



## BEACON ACADEMY

### Safeguarding & Child Protection Policy

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<b>Updated</b>	<b>27/09/18</b>
<b>Date Approved by Governors:</b>	<b>17/10/2013</b>
<b>Date of Review:</b>	<b>Autumn Term 2019</b>
<b>Responsible Department:</b>	<b>C P Co-ordinator</b>

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## **1. PURPOSE**

1.1 The purpose of this Beacon Academy Safeguarding Policy is to ensure every child who is a registered pupil at our academy is safe and protected from harm. This means we will always work to;

- Protect our children / young people from maltreatment
- Prevent impairment of our children's / young people's health or development
- Ensure that our children / young people grow up in circumstances consistent with the provision of safe and effective care
- Undertake that role so as to enable our children/young people to have optimum life chances and enter adulthood successfully.

1.2 This policy will give clear direction to staff, volunteers, visitors and parents about the expected behaviour and our legal responsibility to safeguard and promote the welfare of all children at our academy.

## **2. INTRODUCTION**

2.1 Our Academy fully recognises the contribution it can make to protect children from harm and supporting and promoting the welfare of all children who are registered students at our academy. The elements of our policy are prevention, protection and support.

2.2 Our policy applies to all students, staff, parents, carers, governors, volunteers and visitors.

## **3 OUR ETHOS**

3.1 Our Academy will establish and maintain an ethos where our students feel secure, are encouraged to talk, are listened to and are safe. Children at our Academy will be able to talk freely to any member of staff or regular visitor to our Academy if they are worried or concerned about something.

3.2 All staff and regular visitors will, either through training or induction, know how to recognise concerns, signs and indicators of abuse and possible pending disclosure from a child (See Appendix 1) and will know how to manage this including child sexual exploitation (Safeguarding Children & Young People from Sexual Exploitation). We will not make promises to any child and we will not keep secrets. Every child will know what their chosen adult will have to do with whatever they have been told.

3.3 Throughout our curriculum we will provide activities and opportunities that will equip our children with the skills they need to stay safe. This will also be extended to include material that will encourage our children to develop essential life skills.

3.4 At all times we will work in partnership and endeavour to establish effective working relationships with parents, carers and colleagues from other agencies.

## **4. PROCEDURES**

4.1 When new staff, volunteers or regular visitors join our Academy they will be informed of the safeguarding arrangements in place. They will be made aware of our Academy's safeguarding Policy and told who our Strategic Lead for Safeguarding is. They will also be shown the recording format, given information on how to complete it and who to pass it to. (See appendix 2 and 3)

4.2 Every new member of staff or volunteer will have an induction period that will include essential safeguarding information. This programme will include basic safeguarding information relating to signs and symptoms of abuse, how to manage a disclosure from a child, how to record any issues of confidentiality. The induction will also remind staff and volunteers of their responsibility to safeguard all children at our Academy and the remit of the role of the Strategic Lead for Safeguarding.

4.3 New staff who have not had any child protection/safeguarding training or staff who have had training more than three years ago will be a brief introduction to safeguarding and will then be trained with the rest of the staff team at least 3 yearly.

4.4 All regular visitors and volunteers to our Academy will be told where our policy is kept, they will be given a set of safeguarding procedures, they will be told who our Strategic Lead for Safeguarding is and provided with names of other trained staff members.

4.5 When new students join our Academy, all parents and carers will be informed that we have a Safeguarding Policy. This will be offered to parents should they request a copy. Parents and carers will be informed of our legal duty to assist our colleagues in other agencies with child protection enquiries and what happens should we have cause to make a referral to Children's Services.

4.6 All staff and governors are required to read Part 1 of Keeping Children Safe in Education 2018 and the Government's Advice regarding the Prevent Strategy.

## **5 TRAINING**

5.1 Every member of staff will undertake appropriate safeguarding training every three years. The Strategic Lead for Safeguarding and any other senior member of staff who may be in a position of making referrals or attending child protection conferences or core groups will attend North East Lincolnshire Local Safeguarding Children's Board safeguarding training. This training will be updated every two years.

5.2 Our governing body will also undertake appropriate training to ensure they are able to carry out their duty to safeguard all of the children at our Academy. Training for Governors to support them in their safeguarding role is available from Governor Support Service and from the Trust.

5.3 We actively encourage all of our staff to keep up to date with the most recent local and national safeguarding advice and guidance. This can be accessed on [www.nelincs.gov.uk](http://www.nelincs.gov.uk)

5.4 Staff can find the most up to date national safeguarding information on the DfE website.

5.5 The Head Teacher and the Strategic Lead for Safeguarding should be used as a first point of contact for concerns and queries regarding any safeguarding concern in our Academy.

## **6 CHILD PROTECTION CONFERENCES**

6.1 From time to time staff members may be asked to attend a child protection conference on behalf of the Academy in respect of individual children. The person attending will need to have as much relevant up to date information about the child as possible. This is more likely to be available from the Child Protection Co-ordinator.

