



# SAFEGUARDING AND CHILD PROTECTION POLICY

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## INTRODUCTION

'Keeping Children Safe In Education' (DFE, 2016), which informs our Trust Safeguarding policy defines 'Safeguarding and promoting the welfare of children 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' (Children includes everyone under the age of 18).

## POLICY PURPOSE

The purpose of this policy (as advised by 'Safeguarding best practice guide – schools') (TESS, 2014) is for this 'Policy to support a safeguarding culture where everyone is clear about their roles and responsibilities in ensuring children are safe and their well-being prioritised'.

## STAFF AND VOLUNTEERS

The Trust understands that academy staff and volunteers are particularly well placed to be able to observe signs of abuse when having daily contact with children. All Trust staff and volunteers receive Safeguarding training which is updated on a yearly cycle to ensure they are made aware of the signs and symptoms of abuse, and of how to then report any concerns appropriately, equipping them to ensure all children are kept safe and free from harm.

## TEACHING SAFEGUARDING

Across the Trust we take our safeguarding responsibilities very seriously and use every available opportunity to educate children about keeping themselves safe, and to educate staff to ensure that they are aware of signs and indicators and how to report and act on a concern. We create a culture of Safeguarding and this includes:

- Dedicated E Safety week– which is delivered termly throughout the Trust and is embedded in the computing curriculum.
- Conversations on an individual level with both children and families.
- Torbay virtually safe work closely with the Trust and visit academies to deliver e safety, also including and delivering this to parents.
- Our Trust academies have a cycle of CAP (Child Assault Prevention) training for all children and staff.
- NSPCC Partnership working with annual assemblies and workshops
- Family Groups which visit aspects of Safeguarding
- Child friendly Safeguarding Policy
- All staff receive regular safeguarding updates, these can be delivered in various meetings, DSL's also meet on a termly basis to ensure knowledge

and practise is shared allowing us all to ensure that appropriate safeguarding updates are disseminated to staff throughout the year.

## IMPLEMENTATION OF THE CHILD PROTECTION POLICY

TESS (Torbay Education Safeguarding Service,2014) advises for best practice that 'Policies and Procedures should be regarded as 'live' documents that have relevance to the whole Trust community with their effectiveness judged against the level of consistency to which they are applied'. The Safeguarding Trustee Dr Jan Myles, the Local Committee Safeguarding Representatives and the respective Heads of Academies are responsible for ensuring that the relevant policies and procedures are in place across the Trust.

## STATUTORY FRAMEWORK

The Trust will act in accordance with the following guidance and legislation in order to safeguard and promote the welfare of children.

- The Children Act 1989, The Children Act 2004
- Education Act 2002 (section 175)
- Torbay Safeguarding Children Board Inter-agency Child Protection and Safeguarding Children Procedures
- Devon Safeguarding Children Board (Devon Children and Families Partnership)
- The Education (Pupil Information) (England) Regulations 2005
- Dealing with Allegations of Abuse Against Teachers and Other Staff (DfE 2011)
- Working Together to Safeguard Children (DfE, 2014 and 2015) requires all schools to follow the procedures and practice of the safeguarding children's board (LSCB) which are: Torbay Safeguarding Children Board and Devon Safeguarding Children Board.
- Torbay Education Safeguarding Service – Safeguarding best practice guide – schools (TESS, 2014)
- Devon Safeguarding Board guide to Best `practice in Devon Schools [www.devonsafeguardingchildren.org/documents/2014/04/best-practice-safeguarding-in-schools.pdf](http://www.devonsafeguardingchildren.org/documents/2014/04/best-practice-safeguarding-in-schools.pdf)
- 'Keeping Children Safe in Education' (DfE, 2016) (replaces children and safer recruitment in Education, 2006)  
[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/487799/Keeping\\_children\\_safe\\_in\\_education\\_draft\\_statutory\\_guidance.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/487799/Keeping_children_safe_in_education_draft_statutory_guidance.pdf)

- The Prevent Duty - Departmental advice for schools and childcare providers (June, 2015) Available at [https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/439598/prevent-duty-departmental-advice-v6.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/439598/prevent-duty-departmental-advice-v6.pdf)

## DESIGNATED SAFEGUARDING LEAD

All DSL's also have responsibility for concerns regarding 'Prevent' and radicalisation. The Designated Safeguarding Lead (DSL) details for each setting within the Trust are:-

