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# CHADWELL HEATH ACADEMY



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## CHILD PROTECTION AND SAFEGUARDING POLICY

Trustee Board approval 28<sup>th</sup> November 2017.

# Safeguarding Policy

## Introduction

1. Chadwell Heath Academy (the School) is committed to providing a safe, caring and stimulating environment for pupils. The School recognises its statutory responsibilities to safeguard and promote the welfare of children. Safeguarding refers to the process of protecting children from maltreatment, preventing the impairment of children's health or development, ensuring that children receive safe and effective care and enabling all children to achieve the best outcomes.
2. Every complaint or suspicion of abuse from within or outside the School will be taken seriously and will be referred, where appropriate, by the Designated Safeguarding Lead to the relevant local authority Child Protection & Assessment Team or Duty Social Worker / or the Local Authority Designated Officer (LADO). Any doubts or concerns over apparently borderline cases will be discussed informally with the LADO, initially on a "no names" basis.
3. This policy is provided to all members of staff and volunteers on induction, is available to parents on request and is published on the School website. It applies wherever staff or volunteers are working with pupils even where this is outside the School.
4. The Board of Trustees has appointed a trustee [Mr P. Terry] to take leadership responsibility for safeguarding arrangements.
5. This policy should be read in conjunction with our School policies listed in Annex 1.
6. The School will take reasonable measures to:
  - have regard to guidance published by the Department for Education, including:
    - Keeping Children Safe in Education 2016;
    - Prevent Duty; and
    - Working Together to Safeguard Children 2015.
  - follow the local inter-agency procedures of the Redbridge Safeguarding Children Board;
  - provide an environment in which pupils feel safe, secure, valued and respected and know how to approach adults if they are in difficulties;
  - protect each pupil from any form of abuse, whether from an adult or another pupil;
  - be alert to signs of abuse both in the School and from outside and deal appropriately with every suspicion or complaint of abuse;
  - support children who have been abused;

- provide a systematic means of monitoring pupils known or thought to be at risk of harm and ensure we contribute to assessments of need and support plans for those pupils alongside other agencies including Community Social Services Teams, Children with Disabilities Teams, the Education Welfare Officer and the Police.
- operate clear policies on drugs, alcohol and substance misuse;
- implement appropriate filters and monitoring of online material;
- operate robust health and safety and emergency evacuation procedures;
- check that appropriate child protection arrangements are in place when our pupils attend offsite activities; and
- ensure that the School premises are fit for purpose and take all practicable steps to ensure that the premises are secure. Visitors must sign in on arrival and sign out on departure and are escorted whilst on School premises.
- ensure that all staff read at least part 1 of Keeping Children Safe in Education 2016 and receive training to assist them to understand and discharge their role and responsibilities;
- ensure that we practise safe recruitment in checking the suitability of staff and volunteers to work with children in accordance with the guidance in Keeping Children Safe in Education 2016 and the Education (Independent School Standards) (England) Regulations 2014 as amended;
- ensure that we carry out all necessary checks on the suitability of people who serve on the School's Board of Trustees;
- ensure that where the School ceases to use the services of any person because that person was considered unsuitable to work with children, a prompt and detailed report is made to the Disclosure and Barring Service (DBS) within one month;

## **Named Contacts**

7. Key safeguarding contacts are:
- Headteacher: Mr Stephen N Bull.
  - Designated Safeguard Lead: Mr Dave Thompson.
  - Deputy Safeguard Lead:
    - Miss Cherry Hobbs.
    - Mrs Michelle Green.
    - Mrs Marie Rashid.
  - Designated person for looked after Children (LAC): Mr G McDonald.
  - Chair of the Trustees Mr Peter Brewster.
  - Designated Trustee for safeguarding and child protection: Mr P. Terry

## **Designated Safeguarding Lead**

8. The School has appointed a senior person with the necessary status and authority (Designated Safeguarding Lead) to be responsible for matters relating to child protection and welfare. This designated person at the School is (Mr Dave Thompson: 0208 252 5151 [dthompson@chadwellacademy.org.uk](mailto:dthompson@chadwellacademy.org.uk)). Parents are welcome to approach the Designated Safeguarding Lead if they have any concerns about the welfare of any child in the school, whether these concerns relate to their own child or any other. If preferred, parents may discuss concerns in private with the child's form teacher or the Head teacher who will notify the Designated Safeguarding Lead in accordance with these procedures.
9. The main responsibilities of the Designated Safeguarding Lead are:
- to be the first point of contact for parents, pupils, teaching and non-teaching staff and external agencies in all matters of child protection;
  - to co-ordinate the child protection procedures in the School;
  - to ensure that all staff undergo safeguarding training at induction and to maintain an on going programme for staff and trustees (temporary staff and volunteers will be made aware of child protection procedures and the requirement to follow them). To put in place safeguarding updates at least annually;
  - to keep records of staff and trustee training on child protection procedures;
  - to monitor records of pupils in the School who are subject to child protection plans to ensure that these are maintained and updated;