6.2 A child protection conference will be convened if a referral has been made and following an investigation the findings have considered the child to be at risk of harm, or if the child is already subject to a child protection plan a review conference is held to monitor the safety of the child and the required reduction in risk.

5.3 Staff may be required to attend child protection conferences or core group meetings to represent the Academy. For the most up to date information regarding child protection conferences staff will have access to *Working Together to Safeguard Children 2018*

6.4. All reports for child protection conference will be prepared in advance using the Agency Report Form that can be found on the LSCB website. The information contained in the report will be shared with parents before the conference and will include information relating to the child's physical, emotional and intellectual development and how the child presents at Academy.

6.5 Clearly child protection conferences can be upsetting for parents and carers. We recognise that we are likely to have more contact with them than other professionals involved. We will work in an open and

honest way with any parent whose child has been referred to Children's Services or whose child is subject to a child protection plan. Our responsibility is to promote the protection and welfare of all children and our aim is to achieve this in partnership with our parents and carers.

## **7 SAFE STAFF**

7.1 All adults who come into contact with our children have a duty of care to safeguard and promote their welfare. There is a legal duty placed upon us to ensure that all adults who work with or on behalf of our children are competent, confident and safe to do so.

7.2 Our aim is to provide a safe and supportive environment, which secures the well-being and very best outcomes for our children. We do recognise that sometimes the behaviour of adults may lead to an allegation of abuse being made.

7.3 Allegations sometimes arise from a differing understanding of the same event, but when they occur they are distressing and difficult for all concerned. We also recognise that many allegations are genuine and there are some adults who deliberately seek to harm or abuse children.

7.4 We will take all possible steps to safeguard our children and to ensure that the adults in our Academy are safe to work with our children. We will always ensure that the North East Lincolnshire's Local Safeguarding Children's Board guidance "*Allegations of Abuse made Against People who Work with Children*" and "*Allegations Against Schools and Academy Staff (Teaching and Non-teaching including Volunteers)*" are adhered to.

7.5 All adults who come into contact with children will be made aware of the steps that will be taken if an allegation is made. We will seek appropriate advice from the Local Authority Designated Officer (LADO).

7.6 Neither the Head Teacher nor any other member of Academy staff will investigate these matters. We will seek and work with the advice that is provided. Should an allegation be made against the Head Teacher, this will be reported to the Chair of our governing body who will liaise with the LADO and Human Resources.

7.7 All staff will have access to and be expected to know our Academy's Using Restraint Policy. There will be occasion when some form of physical contact is inevitable, for example if a child has an accident or is hurt or is in a situation of danger to themselves or others around them. However, at all times the agreed policy for safe physical intervention must be adhered to.

7.8 If staff, visitors, volunteers or parent helpers are working with children alone they will, wherever possible, be visible to other members of staff. Doors, ideally, should have a clear glass panel in them and be left open.

7.9 There are sensible steps that every adult should take in their daily professional conduct with children. This can be found in "*Safer Working Practices for Adults who work with Children*", on the North East Lincolnshire LSCB website and on the Academy Intranet.

## **8 RECORDS AND MONITORING**

8.1 If we are concerned about the welfare or safety of any child all adults in Academy will record their concern on the agreed report form and give this to the Strategic Lead for Safeguarding.

8.2 Any information recorded will be kept in a separate named file, in a secure cabinet and not with the child's pastoral/academic file. These files will be the responsibility of the Strategic Lead for Safeguarding and information will only be shared within Academy on a need to know basis for the protection of the child.

8.3 Any safeguarding information will be kept in the file and will be added to. Copies of referrals, invitations to child protection conferences, core groups and reports will be stored here. All our safeguarding files will have a chronology and contents front cover and will record significant events in the child's life.

8.4 Reports of a concern to the Strategic Lead for Safeguarding must be made in writing and signed and dated by the person with the concern.

8.5 If a child leaves our Academy we will ensure that our Strategic Lead for Safeguarding makes contact with the Strategic Lead for Safeguarding at the following academy or school and the file will be forwarded.

## **9. Prevent**

The Counter-Terrorism and Security Act 2015 places a duty on educational establishments to have a due regard to the need to prevent people from being drawn into terrorism. The PREVENT duty placed a duty on local authorities to ensure channels panels are in place to assess the extent to which identified individuals are vulnerable to being drawn into terrorism. Schools are listed in the Act as partners of the panel.

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. In exceptional circumstances or a genuine emergency that appropriate action has not been taken, staff members can speak directly to children's social care"

Channel:

Channel forms part of the Prevent strategy. It is a programme which focuses on providing support at an early stage to people who are identified as being vulnerable to being drawn into terrorism. The programme uses a multi-agency approach to protect vulnerable people by:

- \* identifying individuals at risk
- \* assessing the nature and extent of that risk
- \* developing the most appropriate support plan for the individuals concerned

Schools statutory duties will include referral of vulnerable individuals who are at risk.

