



## **SAFEGUARDING CHILDREN AND YOUNG PEOPLE POLICY**

<b>PERSON RESPONSIBLE FOR POLICY:</b>	<b>JANET HOOD</b>
<b>APPROVED:</b>	<b>DATE: SEPTEMBER 2016</b>
<b>SIGNED:</b>	<b>ROLE: LEARNING MANAGER/DESIGNATED SAFEGUARDING OFFICER / E-SAFETY CO-ORDINATOR</b>
<b>TO BE REVIEWED:</b>	<b>SEPTEMBER 2017</b>

**BASED ON THE DONCASTER LOCAL AUTHORITY APPROVED POLICY  
REVIEWED SEPTEMBER 2016 IN LINE WITH KEEPING CHILDREN SAFE IN  
EDUCATION**

**TO BE REVIEWED SEPTEMBER 2017**

**APPROVED BY DONCASTER SAFEGUARDING CHILDRENS BOARD**

**AUTHOR: EDUCATION SUB GROUP POLICIES AND PROCEDURE TASK  
GROUP/DON VALLEY ACADEMY/SPTA**

## **The Safeguarding Children Team in your academy includes:**

**Learning Manager/DSL:** responsible for implementing policies & procedures, allocating resources to the safeguarding team & addressing staff safeguarding concerns.

A senior member of staff, responsible for dealing with safeguarding issues, providing advice and support to other staff, liaising with the local authority, and working with other agencies.

Name: Mrs J. Hood ext. 205

**Child Protection Lead(s):** a member of the teaching, support or pastoral staff, in a post which requires assessment of children, with sufficient status & authority to effectively deputise for DSO role above. Cannot be an administrative or finance worker.

Name: Mr G Oldfield ext. 304

**Special Educational Needs Coordinator (SENCO):** staff member who provides advice, liaison & support for academy staff and other agencies working with pupils with special education needs and their parents or carers.

Name: Mrs S Jeffries ext. 306

**Student Support Officer (or equivalent):** addresses difficulties preventing a child from reaching their full potential e.g. behaviour, attendance, achievement, timekeeping, homework, safeguarding issues, and develops strategies to overcome these barriers.

Name: Mrs A Cadman ext. 201

**E-safety Coordinator:** to develop and maintain an e-safe culture within the academy.

Name: Mrs J Hood ext. 205

### **Your Safeguarding Children Team also links in with the:**

**Safeguarding/Child Protection Governor:** ensures there are appropriate safeguarding children policies and procedures in place, monitors whether they are followed and, together with the rest of the Education Advisory Body, remedies deficiencies and weaknesses that are identified

**Chair of Education Advisory Body:** takes the lead in dealing with allegations of abuse made against the Principal (and other members of staff when the Principal is not available), in liaison with the Local Authority; and on safe recruitment practices with the Principal.

Name: Mr S Beer

**DON VALLEY ACADEMY & PERFORMING ARTS COLLEGE**  
**SAFEGUARDING CHILDREN MODEL POLICY**  
**DATED**  
**(REVIEWED: ANNUALLY)**

**SAFEGUARDING DEFINITIONS:**

Safeguarding and promoting the welfare of children is defined for the purposes of this policy 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; and
  - Taking action to enable all children to have the best outcomes
- Include where definitions has come from  
(*Working Together to Safeguarding Children 2015 ,HM Government*)

**RATIONALE:**

This policy has been developed in accordance with the principles established by the Children Act 1989 and 2004: the Education Act 2002, and line with 'Working Together to Safeguard Children' 2013. This policy reflects the statutory requirements within 'Keeping Children Safe in Education' 2016 (KCSIE 2016)

Don Valley Academy recognises the responsibility it has under Section 175 of the Education and Inspections Act 2002, to have arrangements for safeguarding and promoting the welfare of children. The Education Advisory Body approve the S175,157 return to the LA on a yearly basis and undertakes a section 11 Children's Act 2004 audit on a two yearly basis. This policy demonstrates the academy's commitment and compliance with safeguarding legislation.

Through their day-to-day contact with pupils and direct work with families, staff at the academy have a crucial role to play in noticing indicators of possible abuse or neglect and referring them to Children and Young People's Services (Doncaster). This also involves understanding serious case reviews and how to improve practice to prevent children from falling through the gaps.

**PURPOSE:**

The purpose of the policy is to ensure that:

- The welfare of the child is paramount.
- All children regardless of age, gender, ability, culture, race, language, religion or sexual identity have equal rights to protection
- All staff have an equal responsibility to act on suspicion or disclosure that may suggest a child is at risk of harm.
- Pupils and staff involved in Safeguarding issues receive appropriate support and training outlined in 'Keeping Children Safe in Education' 2016 (KCSIE 2016).
- Staff adhere to a Code of Conduct (appendix 2) and understand what to do if a child discloses any allegations against teaching staff, Head teachers or the Education Advisory Body.

- To develop and promote effective working relationships with other agencies, especially the police and social care
- To ensure all staff have been recruited safely and a single central record is kept, satisfactory DBS checks are made in accordance with guidance.
- We have a safe school with confident staff, confident parent/carers and confident pupils who know how to recognise and report safeguarding concerns

We will ensure that:

All members of the Education Advisory Body understand and fulfil their responsibilities and discharge KCSIE requirements. This includes:

- A nominated chair to liaise with the LA/LADO on child protection or in the event of an allegation made against the Principal
- Curriculum review to see how children/families are engaged with PSHCE/SRE – safeguarding awareness and opportunities.
- Appointing a designated safeguarding lead who sits on the senior leadership team with a clear job description and time to carry out the role. With training accessed in line with KCSIE and DSCB requirements.
- Child protection policies reviewed annually and available on the school website
- Ensuring contractors are suitable to work with children (SPTA model contractors statement)
- We fully recognise that staff working with child protection cases may find the situation stressful or upsetting, we will provide support for DSLs

The Education Advisory Board has ensured all staff have read at least part 1 of the new KCSIE statutory guidance and this is now included in all staff induction and whole school training.

