



NEWBURY ACADEMY TRUST

**Safeguarding and Safer Recruitment Policy
including Child Protection**

DATE APPROVED: April 2016

DATE FOR REVIEW: April 2017

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SIGNED:

On behalf of the Board of Directors

Safeguarding and Safer Recruitment Policy including Child Protection

The Governing Body and staff of the Newbury Academy Trust (NAT) are committed to this policy for safeguarding the welfare of all children and young people, by taking all reasonable steps to protect them from physical, sexual, or emotional abuse or neglect.

Contents

- 1. Purpose of the Policy, Aims of the Policy, Definitions of Safeguarding and Child Protection, and Responsibilities**
 - 1.1 Purpose of the Policy
 - 1.2. Aims of the Policy
 - 1.3 Definitions of Safeguarding and Child Protection.
 - 1.4 Responsibilities
- 2. Safeguarding and Safer Recruitment Statement**
 - 2.1 Aims
 - 2.2 Recruitment Procedures
- 3. Child Protection Statement**
 - 3.1 Action to be taken by the school
 - 3.2 Support to students/children at risk
 - 3.3 Process for considering and acting on concerns about child abuse
 - 3.4 Recording and reporting concerns

1. Purpose of the Policy, Aims of the Policy, Definitions of Safeguarding and Child Protection, and Responsibilities

1.1 Purpose of the Policy

The action we take to promote the welfare of children and protect them from harm is everyone's responsibility. Everyone who comes into contact with children and families has a role to play. At the NAT we are committed to challenging, inspiring and safeguarding our students, enabling them to become:

- Successful learners who enjoy learning, make progress and achieve;
- Confident individuals who are able to live safe, healthy and fulfilling lives;
- Responsible citizens who make a socially and economically positive contribution to society.

We recognise that because of their day to day contact with children, school staff are well placed to observe the outward signs of abuse. The school will therefore:

- Establish and maintain an environment where children feel secure, are encouraged to talk, and are listened to;
- Ensure children know that there are adults in the school who they can approach if they are worried;
- Include opportunities throughout the curriculum, including ICT and PSHE, for children to develop the skills they need to recognise and stay safe from abuse (including online abuse).

We ensure that all members of staff, have the Level 1 Child Protection awareness training, and are equipped to share any concerns with the Designated Child Protection Officers. Appropriate induction and training, is delivered and updated in line with current legislation and guidelines.

This Policy should be used in collaboration with the Equality Policy, Behaviour Policy, Whistleblowing Policy and Complaints Policy.

1.2. Aims of the Policy

This policy applies to all adults working in school (including staff, governors, volunteers, and contractors). The policy has five main elements:

- Ensuring we practice safer recruitment in checking the suitability of staff and volunteers to work with children;
- Raising awareness of child protection issues and equipping children with the skills needed to keep them safe;
- Developing and implementing policies and procedures for identifying and reporting cases, or suspected cases, of abuse;
- Supporting pupils who have been abused or neglected in accordance with their agreed child protection plan;
- Providing a safe environment in which children can learn and develop.

1.3 Definitions of Safeguarding and Child Protection.

The Department for Education's '*Working Together to Safeguard Children*' document (2015) defines safeguarding and promoting the welfare of children as:

- protecting children from maltreatment;
- preventing impairment of children's health or development;
- ensuring that children are growing up in circumstances consistent with the provision of safe and effective care;
- and undertaking that role so as to enable those children to have optimum life chances and enter adulthood successfully.

Child protection is a part of safeguarding and promoting welfare. This refers to the activity that is undertaken to protect specific children who are suffering, or at risk of suffering significant harm.

1.4 Responsibilities

Following the guidance in Section 175 of the Education Act 2002 (see Appendix 1), the NAT has appropriate procedures in place for responding to situations in which they believe that a child has been abused or are at risk of abuse, which also cover circumstances in which a member of staff, volunteer or other worker is accused of, or suspected of, abuse. We also follow the guidance in Section 40 of the Childcare Act 2006 to comply with the welfare requirements of the Early Years Foundation Stage (see Appendix 2), and the HM Government 'What to do if you're worried a child is being abused' document (2006). We recognise the need for vigilance and clear awareness of safeguarding issues. Staff, students, parents and governors should feel confident and secure that they could raise any issues or concerns about the safety or welfare of children and know that they will be listened to and taken seriously.

