



PIONEER ACADEMIES COMMUNITY TRUST

Policies and Procedures

Safeguarding Policy

Review/Approve	By Whom	Date	Review Date
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**<INSERT NAME OF ACADEMY HERE>
SAFEGUARDING POLICY**

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INTRODUCTION

AIMS OF THIS POLICY

- To ensure that children are effectively safeguarded from the potential risk of harm at XXXX Primary Academy and that the safety and wellbeing of the children is of the highest priority in all aspects of the academy's work.
- To help the academy maintain its ethos whereby staff, pupils, parents and governors feel able to articulate any concerns comfortably, safe in the knowledge that effective action will be taken as appropriate.

PURPOSE OF THIS POLICY

To ensure that all members of the academy community

- are aware of their responsibilities in relation to safeguarding and child protection.
- know the procedures that should be followed if they have a cause for concern.
- know where to go to find additional information regarding safeguarding.
- are aware of the key indicators relating to child abuse.
- fully support the Trust and Academy's commitment to safeguarding and child protection.

This policy is in response to:

- 1) Sections 157 and 175 of the Education Act 2002, implemented June 2004
- 2) 'Safeguarding Children and Safer Recruitment in Education' issued by the DfES in 2007
- 3) 'Working Together to safeguard Children' DFE 2013

It is in line with the Local Safeguarding Children Board Child Protection Procedures, 'Working Together to Safeguard Children (March 2015), 'What to do if you are Worried a Child is being Abused' (2006) and 'Keeping Children Safe in Education' (Sept 2016). All Pioneer Academies Community Trust staff must read part 1 of Keeping Children Safe in Education'

This policy applies to all adults, including volunteers, working in or on behalf of the Academy or the Trust.

"Everyone in the education service shares an objective to help keep children and young people safe by contributing to:

- Providing a safe environment for children and young people to learn in education settings; and
- Identifying children and young people who are suffering or likely to suffer significant harm, and taking appropriate action with the aim of making sure they are kept safe both at home and in the education setting."

1 PRINCIPLES

Section 175 and 157 of the Education Act 2002 gives maintained schools and academies a statutory duty to promote and safeguard the welfare of children, and have must have due regard to guidance issued by the Secretary of State. The Trust and this academy recognise their legal and moral duty to promote the well-being of children, and protect them from harm, and respond to child abuse concerns when they arise.

We believe that every child regardless of age has at all times and in all situations a right to feel safe and protected from any situation or practice that results in a child being physically or psychologically damaged.

We agree that we have a primary responsibility for the care, welfare and safety of the pupils in our charge, and we will carry out this duty through our teaching and learning, extra-curricular activities, pastoral care and extended academy activities. In order to achieve this, all members of staff (including volunteers and governors) in this academy, in whatever capacity, will at all times act proactively in child welfare matters especially where there is a possibility that a child may be at risk of significant harm.

The Trust and the academy seek to adopt an open and accepting attitude towards children as part of their responsibility for pastoral care. The Trust hopes that parents and children will feel free to talk about any concerns and will see the academy as a safe place if there are any difficulties at home.

Children's worries and fears will be taken seriously if they seek help from a member of staff. However, staff cannot promise secrecy if concerns are such that referral must be made to the appropriate agencies in order to safeguard the child's welfare.

In our academy, if we have suspicions that a child's physical, sexual or emotional well-being is being, or is likely to be, harmed, or that they are being neglected, we will take appropriate action in accordance with the Child Protection procedures issued by Barnsley Safeguarding Children Board (www.safeguardingchildrenbarnsley.com).

As a consequence, we

- assert that teachers and other members of staff (including volunteers) in the academy are an integral part of the child safeguarding process;
- accept totally that safeguarding children is an appropriate function for all members of staff in the academy, and wholly compatible with their primary pedagogic responsibilities.
- recognise that safeguarding children in this academy is a responsibility for all staff, including volunteers, and the Governing body;
- will ensure through training and supervision that all staff and volunteers in the academy are alert to the possibility that a child is at risk of suffering harm, and know how to report concerns or suspicions;
- will designate a senior member of staff with knowledge and skills in recognising and acting on child protection concerns. He or she will act as a source of expertise and advice, and is responsible for coordinating action within the academy and liaising with other agencies;
- ensure (through the Designated Safeguarding Lead) that staff with designated responsibility for child protection will receive appropriate training to the minimum standard set out by the Barnsley Safeguarding Children Board (BSCB)
- will share our concerns with others who need to know, and assist in any referral process;
- will ensure that all members of staff and volunteers who have suspicion that a child may be suffering, or may be at risk of suffering significant harm, refer such concerns to the Designated

Safeguarding Lead (or designated Deputy in their absence), who will refer on to Children's Social Care in accordance with the procedures issued by Barnsley Safeguarding Children Board.

- safeguard the welfare of children whilst in the academy, through positive measures to address bullying, especially where this is aggravated by sexual or racial factors, disability or special educational needs
- will ensure that all staff are aware of the child protection procedures established by Barnsley Safeguarding Children Board and, where appropriate, the Local Authority, and act on any guidance or advice given by them
- will ensure through our recruitment and selection of volunteers and paid employees that all people who work in our academy are suitable to work with children,
- will act swiftly and make appropriate referrals where an allegation is made that a member of staff has committed an offence against a child, harmed a child, or acted in a way that calls into question their suitability for working with children.

