



Safeguarding Policy

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1. Purpose

This Policy outlines procedures and good practice within the Bath & Wells Multi Academy Trust (BWMAT), to ensure that each school and all individuals can demonstrate that there is an understanding of the duty to safeguard and promote the welfare of children and young people including those who are vulnerable. It outlines how this will be implemented within our Schools.

Section 175 of the Education Act 2002 places a duty on the Board of Directors (in relation to their education institutions) to exercise their functions with a view to safeguarding and promoting the welfare of children who are pupils at a school, The duty applies to Academies by virtue of regulations made under section 157 of the Act.

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

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

School staff are particularly important as they are in a position to identify concerns early and provide help for children, to prevent concerns from escalating. Schools their staff form part of the wider safeguarding system for children. This system is described in statutory guidance Working Together to Safeguard Children 2015. The BWMAT and its individual schools will work with social care, the police, health services and other services to promote the welfare of children and protect them from harm.

2. Roles & Responsibilities

Our procedures for safeguarding children will be in line with The Local Safeguarding Children Board and the South West Child Protection Procedures. They will follow any guidance issued by The Department for Education (DfE), namely *Keeping children safe in education* and *Working Together to Safeguarding Children 2015* issued by HM Government. We will also work to Local Authority Threshold Guidance which provides a clear framework for identifying levels of need and the action required to support and safeguard children.



The Local Governing Board will ensure that:

- The school complies with safeguarding duties under legislation and will identify a board level lead to take leadership responsibility for the establishment's safeguarding arrangements; and
- Safeguarding is monitored regularly and is a standing item at all full governing board meetings.

Head Teachers within Schools are responsible for ensuring that:

- The policies and procedures adopted by the BWMAT and the Local Governing Board are fully implemented and followed by all staff;
- Sufficient time and resources are allocated to enable the Designated Safeguarding Lead (DSL) and other staff to discharge their responsibilities, including recording and monitoring safeguarding activities, taking part in strategy discussions, other inter-agency meetings and contributing to the assessment of children;
- All staff and volunteers feel able to raise concerns about poor or unsafe practice with regard to children, and concerns are addressed sensitively and effectively in a timely manner; and
- The child's safety and welfare is addressed through the curriculum.

The BWMATs Safeguarding and Child Protection Lead -is responsible for ensuring that:

- The Safeguarding Policy is updated annually and reflects statutory guidance;
- Schools receive advice and guidance relating to all aspects of safeguarding; and
- Safeguarding teams and all staff receive regular safeguarding updates which provide relevant skills and knowledge

Staff within schools are responsible for ensuring that they are clear about their roles and responsibilities in line with KCSIE 2016 part 1 and all related policies

2.1 Safer Recruitment



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

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

- We will ensure an appropriate proportion of directors, governors and staff on recruitment panels have undertaken all appropriate safer recruitment training as outlined in *Keeping children safe in education 2016*;
- Our Recruitment Policy includes all appropriate checks on staff, **governors** and volunteers, and suitability including DBS checks;
- We will ensure that all adults within our school who have access to children have been checked as to their suitability as outlined in *Keeping children safe in education 2016*; and
- We will ensure that all staff and volunteers have read the staff Code of Conduct and understand that their behaviour and practice needs to be in line with it.

3. Allegations

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

- Behaved in a way that has harmed a child, or may have harmed a child;
- Possibly committed a criminal offence against or related to a child; or
- Behaved towards a child or children in a way that indicates he or she would pose a risk of harm to children.

Will be reported immediately to the Head Teacher or the Designated Safeguarding Lead if the Head Teacher is not present. The Head Teacher will inform the BWMAT central team and the Local Authority Designated Officer (LADO) following the guidance in *Keeping children safe in education 2016 part 4*.

Contact details can be found under the relevant Local Authority via this link:

<https://www.proceduresonline.com/swcpp/>

If the allegation concerns the Head Teacher, the person receiving the allegation will immediately inform the Chair of Governors who will consult as above, without notifying the Head Teacher first.



Any member of staff considered not suitable to work with children will be referred to the Disclosure and Barring Service (DBS) with the advice and support of Human Resources and in accordance with the DBS Referral Policy.

