

<b>Category</b>	Safeguarding & Child Protection		
<b>Document Name</b>	Safeguarding & Child Protection Policy		
<b>Accountable Body</b>	RADIUS Trust		
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### Related Documents

Document	Reference
Safeguarding & Child Protection Procedures	SC.P1.01
Missing Person Procedure	SC.P1.03
Anti-Radicalisation Protocol	SC.P1.T4
Staff Code of Conduct	SC.P1.T8
Code of Conduct for Residents of Staff Accommodation	HR.P20.T2
Allegations of Abuse Against Staff Protocol	SC.P10.T1

### Reference Material

Guidance
Working Together to Safeguard Children – March 2015
Keeping Children Safe in Education DfE Statutory Guidance for schools and colleges – September 2016
Keeping Children Safe in Education – Information for all School and College Staff DfE – March 2015
Keeping Children Safe in Education – Childcare Disqualification Requirements, Supplementary advice DfE October 2014
Information Sharing Advice for Safeguarding Practitioners - March 2015
What to do if you're worried a child is being abused: advice for practitioners - March 2015
Local Safeguarding Children Board (LSCB) Child Protection procedures
National Minimum Care Standards for Residential Special Schools – April 2015
Children who run away or go missing from home or care DfE Jan 2014
Prevent Duty DfE June 2015
The Counter-Terrorism & Security Act 2015

### Related Policies

Name	Reference
Recruitment Policy	HR.P1
Allegations of Abuse Against Staff Policy	SC.P10
Whistleblowing Policy	HR.P3
One to One Working Policy	SC.P9
Behaviour Management Policy	BM.P1
Residential Care Standards Policy	RC.P1
E-Safety Policy	SY.P2
Sex and Relationship Education Policy	CM.P2



## Introduction

This document sets out the policy requirements in relation to securing a safe environment for children and young people (under the age of 20) on the roll of any school and related activities.

The intention of this policy statement is expressly to ensure that each school:

- complies with the statutory requirements and regulations under sections 157 and 175 of the Education Act 2002;
- maintains and exercises a Safeguarding & Child Protection Procedure to comply with this policy as well as the School's Local Safeguarding Children's Board (LSCB) procedures.;
- complies with the requirements of the Prevent Duty June 2015 non statutory advice effective from July 2015 and to ensure that Trust schools have sufficient arrangements in place to fulfill duties in relation to Section 26 of the Counter-Terrorism and Security Act 2015.

The Trust will review this policy annually and will liaise with the Governing Bodies of each school which will be responsible for ratifying the school's Safeguarding & Child Protection Procedures.

## Policy Statement

RADIUS Trust recognises that all employees are uniquely placed to fulfill a positive role in Safeguarding & Child Protection. As responsible adults outside pupils' homes, they are in a position to observe children on a daily basis and therefore to highlight physical or emotional signs that might indicate they are being subject to safeguarding and child protection concerns.

Each school is required to provide a safe environment for children and young people to learn and have a documented Safeguarding & Child Protection procedure in place. This process will include:

- understanding the school's Local Safeguarding Children's Board (LSCB) procedures and DfE guidance on Keeping Children Safe in Education July 2015 and Working Together to Safeguard Children March 2015;
- assigning a designated person (and deputy in their absence) with responsibility for Safeguarding & Child Protection (as outlined in the individuals job description) who will also liaise with children's social care and any other necessary services;
- nominating a governor to liaise with the Headteacher/Principal/designated person over matters regarding Safeguarding & Child Protection;
- clearly identifying roles, responsibilities and contacts in the event of a Safeguarding & Child Protection concern or allegation and ensure all staff are aware;
- training to ensure staff can identify children and young people who are suffering or likely to suffer harm early on and taking appropriate action (including undertaking an Early Help Assessment) with the aim of making them safe and preventing concerns from escalating.
- training staff to recognize when a child's health or development may be impaired without additional services or with agreement of the parent/carer, a child would benefit from family support services;
- ensuring staff are familiar and support the Trust E-Safety Policy and related school procedures;
- informing staff that they may be required to support children's social care to take decisions about individual children;
- a safe recruitment procedure including induction and training procedures;
- procedures for allegations against staff;
- recognition that all people have the potential for abusing children and it occurs in all races, cultures and social classes and could be a member of their immediate or extended family, a friend, a neighbour, stranger to them, a member of staff or another pupil;
- compliance with LSCB procedures on inter-authority arrangements (i.e. where one or more authorities are involved with a child);

The Trust requires that school management operates the procedures and arrangements set out by the Local Safeguarding Children's Board and the Local Authority Child Care services of the Children's Services Directorate in the local geographical area of the school.