2. DESIGNATED SAFEGUARDING LEAD IN THE ACADEMY

The Designated Safeguarding Lead for safeguarding and child protection in this academy is:

Rachel Ward

In their absence, these matters will be dealt with by:

Leanne Cook

The Designated Safeguarding Lead is key to ensuring that proper procedures and policies are in place and are followed with regard to child safeguarding issues. They will also act as a dedicated resource available for other staff, volunteers and governors to draw upon.

The academy recognises that:

- The Designated Safeguarding Lead need not be a teacher but must have the status and authority within the management structure to carry out the duties of the post – they must therefore be a senior member of staff in the academy.
- All members of staff (including volunteers) must be made aware of who the Designated Safeguarding Lead is and what their role is.
- The designated safeguarding lead will act as a source of advice and coordinate action within the academy over child protection cases
- The designated safeguarding lead will need to liaise with other agencies and build good working relationships with colleagues from these agencies.
- They should possess skills in recognising and dealing with child welfare concerns.
- Appropriate training and support should be given.
- The designated safeguarding lead is the first person to whom members of staff report concerns.

- The designated person is responsible for referring cases of suspected abuse or allegations to the relevant investigating agencies according to the procedures established by the BSCB.
- The designated person is not responsible for dealing with allegations made against members of staff.

To be effective they will:

- Act as a source of advice, support and expertise within the academy and be responsible for coordinating action regarding referrals by liaising with Children's Social Care and other relevant agencies over suspicions that a child may be suffering harm.
- Cascade safeguarding advice and guidance issued by the Barnsley Safeguarding Children Board.
- Refer promptly all cases of suspected child abuse to the local social services department or the police child protection team. If a parent arrives to collect the child before the social worker has arrived then it must be remembered that we have no right to prevent the removal of the child. However, if there are clear signs of physical risk or threat, the Police should be called.
- Where they have concerns that a referral has not been dealt with in accordance with the child protection procedures, ask the Head of Safeguarding to investigate further.
- Ensure each member of staff and volunteers at the academy, and visitors (such as Education Welfare Officers, Connexions personal advisors, trainee teachers and supply teachers) are aware of and can access readily, this policy.
- Liaise with the Headteacher / Head of Academy to inform them of any issues and ongoing investigations and ensure there is always cover for the role.
- Ensure that this policy is updated and reviewed annually and work with the designated governor for child protection regarding this.
- Be able to keep detailed accurate secure written records of referrals/concerns, and ensure that these are held in a secure place.
- Ensure parents are aware of the child protection policy in order to alert them to the fact that the academy may need to make referrals. Raising parents' awareness may avoid later conflict if the academy does have to take appropriate action to safeguard a child.
- Where children leave the academy roll, ensure any child protection file is transferred to the new academy as soon as possible but certainly within the 15 day national requirement, separately from the main file, and addressed to the designated person for child protection.
- Where a child leaves and the new academy is not known, ensure that the local authority is alerted so that the child's name can be included on the database for missing pupils.

The Designated Safeguarding Lead also has an important role in ensuring all staff and volunteers receive appropriate training. They should:

- Attend training in how to identify abuse and know when it is appropriate to refer a case.
- Have a working knowledge of how Barnsley Safeguarding Children Board operates and the conduct of a child protection case conference and be able to attend and contribute to these when required
- Attend any relevant or refresher training courses and then ensure that any new or key messages are passed to other staff, volunteers and governors.
- Make themselves (and any deputies) known to all staff, volunteers and governors (including new starters and supply teachers) and ensure those members of staff have had training in child protection

- Ensure that all staff know about and have access to Barnsley Safeguarding guidelines.
- Ensure Local Safeguarding Children Board Child Protection Procedures are followed.
- Co-ordinate action where child abuse is suspected.
- Facilitate and support the development of a whole academy policy on Child Protection.
- Attend case conferences or nominate an appropriate member of staff to attend on his/her behalf.
- Maintain records of case conferences and other sensitive information in a secure confidential file and to disseminate information about the child only on a “need to know basis”.
- Raise staff awareness and confidence on child protection procedures and ensure new staff are aware of these procedures.

3. DESIGNATED GOVERNOR

The Designated Governor for Safeguarding at this academy is

Marilyn Gittner

Where appropriate, the Governors will ensure that sufficient resources are made available to enable the necessary tasks to be carried out properly under inter-agency procedures.

The Governors will ensure that the Designated Safeguarding Lead is given sufficient time to carry out his or her duties, including accessing training.

The Governors will review safeguarding practices in the academy on a regular basis, and no less than annually, to ensure that:

- The academy is carrying out its duties to safeguard the welfare of children at the academy;
- Members of staff and volunteers are aware of current practices in this matter, and that staff receive training where appropriate;
- Child protection is integrated with induction procedures for all new members of staff and volunteers
- The Academy follows the procedures agreed by **Barnsley Safeguarding Children Board**, and any supplementary guidance issued by the Local Authority
- Only persons suitable to work with children shall be employed in the academy, or work here in a voluntary capacity
- Where safeguarding concerns about a member of staff are raised, take appropriate action in line with BSCB Allegations against Staff Procedures and BMBC Disciplinary Procedures.

