

TEMPLEFIELDS

MULTI-ACADEMY TRUST

(TMAT)

SAFEGUARDING AND CHILD PROTECTION POLICY

POLICY FIRST ADOPTED AND RATIFIED BY THE TRUST	September 2017
POLICY LAST REVIEWED AND REVISED	September 2020
POLICY TO BE REVIEWED AS REQUIRED	

Signature: *Robert Smith*

Date: September 2020

Name: Robert Smith
CHAIR OF TRUST

DESIGNATED SAFEGUARDING LEADS

FAWBERT & BARNARD'S

DESIGNATED SAFEGUARDING LEAD:	Sue Spearman	Head Teacher
DEPUTY DESIGNATED SAFEGUARDING LEADS:	Arnold Worton-Geer Gemma Higgs	Deputy Head Teacher Senco and Online Safety Lead
DESIGNATED SAFEGUARDING LOCAL GOVERNOR:	Liz Kinsella	Governor

HARLOWBURY

DESIGNATED SAFEGUARDING LEAD:	Vicky Early	Head Teacher
DEPUTY DESIGNATED SAFEGUARDING LEADS:	Sarah Mitchell Mel Dyer	Deputy Head Teacher & Teacher in Charge of SLC Inclusion manager & Online Safety Lead
DESIGNATED SAFEGUARDING LOCAL GOVERNOR:	Heather Gotting	Governor

TANYS' DELL

DESIGNATED SAFEGUARDING LEAD:	Bernadette Miele	Head Teacher
DEPUTY DESIGNATED SAFEGUARDING LEADS:	Fern Middleton Lisa Gadd Beckie Wright Julie McAllister	Deputy Headteacher Inclusion Manager Online Safety / CSE Champion Family Support Worker
DESIGNATED SAFEGUARDING LOCAL GOVERNOR:	Renee Joyce	Chair of Governors

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1. Introduction

Templefields Multi-Academy Trust is wholly committed to ensuring that all children, employees and any other persons who engage with our Trust and its academies are cared for in a safe and secure environment.

Schools and their staff form part of the wider safeguarding system for children. Everyone who comes into contact with children and their families and carers has a role to play in safeguarding children. In order to fulfil this responsibility effectively, all professionals should make sure their approach is child-centred. This means that they should consider, at all times, what is in the best interests of the child.

(Keeping Children Safe in Education – DfE, 2020)

It is important to understand the distinction between Safeguarding and Child Protection:

Safeguarding is what the Trust & its academies do for all children, employees & other persons who come on site to keep them safe.

Child Protection refers to the Policy & Procedures specifically for children who are at risk of harm or have experienced harm.

Safeguarding is therefore proactive & Child Protection reactive.

Safeguarding is all encompassing & pervades every aspect of the daily operation of our academies. Our paramount Safeguarding duty informs everything we do – from how we run our physical sites (more commonly referred to as Health & Safety), how we employ our staff (referred to as Safer Recruitment), how we combat any bullying / peer-on-peer abuse, how we ensure online safety, how we manage children's absences and how we construct & deliver the curriculum. Due to its nature, it is not possible to produce a single Safeguarding Policy – instead we have produced a set of Safeguarding Principles & arrangements as they apply across all 3 academies.

The Trust will:

- establish and maintain an environment and culture where:
 - i. children are kept safe, feel safe, are able to talk about and are listened to when they have a worry or concern
 - ii. parents are confident that their child is kept safe and feels safe
 - iii. TMAT staff and volunteers feel safe, are encouraged and able to talk and are listened to when they have concerns about the safety and wellbeing of a child
- ensure children know that there are adults in any school within the MAT whom they can approach if they are worried
- ensure that children who have additional/unmet needs are supported appropriately. This could include referral to early help services or specialist services if they are a child in need or have been/are at risk of being abused and neglected.
- consider how children may be taught about safeguarding, including online, through teaching and learning opportunities, as part of providing a broad and balanced curriculum.

All adults within the Trust working with children are advised to maintain an attitude of 'it could happen here' where safeguarding is concerned. When concerned about the welfare of a child, adults always act in the interests of the child.

There are then a raft of individual Policies & Procedures which deal with specific aspects of Safeguarding. All the Policies & Procedures relating to the Safeguarding of employees are produced & approved by the Trust and apply commonly across all our academies. Most Policies & Procedures relating to the Safeguarding of children are produced & approved at individual academy Local Governing Body level and can be found on each academy's website.

The main Policies & Procedures which relate to Safeguarding in each individual academy include: Attendance, Behaviour, Anti-bullying, Exclusions, Online Safety, Intimate care & Administration of Medicines.

The key area relating to Safeguarding is of course Child Protection and the Trust's Child Protection Policy & Procedure as it applies across the 3 academies is set out below:

Procedures for Child Protection

The Trust and each academy in the Trust follow the procedures established by the Essex Safeguarding Children Board (a guide to procedure and practice for all agencies in Essex working with children and their families).

TMAT's Child Protection Policy is based on the model Child Protection Policy recommended by Essex County Council.

This Child Protection policy is for all staff, parents, governors, volunteers and the wider school community. It forms part of the safeguarding arrangements for our school and should be read in conjunction with the following:

- Keeping Children Safe in Education (DfE, 2020)
- the school Behaviour policy;
- the school Staff Behaviour policy (sometimes called Staff Code of Conduct);
- the safeguarding response to children missing from education
- the role of the designated safeguarding lead (Annex B of KCSIE)

Safeguarding and promoting the welfare of children (*everyone under the age of 18*) is defined in Keeping Children Safe in Education as:

- Protecting children from maltreatment
- Preventing impairment of children's mental and physical health or development
- Ensuring that children grow up in circumstances consistent with the provision of safe and effective care
- Taking action to enable all children to have the best outcomes

2. Statutory Framework for Safeguarding & Child Protection

There is government guidance set out in [Working Together \(HMG, 2018\)](#) on how agencies must work in partnership to keep children safe. This guidance places a shared and equal duty on three Safeguarding Partners (the Local Authority, Police and Health) to work together to safeguard and promote the welfare of all children in their area under multi-agency safeguarding arrangements. These arrangements sit under the [Essex Safeguarding Children Board](#) (ESCB). In Essex, the statutory partners are Essex County Council, Essex Police and five of the seven Clinical Commissioning Groups covering the county.

