



Boulton

# WYMONDHAM HIGH ACADEMY TRUST

Folly Road, Wymondham, Norfolk, NR18 0QT Principal: Mr J Rockey

(t): 01953 602078 (f): 605518

## WYMONDHAM HIGH ACADEMY TRUST POLICY FOR SAFEGUARDING CHILDREN (INCORPORATING CHILD PROTECTION)

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## **1. PURPOSE**

1.1 The purpose of Wymondham High's safeguarding policy is to ensure every young person who is a registered student at our school is safe and protected from harm. This means we will always work to:- □

Protect our young people from maltreatment

- Prevent impairment of our young people's health or development
- Ensure that our young people grow up in circumstances consistent with the provision of safe and effective care
- Undertake that role so as to enable our young people to have optimum life chances and enter adulthood successfully
- Prevent our young people from being radicalised and drawn into terrorism

1.2 This policy will give clear direction to staff, governors, volunteers, visitors and parents/carers about the expected behaviour and our legal responsibility to safeguard and promote the welfare of all young people at our school.

1.3 The policy is provided to all staff at induction alongside our Staff Code of Conduct. In addition, all staff are provided with Part One of the statutory guidance '*Keeping Children Safe in Education*', DfE (2016).

## **2. INTRODUCTION**

2.1 Our school fully recognises the contribution it can make to protecting young people from harm and supporting and promoting the welfare of all young people who are registered students at our school. The elements of our policy are prevention, protection and support.

2.2 Our policy applies to all students, staff, parents, governors, volunteers and visitors.

### **3. OUR ETHOS**

3.1 The children's welfare is of paramount importance. Our school will establish and maintain an ethos where our students feel secure, are encouraged to talk, are listened to and are safe. Young people at our school will be able to talk freely to any member of staff or regular visitor to our school if they are worried or concerned about something.

3.2 All staff and regular visitors will, either through training or induction, know how to recognise indicators of concern, how to respond to a disclosure from a young person and how to record and report this information. We will not make promises to any young person and we will not keep secrets. Every young person will know what their chosen adult will have to do with any information they have chosen to disclose.

3.3 Throughout our curriculum we will provide activities and opportunities that will equip our young people with the skills they need to identify risks and to stay safe. This will also be extended to include material that will encourage our young people to develop essential life skills.

3.4 At all times we will work in partnership and endeavour to establish effective working relationships with parents, carers and colleagues from other agencies.

### **4. PROCEDURES**

4.1 When new staff, volunteers or regular visitors join our school they will be informed of the safeguarding arrangements in place. They will be given a copy of our safeguarding policy and told who our Designated Safeguarding Lead (D.S.L.) is. They will also be shown the recording format, given information on how to complete it and who to pass it to.

4.2 Every new member of staff or volunteer will have an induction period that will include essential safeguarding information. This programme will include basic safeguarding information relating to signs and symptoms of abuse, how to manage a disclosure from a young person, how to record issues of confidentiality. The induction will also remind staff and volunteers of their responsibility to safeguard all young people at our school and the remit of the role of the D.S.L..

4.3 All staff will receive safeguarding training on an annual basis, which will include details of how to make referrals to the safeguarding team at the Academy as well as directly to the MASH team at the Local Authority.

4.4 All regular visitors and volunteers to our school will be told where our policy is kept, they will be given a set of safeguarding procedures, they will be told who our D.S.L. and alternate staff members are and what the recording and reporting system is.

4.5 When new students join our school, all parents and carers will be informed that we have a safeguarding policy. This will be offered to parents should they request a copy. Parents and carers will be informed of our legal duty to assist our colleagues in other agencies with child protection enquiries and what happens should we have cause to make a referral to Children's Services.

4.6 The Academy fully adopts and accepts its Prevent Duty to safeguard students from being radicalised and drawn into terrorism. We actively engage with outside agencies including the police to carry out our Prevent Duty and will undertake appropriate training and development with adults visiting and working at the Academy. External speakers delivering talks and assemblies are monitored by senior members of staff. The academic and pastoral curriculum seeks to embed acceptance for all engendering fundamental British values, including democracy, the rule of law, individual liberty and respect of different faiths, beliefs and those without faith.