4. BOARD OF TRUSTEES

Pioneer Academies Community Trust Board of Trustees will, through the Executive Principal:

- Review safeguarding procedures annually as part of the Trust's annual safeguarding audit, alongside the Headteacher / Head of Academy to ensure that the academy is carrying out its duties to safeguard the welfare of the children at the academy.
- Ensure that each individual academy follows the procedures agreed by Barnsley Safeguarding Children Board, and any supplementary guidance issued by the Local Authority.
- Ensure that all staff, volunteers will be vetted to ensure that only persons suitable to work with children shall work in the school.
- Where safeguarding concerns about a member of staff are raised, ensure that the Academy takes appropriate action in line with BSCB Allegations against Staff procedures and DfE guidance 'Dealing with Allegations of Abuse against Teachers and other Staff'

5. RECRUITMENT

The Academy pays full regard to DfE guidance 'Safeguarding Children and Safer Recruitment in Education' Jan 2007. We ensure that all appropriate measures are applied in relation to everyone who works in the Academy who is likely to be perceived by the pupils as a safe and trustworthy adult, including volunteers and staff employed by contractors. Safer recruitment practice has been fully encompassed in the Academy's Recruitment Policy and its procedures.

Safer recruitment practice includes scrutinising applications, verifying identity and qualifications, obtaining professional and character references, checking previous employment history and ensuring that a candidate has the health and physical capacity for the job. It also includes undertaking rigorous selection procedures and List 99 and Enhanced Criminal Records Bureau checks.

In each Academy the Principal, Senior Leadership Team and a number of Governors have successfully undertaken Safer Recruitment Training. At least one member of every interview or appointment panel has successfully completed this training.

In order to ensure that children are protected whilst at this academy, we will ensure that our staff and volunteers are carefully selected, screened, trained and supervised.

We accept that it is our responsibility to follow the guidance set out in "Safeguarding Children and Safer Recruitment in Education", in particular we will ensure that the following checks are satisfactorily completed before a person takes up a position in the academy:

- Identity checks to establish that applicants are who they claim to be
- Academic qualifications, to ensure that qualifications are genuine
- Professional and character references prior to offering employment
- Satisfy conditions as to health and physical capacity
- Previous employment history will be examined and any gaps accounted for
- An enhanced DBS check is completed for all new appointments to the Academy workforce
- An enhanced DBS check is obtained for volunteers following a risk assessment considering the frequency, regularity, duration and nature of contact with children and young people
- The Academy ensures that any contracted staff are DBS checked where appropriate

- Each Academy maintains a Single Central Record detailing the range of checks carried out on their staff, volunteers, governors and regular visitors
- All new appointments to the Trust workforce are subject to identity, criminal conviction disclosure, health and rights to work in the UK checks prior to interview
- The Trust satisfies itself that the same level of stringent checks have been undertaken on any supply staff.

6. VOLUNTEERS

We understand that some people otherwise unsuitable for working with children may use volunteering to gain access to children; for this reason, any volunteers in the academy, in whatever capacity, will be recruited in line with PACT Policy.

7. SAFE PRACTICE

Each Academy has undertaken Child Safeguarding training for all staff and updates this training at least every 3 years to ensure that staff are safe and aware of behaviours which should be avoided. In addition the Academy's Staff Code of Conduct outlines acceptable and unacceptable behaviour towards children and young people. A summary of this is also provided in the Staff Safeguarding Induction Pack prior to taking up employment.

Safe working practice ensures that students are safe and that all staff:

- Are responsible for their own action and behaviours and know how to avoid any conduct which could lead any reasonable person to question their motivation or intentions;
- Work in an open and transparent way;
- Discuss and/or take advice from the Academy management over any incident which may give rise to concern;
- Record any incidents or decisions made in relation to a child or young person;
- Apply the same professional standards regardless of gender or sexuality;
- Are aware that breaches of the law and other professional guidelines could result in criminal or disciplinary action being taken against them.

8. INDUCTION & TRAINING

All new members of staff will receive induction training, which will give an overview of the organisation and ensure they know its purpose, values, services and structure, as well as identifying and reporting abuse, and confidentiality issues.

All new staff at the academy (including volunteers) will receive child protection information ("What To Do If You Suspect A Child Is Being Abused) and a copy of this policy on starting their work at the academy.

The Designated Safeguarding Lead and Deputy Safeguarding Lead with responsibility for Child Protection undertake basic child protection and safeguarding training on a 2 yearly basis, provided by the Local Authority.

All other staff, including associate staff, will be expected to attend training on safeguarding children and this will enable them to fulfil their responsibilities in respect of child protection effectively. Training will be updated at least every three years.

All staff (including temporary staff and volunteers) are provided with a written child Safeguarding Induction prior to taking up appointment and are provided with a copy of this and other relevant policies during Induction. Governors will also be expected to attend Safeguarding training.

Staff visiting the Academy for short periods of time e.g. 1 day supply cover, will receive information in relation to safeguarding children and the procedures they must follow.

Support, Advice and Guidance for Staff

Staff will be supported by the Designated Person and Deputy Designated Person with Responsibility for Child Protection, who will provide guidance and training where appropriate. They will be supported by the Academy Principal and through the Trust.