Section 175 of the Education Act 2002 (*Section 157 for Independent schools*) places a statutory responsibility on the governing body to have policies and procedures in place that safeguard and promote the welfare of children who are pupils of the school.

In Essex, all professionals must work in accordance with the [SET Procedures \(ESCB, 2019\)](#). Our school also works in accordance with the following legislation and guidance (*this is not an exhaustive list*):

[Keeping Children Safe in Education \(DfE, 2020\)](#)

[Working Together \(HMG, 2018\)](#)

Education Act (2002)

[Effective Support for Children and Families in Essex](#) (ESCB, 2017)

[Counter-Terrorism and Security Act \(HMG, 2015\)](#)

[Serious Crime Act 2015](#) (Home Office, 2015)

Children and Social Work Act (2017)

[Children Missing Education - statutory guidance for local authorities \(DfE, 2016\)](#)

Sexual Offences Act (2003)

Education (Pupil Registration) Regulations 2006

[Information sharing advice for safeguarding practitioners \(HMG, 2018\)](#)

[Data Protection Act \(2018\)](#)

[What to do if you're worried a child is being abused](#) (HMG, 2015)

[Searching, screening and confiscation](#) (DfE, 2018)

Children Act (1989)

Children Act (2004)

[Preventing and Tackling Bullying \(DfE, 2017\)](#)

Female Genital Mutilation Act 2003 (S. 74 - Serious Crime Act 2015)

[Sexual violence and sexual harassment between children in schools and colleges](#) (DfE, 2018)

[Promoting positive emotional well-being and reducing the risk of suicide \(ESCB, 2018\)](#)

[Preventing youth violence and gang involvement \(Home Office, 2015\)](#)

[Criminal Exploitation of children and vulnerable adult - county lines guidance \(Home Office, 2018\)](#)

[Teaching on-line safety in schools \(DfE, 2019\)](#)

[Education Access Team CME / Home Education policy and practice \(ECC, 2018\)](#)

[Understanding and Supporting Behaviour - safe practice for schools and educational settings \(ESCB 2020\)](#)

3. Roles and responsibilities

All adults working with or on behalf of children have a responsibility to protect them and to provide a safe environment in which they can learn and achieve their full potential. However, there are key people within our Trust and its academies and the Local Authority who have specific responsibilities under child protection procedures. The names of those in our Trust and its academies with these specific responsibilities (the designated safeguarding lead and deputy designated safeguarding leads) are shown on the cover sheet of this document.

The Trust Board and academy Local Governing Bodies

These bodies ensure that the policies, procedures and training in our Trust and its academies are effective and comply with the law at all times. They ensure that all required policies relating to safeguarding are in place, that the child protection policy reflects statutory and local guidance and is reviewed at least annually.

Each Local Governing Body has a named Governor for Safeguarding, who is named on the front cover of this document. This Local Governor takes leadership responsibility for safeguarding arrangements in each academy. Each Local Governing body ensures there is a named designated safeguarding lead and at least one deputy safeguarding lead in place (also named on the front cover) and these arrangements are overseen by the Trust Board.

The Trust Board and its Local Governing Bodies ensure that the Trust and its academies contribute to inter-agency working, in line with statutory and local guidance. It ensures that information is shared and stored appropriately and in accordance with statutory requirements.

The Trust and its Local Governing Bodies ensure that all staff members undergo safeguarding and child protection training at induction and that it is then regularly updated. All staff members receive regular safeguarding and child protection updates, at least annually, to provide them with the relevant skills and knowledge to keep our children safe.

The Trust and its Local Governing Bodies ensure that our pupils are taught about safeguarding (including online safety) through teaching and learning opportunities as part of a broad and balanced curriculum. From September 2020, our Trust and its academies will work in accordance with new government regulations which make the subjects of Relationships Education and Health Education mandatory.

The Trust, its Local Governing Bodies and the academies' school leadership teams are responsible for ensuring the Trust follows recruitment procedures that help to deter, reject or identify people who might abuse children. It adheres to statutory responsibilities to check adults working with children and has recruitment and selection procedures in place (see the Trust's 'Safer Recruitment' policy for further information). It ensures that volunteers are appropriately supervised in each academy.

The CEO & Headteachers

These work in accordance with the requirements upon all Trust staff. In addition, they ensure that all safeguarding policies and procedures adopted by the Trust are followed by all staff.

The Designated Safeguarding Leads and Deputies

The designated safeguarding leads in each academy have ultimate lead responsibility for safeguarding and child protection. Their role includes managing child protection referrals, working with other agencies, ensuring all staff are appropriately trained and raising awareness of all safeguarding and child protection policies and procedures. They ensure that everyone in each academy (including temporary staff, volunteers and contractors) are aware of these procedures and that they are followed at all times. They act as a source of advice and support for other staff (on child protection matters) and ensure that timely referrals to Essex Children's Social Care (Children and Families Hub) are made in accordance with current SET procedures. They work with the local authority and the ESCB as required and ensure that information is shared appropriately.

The deputy designated safeguarding leads are trained to the same standard as the designated safeguarding lead. If for any reason the designated safeguarding lead is unavailable, the deputy/deputies designated safeguarding lead will act in their absence.

All Trust staff

Everyone in our Trust has a responsibility to provide a safe learning environment in which our children can learn. Any child may benefit from early help and all staff members are aware of the local early help process and our role in it. They are aware of signs of abuse and neglect so they are able to identify children who may be in need of help or protection. All staff members are aware of and follow the processes (as set out in this policy) and are aware of how to make a referral to Social Care if there is a need to do so. If staff have any concerns about a child's welfare, they must act on them immediately and speak with the designated safeguarding leads (or deputies) – they do not assume that others have taken action.

4. Types of abuse / specific safeguarding issues

Keeping Children Safe in Education (DfE, 2020) describes abuse in the following way:

“Somebody may abuse or neglect a child by inflicting harm or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others. Abuse can take place wholly online, or technology may be used to facilitate offline abuse. Children may be abused by an adult or adults or another child or children”

Keeping Children Safe in Education refers to four categories of abuse:

- Physical
- Emotional
- Sexual
- Neglect

All staff in our Trust are aware of the signs of abuse and neglect so we are able to identify children who may be in need of help or protection. All staff are aware of environmental factors which may impact on a child's welfare and safety and understand safeguarding in the wider context (contextual safeguarding). We understand that abuse, neglect and safeguarding issues are rarely 'stand-alone' events and that, in most cases, multiple issues will overlap.