- to ensure that any absence of two days, without satisfactory explanation, of a pupil currently subject to a child protection plan is referred to the Social Worker and that they are also informed about every pupil that may be subject to a child protection plan or a child in need plan;
- to take part or to support another member of staff taking part in child protection conferences, reviews or multi-agency meetings;
- to liaise with the Head teacher to inform them of issues especially on going enquiries under Section 47 of the Children Act 1989;
- to inform social services in writing when a child who is subject to a child protection plan moves to another school and to inform the new school of the child protection plan;
- where a child leaves the School, to send the file for safeguarding and any child protection information to any new school as soon as possible but transferred separately from the main pupil file to ensure secure transit; and
- to monitor the keeping, confidentiality and storage of records in relation to child protection.

10. The Designated Safeguarding Lead for the School will:

- advise and act upon all suspicion, belief and evidence of abuse reported to them;
- keep the Head teacher informed of all actions unless the Head teacher is the subject of a complaint. In this situation, the Designated Safeguarding Lead should consult with the Chair of the Board of Trustees, without notifying the Head teacher;
- refer cases of suspected abuse or neglect to the relevant local authority Child Protection & Assessment Team or Duty Social Worker and / or LADO.
- liaise with external agencies; and
- keep parents informed of action to be taken under these procedures in relation to their child.
- If the Designated Safeguarding Lead is unavailable their duties will be carried out by the Deputy Designated Safeguarding Lead, who has received appropriate training. The Deputy Designated Safeguarding Lead staff are (Miss Cherry Hobbs, Mrs Michelle Green, and Mrs Marie Rashid: 0208 2525151). During term time, our Designated Safeguarding Lead or Deputies will always be available during school hours to discuss any safeguarding concerns.

11. The Designated Safeguarding Lead and the Deputy Designated Safeguarding Lead have undertaken child protection training and training in inter-agency working and will attend refresher training at two-yearly intervals. As well as this formal training, their knowledge will be updated (for example, by bulletins) at least annually.

### **Looked After Children**

12. We have appointed a named teacher [Mr Gerry McDonald] as the designated person for Looked After Children. Our designated person for Looked After Children is responsible for:
  - Monitoring the progress of looked after children;
  - Sharing information with appropriate staff in relation to a child's status and contact arrangements with parents;
  - Ensuring they hold details of the child's care arrangements and the level of authority delegated to the carer by the authority.
  - Ensuring they hold details of the child's social worker and the name of the virtual school head teacher in the authority that looks after the child;
  - Liaising with outside agencies; and
  - Regularly reviewing and updating the list of looked after children

### **Head teacher**

13. The Head teacher will ensure that the policies and procedures set out by the Board of Trustees are fully implemented and that sufficient resources and time are allocated to enable staff members to discharge their safeguarding responsibilities successfully.
14. The Head teacher and Designated Safeguarding Lead will prepare the safeguarding annual report to the Board of Trustees to enable trustees to review the effectiveness of child protection and safeguarding.

### **Board of Trustees**

15. The Board of Trustees is collectively responsible for safeguarding and promoting the welfare of children. There is a designated trustee who takes the lead and champions safeguarding within the School.

### **Abuse**

16. Abuse is a form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm or failing to act to prevent harm. Children may be abused by those who know them or by others. Abuse can be:
  - physical abuse, for example beating or punching. Physical harm may also be caused when a parent fabricates the symptoms of, or deliberately induces, illness in a child;

- emotional abuse, for example rejection and denial of affection. It may also include seeing the ill treatment of another and/or causing children to feel frightened;
  - sexual abuse, for example sexual assault or encouraging a child to view pornographic material; and
  - neglect, for example failure to provide appropriate care including food, clothing, shelter and/or medical attention.
17. Staff should be aware that abuse is rarely a stand alone event that can be covered by one definition.
18. Children may be abused by adults or other children. Abuse will never be tolerated or passed off as banter or part of growing up. Peer on peer abuse may include bullying, sexting, physical and/or sexual assault. Any abuse by pupils will be subject to disciplinary action under the School's Behaviour policy.
19. Some children may be particularly vulnerable and have an increased risk of abuse. We believe that all pupils have the right to be safeguarded from harm regardless of race, religion, ethnicity, age, gender, sexuality or disability. The School will give special consideration to, amongst others, children who have special educational needs; are vulnerable to being bullied; are looked after or living in unsupportive home situations.