## **5. TRAINING**

5.1 Every member of staff will undertake appropriate safeguarding training every year. The D.S.L., the alternate designated members of staff and any other senior member of staff who may be in a position of making referrals or attending child protection conferences or core groups will attend Norfolk Safeguarding Children's Board multi agency training – *Working Together to Safeguard Children*. This training will be updated every two years. In addition to this the D.S.L. will also attend *Safeguarding Children in Education* every two years.

5.2 Our Governing Body will also undertake appropriate training to ensure they are able to carry out their duty to safeguard all of the young people at our school. Training for Governors to support them in their safeguarding role is available from Norfolk Governor Support Service.

5.3 We actively encourage all of our staff to keep up to date with the most recent local and national safeguarding advice and guidance. This can be accessed on [www.lscb.norfolk.gov.uk](http://www.lscb.norfolk.gov.uk)

5.4 Staff can find the most up to date national safeguarding information on [www.teachernet.com](http://www.teachernet.com)

5.5 The Principal and the D.S.L. should be used as a first point of contact for concerns and queries regarding any safeguarding concern in our school.

## **6. CHILD PROTECTION CONFERENCES**

6.1 From time to time staff members may be asked to attend a child protection conference on behalf of the school in respect of an individual young person. Usually the person attending from school will be the Principal, D.S.L., Head of House or Director of Advanced Learning. In any case, the person attending will need to have as much relevant up to date information about the young person as possible. This is more likely to be available from a form tutor or subject teacher.

6.2

Children's Services will convene a Child Protection conference once a child protection enquiry under Section 47 of the Children Act 1989 has been undertaken and the child is judged to be at continuing risk of significant harm. A review conference will take place once a child has been made the subject of a Child Protection Plan in order to monitor the safety of the child and the required reduction in risk.

6.3 Staff may be required to attend child protection conferences or core group meetings to represent the school. Usually the person representing the school at these meetings will be the Principal or SDP. For the most up to date information regarding child protection conferences staff will have access to *Working Together to Safeguard Children 2015* and *Keeping Children Safe in Education 2016* will be able to attend the Norfolk Safeguarding Children's Board Child Protection Conference and Assessment course.

6.4 All reports for child protection conferences will be prepared in advance. The information contained in the report will be shared with parents either at the conference or before and will include information relating to the young person's physical, emotional and intellectual development and how the young person presents at school. In order to complete such reports, all relevant information will be sought from staff working with the child in school.

6.5 Clearly child protection conferences can be upsetting for parents. We recognise that we are likely to have more contact with parents than other professionals involved. We will work in an open and honest way with any parent whose child has been referred to Children's Services or whose child is subject to a child protection plan. Our responsibility is to promote the protection and welfare of all young people and our aim is to achieve this in partnership with our parents.

## 7. SAFE STAFF

7.1 All adults who come into contact with our students have a duty of care to safeguard and promote their welfare. There is a legal duty placed upon us to ensure that all adults who work with or on behalf of our students are competent, confident and safe to do so.

7.2 Our aim is to provide a safe and supportive environment which secures the well being and very best outcomes for our students. We do recognise that sometimes the behaviour of adults may lead to an allegation of abuse being made.

7.3 Allegations sometimes arise from a differing understanding of the same event, but when they occur they are distressing and difficult for all concerned. We also recognise that many allegations are genuine and there are some adults who deliberately seek to harm or abuse young people.

7.4 We will take all possible steps to safeguard our students and to ensure that the adults in our school are safe to work with our students. We will always ensure that the Norfolk Safeguarding Children's Board protocol *Allegations Against Staff, Carers and Volunteers* is adhered to.

7.5 All adults who come into contact with young people will be made aware of the steps that will be taken if an allegation is made. We will seek appropriate advice from the Local Authority Designated Officer (LADO). The LADO can be contacted on 01603 223473 or 01603 223006. All adults will be made aware that they can make a referral directly to the LADO.