In addition, staff are aware of other types of abuse and safeguarding issues that can put children at risk of harm and understand that behaviours linked to issues such as drug taking, alcohol abuse, deliberately missing education and sexting put children in danger.

Child criminal exploitation

Child criminal exploitation is a geographically widespread form of harm which is a typical feature of county lines criminal activity (county lines is when drug networks or gangs groom and exploit children to carry drugs and money from urban areas to suburban areas and seaside towns). Our Trust works with key partners locally to prevent and respond to child criminal exploitation.

Child Sexual Exploitation (CSE)

Child Sexual Exploitation (CSE) is a form of child abuse, which can happen to boys and girls from any background or community. In Essex and our Trust, the definition of Child Sexual Exploitation (CSE) from the Department of Education (DfE, 2017) has been adopted:

"Child Sexual Exploitation is a form of child sexual abuse. It occurs when an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology".

It is understood that a significant number of children who are victims of CSE go missing from home, care and education at some point. Our Trust is alert to the signs and indicators of a child becoming at risk of, or subject to, CSE and will take appropriate action to respond to any concerns. The designated safeguarding leads will lead on these issues and work with other agencies as appropriate. This [one page process map](#) sets out arrangements for CSE in Essex.

Children missing from education

All children, regardless of their age, ability, aptitude and any special education needs they may have are entitled to a full-time education. Our Trust recognises that a child missing education is a potential indicator of abuse or neglect and will follow the academies' procedures for unauthorised absence and for children missing education. It is also recognised that, when not in school, children may be vulnerable to or exposed to other risks, so we work with parents and other partners to keep children in school whenever possible.

Parents should always inform us of the reason for any absence. Where contact is not made, a referral may be made to another appropriate agency ([Education Access Team](#), Social Care or Police). Parents are required to provide at least two emergency contact numbers to the relevant academy, to enable us to communicate with someone if we need to.

Each academy will inform the local authority of any pupil who has been absent without permission for a continuous period of 10 days or more.

Contextual safeguarding

Safeguarding incidents and behaviours can be associated with factors outside our Trust and its academies. All staff are aware of contextual safeguarding and the fact they should consider whether wider environmental factors present in a child's life are a threat to their safety and / or welfare. To this end, we will consider relevant information when assessing any risk to a child and share it with other agencies to support better understanding of a child and their family.

Domestic abuse

Domestic abuse can take many forms, including psychological, physical, sexual, financial and emotional. Our Trust recognises that exposure to domestic abuse can have a serious, long-term emotional and psychological impact on children. We work with other key partners and will share relevant information where there are concerns that domestic abuse may be an issue for a child or family or be placing a child at risk of harm.

So-called 'honour-based violence' (including Female Genital Mutilation and forced marriage)

Female Genital Mutilation (FGM) comprises all procedures involving partial or total removal of the external female genitalia or other injury to female genital organs. It is illegal in the UK and a form of child abuse.

As of October 2015, the Serious Crime Act 2015 (Home Office, 2015) introduced a duty on teachers (and other professionals) to notify the police of known cases of female genital mutilation

where it appears to have been carried out on a girl under the age of 18. Our Trust will operate in accordance with the statutory requirements relating to this issue, and in line with local safeguarding procedures.

A *forced marriage* is one entered into without the full consent of one or both parties. It is where violence, threats or other forms of coercion is used and is a crime. Our staff understand how to report concerns where this may be an issue.

Mental health

Our staff are aware that mental health problems can, in some cases, be an indicator that a child has suffered or is at risk of suffering abuse, neglect or exploitation. We understand that, where children have suffered abuse or other potentially traumatic adverse childhood experiences, this can have a lasting impact throughout childhood, adolescence and into adulthood. Where we have concerns this may impact on mental health, we will seek advice and work with other agencies as appropriate to support a child and ensure they receive the help they need.

Positive mental health is the concern of the whole community and we recognise that our academies play a key part in this. Our academies aim to develop the emotional wellbeing and resilience of all pupils and staff, as well as provide specific support for those with additional needs. We understand that there are risk factors which increase someone's vulnerability and protective factors that can promote or strengthen resiliency. The more risk factors present in an individual's life, the more protective factors or supportive interventions are required to counter-balance and promote further growth of resilience.

It is vital that we work in partnership with parents to support the well-being of our pupils. Parents should share any concerns about the well-being of their child with each academy, so appropriate support and interventions can be identified and implemented.

Online safety

We recognise that our children are growing up in an increasingly complex world, living their lives on and offline. This presents many positive and exciting opportunities, but we recognise it also presents challenges and risks. Any pupil can be vulnerable online, and their vulnerability can fluctuate depending on their age, developmental stage and personal circumstance. We want to equip our pupils with the knowledge needed to make the best use of the internet and technology in a safe, considered and respectful way, so they are able to reap the benefits of the online world.

The three main areas of online risk could be categorised as:

content: being exposed to illegal, inappropriate or harmful material; for example pornography, fake news, racist or radical and extremist views;

contact: being subjected to harmful online interaction with other users; for example commercial advertising as well as adults posing as children or young adults;

conduct: personal online behaviour that increases the likelihood of, or causes, harm; for example making, sending and receiving explicit images, or online bullying

Our Trust seeks to help children keep themselves safe online in a range of ways - further information about our approach to online safety is available in our Online Safety policy.

Peer on peer abuse

Our Trust and its academies may be the only stable, secure and safe element in the lives of children at risk of, or who have suffered harm. Nevertheless, pupil's behaviour may be challenging and defiant, or they may instead be withdrawn, or display abusive behaviours towards other children. Our Trust and its academies recognise that some children may abuse their peers and any incidents of peer on peer abuse will be managed in the same way as any other child protection concern and will follow the same procedures. We will seek advice and support from other agencies as appropriate.

Peer on peer abuse can manifest itself in many ways. This may include bullying (including cyber bullying), physical abuse, sexual violence / sexual harassment, 'up-skirting', 'sexting' or initiation / hazing type violence and rituals. We do not tolerate any harmful behaviour in our academies and will take swift action to intervene where this occurs. We use lessons and assemblies to help children understand, in an age-appropriate way, what abuse is and we encourage them to tell a trusted adult if someone is behaving in a way that makes them feel uncomfortable. Our academies understand the different gender issues that can be prevalent when dealing with peer on peer abuse.

