

September 2017

1 The person responsible for safeguarding and child protection at Trust level is:

Helen Rowland, Chief Executive 01457 821813

2 Safeguarding commitment

- 2.1 This document sets out the parameters for dealing with safeguarding within the Focus-Trust. The Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. We will comply with statutory requirements and adopt a best practice approach to recruitment and selection at all times.
- 2.2 It is the Focus-Trust's intention that we should do all we can to support and promote children's welfare and to protect them from abuse and neglect.
- 2.3 'Working Together to Safeguard Children' (2015) defines safeguarding and promoting welfare as:
- protecting children from maltreatment;
 - preventing impairment of children's health or development;
 - ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and
 - taking action to enable all children to have the best outcomes.

3 Safeguarding Guidance

3.1 Core, Statutory Guidance

- Working Together to Safeguard Children (2015 HM Govt.)
- Keeping Children Safe in Education (2016 Dept. for Education)
- Prevent duty: Departmental advice for schools and childcare providers (2015)
- Statutory framework for the early years foundation stage (DfE, 2017)

3.2 Additional Guidance

- Inspecting Safeguarding in early years, education and skills settings: guidance for inspectors undertaking inspection under the common inspection framework (Ofsted 150067, August 2015)
- What to do if you're worried a child is being abused (2015 DfE)
- Information sharing advice for safeguarding practitioners (DfE, 2015)
- Guidance for Safer Working Practice for those working with children and young people in education settings (Safer Recruitment Consortium, October 2015)
- Behaviour and discipline in schools: Advice for Headteachers and school staff (Dept, for Education, January 2016)
- Preventing and Tackling Bullying (DFE, July 2017)

4 Related Trust and Academy documentation

4.1 This policy should be read alongside the following Focus-Trust documents:

- Safer recruitment policy
- Online safety policy
- Intimate care protocol and guidelines
- Looked after children policy

- Photographic images policy
- DBS and single central record policy
- Disqualification by association
- Staff code of conduct
- Whistle-blowing

5 Responsibilities

5.1 Trust Responsibilities

- Ensure that statutory safeguarding and child protection responsibilities are met by all academies in the Trust
- Ensure that the Trust's commitment to safeguarding children is met by all staff and contractors working in and / or on behalf of the Trust

5.2 Academy Responsibilities

Governing bodies and the Principal must ensure that statutory safeguarding and child protection duties and responsibilities are met. This includes:

- Having in place an academy-specific safeguarding and child protection policy which complies with Keeping Children Safe in Education 2016 and which is consistent with locally agreed [LSCB] procedures
- Ensuring that a DSL is appointed in-line with statutory guidance and that there is always cover for this role in the academy
- Put mechanisms in place to assist staff to understand and discharge their role and responsibilities as set-out in statutory guidance
- Promote safeguarding and child protection in partnership with parents and external agencies
- Ensure that all staff and volunteers receive appropriate and regular training in-line with statutory guidance and LSCB recommendations, including new staff as part of induction.
- Ensure that a Single Central Record is maintained which is compliant and fit for purpose.

5.3 Staff Responsibilities

- To follow all Trust and academy policies with regard to safeguarding and child protection
- Read at least Part one and Annex A of Keeping Children Safe in Education (Sept. 2016) and the academy's safeguarding and child protection policy and procedures
- Be clear about the processes for identifying a need for and how to access early help for children in the academy, as well as what to do in the event that a child is in immediate danger, suffering or at risk of suffering significant harm
- Where staff have systemic concerns they should discuss those with the academy Principal. If concerns remain, they should speak to the Trust's representative for safeguarding and child protection.
- All staff and volunteers should feel able to raise concerns about poor or unsafe practice and potential failures in the academy's safeguarding regime and that such concerns will be taken seriously by the senior leadership team. Appropriate whistle-blowing procedures, which are reflected in staff training and the Focus Trust Code of Conduct, are in place and any such concerns can and should be raised with:
 - i) The academy Principal in the first instance; or
 - ii) The Focus Trust CEO and safeguarding lead person.