Advice and support is always available from the Local Authority's Social Work Team and further advice is available from the Police.

9. DEALING WITH CONCERNS

All staff follow the Local Authority Safeguarding Children Board Child Protection Procedures which are consistent with 'Working Together to Safeguard Children' and 'What to do if You are Worried a Child is Being Abused'.

It is not the responsibility of any member of staff or volunteer to investigate welfare concerns or determine the truth of any disclosure or allegation. All staff, however, have a duty to recognise concerns and maintain an open mind. Accordingly all concerns regarding the welfare of pupils will be recorded and discussed with the Designated Safeguarding Lead with responsibility for child protection (or the Deputy Safeguarding Lead in their absence) prior to any discussion with parents/carers. A 'Cause for Concern' procedure has been adopted for this purpose.

- Concerns should be reported to the Designated Safeguarding Lead immediately and should also be recorded using the academy's 'Cause for Concern' documentation.
- A 'Cause for Concern' is an action, observation or discussion that makes you feel anxious about the safety or wellbeing of a child.
- All causes for concern must be recorded on the Cause for Concern record and must be passed to the Designated Safeguarding Lead immediately.
- The Designated Safeguarding Lead will enter the concern on the academy's electronic recording system (CPOMS) and decide on the appropriate actions
- The Designated Safeguarding Lead will consider if the issue needs to be passed to Children's Social Care Assessment and Joint Investigation Team for further action via a telephone conversation and the 'Request for Service' procedure
- A vulnerable pupil file will be created on CPOMS and all subsequent concerns, verbal and written correspondence and actions will be recorded against the pupil's name.
- All discussions, telephone calls and meetings in relation to the pupil must be recorded on CPOMS
- The designated Safeguarding Lead and other appropriate professionals will hold a monthly meeting to discuss and review all live and dormant records.
- Paper documentation for each pupil must be stored in a secure place, accessible only to appropriately designated staff.

Staff will Immediately Report

- Any suspicion that a child is injured, marked or bruised in a way which is not readily attributable to the normal knocks or scrapes received in play.
- Any explanation given which appears inconsistent or suspicious.
- Any behaviours which give rise to suspicions that a child may have suffered harm (e.g. worrying drawings, writing or acts).
- Any concerns that a child may be suffering from inadequate care, ill treatment or emotional maltreatment.
- Any concerns that a child is presenting signs or symptoms of abuse or neglect.
- Any significant changes in a child's presentation, including non-attendance.
- Any hint or disclosure of abuse from any person.
- Any concerns regarding person(s) who may pose a risk to children (e.g. living in a household with children present).
- Record any concerns on the 'Cause for Concern' report form

Where any member of staff fails to report their concerns, this may be dealt with as a disciplinary matter.

10. RESPONDING TO DISCLOSURE

Disclosures or information may be received from students, parents/carers or other members of the public. The Academy recognises that those who disclose such information may do so with difficulty, having chosen carefully to whom they will speak. Accordingly, staff will handle disclosures with sensitivity.

Such information cannot remain confidential and staff will immediately communicate what they have been told to the designated person and make a contemporaneous record.

Principles

Staff will not investigate but will, wherever possible, elicit enough information to pass on to the designated person in order that s/he can make an informed decision of what to do next.

If a child chooses to tell a member of staff about possible abuse, in order to support the child they will:

- stay calm and be available to listen
- listen with the utmost care to what the child is saying
- question normally without pressurising
- don't put words into the child's mouth but note the main points carefully
- keep a full record – date, time, what the child did, said, etc
- reassure the child and let them know they were right to inform us
- inform the child that this information will now have to be passed on
- immediately inform the Designated Safeguarding Lead or his/her deputy

11. ACTION BY THE DESIGNATED SAFEGUARDING LEAD (OR OTHER SENIOR PERSON IN THEIR ABSENCE)

Following any information raising concern, the senior designated person will consider:

- Any urgent medical needs of the child.
- Discussing the matter with other agencies involved with the family.

- Consulting with appropriate persons e.g. Police, Social Care etc.
- The child's wishes.

Then decide:

- Wherever possible, to talk to parents/carers, unless to do so may place a child at risk of significant harm, impede any Police investigation and/or place the member of staff or others at risk.
- Whether to make a child protection referral to Social Care because a child is suffering or is likely to suffer significant harm and if this needs to be undertaken immediately.

OR

- Not to make a referral at this stage.
- If further monitoring is necessary.
- If it would be appropriate to undertake a Common Assessment and/or make a referral for other services.

All information and actions taken, including the reasons for any decisions made, will be fully documented. All referrals to Social Care will be accompanied by a standard Referral Form

Action following a child protection referral

- The designated senior person or other appropriate member of staff will:
- Make regular contact with Social Services
- Contribute to the Strategy Discussion and Initial Assessment
- Provide a report for, attend and contribute to any subsequent Child Protection Conference
- If the child or children have a Child Protection Plan, contribute to the Child Protection Plan and attend Core Group Meetings and Review Child Protection Conferences
- Share all reports with parents prior to the meetings
- Where in disagreement with a decision made e.g. not to apply Child Protection Procedures or not to convene a child Protection Conference, discuss this with the Local Authority Head of Safeguarding
- Where a child is having a Child Protection Plan moves from an Academy or goes missing, immediately inform the key worker in Social Services

Any referral to Social Services by telephone must be confirmed with the specified written form and a copy kept on the confidential academy file. A note must be made of the Duty Social Worker and the time at which the call is made. **If parents have not been informed about (or if they have agreed to) the referral being made this must be reported to Social Services.**

12. MONITORING AND RECORD KEEPING

It is essential that accurate records be kept where there are concerns about the welfare of a child. It is important to recognise that regulations published in 1989 do not authorise or require the disclosure to parents of any written information relating to Child Protection. Although the

preferred practice is for parents to be informed of and agree to any referral being made (unless it relates to Sexual Abuse).