Prevention of radicalisation

As of July 2015, the [Counter-Terrorism and Security Act \(HMG, 2015\)](#) placed a new duty on schools and other education providers. Under section 26 of the Act, schools are required, in the exercise of their functions, to have "due regard to the need to prevent people from being drawn into terrorism". This duty is known as the Prevent duty.

It requires schools to:

- teach a broad and balanced curriculum which promotes spiritual, moral, cultural, mental and physical development of pupils and prepares them for the opportunities, responsibilities and experiences of life and must promote community cohesion
- be safe spaces in which children / young people can understand and discuss sensitive topics, including terrorism and the extremist ideas that are part of terrorist ideology, and learn how to challenge these ideas
- be mindful of their existing duties to forbid political indoctrination and secure a balanced presentation of political issues

CHANNEL is a national programme which focuses on providing support at an early stage to people identified as vulnerable to being drawn into terrorism.

Our Trust works in accordance with local procedures for PREVENT and with other agencies, sharing information and concerns as appropriate. Where we have concerns about extremism or radicalisation, we will seek advice from appropriate agencies and, if necessary, refer to Social Care and / or the Channel Panel.

Serious violence

All staff are aware of indicators which may signal that children are at risk from or involved with serious violent crime. These may include increased absence from school, a change in friendships or relationships with older individuals or groups, a significant decline in performance, signs of self-harm or a significant change in well-being, or signs of assault or unexplained injuries. Unexplained gifts or new possessions could also indicate that a child has been approached by, or is involved with, individuals associated with criminal networks or gangs.

5. Children potentially at risk of greater harm

We recognise that some children may potentially be at risk of greater harm and require additional help and support. These may be children with a Child in Need or Child Protection Plan, those in Care or previously in Care or those requiring mental health support. We work with Social Care and other appropriate agencies to ensure there is a joined-up approach to planning for these children and that they receive the right help at the right time.

Our Trust and its academies understand that children with special educational needs (SEN) and disabilities can face additional safeguarding challenges. Barriers can exist when recognising abuse and neglect in this group of children. These can include:

- Assumptions that indicators of possible abuse such as behaviour, mood and injury relate to the child's disability, without further exploration
- That they may be more prone to peer group isolation than others
- The potential to be disproportionately impacted by things like bullying, without outwardly showing signs
- Communication difficulties in overcoming these barriers

6. Procedures

Our Trust and its academies work with key local partners to promote the welfare of children and protect them from harm. This includes providing a co-ordinated offer of early help when additional needs of children are identified and contributing to inter-agency plans which provide additional support (through a Child in Need or a Child Protection plan).

All staff members have a duty to identify and respond to suspected / actual abuse or disclosures of abuse. Any member of staff, volunteer or visitor who receives a disclosure or allegation of abuse, or suspects that abuse may have occurred **must** report it immediately to the designated safeguarding leads (or, in their absence, the deputy designated safeguarding leads).

All action is taken in accordance with the following guidance;

- Essex Safeguarding Children Board guidelines - the SET (Southend, Essex and Thurrock) Child Protection Procedures (ESCB, 2019)
- [Essex Effective Support](#)
- Keeping Children Safe in Education (DfE, 2020)
- Working Together to Safeguard Children (DfE, 2018)
- 'Effective Support for Children and Families in Essex' (ESCB, 2017)
- PREVENT Duty - Counter-Terrorism and Security Act (HMG, 2015)

Any staff member or visitor must refer any concerns to the designated safeguarding leads or deputy designated safeguarding leads. Where there is risk of immediate harm, concerns will be referred by telephone to the Children and Families Hub and / or the Police. Less urgent concerns or requests for support will be sent to the Children and Families Hub via the [Essex Effective Support](#) portal. Our academies may also seek advice from Social Care or another appropriate agency about a concern, if we are unsure how to respond to it. Wherever possible, we will share

any safeguarding concerns, or an intention to refer a child to Children's Social Care, with parents or carers. However, we will not do so where it is felt that to do so could place a child at greater risk of harm or impede a criminal investigation. On occasions, it may be necessary to consult with the Children and Families Hub and / or Essex Police for advice on when to share information with parents / carers.

If a member of staff continues to have concerns about a child and feels the situation is not being addressed or does not appear to be improving, all staff understand they should press for re-consideration of the case with the designated safeguarding lead.

If, for any reason, the designated safeguarding leads (or deputies) are not available, this will not delay appropriate action being taken. Safeguarding contact details are displayed in each academy to ensure that all staff members have unfettered access to safeguarding support, should it be required. Any individual may refer to Social Care where there is suspected or actual risk of harm to a child.

When new staff, volunteers or regular visitors join our Trust they are informed of the safeguarding arrangements in place, the names of the designated safeguarding leads (and deputies) and how to share concerns with them.

7. Training

The designated safeguarding leads (and deputies) undertake Level 3 child protection training at least every two years. The CEO & Headteachers, all staff members and Local Governors receive appropriate child protection training which is regularly updated and in line with advice from the Essex Safeguarding Children Board (ESCB). In addition, all staff members receive safeguarding and child protection updates as required, but at least annually, to provide them with relevant skills and knowledge to safeguard children effectively. Records of any child protection training undertaken are kept for all staff, Trustees and Local Governors.

The Trust ensures that the designated safeguarding leads (and deputies) also undertake training in inter-agency working and other matters as appropriate

8. Professional confidentiality

Confidentiality is an issue which needs to be discussed and fully understood by all those working with children, particularly in the context of child protection. A member of staff must never guarantee confidentiality to anyone about a safeguarding concern (including parents / carers or pupils) or promise to keep a secret. In accordance with statutory requirements, where there is a child protection concern, this must be reported to the designated safeguarding lead and may require further referral to and subsequent investigation by appropriate authorities.

Information on individual child protection cases may be shared by the designated safeguarding leads (or deputies) with other relevant staff members. This will be on a 'need to know' basis only and where it is in the child's best interests to do so.

9. Records and information sharing

Well-kept records are essential to good child protection practice. Our Trust and its academies are clear about the need to record any concern held about a child or children within our academies and when these records should be shared with other agencies.