Where a staff member feels unable to raise an issue with either or both of the above, for whatever reason, or feels that their genuine concerns are not being addressed, other [whistle-blowing] channels are open to them:

- General guidance can be found at- [Advice on whistleblowing](#)

- The [NSPCC whistleblowing helpline](https://www.nspcc.org.uk) is available for staff who do not feel able to raise concerns regarding child protection failures internally. Staff can call: 0800 028 0285 – line is available from 8:00 AM to 8:00 PM, Monday to Friday and Email: help@nspcc.org.uk.

6 Safeguarding and Child Protection

- 6.1 Each academy must have in place an academy-specific Safeguarding and Child Protection Policy which makes clear the procedure to follow in dealing with child protection concerns and incidents. This Policy must be reviewed annually and signed-off by governors; all academy-based staff should have a copy.
- 6.2 Each academy will promote the protection and welfare of children in partnership with parents, carers and colleagues from other agencies and will endeavor to work in a transparent way in children's best interests.
- 6.3 Parents and carers are informed of the academy policy on safeguarding and child protection through the academy website. Parents are asked to acknowledge their understanding of this at the start of each academic year.
- 6.4 Relevant safeguarding and child protection policies, procedures and documentation are included in the induction package for all new staff.

7 Training and induction

- 7.1 It is the responsibility of each academy's governors and the Principal to ensure that appropriate training for staff has taken place and that this is updated in line with statutory requirements.
- 7.2 A record of this training, showing names, dates and training provider, should be retained centrally and available for inspection.
- 7.2 New staff and volunteers must receive information about safeguarding and child protection as part of the induction process.

8 The single central record (SCR)

- 8.1 Each academy must maintain a single central record. The single central record will include all employees, supply staff, relevant contractors and volunteers.
- 8.2 The SCR will be checked by Ofsted. The SCR can be checked at any time by a nominated governor or Focus-Trust representative.

9 Dealing with allegations of abuse against staff and volunteers

- 9.1 It is essential that any allegation of abuse made against a teacher or other member of staff or volunteer is dealt with fairly, quickly, and consistently, in a way that provides effective protection for the child, and at the same time supports the person who is the subject of the allegation.
- 9.2 The Focus-Trust will always adhere to the framework and procedure for managing allegations provided by Working Together to Safeguard Children (2015) and Keeping Children Safe in Education 2016, Part four. This will be implemented in -line with the academy-specific Safeguarding and Child Protection Policy and locally agreed [LSCB] procedures.

- 9.3 The Focus-Trust will always liaise and cooperate fully with the relevant local authority's designated officer. The Principal or Head of HR will consult with the designated officer regarding any allegation that appears to meet the criteria in Part four of Keeping Children Safe in Education 2016.
- 9.4 As a general rule, the Focus-Trust staff involved in a case will be:
- Head of HR
 - Chief Executive
 - Academy Principal (except where there is an allegation against the Principal)
- 9.5 Every effort should be made to maintain confidentiality and guard against unwanted publicity while an allegation is being investigated or considered.
- 9.6 It is important that a clear and comprehensive summary of any allegations made, details of how the allegation was followed up and resolved, and a note of any action taken and decisions reached, is kept on a person's confidential personnel file, and a copy provided to the person concerned.
- 9.7 If the allegation is subsequently found to be malicious, all records will be removed from the personnel file. In all other cases, the record should be retained at least until the person has reached normal retirement age or for a period of 10 years from the date of the allegation if that is longer.

9.8 Investigations

Where the initial consideration in conjunction with the LADO decides that the allegation does not involve a possible criminal offence it will be for the employer to deal with it. In such cases, if the nature of the allegation does not require formal disciplinary action, the Principal should institute appropriate action within three working days. If a disciplinary hearing is required and can be held without further investigation, the hearing should be held in line with the disciplinary procedure.