Staff must keep the Head of Academy / Headteacher informed of:

- poor attendance & punctuality
- concerns about appearance and dress
- changed or unusual behaviour
- concerns about health and emotional well being
- deterioration in educational progress
- discussions with parents about concerns relating to their child
- concerns about home conditions or situations
- concerns about pupil on pupil abuse (including serious bullying)

When there is suspicion of significant harm to a child and a referral is made as much information as possible should be given about the nature of the suspicions, the child and the family. Use of previous records (if available) may prove to be particularly useful in this respect. Reports may be needed for Child Protection Case conferences or the criminal/civil courts. Consequently records and reports should be:

- factual (no opinions)
- non-judgemental (no assumptions)
- clear
- accurate
- relevant

All child protection documents will be retained in a 'Child Protection' file, separate from the child's main file. The Academy has adopted a clear electronic system for keeping all child protection and safeguarding records. Paper records will be locked away and only accessible to the Head of Academy/Headteacher and designated safeguarding lead. These records will be copied and transferred to any academy or setting the child moves to, clearly marked 'Child Protection, Confidential, for the attention of the Designated Senior Person with Responsibility for Child Protection'.

13. SAFEGUARDING IN THE ACADEMY

As well as ensuring that we address child protection concerns, we will also ensure that children who attend the academy are kept safe from harm whilst they are in our charge.

To this end, this policy must be seen in light of the academy's policies on:

- Personal, Social and Health Education and Sex and Relationships Education; child protection issues will be addressed through the curriculum as appropriate.
- Anti-Bullying; the academy will also ensure that bullying is identified and dealt with so that any harm caused by other pupils can be minimised. We will pay particular attention to sexualized behaviour, or bullying that is homophobic in nature, or where there appear to be links to domestic abuse in the family home.
- Safe recruitment
- Racist incidents

- Confidentiality
- Behaviour and discipline
- Health & Safety
- Physical Intervention
- Allegations against members of staff
- Code of Conduct for Staff
- Whistleblowing policy
- E-Safety
- Visitors Policy
- Supervision policy
- Children Missing Education

14. PHOTOGRAPHING CHILDREN

We understand that parents like to take photos of or video record their children in the academy play, or at sports day, or academy presentations. This is a normal part of family life, and we will not discourage parents from celebrating their child's successes.

However, if there are Health and Safety issues associated with this - i.e. the use of a flash when taking photos could distract or dazzle the child, and cause them to have an accident, we will encourage parents to use film or settings on their camera that do not require flash.

We will not allow others to photograph or film pupils during a academy activity without the parent's permission.

We will not allow images of pupils to be used on academy websites, publicity, or press releases, without express permission from the parent, and if we do obtain such permission, we will not identify individual children by name unless we have parents' permission.

The academy cannot however be held accountable for photographs or video footage taken by parents or members of the public at academy functions.

The allowing of photographs and videos at any academy event will be at the discretion of the Headteacher / Head of Academy. The Headteacher / Head of Academy should put into place any steps deemed appropriate to ensure the safeguarding of children in relation to photography at school events, including sending out letters to parents/making announcements to parents prior to events regarding rules or restrictions on photography.

15. CONFIDENTIALITY AND INFORMATION SHARING

(Refer to the Academy Confidentiality and Information Sharing policy)

The academy, and all members of staff at the academy, will ensure that all data about pupils is handled in accordance with the requirements of the law, and any national and local guidance.

Any member of staff who has access to sensitive information about a child or the child's family must take all reasonable steps to ensure that such information is only disclosed to those people who need to know.

Regardless of the duty of confidentiality, if any member of staff has reason to believe that a child may be suffering harm, or be at risk of harm, their duty is to forward this information without delay to the designated member of staff for child protection.

16. CONDUCT OF STAFF

The Academy has a duty to ensure that high standards of professional behavior exist between staff and children, and that all members of staff are clear about what constitutes appropriate behavior and professional boundaries. ***** Primary Academy has adopted a Staff Code of Conduct for safeguarding children which all staff have agreed to follow.

The academy has a duty to ensure that high standards of professional behaviour exist between staff and children, and that all members of staff are clear about what constitutes appropriate behaviour and professional boundaries. At all times, members of staff are required to work in a professional way with children. All staff should be aware of the dangers inherent in:

- working alone with a child
- physical interventions
- cultural and gender stereotyping
- dealing with sensitive information
- giving to and receiving gifts from children and parents
- contacting children through private telephones (including texting), email, MSN, or social networking websites.
- disclosing personal details inappropriately
- meeting pupils outside academy hours or academy duties

If any member of staff has reasonable suspicion that a child is suffering harm, and fails to act in accordance with this policy and Barnsley Safeguarding Children Board procedures, we will view this as misconduct, and take appropriate action

An agreed code of conduct in relation to safeguarding has been agreed and adopted by all adults working with children at Pioneer Academies Community Trust. Any member of staff who does not adhere to the policy will be subject to disciplinary procedures.

