

LEAP FEDERATION



LEARNING EDUCATION ARTS PARTNERSHIP



Safeguarding Policy

At the LEAP federation of schools we are committed to creating and maintaining a safe and secure environment for children, staff, volunteers and visitors. We promote a climate where children and adults will feel confident about sharing any concerns which they may have about their own safety or the well-being of others.

Our federation of schools will fulfil local and national responsibilities as laid out in the following documents:

- Keeping Children safe in Education (Dfe September 2016)
- Working Together to Safeguard Children (March 2015)
- The Procedures of City and Hackney Safeguarding Board
- The Children Act 1989 and 2004
- The Education Act 2002 2175/s157
- What to do if you're worried a child is being abused (March 2015)
- London child protection procedures
- The Prevent Duty (DFE June 2015)

This policy should be read in conjunction with other school documents and policies which relate to safeguarding including Child Protection Procedures, Health and Safety, Race Equality, Behaviour, Anti Bullying, Whistleblowing and Internet Access.

INTRODUCTION

We believe that the LEAP federation schools provide safe, positive and caring environments in which children can grow in their social, physical and moral development. We recognise the vital contribution our schools can make in safeguarding children from harm and we carry out our responsibilities actively and enthusiastically in liaison with all other concerned parties. The four main elements to this policy are:

- **Prevention** through the curriculum and pastoral support offered to children and their families
- School's child protection **infrastructure and procedures** for identifying and reporting cases (or suspected cases) of abuse or other child protection concerns
- **Support** for children who may have suffered significant harm, and their families
- **Staff recruitment, management and support systems** which protect children

Our policy applies to all staff, volunteers and governors working in our federation of schools. Concerned parents/carers may also contact school governors or the school named member of staff for safeguarding/ child protection.

Designated Safeguarding Leads (DSLs)

Kingsmead Primary School: Louise Nichols, Ruth Mackintosh, Evelyn Deeney, Lucy Michael

Gayhurst Community School: Louise Nichols, Lisa Clarke, Ella Jones

Mandeville Primary School: Louise Nichols, Matthew Shapland, Fran Slot, Natalie Richards, Marc Thompson

Governor responsible for Safeguarding: Gillian Brady

To contact please call the school's main office (Kingsmead:0208 985 5779, Gayhurst:0207 254 6138, Mandeville: 0208 986 5249) and ask to be put through to the Designated Safeguarding Lead.

AIMS OF THE POLICY

- To support the development of the whole child as an individual by promoting security, confidence and independence
- To raise awareness of all staff to their responsibilities in identifying and reporting possible causes of abuse
- To ensure that staff concerned with particular children in need are aware of their role in safeguarding
- To use a clear system of monitoring children who are known to be or considered as likely to be at risk of harm
- To ensure that good communication between all members of staff is fostered
- To develop and promote effective working relationships with other agencies, especially Social Services and the Safer School Partnership officers of the Metropolitan Police
- To ensure all adults working within the school with access to children have an up to date Disclosure Barring Service (DBS) check in order to establish their suitability for working with children and have signed the Disqualification by Association document (where age applicable)
- To ensure that all staff are aware of the Prevent Strategy and are able to protect children who are vulnerable to or at risk of being radicalised.
- Ensure that all safeguarding actions by all staff have the best interest of the child at their centre.

PREVENTION

We recognise that developing the necessary qualities within both the children themselves and the school as a whole can help prevent harm.

Our schools will therefore:

- establish and maintain an ethos where children feel secure, are encouraged to talk and are listened to ensure children know that there are adults in the school who they can approach if they are worried or in difficulty
- establish systems within school for identifying children and families who would benefit from Early Help (such as assessing the vulnerability of individual children prior to children being abused and training to equip all staff to recognise at risk families and how to refer concerns to the relevant staff.
- include in the curriculum activities and opportunities which equip children with the skills they need to stay safe from abuse and ensure that they know who to turn to for help, mainly through whole school assemblies, PSHE and the wider curriculum

- include in the curriculum, materials which will help children develop realistic attitudes to the responsibilities of adult life, particularly with regard to the care of children
- include in the curriculum the opportunity for children to explore the issue of diversity and understand Britain as a multi-cultural society.
- provide a safe learning environment in which children can raise controversial questions and concerns without fear of reprimand or ridicule and explore boundaries of what's acceptable will engender an open attitude to multi-cultural and race issues. This is based on the principle that people should treat everyone with respect whatever their race, gender, sexual orientation, religious belief, special need or disability.
- include in the curriculum and actively promote the fundamental British values of Democracy, Rule of Law, Individual Liberty, Mutual Respect and Tolerance of those with different faiths and beliefs.

INFRASTRUCTURE AND PROCEDURES

The procedures for safeguarding children will be in line with the Local Safeguarding Children's Board and in Hackney this is City and Hackney Safeguarding Children's Board.

