

Child Protection & Safeguarding Policy Statement Trust Policy

Accountable Trust Committee	Education (Policy Statement) Local Governing Body (School Arrangements)
Policy Area	Education
Responsible Officer	Director of Education
Status	Published
Policy Rationale	Statutory
Categorisation	Trust wide
Implementation Date	1 st October 2021
Publication	Trust website, trust elected
Review Cycle	Annually
Next Review Date	Autumn 2022
Related Documents	
<i>Trust/school-mandatory policies</i>	<ul style="list-style-type: none"> Allegations of Abuse against Staff Policy Attendance (Pupils) Policy Behaviour-School Policy Arrangements Child Protection & Safeguarding Policy Statement Complaints Policy Curriculum Policy Statement Equality Objectives Statement E-Safety Policy-School Health & Safety Policy Modern Slavery Statement Recruitment & Retention Policy Sex & Relationships Education Policy Staff Code of Conduct Whistle-blowing Policy
<i>Optional school policies</i>	
<i>External</i>	<ul style="list-style-type: none"> Surrey Safeguarding Children Partnership protocols, guidance and procedures Working Together to Safeguard Children 2018 Keeping Children Safe in Education 2021 (KCSIE) Disqualification under the Childcare Act 2006 (updated 2019) FGM Act 2003 Mandatory Reporting Guidance 2016 ‘What to do if you are worried a child is being abused’ 2015 Teacher Standards 2011 Information Sharing Advice for Practitioners’ guidance 2018 SCC Children Missing Education SCC Touch and the use of physical intervention when working with children and young people The Equality Act 2010

<https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers/coronavirus-covid-19-safeguarding-in-schools-colleges-and-other-providers>

Document Control

Date	Version	Comments
01/10/21	1.0	Trustee approved – board meeting 28/09/21
01/10/21	1.0a	Cover page update
06/10/21	1.0b	Key Contacts update, typo

Key Contacts

Trust 01483-888188
CEO JMayhew@athenaschools.co.uk/JMayhew@gepacademies.com
Director of Education ARoach@gepacademies.com
Chair of Trustees FRochettrustee@gepacademies.com
Nominated Child Protection Trustee ATurnertrustee@gepacademies.com

Surrey County Council
Local Authority Designated Officer (LADO) 0300123 1650 option 3 LADO
Education Safeguarding Team LADO@surreycc.gov.uk
education.safeguarding@surreycc.gov.uk
<https://www.surreycc.gov.uk/schools-and-learning/teachers-and-education-staff/educational-advice-and-support/safeguarding>

Children's Single Point of Access (C-SPA) 0300 470 9100
cspa@surreycc.gov.uk – send via secure email

Prevent preventreferrals@surrey.pnn.police.uk .
01483 632982 Prevent Supervisor for Surrey Police
(020 7340 7264).DfE dedicated Prevent line

NSPCC <http://www.nspcc.org.uk/>

ChildLine <http://www.childline.org.uk/pages/home.aspx>

CEOP Thinkuknow <https://www.thinkuknow.co.uk/>

Anti-Bullying Alliance <http://anti-bullyingalliance.org.uk/>

Childnet International Includes resources for professionals and parents
<http://www.childnet.com/>

Safer Internet Centre <http://www.saferinternet.org.uk/>

Contextual Safeguarding Network <https://www.contextualsafeguarding.org.uk/>

NHS Mental Health Crisis Helpline 0800 915 4644
Surrey and North East Hampshire

Please note this list may be updated by the responsible officer when change arises in the organisation, without the need for committee meeting review/approval.

1 Policy Statement

“It could happen here”

At Athena-GEP (“the trust”), we recognise our moral and statutory responsibility to safeguard and promote the welfare of all children.

We make every effort to provide an environment in which children and adults feel safe, secure, valued and respected, and feel confident to talk if they are worried, believing they will be effectively listened to.

The trust has set a Child Protection and Safeguarding Policy Statement that applies to all schools. This outlines the trust’s aims in respect of child protection and safeguarding and sets roles and responsibilities. The policy requires schools to define and implement their own Child Protection and Safeguarding policy arrangements, using the trust policy template, that are appropriate for the local school context. The purpose of this policy set is to provide staff, volunteers, trustees and governors with the framework they need in order to keep children safe and secure in our school. This policy set also informs parents and carers how we will safeguard their children whilst they are in our care.

2 Terminology

Safeguarding and promoting the welfare of children is defined 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;
- taking action to enable all children to have the best outcomes.
- preventing impairment of children’s mental or physical health or development.

Child Protection is a part of safeguarding and promoting welfare. It refers to the activity that is undertaken to protect specific children who are suffering, or are likely to suffer, significant harm.

Early Help means providing support as soon as any needs emerge or are identified at any point in a child’s life.

