

Standard Operating Procedure	Safeguarding Policy
Owner	Chief Executive
Effective Date	September 2022
Review Date	July 2024

SAFEGUARDING CHILDREN STATEMENT

The Trust has adopted Keeping Children Safe in Education (2023) and is the default for all policy matters and procedures that may affect the safety and wellbeing of children.

The Safeguarding Team

The Designated Safeguarding Leads for Edmonton County School are:

Mr P Miller Head of School

For the Secondary School:

Mr C Dyer Deputy Head of Secondary

Mrs I Alibhai

The Designated Safeguarding Leads for Lea Valley Academy are:

Mr S Kinson Headteacher

Mr D Bucho Deputy Head

The Designated Safeguard Leads for Salmons Brook School are:

Mr A Lloyd Headteacher

Ms K Matthews Deputy Head

The Designated Safeguarding Leads for Konrad Halls Centre is:

Ms N Younes Deputy Head and Trust Lead for KHC

Dr J Upton Head of centre

Any concern can be referred immediately to the Chief Executive, Dr Tranter.

The Trust and each school in the Trust aims to create a safe and secure learning environment for all students. All staff have a responsibility to safeguard the wellbeing of all the children in the Trust and if any member of staff has concerns about the welfare of any child, or the conduct of any adult on campus, they have a responsibility contact a Deputy Head or Head of School/Headteacher or the Chief Executive. Any concerns will be dealt with in the strictest confidence.

Aim: the aim of this policy is to draw together a number of school policies that are related to the safeguarding of children and young people. According to the DfE Safeguarding is defined as follows:

False declarations on an application form will normally lead to the termination of employment.

No member of staff may commence work for the Trust until pre-employment checks are completed. If there is a delay in securing DBS clearance the Headteacher/Head of School will complete a Risk Assessment to determine if a person may commence work. If the appointment is for a Headteacher /Head of School any risk assessment will be completed by the Chief Executive.

The Headteacher/Head of School's Personal Assistant is responsible for the Single Central Record.

Advice to Staff

General

All staff receive regular training on Safeguarding and Child Protection.

All Staff are trained to know the types of abuse and what they should do if they suspect a

Cybercrime- such as cyber-bullying and grooming

Staff having concerns should refer their concern to a member of the Safeguarding Team.

Reporting incidents

If staff have a concern.

The concern must be reported to a member of the Safeguarding Team without delay using the school systems or by email or in person. Such a duty overrules any other obligation.

If a child makes a disclosure

If a student makes a disc.92 rr nBT/F3 124.92 reW*nBTr

The procedure for dealing with allegations against staff depends on the circumstances surrounding the allegation. All concerns around poor practice or possible child abuse by staff should be reported to the Headteacher/Head of School or the Head of Primary Phase. Concerns about the Headteacher/Head of School or the Head of Primary Phase should be reported to the Chief Executive (or to the Chair of Trustees where the Chief Executive is the subject of concern), who will then contact the Local Authority Designated Officer (LADO). A discussion will then take place to decide on the best course of action. The school will share information with the LADO on the allegation itself, the child concerned and the person against whom the allegation has been made and decide whether a Police investigation or strategy discussion is required. Representatives from other agencies such as health, social care, the GP or police may be invited into the discussion.

See the Policy

Related Policy Statements

Physical Contact

Physical contact may be misconstrued by a student, parent or observer. Touching students, including well-intentioned informal and formal gestures such as putting a hand on the shoulder or arm can unfortunately lead to questions being raised. However, there will be occasions when physical contact will be acceptable, such as:

- Action to prevent harm or injury to the student or to others. Minimum force and contact necessary to prevent harm or injury is acceptable and defensible in this situation. Such incidents must always be reported to the Deputy Head on the campus where the incident occurred.
- Comforting a student in distress. There is no easy definition of what is acceptable since much will depend on the circumstances, the age of the student, the extent and cause of the distress and the alternative means of providing comfort. Staff will need to use their professional judgement and discretion in relation to these factors. Record the incident on SIMs.
- Unavoidable contact. This is a particularly sensitive issue in subjects such as Physical Education and Drama and in some forms of skills coaching. All teachers must be alert to the possibilities of misinterpreting any contact. To avoid such misunderstanding all planned contact must be demonstrably unavoidable. It may be, for example, that alternative methods involving demonstrations of particular techniques by the teacher or a particularly competent student may be more appropriate than modifying a student's

technique by physical contact. If required, record and report the contact.

Corporal Punishment

Any form of physical punishment is prohibited under disciplinary procedures and potentially actionable in law.

