

SIR FREDERICK GIBBERD COLLEGE

SFG

POLICIES AND PROCEDURES

CHILD PROTECTION AND
SAFEGUARDING PROCEDURES

Date of issue: January 2019

Author: Headteacher

Date of review: June 2020

Approved: DFE



Supporting primary and secondary schools across Essex and East London, BMAT is a growing multi-academy trust with a singular vision: **schools, teachers and pupils freed to succeed.**

The Headteacher has overall responsibility for all aspects of safeguarding within the school.

Designated Safeguarding and LAC Lead	Deputy Designated Safeguarding Lead	Designated Safeguarding and LAC Governor
Cheree Leverington	<i>TBC in July 2019 post staff appointments</i>	Hannah Jones

Child Protection

It is a sad reality that some children are abused by members of their family or by trusted adults physically, emotionally, sexually or through neglect.

All schools have a legal duty to respond to any signs of abuse and report suspected cases to Social Services, who will then carry out any necessary investigation. At SFG we take this matter very seriously, using the local authority's guidelines in carrying out our duty of care to all our students.

Schools are also required by law to provide relevant information on children to Social Services as part of any investigation and to share that information at multi-agency child protection meetings, to which parents are usually invited.

While we always aim to work in partnership with parents in relation to children's welfare, the safety and protection of the children are always paramount.

Our Safeguarding Statement

At SFG we have a strong commitment to safeguard all our students, ensuring their health, safety and wellbeing in all areas of our practice. We all have a duty of care and to this end we aim to:

- ensure all our staff have a clear understanding of and commitment to their responsibilities towards children's safeguarding;
- ensure the school has clear procedures and key personnel in place to ensure safeguarding in all aspects of school life;
- ensure the school specifically incorporates the teaching of health and keeping safe within the wider curriculum;
- ensure the school audits its safeguarding practices on an annual basis to ensure we meet all statutory requirements and remain vigilant around all aspects of safeguarding;
- ensure all staff aware of procedures for extremism and radicalisation following the Keeping Children Safe documentation (September 2015, and updates in October 2015 and February 2016).

Key Areas of Safeguarding Responsibilities:

Safeguarding encompasses the following:

- Staff recruitment, vetting, appointment and training
- Volunteers, trainees and visitors to the school (including parents and carers)

- All aspects of child protection
- Site security and safety, including fire procedures
- Risk assessment of all activities, including swimming, trips and manual handling duties
- E-safety teaching, learning and procedures
- Medical and first aid procedures
- Behaviour, bullying and physical interventions
- Equalities and discrimination
- Radicalisation and Extremism
- Female Genital Mutilation to protect children and young women

Staff Recruitment

The school follows the safer recruitment procedures. The Headteacher, Chair of Governors and BMAT HR staff have undertaken the Safer Recruitment training. Application forms and CVs are carefully scrutinised and any education or employment gaps are queried. References, medical checks and all necessary DBS checks are undertaken in line with recommended good practice and statutory requirements.

The school maintains an up to date Single Central Record on all its employees.

Staff receive a clear induction which includes information on safeguarding and their responsibilities towards ensuring students and all who come into the school are kept safe.

All staff are asked to read and familiarise themselves with key school and BMAT policies.

Staff Training

All staff receive in-house training with regards to child protection prior to beginning work with children.

The Designated Safeguarding Leads and a member of designated admin staff will keep a record of when staff have been trained and can ensure this is updated regularly. All staff receive central training annually including the Designated Safeguarding Leads.

Regular training and updates on all other aspects of safeguarding also take place to ensure that all staff, including non-teaching staff, are up to date with key elements of safeguarding such as Fire Warden training, paediatric First Aid and First Aid at work and any E-safety updates.

Both Designated Safeguarding Leads, Cheree Leverington and Dee Conlon were higher level trained (Level 3) in July 2018.

Allegations Against Staff

Any allegations made are referred to the LADO (Local Authority Designated Officer) for advice and relevant procedures followed. Should a member of staff leave or be dismissed as a result of safeguarding concerns the school has a legal duty to make a referral to the DBS and failure to do so would be a criminal offence. This referral would be made by the Headteacher or in the case of an allegation against the Headteacher, by the Chair of the Local Governing Board.