- DSL for Ellacombe Academy and Little Stars Nursery is Louise Quick
- Deputy DSL for Little Stars Childcare Centre and Ellacombe Academy is Rob Trewinnard
- HOA at Ellacombe Academy, Evie Semmens is also level 3 trained.
- DSL for Ilsham Academy is Jacqi Stephens (Head of Academy)
- Deputy DSL for Ilsham Academy is Sam Bennett
- Designated DSL for All Saints Marsh (ASM) is Lesa Garside (Head of Academy)
- Deputy DSL for ASM is Laura Williams (Team Leader)
- Designated DSL for Warberry Academy is Dawn Ryan
- Deputy DSL for Warberry Academy is Martine Phillips - Lead HLTA
- DSL for All Saints' Thurlestone (AST) is Susan Rowe Jones (Executive Head)
- Deputy DSL for AST is Linda Quinn
- DSL for Charleton C of E Academy is Susan Rowe Jones (Executive Head)
- Deputy DSL for Charleton is Ruth Benton
- DSL for West Alvington C of E Academy is Susan Rowe Jones (Executive Head)
- Deputy DSL for West Alvington is Tamara Mortimer
- DSL for Dunsford Community Academy is Ruth Alphey (Head Teacher)
- Deputy DSL for Dunsford is Amanda Kersey

### Training

The DSL should undergo training to provide them with the knowledge and skills required to carry out the role. In addition, their knowledge and skills should be refreshed at regular intervals, as appropriate to allow them to understand and keep up with any developments relevant to their role so they:

- Understand the assessment process for providing early help and intervention, for example through locally agreed common and shared assessment processes such as early help assessments.
- Have a working knowledge of how local authorities conduct a child protection case conference and a child protection review conference  
The Learning Academy Partnership also has a trained designated Person and Trustee. Dr Jan Myles is the designated Trustee who oversees and promotes safeguarding across the Trust.

**The role of the DSL is to:**

(Taken directly from Keeping Children Safe in Education, 2016) The Trust 'Should ensure that the school or college designates an appropriate senior member of staff to take lead responsibility for child protection. This person should have the status and authority within the school to carry out the duties of the post including committing resources and, where appropriate, supporting and directing other staff. The broad areas of responsibility for the designated safeguarding lead are':

**Managing referrals**

- Refer cases (in most instances) of suspected abuse to the local authority children's social care;
  - Work with the "case manager" (as per Part 4) and designated officer(s) for child protection concerns (all cases which concern a staff member);
  - Refer cases where a person is dismissed or left due to risk/harm to a child to the Disclosure and Barring Service;
  - Refers cases where a crime may have been committed to the Police;
  - Liaise with the headteacher or principal to inform him or her of issues especially ongoing enquiries under section 47 of the Children Act 1989 and police investigations; and
  - Act as a source of support, advice and expertise to staff on matters of safety and safeguarding and when deciding whether to make a referral by liaising with relevant agencies
- 
- and be able to attend and contribute to these effectively when required to do so.
  - Ensure each member of staff has access to and understands the Trust's safeguarding and child protection policy and procedures, especially new and part time staff.
  - Are alert to the specific needs of children in need, those with special educational needs and young carers.
  - Are able to keep detailed, accurate, secure written records of concerns and referrals.
  - Obtain access to resources and attend any relevant or refresher training courses.

- Encourage a culture of listening to children and taking account of their wishes and feelings, among all staff, in any measures the Trust or college may put in place to protect them.

## **Raising Awareness**

- The DSL should ensure the Academy or college's safeguarding and child protection policies are known, understood and used appropriately:
- Ensure the Academy or college safeguarding policy and child protection policy is reviewed annually (as a minimum) and the procedures and implementation are updated and reviewed regularly, and work with governing bodies or proprietors regarding this.
- Ensure the safeguarding and child protection policy is available publicly and parents are aware of the fact that referrals about suspected abuse or neglect may be made and the role of the Academy or college in this.
- Link with the local LSCB to make sure staff are aware of training opportunities and the latest local policies on safeguarding.
- Where children leave the Academy or college ensure their child protection file is transferred to the new school or college as soon as possible. This should be transferred separately from the main pupil file, ensuring secure transit and confirmation of receipt should be obtained (Keeping Children Safe in Education, 2016).