Designated contact in school for Child Protection	Trinity School	Fir Tree Primary School and Nursery
	Brendan Hanlon	Laura Dove
	Nick Awbery	Clare Hayter
	Charlotte Wilson	Kim Chivers
Nominated Governor	Shelia Loy	Karen Dougal

Key Contacts within the Local Authority

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2 Safeguarding and Safer Recruitment Statement

The NAT is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

In this context it is vital that the School applies recruitment and selection procedures with the aim to identify people who are unsuited to work with children.

The measures described in this policy should be applied in relation to everyone who has sole responsibility for the care of children for any length of time and, at the discretion of the headteacher, those who regularly come into contact with children in a supporting or voluntary capacity.

The Safeguarding and Safer Recruitment Statement draws upon the DfE 'Working together to safeguard children' document (March 2013), and the DfES 'Safeguarding Children and Safer Recruitment in Education' document (2007),

2.1 Aims

- To help deter, reject or identify people who might abuse children or are otherwise unsuited to working with them by having appropriate procedures for appointing staff.
- To operate such procedures consistently and thoroughly while obtaining, collating, analysing and evaluating information from and about applicants.
- To seek to secure an ongoing safe and secure environment for children by ensuring all staff are suitably trained in recognising and responding to signs of abuse.
- To check all staff against the 'Disqualification under the Childcare Act 2006' using the February 2015 'Early Years Disqualification by Association.'

2.2 Recruitment Procedures

In order to ensure safer recruitment NAT will:

1. Ensure that when a post is advertised the detail sent to applicants makes clear the organisation's commitment to safeguarding and promoting the welfare of children;
2. Ensure that the departmental and school description sent out to prospective candidates makes reference to the responsibility for safeguarding and promoting the welfare of children and young people;
3. Ensure that the person specification includes specific reference to suitability to work with children;
4. Obtain and scrutinise all information from applicants during the recruitment process and take up and satisfactorily resolve any discrepancies or anomalies;
5. Obtain independent professional and character references that answer specific questions to help assess an applicant's suitability to work with children and follow up any concerns. The professional reference will, whenever possible, be from the previous employer;

6. Conduct a face to face panel interview (with at least one panel member who has completed the safer recruitment training) to explore the candidate's suitability to work with children as well as his/her suitability for the post;
7. Verify the successful candidate's identity;
8. Verify, where necessary, that the successful applicant has all the academic or vocational qualifications claimed;
9. Check his/her previous employment history and experience and ask for explanations in any gaps in employment;
10. Verify that s/he has the health and physical capacity for the job;
11. Using the guidance in the ' *Keeping Children Safe in Education* ' (July 2015) to conduct checks prior to the commencement of employment if no valid DBS from a previous school is available and assuming there has not been a break in service greater than three months). An enhanced disclosure criminal record check via the Disclosure and Barring Service (DBS) will also be completed;
12. All staff to complete yearly update forms to state that nothing has changed for themselves as well as for other adults living in the same household;
13. Ensure new staff are familiarised with our Safeguarding and Safer Recruitment Policy including Child Protection, and Confidential Reporting Code (Whistleblowing Policy).

3. Child Protection Statement

3.1 Action to be taken by the school

The '*Working Together to Safeguard Children 2013*' document and '*Keeping Children Safe in Education*' (July 2015) was issued by HM Government and refers to Section 175 of the Education Act 2002 which

places a duty on local authorities (in relation to their education functions and governing bodies of maintained schools and further education institutions, which include sixth-form colleges) to exercise their functions with a view to safeguarding and promoting the welfare of children who are pupils at a school, or who are students under 18 years of age attending further education institutions. (p. 49)

To this end, the NAT will

- ensure we have a Deputy Senior Person for child protection and safeguarding who has received appropriate training and support for this role (this information can be seen in Section 1.4 above).
- Ensure we have a nominated governor taking a lead role for child protection and safeguarding, including:
 - Championing child protection issues within the school and liaising with the Headteacher;
 - Having an overview of the Child Protection and all related policies;
 - Auditing safeguarding measures annually alongside the Headteacher;
 (This name of the nominated governor can be seen in Section 1.4 above).
- Ensure every member of staff, volunteer and governor knows the name of the Designated Senior Person responsible for child protection and safeguarding, and their role.