The procedures contained in this policy apply to all staff, volunteers, sessional Staff, agency staff, contractors or anyone working on behalf of Don Valley academy.

They are consistent with South Yorkshire Child Protection procedures / Doncaster Safeguarding Children's Board (DSCB) child protection procedures.

We fully embrace the KCSIE quotation "It could happen here"

#### **TERMINOLOGY:**

**Designated Safeguarding Lead (DSL)** previously known as designated safeguarding officer or designated safeguarding teacher. Named person for safeguarding in education establishments.

**LADO** – Local Authority Designated Officer – Deals with any allegation against any member of staff in a public setting.

**Safeguarding** and promoting the welfare of children refers to the process of protecting children from abuse or neglect, preventing the improvement of health and development, ensuring that children given up in circumstances consistent with the provision of safe and effective care and undertaking that role so as to enable those children to have optimum life chances and to enter adulthood successfully.

**Child Protection** refers to the process undertaken to protect children who have been identified as suffering, or being at risk of suffering significant harm.

**Staff** refers to all those working for or on behalf of the Academy in either a paid or voluntary capacity.

**Child** refers to all young people who have not yet reached the age of 18.

**Parent** refers to birth parents and other adults who are in a parenting role – step-parents, foster parents, carers and adoptive parents.

There are 4 main elements to the Policy:

- 1 Prevention – through the curriculum and pastoral support offered to pupils and through the creation and maintenance of a whole academy protective ethos.
- 2 Procedures – for identifying and reporting cases, or suspected cases of abuse.
- 3 Support to Pupils – who may have been abused.
- 4 Preventing unsuitable people working with children – by following the DfES guidance in ‘safeguarding children and safer recruitment in Education together with the academy’s individual procedures.

## 1 **PREVENTION**

The academy will establish an ethos where:

- 1.1 Children feel secure.
- 1.2 Ensure children know that there are adults in the academy whom they can approach if worried or in difficulty.
- 1.3 Include in the curriculum opportunities for Personal, Social and Health Education to equip children with the skills needed to stay safe.
- 1.4 Include in the curriculum material which will help children develop realistic attitudes to their responsibilities in adult life.
- 1.5 It will work in accordance with the ‘Working Together to Safeguard Children 2016’ and will support the DSCB pathway to provision 2016 to ensure children and young people receive the most appropriate referral and access provision.
- 1.6 It will deliver the approved DSCB whole academy safeguarding training and ensure all designated safeguarding Leads / deputy safeguarding person attend three out of four annual network meetings and/or attend refresher Designated Safeguarding Person (DSP) training on a two yearly basis.
- 1.7 We will work in collaboratives to improve outcomes for children and young people.

## 2

## PROCEDURES AND RECORD-KEEPING

Don Valley academy will follow safeguarding procedures as produced by the Doncaster Safeguarding Children's Board Specific safeguarding procedures for Don Valley are in appendices 3 & 4.

The Designated Senior Member of staff for Safeguarding (Child Protection) is:  
Contact Details: J. Hood - 01302 651035 ext 00205

The Deputy Designated Person is:  
Contact Details: G. Oldfield – 01302 651035

The Nominated Child Protection Governor is: L. Blackett/S. Trennery  
Contact Details: 01302 651035

The Principal is:  
Contact Details: K. Squire

The Local Authority Designated Officer (LADO) is: J. Foy  
Contact Details: 01302 737748

The school/setting will:

- 2.1 Ensure it has a senior designated safeguarding person/Lead (DSP) who has undertaken appropriate Safeguarding (Child Protection) training (see above).
- 2.2 Ensure the training is updated every 2 years in accordance with government guidance "Safeguarding Children and Safer Recruitment in Education" Ref: 04217-2006BKT-EN. The academy will ensure policy changes are made in line with any new DfE guidance.
- 2.3 Ensure that designated staff will take advice from a Safeguarding (Child Protection) Specialist when managing complex cases.
- 2.4 The academy/DSP will investigate any allegation involving actual or suspected abuse of a child within 24 hours of disclosure.
- 2.5 All academy staff will pass any observations leading to suspicion of abuse, or information received about abuse, immediately to the designated safeguarding person/Lead or deputy designated safeguarding Lead.

- 2.6 In the case of serious injury or allegation the DSP will contact Referral and Response Team (R&R) without delay – see 2.7 & 2.8.
- 2.7 If the allegation of abuse is against the deputy or designated safeguarding person. The Head teacher will speak with LADO to discuss the next steps. If the allegation against the Head the Chair of Education Advisory Body should be contacted immediately and advice from the LADO sought within 24hours. If the allegation is against both Head and Chair the LADO will be contacted. No member of staff will conduct their own investigation or pass on information to the alleged perpetrator. In all allegations the LADO will advise on the action to take by calling (01302)737748. The emergency social services team should be contacted outside normal working hours 01302 796000.
- 2.8 In the case of poorly explained serious injuries or where behaviour or concerns arouse suspicion if in any doubt the designated teacher should consult with Referral and Response Team (R&R) on 01302 737777 and if out of hours the emergency Social Services team (ESST) 01302 796000 (after 5.00pm and before 8.30 am weekdays and weekends)
- 2.9 The DSP will keep written, signed and dated records detailing any allegation and action taken as near to the time of disclosure as possible even when no investigation is undertaken. Follow up any verbal referral in writing within 24 hours.
- 2.10 The DSP will keep all records on file in a secure locked filing cabinet or secure ICT system and share concerns following information sharing protocols.
- 2.11 At no time promise confidentiality to a child or adult.