At the LEAP federation schools we will ensure that:

- We have Designated Safeguarding Leads who receive regular inter-agency training and refresher training every year.
- Every member of staff and every governor knows:
 - the names of their school's Designated Safeguarding Leads
 - that they have an individual statutory responsibility for referring child protection concerns to the designated staff as soon as can reasonably be considered possible
- All members of staff receive inter agency training every 3 years which covers:
 - their personal responsibilities in relation to child protection
 - the school's child protection procedures
 - how to support a child who tells of abuse
 - appropriate legislation related to child protection
- All members of staff receive yearly refresher training and termly updates delivered by the DSLs
- All members of staff read and are able to carry out their duties under Part 1 of 'Keeping Children Safe in Education' DfE September 2016.
- All matters relating to child protection are confidential. Information about a child will only be disclosed to members of staff on a need to know basis
- All staff are aware of their professional responsibility to share information with the DSLs and other agencies in order to safeguard children. This includes promptly sharing their concerns in writing with a DSL.
- All staff are aware that they should never promise a child that they can keep secrets for them

- All members of staff recognise that statistically children with behavioural difficulties and disabilities are most vulnerable to abuse
- Parents/carers are aware of the responsibilities of staff with regard to child protection and understand the role they play in child protection and that good communication between parents/carers and the school is vital to this
- Copies of this policy are available on request to parents/carers
- All new members of staff are given a copy of our Child Protection procedures and a copy of 'What to do if you are Worried a Child is Being Abused' during their induction
- The Child Protection Procedures are reviewed and updated annually
- Entry to school premises is controlled by doors, electronically controlled gates and CCTV and that authorised visitors will be logged into and out of the premises

The Designated Safeguarding Leads are responsible for:

- Adhering to the London Child Protection Procedures by referring children to Social Services in the child's home borough if there are concerns about their safety or well being
- Ensuring that in the case of a referral to social services, the parents/carers are informed immediately, unless doing so would put the child concerned at risk of further harm
- Ensuring that written records are kept about any child about whom there are concerns of possible abuse or neglect
- Storing such records confidentially and securely locked
- Checking the attendance of children on the Child Protection register and notifying the local social services team if:
 - a child on the child protection register is excluded either for a fixed term or permanently
 - there is an unexplained absence of a children on the child protection register of more than two days duration from school (or one day following a weekend)
- Attendance at initial case conferences, core groups and child protection review conferences
- Submitting written reports to Social Services on request within the agreed time limits
- Liaising with other agencies to safeguard children
- Notifying parents/carers as soon as possible if a child sustains an injury or are affected by an incident whilst they are the responsibility of the school
- Ensuring that a photocopy of all child protection records is forwarded, under confidential cover, to a child's new school following a transfer
- Ensuring all staff receive current training on the relevant signs of Female Genital Mutilation (FGM) and Child Sexual Exploitation (CSE) and their responsibilities in reporting any concerns to the DSL (see attached material)
- Ensure that all staff are aware of how to identify and respond to risks to children from extreme or radical views.

SUPPORT

We recognise that when children are the victims of abuse or are witnessing domestic violence their self-esteem and sense of self-worth will be adversely affected. School may be the only stable, secure and predictable element in the lives of children at risk. Nevertheless, when at school their behaviour may be challenging and defiant or they may be withdrawn. All staff are encouraged to consider the underlying causes for children's behaviour.

We understand that our role is to help children combat the feelings of helplessness and self-blame they may experience in these situations. We can do this by maintaining a positive school ethos where children feel valued, safe and secure and are encouraged to talk and are always listened to.

The LEAP federation schools will endeavour to support children with difficulties through:

- continued monitoring of their development coordinated by the designated child protection officers in collaboration with other staff working directly with those children
- keeping records and notifying social services as soon as there is a recurrence of a concern
- continued close collaboration with parents/carers
- liaison with a wide range of appropriate and trustworthy statutory and voluntary agencies who may be able to support the student
- the school's behaviour policy

STAFF RECRUITMENT, MANAGEMENT AND SUPPORT SYSTEMS

RECRUITMENT

Our federation pays full regard to current DFE document 'Keeping Children Safe in Education' September 2016 (Part 3: Safer Recruitment). We ensure that all appropriate measures are applied in relation to everyone who works in our schools who is likely to be perceived by the children as a safe and trustworthy adult including e.g. volunteers and staff employed by contractors. Safer recruitment practice includes scrutinising applicants, verifying identity and academic or vocational qualifications, obtaining professional references, checking previous employment history and ensuring that a candidate has the health and physical capacity for the job. It also includes undertaking interviews and checking the Barred List and Disclosure and Barring Service (DBS) checks, right to work in England checks and Disqualification by Association checks.