## **THE BOARD OF TRUSTEES**

The Board of Trustees has overall responsibility for ensuring there are sufficient measures in place to safeguard all children within the Trust. The nominated Trustee with responsibility for safeguarding is Dr Jan Myles. The nominated Trustee must ensure that across the Trust there are:

- Safer recruitment procedures
- Safe management of allegations against staff or other children
- Any deficiencies in safeguarding are remedied straight away
- Trust staff attend relevant safeguarding training yearly (as required by 'Keeping Children Safe in Education', 2016).
- Safeguarding policies and procedures are to be reviewed annually
- Appointment of a suitable and well trained DSL.
- A member of the board (usually the chair) is nominated to liaise with the Local Authority or other agencies as required on issues of child protection, and also

in the event of an allegation of abuse being made against the Trust Academy Head.

## STAFF TRAINING

- All staff members undergo Safeguarding training which is updated on an annual cycle, in line with advice from the LSCB.
- All staff members will be made aware of the systems in place to support safeguarding, and the safeguarding policy and staff code of conduct will be discussed at their induction.
- All Trust staff members should be aware of the signs of abuse and neglect so that they are able to identify cases of children who may be in need of help or protection.
- All staff will also be given part one of Keeping Children Safe in Education (DfE, 2016) to read and understand as an expectation of their safeguarding duties.
- When concerned about the welfare of a child, staff members should always act in the interests of the child and follow the correct procedure, this is a legal requirement.
- All Trust staff will also receive WRAP training (Workshop raising awareness of Prevent) to educate them in their responsibilities to safeguard children who are at risk of being radicalised

## TRUST PROCEDURES - SAFEGUARDING RESPONSIBILITIES

- Alongside this if a staff member has a concern about a child and they are unable to give this to the DSL/Deputy DSL then they have a responsibility to ring in this concern to the Local Authority Safeguarding Hub.
- All staff and volunteers are made aware of the main categories of abuse which are:
  - Physical Abuse
  - Emotional Abuse
  - Sexual Abuse
  - Neglect
  - CSE (Child Sexual Exploitation)
  - FGM (Female Genital Mutilation)
  - Radicalisation and Extremism

'Everyone who comes into contact with children and their families has a role to play in safeguarding children. Trust staff are particularly important as they are in a

position to identify concerns early and provide help for children, preventing concerns from escalating. All Trust staff have a responsibility to provide a safe environment in which children can learn' (Keeping Children Safe in Education, 2016).

- Staff are expected to record information on the same day, giving a factual, clear and precise account of what was witnessed on the Trust 'Information and concerns form'
- The DSL (or deputy DSL) will decide which course of action to take and whether the concerns should be referred to the relevant areas Safeguarding Hub within Children's Services. This concern will be discussed with the parents of the child unless deemed to place the child at further risk of harm by doing so.
- If the staff member feels that their concerns have not been taken seriously or the Trust has not acted appropriately to safeguard the child after concerns have been raised, or if the child is considered to be at continuing risk or harm then the staff member **MUST** call the Local Authority Safeguarding Hub.
- You are required to make a report to the police if you are informed by a girl under 18 that an act of FGM has been carried out on her; or if you observe physical signs which appear to show that an act of FGM has been carried out on a girl under 18 and have no reason to believe that the act was necessary for the girl's physical or mental health or for purposes connected with labour or birth.
- If you suspect that a child is at risk of FGM then report this on a concern form to your DSL (or deputy DSL) who will decide what action to take.
- You are required to make a report to the police if you are informed by a girl under 18 that an act of FGM has been carried out on her; or if you observe physical signs which appear to show that an act of FGM has been carried out on a girl under 18 and have no reason to believe that the act was necessary for the girl's physical or mental health or for purposes connected with labour or birth.
- If you suspect that a child is at risk of FGM then report this on a concern form to your DSL (or deputy DSL) who will decide what action to take.

**Categories of abuse:-** (Directly taken from 'Keeping Children Safe in Education', DfE,2016)

All Trust staff should be aware abuse, neglect and safeguarding issues are rarely standalone events that can be covered by one definition or label. In most cases multiple issues will overlap with one another.