Conversations with a child who discloses abuse should follow the basic principles

- listen rather than directly question, remain calm
- never stop a child who is recalling significant events
- make a record of discussion to include time, place, persons present and what was said (child language – do not substitute words)
- advise you will have to pass the information on
- avoid coaching/prompting
- never take photographs of any injury
- allow time and provide a safe haven / quiet area for future support meetings

### **3 ROLES AND RESPONSIBILITIES**

The academy will ensure that every member of staff and person working on behalf of the Academy:

- 3.1 Knows the name of the designated person and his/her role and responsibility.

- 3.2 Have an individual responsibility to refer Safeguarding (Child Protection) concerns.
- 3.3 Will receive training at the point of induction so that they know:
- their personal responsibility / code of conduct / teaching standards
  - DSCB child protection procedures and know how to access them
  - the need to be vigilant in identifying cases of abuse at the earliest opportunity
  - how to support and respond to a child who discloses significant harm
- 3.4 Knows their duty concerning unsafe practices in regard to children by a colleague.
- 3.5 The designated person will disclose any information about a pupil to other members of staff on a need to know basis.
- 3.6 The academy will undertake appropriate discussion with parents prior to involvement with other agencies unless the circumstances preclude this.
- 3.7 The academy will ensure that parents have an understanding of their obligations re: Child Protection by intervention as and when appropriate.
- 3.8 The designated DCPOs are responsible for:
- 3.8.1 Referring a child if there are concerns about possible abuse, to the Local Authority, and acting as a focal point for staff to discuss concerns. Referrals should be made in writing, following a telephone call using the Doncaster Referral and Response Service referral form or the CSE referral form depending on the nature of the referral.
- 3.8.2 Keeping written records of concerns about a child even if there is no need to make an immediate referral.
- 3.8.3 Ensuring that all such records are kept confidentially and securely and are separate from pupil records, until the child's 25th birthday, and are copied on to the child's next school or college.
- 3.8.4 Ensuring that an indication of the existence of the additional file (in 3.8.3 above) is marked on the pupil records.
- 3.8.5 Liaising with other agencies and professionals / accessing local networks.
- 3.8.6 Ensuring that either they or the staff member attend case conferences, core groups, or other multi-agency planning meetings, contribute to assessments, and provide a report which has been shared with the parents/carers.
- 3.8.7 Ensuring that any pupil currently with a child protection plan who is absent in the educational setting without explanation is referred to their key worker's Social Care Team.
- 3.8.8 Organising child protection induction, and update training every 3 years, for all school staff / Induction for new staff.
- 3.8.9 Providing, with the Principal an annual report for the EAB, detailing any changes to the policy and procedures; training undertaken by the DCPO, and by all staff and governors; number and type of

incidents/cases, and number of children on the child protection register (anonymised).

3.8.10 Supporting the S11 audit requirements of the DSCB.

### **Liaison with Other Agencies**

The academy will:-

3.9 Work to develop effective links with relevant agencies in relation to Safeguarding (Child Protection).

3.10 Send representatives to case conferences, core groups and Child Protection review meetings.

3.11 Notify any allocated Social Worker if:

- A pupil subject to a Child Protection Plan (CPP) is excluded (fixed term or permanent)
- if there is an unexplained absence of a pupil on a CPP of more than 2 days or 1 day following a weekend, or as agreed as part of a CPP.

3.12 Follow the Local Authority's (LA) policy and statutory guidance on Children Missing Education (CME).

## **4 SUPPORTING PUPILS AT RISK**

The academy will endeavour to support vulnerable pupils through:

4.1 It's ethos which promotes a positive, supportive and secure environment and gives pupils a sense of being valued.

4.2 Its' behaviour policy aimed at supporting vulnerable pupils in the academy. All staff will agree a consistent approach which focuses on the behaviour of the offence committed by the Child.

4.3 Liaison with other appropriate agencies which support the pupil.

4.4 Developing supportive relationships.

4.5 Recognition that children living in difficult home environments are vulnerable and in need of support and protection.

4.6 Monitoring pupil welfare, keeping accurate records and notifying appropriate agencies when and as necessary.

4.7 Allowing designated staff opportunity to attend face to face DSCB multi-agency training. (sexual exploitation, domestic violence, drugs / alcohol substance misuse etc).

4.8 When a pupil on the Child Protection register transfers to another academy, information will be transferred safely and securely to the new academy immediately.

## 5 EARLY IDENTIFICATION RECOGNISING AND RESPONDING TO SAFEGUARDING NEEDS

- 5.1 The academy acknowledges serious case review findings and shares lessons learned with all staff to ensure no child falls through the gap.
- 5.2 All academy staff understand the DSCB pathway to provision 2016 <http://www.doncastersafeguardingchildren.co.uk/index.asp> and know how to pass on any concerns no matter how trivial they seem.
- 5.2 The academy knows how to identify and respond to:
- Neglect
  - Drug/substance/alcohol misuse
  - Child sexual exploitation / trafficked children
  - Children missing education
  - Domestic violence
  - Risky behaviours
  - Sexual health needs
  - Obesity/malnutrition
  - On line grooming
  - Inappropriate behaviour of staff towards children
  - Bullying, including homophobic, racist, gender and disability. Breaches of the Equality Act 2010.
  - Self-Harm
  - Female Genital Mutilation
  - Forced Marriage
  - Unaccompanied asylum seeking children
  - Social Media
  - E-Safety Policy
  - Children Missing Education
  - SMSC – Including Fundamental British Values
  - Drug/alcohol/substance misuse
  - Children Missing Education

\*the academy may have separate policies, this is not exhaustive.