In line with statutory changes, underpinned by regulations, the following will apply:

- an Enhanced DBS is obtained for **all** new appointments to our schools' workforce through staffing personnel and payroll, including a Barred List check where the person will be working in regulated activity with children. It is a criminal offence for employers to take on an individual in Disclosure and Barring Service regulated activity whom they know to have been barred and/or not refer to the

DBS details of anyone who is permanently removed from regulated activity or who leaves while under investigation for allegedly causing harm or posing a risk of harm

- our schools are committed to keeping an up to date single central record detailing a range of checks carried out on our staff.
- all new appointments to our schools' workforce who have lived outside the UK will be subject to additional checks as appropriate
- our schools ensure that supply staff have undergone the necessary checks and will be made aware of this policy
- identity checks must be carried out on all appointments to our schools' workforce before the appointment is made.
- our schools rely on parents and volunteers from the local community to support staff in certain activities, such as school trips. We follow DfE guidance on DBS checks for volunteers and checks will not usually be needed for volunteers who are supervised by school staff
- all school Governors must have an enhanced DBS check.

Training

Louise Nichols..... Executive Head teacher

Gillian Brady.....Safeguarding Governor

have undertaken the Children's Workforce Development Council's Safer Recruitment in Education Training. One of the above will be involved in all staff and volunteer appointments and arrangements (including, where appropriate, contracted services).

All new staff and volunteers will receive Safeguarding training as part of their induction.

SUPPORTING STAFF

We recognise that staff who have been involved with a child who has been abused or appears at risk of harm, may find the situation very stressful and upsetting. Support will be given to staff by providing an opportunity to talk about their anxieties and reflect on possible outcomes with a designated member of staff and to seek further external support as appropriate.

ALLEGATIONS AGAINST STAFF

Members of staff will always report any safeguarding concerns that they have about any person working at our schools to their school's Designated Safeguarding Lead. If a child

or any other member of the school community, including parents and governors, raises concerns about a staff member's behaviour, the Designated Safeguarding Lead will be notified and will decide what action should be taken. If an allegation is made against a member of staff, the Designated Safeguarding Lead will inform the local authority's Designated Officer within 24 hours.

Our federation of schools will follow the Hackney Learning Trust's guidelines for managing allegations against members of staff. A copy of these guidelines is available in our schools.

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 about the attitude or actions of colleagues. Please refer to the Hackney Learning Trust's Whistle Blowing Policy.

Where an allegation has been made against the Headteacher, the Chair of Governors takes on the role of liaising with the Designated Officer (formerly LADO) in determining the appropriate way forward. For details of these specific procedures see the procedures of The City and Hackney Safeguarding Board.

Local Authority Designated Officer (formerly known as the LADO) is

Jeanette Cornelius-Campbell 020 8356 4569
jeanette.cornelius-campbell@hackney.gov.uk

STAFF CODE OF CONDUCT

All staff (paid and voluntary) are expected to adhere to a code of conduct in respect of their contact with children and their families. Children will be treated with respect and dignity.

Whilst it would be unrealistic to prohibit all physical contact between adults and children, staff are expected to exercise caution and avoid placing themselves in a position where their actions might be open to criticism and misrepresentation.

If it becomes necessary to physically restrain a child for their own or others' safety, this should be in line with the school's procedures for positive handling, a record will be made of the incident and a member of SLT informed on the same day.

First aid will only be administered by qualified first aiders. All first aid and routine hygiene care will be appropriately recorded. If it is necessary for the child to remove clothing for this treatment, there should be an adult of the same gender as the child present.

Following DfE guidance, all staff are made aware of safe practise in relation to the photographing of children. Every parent/carer signs an agreement regarding whether

or not their child can be photographed in school and the use of such photos. All staff are trained in safeguarding procedures in relation to children and photographs.

School staff should also be alert to the possible risks which might arise from contact with children outside the school. Home visits to children should only take place with the knowledge and approval of the Head teacher.

Specific Safeguarding Issues

Strategic Lead for Prevent in Hackney is: Angela Scattergood 020 8820 7005

Expert and professional organisations are best placed to provide up-to-date guidance and practical support on specific safeguarding issues. For example NSPCC offers information for schools on the TES website and also on its own website www.nspcc.org.uk. Our federation of schools can also access broad government guidance on the issues listed via the GOV.UK website. The LEAP federation's Child Protection Procedures document gives further information with regards to procedures which need to be followed for specific safeguarding issues.

- Child Sexual exploitation (CSE)
- Bullying including cyber bullying
- Domestic violence
- Drugs
- Fabricated or induced illness
- Faith abuse
- Female Genital Mutilation (FGM)
- Forced Marriage
- Gangs and youth violence
- Gender based violence/violence against women and girls (VAWG)
- Mental health
- Peer on Peer abuse
- Private Fostering
- Radicalization
- Sexting
- Teenage relationship abuse
- Trafficking

Useful links

- www.thinkuknow.co.uk
- www.ceop.police.co.uk
- www.childline.org.uk
- www.kidscape.org.uk

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Reviewed – September 2017, April 2018

Next Review - April 2019

Associate Head Teacher.....

Chair of Governors