



Child Protection and Safeguarding Policy

2016/17

Revised July 2016

The Designated Safeguarding Lead & Safeguarding Team

The Governor with responsibility for Child Protection and Safeguarding is Mrs Elaine Rossall.

Senior Designated Safeguarding Lead: Mr Christopher Fisher, School Leader.

The roles and responsibilities of the Senior Designated Safeguarding Lead and Designated Safeguarding Leads (DSL) and those who have the authority to operate in the absence of the DSL are outlined in this document. It is important that all staff know who to contact in the event of a safeguarding issue and that they do not delay in referring concerns to the appropriate staff.

Child Protection Safeguarding and Training

Newark Academy aims to educate all of our students within a caring and supportive environment and we recognise the contribution we can all make towards protecting and supporting students within our school. The purpose of this policy is to safeguard and promote the health and well-being of all students in our care.

Safeguarding and promoting the welfare of children can be summarised as:

- Protecting children from maltreatment.
- Preventing impairment of the health and/or development of children.
- Ensuring that children are growing up in circumstances consistent with the provision of safe and effective care.
- Taking action to enable all children to achieve the best outcomes.

Safeguarding is a wider issue than the individual protection of the child. It also encompasses areas such as bullying and pupil health and safety. This policy acknowledges the specific statutory requirements placed upon local authorities, schools and colleges of further education.

The Academy works closely with social care and health services, the police and other relevant agencies to identify concerns for children and provide support to prevent escalation. The key concepts of child protection are integrated within the curriculum in creating an environment where students feel safe and secure, where their viewpoint is valued, they are encouraged to talk and are listened to.

To protect the students within our care, three key actions take place:

- Identification and close monitoring of students who have been identified to be 'at risk'.
- Ensuring that all staff are aware of the referral procedure within the school.
- Ongoing awareness-raising for all staff of the need for child protection, safeguarding and their responsibility towards identifying those at risk.

To ensure that students are able to access appropriate support in a safe and responsible environment, the Academy will ensure that all outside agencies are involved where appropriate.

Key Roles and Responsibilities of Newark Academy

All adults working at Newark Academy we **all** have a responsibility to protect our students. There are however some key people within the school who have specific responsibility under child protection and safeguarding procedures. The names of those carrying these responsibilities for the current year are shown on page 2 of this document.

The Role and Responsibilities of the Principal and Governors

The Head of School and Governors are committed to working together to create and maintain a safe learning environment for the students and young people attending the Academy. The Principal and Governors will follow the specific guidance set out in Keeping Children Safe in Education (Sept 2016) and will ensure that:

- a Designated Safeguarding Lead is available at all times whilst students are under direct supervision of Academy staff.
- provision is made for appropriate training, induction, support and supervision for Designated Leads and other members of the Academy's community and workforce.
- the Academy works with the Nottinghamshire County Local Authority Designated Officers and appropriate partner agencies proactively to safeguard students.
- records relating to Safeguarding are kept safely and shared appropriately.
- appropriate Safeguarding policies are adopted, monitored and evaluated which will include areas such as:
 - Child Protection;
 - Bullying, Harassment and Discrimination;
 - Behaviour Management;
 - Health and Safety, including the use of equipment and provision of first aid;
 - E-Safety and acceptable use policy;
 - Academy trips, placements and outdoor activities;
 - Drugs and substance misuse;
 - Meeting the needs of students with special educational needs and medical conditions; o
 - General Emergency Lockdown Policy;
 - Whistle Blowing Policy.
- the Academy premises are safe and that the Academy grounds are not open to unwanted intruders.
- appointments to staff positions and other roles within the Academy are made following the safer recruitment guidance, issued previously by the Department for Education (DfE) and all appropriate vetting checks have been completed (see safer recruitment section).
- safer recruitment training, as designated by the National College for Teaching and Leadership, has been completed by appropriate members of the selection panels (**see safer recruitment section and refer to Appendix 3 of the Safeguarding Essentials document**).

Child Protection Safeguarding and Training

- the Academy's single central record of recruitment and vetting checks covering all staff and others identified by the Academy as having regular contact with students is kept up-to-date in line with Ofsted requirements.
- all Governor meetings will have Child Protection and Safeguarding as a standard item.

The Role and Responsibility of the 'Named Governor Responsible' for Child Protection and Safeguarding is:

- To ensure there is a Child Protection and Safeguarding policy in place.
- To ensure that the Head of School fulfils his safeguarding and child protection responsibilities.

The governor should not be given details of specific child protection issues; however they can check that procedures are being followed by checking the referral processes and documentation kept by the Designated Safeguarding Lead.

The Roles and Responsibilities of the Designated Safeguarding Lead

The Senior DSL is the School Leader with the support of the Key Stage 3-5 coordinators and the Attendance Officer. The DSLs are the principal point of contact with regard to referring a child if there are concerns about possible abuse.

The Senior DSL ensures that whole-academy Child Protection training is made available to all staff, including induction of temporary staff.

- The DSLs are responsible for ensuring academy staff receive appropriate training.
- The DSLs will share information available on the Nottinghamshire Safeguarding Children's Board (NCSB) website address: <http://www.nottinghamshire.gov.uk/nscb>
- The DSLs keep all written records of concerns about a child even if there is no need to make an immediate referral for action; this will include any e-technology use issues that may cause indirect abuse to a child. E-Safety will be treated as any other form of abuse and recognition that bullying can occur in all four defined categories of abuse.
- All records are kept confidentially and securely and are separate from student records, ensuring that an indication of child protection is marked on the students records.
- The DSLs, or an appointed deputy, will attend any strategy, resolution, conference, professionals, Common Assessment Framework (CAF), Team Around the Child (TAC), Multi-Agency Public Protection Arrangements (MAPPA) or planning meetings as deemed necessary in the remit of Child Protection.
- The DSLs are responsible for ensuring information regarding any student currently subject to a Child Protection Plan and deemed at risk who is absent without explanation for 2 days is shared with Children and Families Safeguarding Team and the Police.