- 5.3 Academy staff are aware of the DSCB Neglect policy and toolkit available from DSCB to help identify and recognise any child subject to neglect. [http://doncasterscb.proceduresonline.com/pdfs/assess\\_tool%20\\_for\\_neglect](http://doncasterscb.proceduresonline.com/pdfs/assess_tool%20_for_neglect) and also looks at a child in the outside world acknowledging education plays a small part in the framework of assessment of need.
- 5.4 Academy staff are briefed on the Framework of assessment of need and make decisions based on a child's development needs, parenting capacity and family & environmental factors. They also understand the Continuum of Need as contained in the DSCB 2016 Information Booklet (5.2)



5.5 The designated safeguarding lead understands the referral procedures and has access to the new referral form into the Doncaster Child Sexual Exploitation Team (CSE). Staff are aware of the indicators and how to recognise and respond to CSE.

(Please note Doncaster Single Assessment (early help – child protection will develop during 2015)

## 6 ALLEGATIONS AGAINST STAFF

- 6.1 All school staff should take care not to place themselves in a vulnerable position with a child. It is always advisable for interviews or work with individual children or parents to be conducted in view of other adults.
- 6.2 All staff should be aware of school's own Behaviour Management policy and also Off Site Visits and Lone Working/Car Transport risk assessments.
- 6.3 Guidance about conduct and safe practice, including safe use of mobile phones by staff and volunteers will be given at induction.
- 6.4 We understand that a pupil, parent, or any person may make an allegation against a member of staff.
- 6.5 The school will follow the LOCAL procedures for managing allegations against staff.

## 7 WHISTLE BLOWING

- 7.1 We recognise that children cannot be expected to raise concerns in an environment where staff fail to do so.
- 7.2 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. If it becomes necessary to consult outside the school, they should speak in the first instance, to the Area Education Officer/LADO following the Whistleblowing Policy.
- 7.3 Whistle-blowing re the Principal should be made to the Chair of the EAB whose contact details are readily available to staff (as pertinent to setting).

7.4 Ofsted also may wish the LA to investigate any whistleblowing concerns and the school/setting will work with the LA should this arise.

## **8 PHYSICAL INTERVENTION**

8.1 We acknowledge that staff must only ever use physical intervention as a last resort, when a child is endangering him/herself or others, and that at all times it must be the minimal force necessary to prevent injury to another person.

8.2 Staff who are likely to need to use physical intervention will be appropriately trained in the Team Teach technique or equivalent training.

8.3 We understand that physical intervention of a nature which causes injury or distress to a child may be considered under child protection or disciplinary procedures.

8.4 We recognise that touch is appropriate in the context of working with children, and all staff have been given 'Safe Practice' guidance to ensure they are clear about their professional boundary.

All staff are aware of the role of LADO and what constitutes a referral to LADO following any allegation of using force or restraint.

## **9 ANTI-BULLYING**

9.1 Our school policy on anti-bullying is set out in a separate document and acknowledges that to allow or condone bullying may lead to consideration under child protection procedures. This includes all forms eg. cyber, racist, homophobic and gender related bullying. We keep a record of known bullying incidents. All staff are aware that children with SEND and/or differences/perceived differences are more susceptible to being bullied/victims of child abuse. We keep a record of bullying incidents.

9.2 Internet Safety / E-Safety – Our Policy on E-Safety is set out separately

## **10 RACIST INCIDENTS/HOMOPHOBIC INCIDENTS/EQUALITY ACT 2010 PROTECTED CHARACTERISTICS**

10.1 Our policy on racist incidents is set out separately, and acknowledges that repeated racist incidents or a single serious incident may lead to consideration under child protection procedures. We keep a record of racist incidents and incidents reportable under the Equality Act 2010.

10.2 We use the CPOMS reporting system to record any incidents. Guidance on Safer Working Practices is available on the DfE website.

10.3 The DSL understands how to report Hate Crime.

- 10.4 The DSL understands how to refer to Doncaster Pride any young person requiring LGBTQ support. We also access Stonewall Resources within our setting.
- 10.5 The school curriculum reflects opportunity to explore difference and celebrate diversity.

## **FUNDEMENTAL BRITISH VALUES**

Our setting knows how to recognise and respond to any behaviours that could link to radicalisation / extremism. Our Children and Young Persons Police Officer – CYPO is the first point of contact any and staff or pupils behaviours that may point to radicalisation / extremism are discussed with the CYPO immediately. Staff are aware of the PREVENT agenda and what to do if they suspect travel to areas where travel warnings are in place such as Syria.

They also have access to the confidential anti-terrorist hotline 0800789321. The school SMSC curriculum explores shared values and beliefs based on DfE and South Yorkshire Police best practice resources. The school has undertaken a prevent self-assessment.

## **FGM (Female Genital Mutilation)**

The school recognises the areas where FGM is prevalent and works in partnership with agencies to safeguard any child at risk of FGM. The designated safeguarding lead understands this is classed as child abuse in the UK and will report any risk to the Doncaster Childrens Trust Referral and Response Team immediately. The school have access to DSCB training on FGM.

## **11 SAFER RECRUITMENT & SETTING & MAINTAINING APPROPRIATE PROFESSIONAL BOUNDARIES FOR ADULTS WITH RESPONSIBILITY FOR CHILDREN AND YOUNG PEOPLE**

- 11.1 The academy will operate safe recruitment practices including appropriate Disclosure and Barring Service (DBS) and reference checks according to DBS and Department for Education procedures.

The single central record meets Ofsted recommended practice contained within the *Ofsted Inspecting Safeguarding Briefing Paper January 2015*  
<https://www.gov.uk/government/publications/inspecting-safeguarding-in-maintained-schools-and-academies-briefing-for-section-5-inspections>

- 11.2 The academy will ensure that staff adhere to a published code of conduct and other professional standards at all time, including after academy activities. Staff are aware of social media/ on-line conduct.