### **Signs of abuse**

20. There are possible signs of abuse which may indicate that a child is being abused. These signs are not evidence of abuse but may suggest abuse if a child exhibits several of them or if a pattern emerges. Signs include (but are not limited to):
- the pupil says that they have been abused or asks a question which gives rise to that inference;
  - there is no reasonable or consistent explanation for a pupil's injury; the injury is unusual in kind or location; there have been a number of injuries; there is a pattern to the injuries;
  - the pupil's behaviour stands out from the group as either being extreme model behaviour or extremely challenging behaviour; or there is a sudden change in the pupil's behaviour;
  - the pupil asks to drop subjects with a particular teacher and seems reluctant to discuss the reasons;
  - the pupil's development is delayed;
  - the pupil is concerned about changing for PE;

- the pupil is displaying sexual knowledge or behaviour beyond that expected for his/her age;
  - the pupil has an unexplained pregnancy;
  - the pupil loses or gains weight;
  - the pupil has low self-esteem/ is socially isolated;
  - the pupil has self-harmed;
  - the pupil has phobias/panic attacks;
  - the pupil appears neglected, e.g. dirty, hungry, inadequately clothed;
  - the pupil is reluctant to go home; or
  - the pupil uses extremist terms or symbols to promote extremist messages.
21. Staff are aware that behaviours linked to pupils who take drugs, abuse alcohol, truant or engage in sexting will put children in danger.
22. There are some indicators that a child may be abused to look out for in a parent:
- the parent having injuries themselves that may indicate domestic violence;
  - the parent being reluctant to provide information about injuries;
  - the parent being aggressive towards the child; or
  - the parent having a history of mental health, drug or alcohol misuse.

### **Children Missing from Education**

23. All children, regardless of their circumstances, are entitled to a full time education which is suitable to their age, ability, aptitude and any special educational needs. A child going missing from education is a potential indicator of abuse or neglect and such children are at risk of being victims of harm. Staff should follow the school's procedures for dealing with children who go missing from education, particularly on repeat occasions, to help prevent the risk of their going missing in future.
24. The School will notify the local authority of any pupil who fails to attend school regularly, or has been absent without the School's permission for a continuous period of 10 school days. The School will also notify the local authority when a pupil's name is to be deleted from the admissions register.

## **Sexual Exploitation**

25. Child sexual exploitation is a form of sexual abuse where children are sexually exploited for money, power or status. It can involve violent, humiliating and degrading sexual assaults. In some cases, young people are persuaded or forced into exchanging sexual activity for money, drugs, gifts, affection or status. Consent cannot be given, even where a child may believe they are voluntarily engaging in sexual activity with the person who is exploiting them. Signs that may be indicators of sexual exploitation are children who have older boyfriends or girlfriends.

## **Sexting**

26. Creating or sharing explicit images of a child is illegal, even if the person doing it is a child. A young person under the age of 18 is breaking the law if they:
- take an explicit photo or video of themselves or a friend;
  - share an explicit image or video of a child, even if it's shared between children of the same age;
  - possess, download or store an explicit image or video of a child, even if the child gave permission for it to be created.
27. If a young person is found creating or sharing images, the police can choose to record that a crime has been committed but that taking formal action is not in the public interest. We will work collaboratively with the police to record incidents in a way which should not where appropriate have a long term negative impact on young people.
28. Staff have the power to seize and search an electronic device where there are reasonable grounds to suspect it contains inappropriate material. Staff can confiscate the device in accordance with our Searching, Screening and Confiscation policy.

## **Preventing Radicalism**

29. The School has a duty to give due regard to the need to prevent people from being drawn into terrorism (prevent duty). Staff will assess the risk of any pupils being vulnerable to radicalisation. Radicalisation refers to the process by which a person comes to support terrorism and extremist ideologies associated with terrorist groups. Extremism is defined by HM Government as “Vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs; and/or calls for the death of members of our armed forces, whether in this country or overseas.”
30. If a member of staff has a concern about a pupil they should follow the safeguarding procedures set out in this policy, including making a referral to the Designated Safeguarding Lead. A member of staff shall also make a referral to the Channel programme where a pupil is identified that may be at

risk of being drawn in to terrorism. This provides support at an early stage for people who are vulnerable to being drawn in to terrorism. The School will co-operate with the police in undertaking the initial assessment. In circumstances where a pupil is being discussed, the Designated Safeguarding Lead will attend the panel meetings.