7.6 The Principal will not investigate these matters but will designate a member of the SLT to do so. We will seek and work with the advice that is provided by the LADO and school HR. Should an allegation be made against the D.S.L., this will be investigated by the Principal. Should an allegation be made against the Principal, this will be reported to the Chair of our Governing Body who will liaise with the LADO and school HR.

7.7 All staff will have access to and be expected to know our academy's Code of Conduct and policy for care, control & physical intervention. There will be occasions when some form of physical contact is inevitable, for example, if a young person has an accident or is hurt or is in a situation of danger to themselves or others around them. However, at all times the agreed policy for safe restraint must be adhered to. A list of personnel able to practise *Team Teach* will be kept by the Principal.

7.8 If staff, visitors, volunteers or parent helpers are working with young people alone they will, wherever possible, be visible to other members of staff. They will be expected to inform another member of staff of their whereabouts in school, who they are with and for how long. Doors, ideally, should have a clear glass panel in them and be left open.

7.9 There are sensible steps that every adult should take in their daily professional conduct with young people. These can be found in "*Safer Working Practices for Adults who work with Children and Young People in Education Settings*" DCSF March 2009 and *Keeping Children Safe in Education 2016* – this guidance is displayed in staff rooms, sent to all staff electronically and is available on the NSCB website, and on Metro Central at school.

All staff and volunteers are expected to carry out their work in accordance with this guidance and will be made aware that failure to do so could lead to disciplinary action.

## **8. RECORDS AND MONITORING**

8.1 If we are concerned about the welfare or safety of any young person all adults in school will record without delay their concern on the agreed report form and give this to the D.S.L. or one of the alternate designated professionals

8.2 Any information recorded will be kept in a separate named file, in a secure cabinet and not with the young person's academic file. These files will be the responsibility of the D.S.L. and information will only be shared within school on a need to know basis for the protection of the young person.

8.3 Any safeguarding information will be kept in the file and will be added to. Copies of referrals, invitations to child protection conferences, core groups and reports will be stored here. All our safeguarding files will have a chronology and contents front cover and will record significant events in the young person's life.

8.4 Reports of a concern to the D.S.L. must be made in writing and signed and dated by the person with the concern. Confidentiality will be maintained and information relating to individual students/families shared with staff on a strictly need to know basis.

8.5 If a young person leaves our academy we will ensure that our D.S.L. makes contact with the D.S.L. at the following school and the file will be forwarded.

## **9. ROLES AND RESPONSIBILITIES**

9.1 At Wymondham High the Principal is responsible for identifying a senior member of staff to be the D.S.L.. Through appropriate training, knowledge and experience our D.S.L. will liaise with Children's Services and other agencies where necessary, and make referrals to Children's Services. At Wymondham High this is Rev. Andrew Slater, Assistant Principal.

9.2 Any concern for a young person's safety or welfare will be recorded in writing and given to the D.S.L.. The D.S.L. at Wymondham High will represent our academy at child protection conferences and core group meetings and will be responsible for ensuring that all staff members and volunteers are aware of our policy and the procedure they need to follow.

9.3 The D.S.L. will ensure that all staff, volunteers and regular visitors have received appropriate child protection information during induction and have been trained within the school to the agreed academy's safeguarding training pack. Where appropriate the D.S.L. will also ensure multi agency training is applied for and attended by staff that are required to attend.

9.4 The Governing Body of Wymondham High will ensure that our safeguarding policy is in place and is reviewed annually. This policy will be referred to in our school prospectus. The content of our policy has been written following consultation with the Local Authority and the requirements of the Norfolk Safeguarding Children's Board Policies and Procedures.

9.5 The Governing Body will receive a safeguarding report that will record training that has taken place, the number of staff attending and any outstanding training requirements for the school. It will also record all safeguarding activity that has taken place, for example, meetings attended, reports written, training or induction given. It will not identify any individual student.

9.6 At all times the Principal and Governing Body will ensure that safe recruitment practices are followed. We will ensure that our Principal and at least one governor have completed appropriate safer recruitment training.

