-advice) [providing safeguarding services to children, young people, parents and carers](https://www.gov.uk/government/publications/safeguarding-practitioners-information-sharing-advice) supports school and college staff who have to make decisions about sharing information. This advice includes the seven golden rules for sharing information.
3. Wherever possible, there should be a conversation with the designated safeguarding lead (or deputy) who will help staff decide what to do next. Options include:
	* managing any support for the child internally via the school or college’s own pastoral support processes;
	* an early help assessment;[5](#page8) or
	* a referral for statutory services,[6](#page8) for example as the child is in need or suffering or likely to suffer harm.
4. If, for any reason, the designated safeguarding lead (or deputy) is not available, this should not

 delay appropriate action being taken. In these circumstances, any action taken should be shared

 with the designated safeguarding lead (or deputy) as soon as is practically possible.

**Early help**

1. If early help is appropriate, the designated safeguarding lead (or deputy) should support the staff member in liaising with other agencies and setting up an inter-agency assessment as appropriate. Staff may be required to support other agencies and professionals in an early help assessment, in some cases acting as the lead professional. Any such cases should be kept under constant review and consideration given to a referral to children’s social care for assessment for statutory services if the child’s situation does not appear to be improving or is getting worse.

**Statutory assessments**

1. If a child is in need or is suffering, or likely to suffer from harm then a referral should be made to local children’s social care to consider a statutory assessment.

**Children in need**

A child in need is defined under the Children Act 1989 as a child who is unlikely to achieve or maintain a reasonable level of health or development, or whose health and development is likely to be significantly or further impaired, without the provision of services; or a child who is disabled. Local authorities are required to provide services for children in need for the purposes of safeguarding and promoting their welfare. Children in need may be assessed under section 17 of the Children Act 1989.

**Children suffering or likely to suffer significant harm**

Local authorities, with the help of other organisations as appropriate, have a duty to make enquires under section 47 of the Children Act 1989 if they have reasonable cause to suspect that a child is suffering, or is likely to suffer, significant harm. Such enquiries enable them to decide whether they should take any action to safeguard and promote the child’s welfare and must be initiated where there are concerns about maltreatment, including all forms of abuse and neglect, female genital mutilation or other so called honour based violence, and extra-familial threats like radicalisation and sexual exploitation.

1. In both cases, referrals should be made in accordance with local criteria for action[7](#page9) and follow the local authority’s referral process.
2. **Where a child is suffering, or is likely to suffer from harm, it is important that a referral to children’s social care (and if appropriate the police) is made immediately**.
3. The online tool [Report child abuse to local council](https://www.gov.uk/report-child-abuse-to-local-council) directs to the relevant local children’s social care contact number.
4. The local authority should make a decision, within one working day of a referral being made, about what course of action it is taking and should let the referrer know the outcome. This will include determining whether:
	* the child requires immediate protection and urgent action is required;
	* whether the child is in need, and should be assessed under section 17;
	* there is reasonable cause to suspect the child is suffering, or likely to suffer, significant harm, and whether enquiries must be made, and the child assessed under section 47;
	* any services required by the child and family and what type of services; and
	* further specialist assessments are required in order to help the local authority to decide what further action to take.
5. Staff should follow up on a referral should this information not be forthcoming.
6. If social workers decide to carry out a statutory assessment, school or college staff should do everything they can to support that assessment (supported by the designated safeguarding lead (or deputy) as required).
7. If, after a referral, the child’s situation does not appear to be improving, the designated safeguarding lead (or the person who made the referral) should press for re-consideration to ensure their concerns have been addressed and, most importantly, that the child’s situation improves.
8. If a **teacher**[8](#page10), in the course of their work in the profession, discovers that an act of female genital mutilation (FGM) appears to have been carried out on a girl under the age of 18, the teacher **must** report this to the police. See Annex A for further details.

**Record keeping**

1. All concerns, discussions and decisions made, and the reasons for those decisions, should be recorded in writing. If in doubt about recording requirements, staff should discuss with the designated safeguarding lead (or deputy).

**Why is all of this important?**

1. It is important for children to receive the right help at the right time to address risks and prevent issues escalating. Research and serious case reviews have repeatedly shown the dangers of failing to take effective action. Examples of this poor practice include: failing to act on and refer the early signs of abuse and neglect; poor record keeping; failing to listen to the views of the child; failing to re-assess concerns when situations do not improve; sharing information too slowly and a lack of challenge to those who appear not to be taking action.[9](#page11)

**What school and college staff should do if they have concerns about another staff member**

1. If staff members have concerns about another staff member, then:
	* this should be referred to the Principal or principal;
	* where there are concerns about the Principal or principal, this should be referred to the chair of governors, chair of the management committee or proprietor of an independent school; and
	* in the event of allegations of abuse being made against the Principal, where the Principal is also the sole proprietor of an independent school, allegations should be reported directly to the designated officer(s) at the local authority.

Staff may consider discussing any concerns with the school’s designated safeguarding lead (or deputy) and make any referral via them. Full details can be found in Part four of this guidance.