Where there are concerns about the safety of a child, the sharing of information in a timely and effective manner between organisations can reduce the risk of harm. Whilst the Data Protection Act 2018 places duties on organisations and individuals to process personal information fairly and lawfully, it is not a barrier to sharing information where the failure to do so would result in a child or vulnerable adult being placed at risk of harm. Similarly, human rights concerns, such as respecting the right to a private and family life would not prevent sharing information where there are real safeguarding concerns. Fears about sharing information cannot be allowed to stand in the way of the need to safeguard and promote the welfare of children at risk of abuse or neglect. Generic data flows related to child protection are recorded in our Records of Processing Activity and regularly reviewed; and our online school privacy notices accurately reflect our use of data for child protection purposes.

Any member of staff receiving a disclosure of abuse or noticing signs or indicators of abuse, will record it as soon as possible, noting what was said or seen (if appropriate, using a body map to record), giving the date, time and location. All records will be dated and signed and will include the action taken. This is then presented to the designated safeguarding leads (or deputies), who will decide on appropriate action and record this accordingly.

Any records related to child protection are kept on an individual child protection file for that child (which is separate to the pupil file). All child protection records are stored securely and confidentially and will be retained for 25 years after the pupil's date of birth, or until they transfer to another educational setting.

In line with statutory guidance, where a pupil transfers from one of our academies to another school / educational setting (including colleges), their child protection records will be forwarded to the new educational setting. These will be marked 'Confidential' and for the attention of the receiving school's designated safeguarding lead, with a return address on the envelope so it can be returned to us if it goes astray. We will obtain evidence that the paperwork has been received by the new school and then destroy any copies held in our academy. Where appropriate, the designated safeguarding leads may also make contact with the new educational setting in advance of the child's move there, to enable planning so appropriate support is in place when the child arrives.

Where a pupil joins one of our academies, we will request child protection records from the previous educational establishment (if none are received).

10. Interagency working

It is the responsibility of the designated safeguarding leads to ensure that the academy is represented at, and that a report is submitted to, any statutory meeting called for children on the academy roll or previously known to them. Where possible and appropriate, any report will be shared in advance with the parent(s) / carer(s). The member of staff attending the meeting will be fully briefed on any issues or concerns the academy has and be prepared to contribute to the discussions.

If a child is subject to a Care, Child Protection or a Child in Need plan, the designated safeguarding lead will ensure the child is monitored regarding their academy attendance, emotional well-being, academic progress, welfare and presentation. If the academy is part of the core group, the designated safeguarding lead will ensure the academy is represented, provides appropriate information and contributes to the plan at these meetings. Any concerns about the Child Protection plan and / or the child's welfare will be discussed and recorded at the core group meeting, unless to do so would place the child at further risk of significant harm. In this case the

designated safeguarding lead will inform the child's key worker immediately and then record that they have done so and the actions agreed.

11. Allegations about members of the workforce

All staff members are made aware of the boundaries of appropriate behaviour and conduct. These matters form part of staff induction and are outlined in the Trust's Code of Conduct. The Trust works in accordance with statutory guidance and the SET procedures (ESCB, 2019) in respect of allegations against an adult working with children (in a paid or voluntary capacity).

The Trust has processes in place for reporting any concerns about a member of staff (or any adult working with children). Any concerns about the conduct of a member of staff must be referred to the CEO / Headteachers (or the Deputy Headteachers in their absence), as they have responsibility for managing employment issues. Where the allegation concerns an agency member of staff, the Headteachers (or Deputies) will liaise with the agency, while following due process.

Where the concern involves the Headteacher, it should be reported direct to the Chair of the Local Governing Body & Chair of the Trust.

SET procedures (ESCB, 2019) require that, where an allegation against a member of staff is received, the Headteachers, senior named persons, the Chair of the Local Governing Body or Chair of the Trust must inform the duty Local Authority Designated Officer (LADO) in the Children's Workforce Allegations Management Team on **03330 139 797** within one working day. However, wherever possible, contact with the LADO will be made immediately as they will then advise on how to proceed and whether the matter requires Police involvement. This will include advice on speaking to pupils and parents and HR. Our academies do not carry out any investigation before speaking to the LADO.

Staffing matters are confidential and the Trust operates within a statutory framework around Data Protection.

12. Use of reasonable force

The term 'reasonable force' covers a broad range of actions used by staff that involve a degree of physical contact to control or restrain children. There are circumstances when it is appropriate for staff to use reasonable force to safeguard children and young people, such as guiding a child to safety or breaking up a fight. 'Reasonable' means using no more force than is needed. Our Trust works in accordance with statutory and local guidance on the use of reasonable force (*see section 2*) and recognises that where intervention is required, it should always be considered in a safeguarding context.