17. PHYSICAL CONTACT AND RESTRAINT

Members of staff may have to make physical interventions with children.

Members of staff will only do this in line with the Academy policy on Care and Control and the Use of Restraint.

Members of staff using physical interventions with children should have undertaken Team Teach training and interventions should be in line with team teach principles.

18. INTIMATE CARE

Children requiring regular intimate care on site must have a written care plan which staff will adhere to. If an accident occurs and a child needs assistance with intimate care this will be risk managed to afford dignity to the child as well as security to the staff member. Staff will behave in an open and transparent way by informing another member of staff and having the child's consent to help. Parents will be informed and incidents recorded.

19. E-SAFETY

Our pupils increasingly use mobile phones, tablets and computers on a daily basis. They are a source of fun, entertainment, communication and education. However, we know that some adults and young people will use these technologies to harm children. The harm might range from sending hurtful or abusive communications, to enticing children to engage in sexually harmful conversations, webcam photography, encouraging radicalisation or face-to-face meetings. The academy's e-safety policy, available on the academy website, explains how we aim to keep pupils safe in academy. Cyberbullying and sexting by pupils, via texts and emails, will be treated as seriously as any other type of bullying and in the absence of a child protection concern will be managed through our anti-bullying and confiscation procedures.

Chatrooms and some social networking sites are the more obvious sources of inappropriate and harmful behaviour and pupils are not allowed to access these sites in academy. Some pupils will undoubtedly be 'chatting' outside academy and are informed of the risks of this through PSHE/SRE. Parents are encouraged to consider measures to keep their children safe when using social media.

Acceptable IT use for staff, pupils will be enforced and parents are also informed of expectations acknowledgement of this policy will be signed and returned to academy.

20. CURRENT ISSUES

There are many issues of concern affecting children today and not all can be listed here. We will have a consistent approach of following our procedures and consulting with other agencies if there are any concerns with any of our pupils.

Missing Children

A child going missing from education, which includes within the academy day, is a potential indicator of abuse and neglect, including sexual exploitation. Unauthorised absences will be monitored and followed up in line with procedures, particularly where children go missing on repeated occasions. All staff will be aware of the signs of risk and individual triggers including travelling to conflict zones, FGM and forced marriage.

All pupils will be placed on admission and attendance registers as required by law.

We will inform the local authority of any child removed from our admission register. We will inform the local authority of any pupil who fails to attend for a continuous period of 10 days or more in line with local Barnsley procedures.

Child Sexual Exploitation CSE

Involves exploitative situations where a child, male or female, receives something from an adult as a result of engaging in sexual activity. This can be seemingly 'consensual' relationships to serious organised crime gangs. There will be an imbalance of power where the perpetrator holds power over the victim. This is a serious crime. Local CSE procedures in Barnsley. The police team can be contacted for extra support and information. NB they do not take the place of your usual reporting procedures.

Female Genital Mutilation FGM

This is illegal and a form of child abuse. It involves a procedure to remove all or some of the female genitalia or any other injury to these organs. Staff will be aware of the signs and indicators of this and their duty to report.

Preventing Radicalisation

This is part of our wider safeguarding duty. We will intervene where possible to prevent vulnerable children being radicalised. The internet has become a major factor in radicalisation and recruitment.

As with all other forms of abuse, staff should be confident in identifying pupils at risk and act proportionately.

The DSL is appropriately trained and be able to offer advice, support and information to other staff.

We will ensure safe internet filters are in place and ensure our pupils are educated in online safety.

Prevent police officer in Barnsley.

Private Fostering

A private fostering arrangement is one that is made privately (without the involvement of a local authority) for the care of a child under the age of 16 years (under 18, if disabled) by someone other than a parent or close relative, in their own home, with the intention that it should last for 28 days or more. (*Close family relative is defined as a 'grandparent, brother, sister, uncle or aunt' and includes half-siblings and step-parents; it does not include great-aunts or uncles, great grandparents or cousins.)

21. ALLEGATIONS AGAINST MEMBERS OF STAFF

If anyone makes an allegation that any member of staff (including any volunteer or Governor) may have:

- Possibly committed an offence against a child
- Behaved in a way that has harmed or may have harmed a child.
- Behaved in a way that calls into question their suitability to work with children

The allegation will be dealt with in accordance with national guidance and agreements, as implemented locally by BSCB.

The Headteacher / Head of Academy, rather than the designated member of staff will handle such allegations, unless the allegation is against the Headteacher / Head of Academy, when the chair of governors will handle the academy's response.

The Headteacher / Head of Academy (or chair of governors) will gather information about the allegation, and report these without delay to the Local Authority Designated Officer.

22. SITE SECURITY

Visitors to the academy are asked to sign in and are given a badge, which confirms they have permission to be on site. Parents who are simply delivering or collecting their children do not need to sign in. All visitors are expected to enter through one entrance and observe the academy's safeguarding and health and safety regulations to ensure children in academy are kept safe. The Headteacher / Head of Academy will exercise professional judgement in determining whether any visitor should be escorted or supervised while on site.