The school has adopted the BMAT Whistleblowing Policy and all staff have a duty to ensure any safeguarding issues concerning staff are brought to the Headteacher's immediate attention.

Volunteers and Visitors

All volunteers and visitors will sign in/out at main reception and will receive a booklet which will summarise key information on Safeguarding. Volunteers/visitors will not be left unsupervised with any children at any time. For regular volunteers SFG will complete a DBS check.

All staff and sixth form students will wear navy blue lanyards, with BMAT Central Team wearing grey lanyards, visitors who hold an up to date DBS wearing yellow lanyards and adults without relevant DBS checks wearing orange lanyards. The children will be aware of what the colours indicate and will know how to act if an adult is not wearing a lanyard.

Child Protection

The school has a separate, detailed and up to date Safeguarding and Child Protection policy – this is read and a declaration signed by all staff as part of the in-house child protection training. SFG follows the 'Keeping Children Safe' (October 2015) Document. Please see link below.

[Keeping Children Safe \(2015\) document](#) replaced by [Keeping Children Safe in Education guidance September 2018](#).

[Working together to Safeguard children \(2015\) document](#).
[Radicalisation and Extremism](#).

Safeguard

Concerns related to safeguarding are reported through an online programme, Safeguard. This programme monitors attendance and provides training for staff which is monitored by the Designated Safeguarding Leads. Important documents and policies are also stored electronically on Safeguard so that they are easy to access and safe.

In situations where there is limited or no access to the internet, staff are to use paper copies of the BMAT Safeguarding Forms to report any concerns which are kept in main reception. The Designated Safeguarding Officer assigned to the case will scan and upload the document to Safeguard at the earliest opportunity ensuring all paperwork is collated online and safely.

Paper copies of all Safeguarding paperwork is kept safe in a fire-resistant filing cabinet with a keypad locking system. This cabinet is locked at all times and only the Designated Safeguarding Leads and the Headteacher can access it.

Safeguarding Team Meetings

The Headteacher and the safeguarding team meet every two weeks to discuss cases that are newly reported and cases that are ongoing as well as any complicated case reviews.

Staff are updated regularly during the weekly staff briefing on any relevant information regarding safeguarding.

Safeguarding Notice Board

There will be a safeguarding notice board in the staffroom in the permanent school building which has relevant information for both current staff and visitors. Designated Safeguarding Officers have responsibility to update the information displayed. There is a focus on current issues at the school and in the local area as well as changes in legislation and in school policies.

Information on Preventing Radicalisation

Protecting children from the risk of radicalisation should be seen as part of schools' wider safeguarding duties and is similar in nature to protecting children from other forms of harm and abuse. During the process of radicalisation, it is possible to intervene to prevent vulnerable people being radicalised. Radicalisation refers to the process by which a person comes to support terrorism and forms of extremism. There is no single way of identifying an individual who is likely to be susceptible to an extremist ideology. It can happen in many different ways and settings specific background factors may contribute to vulnerability which are often combined with specific influences such as family, friends or online, and with specific needs for which an extremist or terrorist group may appear to provide an answer. The internet and the use of social media in particular has become a major factor in the radicalisation of young people.

As with managing other safeguarding risks, staff should be alert to changes in children's behaviour which could indicate that they may be in need of help or protection. School staff should use their professional judgement in identifying children who might be at risk of radicalisation and act proportionately.

All staff at SFG receive Prevent briefing and one of the Designated Safeguarding Leads receive further training from Essex County Council. All staff are made aware of the processes and procedures in place for concerns and referrals.

Site Safety

The school Health and Safety Policy has a comprehensive coverage of all site related procedures.

Outside of lessons, students have designated areas on the playground and inside the building where they may congregate. These areas have members of staff on duty to ensure safety of the children.

First aid room is located on the ground floor and all members of staff on duty have a First Aid Emergency Number to call should any incidents occur. A designated member of staff is always be available to answer first aid calls. There are a multiple number of first aid trained staff.

The Headteacher and the Site Manager carry out an inspect every two weeks by touring the site. This highlights any safety issues that need to be addressed.