4 Raising Awareness and Equipping Children with Skills Needed

We recognise that because of the day to day contact with children, school staff are well placed to observe the outward signs of abuse and that all staff and governors have a full and active part to play in protecting our pupils from harm. All Schools within the BWMAT will therefore:

- Ensure children know that there are adults in the school whom they can approach if they are worried;
- Ensure that children are taught to develop the skills they need to recognise and stay safe from abuse, including peer on peer abuse, online abuse, Child Sexual Exploitation, Radicalisation and Honour Based Violence including Female Genital Mutilation; and
- Be aware that children with Special Educational Needs and disabilities can face additional challenges.

5 Implementing Procedures

We will:

- Ensure every member of staff (including temporary, supply staff and volunteers) and the local governing board knows the name of the Designated Safeguarding Lead (DSL) and their deputies responsible for safeguarding and child protection and their role (*Annex B Keeping children safe in education 2016*);
- Ensure there is a member of the senior leadership team in the DSL role and that appropriate cover is provided if they are unavailable. This person will have the status and authority within the school to carry out the duties of the post including committing resources and, where appropriate, supporting and directing other staff. They will ultimately have lead responsibility, which will not be delegated; however deputy leads will be trained to the same level and will carry out activities delegated by the DSL. The DSL and all named deputies will have undertaken multi-agency Advanced Safeguarding Training as recommended by the Local Safeguarding Children Board and will update this training every two years. In addition to this their knowledge and skills will be updated at least annually;
- Ensure that during term time the DSL (or a deputy) will always be available (during school hours) for staff in the school to discuss any safeguarding concerns. Adequate and appropriate cover arrangements for any out of hours/out of term activities will be arranged;



- Ensure that the names of the Designated Safeguarding Lead and their deputies **are** clearly visible around the school **and on the website;**
- **Ensure that the safeguarding noticeboard has all the key documents and information**
- Ensure all staff, volunteers and governors understand their responsibilities in being alert to the signs of abuse and neglect so that they are able to identify cases of children who may be in need of help or protection and the importance of reporting their concerns expeditiously;
- Ensure that all staff are regularly updated on the categories of abuse in Working Together to Safeguard Children 2015;
- **Ensure that staff are regularly reminded of their responsibilities and specific safeguarding issues**
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/550499/Keeping_children_safe_in_education_Part_1.pdf
- Ensure that all staff have an awareness of specific safeguarding issues:
 - Peer on peer abuse
 - Sexting
 - Child Sexual Exploitation
 - Radicalisation and The Prevent Duty**
 - Honour Based Violence, including FGM
 - Domestic Abuse**
 - Children Missing Education
 - Private Fostering
 - Fabricated and or Induced Illness
- Ensure that all staff are aware of the early help process and the importance of early identification to ensure that children get the right support at the right time;
- Ensure that all staff, volunteers and governors maintain an attitude of 'it could happen here' and when concerned about the welfare of a child **always act in the best interest of the child;**
- Ensure that all staff, volunteers and governors know how to record a concern and that all concerns must be recorded and shared with the DSL;
- Keep clear written records of concerns about children, even where there is no need to refer the matter immediately;
- Ensure all records are kept securely, separate from the main pupil file, and in locked locations;



