



**EVERY CHILD,
EVERY DAY**
ACADEMY
TRUST



Child Protection Policy

Date written/last reviewed	June 2018
Committee Responsible	Student Behaviour & Safety Committee
Designated member of staff	Sue Ward (Safeguarding Officer)
Nominated Governor	Andrew Meredith (Chair of Governors)
Date of next review:	June 2019

STATEMENT OF INTENT

The Hollyfield School fully recognises the contribution it makes to safeguarding. All staff in the school have a responsibility to safeguard the welfare of all students, by operating within practice that protects them. We believe that our school should provide a caring, positive, safe and stimulating environment, which promotes the social, physical and moral development of the individual students. We are committed to working in partnership with our students, their parents/carers and other agencies in order to promote their welfare. This policy applies to all staff, Governors and volunteers working in the school.

Aims of the policy

- To prevent abuse by providing teaching and pastoral support which helps students develop in ways that foster security, confidence and independence.
- To raise the awareness of both teaching and non-teaching staff of the need for safeguarding and of their responsibilities in identifying and reporting possible cases of abuse.
- To develop a structured internal procedure to be followed by all members of the school community in cases of suspected abuse.
- To emphasise the need for good levels of communication and information sharing between all members of staff.
- To provide a systematic means of monitoring children known or thought to be at risk.
- To promote understanding and build relationships with other agencies in order to work together more efficiently.

- To ensure the criminal background of adults regularly coming into contact with the students is checked in line with current regulations.
- To ensure that colleagues in our partnerships and extended work placements are aware of our safeguarding procedures and have been briefed accordingly.
- To ensure that allegations are responded to in a thorough manner, which prioritises the safeguarding needs of children whilst also minimising the risk of misplaced or malicious allegations against members of staff.

We will seek to safeguard our students by:

- Ensuring that students know that there are adults in the school whom they can approach if they are worried or in difficulty;
- Including in the curriculum, opportunities for PDW (personal development and well-being) which will equip students with the skills they need to:
 - Stay safe from abuse
 - Have confidence to seek help
 - Know where to go for help
- Adopting safeguarding guidelines through procedures and a code of conduct for staff and volunteers
- Recruiting staff and volunteers safely ensuring all necessary checks are made
- Sharing information about safeguarding and good practice with staff and volunteers
- Sharing information about concerns with agencies who need to know and involving parents and children appropriately
- Providing appropriate support to staff and volunteers through supervision and training
- Assessing risk in relation to all our activities, focussing on prevention, and minimising risk and putting in place measures that safeguard the public using our services.
- Briefing colleagues in our partnerships on safeguarding procedures.

The school will ensure that:

- It has a designated member of staff, known as the Safeguarding Officer, who has undertaken at least a foundation training course provided by the Local Education Authority. Currently the designated members of staff are Mrs Sue Ward (Assistant Headteacher), and Mr Steve Pickett (Assistant Headteacher), and in their absence Mr Tom Maltby, Headteacher.
- All members of staff know the name of the designated member of staff and that they have an individual responsibility for referring concerns about students in line with the school policy. Staff will be encouraged through the staff handbook and training to develop an understanding of the emerging issues, signs and indicators of abuse and know the

procedures of how to respond to a student who may disclose abuse. Staff are made aware of the requirement to report a concern about another adult's behaviour.

- Governors will be trained about their responsibilities and updated on current safeguarding issues in the school. There will be a nominated governor for safeguarding.
- Parents have an understanding of the responsibility of the school and staff for Safeguarding by including information in the prospectus and posting the safeguarding procedures on the school website.
- All new staff and volunteers working with students are required to undergo an enhanced Disclosure and Barring Service check. This is stated in the academy's recruitment policy.
- Colleagues who work with our students in our partnerships have been made aware of the school's safeguarding procedures by the vocational and work-related learning co-ordinator.
- Temporary staff and supply teachers are given information of the school's safeguarding procedures on arrival.

The designated safeguarding officer will:

- Adhere to the procedures set out in the statutory guidance 'Keeping Children Safe in Education' (2016), the 'Guidance for Safer Working Practice for Adults who work with Children and Young People in Education Settings' (March 2009) and the school staff handbook.
- Notify the allocated social worker when a child on a Child Protection Plan is absent, or excluded from school.
- Keep written records of concerns and discussions when concerns about safeguarding emerge even where these do not then lead to a referral to Children's Services.
- Keep all records in a locked central file in a sealed and signed envelope.
- Attend training, at least once a year, to ensure that they are kept abreast of developments in safeguarding.
- Ensure that the Deputy SDL attends training at least one a year
- Ensure that all staff, volunteers and Governors have up-to-date training to ensure that they are kept abreast of developments in safeguarding, and are fully aware of emerging issues.
- Work to develop effective links with relevant outside agencies
- Attend Safeguarding Strategy meetings and other relevant meetings convened by Children's Services regarding individual children, if appropriate, ensuring that reports are written. (In some cases another designated member of staff, delegated by the designated teacher will attend these).
- Update Governors through the Governors' Student Behaviour & Safety Committee.

- Provide training for trainee/GTP and NQT teachers through the school's CPD programme.
- Ensure that Child Safeguarding procedures are in place in our various partnerships.
- Work with Community Police officers as appropriate in support and sharing information.

