



## Executive Summary - Child Protection and Safeguarding



The full policy makes it clear that safeguarding and child protection is **everyone's** responsibility. It applies to all staff, volunteers and proprietors and refers to activities undertaken to prevent children suffering, or being likely to suffer, significant harm. The established culture is that everyone is alert and vigilant at all times and staff do not have the mindset that, 'it cannot happen here'.

All staff, at least annually, read and sign to indicate their understanding of part 1 and Appendix B of the Department for Education's statutory safeguarding guidance, [Keeping Children Safe in Education](#).

The policy contains the school's equality statement and details the special considerations which are given to key groups e.g. asylum seekers, students who might be at risk because of their own or family's mental health needs, looked after children etc.

Full guidance is given in the policy regarding information sharing and confidentiality and the point is firmly made that safeguarding is the priority and information should always be shared in the interest of safeguarding children's welfare.

### Aims of the policy

- To ensure that all staff are aware of their statutory responsibilities with respect to safeguarding
- To ensure that appropriate action is taken in a timely manner to safeguard and promote children's welfare
- To ensure that all staff are properly training in recognising and reporting safeguarding issues

The policy contains guidance on how to recognize the 4 types of abuse – **physical, emotional, sexual** and **neglect**. It provides detailed guidance of how to respond to the student and procedures to be followed if any of the following are suspected:

The policy also provides information about specific issues; sharing nudes and semi-nudes, county lines, Child Sexual Exploitation (CSE), Child Criminal Exploitation (CCE), radicalization and extremism and forced marriage, mental health, child on child abuse, serious violence and contextual safeguarding.

Female Genital Mutilation (FGM) – If any teacher discovers (either through disclosure by the victim or visual evidence) that an act of FGM appears to have been carried out on a student, the must immediately report this to the police, personally. This is a statutory duty, and teachers will face disciplinary sanctions for failing to meet it.

### Key Contacts

ROLE/ORGANISATION	NAME	CONTACT DETAILS
Designated safeguarding lead (DSL)	Jacqui Brooks (Head Teacher)	01743 850517 or 07990 642 649
Deputy DSL	Julia Kelly (Deputy Head Teacher) Mark Hazlehurst	01743 850517 or 07973 675 444 01938 739077
Local authority designated officer (LADO)	Ellie Jones	03456 789021
Chair of Governors (proprietary board)	Mandy Clarke (Director)	01939 210040 or 07748 923234
Channel helpline (Gov's programme for identifying and supporting individuals at risk of being drawn into terrorism)	On line government guidance available.	020 7340 7264
Local Authority Director	Karen Bradshaw (Executive Director of Children's Services)	01743 254201

## **Recognising abuse and taking action**

Staff, volunteers, contractors and governors must follow the procedures set out below in the event of a safeguarding issue.

- Report the concerns immediately to the DSL. In the absence of the DSL, don't delay, report to any of the named safeguarding personnel in New Reflexions.
- The DSL will make a referral to First Point of Contact (FPOC), Children's Services on **0345 678 9021**, **but anyone can make a referral**
- If you need to report concerns out of office hours, then please contact the Emergency Duty Team on **0345 6789040**.
- You can also make a referral direct to the police if you believe the child may be in immediate danger.
- If you are a professional reporting concerns, then you will need to follow this up in writing using the Multi-agency Referral Form (MARF).
- If there is any difficulty with making telephone contact, you can also use the GOV.UK webpage for reporting child abuse to your local council: <https://www.gov.uk/report-child-abuse-to-local-council>

## **What to do if a child makes a disclosure**

- Listen to and believe them.
- Allow them time to talk freely and do not ask leading questions.
- Stay calm and do not show that you are shocked or upset.
- Tell the child they have done the right thing in telling you and reassure them.
- Explain what will happen next and that you will have to pass this information on. Do not promise to keep it a secret.
- Write up the conversation as soon as possible in the child's own words using the form on Schoolpod. Keep to the facts, and do not add your own judgement.
- Notify the DSL immediately.
- Complete the paperwork by the end of the same day.
- Alternatively, if the child is in immediate danger, make a referral to children's social care and/or the police directly and tell the DSL as soon as possible that you have done so.

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**Concerns about a staff member or volunteer** – report immediately to the head teacher and if concerns are about the head teacher, speak to the director with responsibility for the school (Mandy Clark).