**What school or college staff should do if they have concerns about safeguarding practices within the school or college**

1. All staff and volunteers should feel able to raise concerns about poor or unsafe practice and potential failures in the school or college’s safeguarding regime and know that such concerns will be taken seriously by the senior leadership team.
2. Appropriate whistleblowing procedures, which are suitably reflected in staff training and staff behaviour policies, should be in place for such concerns to be raised with the school or college’s senior leadership team.
3. Detailed information on early help can be found in Chapter 1 of [Working together to safeguard children.](https://www.gov.uk/government/publications/working-together-to-safeguard-children--2)
4. The [Teachers' Standards](https://www.gov.uk/government/publications/teachers-standards) apply to: trainees working towards QTS; all teachers completing their statutory induction period (newly qualified teachers [NQTs]); and teachers in maintained schools, including maintained special schools, who are subject to the Education (School Teachers’ Appraisal) (England) Regulations 2012.
5. Detailed information on statutory assessments can be found in Chapter 1 of [Working together to safeguard children.](https://www.gov.uk/government/publications/working-together-to-safeguard-children--2)
6. Local agencies including the three safeguarding partners should work together to put processes in place for the effective assessment of the needs of individual children who may benefit from early help services. Further information on early help assessments, provision of early help services and accessing services is in Chapter 1 of [Working together](https://www.gov.uk/government/publications/working-together-to-safeguard-children--2) [to safeguard children.](https://www.gov.uk/government/publications/working-together-to-safeguard-children--2)
7. Local authority children’s social care has the responsibility for clarifying the process for referrals (Chapter one of [Working together to safeguard children)](https://www.gov.uk/government/publications/working-together-to-safeguard-children--2).
8. Chapter 1 of [Working together to safeguard children.](https://www.gov.uk/government/publications/working-together-to-safeguard-children--2)
9. Under Section 5B(11)(a) of the Female Genital Mutilation Act 2003, “teacher” means, in relation to England, a person within section 141A(1) of the Education Act 2002 (persons employed or engaged to carry out teaching work at schools and other institutions in England).
10. An analysis of serious case reviews can be found at [Serious case reviews, 2011 to 2014.](https://www.gov.uk/government/publications/analysis-of-serious-case-reviews-2011-to-2014)

10 Alternatively, staff can write to: National Society for the Prevention of Cruelty to Children (NSPCC), Weston House, Curtain, Road, London EC2A 3N

**APPENDIX B Legislation, Statutory Guidance & Ofsted Framework**

* **Keeping Children Safe in Education’ - latest update September 2018**
* **Ofsted Section 5 Inspection Framework for Schools, August 2016**
* **Inspecting Safeguarding in Early Years, Schools & Skills Settings’ August 2016**
* **‘Working Together to Safeguard Children’ July 2018**
* **Prevent Duty, Section 26 Counter Terrorism & Security Act 2015**
* **FGM Duty, Multi-agency Statutory Guidance on FGM April 2016, Section 74 Serious Crime Act 2015**
* **Serious Case Reviews & Domestic Homicide Reviews (SCRs & DHRs)**
* **DFE Statutory Policies for Schools, Sept 2014,**
* **DFE Children Missing Education, Stat Guidance, Sept 2016**
* **DFE Designated Teacher for LAC Guidance, Nov 2009**
* **DFE Supervision of Regulated Activity, Jan 2013**
* **Alternative Provision, Stat guidance, Jan 2013**
* **Teachers’ Standards, updated June 2013**
* **Governors’ Handbook, Jan 2017**
* **‘Listening to & involving children & young people’, stat guidance, Jan 2014**
* **Health & Safety Legislation**

**APPENDIX C - Non-statutory Guidance**

* DFE ‘What to do if you are worried a child is being abused - Advice for

 Practitioners’

* ‘Safer Working Practices’, Safer Recruitment Consortium, Oct 2015
* DFE National Standards of Excellence for Principals, Jan 2015
* DFE ‘Use of Reasonable Force in Schools’, July 2013
* United Nations Convention on the Rights of the Child, Article 2,3 6 & 12
* NSPCC Whistleblowing Adviceline

**APPENDIX D - MCC & MSCB Policies, Procedures &**

**Guidance**

Links to:-

* MSCB Website:-
* MSCB Policies
* MSCB Multi-agency Levels of Need & Response Framework, April 2015
* Safeguarding Concerns, Guidance & Proformas
* MSCB LADO Referral Process
* MSCB Learning From Serious Case Reviews
* Help & Support Manchester Website:-
* Early Help Strategy, Guidance, Assessments & Referrals
* Signs of Safety Strategy, Guidance & Resources

**APPENDIX E - Links to Other Relevant School/EY**

**Setting/College Polices/Procedures**

* Health and Safety
* Physical Interventions/Restraint
* Work Experience and Extended work placements
* Sex and Relationships Education
* Equal Opportunities
* E-Safety
* Extended Schools Activities
* Behaviour Management including fixed and short term exclusions
* Trips and Visit
* Special Educational Needs
* Toileting and Intimate Care
* Disability Discrimination
* Looked After Children
* Anti-bullying
* Administration of Medicines
* Letting to external organisations
* External visitors/speakers

**APPENDIX F - Other Relevant Education Department**

**Policies/Guidance**

All these are available on the Manchester Schools Hub Website.

* ‘Transfer of Safeguarding Information’ model policy & guidance
* ‘Safeguarding’ model policy & guidance
* ‘Safer Recruitment’ model policy
* Safeguarding Children with SEND
* Manchester Governors’ Handbook MCC
* ‘A Good Safeguarding School’

**APPENDIX G - Abbreviations**

* AP Alternative Provision
* CiN Child in Need
* CP Child Protection
* CPOMS One of a number of electronic record keeping systems used in

 many schools in Manchester

* CSC Children’s Social Care
* DFE Department for Education
* DO Designate Officer (formerly LADO)
* DSL Designated Safeguarding Lead
* EH Early Help
* EHA Early Help Assessment
* LA Local Authority
* LAC Looked After Child
* LAC DP Designated Teacher for LAC
* LADO Local Authority Designated Officer
* MASH Multi Agency Safeguarding Hub
* MCC Manchester City Council
* MSCB Manchester Safeguarding Children’s Board
* SEN Special Educational Needs
* SENCO/SENDCO SEN Co-ordinator
* SG SEF Safeguarding Self Evaluation Framework
* SOS Signs of Safety