Staff will:

- Refer to the staff handbook and training materials for the school's guidance on identification and reporting of possible actual instances of abuse
- Read 'Keeping Children Safe in Education- Part 1' and be familiar with Annex A
- Work in an open environment, where possible avoiding private or unobserved situations
- Treat all young people fairly with respect and dignity
- Be role models e.g. not swearing, smoking or drinking alcohol in the company of young people
- Keep a written record of any injury or incident that caused harm (including verbal attacks) along with any steps taken
- Not share personal information and personal e-mail addresses/social media friends/ personal mobile phone numbers with students.
- Report a concern about an adult, seeking advice from the NSPCC Whistleblowing (0800 028 0285) if required :

Governors will:

- Monitor and evaluate the policy
- Review the policy **every year**
- Have a named Governor responsible for safeguarding
- Ensure that the named Governor attends relevant safeguarding training

Procedures for Referral

- All action is taken in line with:
 - Keeping Children Safe in Education (September 2016)
 - Guidance on Safer Working Practice for Adults who work with Children and Young People in Education Settings (March 2009)
 - Working Together to Safeguard Children 2013
 - What to do if you are worried a child is being abused 2006
 - LBRUT Local Safeguarding Children's Board Procedures
 - London Child Protection Procedures (5th edition 2013)
 - Sexting in Schools and Colleges (September 2016)
 - School Staff Handbook
- Any member of staff or volunteer who receives a disclosure of abuse or suspects that abuse may have occurred must record the relevant information, date and sign the record

and report it immediately to the designated safeguarding officer, Mrs Sue Ward, Assistant Headteacher or Mr Steve Pickett, Assistant Headteacher, or Mr Tom Maltby, Headteacher, if Mrs Sue Ward or Mr Steve Pickett is unavailable). In the event that the concerns raised involve a member of staff, or the Headteacher, the Chair of Governors is to be informed immediately.

- The designated person will immediately inform the relevant Local Authority Children's Services. In Richmond and Kingston, this is the Single Point Access (SPA)
- Telephone 020 8547 5008 (Richmond and Kingston Kingston)
- Out of Hours 020 8770 5000 (Richmond and Kingston)
- In an emergency, i.e where there is concern about an immediate risk of harm to a child, phone 999.

- The designated person should record:
 - Child's name, age and date of birth
 - Child's home address and telephone number
 - What was said or seen
 - By whom
 - Date, time and location
 - All records should be signed and dated and include the contact details for the referrer
- Confidentiality must be maintained and information relating to individual children and young people/ families shared with staff on a strictly need to know basis.
- Further detail and guidance on dealing with safeguarding issues and referrals can be found in the staff handbook

Supporting Students

Students with behavioural difficulties and disabilities are most vulnerable to abuse. Staff in individual learning situations should be particularly sensitive to signs of abuse.

We will try to support vulnerable students by:

- Encouraging self-esteem and self-assertiveness through the content of the curriculum (Including tutor time, PDW, assemblies) and social skills groups for identified students run by student support officers.
- Promoting a school ethos of a caring, positive and safe environment, which promotes the social, physical and moral development of the individual child.
- Dealing with aggression, bullying or poor behaviour consistently in line with our Behaviour Policy and Relationships Policy, with the emphasis on Restorative approaches. Vulnerable students need to know that poor behaviour is unacceptable. However, we will endeavour to promote students' self-esteem by helping students to understand that it is the behaviour or action and not the individual that is being punished.

- Liaising with other agencies such as the School Health Service, Education Welfare, Children's Services, CAMHS and the Educational Psychology services.
- Keeping records and notifying relevant Children's Services as soon as there is significant concern about a student.
- Informing Children's Services and the Head Teacher when a student with a Child Protection Plan is excluded from the school, forwarding the information, under confidential cover, immediately.

Confidentiality

All matters relating to safeguarding are confidential and the Head Teacher/Designated member of staff will disclose information only when such disclosure is required to further or clarify a risk assessment or to enable a member of staff to exercise their specific care responsibilities for a child.

Staff cannot keep secrets and must refer disclosed information to the appropriate agencies. Parents will be informed of the need to refer to Children's Services unless to do so would jeopardise the welfare of the child or compromise a safeguarding investigation. Where this is not clear the designated member of staff should consider consulting with Children's Services prior to making a formal referral.

Linked Policies and Documents

This policy is to be read in conjunction with the following linked policies:

- Allegations of Abuse Against School Staff
- Behaviour Policy
- Anti-Bullying policy
- Relationships Policy
- Staff Recruitment Policy
- Equalities Policy
- Acceptable usage Policy
- On line Safety Policy
- CPD policy
- Attendance Policy
- Exclusions policy
- Health and safety policy
- Sex education policy
- Preventing extremism and radicalisation policy
- Use of Photographs statement
- School trips policy

List of emerging issues - staff are trained and updated on these issues as required

- On-line safety
- sexting
- Female genital Mutilation
- FII (fabricated induced illness)
- Child Sexual Exploitation
- Trafficking
- Peer on peer abuse

- o Forced marriages
- o So called Honour Based Violence
- o Mental Health
- o Radicalisation
- o Abuse linked to culture, faith and beliefs
- o Safeguarding vulnerabilities of learners with SEN and disabilities
- o Children missing in education