31. The School will seek to engage with pupils' parents. Staff will assist and advise parents who raise concerns and point them towards support mechanisms.
32. The School will build pupil's resilience to radicalisation by promoting fundamental British values and enabling them to challenge extremist views. Our curriculum promotes respect, tolerance and diversity. Children are encouraged to share their views and to understand that they are entitled to have their own different beliefs which should not be used to influence others. The School will filter websites and monitor usage of the internet to endeavour to protect pupils from terrorist and extremist material.
33. The School will ensure that the Designated Safeguarding Lead undertakes awareness training to comply with the prevent duty. The Designated Safeguarding Lead will provide advice and support to members of staff on protecting children from the risk of radicalisation.
34. The Department for Education has a dedicated helpline (020 7340 7264) that staff and trustees may use to raise concerns relating to extremism.

### **Honour based violence**

35. Staff should be alert to any signs of 'Honour-based' violence. It is a crime or incident which has been committed to allegedly protect or defend the honour of the family and/or community. It occurs when perpetrators perceive that a relative has shamed the family and/or community by breaking their honour code. Females are predominantly the victims and the violence is often committed with some degree of approval and/or collusion from family or community members.
36. The School promotes mutual respect and tolerance of those with different faiths and beliefs. If a member of staff has a concern that a child may be at risk of honour based violence, they should report it promptly to the Designated Safeguarding Lead who will contact as appropriate external agencies.
37. Female Genital Mutilation (FGM) is a form of honour based violence. It comprises all procedures involving partial or total removal of the external female genitalia or other injury to the female genital organs. It is illegal in the UK and a form of child abuse. Staff, need to be alert to the possibility of a girl being at risk of FGM, or already having suffered FGM.
38. There are a range of potential indicators that a girl may be at risk of FGM. Warning signs that FGM may be about to take place, or may have already taken place, include taking the girl out of the country for a prolonged period or talk of a 'special procedure' or celebration.

39. Section 5B of the Female Genital Mutilation Act 2003 (as inserted by section 74 of the Serious Crime Act 2015), places a statutory duty upon teachers to report to the police, where they discover (either through disclosure by the victim or visual evidence) that FGM appears to have been carried out on a girl under 18. Anyone failing to report such cases will face disciplinary sanctions. It will be rare for teachers to see visual evidence and they should not be examining pupils. Teachers must personally report to the police cases where they discover that an act of FGM appears to have been carried out. Teachers should still consider and discuss any such case with the Designated Safeguarding Lead.
40. The duty to report FGM to the police does not apply in relation to at risk or suspected cases. Teachers should follow the safeguarding procedures set out in this policy in those circumstances.
41. Forced marriage is a form of honour based violence. Staff should be alert to any signs of forced marriage. It is illegal and occurs where one or both people do not or, in cases of people with learning disabilities, cannot consent to the marriage and pressure is used. It is not the same as an arranged marriage. Children at risk of forced marriage might have their freedom unreasonably restricted or are being monitored by siblings.

#### **Duty of employees, trustees and volunteers**

42. Every employee and trustee of the School as well as every volunteer who assists the School is under a general legal duty:
  - to protect children from abuse;
  - to be aware of the School's safeguarding procedures and to follow them;
  - to keep a sufficient record of any significant complaint, conversation or event but not to investigate the matter; and
  - to report any matters of concern to the Designated Safeguarding Lead.
43. The Designated Safeguarding Lead will consult with the relevant local authority Child Protection & Assessment Team or Duty Social Worker and / or the LADO where appropriate on how to proceed. If there is a risk of immediate danger or a child is at risk of harm, a member of staff must refer them to children's social care and/or the police immediately.
44. All staff are required to report to the Head teacher, or the Chair of the Trustees, if it relates to the Head teacher, any concern or allegations about school practices or the behaviour of colleagues which are likely to put pupils at risk of abuse or other serious harm. All concerns will be taken seriously. There will be no retribution or disciplinary action taken against a member of staff for making such a report provided that it is done in good faith.
45. Pupils are taught to understand and manage risk through the School's curriculum and all aspects of school life. Pupils are reminded regularly about

e-safety and must comply with our Acceptable Use of ICT policy. We will do all that we reasonably can to limit children to exposure to risks from the School's IT system. Pupils must comply with our Bullying policy. Pupils are encouraged to speak to a member of staff in confidence about any concerns.