Information about schools duty with Channel can be found in the Channel duty guidance at [www.gov.uk/government/publications/prevent-duty-guidance](http://www.gov.uk/government/publications/prevent-duty-guidance)

## **10 FEMALE GENITAL MUTILATION**

10.1 Where there are concerns regarding female genital mutilation (FGM) the staff member should immediately speak to the safeguarding lead. However, there is a specific legal duty on teachers to report their suspicions to the police. Please refer to Keeping Children Safe in Education 2018 for further guidance.

## **11 ROLES AND RESPONSIBILITIES**

11.1 At Beacon Academy the Head Teacher is responsible for identifying a senior member of staff to be the Strategic Lead for Safeguarding. Through appropriate training, knowledge and experience our Strategic Lead for Safeguarding will liaise with Children's Services and other agencies where necessary, and make referrals to Children's Services.

11.2 Any concern for a child's safety or welfare will be recorded in writing and given to the Strategic Lead for Safeguarding. The Strategic Lead for Safeguarding at Beacon Academy will be responsible for ensuring that all staff members and volunteers are aware of our policy and the procedure they need to follow.

11.3 The Strategic Lead for Safeguarding will ensure that all staff, volunteers and regular visitors have received appropriate child protection information during induction and have been trained within the Academy to the agreed Academy's safeguarding training pack. Where appropriate the Strategic Lead for Safeguarding will also ensure multi agency training is applied for and attended by staff that are required to attend.

11.4 The governing body of Beacon Academy will ensure that our safeguarding policy is in place and is reviewed annually. The content of our policy has been written following consultation with the Local Authority and the requirements of the Local Safeguarding Children's Board Policies and Procedures.

11.5 The governing body will receive a safeguarding report that will record training that has taken place, the number of staff attending and any outstanding training requirements for the Academy. It will also record all safeguarding activity that has taken place, for example, meetings attended, reports written, training or induction given. It will not identify any individual pupil.

11.6 At all times the Head Teacher and governing body will ensure that safe recruitment practices are followed. We will ensure that our Head Teacher and at least one governor have completed appropriate safer recruitment training. At least one person will be on the interview panel who has undertaken the safer recruitment training.

11.7 At Beacon Academy we require evidence of original academic certificates. We do not accept testimonials and insist on taking up references prior to any commencement of employment. We will question the contents of application forms if we are unclear about them, we will undertake enhanced Disclosure & Barring Service (DBS) checks and use any other means of ensuring we are recruiting and selecting the most suitable people to work with our children. We will use the recruitment and selection process to deter and reject unsuitable candidates and will adhere to the requirements of "*Safeguarding Children in Education and Safer Recruitment 2007*".

11.8 It is the responsibility of every member of staff, volunteer and regular visitor to our academy to ensure that they carry out the requirements of this procedure and at all times work in a way that will safeguard and promote the welfare of all of our children.

11.9 The Governing Body of our Academy is accountable for ensuring the effectiveness of this policy and our compliance with it. Although our Governing Body takes collective responsibility to safeguard and promote the welfare of our children we also have a named governor.

11.10 Our Governing Body ensures our recruitment practices are safe and compliant with statutory requirements.

11.11 The Governing Body undertakes to remedy without delay any weakness in regard to our safeguarding arrangements that are brought to their attention.

## **12 OTHER RELEVANT POLICIES**

12.1 To underpin the values and ethos of our academy and our intent to ensure our children / young people are appropriately safeguarded the following policies and protocols are also included under our safeguarding umbrella;

- Allegations of Abuse Against Staff
- Attendance
- Anti-Bullying

- Behaviour / Discipline
- Education Visits
- E-safety
- Health and Safety
- Medication
- Missing from Education
- Safer Recruitment
- Teaching and Learning
- Whistle Blowing
- Use of Restraint
- Learning Together to be Safe

12.2 For academic year 2018-19 the following designated staff are in post;

HEAD TEACHER	Jason Thurley
STRATEGIC LEAD FOR SAFEGUARDING/CP CO-ORDINATOR	Jenny Kinnaird
DEPUTY CHILDPROTECTION CO-ORDINATOR	Paul McCready
NAMED GOVERNOR	Andrea Gawrylo
CHAIR OF GOVERNING BODY	George Krawiec

### 13 POLICY CONSULTATION

13.1 This policy is available on request from the academy office and can be found on our website. We also inform new parents and carers to the Academy about this policy when they join our Academy.

13.2 We will review this policy annually and will make amendments as required by national or local changes to procedures.

13.3 This policy will be reviewed in July 2019

#### Documents used to support this policy

- Keeping Children Safe in Education 2018
- Working Together to Safeguard Children 2018
- Safeguarding in Education and Safer Recruitment 2007
- Allegations Against Staff, Carers and Volunteers
- Safer Working Practices for Adults who work with Children
- Community Cohesion & Prevent: How have Schools Responded?