**Abuse:-** A form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm or by 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 others (e.g. via the internet). They may be abused by an adult or adults or another child or children.

**Physical abuse:-**A form of abuse which 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.

**Emotional abuse:-** The persistent emotional maltreatment of a child such as to cause severe and adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a 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 (including cyberbullying), 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, although it may occur alone

**Sexual abuse:-** Involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

**Neglect:-** 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 DRAFT 12 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); or ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs (this list has been taken directly from 'Keeping Children Safe in Education' 2016).

The NSPCC (no date) advises that some of the things you may notice which could indicate a child is being abused are:

- Withdrawn
- Suddenly behaves differently
- Anxious
- Clingy
- Depressed
- Aggressive
- Problems sleeping
- Eating disorders
- Wets the bed
- Soils clothes
- Takes risks
- Misses school
- Changes in eating habits
- Obsessive behaviour
- Nightmares
- Drugs
- Alcohol
- Self-harm
- Thoughts about suicide
- Talks of being left home alone or with strangers
- Poor bond or relationship with a parent, also known as attachment
- Acts out excessive violence with other children
- Lacks social skills and has few if any friends (NSPCC, no date).

### **Children who may be particularly vulnerable**

Some children may have an increased risk of abuse. It is important to understand that this increase in risk is due more to societal attitudes and assumptions or child protection procedures that fail to acknowledge children's diverse circumstances, rather than the individual child's personality, impairment or circumstances. Many factors can contribute to an increase in risk, including prejudice and discrimination, isolation, social exclusion, communication issues and reluctance on the part of some adults to accept that abuse can occur. To ensure that all of our pupils receive equal protection, we will give special consideration to children who are disabled or have special educational needs:

- young carers
- affected by parental substance misuse, domestic violence or parental mental-health needs asylum seekers
- living away from home vulnerable to being bullied, or engaging in bullying living in temporary accommodation
- live transient lifestyles

- living in chaotic and unsupportive home situations
- vulnerable to discrimination and maltreatment on the grounds of race, ethnicity, religion, disability or sexuality (including homophobia and transphobia)
- at risk of sexual exploitation do not have English as a first language at risk of female genital mutilation (FGM)
- at risk of forced marriage
- at risk of being drawn into extremism This list provides examples of additionally vulnerable groups and is not exhaustive.

### **Child Sexual exploitation**

Child Sexual exploitation involves an individual or group of adults taking advantage of the vulnerability of an individual or groups of children or young people, and victims can be boys or girls. Children and young people are often unwittingly drawn into sexual exploitation through the offer of friendship and care, gifts and sometimes accommodation. Sexual exploitation is a serious crime and can have a long-lasting adverse impact on a child's physical and emotional health. It may also be linked to child trafficking. All staff are made aware of the indicators of sexual exploitation through training and updates delivered and all concerns are reported immediately to the DSL under the regular reporting method. The DSL/Deputy can then complete the CSE risk indicator matrix if and when required and as advised by the LSCB.

DSL's/Deputy DSL's can find this for Torbay at:-

<http://torbaysafeguarding.org.uk/media/1133/tscb-cse-toolkit.pdf>

DSL's/Deputy DSL's can find this for Devon at:-

[www.devonchildrenandfamiliespartnership.org.uk/.../04/cse-risk-assessment-tool.docx](http://www.devonchildrenandfamiliespartnership.org.uk/.../04/cse-risk-assessment-tool.docx)

### **Female Genital Mutilation**

FGM is the collective name given to a range of procedures involving the partial or total removal of external female genitalia for nonmedical reasons. It has no health benefits and harms girls and women in many ways. The practice, which is most commonly carried out without anaesthetic, can cause intense pain and distress and long-term health consequences, including difficulties in childbirth. FGM is carried out on girls of any age, from young babies to older teenagers and adult women, so Trust staff are trained to be aware of risk indicators. Many such procedures are carried out abroad and staff should be particularly alert to suspicions or concerns expressed by female pupil about going on a long holiday during the summer vacation period. In England, Wales and Northern Ireland, the practice is illegal under the Female Genital Mutilation Act 2003. Any person found guilty of an offence under the Female Genital Mutilation Act 2003 is liable to a maximum penalty of 14 years imprisonment or a fine, or both. See LSCB guidance for further information.