46. The School has a policy for administering medicines. The School must ensure that there is a first aid box accessible at all times with appropriate content for children. The School must keep a written record of accidents and injuries and must inform parents on the same day or as soon as possible of any treatment given.
47. The School's complaints procedure will be followed where a pupil or parent raises a concern about poor practice that initially does not reach the threshold for child protection action.
48. All staff and volunteers should feel able to raise concerns about poor or unsafe practice and potential failures in the School's safeguarding regime. If staff do not feel that such concerns have been taken seriously by the Senior Leadership Team, they should use the School's whistle blowing procedures. If they feel that their concerns are not being addressed, other whistleblowing channels at Local Authority level are open to them.

### **Visitors**

49. Visitors will be given a copy of the Visitor Information Sheet at Annex 2 and should read this and comply with it during their visit to the School. All Visitors must comply with the Protocol and Procedures for Visitors as set out in annex 4.

### **Procedures**

50. A member of staff suspecting or hearing a complaint of abuse:
  - must listen carefully to the child and keep an open mind;
  - must not ask leading questions, that is, a question which suggests its own answer;
  - must reassure the child but not give a guarantee of absolute confidentiality. The member of staff should explain that they need to pass the information to the Designated Safeguarding Lead who will ensure that the correct action is taken; and
  - must keep a sufficient written record of the conversation in accordance with the child protection incident reporting form at Annex 3. The record should include the date, time and place of the conversation and the essence of what was said and done by whom and in whose presence.
51. All evidence, (for example, scribbled notes, mobile phones containing text messages, clothing, and computers), must be preserved.
52. All suspicion or complaints of abuse must be reported immediately to the Designated Safeguarding Lead or if the complaint involves a member of staff

to the Head teacher. Details of procedures for reporting allegations against members of staff are set out separately below.

53. The action to be taken by the Designated Safeguarding Lead will take into account:
- the local inter-agency procedures of the Redbridge Safeguarding Children Board;
  - the nature and seriousness of the suspicion or complaint. A complaint involving a serious criminal offence will always be referred to social services and/or the police;
  - the wishes of the pupil who has complained, provided that the pupil is of sufficient understanding and maturity. However, there may be times when the situation is so serious that decisions may need to be taken, after appropriate consultation, that override a pupil's wishes; and
  - the wishes of the complainant's parents, provided they have no interest which is in conflict with the pupil's best interests. It may be necessary, after appropriate consultation, to override parental wishes in some circumstances. If the Designated Safeguarding Lead is concerned that disclosing information to parents would put a child at risk, they will take further advice before making a decision to disclose any information.
54. Referrals made to the Designated Safeguarding Lead may be reported to the relevant local authority Child Protection & Assessment Team or Duty Social Worker and / or LADO on a no names basis without identifying the family. In the case of a LADO referral the LADO is the only person with the authority to decide on further action. However, as soon as sufficient concern exists that a child may be at risk of significant harm, a referral will be made without delay (and in any event within 24 hours). If the initial referral is made by telephone, the Designated Safeguarding Lead will confirm the referral in writing to social services within 24 hours. If no response or acknowledgment is received within three working days, the Designated Safeguarding Lead will contact social services again.
55. The Designated Safeguarding Lead may consult staff and other agencies as appropriate before making a referral and should be encouraged to seek advice at any time from the following:
- Child Protection & Assessment Team or Duty Social Worker : T 020-8708-3781/3885
  - LADO Redbridge Children's Services: Helen Curtis T: 020 8708 5350  
[E-mailhelen.curtis@redbridge.gov.uk](mailto:E-mailhelen.curtis@redbridge.gov.uk)
  - Linda Wastell (CP Education Liaison Officer) T: 0208-708-3304
56. The Designated Safeguarding Lead on making a referral must complete a "Multi-Agency Referral Form" and e-mail it securely to the local authority area in which the child "resides". In the case of Redbridge residents the referral form must be e-mailed to [CPAT.Referrals@redbridge.gov.uk](mailto:CPAT.Referrals@redbridge.gov.uk) .