Risk Assessment

The Site Manager and BMAT Estates Manager maintain a risk assessment file for all school activities and trips, as well as for aspects of the site, and unexpected events such as a strike day or inclement weather plan.

E-safety

The school has a separate E-safety guidelines for staff and children and also provides advice and support to parents. This is a constantly changing area and needs regular review. Updates on emerging issues is provided to staff by the Senior Leadership Team.

E-safety will be part of the wider curriculum at SFG.

Following websites provide helpful advice and tools for parents/carers to help keep children safe online. [How to set up a facebook privacy control](#), [How to set up google safe search](#), [Learning disabilities; Autism and Internet safety a parent's guide](#), [Links to online resources for parents](#), [How to make the most of window 7 parent controls](#), [The adventure of smartie the penguin](#), [Keep your child safe online](#) and [How to set up youtube safety mode](#).

Behaviour and Bullying

All staff are expected to act as exemplary role models and ensure they create an environment with clear behaviour expectations which create security for the children. Children should feel safe and nurtured. The school has a clear Behaviour Policy which staff are familiar with and apply. All staff understand the importance of being aware of any children's concerns. We have a zero tolerance to bullying. If a parent/carer has any concerns about bullying it will be taken seriously and a full investigation will take place.

Medical Conditions

Our Supporting Students at School With Medical Conditions Policy has a comprehensive coverage of all medical related procedures.

Equalities and Discrimination

All staff need to have a clear commitment to equalities and adhere to our Equality and Diversity Policy. Our students are taught in an environment where explicitly any form of discrimination on grounds of sex, race, disability, religion/belief, sexual orientation, gender re-assignment, pregnancy or maternity is wrong and there is a zero tolerance approach. All children and staff should be treated with care and respect.

Racist Incidents

Repeated racist incidents or a single serious incident may lead to consideration under child protection procedures. We keep a record of racist incidents.

Forced Marriage

A forced marriage is not the same as an arranged marriage which is common in many cultures. The families of both spouses take a leading role in arranging the marriage but the choice of whether or not to accept the arrangement remains with the prospective spouses.

School staff should never attempt to intervene directly as a school or through a third party. The DSL will contact the relative external agencies for support.

Honour Based Violence

Honour based violence (HBV) can be described as a collection of practices, which are used to control behaviour within families or other social groups to protect perceived cultural and religious beliefs and/or honour. It is considered a violation of human rights and may be a form of domestic and/or sexual abuse.

School staff should never attempt to intervene directly as a school or through a third party. The DSL will contact the relative external agencies for support.

Private Fostering Arrangements

A private fostering arrangement occurs when someone other than a parent or close relative cares for a child for a period of 28 days or more, with the agreement of the child's parents. It applies to children under the age of 16 years old or 18 years old if the child is disabled.

Children looked after by the local authority or who are placed in residential schools, children's homes or hospitals are not considered to be privately fostered.

Private fostering occurs in all cultures and children may be privately fostered at any age. The school recognises that most privately fostered children remain safe and well but are aware that safeguarding concerns have been raised in some cases. Therefore, all staff are alert to possible safeguarding issues, including the possibility that the child has been trafficked into the country.

By law, a parent, private foster carer or other persons involved in making a private fostering arrangement must notify Children's Social Care as soon as possible. However, where a member of staff becomes aware that a pupil may be in a private fostering arrangement they will raise this with the DSL and the DSL will notify the relevant external agencies.

Children Looked After

The school ensures that staff have the necessary skills and understanding to keep looked after children safe. Appropriate staff have information about a child's looked after legal status and care arrangements, including the level of authority delegated to the carer by the authority looking after the child and contact arrangements with birth parents or those with parental responsibility.

The designated member of staff and governor for children looked after will have the appropriate level training to equip them with the knowledge and skills to undertake their role.

The designated teacher for children looked after and the DSL have details of the child's social worker and the name and contact details of the Virtual School Headteacher.

The designated member of staff for children looked after and children previously looked after will work in partnership with the Virtual School Headteacher to discuss how Pupil Premium Plus funding can be best used to support the progress of children looked after in the school and meet the individual children's needs within their personal education plan.