## **Roles & Responsibilities**

### **School Senior Leadership Team**

The Trust requires the Senior Leadership Team in each school to:

- create a safe and open environment in which pupils and staff feel able to raise concerns;
- document a detailed up to date Safeguarding & Child Protection procedure;
- implement child protection/disciplinary procedures where allegations are made against members of staff other than the Headteacher/Principal;
- ensure all staff are trained on the schools Safeguarding & Child Protection procedures;
- allocate sufficient time and resources to Safeguarding & Child Protection matters;
- prepare an annual report to the Governing Body for Safeguarding & Child Protection and support the implementation of any action plan from this review;
- have an understanding of the Learning and Improvement Framework provided in the guidance Working Together to Safeguard Children March 2015 and ensure all staff are aware of the findings of reviews and improvements made to procedures;
- review sanctions, physical intervention, complaints and exclusions at least half-termly;
- comply with the minimum requirements as stated in the National Minimum Standards for Residential Special Schools, Section 15 with regards to the supervision of children;
- ensure all child protection cases are discussed in supervision;
- have systems in place to protect staff from violence, bullying and harassment and provide individual or group support when required;
- maintain a clear Complaints Procedure and make staff familiar with the Trust Complaints Policy and Whistleblowing Policy to allow them to highlight issues for consideration and resolution;
- contribute to inter-agency working including providing a co-ordinated offer of early help when needs are identified. Each school should expect to provide access to Local Authorities and Children's Social Care if required to conduct assessments.

### **Designated Person for Safeguarding & Child Protection**

Each school is required to have a senior member of staff (a member of the leadership team) nominated to have specific responsibility within the school for Safeguarding & Child Protection matters (and a deputy in their absence), specifically to:

- take lead responsibility for dealing with Safeguarding & Child Protection issues;
- make immediate verbal referrals if a child or young person is in need, followed by a written confirmation within 24 hours;
- determine if an Early Help Assessment (EHA) is required to identify what help the child or young person and family require to prevent escalation to a point where intervention would be needed via a statutory assessment;
- provide advice and support to other staff;
- liaise with the local authority and working with other agencies;
- provide support for individual children.

The Designated Person is also expected to:

- ensure the school's Safeguarding & Child Protection procedures, are reviewed at least annually and secure School Governance endorsement;
- arrange training for their whole school staff every three years and new members of staff on induction of the Trust's Safeguarding & Child Protection Policy and school's procedures;
- ensure that Safeguarding & Child Protection records are maintained and kept securely.

The designated person must have sufficient knowledge and skills, and status and authority within the school, to carry out the role. They must attend Safeguarding & Child Protection training provided by the Local Safeguarding Children's Board and attend refresher training every two years.

### **School Staff & Volunteers**

Each school is required to communicate to all staff and volunteers that it is their duty to raise a concern to the designated person of Safeguarding & Child Protection if it is believed or suspected that:

- a child is suffering or is likely to suffer Significant Harm;
- a child's health or development may be impaired without the provision of services;
- with the agreement of the person with Parental Responsibility, a child would be likely to benefit from family support services.

Significant harm is defined as any Physical Abuse, Sexual Abuse, or Emotional Abuse, Neglect, accident or injury attributable to lack of adequate parental care or control, that is sufficiently serious to adversely affect progress and enjoyment of life.

School procedures must clearly state that if there is an immediate risk to a child or young person or the concern is not improving any member of staff can make a referral to the relevant Local Authority Childrens Social Care child protection services.

### **School Governing Body**

The Trust requires that the nominated Governor attends Safeguarding & Child Protection training and Governors sitting on recruitment panels should undertake Safe Recruitment training.

Each School Governing Body is expected to designate a named school governor to liaise with the Headteacher/Principal/designated person over matters regarding Safeguarding & Child Protection issues to:

- ensure that an annual item is placed on Governors' agenda to report on changes to procedures, training, incidents/cases (without details or names) and the position of child protection issues in the curriculum;
- have an overview of procedures relating to liaison between the school and other agencies in relation to any allegations. (The nominated governor should not be directly involved in the implementation of disciplinary procedures related to allegations against the Headteacher/Principal, but may attend the strategy meeting in such cases and will ensure good communication between parties and provide procedural information to assist such investigations);
- correlate requirements in relation to Standard 20 of the national minimum standards for boarding special schools.

The Trust requires that other members of the Governing Body should not be involved in any investigation or detail related to allegations against members of staff so as to maintain objectivity and impartiality in considering any matter eventually considered by the School Governing Body.

## **Safeguarding Training**

Each school is expected to ensure that all staff members receive training and regular refreshers on the Safeguarding & Child Protection Policy and Procedures. The training must assist staff in identifying potential safeguarding concerns and signs of abuse or neglect.