13. Whistleblowing

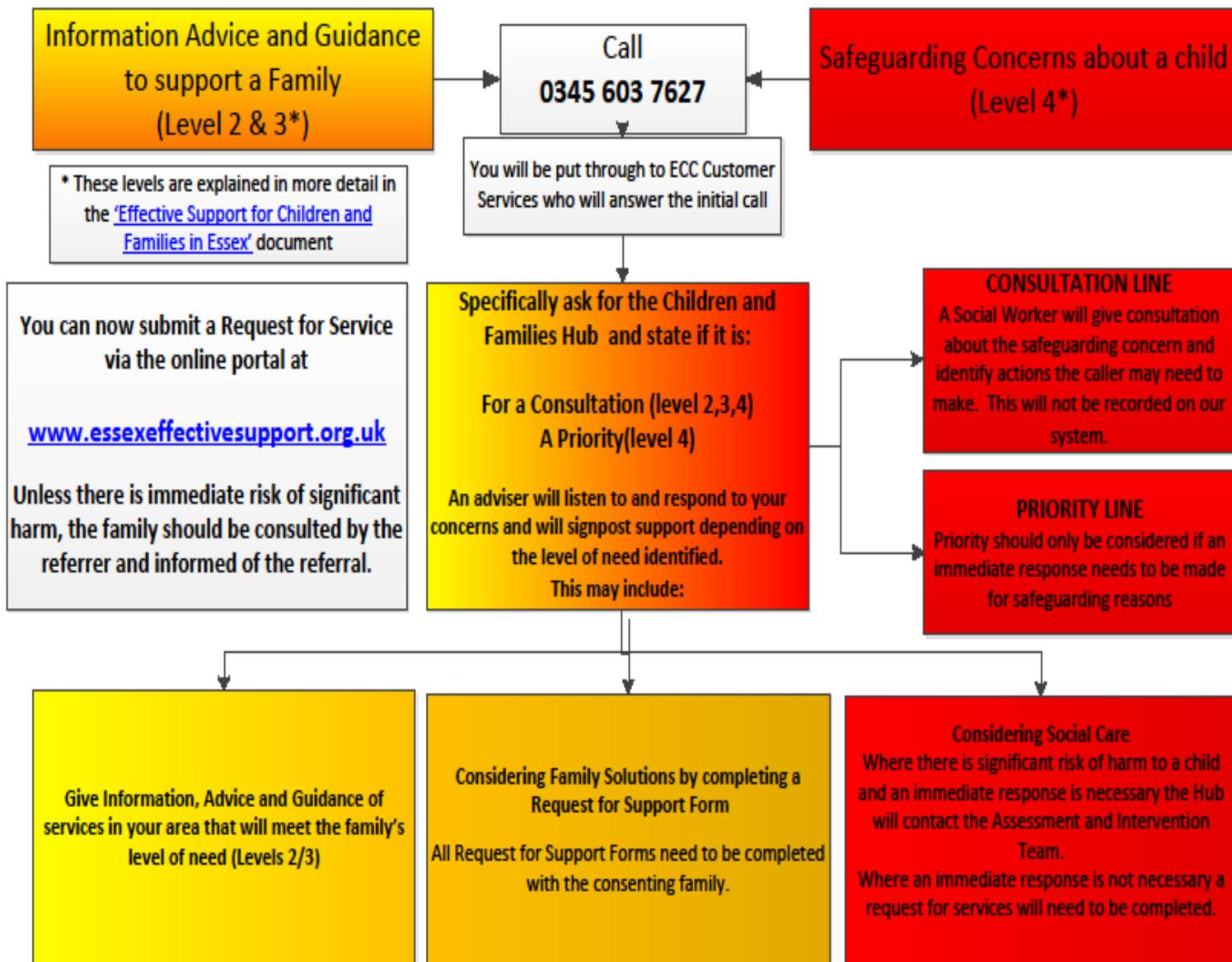
All members of staff and the wider Trust community should be able to raise concerns about poor or unsafe practice and feel confident any concern will be taken seriously by the academy leadership team. We have 'whistleblowing' procedures in place and these are available in the Trust's Whistleblowing Policy. However, for any member of staff who feels unable to raise concerns internally, or where they feel their concerns have not been addressed, they may contact the [NSPCC whistleblowing helpline](https://www.nspcc.org.uk/keeping-children-safe/whistleblowing/) on: 0800 028 0285 (line is available from 8:00 AM to 8:00 PM, Monday to Friday) or by email at: help@nspcc.org.uk.

Parents or others in the wider trust community with concerns can contact the NSPCC general helpline on: 0808 800 5000 (24 hour helpline) or email: help@nspcc.org.uk .

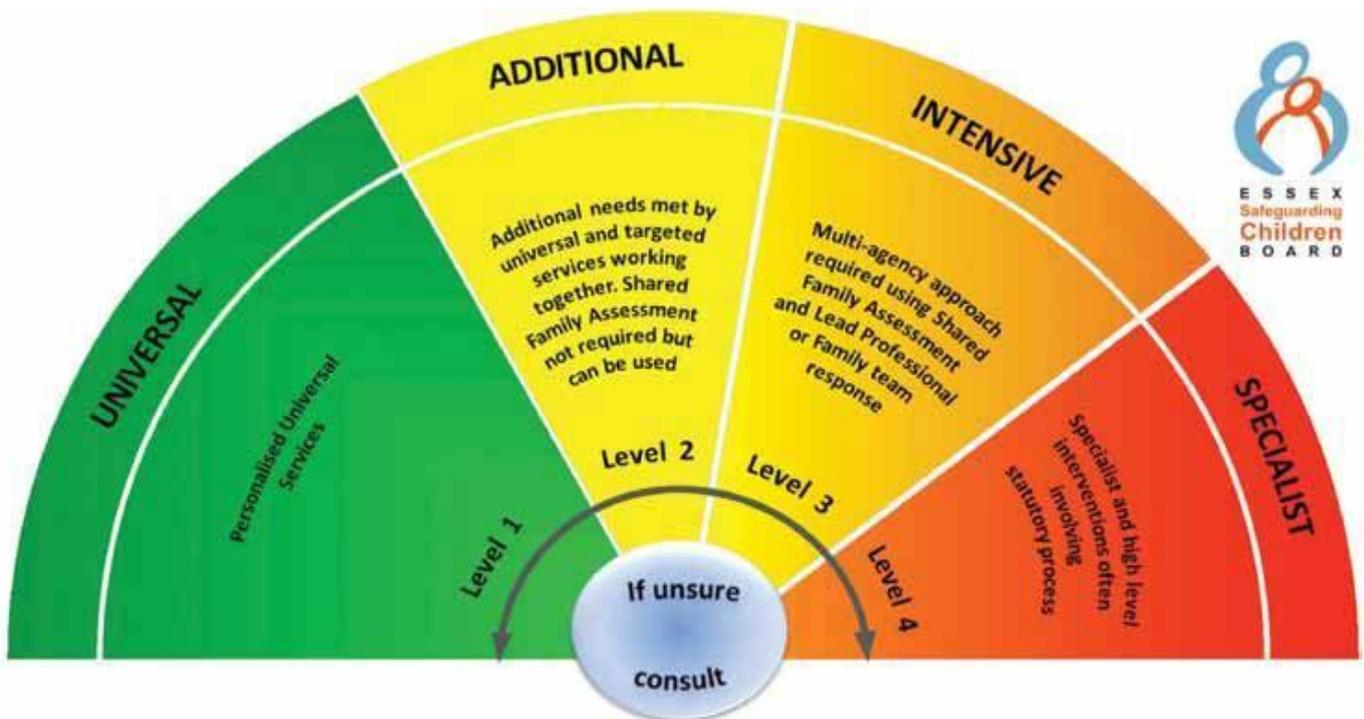
Appendix A: Children and Families Hub flow chart

Children and Families Hub Partner Access Map

(Mon-Thurs 8.45-5.30pm Fri 8.45-4.30pm) Out of Hours Tel no: 0345 606 1212



Appendix B: Essex Windscreen of Need and levels of intervention



All partners working with children, young people and their families will offer support as soon as we are aware of any additional needs. We will always seek to work together to provide support to children, young people and their families at the lowest level possible in accordance with their needs

Children with **Additional** needs are best supported by those who already work with them, such as Family Hubs or schools, organising additional support with local partners as needed. When an agency is supporting these children, an Early Help Plan and a Lead Professional are helpful to share information and co-ordinate work alongside the child and family.