23. CONTRACTED SERVICES

Where the Trust contracts its services to outside providers, we will ensure that these providers have appropriate safeguarding and child protection policies and procedures, and that there are arrangements in place to link with the academy on such matters. Such considerations will be made explicit in any contract or service level agreement with the provider.

24. IMPLEMENTATION, MONITORING, EVALUATION AND REVIEW

All adults in the academy will receive a copy of the Safeguarding and Child Protection policy and will be asked to sign to say that they have read, understood and agree to follow its procedures. It will be discussed at least annually at staff meetings. Safeguarding and Child Protection will be a regular standing agenda item at weekly staff briefings.

The effectiveness of the policy will be reviewed and evaluated by pioneer Academies community Trust annually in light of any specific incidents or changes to local or national guidance.

The designated governor at each Academy's local governing body will monitor the academy's child protection work and report back to the LGB meeting.

The Headteacher / Head of Academy will report on safeguarding matters at least termly through their report to the local governing body.

The Headteacher / Head of Academy will also complete the Annual Headteacher's Safeguarding report which is submitted to the local Authority after it has been agreed with the LGB. The Headteacher will also submit a copy of this report to the Academy Trust, via the CFO.

The Safeguarding policy will be published on Pioneer Academies Community Trust's website and each academy's website.

It is the responsibility of the Executive Principal to ensure that this policy is reviewed annually with the Trust Board of Trustees.

It is the responsibility of the Headteacher / head of Academy in each academy to ensure that this policy is shared with all members of the academy (including volunteers and members of the local Governing Body) annually.

It is the responsibility of the designated safeguarding Lead to ensure that this policy is reviewed annually and available of the academy's website to share with parents and all stakeholders.

Date of Policy adopted by Local Governing Body:

Signed: (Chair of LGB)

Cause For Concern Form

CONFIDENTIAL

Note: Please do not interpret what is seen or heard; simply record the facts. After completing the form, pass it immediately to the Designated Teacher.

Name of child:	Class:
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Siblings:

Name of staff member completing form:		
Day: (of observed behaviour / discussion / disclosure)	Date:	Time:

Nature of concern:

For Designated Teacher use

<u>Date & time received by designated teacher:</u>

Action Taken:
By Whom:

Outcome:

Discuss with child (if necessary):

SEN Register /CAF / Agency involvement:
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Information shared with:

Refer to Social Services: (when – date time, person spoken to, agreed actions)

Cause for Concern Procedures

A 'Cause for Concern' is an action, observation or discussion that makes you feel anxious or worried about the well-being or safety of a child. This could be a change in behaviour or a comment from a young person.

All causes for concern must be recorded immediately and in writing on the cause for concern record sheet by the person with the concern.

This must then be passed to the Designated Safeguarding Lead immediately, if possible, or at least within the hour. The DSL will decide on the appropriate actions, completing the 'for designated teacher use' section of the Cause for Concern sheet.

Even if this results in no further action a Vulnerable Pupil File would be raised. This will include:

- Vulnerable Pupil Information Sheet
- Monitoring record sheet
- Cause for Concern Form
- Sticker on the front of the folder indicating any other siblings
- This folder is placed in the 'live' Vulnerable pupils and families section
- Make other staff aware that a Vulnerable pupils and families file has been raised – raise in staff meeting/ briefing
- Clear chronology of concerns

Any further discussions, telephone calls or meetings in relation to the child must be recorded on the monitoring record sheet.

Designated teachers and other appropriate adults will hold a monthly meeting to discuss and review all live and dormant case files. This provides the opportunity for designated teacher to:

- Monitor that agreed actions have taken place
- Evaluate the impact of these actions
- Agree next steps
- Quality assure written records

All further involvement and documentation must be stored in this file and nowhere else. Files will be stored in a secure place and only accessible to the designated safeguarding leads within academy.

Appendix 2

IDENTIFYING CHILDREN AND YOUNG PEOPLE WHO MAY BE SUFFERING SIGNIFICANT HARM

Teachers and other adults in each Academy are well placed to observe any physical, emotional or behavioural signs which indicate that a child may be suffering significant harm. The relationships between staff, students, parents and the public which foster respect, confidence and trust can lead to disclosures of abuse, and/or Trust staff being alerted to concerns.

Definitions

As in the Childrens Acts 1989 and 2004, a child is defined as anyone who has not yet reached his/her 18th birthday.

Abuse and neglect are forms of maltreatment. Somebody may abuse or neglect a child by inflicting harm or failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting; by those known to them, or, more rarely, by a stranger. They may be abused by an adult or adults or another child or children.

Harm means ill treatment or impairment of health and development, including, for example, impairment suffered from seeing or hearing the ill-treatment of another **development** means physical, intellectual, emotional, social or behavioural development; **health** includes physical and mental health; **ill-treatment** includes sexual abuse and other forms of ill-treatment which are not physical.

SIGNS & DEFINITIONS OF ABUSE

Neglect

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development.

Neglect may occur during pregnancy as a result of maternal substance abuse.