- 11.3 The academy will ensure any disciplinary proceedings against staff related to Child Protection matters are concluded in full in accordance with Government guidance “Safeguarding Children in Education”. “Dealing with allegations of Abuse Against Teachers and Other Staff” and follow DSCB, LADO and HR Policy and Procedures.
- 11.4 The academy will ensure that all staff and other adults on site are aware of the need for maintaining appropriate and professional boundaries in their relationship with pupils and parents following the model LA Code of Conduct. Adequate risk assessments are in place for extended academy, volunteer and holiday activities. Staff are confident to report misconduct.
- 11.5 The academy has a separate policy / fact sheet to inform staff on how to deal with allegations.
- 11.6 The academy has a whistleblowing policy in line with the LA model policy and includes this within staff safeguarding training / induction.
- 11.7 All staff are aware of their Duty of Care and know how to respond to medical / first aid needs

Safer recruitment practice includes scrutinising applicants, verifying identities 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 Children’s List and Criminal Records Bureau checks and ‘right to work in England’ checks.

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

- An Enhanced DBS is obtained for ALL new appointments to the Academy through Leeds City Council
- The Academy is committed to keep an up to date Single Central Record detailing a range of checks carried out on our staff, which will be securely stored, readily accessible by the Principal and nominated staff, regularly reviewed as staff leave or join.
- All new appointments to the Academy who have lived outside the UK will be subject to additional checks as appropriate.
- The Academy will 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 the Academy before an appointment is made

Academy staff who have successfully completed the Children’s Workforce Development Council’s Safer Recruitment in Education Training ([www.cwdcouncil.org.uk](http://www.cwdcouncil.org.uk)) will be named below. One of these will be involved in all staff and volunteer appointments and arrangements (including, where appropriate, contracted services)

1. Karen Squire (Principal)
2. Gary Oldfield (Assistant Principal)

3. Sarah Morgan (Senior Assistant Principal)
4. Gillian Tinsley (Assistant Principal)
5. Bev Edgar (Principal's PA)

## **DESIGNATED FIRST AID PERSONS**

To ensure that there is adequate provision the Academy has appointed 3 fully qualified members of staff who are all 3 day First Aid trained.

Mrs J Bradley  
Mrs. L Tyler  
Mrs. M Bromilow

The main duties of a First Aider at the Academy are to:

- Give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at Academy;
- Someone who takes charge when someone is injured or becomes ill
- Ensures that an ambulance or other professional medical help is summoned when appropriate

## **PHOTOGRAPHY**

Use of photography, video recording, image recording and mobile phone cameras

There is national evidence that some people have used events as an opportunity to take inappropriate photographs or film footage of young people. The Academy will make full use of current best practice and follow guidelines from, for example the DfE and other professional organisations to fully protect the safety of its students

When using professional photographers or inviting the press to an Academy activity, the Academy will:

- Provide a clear brief about what is considered appropriate in terms of content and behaviour
- Not allow unsupervised access to young people or one to one photo sessions at events

Parents, carers and spectators intending to photograph or video at an event will be required to follow the Academy's guidelines regarding the appropriateness of photographs

Young people and their parents will be informed to report any concerns to the event organiser or member of staff. Concerns raised over inappropriate or intrusive photography will be reported to the event organiser and recorded as a child protection concern.

Staff use of student images: Conscious that there is a need to safeguard students, staff will make prudent use of student images obtained as a normal part of academy life. The transmission of any images of students will be carefully viewed, seeking the approval of the Principal or Vice Principal beforehand.

## **Organised photographic opportunities**

The majority of promotional and press releases will be organised through the Academy Leadership team. These are generally agreed by both parties in advance. The Academy will undertake not to use young person's images unless written consent is obtained from parents or carers for both the taking and publication of films or photographs

When a media photographer arrives at the venue he/she will be required to have formal identification and have it on view at all times. The photographer will follow all professional codes of best practice, which may include for example, ensuring that students' names are not usually linked to their images, although the Academy recognises that the achievements of particular students may need to be clearly celebrated through a variety of media

If there is any doubt about the photographer's identity, the Principal or Vice Principal should be informed. The Academy will ensure that the young person's names are not mentioned in publications if requested by the parents/carers.

## **INTERNET**

The Academy operates secure access to the internet through its internet provider, preventing access to inappropriate websites, chat rooms and social networking sites. There are systems in place for monitoring the usage of the internet and all employees have log in passwords, which will be monitored. Any member of staff discovered to have accessed or placed inappropriate material on the internet will be subject to the ICT and Acceptable Use Policies and procedures.

**The Academy will follow current DfE guidance on safe internet use and ensure all students are taught how to protect themselves when using the internet. Reference to E-Safety Policy**

## **VISITORS & SITE SECURITY**

The Academy will extend a warm welcome to all parents, carers and visitors and appreciates the opportunity to work closely with these to benefit the learning and well-being of our students and staff. Clear signage, rigorous and robust procedures, which include organisational and building controls, will ensure that all students are fully protected from any malign influences or abuse.

## **PARENTS/CARERS**

Don Valley Academy and Performing Arts College values and seeks to promote open communication and good relationships with students and parents/carers, responding readily and consistently to any concerns raised. The Academy's structures for pastoral care offer a co-ordinated support system in which students can approach Subject Teachers, Support Staff, Student Support Officers, Year Team Leaders, Principal and Core Leadership Team and any other academy staff.

## **OTHER PARTNERSHIPS**

Whilst the Academy appreciates that it is part of an independent Trust, the Academy recognises that it is essential to establish positive and effective working relationships with other agencies who are partners on Doncaster's Safeguarding Children Board (for example Doncaster's Children's Services, Barnardo's, the Police, Health, Children and Adolescent Mental Health Service (CAMHS), 'SAFE@LAST' (A charity to support children in danger of running away) and the Education Welfare Service). There is a joint responsibility on all these agencies to share information to ensure the safeguarding of all children.

## **CONCLUSION**

The protection of children is a natural part of pastoral care. The experiences that children gain in the Academy depend upon relationships of trust between staff and students and from a feeling of security within Academy's environment. However, the area of Child Abuse can be difficult and sensitive. It is hoped that this policy offers clear procedures for action; draws attention to areas of potential risk and provides guidance to staff in respecting the rights of children in their care whilst also keeping themselves safe.