Private meetings

Private meetings provide opportunities for students to make malicious allegations. Staff must therefore recognise this possibility and plan such meetings accordingly. It is advisable to avoid remote areas of the school and to ensure that wherever possible the door is left open or visual contact with others is maintained. Under no circumstances should meetings with individual

Teaching materials

Staff should comply with the Guidelines on Electronic Commutation in this Staff Handbook

Footnote

The purpose is to promote the highest standards of care for young people and to protect staff from the potentially devastating consequences of false allegations. All staff are urged to consider how they can safeguard their own position in the light of this advice without giving up important personal principles of care and trust. Whenever doubt exists staff should seek the advice of the Headteacher/Head of School.

Implementation

In general, any concerns should be referred to the Leadership Team member with responsibility for the year group (escalate to the Deputy Head with line responsibility for the year group of the student).

All CP referrals are discussed with the Headteacher/Head of School.

The following school policies are relevant to this Safeguarding Policy:

Annually: There will be an updating meeting on Child Protection and Safeguarding as part of the September INSET meetings. All new staff will receive training and briefing as part of their induction.

Daily:

All staff should wear their identity lanyard at all times when on school premises or working with children (for example on a school trip, accompanying children to the theatre, trip or school fixture)

All students should wear their school identity lanyard at all times when on school premises. Students are not required to wear their identity lanyard when on school visits and trips as this might advantage predators and compromise a child's identity.

All visitors to school must wear a visitor's badge or be under the direct supervision of a

If a person is seen in school without a visitor's lanyard they should be asked politely to report to reception to sign in. If possible, staff should accompany the person. If this is not possible or to do so would place the member of staff or children at risk, then contact should be made with reception who will alert a senior member of staff.

All staff are required to have the DBS, qualifications and identity check and two written references before they commence working at EAT. Only the Headteacher/Head of School can agree for a person to start work before these checks have been completed. If there is a safeguarding issue that arises from the recruitment process, the Headteacher/Head of School will conduct a risk assessment and there are three outcomes 1) the person is allowed to work with no control measures in place 2) the person may work subject to control measures that are therefore contractually binding and 3) the ,

Staff should be punctual to class and take reasonable steps to safeguard the children in class. This includes taking a register, recording absences and ensuring that the classroom is a safe environment for learning

Control over the class should be such that children are safe

Staff should not leave their classes unattended unless there is an urgent cause

Staff should teach their classes and dismiss the class in an orderly manner at the correct time. Students should not be permitted to leave the lesson early.

If a child has to leave class for a good reason they should carry their planner with a note from the classroom .32 8.8 Tm3 12er

As members of staff working with children we have a responsibility that is set down in legislation but most particularly in

As members of staff who work with children we have to be aware that exposure to images and other material that might be considered unsuitable and is the cause of harm to children is covered by the Children's Act of 1989 (Section 31). The definition of "harm" is the ill treatment or the impairment of health or development (including, for example, impairment suffered from seeing or hearing the ill treatment of another). The definition of development is physical, intellectual, emotional, social or behavioural development; the definition of "ill treatment" includes sexual abuse and forms of ill treatment which are not physical.

Any use of material that might be considered unsuitable is discussed in advance with the Deputy Head with oversight of the faculty or phase. If necessary, the Deputy Head will raise this with the Headteacher/Head of School. Failure to comply with this requirement may result in disciplinary action, including a charge of gross misconduct. The school's ICT equipment is not used to view material that might be considered unsuitable. Material once downloaded remains on the hard disk. Failure to comply with this requirement may result in disciplinary action, including a charge of gross misconduct.

Staff should not send, read or respond to emails when teaching. Also, staff should not browse the internet when teaching. The use of the internet and email for personal use should be minimal during the working day. The use of the internet for personal use is subject to monitoring.

Staff whose role it is to monitor the use of the internet and other media should keep appropriate records of activity and raise any issues accordingly.

If a member of staff has concerns about another member of staff's use of ICT then they should raise this with the Headteacher/Head of School. The employee is covered by Trust's "Whistle blowing" policy and the Code of Conduct.

If there is a Child in Need file on a child, the file will be held by Deputy Head and a blue sheet of paper bearing the child's name and date of the file will be in the child's file. A blue sticker will be on the cover and an alert on SIMS.

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At EdAcT we will not tolerate sexual harassment nor sexual violence. Where the behaviour is classified as a criminal act we will support the complainant in referring the incident to the Police.

If a pupil makes an allegation of sexual abuse then the complainant will be supported to provide a full account of what has happened. The incident will be referred to a member of the Leadership Team. Parents will be informed of the allegation and a risk assessment undertaken to establish the best way10Tr08870 932 84n to1 84n to1 84n t-(4)108.