Alternative Provision

Some children require an alternative education offer or may require a modified timetable to support a return to full time education provision. It is recognised that children accessing alternative provision or a reduced or modified timetable may have additional vulnerabilities. Ofsted refer to these as Pupils Missing Out On Education (PMOOE), because they are not accessing their education in school in the 'usual way'.

We will gain consent (if required in statute) from parents to put in place alternative provision and/or a reduced or modified timetable.

We will ensure that and parents (and the local authority where the pupil has a statement of special educational needs) are given clear information about alternative provision placements and reduced or modified timetables: why, when, where, and how they will be reviewed.

We will keep the placement and timetable under review and reviews will be frequent enough to provide assurance that the off-site education and/or modified timetable is achieving its objectives and that the pupil is benefitting from it.

We will monitor and track children attending alternative provision to ensure that the provision meets the needs of the child.

We will comply with regular data returns requested by the Local Authority, regarding all pupils, of statutory school age, attending alternative provision and/or on a reduced or modified timetable.

SLT will report to governors information regarding the use and effectiveness of the use of alternative provision and modified timetables.

Lock Down

Our Lock Down Policy has a comprehensive coverage of all related procedures.

Staff with Key Responsibilities

The Headteacher Dee Conlon and the Assistant Head Teacher Cheree Leverington are the Designated Safeguarding Leads.

Whilst in temporary accommodation, The Site Manager Allistair Mill, in partnership with the Headteacher Dee Conlon is responsible for all aspects of site health and safety, medical and first aid procedures (ensuring key staff are trained), and E-safety and sites risk assessments.

The Assistant Head Teacher Cheree Leverington oversees the students' individual Manual Handling Risks Assessment and staff are trained appropriately and receive regular refresher courses as and when required.

Cheree Leverington is the school's Educational Visits Coordinator.

BMAT Director of ICT Richard Canning is responsible for advising on and providing updates on E-safety.

BMAT Safeguard Lead Sophie Laing is responsible for advising on and providing updates on safeguarding and Child Protection.

Safer recruitment and DBS checks

We will never leave an unchecked adult unsupervised or allow them to work in regulated activity.

Information on the checks carried out for staff will be recorded in our single central record (SCR). Copies of these checks, where appropriate, will be held in individual staff personnel files. If we have 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 move from a post that is not regulated activity to one that is.

We will refer to the DBS anyone who has harmed, or poses a risk of harm, to a child or to a vulnerable adult:

- Where the harm test is satisfied in respect of the individual;
- Where the individual has received a caution or conviction for a relevant offence;
- If there is reason to believe that the individual has committed a listed relevant offence;
- If the individual has been removed from working in regulated activity or would have been removed if they had not left.

For any agency or third-party staff, we will obtain written notification from their agency or third-party organisation that has carried out the necessary safer recruitment checks which we would otherwise perform. We will also check that the person presenting themselves for work is the same person on whom the checks have been made.

We will ensure that all necessary checks are carried out for trainee teachers who are salaried by us. Where trainee teachers are fee-funded, we will obtain written confirmation from the training provider that necessary checks have been carried out and that the trainee has been judged by the provider to be suitable to work with children.

Where we make arrangements for pupils to be provided with care and accommodation by a host family to which they are not related (for example, during a foreign exchange visit), we will request enhanced DBS checks with barred list information on those people. Where the school is organising such hosting arrangements overseas and host families cannot be checked in the same way, we will work with our partner schools abroad to ensure that similar assurances are undertaken prior to the visit.

Local Governing Board

The Local Governing Board has a duty to ensure that the school meets its statutory responsibilities and ensure that the children and young people attending the school are safe.

All Governors will have an enhanced DBS check without barred list information. They will have an enhanced DBS check with barred list information if working in regulated activity.

The Chair Hannah Jones is the Designated Safeguarding and named LAC Governor. As part of this role she will conduct visits to the school and report a summary of the visit to the governors at the next meeting. She will also be invited to BMAT Safeguarding Cluster meetings.

There are six governor meetings in each academic year and safeguarding is included in each agenda so the Headteacher can update the governors on safeguarding related matters.