



**Child Protection Policy
Great Heath Academy**

This policy was adopted by: Great Heath Academy on: 10/10/16	
Date last reviewed: July 2018	
Date of next review: July 2019	

This policy links to:

- Health and Safety Policy
- Safeguarding Policy

KEY CONTACTS WITHIN THE ACADEMY

DESIGNATED SAFEGUARDING LEAD/ PREVENT LEAD/ESAFETY LEAD

NAME: Mr David Hicks

CONTACT NUMBER: 01638 713430

DEPUTY DESIGNATED SAFEGUARDING LEAD

NAME: Mrs Naomi Brown

NAME: Mr Steven Vincent

NAME: Mr Andrew Smith

CONTACT NUMBER: 01638 713430

NOMINATED GOVERNOR FOR CHILD PROTECTION

NAME: Mr Lloyd Hughes

KEY CONTACTS WITHIN THE LOCAL AUTHORITY

The Suffolk **Multi-agency safeguarding hub (MASH)** is available for advice and consultation on Child Protection matters via the Professionals Line: 03456 061 499

The **FOREST HEATH CHILDREN'S SERVICES TEAM** is also able to provide advice: 01284 758 620

REFERRAL INTO CHILDREN'S SOCIAL CARE USING THE MASH TEAM

Where schools have **URGENT** and **IMMEDIATE** concerns for the safety and welfare of a child or young person telephone 0345 066 167

To refer a member of staff or volunteer for behaviour that causes concern use the Local Authority Designated Officer *(LADO), telephone 0300 123 2044.

Referrals relating to PREVENT will be sent on a completed VTR to mash@suffolk.pnn.police.uk



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CHILD PROTECTION POLICY FOR GREAT HEATH ACADEMY

“Education staff have a crucial role to play in helping identify welfare concerns, and indicators of possible abuse or neglect, at an early stage.”

(Working Together to Safeguard Children, 2010)

1. PURPOSE

1.1 An effective whole-academy child protection policy is one which provides clear direction to staff and others about expected behaviour when dealing with child protection issues. An effective policy also makes explicit the academy’s commitment to the development of good practice and sound procedures. This ensures that child protection concerns, referrals and monitoring may be handled sensitively, professionally and in ways which support the needs of the child.

2. INTRODUCTION

2.1 Great Heath Academy takes seriously its responsibility to protect and safeguard the welfare of children and young people in its care. “The welfare of the child is paramount” (Children Act 1989).

2.2 Section 175 of the Education Act 2002 places a statutory responsibility on the governing body to have policies and procedures in place that safeguard and promote the welfare of children who are pupils of the school.

2.3 There are three main elements to our Child Protection Policy:

- a) Prevention through the creation of a positive academy atmosphere and the teaching, and pastoral support offered to pupils.
- b) Protection by following agreed procedures, ensuring staff are trained and supported to respond appropriately and sensitively to child protection concerns.
- c) Support to pupils who may have been abused.

2.4 This policy applies to all pupils, staff, governors, volunteers and visitors to Great Heath Academy.

2.5 This academy recognises it is an agent of referral and not of investigation.

3. ACADEMY POLICY

3.1 We recognise that for our pupils, high self-esteem, confidence, supportive friends and clear lines of communication with a trusted adult helps to prevent abuse. Our academy will therefore:

- a) Establish and maintain an environment where pupils feel safe and secure and are encouraged to talk, and are listened to.
- b) Ensure that pupils know that there are adults within the academy who they can approach if they are worried or are in difficulty.
- c) Include in the curriculum activities and opportunities for PSHE, which equips pupils with the skills they need to stay safe from abuse. Further information can be obtained from the academy's PSHE leader.
- d) Ensure that wherever possible, every effort will be made to establish effective working relationships with parents and colleagues from partner agencies.

4. FRAMEWORK

4.1 Child protection is the responsibility of all adults and especially those working with children. The development of appropriate procedures and the monitoring of good practice are the responsibilities of the Suffolk Safeguarding Children Board <http://suffolkscb.org.uk/>

5. ROLES AND RESPONSIBILITIES

5.1 All adults working with or on behalf of children have a responsibility to protect them. There are, however, key people within the academy and the Local Authority who have specific responsibilities under child protection procedures. The names of those carrying out these responsibilities for the current year are listed on the cover sheet of this document.