## **12 EDUCATION ADVISORY BODY RESPONSIBILITIES**

The Education Advisory Body fully recognises its responsibilities with regard to Safeguarding and promoting the welfare of children in accordance with Government guidance. "Safeguarding Children and Safer Recruitment in Education".

This states that the Education Advisory Body should ensure that:

- 12.1 The academy has Child Protection procedures in place.
- 12.2 The academy operates safe recruitment procedures and appropriate checks are carried out on new staff and adults working on the academy site.
- 12.3 The academy has procedures for dealing with allegations of abuse against any member of staff or adult on site
- 12.4 The academy has a member of the Leadership Team who is designated to take lead responsibility for dealing with Child Protection issues
- 12.5 The Education Advisory Body should remedy any deficiencies or weaknesses with regard to Child Protection arrangements.
- 12.6 the Education Advisory Body has nominated a member responsible for liaising with the LA and/or partner agencies in the event of allegations of abuse against the Principal which should be the Chair.
- 12.7 The Education Advisory Body reviews its Safeguarding policy and procedures annually.

12.8 The Education Advisory Body approves the LA/DSCB annual Safeguarding Audit.

12.9 undertake a review of behaviour and safety (safeguarding) as part of the Education Advisory Body Self-Evaluation on a regular basis.

\*If using a front sheet the academy does not need to complete the grid below.

Policy ratified on \_\_\_\_\_

To be reviewed on \_\_\_\_\_

Signed: \_\_\_\_\_ Principal

Signed: \_\_\_\_\_ Chair of Education Advisory Body

### **13 HEALTH & SAFETY**

13.1 Our Health & Safety Policy, set out in a separate document, reflects the consideration we give to the protection of our children both physically within the school environment, and for example in relation to internet use, and when away from the school and when undertaking school trips and visits.

There is an adequate first aid risk assessment in place. This includes how to access ECP/999 and when to contact parents/carers. In line with HSE guidance for schools on first aid and RIDDOR.

### **14 MONITORING AND EVALUATION**

14.1 Safeguarding 'Keeping Children Safe in Education' procedures will be monitored and evaluated by:

- EAB visits to the school
- SLT 'drop ins' and discussions with children and staff
- Pupil surveys and questionnaires
- Scrutiny of Attendance data
- Scrutiny of range of risk assessments
- Scrutiny of GB minutes
- Logs of bullying/racist/behaviour incidents for SLT and GB to monitor
- Review of parental concerns and parent questionnaires
- Review of the use of nurture room and fun club at lunchtime

**The academy takes safeguarding seriously and understands this policy is overarching. The academy also maintains other linked policies and documents in line with the legislative requirements. The policies/documents are cited below.**

This policy also links to our policies on:

Managing long term medical conditions / medical conditions  
Behaviour  
Staff Behaviour / Code of Conduct  
Whistleblowing  
Anti-bullying  
Health & Safety  
Allegations against staff  
Parental concerns  
Attendance  
Curriculum  
PSHE  
Teaching and Learning  
Administration of medicines  
Sex and Relationships Education  
Physical intervention  
ESafety, including staff use of mobile phones  
Risk Assessment  
Recruitment and Selection  
Child Sexual Exploitation  
Data Protection  
Complaints procedure  
Equality  
Single Central Record  
Freedom of Information  
Home School Agreements  
Minutes of Relevant Meetings including EAB  
Prospectus  
Information published on the Website  
SEND  
Staff discipline, conduct and grievance procedures

Appendix 1

## Code of Conduct for Working with Children

### Introduction

This guidance document describes the standards of conduct and practice that Doncaster employees and volunteers should follow when working with children. The guidance applies equally to schools & academies where the Governing Body/Education Advisory Body has adopted it. It is designed to complement other advice or codes of conduct produced by employers or national bodies, not to replace or take priority over them.

Whilst this document covers a wide range of situations, it is recognised that it cannot cover every eventuality, however the principals contained within it must apply in every circumstance.

### Glossary

Term	Meaning
Child	Anyone who has not yet reached their 19th birthday
Welfare	Well-being in relation to the 5 outcomes defined in the Children Act 2004: stay safe, be healthy, enjoy and achieve, make a positive contribution and achieve economic wellbeing
Worker	Employee, self-employed person, contractor or volunteer.
Allegation	An allegation made by anyone, child or adult, where there is or believed to be a risk of harm to a child
Parent	Adult with parental responsibility

### Purpose

The purpose of the guidance is to protect and promote the interests of Staff and the children they work with. All adults who come into contact with children and young people, in their work, have a legal and moral duty to keep children and young people safe and to protect them from sexual, physical and/or emotional harm. The duty that rests on an individual is to ensure that all reasonable steps are taken to ensure the welfare of a child or young person is paramount.

The guidance aims to:

- Keep children safe by clarifying which behaviours constitute safe practice and which behaviours should be avoided;
- Assist adults working with children to work safely and responsibly and to monitor their own standards and practice;
- Support managers in setting clear expectations of behaviour and/or codes of practice relevant to the services being provided;
- Give a clear message that unlawful or unsafe behaviour is unacceptable and that, where appropriate, disciplinary or legal action will be taken;
- Support safer recruitment practice;
- Minimise the risk of misplaced or malicious allegations made against adults who work with children;
- Reduce the incidence of positions of trust being abused or misused.

### Diversity

At all times consideration needs to be given to the diversity needs of Staff and children. Aspects of gender, culture or religion may be relevant when considering the nature of allegations or appropriateness of communications or physical interventions.

## Reporting incidents

Any incidents of concern should always be reported to a senior manager and recorded. In cases where there is an allegation or risk of harm to a child to the senior designated Lead for the academy who will if necessary, contact the LADO (Local Authorities Designated Lead). Procedures are in place adopted through the Doncaster Safeguarding Board (DSCB) for dealing with allegations against staff, and a whistle blowing policy is in place.