Staff refers to all those working for or on behalf of the school, full or part time, temporary or permanent, in either a paid or voluntary capacity.

Child(ren) includes everyone under the age of 18. On the whole, this will apply to pupils of our school; however the policy will extend to visiting children and students from other establishments

Parents refers to birth parents and other adults who are in a parenting role, for example step-parents, foster carers and adoptive parents.

Social Care refers to Children’s Services in the area in which the child is resident, unless a child is a Child Looked After then this will be the Children’s Services in their home authority.

MAP refers to the Surrey Multi-Agency Partnership.

C-SPA refers to the Children’s Single Point of Access and the Child Protection Consultation Line.

3 Policy Principles & Values

- The welfare of the child is paramount
- Maintain an attitude of “It could happen here”
- Children have a right to feel safe and secure, they cannot learn effectively unless they do so.
- All children have a right to be protected from harm and abuse.
- All staff, trustees, governors and visitors have a role in the prevention of harm and abuse and an equal responsibility to act immediately on any suspicion or disclosure that may indicate a child is at risk of harm, either in the school or in the community, taking into account contextual safeguarding, in accordance with statutory guidance.
- We acknowledge that working in partnership with other agencies protects children and reduces risk and so we will engage in partnership working to protect and safeguard children.
- Whilst the school will work openly with parents as far as possible, it reserves the right to contact Social Care or the police, without notifying parents if this is believed to be in the child’s best interests.

4 Policy Aims

This overall policy statement and the related school policy arrangements aim

- To demonstrate the school’s commitment with regard to safeguarding and child protection to all pupils, all staff, all governors, all parents and other partners.
- To raise the awareness of all teaching and non-teaching staff of their responsibilities to safeguard children through identifying and reporting possible cases of abuse.
- To enable the school to effectively contribute to Early Help, assessments of need and support for those children.
- To provide robust school systems and procedures that are followed by all members of the school community in cases of suspected abuse.
- To develop and promote effective working relationships with other agencies, in particular Early Help providers, the Police, Health and Social Care.
- To ensure that all staff working within our school who have substantial access to children have been checked as to their suitability, including verification of their identity, qualifications, and a satisfactory DBS check (according to KCSIE guidance), and a single central record is kept for audit.
- To comply with the [Disqualification under the Childcare Act 2006](#) guidance issued in August 2018.

5 Safe Schools, Safe Staff

We will ensure that:

- The trust operates a safer recruitment procedure that includes statutory checks on staff suitability to work with children, which extends to those operating within the central team.
- Staff receive appropriate safeguarding training for their role (including [Keeping Children Safe in Education part 1 and annex A.](#)) and a staff code of conduct.
- Central staff visiting schools are aware they need to access the latest Child Protection and Safeguarding school arrangements policy via the school website, which includes the policy and name of the Designated Safeguarding Lead and their deputy(ies).

- All staff receive safeguarding and child protection training at induction in line with advice from [Surrey Safeguarding Children Partnership](#) which is regularly updated and receive safeguarding and child protection updates (for example, via email, e-bulletins and staff meetings), as required, but at least annually.
- All members of staff maintain a zero-tolerance approach to sexual violence and sexual harassment.
- The safeguarding and child protection policy statement is made available via the trust website.
- All staff will be given a copy of Part 1 and Annex A of Keeping Children Safe in Education 2021 and will sign to say they have read and understood it. This applies to the Governing Body and Trustees in relation to part 2 of the same guidance.

6 Roles and Responsibilities

6.1 Board of Trustees and School Governing Bodies

All Trustees understand and fulfil their responsibilities to ensure that:

- There is a trust-wide as well as a whole school approach to safeguarding, which is reviewed externally on an annual basis.
- Each school has effective safeguarding policies and procedures including a Child Protection Policy, a Staff Behaviour Policy or Code of Conduct, a Behaviour Policy and a response to children who go missing from education.
- Policies are consistent with Surrey Safeguarding Children Partnership (SSCP) and statutory requirements, are reviewed annually and that the Child Protection policy is available on the school website.
- The SSCP is informed in line with local requirements about the discharge of duties via the annual safeguarding audit.
- The trust operates a safer recruitment procedure that includes statutory checks on staff suitability to work with children and disqualification by association regulations and by ensuring that there is at least one person on every recruitment panel who has completed safer recruitment training, if there is not a panel conducting interviews then the individual will have completed the safer recruitment training.
- Staff have been trained appropriately and this is updated in line with guidance and all staff have read Keeping Children Safe in Education (2021) part 1 and Annex A and that mechanisms are in place to assist staff in understanding and discharging their roles and responsibilities as set out in the guidance.
- All central staff including temporary staff and volunteers are provided with the trust's child protection policy and staff code of conduct.
- The trust has procedures for dealing with allegations of abuse against staff (including the CEO and Headteachers/Principals), volunteers and against other children and that a referral is made to the DBS and/or the Teaching Regulation Agency (as applicable) if a person in regulated activity has been dismissed or removed due to safeguarding concerns, or would have had they not resigned.
- Policies and processes are in place to deal with concerns (including allegations) which do not meet the harm threshold or "low level concerns" as defined in KCSIE 2021.