5.2 It is the role of the Designated Safeguarding Lead to ensure that all of the child protection procedures are followed within the academy, and to make appropriate, timely referrals to Suffolk Children's Social Care in accordance with

academy procedures. If for any reason the **Designated Safeguarding Lead** (see cover sheet) is unavailable, a **Deputy Designated Safeguarding Lead** has been identified who will act in their absence (see cover sheet). Additionally, it is the role of the Designated Safeguarding Lead (DSL) to ensure all staff employed, including temporary staff and volunteers, within the academy are aware of the academy's internal procedures, to advise staff and to offer support to those requiring this.

- 5.3 The Local Governing Body and academy leadership team are responsible for ensuring that the academy follows safe recruitment processes. As part of the academy's recruitment and vetting process, Disclosure and Barring Service (DBS), DfES List 99 and other statutory lists and local intelligence checks will be sought on all staff that have substantial and unsupervised access to children.
- 5.4 The role of the Nominated Governor for Child Protection is to ensure that the academy has an effective policy, that legal guidelines are complied with and to support the academy in this aspect. Governors must not be given details relating to individual child protection cases or situations to ensure confidentiality is not breached.
- 5.5 The DSL and the Principal provide an annual report for the governing body detailing any changes to the policy and procedures; training undertaken by all staff and governors and other relevant issues.
- 5.6 Representatives from the Children's Safeguarding Service 03456 061 499 are available to offer advice support and guidance to the academy's DSL.

6. PROCEDURES

- 6.1 All action is taken in line with the following guidance;
 - a) Suffolk Safeguarding Children Board Guidelines
 - b) Safeguarding Children and Safer Recruitment in Education.
 - c) "What To Do If You're Worried A Child Is Being Abused" (published by Department of Health, DfES, Department of Culture Media and Sports, Home Office, Office of Deputy Prime Minister and the Lord Chancellors Department).
 - d) Working Together to Safeguard Children (2010, Department of Health)
 - e) Keeping Children Safe in Education (2018 and updated annually)
- 6.2 Staff are kept informed about child protection responsibilities and procedures through induction, briefings and awareness training. There may be other adults in the academy who rarely work unsupervised, more usually working alongside members of the academy staff. However the Principal will ensure they are aware of the academy's policy and the identity of the DSL.

- 6.3 Any member of staff, volunteer or visitor to the academy who receives a disclosure of abuse, an allegation or suspects that abuse may have occurred **must** report it immediately to the DSL (see cover sheet) or in their absence, the Deputy DSL (see cover sheet). In the absence of all of the above, the matter should be referred directly to Customer First on 0345 066 167.
- 6.4 Where a disclosure occurs on an educational visit the member of staff will record this immediately and then phone the DSL immediately at the academy to pass the concern on
- 6.5 The DSL or their Deputy will immediately refer cases of suspected abuse or allegations to Suffolk Multi-Agency Safeguarding Hub by completing and emailing a MAR form or by telephone and in accordance with the procedures outlined. This includes incidents where it is believed that there is peer on peer abuse.
- 6.6 The telephone referral to Suffolk Multi-Agency Safeguarding Hub will be confirmed in writing within 24 hours. Essential information will include the pupil's name, address, date of birth, family composition, the reason for the referral, whether the child's parents are aware of the referral, the name of person who initially received the disclosure plus any advice given. The Multi-agency Referral Form should be used (published on "How to refer" on <http://suffolkscb.org.uk/>)
- 6.7 The academy will always undertake to share our intention to refer a child to Children's Services with the parents or carers unless to do so could place the child at greater risk of harm or impede a criminal investigation. On these occasions advice will be taken from the MASH Team or Suffolk Police.
- 6.8 Where the concern relates to radicalisation, as set out in the Prevent agenda, the DSL will complete a VTR form and refer this to MSH via mash@suffolk.pnn.police.uk
- 6.9 Parents can obtain a copy of the academy child protection policy on request.