### **Forced Marriage**

A forced marriage is a marriage in which a female (and sometimes a male) does not consent to the marriage but is coerced into it. Coercion may include physical,

psychological, financial, sexual and emotional pressure. It may also involve physical or sexual violence and abuse. A forced marriage is not the same as an arranged marriage. In an arranged marriage, which is common in several cultures, the families of both spouses take a leading role in arranging the marriage but the choice of whether or not to accept the arrangement remains with the prospective spouses. Children may be married at a very young age and well below the age of consent in England. Trust staff receive training and should be particularly alert to suspicions or concerns raised by a pupil about being taken abroad and not be allowed to return to England. Since June 2014 forcing someone to marry has become a criminal offence in England and Wales under the Anti-Social Behaviour, Crime and Policing Act 2014. See LSCB guidance for further information.

- All staff and volunteers should be concerned about a child if they present with possible indicators of abuse. These indicators will also be covered within the in house safeguarding training and safeguarding updates to further heighten staff awareness.
- Staff should also be aware that all safeguarding policies for both Torbay and Devon LSCB's are available to view at:

<http://www.proceduresonline.com/swcpp/torbay/contents.html>

<http://www.proceduresonline.com/swcpp/devon/contents.html>

## PREVENT - TACKLING EXTREMISM AND RADICALISATION

### Aims and Principles

Under the Counter-Terrorism and Security Act 2015 we (The Trust) have a legal and moral duty *“to have due regard to the need to prevent people from being drawn into terrorism”*.

It is important for us to be constantly vigilant and remain fully informed about the issues which affect the local area, city and society in which we teach.

### **The objectives are that:**

- All staff and volunteers will have an understanding of what radicalisation and extremism are and why we need to be vigilant within our settings, and will follow the policy guidance swiftly when issues arise.
- All staff will be aware of the signs of radicalisation and extremism, this will be achieved through Safeguarding, E Safety and WRAP training.
- All children will understand the dangers of radicalisation and exposure to extremist views; building resilience against these and knowing what to do if they experience them in a range of contexts including online.
- Parents are offered support with e safety for their children.

### **Definitions and Indicators:**

Radicalisation is defined as the act or process of making a person more radical or favouring of extreme or fundamental changes in political, economic or social

conditions, institutions or habits of the mind. Extremism is defined as the holding of extreme political or religious views and, in this case, any attitudes which contradict fundamental British values.

There are a number of behaviours which may indicate a child is at risk of being radicalised or exposed to extreme views. All staff will be made aware of these through the relevant safeguarding training.

### **British Values:**

Across the Learning Academy Partnership (Trust) we are committed to actively promoting fundamental British values. These include:

- Rule of Law
- Individual Liberty
- Democracy
- Mutual Respect
- Tolerance

Within the Trust these values are promoted throughout all areas of the curriculum and opportunities that the children are provided with. In any Trust setting it is not acceptable to fail to challenge behaviours (whether of staff, children or parents) that are not in line with the fundamental British values.

### **Making and managing referrals:**

- All incidents must be reported straight to the Designated Safeguarding Lead (DSL), in their absence this concern must go straight to the deputy DSL.
- The DSL will discuss the most appropriate course of action on a case-by-case basis and will decide when a referral to external agencies is needed.
- All incidents will be fully investigated and records will be kept in line with procedures for any other safeguarding incident.
- DSL will follow the CHANNEL process outlined by Safer Communities Torbay and Devon Children and Families Partnership.
- Where appropriate parents/carers will be contacted and the incident discussed in detail, aiming to identify motivating factors, any changes in circumstances at home, parental views of the incident and to assess whether the incident is serious enough to warrant a further referral. A note of this meeting is kept alongside the initial referral in the Safeguarding folder.
- The DSL follow-up any referrals for a period of four weeks after the incident to assess whether there is a change in behaviour and/or attitude. A further meeting with parents would be held if there is not a significant positive change in behaviour.

- If deemed necessary, serious incidents will be discussed and referred to the confidential Anti-Terrorist Hotline on 0800 789 321 or email [prevent@devonandcornwall.pnn.police.uk](mailto:prevent@devonandcornwall.pnn.police.uk) or [prevent@torbay.gov.uk](mailto:prevent@torbay.gov.uk)

## Dealing With Any Disclosure

If a child makes a disclosure the member of staff or volunteer should:

- Listen without appearing shocked.
- Accept what they are being told.
- Allow for the child to talk without interruption, only asking questions when necessary.