Refer to Appendix 2 and 3 in the Safeguarding Essentials document for further guidance on safeguarding protocols.

Child Protection Safeguarding and Training

The Role and Responsibilities of All Staff

All those in the Academy community, including visiting professionals working with students in the Academy (e.g. counsellors), those who support sex education (e.g. the Academy Nurse) and those supporting Academy visits, are informed of the name of the DSL and the Academy procedures for protecting students. This specifically includes how to report their concerns, suspicions and how to receive, record and report disclosures.

The DSL is identified to all staff through:

- their induction to the Academy;
- a copy of this policy;
- the Academy web site;
- staff briefings;
- their line managers (including non-teaching staff) and
- regular staff development.

All staff have a responsibility for early identification of students who need help and have a responsibility to challenge decisions with which they are unhappy. The Newark Academy will seek to create a “culture of challenge” to ensure students get the right help at the right time.

Any concern must be discussed with the DSLs as soon as is possible and no later than the end of the morning or afternoon session of that day.

- The DSL has direct referral links with the NCSCB and Children and Families Direct.
- A formal written referral should not delay a verbal discussion so that immediate action can be taken if necessary. However, any referral should be confirmed in writing within 24 hours.

All staff should understand the importance of managing disclosures and allegations made by students and know the importance of sensitivity, confidentiality and appropriate reporting.

All department meetings will have Child Protection and Safeguarding as a standard agenda item to disseminate information appropriately as considered necessary by the DSLs.

All staff will be asked to sign to confirm they have read a copy of the following documents:

- Child Protection/Safeguarding Policy
- E-Safety policy
- Looked After Children Policy
- Inclusion / SEN Policy
- Anti-bullying Policy
- Behaviour Policy
- Part 1 of ‘Keeping Children Safe’ (Sept 2016), and
- Working together to Safeguard Children, (2015).

This record will be kept in a separate file by HR Department for the Senior DSL.

Newark Academy Child Protection Safeguarding and Training

Newark Academy staff are actively encouraged to be particularly sensitive to signs which may indicate possible safeguarding concerns. This could include, for example, poor or irregular attendance or students missing from education.

The recognised percentage for persistent absence is those students who attend for less than 90% of lessons, although staff may raise concerns regarding students with higher attendance levels. In respect of this, The Newark Academy requires behaviour and attendance leads to follow the established protocol in the Academy.

The Role and Responsibility of Students

Students have a responsibility to ensure that they take every action to keep themselves safe through adhering to the Academy's expectations for student behaviour. Students should be aware of the importance of supporting friends whilst sharing information with an appropriate member of staff when they have concerns over the safety and wellbeing of others.

The Role and Responsibility of Parents

Parents have responsibility for sharing information which helps the Academy to implement its safeguarding practises. Concerns should be shared with the Designated Safeguarding Leads through Reception or directly by telephone or by emailing safeguarding@newarkacademy.co.uk.

Forced Marriage and Female Genital Mutilation

Where issues may be raised of forced marriage or female genital mutilation (FGM) whether by people within the community, secondary school aged students or information overheard by younger siblings in primary settings, we will follow:

- The government guidance Handling cases of Forced Marriage (multi agency practice guidelines) June 2009 & FGM (multi agency practice guidelines), HM Government, November 2015 and consult appropriately and sensitively in line with that guidance.

Where students have gone missing, the Missing Children Process, June 2013, will be followed. The document Safeguarding Essentials outlines a number of signs and indicators of abuse towards a child.

Expression of Extremist Views (PREVENT).

The Counter-Terrorism and Security Act (February 2015), places a duty on specific authorities, including Local Authorities, education and other childrens providers, to safeguard children from radicalisation.

Newark Academy has regard to Keeping Children Safe in Education and are listed as partners in the Channel Panel having full understanding of the need to prevent people from being drawn into terrorism ('Prevent Duty'). The Newark Academy takes this role very seriously and any expression of extremist views by anyone in the Academy will not be tolerated.

Staff will encourage students to respect the fundamental 'British Values' of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs or those of no faith.

Newark Academy Child Protection Safeguarding and Training

In the event of any concern staff are required to alert the DSLs or, if appropriate, the police can be contacted in urgent circumstances at prevent@nottinghamshire.pnn.police.uk

Health and Safety

Policies on Health & Safety and Physical Intervention are set out in separate documents. This reflects the consideration we give to the protection of our students both in the Academy environment and when away from the Academy taking part in Academy trips and visits. These requirements are set out in the Academy's Educational Visits and Health and Safety Policy.

Training

Newark Academy will ensure all staff complete Child Protection Training at regular intervals or when guidance is updated. A record of all training is kept by the HR department stating the type of training and date received.

All new staff are informed of how to access the Safeguarding Team and procedures during their induction and how to take part in whole Academy training.

The Nottingham Safeguarding Children's Board (NCSB).

All staff are aware that if the DSLs or Head of School are not available, there should be no delay in sharing concerns about a child to the Children and Families Team who can be contacted on 0300 500 80 90. Or 0300 456 4546 for out of hours contact.

This policy is in line with the NCSB and DfE requirements.