Once a child is born, neglect may involve a parent or carer failing to:

- provide adequate food clothing and shelter (including exclusion from home or abandonment);
- protect a child from physical and emotional harm or danger;
- ensure adequate supervision (including the use of inadequate care-givers);
- ensure access to appropriate medical care or treatment.

It may also include neglect of or unresponsiveness to a child's basic emotional needs.
(Please refer to appendix for further information)

Actual or likely persistent or severe neglect of a child, or the failure to protect a child from exposure to any kind of danger, including cold or starvation, or extreme failure to carry out important aspects of care, resulting in the significant impairment of the child's health or development, including non-organic failure to thrive.

Possible signs of neglect

- Loss of weight
- Inappropriately dressed or ill-kept child
- Dirty or smelly child

- Recurrent and persistent minor infections
- Frequent attendance at accident & emergency department or admission to hospital
- Severe nappy rash
- General developmental delay

Physical Abuse

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of or deliberately induces illness in a child.

Physical injury

Actual or likely injury to a child, or failure to prevent physical injury (or suffering) to a child

Possible signs of physical abuse

- Unexplained injuries or burns, particularly if they are recurrent
- Improbable excuses given to explain injuries
- Refusal to discuss injuries
- Untreated injuries
- Admission of punishment which appears excessive
- Fear of parents being contacted
- Bald patches
- Withdrawal from physical contact
- Arms and legs kept covered in hot weather
- Fear of returning home
- Fear of medical help
- Self-destructive tendencies
- Aggression towards others
- Chronis running away

Sexual abuse

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, including prostitution, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative or non-penetrative acts. They may include non-contact activities, such as involving children in looking at or in the production of, pornographic material or watching sexual activities or encouraging children to behave in sexually inappropriate ways.

Actual or likely exploitation of a child or adolescent, where a person involves a child in activity which that person expects to lead to their sexual arousal. This might involve intercourse, touching, exposure of the sexual organs, showing of pornographic material or talking in an erotic way.

Possible signs of sexual abuse – children from the ages of five to twelve may:

- Hint about secrets they cannot tell
- Say that a friend has a problem

- Ask if you will keep a secret if they tell you something
- Begin lying, stealing, blatantly cheating, in the hope of being caught
- Have unexplained sources of money
- Have terrifying dreams
- Start wetting themselves
- Exhibit sudden inexplicable changes in behaviour such as becoming aggressive or withdrawn
- Stop enjoying previously liked activities, such as music, sports, art, scouts or guides, going on a summer camp, gym club
- Be reluctant to undress for gym
- Become fearful or refuse to see certain adults for no apparent reason
- Show dislike of a particular babysitter, relative or other adult
- Act in a sexual way inappropriate to their age
- Draw sexually explicit pictures depicting some act of abuse
- Seem to be keeping secret something which is worrying them
- Have urinary infections, bleeding or soreness in the genital or anal area
- Have soreness or bleeding in the throat
- Have chronic ailments, such as stomach pains or headaches
- Take over the parental role at home, seem old beyond their years (if a victim of incest)
- Develop eating disorders such as anorexia or bulimia
- Become severely depressed , even attempt suicide
- Have a poor self image, self mutilate
- Continually run away
- Regress to younger behaviour, such as thumb sucking, surrounding themselves with previously discarded soft toys
- Show discomfort when walking
- Say that they are no good, dirty, rotten

Emotional abuse:

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate or valued only insofar as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying, causing children frequently to feel frightened or in danger or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

Actual or likely severe adverse effect on the emotional and behavioural development of a child caused by persistent severe emotional ill-treatment or rejection. All abuse involves some emotional ill-treatment. This category should be used where it is the main or sole form of abuse.

Possible signs of emotional abuse:

- Physical, mental and emotional developmental lags
- Admission of punishment which appears to be excessive
- Over-reaction to mistakes
- Sudden speech disorders

- Fear of new situation
- Inappropriate emotional responses to painful situations
- Neurotic behaviour (e.g. rocking, hair twisting, thumb sucking)
- Self mutilation
- Fear of parents being contacted
- Extremes of passivity or aggression
- Drug/solvent abuse
- Chronic running away
- Compulsive stealing
- Scavenging for food / clothes

Appendix 3

USEFUL CONTACTS IN THE LA

SAFEGUARDING

If you are concerned about a child you should contact the Assessment Team that covers the area in which the child lives. A Social Worker will be available at these teams from 8.30am to 5pm Monday to Thursday and 8.30am to 4.30pm Fridays. If you have a concern out of these hours you should contact the Emergency Duty Team.

Emergency Duty Team	Tel: 0844 984 1800
Local Authority Designated Officer: Ruth Holmes	Tel: 01226 772341
Children's Social Care General Number	Tel: 01226 775656
Assessment Service 8.30am - 5pm (Mon to Thurs) 8.30am - 4.30pm (Fri)	Tel: 01226 772423 or 01226 438830 or 01226 438831 Fax: 01226 772404
Safeguarding Children Board Manager PO Box 634, Barnsley S70 9GG	Tel: 01226 775859 Fax: 01226 772398
Safeguarding List (List of children with a Child Protection Plan)	Tel: 01226 772400 Fax: 01226 772398
Monica Green, Head of Service, Safeguarding and Quality Assurance	Tel: 01226 772519
Mel John-Ross Service Director, Children's Social Care and Safeguarding	Tel: 01226 773665