The Trust requires school managers and key professionals to obtain up to date information on specific safeguarding issues from the LCSB and professional organisations (such as NSPCC and DfE websites).

## **Supporting Children**

School procedures are expected to include instructions and training for staff on how to be sensitive to the needs of the child or young person and be aware that they may find it difficult to communicate or become withdrawn or aggressive.

## **Concerns Involving a Member Of Staff**

Each school is required to have a procedure in place to manage allegations against staff and to comply with the Trust Managing Allegations of Abuse Against Staff Policy.

Any concerns involving allegations against an employee, governor, volunteer or any other visitor must be referred immediately to the Headteacher/Principal who will contact the relevant Local Authority Designated Officer (LADO).

Any allegations concerning the Headteacher/Principal must be referred to the Chair of Governors and the Trust Chief Executive, who will seek the assistance of the lead designated person for Safeguarding & Child Protection in the school (or if this is the Headteacher/Principal, the deputy lead designated person will be consulted) and the local authority LADO before taking action.

## **Safer Recruitment**

The Trust operates and requires each school to comply with the Trust Recruitment Policy and related protocols for the selection and safe recruitment of all staff, volunteers, and monitoring of visitors to the school to prevent children from being exposed to potential child protection and safeguarding concerns. The recruitment process includes:

- a code of conduct containing Safeguarding & Child Protection statements which clarify the standards expected.
- a single central record of all employees and volunteers operating in the school including any contemporary vetting and barring statutory requirement checks and records.

The Trust operates a professional competent Human Resources service to advise school management on adherence to safe recruitment and safeguarding arrangements relating to employment law.

## **Induction of Staff**

The Headteacher/Principal of each school is required to ensure that newly appointed staff meet with the school's designated person for Safeguarding & Child Protection as part of their induction programme. The designated person is responsible for ensuring that new staff are trained on the Safeguarding & Child Protection procedures and attend external Safeguarding & Child Protection training prior to their appointment. Each school is required to ensure all staff have access to the most up to date Trust Safeguarding & Child Protection policy and related school procedures.

## **Safe Working Practice**

All RADIUS Trust employees, volunteers and approved agencies must abide by the Code of Conduct provided to them at induction, and take normal precautions not to place themselves in a vulnerable circumstances with respect to safeguarding and child protection contexts. The Trust requires that physical intervention should only be used when the pupil/student is endangering him/herself or others or property. School procedures are required to set out how such events are recorded and witnessed and validated.

The Headteacher/Principal are required to ensure that staff are made aware that failure to report actual or reasonably suspected physical, sexual or emotional abuse or neglect of a pupil/student is a disciplinary offence and may result in an outside agency conducting a full safeguarding investigation against the member of staff and involve The Trust's disciplinary procedures.

### Areas of Vulnerability

Staff should always be aware of their vulnerability regarding accusations of abuse of assault and should take particular care when undertaking sensitive tasks and duties such as supervising bathing or supervising children in the school gym changing rooms, and generally when working in isolation with our pupils and young people. Schools are required to ensure employees are familiar with the Trust One to One Working Protocol.

## **Missing Child/Pupil Arrangements**

A child going missing from education is a potential indicator of abuse or neglect, particularly on repeat occasions. The Headteacher/Principal should have specific and customised procedures in place which set out the steps and arrangements to manage and respond to circumstances where a pupil is deemed missing from school premises and to help prevent reoccurrence. Such arrangements should include reference to the procedures and arrangements set out in the Local Safeguarding Children Board's protocol arrangements for involving statutory services.

## **Confidentiality**

This policy recognises that in all safeguarding & child protection related actions; the degree of confidentiality will be governed by the need to protect the child or young person. All staff members working with the pupil or student or their family must at all times make it clear that confidentiality may not be maintained if, by withholding such information, it prejudices the welfare of the child, young person or vulnerable adult.

## **Curriculum**

Each school's curriculum is expected to include opportunities to teach children or young people how to keep themselves safe, including online. This may include covering relevant issues through subjects such as Personal, Social, Health and Economic education (PSHE) or Sex and Relationship Education (SRE).

## **Letting of School Facilities & Staff Residences**

Each school is required to comply with the Trust Letting of School Facilities Protocol and Code of Conduct for Residents of Staff Accommodation and to ensure that the welfare of children and young people are the school's prime concern.

## **Communication of Policy and Procedures**

The Trust requires the up to date Safeguarding & Child Protection Policy and related school procedures to be published on each school's website and readily available to all staff, volunteers, approved agencies, professionals and parent/carers.

Each school is expected to clearly advertise the named designated person (and deputies) for Safeguarding and Child Protection with a clear statement explaining the school's role in referring and monitoring cases of suspected abuse.