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- Understand that our responsibility to safeguard children requires that we all appropriately share any concerns that we may have about children. This may include contacting **Children's Social Care** or the Local Authority Designated Officer (LADO).
- Provide a systematic means of monitoring children known or thought to be at risk of harm, and ensure we, the school, contribute to assessments of need and support plans for those children;
- Ensure that parents have an understanding of the responsibility placed on the school and staff for safeguarding and child protection by making the Policy available to them and sharing safeguarding procedures.
- The school will normally seek to discuss any concerns about a child with their parents and gain consent to make a referral or an offer of support. However, if the school believes that notifying parents could increase the risk to the child or exacerbate the problem advice will be taken.
- Ensure all members of staff are provided with opportunities to receive regular training and updates via the BWMAT Safeguarding and Child Protection lead or other source in order to understand their responsibilities relating to safeguarding children;
- Ensure that all members of staff are aware of their responsibilities under the Prevent Duty and the Mandatory Reporting Duty in relation to Female Genital Mutilation;
- **Ensure that all staff members are aware of the systems within the school which support safeguarding – this will include the Safeguarding Policy and Code of Conduct. This will be part of staff induction and the BWMAT Safeguarding Induction checklist will be used;**
- All staff members should read at least part 1 of *Keeping children safe in education 2016 including Annex A* and *What to do if you are worried a child is being abused*. **This will be part of staff induction and the BWMAT Safeguarding Induction checklist will be used;**
- Recognise that all matters relating to child protection are confidential and the Head Teacher or Designated Safeguarding Lead will disclose personal information about a pupil to other members of staff on a need to know basis only;
- Ensure all staff must be aware that they have a professional responsibility to share information to other agencies in order to safeguard children and that they cannot promise a child to keep secrets which might compromise the child's safety or well-being, or that of another; and



- Always undertake to share our intention to refer a child to Children's Social Care unless to do so could put the child at greater risk of harm, or impede a criminal investigation. If in doubt, we will consult with Children's Social Care on this point.

6. Supporting Pupils who have been abused

We will:

- Recognise that a child who is abused, who witnesses violence or abuse who lives in a violent or abusive environment may feel helpless and humiliated, may blame him/herself, and find it difficult to develop and maintain a sense of self-worth;
- Recognise that the school may provide the only stability in the lives of children who have been abused or who are at risk of harm;
- Be aware that research shows that the behaviour of a child in these circumstances may range from that which is perceived to be normal to aggressive or withdrawn;
- Ensure these children are particularly closely monitored and supported and any concerns are recorded and reported to Children's Social Care;
- Attend case conferences, core group meetings, team around the child/family meetings and other liaison meetings as necessary;
- Implement a Personal Education Plan (PEP) for all Children in Care and a Pastoral Support Plan (PSP) or Individual Education Plan (IEP) for other children where there is a need for specific support in school; and
- Establish a safe environment which supports all pupils.

7. Establish a Safe Environment

We will:

- Support the child's development in ways that will foster security, confidence and resilience in every aspect of school life including through the school curriculum;
- Provide an environment which embeds a culture of vigilance in which children and young people feel safe, secure, valued and respected, feel confident and know how to approach adults if they are in difficulties;



- Ensure that children and young people are educated about the expectations they should have relating to the behaviour of adults who work with them;
- Develop effective working relationships with all other agencies involved in safeguarding children;
- Ensure that we have a named Designated Teacher for Children Looked After and that we provide the best opportunities and support for children to achieve the best outcomes and participate in school life;
- Contribute to the wider safeguarding agenda by working with the local community and following government guidance to help our children live in a safe environment;
- Recognise that staff working in the school who have become involved with a child who has suffered harm, or appears to be likely to suffer harm may find the situation stressful and upsetting and we will support such staff by providing an opportunity to talk through their anxieties with the Designated Safeguarding Lead and to seek further support; and
- Ensure that other policies and publications which contribute towards safeguarding children and young people are acted upon, reviewed and updated regularly and appropriate advice sought from relevant staff within the Local Authority in relation to them.

8. Policy Review

The Multi Academy Trust Board of Directors is responsible for ensuring the annual review of this Policy.

This Policy has been developed in accordance with the principles established by the Children Act 1989; and in line with government advice, National guidance and local publications:

The Policies and guidance listed below support the Safeguarding Policy

- Working Together to Safeguard Children” March 2015
- Keeping children safe in education September 2016
- BWMAT Code of Conduct
- Guidance for Safer Working Practice for those working with Children and Young People in education settings October 2015
- **BWMAT Social Media and Networking Policy**



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- Prevent Duty Guidance
- Mandatory reporting of Female Genital Mutilation
- Children Missing Education Guidance
- Disclosure and Barring Service Guidance
- South West Child Protection Procedures
- Attendance Policy
- BWMAT Model Record Keeping and Record Retention Policy
- Sexting in schools and colleges – Responding to incidents and safeguarding young people