These responsibilities, as appropriate are also conferred to school governors, as specified within the school policy arrangements.

6.2 Trust-specific roles and responsibilities

A nominated Trustee for safeguarding is identified as well as a nominated governor at each school. These individuals will:

- Conduct regular reviews of the single central list (governor termly in schools; trustee annually trust-wide)
- Meet on a regular basis with the DSL (governor) or Education Director (trustee) to receive an overview of safeguarding cases or issues e.g. termly.
- Be informed by the school (governor) or executive (trustee) of significant safeguarding concerns or failures on a case-by-case basis.
- Completed safer recruitment training to be repeated every five years

Within the central team, we have defined the following responsibilities regarding safeguarding:

- CEO: executive safeguarding lead
- Director of Education: staff safeguarding lead and policy owner
- CFO: systems safeguarding lead
- Commercial Director: safeguarding governance and training
- SCITT Director: Trainee safeguarding lead
- HR Manager & Officers: central team Single Central List, school Single Central Lists and related trust-wide policy
- Head of IT: IT safeguarding
- Clerk: Trustee safeguarding checks
- Compliance Officer: LA returns

6.3 Headteachers/Principals

The Headteacher/Principal of each school has the responsibility to ensure their school has a school-adapted Child Protection & Safeguarding School Policy Arrangements document in place, based on the preferred template provided by the Education Director at the time, and signed off by the governing body.

In addition to the role and responsibilities of all staff, each Headteacher/Principal has further responsibilities, as set out in the abovementioned school policy arrangements.

6.4 The Designated Safeguarding Lead and any Deputy

In addition to the role and responsibilities of all staff a DSL will be identified for each school (with cover arrangement in place if necessary), with their responsibilities set out in the school

7 Confidentiality, Sharing and Withholding Information

All matters relating to child protection will be treated as confidential and only shared as per the ['Information Sharing Advice for Practitioners' \(DfE 2018\) guidance](#).

The trust will refer to the guidance in the data protection: toolkit for schools - <https://www.gov.uk/government/publications/data-protection-toolkit-for-schools>

guidance to support schools with data protection activity, including compliance with the GDPR.

Information will be shared with staff within the school who 'need to know'.

Relevant staff have due regard to Data Protection principles which allow them to share (and withhold) information.

All staff must be aware that they have a professional responsibility to share information with other agencies in order to safeguard children and that the Data Protection Act 1998 and General Data Protection Regulations are not a barrier to sharing information where a failure to do so would place a child at risk of harm. There is a lawful basis for child protection concerns to be shared with agencies who have a statutory duty for child protection.

All staff must be aware that they cannot promise a child to keep secrets which might compromise the child's safety or wellbeing. However, staff are aware that matters relating to child protection and safeguarding are personal to children and families, in this respect they are confidential and the respective Headteachers/Principals or DSLs will only disclose information about a child to other members of staff on a need to know basis.

All staff will always undertake to gain parent/carers consent to refer a child to Social Care unless to do so could put the child at greater risk of harm or impede a criminal investigation.

7.1 All Staff

All staff have a key role to play in identifying concerns early and in providing help for children, which are outlined in the school policy arrangements.

Specifically for central staff, they will:

- Provide a safe environment in which children can learn.
- Ensure all staff are aware that mental health problems can, in some cases, be an indicator that a child has suffered or is at risk of suffering abuse, neglect or exploitation.
- Take immediate action if they have a mental health concern about a child that is also a safeguarding concern, following our Child Protection Policy and procedures.
- Attend training in order to be aware of and alert to the signs of abuse.
- Maintain an attitude of “it could happen here” with regards to safeguarding.
- Understand that safeguarding is “everyone’s responsibility”.
- Know how to respond to a pupil who discloses harm or abuse following training of ‘Working together to Safeguard Children’, and ‘What to do if you are worried a child is being Abused’ (2015).
- Record their concerns if they are worried that a child is being abused and report these to the DSL immediately that day. If the DSL is not contactable immediately a Deputy DSL should be informed.
- Be prepared to refer directly to the Multi Agency Partnership (MAP), and the police if appropriate. We understand that we have a pivotal role to play in multi-agency safeguarding arrangements. All staff and governors ensure that the school contributes to multi-agency working in line with statutory guidance Working Together to Safeguard Children, if there is a risk of significant harm and the DSL or their Deputy is not available.
- Follow the allegations procedures if the disclosure is an allegation against a member of staff.
- Report low-level concerns (as defined in KCSIE 2021) about any member of staff/supply staff or contractor to the DSL (or deputy) and where a low-level concern is raised about the DSL it will be shared with the Headteacher/Principal of the appropriate school.
- Follow the procedures set out by the Surrey Safeguarding Children Partnership and take account of guidance issued by the Department for Education.
- Know who the DSL and Deputy DSL are and know how to contact them for any school they are visiting.
- Have an awareness of the role of the DSL, the school’s Child Protection Policy, Behaviour Policy and Staff Code of Conduct, and procedures relating to the safeguarding response for children who go missing from education.
- Be mindful that the Teacher Standards states that teachers should safeguard children’s wellbeing and maintain public trust in the teaching profession as part of their professional duties.
- Assist the Trustees and Governing Bodies in fulfilling their safeguarding responsibilities set out in legislation and statutory guidance.