## The DSCB'S Commitment

The DSCB will ensure:

- Appropriate safeguarding and child protection policies and procedures are in place in all areas that undertake work with children, that they are continually monitored and reviewed and made easily accessible to all Staff;
- Staff are treated fairly and reasonably in all circumstances and if subject to an allegation will be supported and the principles of natural justice applied;
- The safe practice of Staff is continually promoted through supervision and training;
- Staff have readily available access to senior management or other emergency contact person;
- Guidance is readily available to both adults and children;
- A culture of openness and support is fostered;
- Readily known systems are in place for situations and concerns, from either party, to be raised and recorded and for their outcomes to be analysed in order to review procedures and working practices;
- Agencies have procedures in place regarding lone working, physical intervention and risk assessment;
- That agencies will have agreed care plans in place when work involves intimate care;
- Clear eSafety policies are in place;
- A clear and easily accessible Whistle Blowing policy is in place.

## Personal Conduct

### Confidentiality

Staff must:

- Keep private and sensitive information confidential at all times and only share it to relevant people when it is in the interests of the child to do so;
- Not use information to intimidate, humiliate or embarrass the child;
- Be aware of the need to listen and support children whilst understanding the importance of not promising to keep secrets;
- Never request a child to keep secrets.

### Making a professional judgement

Staff must:

- Make judgements about their behaviour in order to secure the best interests and welfare of the child;
- Record judgements taken and share them with a senior manager;
- Ensure actions taken are warranted, proportionate, safe and applied equitably;
- Discuss any misunderstandings, accidents or threats with a senior manager;

- Be aware of their position of trust and ensure an unequal balance of power is not used for their own or others personal advantage or gratification;
- Not use their position to intimidate, bully, humiliate, threaten, coerce or undermine children;
- Maintain appropriate professional boundaries and avoid behaviour which might be misinterpreted by others;
- Not promote relationships which create a personal friendship or are of a sexual nature, or which may become so.

### **Personal/living space**

Staff must:

- Not invite a child into their home or any home or domestic setting frequented by them, unless the reason for this has been firmly established and agreed with parents and senior managers or the home has been designated as a work place e.g. child-minders, foster carers;
- Be vigilant in maintaining their own privacy and mindful of the need to avoid placing themselves in vulnerable situations;
- Not ask children to undertake personal jobs or errands;
- Maintain professional boundaries.

### **Gifts, rewards and favouritism**

Staff must:

- Be aware of their organisation's policy on the giving and receiving of gifts;
- Ensure that gifts received or given in situations that may be misconstrued are declared;
- Only give gifts to an individual child part of an agreed reward system;
- Ensure that when operating reward systems, methods and criteria for selection of children for awards are fair and transparent.

### **Infatuations**

Staff must:

- Deal with infatuations sensitively and appropriately to maintain the dignity and safety of all concerned;
- Make sure their own behaviour is beyond reproach;
- If they become aware of an infatuation developing or any indications that it may, record it and discuss it with a senior manager so that action can be taken to avoid any hurt, distress or embarrassment.

## **Communication (including the use of technology)**

Staff must:

- Ensure communication takes place within clear and explicit professional boundaries; this includes the wider use of technology such as mobile phones, text messaging, e-mails, digital cameras, videos, web-cams, websites and blogs.
- Not share any personal information with a child;
- Not request, or respond to, any personal information from a child, other than that which may be appropriate as part of their professional role;
- Not give their personal contact details to children, including their mobile number, home phone or personal e-mail address, unless the need to do so is agreed with senior management and parents;
- Only use equipment e.g. mobile phones, provided by their organisation to communicate with children, making sure that parents/carers have given permission for this form of communication to be used;
- Only make contact with children for professional reasons and in accordance with organisational policy;
- Only use text messaging as a last resort when no other forms of communication are possible;
- Not use internet or web-based communication channels to send messages;
- Use internal e-mail systems in accordance with the organisation's policy.

## **Social Contact**

Staff must:

- Not have social contact with children unless the reason for this has been firmly established and agreed with Senior Managers;
- Not have secret social contact with children and/or their parent(s);
- Always approve any planned social contact with children with senior colleagues;
- Advise senior management of any social contact that has occurred which may raise concern;
- Report and record any situation which may place a child at risk or may compromise the organisation or their own professional standing.

## **Sexual Contact**

Staff must:

- Not engage in sexual activity with or in the presence of a child, or cause or incite a child to engage in or watch sexual activity, to do so would be considered a criminal offence;
- Not have any form of communication which could be interpreted as sexually suggestive or provocative or make sexual remarks to, or about a child either verbally, written or electronically;
- Not discuss their own sexual relationships with or in the presence of children;
- Ensure relationships take place within boundaries of respect and professionalism;
- Ensure language, attitudes and demeanour do not give rise to comment or speculation;
- Be aware that consistently conferring in appropriate special attention and favour upon a child might be construed as part of a grooming process, and as such will give rise to concerns about behaviour.

## Physical Contact

Staff must:

- Be aware that even well intentioned physical contact may be misconstrued by the child, an observer or by anyone to whom this action is described;
- Only have physical contact with a child when it is necessary and in ways which are appropriate to their professional or agreed role and responsibilities, never touch a child in a way which may be considered indecent;
- Be aware of the child's reactions or feelings and, as far as possible, only use a level of contact which is acceptable to the child and for the minimum time necessary;
- Seek permission from the child or the parent, if the child is very young, before physical contact is made and agree what contact is acceptable;
- Not assume that when a child is distressed they seek physical comfort;
- Always be prepared to report and explain actions and accept that all physical contact is open to scrutiny;
- Not indulge in horse play;
- Always encourage children, where possible to undertake self-care tasks independently;
- Be aware of cultural or religious views about touching and sensitive to issues of gender;
- Where there is regular physical contact needed, the nature of this must be agreed with senior management and the parent as part of a formally agreed plan;
- Where a child initiates inappropriate physical contact, you must sensitively deter them and help them understand the importance of personal boundaries.