**Allegations of abuse between students** – Any abuse will not be tolerated or passed off as 'banter'. Most cases of students hurting other students will be dealt with under the school's behaviour policy, but if a student's behaviour raises safeguarding concerns this policy will also apply.

**Students with special educational needs, health issues and disabilities** - We recognise that students with special educational needs (SEN), disabilities and health issues can face additional safeguarding challenges. We offer bespoke support for all of our students with SEN and disabilities.

**Mobile phone and cameras** - Staff are allowed to bring their personal phones to school for their own use, but will limit their use to non-contact time when students are not present. Further guidance on taking pictures, recordings, photo permissions and publishing images on the website can be found in the full policy.

**Record-keeping** – All records are held in line with our records retention schedule. All safeguarding concerns, discussions, decisions made and the reasons for those decisions, are recorded in writing. Safeguarding records relating to individual children will be retained until the young person reaches the age of 25 years, or if the record relates to a LAC, for 75 years. Child protection records are kept securely on the school information management system (Schoolpod).

**Training** - All staff members will undertake safeguarding and child protection training at induction. The DSL and deputy will undertake child protection and safeguarding training at least every 2 years. In addition, they will update their and staff knowledge and skills at regular intervals (for example, through e-bulletins, staff meetings, meeting other DSLs, attending the Shropshire CP drop in clinics or taking time to read and digest safeguarding developments). They will also undertake Prevent awareness training. All proprietors receive training about safeguarding.

**Safer recruitment and DBS checks** – At least one person conducting any interview for a post at the school will have undertaken safer recruitment training. We record all information on the checks carried out in the school's single central record (SCR).

**Existing staff** – If there are concerns about an existing member of staff's suitability to work with children, we will carry out all the relevant checks as if the individual was a new member of staff. We will also do this if an individual moves from a post that is not a regulated activity, to one that is.

**Proprietors** - All proprietors have an enhanced DBS check without barred list information and if working in a regulated activity they will have an enhanced DBS check with barred list information. In addition, the chair of the board will have their DBS check countersigned by the secretary of state.

**Allegations of abuse made against staff** – the full policy gives clear and detailed guidance on the procedure to be followed if it is alleged that a current member of staff or volunteer has:

- Behaved in a way that has harmed a child, or may have harmed a child, or
- Possibly committed a criminal offence against or related to a child, or
- Behaved towards a child or children in a way that indicates he or she would pose a risk of harm to children

The procedure applies regardless of whether the alleged abuse took place in the school. Our procedures for dealing with allegations will be applied with common sense. There is guidance on when to use suspension, timescales, what records need to be kept and what should be included in employer references. It also provides the five definitions for the outcomes of allegation investigations: **substantiated, malicious, false, unsubstantiated, and unfounded**.

**Children missing from education and or care** – We recognise that a child going missing from education, particularly repeatedly, can be a warning sign of a range of safeguarding issues. We will follow our procedures for unauthorised absence and for dealing with children who go missing from education and/or care, particularly on repeat occasions, to help identify the risk of abuse and neglect, including sexual exploitation, and to help prevent the risks of going missing in future. This includes informing the local authority if a child leaves the school without a new school being named.

**Missing Students** - Our procedures are designed to ensure that a missing child is found and returned to effective supervision as soon as possible. If a child goes missing, we will make immediate contact with their parent or if they are a LAC follow the MISPER details outlined in their Individual Management Plan.

**Online safety** – the school's IT system is managed by Telford and Wrekin and the latest filtering and protection systems are employed. The school also employs an independent Data Protection Officer (DPO).

**Visitors** – We have a strict vetting process for all visitors which includes visiting professionals and visiting speakers (who must read, sign and adhere to the Visiting Speaker's Policy). Our procedures are detailed in our fully policy.

**Complaints and concerns about school safeguarding policies** - Complaints against staff that are likely to require a child protection investigation will be handled in accordance with our procedures for dealing with allegations of abuse made against staff. Anyone wishing to make a complaint should follow the school's complaints policy which provides full details.

**Whistle-blowing** – There is a clear whistle blowing policy which requires all staff to immediately raise any concerns with their line manager - Jacqui Brooks (Henslow), Mark Hazlehurst (Henslow) and Julia Kelly (Evolution) or a senior representative at head office if the concern relates to any of these people.