At all times the Principal and Governing Body will ensure that safer recruitment practices are followed in accordance with the requirements of Safeguarding Children & Safer Recruitment in Education, DfES (2006).

9.7 At Wymondham High we require evidence of original academic certificates. We do not accept testimonials and insist on taking up references prior to interview. We will question the contents of application forms if we are unclear about them, we will undertake enhanced Disclosure and Barring Scheme checks and use any other means of ensuring we are recruiting and selecting the most suitable people to work with our students. We will use the recruitment and selection process to deter and reject unsuitable candidates and will adhere to the requirements of *Safeguarding Children in Education and Safer Recruitment 2011*.

We will maintain a Single Central Register of all safer recruitment checks carried out in line with statutory requirements.

9.8 It is the responsibility of every member of staff, volunteer and regular visitor to our school to ensure that they carry out the requirements of this procedure and at all times work in a way that will safeguard and promote the welfare of all of our students.

9.9 The Governing Body of our academy is accountable for ensuring the effectiveness of this policy and our compliance with it. Although our Governing Body takes collective responsibility to safeguard and promote the welfare of our students we also have a named governor.

9.10 Our Governing Body ensures our recruitment practices are safe and compliant with statutory requirements.

9.11 Our Governing Body undertakes to remedy without delay any weaknesses in regard to our safeguarding arrangements that are brought to their attention.

## 10. OTHER RELEVANT POLICIES

To underpin the values and ethos of our academy and our intent to ensure our students are appropriately safeguarded the following policies are also included under our safeguarding umbrella:

- Adult Code of Conduct
- Anti-bullying
- Attendance
- Behaviour
- Bereavement and Loss
- Care, Control and Physical Intervention
- Confidentiality
- Equality
- Health and Safety
- Internet Acceptable Use
- Educational Visits

## 11. ACADEMIC YEAR 2016-17

For the academic year 2016-17, the following designated staff are in post:-

Role	Name	Contact Details
Designated Safeguarding Lead (D.S.L.)	Reverend Andrew Slater	01953 713158
Alternate D.S.L.	Mrs Victoria Dinwoodie	01953 713144

Senior Head of House	Mr Ian Cook	01953 713260
Named Safeguarding Governor	Mr Mike Heard – via the Clerk	01953 713105
Chair of Governors	Mr Jeff Lansdell – via the Clerk	01953 713105

## 12. CONSULTATION

This policy is referred to in our school prospectus and is available on request from the School Office. We also inform new parents and carers to the school about this policy when they join our school.

## 13. MONITOR

To monitor the effectiveness of this, the Assistant Principal, staff and student learning will produce an annual report to the Governing Body.

## 14. REVIEW

This policy will be reviewed annually by the Assistant Principal, staff and student learning and any amendments will be made as required by national or local changes to procedure.

### Confirmed by the Governing Body of Wymondham High Academy

Signature of Chair: .....  
Teaching & Learning Committee

Dated ..... **Governors**

### Documents used to support this policy

- [Working Together to Safeguard Children: A guide to inter-agency working to safeguard and promote the welfare of children](#), DfE 2015
- [Safeguarding Children & Safer Recruitment in Education, DfES \(2011\)](#)
- [Norfolk Safeguarding Children Board](#) procedures
- [Norfolk Safeguarding Children Board Protocol 27: Allegations Against Staff, Carers and Volunteers](#)
- [Dealing with Allegations of Abuse against Teachers and other Staff](#), DfE, 2012
- [Prevent Duty Guidance for England and Wales, HMG \(2015\)](#)
- [Keeping Children Safe in Education DfE September 2016](#)

### Keeping Children Safe in Education - Specific Safeguarding Issues (S.S.I.)

The DSL provides up-to-date guidance and practical support on the following S.S.I.. The Academy commits to safeguarding students and reporting on the issues to the Governing Body and external agencies as appropriate.

- child missing from education
- child missing from home or care
- child sexual exploitation (CSE)
- bullying including cyberbullying
- 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
- private fostering
- preventing radicalisation
- sexting
- teenage relationship abuse
- trafficking