For children whose needs are **Intensive**, a coordinated multi-disciplinary approach is usually best, involving either an Early Help Plan or a Shared Family Assessment (SFA), with a Lead Professional to work closely with the child and family to ensure they receive all the support they require. Examples of intensive services are children's mental health services and Family Solutions.

Specialist services are where the needs of the child are so great that statutory and/or specialist intervention is required to keep them safe or to ensure their continued development. Examples of specialist services are Children's Social Care or Youth Offending Service. By working together effectively with children that have additional needs and by providing coordinated multi-disciplinary/agency support and services for those with intensive needs, we seek to prevent more children and young people requiring statutory interventions and reactive specialist services

Appendix C: Additional safeguarding arrangements during COVID-19

When schools were instructed by Government to close, except for children of key workers and vulnerable children, we assessed the needs of all our pupils and put in place plans to support them and their families. These plans included an education offer and arrangements to support pupils with their safety and wellbeing. Where appropriate, the plans included actions and interventions from other agencies, as we continued to work with partners to provide an appropriate level of support. These plans were regularly reviewed to ensure they reflected current need and were updated accordingly to ensure appropriate support is in place.

As of September 2020, have now moved to full opening and our usual Safeguarding & Child Protection Policy applies. However, as a response to COVID-19 and to ensure we are compliant with [government guidance](#) and Health and Safety law, some special arrangements are in place and we have communicated these to all parents.

We have a robust risk assessment in place and will continue to regularly review this and update it as required. This review process will consider whether our current plans and protective measures are:

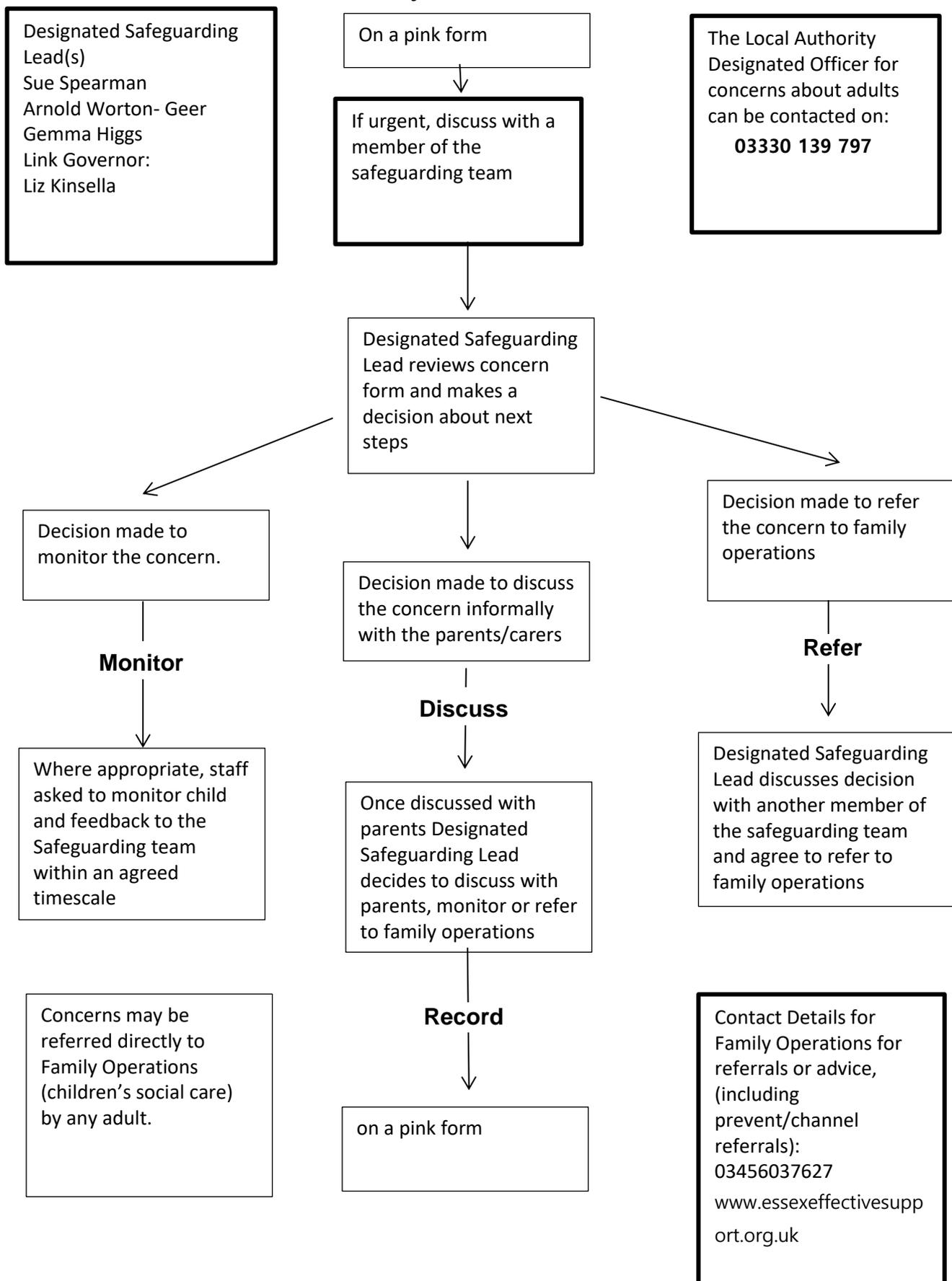
- effective
- working as planned
- updated appropriately considering any issues identified and changes in public health advice

If, as a result of future local lockdown arrangements, one or more of our academies are subject to further closure, our previous arrangements for monitoring and supporting pupils will be reinstated.

APPENDIX D

FLOW CHART FOR RAISING SAFEGUARDING CONCERNS ABOUT A CHILD

Do not discuss your concern with other members of staff



FLOW CHART FOR RESPONDING TO INCIDENTS OF YOUTH PRODUCED SEXUAL IMAGERY

Considerations – risk assessment

- Vulnerability of the child.
- Coercion
- How shared and where
- Impact on children
- Age of the children

Initial disclosure:

This could come from a pupil directly, a parent, or a pupil's friend.