8 Child Protection Procedures & Dealing with Disclosures

Child protection procedures are defined within each Child Protection & Safeguarding School Policy Arrangements document.

8.1 Safeguarding concerns and allegations against adults who work with children

The following procedure should be used in all cases in which it is alleged a member of staff, including supply staff or volunteer across the trust, or another adult who works with children has:

- behaved in a way that has harmed a child, or may have harmed a child;
- 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
- behaved or been involved in an incident outside of a setting which did not involve children but could impact on their suitability to work with children

In dealing with allegations or concerns against an adult, staff must:

- Report any concerns about the conduct of any member of staff or volunteer to the Headteacher/Principal immediately.
- If an allegation is made against the Headteacher/Principal, or a member of the central team, concerns need to be raised with the Chief Executive Officer (CEO).
- If an allegation is made against the CEO, or a Trustee, concerns need to be raised with the Chair of Trustees as soon as possible. If the Chair of Trustees is not available, or is the subject of concern, then the LADO should be contacted directly.
- There may be situations when the Headteacher, Chair of Governors or the Trust Executive Team or Trustees will want to involve the police immediately if the person is deemed to be an immediate risk to children or there is evidence of a possible criminal offence.
- Once an allegation has been received by the Headteacher/Principal, Chair of Governors or the Trust Executive Team or Trustees they will contact the LADO (as part of their mandatory duty) -see contact details at the front of this policy.
- Email the LADO immediately and before taking any action or investigation.
- Following consultation with the LADO inform the parents of the allegation unless there is a good reason not to.
- In liaison with the LADO, the school/trust will determine how to proceed and if necessary, the LADO will refer the matter to Children's Social Care and/or the police.
- If the matter is investigated internally, the LADO will advise the school/trust to seek guidance from local authority colleagues in following procedures set out in part 4 of 'Keeping Children Safe in Education' (2021) and the SSCP procedures.

9 What is child abuse?

Definitions of abuse are found within each Child Protection & Safeguarding School Policy Arrangements document.

10 Types of concerns

Information on the following types of concerns is found within each Child Protection & Safeguarding School Policy Arrangements document:

- Bullying/cyberbullying
- Online safety - online safety is also referred to in the Staff Code of Conduct.
- Racists incidents
- Radicalisation, extremism and terrorism
- Domestic abuse
- Child Sexual Exploitation (CSE)
- Child Criminal Exploitation (CCE), child slavery & gangs – see Modern Slavery Statement
- Youth produced sexual imagery (sexting)
- Female Genital Mutilation (FGM)
- Forced marriage
- Honour-based abuse
- One chance rule
- Private fostering arrangements
- Children looked after
- Children missing education
- Pupils missing out on education
- School attendance and behaviour
- Restrictive physical intervention
- Response to COVID-19

11 Whistle-blowing

We recognise that children cannot be expected to raise concerns in an environment where staff fail to do so.

All staff should be aware of their duty to raise concerns, where they exist, about the management of child protection, which may include the attitude or actions of colleagues, poor or unsafe practice and potential failures in the school's safeguarding arrangements. If it becomes necessary to consult outside the school, they should:

- a) speak in the first instance, to the Area Schools Officer or LADO in accordance with the Whistleblowing Policy.
- b) staff are encouraged to use an external, independent and confidential service provided by Navex Global, who can be contacted on their freephone helpline number 0800 069 8180 and through the Navex Global web pages

The NSPCC whistleblowing helpline is available for staff who do not feel able to raise concerns regarding child protection failures internally or have concerns about a way a concern is being handled by their school. Staff can call: 0800 028 0285 – line is available from 8:00 AM to 8:00 PM, Monday to Friday and Email: help@nspcc.org.uk.

Please refer to the trust Whistle-blowing policy for further information