57. All "URGENT" out of hour's referrals must be routed through the Emergency Duty Social Work Team contacted via Redbridge Control Centre on 020-8553-5825.
58. Whether or not the School decides to refer a particular complaint to social services or the police, the parents and pupil will be informed in writing of their right to make their own complaint or referral to social services or the police and will be provided with contact names, addresses and telephone numbers, as appropriate.
59. If an allegation of abuse is made against a pupil, our Behaviour policy will apply and the school will take all appropriate action which, subject to investigation, may result in a pupil being excluded from School. The school may, if appropriate, take advice from the Child Protection & Assessment Team or Duty Social Worker to ensure the safety and welfare of all pupils involved including the pupil accused of abuse. The School will put in place support, for example, counselling where appropriate. If it is necessary for a pupil to be interviewed by the police in relation to allegations of abuse, the School will ensure that, subject to the advice of the Child Protection & Assessment Team or Duty Social Worker, parents are informed as soon as possible and that the pupil is supported during the interview by an appropriate adult.
60. A member of staff who suspects that a pupil is suffering abuse from outside the School should report their concerns to a member of the Safeguarding Team, who will investigate.
61. Parents will normally be kept informed as appropriate of any action to be taken under these procedures. However, there may be circumstances when the Designated Safeguarding Lead will need to consult the Child Protection & Assessment Team or Duty Social Worker and / or LADO and/or the police before discussing details with parents.

### **Staff Behaviour Policy**

62. All staff working at the School play an important part in keeping children safe. The School wants to promote a safe working environment for everyone on the school site. In order to keep themselves safe from possible allegations, staff must follow this advice:
  - Always set a good example by conducting yourself appropriately.
  - Always maintain appropriate standards of conversation with pupils.
  - Always use school equipment for schoolwork and personal equipment for personal use.
  - Always report any inappropriate behaviour from a pupil to the Designated Safeguarding Lead.

- Always be aware that contact made outside of the School grounds with a pupil may be considered inappropriate and could lead to your interaction being misinterpreted.
  - Never give personal information to any pupil – for example your address, telephone or mobile phone number or email address.
  - Never accept personal information from a pupil – for example their mobile phone number or email address.
  - Dress appropriately for your role.
  - Never instigate or respond to physical contact with pupils unless it is appropriate to your role. If this occurs, then report it immediately to the Designated Safeguarding Lead.
  - Never accept physical or verbal abuse from a pupil. Do not respond yourself but report it immediately to the Designated Safeguarding Lead.
  - Never put yourself at risk working individually with pupils. Whenever possible, ensure that another adult knows where you are and be visible and/or audible (for example, open the door).
  - Take any action that would lead a reasonable person to question your motivation and/or intentions.
  - Misuse in any way your position of power and influence over pupils.
  - Use any confidential information to intimidate, humiliate or embarrass a pupil.
  - Accept regular gifts from pupils or give personal gifts to pupils.
63. Staff working with children must be aware of the risk of abuse by adults or other young people. If you have concerns about a child's safety:
- Immediately inform the Designated Safeguarding Lead;
  - If it concerns a member of staff or volunteer then report it to the Head teacher or if it relates to them to the Chair of Governors; and
  - Complete the child protection incident reporting form at Annex 1.
64. Staff must follow the School's policies on the Use of Reasonable Force and Searching Screening and Confiscation when dealing with incidents.
65. Staff should understand that, under the Sexual Offences Act 2003, it is an offence for a person over the age of 18 to have a sexual relationship with a person under the age of 18, where that person is in a position of trust, even if the relationship is consensual. This means that any sexual activity between

staff and a pupil under 18 may be a criminal offence, even if that pupil is over the age of consent.

### **Allegations against staff**

66. The School has procedures for dealing with allegations against staff (and volunteers who work with children) that aim to strike a balance between the need to protect children from abuse and the need to protect staff and volunteers from unfounded allegations. These procedures will be used where the member of staff or volunteer has:
  - behaved in a way that has harmed a child, or may have harmed a child;
  - possibly committed a criminal offence against or related to a child; or
  - behaved towards a child in a way that indicates he or she would pose a risk of harm if he or she worked regularly or closely with children.
67. Where an allegation or complaint is made against any member of staff or a volunteer, the matter should be reported immediately to the Head teacher or in his absence the Chair of the Trustees. The Head teacher will consult with the Designated Safeguarding Lead and all allegations that appear to meet the criteria will be discussed with the LADO before further action is taken.
68. Where an allegation is made against the Head teacher, the person receiving the allegation should immediately inform the Chair of the Trustees, or in his absence the Vice Chair, without first notifying the Head teacher. If an allegation is made against the Chair of the Trustees, the allegation should be reported to the Head teacher. Any such allegations will be discussed with the LADO before further action is taken.
69. The Head teacher will inform the accused person of the allegation as soon as possible after the LADO has been consulted. The parents of the child involved will be informed of the allegation as soon as possible if they do not already know of it. Where the LADO advises that a strategy discussion is needed, or the police or the local authority's social care services need to be involved, the Head teacher should not inform the accused or the parents until these agencies have been consulted and it has been agreed what information can be disclosed. The parents should be kept informed of the progress of the case, including the outcome of any disciplinary process in confidence.
70. A school has a duty of care towards its staff and as such, it must ensure that effective support is provided for anyone facing an allegation. A member of staff should be informed of allegations as soon as possible and given an explanation of the likely course of action, unless there are objections from external agencies. A representative will be appointed to keep the member of staff informed of the progress of the case and will consider whether other support should be made available.
71. Where an investigation by the police or the local authority children's social care services is unnecessary, the LADO will discuss the steps to be taken with the Head teacher (or the Chair of the Trustees). The appropriate action