Initial review with safeguarding team

At this initial stage the safeguarding team review the information and consider the 5 points for immediate referral. They make an initial decision about whether the incident can be dealt with in house.

Risk assessment / dealing with the incident

Consider the risk of harm and at any point if there are 'causes for concern' you can refer back to police or social care.

Management in school

Ensure parents are informed of the incident recorded, following all child protection and safeguarding procedures.

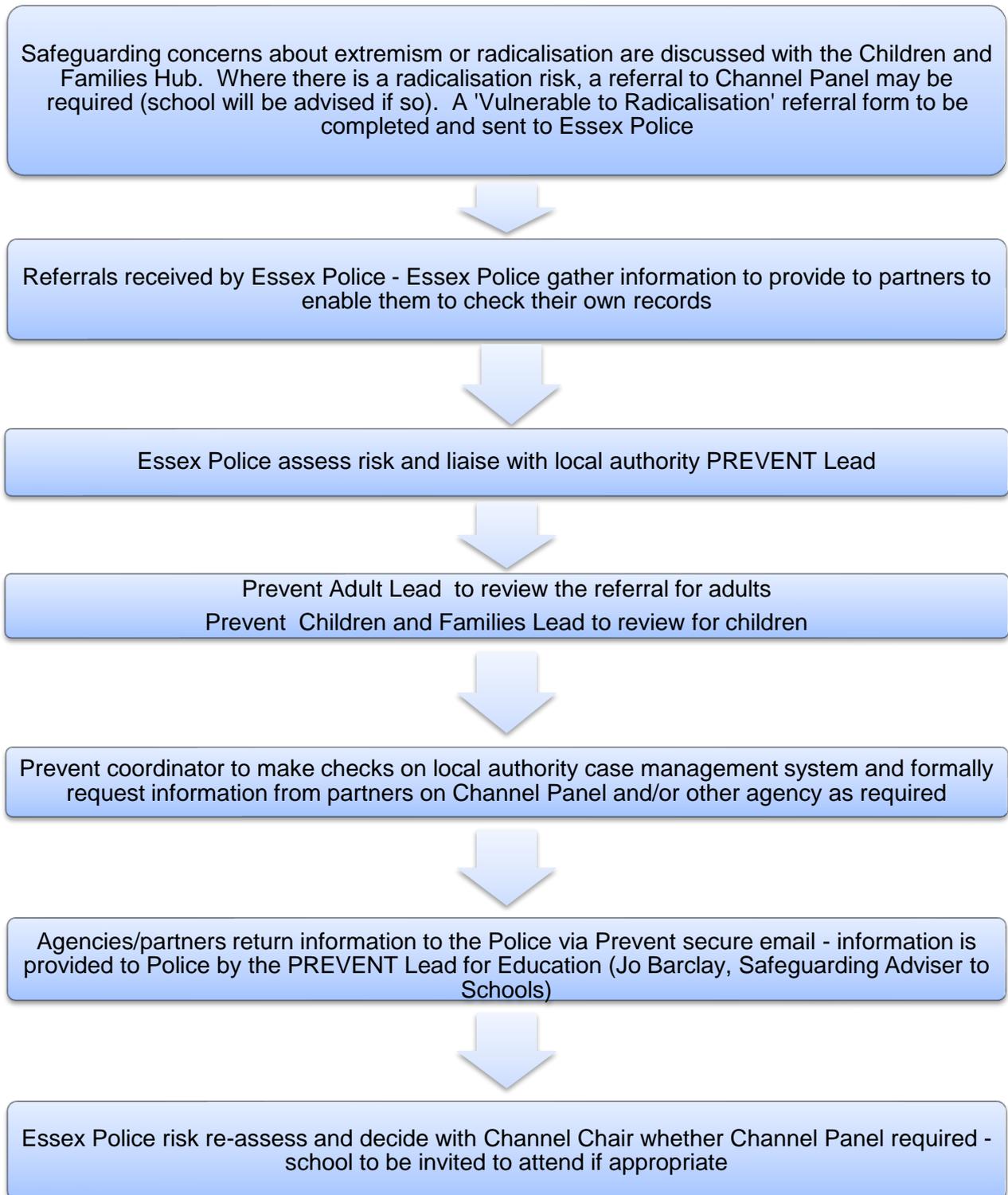
Five points for referral:

1. Adult involvement
2. Coercion or blackmail
3. Extreme or violent
4. Under 13
5. Immediate risk of harm.

Police / social care MASH referral

Refer to your local arrangements for dealing with incidents and contact local services.

PREVENT Referral Flowchart



APPENDIX E

TERMS OF REFERENCE FOR THE FAWBERT AND BARNARD'S SAFEGUARDING TEAM

Named Safeguarding Governor Is Liz Kinsella

At Fawbert and Barnard's, members of the school's safeguarding team work closely together to keep children safe. All staff and volunteers have regular safeguarding training and are fully aware of the systems and procedures in place to refer concerns to the designated lead. Staff are made aware of concerns on a need-to-know basis however, the RED LIST identifies the names of the children who are listed in the safeguarding folder.

When a concern is passed on to the designated lead or one of the deputies, it is acted upon either immediately if necessary or by the end of the day at the latest. When the issue is resolved, the referral is kept in a temporary folder in the head teacher's office until it is re-visited by the safeguarding team at the next meeting.

The Safeguarding Team

<u>STAFF Member</u>	<u>SAFEGUARDING ROLE</u>	<u>ROLE IN MEETING</u>
Headteacher	Designated Lead	New referrals and actions
Deputy Headteacher	Deputy Designated Lead	Keeping minutes
Senco	Deputy Designated Lead	Filing spent referrals, online safety
Learning Mentor	Attendance, family support	Attendance, further actions
Receptionist	Medical non SEND pupils	Punctuality, late pick-ups & medical issues/incidents (termly)

PRACTICE

- The core team meet every 3 weeks – every two weeks through virtual means during COVID – 19.
- Medical: half termly meetings between Medical and DSL
- Each team member participates, each with a specific role (see above)
- Actions from the last meeting are reviewed and checked for completion
- Any follow up actions are agreed and allocated to a team member
- Latest referrals / concerns are shared – categorised into high, medium or low concerns
- Follow up actions are identified (if appropriate) and allocated to a team member
- Spent referrals are filed into the individual pupil files within safeguarding folder