- Ensure all staff and volunteers understand their responsibilities in being alert to the signs of abuse or neglect as well as lower level child welfare concerns, and their responsibility for recording a concerns and promptly referring any concerns to the Designated Senior Person responsible for child protection and safeguarding.
- Staff are fully aware that their first duty is the care and welfare of every child within the NAT's care and failure to report any welfare concerns can lead to disciplinary proceedings.
- The school will notify the appropriate Children's Social Care team or social worker (if appropriate) if there is an unexplained absence of more than two days of a student/child who is subject to a child protection plan.
- Ensure all staff and volunteers across the Trust receive child protection training every three years, and that lead people (Designated Senior Person for Child Protection, their Deputy, and Nominated Child Protection Governor) are trained every two years.
- Ensure all staff and volunteers across the Trust receive the training for Prevent as well online training for Child Sexual Exploitation, Female Genital Mutilation and Domestic Abuse.
- Develop effective links with relevant agencies and co-operate as required with their enquiries regarding child protection matters including attendance at case conferences.
- Keep written records of child welfare and child protection concerns about children, including actions taken and outcomes as appropriate.
- Ensure all child welfare and child protection records are kept securely, and in locked locations.
- Ensure safer recruitment practices are always followed.
- Ensure staff and volunteers understand their responsibilities for safer working practices, as outlined in the HM Government 'Guidance for safer working practice for adults who work with children and young people' document (2009) (<http://webarchive.nationalarchives.gov.uk/20100113210150/dcsf.gov.uk/everychildmatters/resources-and-practice/ig00311/>)
- Ensure that any allegations against members of staff or volunteers with a potential child protection aspect are dealt with following the agreed procedures – all such concerns to be dealt with urgently, with concerns about staff to be reported to the Head, but concerns about the Head reported to the Chair of Governors.
- Ensure that the school building and site are appropriately secure, with a clear record kept of any risk assessments carried out.
- Ensure that other school policies which have a safeguarding element (e.g. health and safety; ICT use; behaviour) are all consistent with this policy and with each other and where appropriate make cross-reference to this policy.
- Each local Governing Body will ensure an annual child protection and safeguarding audit is carried out and appropriate action taken, and track progress against a safeguarding action plan, reviewed mid-year.
- Ensure all staff, governors and volunteers receive and sign for a copy of this policy.
- Ensure that parents receive information from the school about the responsibility placed on the school and staff for child protection.

3.2 Support to students/children at risk

We recognise that children who are abused or witness violence may find it difficult to develop a sense of self-worth. They may feel helplessness, humiliation and some sense of blame. The school may be the only stable, secure and predictable element in the lives of children at risk. When at school their behaviour may be challenging and defiant or they may be withdrawn. The school will endeavour to support the student/child through:

- The content of the curriculum;
- The school ethos which promotes a positive, supportive and secure environment and gives pupils a sense of being valued;
- The school behaviour policy which is aimed at supporting vulnerable students/children in the school. The school will ensure that the student/child knows that some behaviour is unacceptable but they are valued and not to be blamed for any abuse which has occurred;
- The school will ensure that a stringent IT security system is in place to ensure students only access appropriate online material while in the care of NAT. Students will also receive a comprehensive curriculum of online safety education and guidance to ensure they understand the importance of staying safe online beyond NAT's care
- Liaison with other agencies supporting the student/child such as Children's Social Care, Child and Adolescent Mental Health Service, education welfare service and educational psychology service, and where appropriate initiate and/or contribute to a HFF and Team Around the Child (TAC) meetings;
- Ensuring that, where a student/child leaves the school any child protection records are promptly transferred to the new school and the child's social worker is informed if allocated. Child welfare records below the child protection threshold but with continuing relevance to the child's wellbeing should also be transferred with parental consent.

3.3 Process for considering and acting on concerns about child abuse

All adults who work with or volunteer with children should be able to identify and act on concerns about child abuse.