## Behaviour Management

Staff must:

- Not use any form of degrading treatment to punish a child;
- Not use sarcasm, demeaning or insensitive comments;
- Ensure any sanctions and rewards are part of an agreed behaviour management policy;
- Try to defuse situations before they escalate;
- Never use corporal punishment;
- Follow the behaviour policy and only use physical intervention in exceptional circumstances and as a last resort, when other behaviour management strategies have failed and where there is a risk of physical injury or serious damage to property;
- When, using physical intervention, use the minimum force necessary and techniques in-line with recommended policy and practice and always report and document the incident;
- Be mindful of other factors which may be impacting on a child's behaviour, i.e. bullying, changes in home circumstances;

*Note: the use of unwarranted physical force is likely to constitute a criminal offence.*

## Personal/Intimate Care

Staff must:

- Adhere to the organisation's intimate care guidelines or code of practice;
- Make other staff aware of the task being undertaken;
- Explain to the child what is happening;
- Carefully and sensitively observe the emotional responses of the child, and record and report any concerns to senior management and parents, if appropriate;
- Respect children's privacy at all times:

- Avoid any physical contact when children are in a state of undress, other than as part of an agreed care plan;
- Not change, in the same place as children;
- Not shower or bathe with children;
- Not assist with any personal care task which a child can undertake themselves.

## **First Aid and the administration of medicine**

Staff must:

- Be suitably trained and qualified before administering first aid and/or any agreed medication;
- Ensure arrangements are in place to obtain parental consent for the administration of first aid or medication;
- Adhere to the organisations policy;
- Make adults aware of the task being undertaken;
- Explain to the child what is happening;
- Ensure an appropriate health/risk assessment is undertaken prior to undertaking certain activities.

## **One to one situations/home visits**

Staff must:

- Ensure that, when lone working is an integral part of their role, full and appropriate risk assessments have been agreed;
- Avoid meetings with a child in secluded areas;
- Always inform colleagues and/or parents about one to one contact beforehand, assessing the need to have them present or close by;
- Avoid the use of engaged or equivalent signs, where ever possible, these create an opportunity for secrecy or the interpretation of secrecy;
- Carefully consider the need of the child when in one to one situation and always report any situation where the child becomes distressed or angry towards you;
- Agree the purpose for any home visit with senior management unless it is an acknowledged and integral part of your role;
- Never put yourself into a one to one situation when little or no information is available about the child.

## **Transporting**

Staff must:

- Ensure requirements around seat belts and car seats are adhered to;
- Not offer lifts outside normal working duties unless this has been brought to the attention of senior management and been agreed with parents;
- Ensure they are fit to drive and free from any drugs, alcohol or medicine that is likely to impair judgement or ability to drive;
- Record details of the journey in accordance with agreed procedures;
- Ensure that there are proper procedures in place for vehicle, passenger and driver safety, including appropriate insurance;
- Ensure that any impromptu or emergency lifts are recorded and can be justified if questioned.

## **Trips and Outings**

Staff must:

- Recognise that they are in a position of trust and ensure that their behaviour remains professional at all times and stays clearly within defined boundaries;
- Ensure staff/child ratios and gender mix are appropriate;
- Always have another adult present in out of work activities, unless otherwise agreed with a senior manager;
- Ensure risk assessments are undertaken;
- Have parental consent to the activity;
- Never share beds with children;
- Not share bedrooms unless it is a dormitory situation and the arrangements have been agreed with a senior manager, parents and children.

## **Photography and Videos**

Staff must:

- Be clear about the purpose of any activity involving photography and what will happen to the images when the activity is concluded;
- Be able to justify the reason for having images of children in their possession;
- Avoid making images in one to one situations or situations that may be construed as secretive or which show a single child with no surrounding context;
- Only use equipment provided or authorised by their organisation;
- Immediately report any concerns if any inappropriate or intrusive images are found;
- Have parental consent to take, display and/or distribute any images of children;
- Not use images that may cause distress or offence;
- Not use mobile phones or any other devices that have a camera to take images of children.

## **Access to inappropriate images and internet usage**

Staff must:

- Not access, make or store indecent images of children on the internet, to do so would be illegal and lead to a criminal investigation;
- Not make or store images of children, gathered as a result of their work, on personal equipment;
- Follow their organisation's guidance on the use of IT equipment;
- Ensure that children are not exposed to unsuitable material through ICT;
- Ensure that any materials shown to children are age appropriate;
- Immediately report any concerns, if any inappropriate or intrusive images are found, to the LADO.

## **DON VALLEY ACADEMY & PERFORMING ARTS COLLEGE**

### ***SAFEGUARDING PROCEDURES***

Child protection records and information are kept in locked filing cabinets in JHD office – a note goes into student files if there is sensitive safeguarding information held on them so that staff are aware that there may be some issues that the student is having to deal with.

Staff reporting any safeguarding incidences are asked to complete a referral via CPOMs, which in turn send an automatic e mail to GOL and JHD notifying them of the incident which can then be actioned.

A list of vulnerable students by high, medium and low priority is given to relevant staff and updated regularly.

Learning Managers have access via CPOM's to their own year group and are notified via CPOM's of any relevant incidents.

KSE gets notified of all CPOMS incidents.

Staff training is constant – clear instructions to staff for reporting suspicions and/or disclosures.

Only the designated officers to contact CAMHS, R&R and other relevant agencies – this may be delegated with agreement from GOL or JHD.

Refer to safeguarding policy if in doubt.

JHD & RLD are CEOP Ambassadors and JHD delivers in assemblies and on SMSC days.