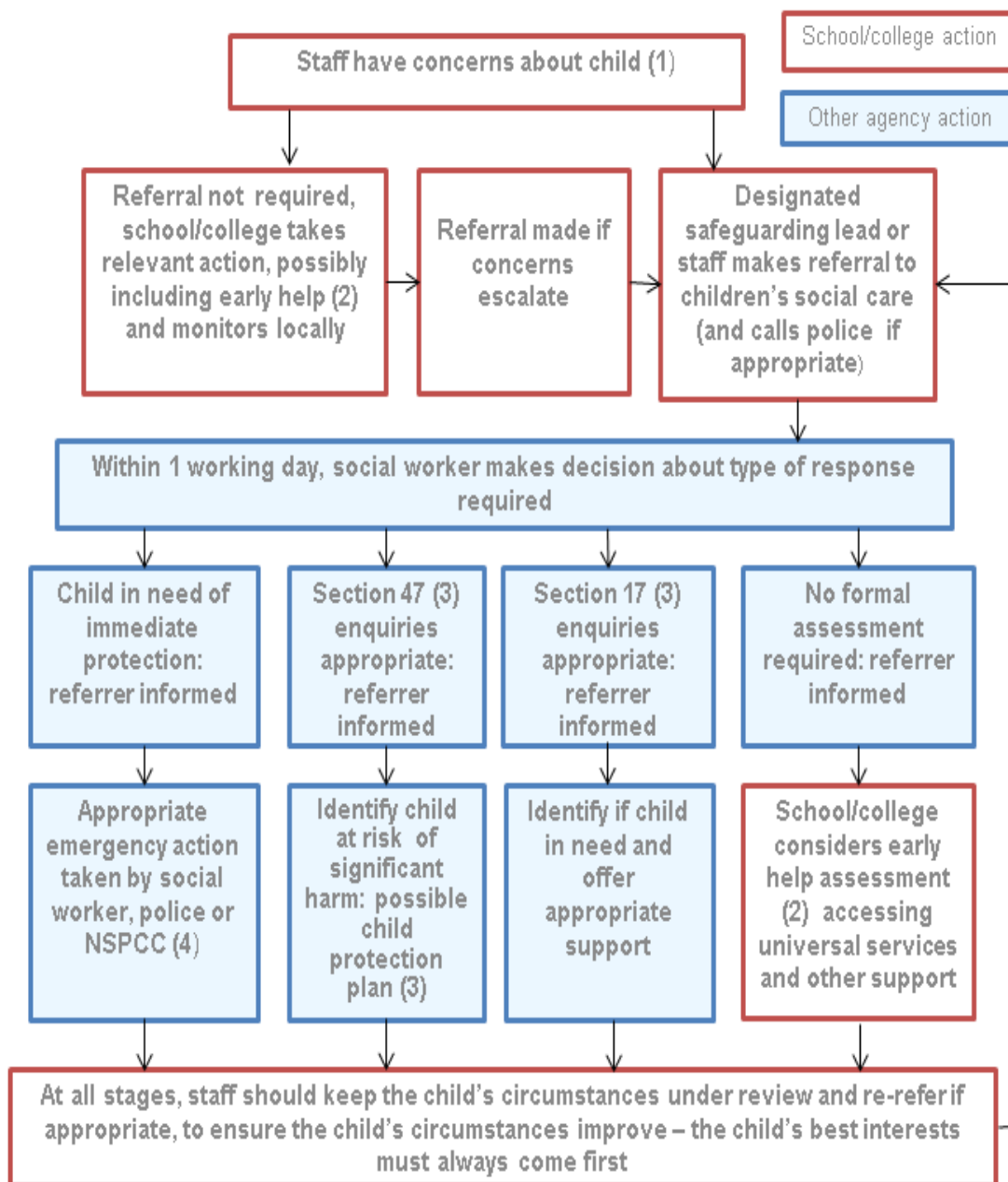
Where further investigation is required to inform consideration of disciplinary action the Principal and the academy's HR adviser should discuss who will undertake that with the Chief Executive. In some circumstances it may be appropriate for the disciplinary investigation to be conducted by a person who is independent of the academy. In any case the investigating officer should aim to provide a report to the employer within ten working days.

On receipt of the report of the disciplinary investigation, the Principal should decide whether a disciplinary hearing is needed within two working days. If a hearing is needed it should be held in line with the agreed procedure.