The types of abuse are:

- Physical, including FGM;
- Sexual, including CSE;
- Neglect;
- Emotional (including seeing or hearing the ill treatment of another).
- Radicalisation
- Forced marriages

3.4 Recording and reporting concerns

Where any adult in the school has concerns about a child they should discuss these in the first instance with the Designated Senior Person, or in their absence, the Deputy. Discussions should be documented and recorded on the student's file on SIMS and/or in a locked away file, with details of the concern and any agreed action that is to be taken. The record must be signed and dated and kept securely. The Designated Senior Person is responsible for ensuring that concerns and discussions are written up properly and acted on appropriately.

As a school we recognise that children will talk to an adult they know and trust and therefore our expectation is that this person will listen to the child about their concerns and then report this to the Designated Person. The child should not then be asked to repeat their story unless the school has been advised by Children's Social Care to seek more information. When a child discloses abuse to an adult in the school, that person is responsible for making a written record of the disclosure as soon as possible after the event and reporting it urgently to the Designated Senior Person or their Deputy.

The Designated Person will consider next steps to be taken, including referral to the Contact Advice & Assessment Service (CAAS) team (details are in Section 1.4 above). If the matter is relating to a radicalisation issue then the Designated Person will seek advice and refer to Jo Physick (Prevent Officer for Thames Valley Police) in line with the revised Prevent Duty guidance from the '*Counter Terrorism and Security Act 2015*.'

Appendix 1

Section 175 - Education Act 2002

Duties of LEAs and governing bodies in relation to welfare of children

<http://www.legislation.gov.uk/ukpga/2002/32/section/175>

- (1) A local education authority shall make arrangements for ensuring that the functions conferred on them in their capacity as a local education authority are exercised with a view to safeguarding and promoting the welfare of children.
- (2) The governing body of a maintained school shall make arrangements for ensuring that their functions relating to the conduct of the school are exercised with a view to safeguarding and promoting the welfare of children who are pupils at the school.
- (3) The governing body of an institution within the further education sector shall make arrangements for ensuring that their functions relating to the conduct of the institution are exercised with a view to safeguarding and promoting the welfare of children receiving education or training at the institution.
- (4) An authority or body mentioned in any of subsections (1) to (3) shall, in considering what arrangements are required to be made by them under that subsection, have regard to any guidance given from time to time (in relation to England) by the Secretary of State or (in relation to Wales) by the National Assembly for Wales.
- (5) In this section—
 - “child” means a person under the age of eighteen;
 - “governing body”, in relation to an institution within the further education sector, has the meaning given by section 90 of the Further and Higher Education Act 1992 (c. 13);
 - “maintained school” means a community, foundation or voluntary school, a community or foundation special school or a maintained nursery school.

Appendix 2

Section 40 of the Childcare Act 2006

40 Duty to implement Early Years Foundation Stage

- (1) This section applies to—
 - (a) early years providers providing early years provision in respect of which they are registered under this Chapter, and
 - (b) early years providers providing early years provision in respect of which, but for section 34(2) (exemption for provision for children aged 3 or over at certain schools), they would be required to be registered under this Chapter.
- (2) An early years provider to whom this section applies—
 - (a) must secure that the early years provision meets the learning and development requirements, and
 - (b) must comply with the welfare requirements.

43 Welfare requirements

- (1) The matters that may be dealt with by welfare regulations include—
 - (a) the welfare of the children concerned;
 - (b) the arrangements for safeguarding the children concerned;
 - (c) suitability of persons to care for, or be in regular contact with, the children concerned;
 - (d) qualifications and training;
 - (e) the suitability of premises and equipment;
 - (f) the manner in which the early years provision is organised;
 - (g) procedures for dealing with complaints;
 - (h) the keeping of records;
 - (i) the provision of information.
- (2) Before making welfare regulations, the Secretary of State must consult the Chief Inspector and any other persons he considers appropriate.
- (3) Welfare regulations may provide—
 - (a) that a person who without reasonable excuse fails to comply with any requirement of the regulations is guilty of an offence, and
 - (b) that a person guilty of the offence is liable on summary conviction to a fine not exceeding level 5 on the standard scale.
- (4) In this section “welfare regulations” means regulations under section 39(1)(b).