7. TRAINING AND SUPPORT

- 7.1 The Principal and all other staff who work with children will undertake appropriate child protection awareness training to equip them to carry out their responsibilities for child protection effectively, that is kept up to date by refresher training at yearly intervals as set out in Safeguarding Children and Safer Recruitment in Education.
- 7.2 The academy will ensure that the DSL also undertakes training in inter-agency working that is provided by the LSCB and attend refresher training at two yearly intervals to keep knowledge and skills up to date. Temporary staff and volunteers who work with children in the academy will be made aware of the academy's arrangements for child protection and their responsibilities.

- 7.3 All staff will undertake safeguarding training every 2 years led by the DSL or Deputy DSL who has received Training for Trainers. Staff will also receive regular updates throughout the year relating to safeguarding and child protection procedures.
- 7.4 Support will be available for staff from the Principal in the first instance, and from members of the academy's leadership team where there are concerns about queries about child protection.
- 7.5 All staff should have access to advice and guidance on the boundaries of appropriate behaviour and conduct. These matters form part of staff induction and are referred to in the staff handbook and code of conduct.

8. PROFESSIONAL CONFIDENTIALITY

- 8.1 Confidentiality is an issue which needs to be discussed and fully understood by all those working with children, particularly in the context of child protection. The only purpose of confidentiality in this respect is to benefit the child. A member of staff must never guarantee confidentiality to a pupil nor should they agree with a pupil to keep a secret, as where there is a child protection concern this must be reported to the DSL and may require further investigation by appropriate authorities.
- 8.2 Staff will be informed of relevant information in respect of individual cases regarding child protection on a "need to know basis" only. Any information shared with a member of staff in this way must be held confidentially to themselves.

9. RECORDS AND MONITORING

- 9.1 Well-kept records are essential to good child protection practice. Our academy is clear about the need to record any concern held about a child or children within our academy, the status of such records and when these records should be passed over to other agencies.
- 9.2 Any member of staff receiving a disclosure of abuse or noticing signs or indicators of abuse, must make an accurate record as soon as possible noting what was said or seen, putting the event in context, and giving the date, time and location. The academy uses CPOMS to log all concerns from staff.
- 9.3 Written file notes are kept in a confidential file, which is separate to other files, and stored in a secure place (locked filing cabinet in Head of School's Office). In the same way, notes must be kept of any pupil who is being monitored for child protection reasons.
- 9.4 If a pupil transfers from the academy, these files will be forwarded to the pupil's new educational setting marked confidential and for the attention of the receiving

academy's Designated Safeguarding Lead. A copy will be kept until confirmation that the records have been received. If the receiving school also uses CPOMS the records transfer through this very secure system.

10. ATTENDANCE AT CHILD PROTECTION CONFERENCES & CORE GROUPS

- 10.1 It is the responsibility of the DSL to ensure that the academy is represented and a report is submitted (having initially been shared with parents) to any child protection conference called for children on the academy roll or previously known to them. Whoever attends should be fully briefed on any issues or concerns the academy has and be prepared to contribute to the discussions at the conference.
- 10.2 If a child is made subject to a Child Protection Plan, it is the Designated Safeguarding Lead's responsibility to ensure that the child is monitored regarding their academy attendance, welfare and presentation. If the academy is part of the core group, then the DSL should ensure that the academy is represented at these meetings; that there is a record of attendance and issues discussed. All concerns about the child protection plan and / or the child's welfare should be discussed and recorded at the core group meeting unless the child is at further risk of significant harm. In this case the DSL must inform the child's key worker **immediately** and then record that they have done so and the actions agreed.

11. SUPPORTING PUPILS AT RISK

- 11.1 Our academy recognises that children who are abused or who witness violence may find it difficult to develop a sense of self-worth or view the world as a positive place.
- 11.2 This academy may be the only stable, secure and predictable element in the lives of children at risk. Nevertheless, whilst in the academy, their behaviour may still be challenging and defiant or they may be withdrawn.
- 11.3 This academy will endeavour to support pupils through:
- a) The curriculum to encourage self-esteem and self-motivation.
 - b) The academy ethos which promotes a positive, supportive and secure environment and which gives all pupils and adults a sense of being respected and valued.
 - c) The implementation of the academy's behaviour management policies.
 - d) A consistent approach agreed by all staff which will endeavour to ensure the pupil knows that some behaviour is unacceptable but s/he is valued.
 - e) Regular liaison with other professionals and agencies that support the pupils and their families.
 - f) A commitment to develop productive, supportive relationships with parents, whenever it is in the child's best interest to do so.
 - g) The development and support of a responsive and knowledgeable staff group, trained to respond appropriately in child protection situations. This

includes a family support worker and two emotional literacy support assistants.