will depend on the nature and circumstances of the allegation and will range from taking no further action to summary dismissal or a decision not to use the person's services in the future.

72. It may be necessary to undertake a further investigation to determine the appropriate action. If so, the LADO will discuss with the Head teacher or Chair of the Trustees, how and by whom the investigation will be undertaken. The appropriate person will usually be a senior member of staff but in some instances it may be appropriate to appoint an independent investigator.
73. Suspension must not be an automatic response to an allegation and should only be considered in a case where:
  - there is cause to suspect a child or other children at the School is or are at risk of harm; or
  - the allegation warrants investigation by the police; or
  - the allegation is so serious that it might be grounds for dismissal.
74. The professional reputational damage that can arise from suspension where an allegation is later found to be unsubstantiated, unfounded or malicious must be considered. It may be that the result that would be achieved by suspension could be obtained by alternative arrangements, for example, redeployment. If there is no reasonable alternative to suspension and suspension is deemed appropriate, the reasons and justification for this will be recorded and the member of staff notified of the reasons.
75. The School will consult with the LADO following the conclusion of any social care services investigation or criminal investigation or prosecution as to whether any further action, including disciplinary action, is appropriate and if so, how to proceed. The options will depend on the circumstances of the case, including the result of the investigation or trial and the standards of proof applicable.
76. If it is decided that the person who has been suspended should return to work, the School should consider how to facilitate this, for example, a phased return may be appropriate and the provision of a mentor to provide assistance in the short term. The School will also consider how to manage any contact with the child who made the allegation.
77. If the School ceases to use the services of a member of staff because they are unsuitable to work with children, a settlement agreement will not be used. There will be a prompt and detailed report to the Disclosure & Barring Services as soon as possible if it is thought that the member of staff or volunteer has engaged in conduct that has harmed or is likely to harm a child; or has committed a relevant offence; or if a person otherwise poses a risk of harm to a child. For teachers, a report must also be made to the National College for Teaching and Leadership. Any such incidents will be followed by a review of the safeguarding procedures within the School, with a report being presented to the Board of Trustees without delay.

78. If a member of staff or volunteer tenders their resignation any child protection allegations will still be followed up by the School. Resignation will not prevent a prompt and detailed report being made to the Disclosure & Barring Services in appropriate circumstances.
79. All allegations must be dealt with as a priority so as to avoid any delay. Where it is clear immediately that the allegation is unfounded or malicious, the School will aim to resolve the matter within 1 week. It is expected that most cases of allegations of abuse against staff will be resolved within 1 month with exceptional cases being completed within 12 months. If the nature of the allegation does not require formal disciplinary action, the Head teacher will endeavour to institute appropriate action within 3 working days. If a disciplinary hearing is required and can be held without further investigation, we will aim to hold it within 15 working days.
80. Where an allegation by a pupil is shown to have been deliberately invented or malicious, the Head teacher will consider whether to take disciplinary action in accordance with the School's Behaviour and Sanctions policy. Whether or not the person making the allegation is a pupil or a parent or other member of the public, the school reserves the right to contact the police to determine whether any action might be appropriate.
81. Allegations that are not substantiated (there was insufficient evidence to prove or disprove), are false (sufficient evidence to disprove) or malicious (there was a deliberate act to deceive) will not be referred to in employer references. Substantiated allegations where there was sufficient evidence to prove the allegation must be referred to in employer references.
82. Details of an allegation will be recorded on the employee's file and retained at least until the employee reaches the normal retirement age or for a period of 10 years from the date of the allegation, if this is longer, unless the allegation was found to have been malicious, in which case it will be removed from the employee's records.