If questions are necessary then follow the rule of 'TED':

Tell me  
 Explain to me  
 Describe to me

- Reassure them that it is not their fault
- Do not criticise the alleged perpetrator
- Not promise confidentiality – A referral may be required to the local Safeguarding Hub
- Explain what has to be done next and who will have to be told
- Make a written record promptly
- Pass on the information to the DSL promptly

Disclosures and safeguarding issues can be stressful, the member of staff or volunteer should be aware that they may need to talk through the events, the DSL or deputy DSL will be available for this support.

## RECORD KEEPING

When a child makes a disclosure the staff member or volunteer should:

- Make notes as soon as possible – keep these in case they are later needed by a court/the police)
- Ensure that the date, time, location and any non-verbal behaviours used are recorded clearly.
- If there are injuries noted then a diagram should be drawn to indicate the position of these injuries.
- Staff member must record statement and observations rather than assumptions and interpretations of the situation.

- All records (and all copies) to be given immediately to the DSL. The DSL will ensure that all records are managed and held in accordance with the Education (pupil information) (England) Regulations, 2005.
- If the DSL is not available then the deputy DSL/Head of academy should be found immediately and this form given to them, concerns must be acted on immediately to allow us to keep children safe.

## SAFE RECRUITMENT & SELECTION

The Trust takes its responsibilities to safeguard children very seriously and has adopted recruitment procedures that help deter, reject or identify people who might abuse children, preventing people who pose a risk of harm to children from working with them. Please refer to safe recruitment and selection policy and procedure for further information

## LOOKED AFTER CHILDREN (LAC)

The most common reason for children to be looked after is as a result of abuse/ and or neglect. Appropriate staff will be made aware of the different Care Orders and what they mean. HOA hold the responsibility for our LAC in each academy.

## CONFIDENTIALITY

All staff must be aware of their responsibilities to share relevant information about the safeguarding of children to relevant professionals. All staff can make a referral to their local Safeguarding Hub, however concerns should be reported to the DSL or deputy DSL who are responsible for these referrals. Staff must be aware that if a child confides in them, they are unable to tell the child that they can keep a secret (ensuring that this is tailored information to suit the child's age or stage of development). Instead they must explain that they may need to pass information on in order to keep children safe, to other professionals. Staff may become aware of information about children or families, staff are expected to share this information within the appropriate professional contexts only.

## COMMUNICATION WITH PARENTS

- The Trust will discuss concerns raised with parents prior to the involvement of outside agencies unless it is deemed that this would place the child at further risk of harm. The Trust will ensure that parents are aware and have an understanding of the Trust's responsibilities to safeguard children and when

they have a statutory requirement to involve other services. Parents have this policy accessible to them on the Academy websites and can request a copy of this.

- The Trust has a dedicated Family Support team who liaise closely with parents identifying any family support needs.

## ALLEGATIONS INVOLVING TRUST STAFF OR VOLUNTEERS

*Also see separate 'Managing allegations against staff policy'*

An allegation is any information that could indicate that a staff member could have behaved in a way that:

- Could have harmed or may harm a child
- Could have committed a criminal offence relating to a child
- Behaved in a way towards a child or children which could indicate that they could pose a risk of harm if they worked closely or regularly with a child/children, this could also apply to contact with a child in the staff member or volunteers professional, community or personal life **(if any of these three criteria have been met then contact should always be made with the Local Authority Designated Officer (LADO) without delay).**

To reduce the risk of allegations staff should be aware of safe working practice and should be aware of the guidance contained in the Trust's Safe Professional Practice policy, alongside the Government document 'Guidance for Safer Working Practice for Adults who Work with Children and Young People in Education Settings' (DCSF, 2009) Available at: <http://www.childrenengland.org.uk/upload/Guidance%20.pdf>

- The person who has received the allegation should keep an open mind and not ask leading questions or investigate, confidentiality cannot be promised however the concern will only be shared on a 'need to know' basis.
- There should be an immediate written record of the allegation including time, date, place of alleged incident, brief details of what happened, what was said and who was present.
- Failure to report an allegation can potentially be a disciplinary matter.
- Any allegations should be reported to the HOA (Head of Academy). The Head of Academy should not investigate the allegation or take statements, rather assess the situation making the decision of whether it is necessary to report the concern to the LADO.