- h) Recognition that statistically children with behavioural difficulties and disabilities are most vulnerable to abuse, so staff who work in any capacity with children with profound and multiple disabilities, sensory impairment and / or emotional and behavioural problems will need to be particularly sensitive to signs of abuse.
- i) Recognition that in a home environment where there is domestic violence, drug or alcohol abuse, children may also be vulnerable and in need of support or protection.

11.4 This policy should be considered alongside other related policies in the academy.

12. ONLINE SAFETY

12.1 The use of technology has become a significant component of many safeguarding issues, for example technology often provides the platform that facilitates child sexual exploitation, radicalisation and sexual predation.

12.2 There are three categories of risk:

- Content – being exposed to illegal, inappropriate or harmful material
- Contact – being exposed to harmful online interaction with other users
- Conduct – personal online behaviour that increases the likelihood of, or causes harm

12.3 The academy ensures it has had due regard to the additional information and support set out in KCSIE and will ensure the academy has a whole school approach to online safety with a clear policy on the use of communications technology in the academy.

13. PEER ON PEER ABUSE

13.1 In most instances the conduct of pupils towards each other will be covered by the behaviour for learning policy. However, some allegations may be of such a serious nature that they may raise safeguarding concerns. The academy is clear that abuse is abuse and should never be tolerated or passed off as “banter” or “part of growing up”.

13.2 Peer on peer abuse can manifest itself in many ways and may include bullying (including cyber bullying), online abuse, gender-based abuse, ‘sexting’ or sexually harmful behaviour.

13.3. Any incidents of serious peer on peer abuse will be managed in the same way as any other child protection concern and will follow the same procedure.

14. SAFE ACADEMY, SAFE STAFF

14.1 It is essential that the high standards of concern and professional responsibility adopted with regard to alleged child abuse by parents are similarly displayed when members of staff are accused of abuse.

- 14.2 Only authorised agencies may investigate child abuse allegations (Social Care Services, the Police or in some areas, the NSPCC). Whilst it is permissible to ask the child(ren) simple, non-leading questions to ascertain the facts of the allegation, formal interviews and the taking of statements is not.
- 14.3 The procedure to be followed in the event of an allegation being made against a member of staff is set out within the LSCB.
- 14.4 The Principal should in the first instance contact the LADO on 0300 123 2044. Through discussion and consultation, a decision will be made whether to make a referral to Suffolk Children's Social Care Services. Where the allegation is against the Principal, the Chair of Governors will take this action.
- 14.5 If for any reason it is decided that a referral to Suffolk Children's Services is not appropriate, it will be necessary to address matters in accordance with the academy's disciplinary procedures in liaison with the academy's HR Advisor.

15. USE OF THE ACADEMY PREMISES BY OTHER ORGANISATIONS

- 15.1 Where services or activities are provided separately by another body, using the academy premises, the Local Governing Body will seek assurance that the body concerned has appropriate policies and procedures in place in regard to safeguarding children and child protection. Speakers who visit the academy will be vetted before to ensure that the topics they are covering comply with the academy's safeguarding procedures. A member of staff will always be with the pupils during such events.

16. WHISTLEBLOWING

- 16.1 We recognise that children cannot be expected to raise concerns in an environment where staff fail to do so.
- 16.2 All staff should be aware of their duty to raise concerns about the attitude or actions of colleagues. If necessary they should speak to the nominated 'whistleblowing' governor or the Children's Safeguarding Service.

17 POLICY REVIEW

- 17.1 The policy will be reviewed annually at a minimum. It will be reviewed following any changes to government advice and policy.
- 17.2 The Governing Body is responsible for ensuring the annual review of this policy