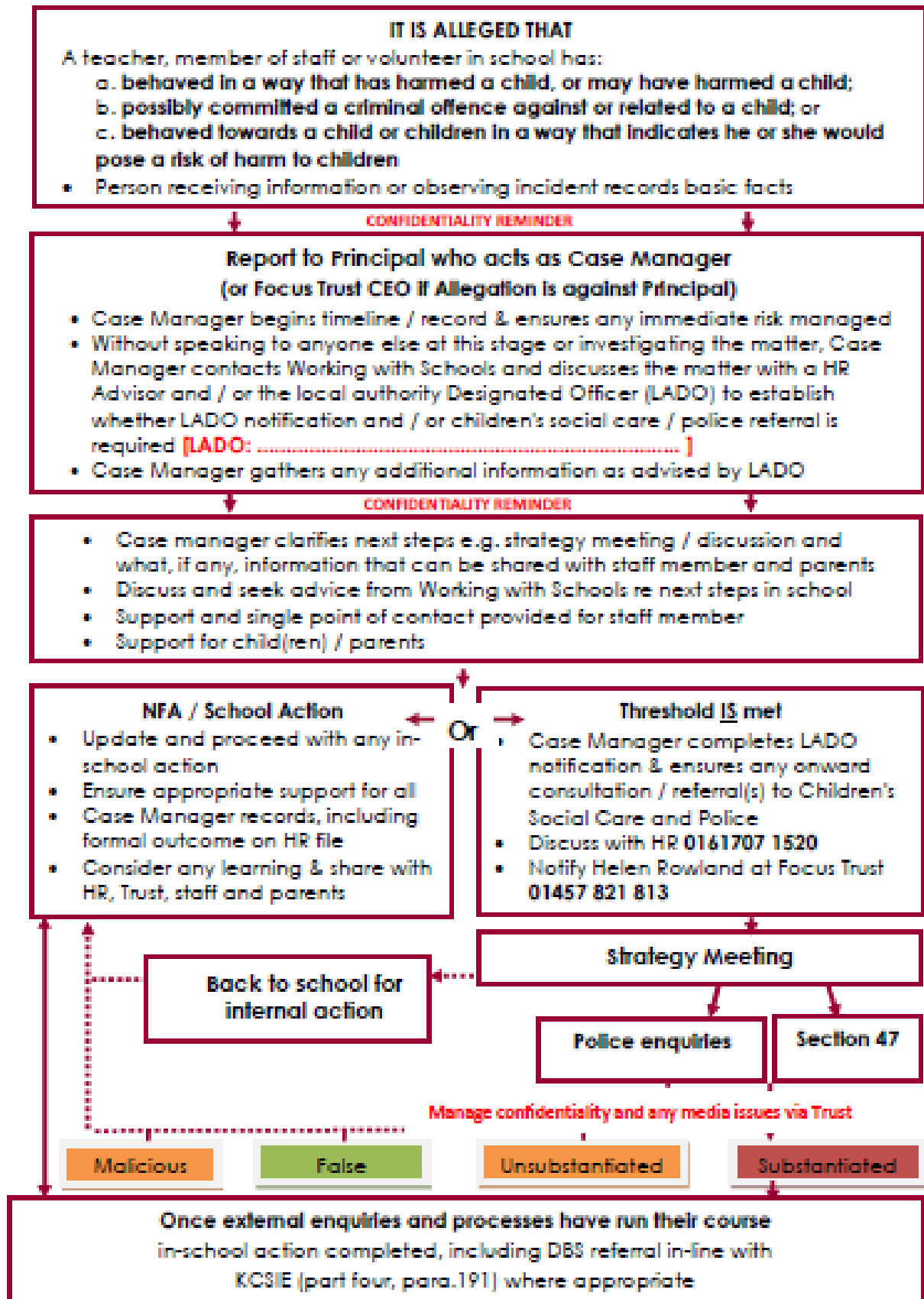
9.9 Action in respect of false or malicious allegations

If an allegation is determined to be false, the LADO may refer the matter to children's social care to determine whether the child concerned is in need of services, or may have been abused by someone else. In the rare event that an allegation is shown to have been deliberately invented or malicious, the Principal will consider whether any disciplinary action is appropriate against the pupil who made it, or the police may be asked to consider whether any action might be appropriate against the person responsible if s/he was not a pupil.

Actions where there are concerns about a child



Procedure for Managing Allegations Against Staff



Related documents	Academy-specific Child protection policies Working Together to Safeguard Children (2015 HM Govt) https://www.gov.uk/government/publications/working-together-to-safeguard-children--2 ..\..\KCSIE 2016\May 2016 Keeping children safe in education guidance from 5 September 2016.pdf
Date for implementation	1 st September 2017
Approved by	Trust Board
Date of next review	August 2018 or earlier if new statutory guidance is published.
Distribution	Academies