- If the concern is regarding the HOA then the CEO of the Trust, Lynn Atkinson, should be contacted (contact details via academies). If the allegation is against the CEO then the Safeguarding Trustee should be contacted.

Devon LADO - telephone 01392 384964 or email [ladosecure-mailbox@devon.gcsx.gov.uk](mailto:ladosecure-mailbox@devon.gcsx.gov.uk) for a notification form which will require completion.

Torbay LADO - telephone John Edwards 01803 208411 or email [john.edwards@torbay.gov.uk](mailto:john.edwards@torbay.gov.uk) or [john.edwards@torbay.gcsx.gov.uk](mailto:john.edwards@torbay.gcsx.gov.uk)

## APPENDIX 1: USEFUL RESOURCES

Further and extensive safeguarding information can also be found on the following websites:-

South West Child Protection Procedures (SWCPP) An incredibly useful site which all safeguarding policies for both Torbay and Devon LSCB's are available to view at:-

<http://www.proceduresonline.com/swcpp/torbay/contents.html>

<http://www.proceduresonline.com/swcpp/devon/contents.html>

NSPCC – gives a plethora of information for everyone, useful reports and statistics [www.nspcc.org.uk](http://www.nspcc.org.uk)

Child Sexual Exploitation (2012)

<https://www.gov.uk/government/publications/what-to-do-if-you-suspect-a-child-is-being-sexually-exploited>

Domestic violence and abuse – Government site providing useful information and links (2013)

<https://www.gov.uk/domestic-violence-and-abuse>

Drugs – Advice for schools (2012)

<https://www.gov.uk/government/publications/drugs-advice-for-schools>

Safeguarding children in whom illness is fabricated or induced (2008)

<https://www.gov.uk/government/publications/safeguarding-children-in-whom-illness-is-fabricated-or-induced>

Child Abuse linked to Faith or Belief: National Action Plan (2012)

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Preventing and Tackling Bullying (2014)

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Female Genital Mutilation: Guidelines to Protect Children and Women (2014)

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Forced Marriage (2014) <https://www.gov.uk/forced-marriage>

Addressing Youth Violence and Gangs (No date)

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/226293/Advice\\_to\\_Schools\\_and\\_Colleges\\_on\\_Gangs.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/226293/Advice_to_Schools_and_Colleges_on_Gangs.pdf)

Gender Based Violence against women and girls (2014)

<https://www.gov.uk/government/policies/ending-violence-against-women-and-girls-in-the-uk>

The Mental Health Strategy for England (2011)

<https://www.gov.uk/government/publications/the-mental-health-strategy-for-england>

Private Fostering (2005)

<https://www.gov.uk/government/publications/children-act-1989-private-fostering>

Radicalisation (2012) <https://www.gov.uk/government/publications/channel-guidance>

Sexting <http://ceop.police.uk/>

This is Abuse Relationship Abuse (2013)

<https://www.gov.uk/government/collections/this-is-abuse-campaign>

Trafficking (2011)

<https://www.gov.uk/government/publications/safeguarding-children-who-may-have-been-trafficked-practice-guidance>

Date	Change
February 2017	Pg 2 Academy staff and volunteers updated
	Pg 2 Teaching Safeguarding updated
	Pg 3 Implementation of The Child Protection Policy - Update Safeguarding Trustee

	Pg 7-9 Trust Procedures- Safeguarding Responsibilities updated
	Pg 9 Safeguarding Policy websites added
	Pg 12 Record Keeping updated
	Pg 14 Websites added for extensive safeguarding information
April 2017	DSL changed from C Full to L Quick
Nov 2017	Pg 7 changes to highlight responsibilities for staff regarding FGM
Jan 2018	Pg 3 DSL and Deputy DSL details added for Dunsford Community Academy  Pg 10 Devon Children's Safeguarding Board CSE Risk Matrix website address / hyperlink added.
Feb 2018	Pg 2 Devon Safeguarding Board details together with noting their best practice guide for Devon Schools  Pg 3 Deputy DSL details amended for Little stars Nursery  Pg 12 Channel Process details for Devon added  Pg 16 LADO contact details added for Torbay and Devon