### **Safe recruitment practices**

83. At our School we endeavour to recruit staff with suitable qualifications and personal attributes for the vacancies available. The following system is followed when recruiting staff in order to safeguard children in our care.
84. is placed in the Times Educational Supplement / local press / recruitment agency and school website giving a brief description of the post available and deadline dates. The job description clearly states the main duties and responsibilities of the post and the individual's responsibility for promoting and safeguarding the welfare of children.
85. The job application form requires the following:
  - applicants to provide their full identifying details including current and former names, date of birth, current address and National Insurance number;

- a statement of any academic and/or vocational qualifications the applicant has obtained that are relevant to the position for which they are applying with details of the awarding body and date of award;
  - a full history in chronological order since leaving secondary education, with start and end dates, explanations for periods not in employment, education or training and reasons for leaving employment;
  - a declaration of any family or close relationship to existing employees or employers (including governors);
  - details of referees including one referee who is the applicant's current or most recent employer. If an applicant has worked with children in the past a reference from that employer should be included;
  - a statement concerning whether the person is medically, physically and mentally fit to carry out the duties of the position for which they are applying; and
  - a statement concerning whether the person or anyone living or working in their household has any convictions, cautions or bind-overs.
86. The job application form will refer to the school's Safeguarding policy which is accessible through the school website.
87. All applications will be scrutinised to ensure that they are properly completed and that the information provided is consistent and does not contain any discrepancies. The interview request will include the interview programme and require the applicant to bring with them original copies of their qualification certificates, passport, driving licence, birth certificate and utility bill showing the applicants current name and address.
88. Interviews will usually be conducted by two or more of the following people as required: Head teacher, Deputy Head teacher, Assistant Head Teacher, Business Manager, Head of Catering, Head of Department or a member of the Board of Trustees. At least one of the interview panel will be a member of staff who has been trained in safer recruitment.
89. An offer of appointment to the successful candidate will be conditional upon the receipt of at least two satisfactory references, verification of the candidate's identity, verification of qualifications and satisfactory completion of the probationary period.
90. The School follows the Department for Education's recommendations for the safer recruitment of staff who work with children. All members of the teaching and non-teaching staff at the school including part-time staff, temporary and supply staff, and visiting staff are subject to statutory child protection checks before starting work. All governors, volunteer helpers, contractors working regularly during term-time, such as contract catering staff are also vetted. An enhanced DBS certificate which includes a barred list check will be required for a member of staff who engages in regulated activity. For trustees and staff not engaged in regulated activity, an enhanced DBS certificate without the barred list check should be conducted.

91. The School will keep a single central record for staff and trustees on whether the following checks have been carried out:
- an identity check;
  - a barred list check;
  - an enhanced DBS certificate;
  - a prohibition from teaching check;
  - a section 128 check for management positions as an employee or trustee;
  - checks on people who have lived or worked outside the UK;
  - a check on professional qualifications; and
  - a check to establish the person's right to work in the UK.

### **Lettings**

92. Any organisation letting part of the School site must comply with our Safeguarding policy and provide assurance of the suitability of any adults working with children.

### **Contractors and activity providers**

93. The member of staff that is bringing any contractors or activity providers on to the School site must liaise with their line manager to ensure that assurances can be given that employees and volunteers provided by these organisations and working with our children have been subjected to the appropriate level of safeguarding check and will comply with this policy.

### **Early Help**

94. Early help means providing support as soon as a problem emerges at any point in a child's life. Staff should identify emerging problems, liaise with the Designated Safeguarding Lead, share information with other professionals to support early identification and in some cases undertake an early help assessment.
95. If early help is appropriate, the case should be kept under constant review and consideration given to a referral to children's social care if the child's situation does not appear to be improving.

### **Supporting Staff/Pupils**

96. The School understands that it will be important to offer counselling or other pastoral support to pupils where there are safeguarding concerns.
97. We recognise that staff who have become involved with a pupil who has suffered harm may find the situation upsetting. We will support such staff and provide the opportunity for them to talk through their concerns as appropriate.

## **Confidentiality and information sharing**

98. The School will keep all child protection records confidential, separate from pupil's school records and securely stored. Staff will allow disclosure in accordance with legislation only to those who need the information in order to safeguard and promote the welfare of children. The School will co-operate with police and social services to ensure that all relevant information is shared for the purposes of child protection investigations in accordance with the requirements of Working Together to Safeguard Children 2015.
99. Where allegations have been made against staff, the School will consult with the LADO and, where appropriate, the police and social services to agree the information that should be disclosed and to whom. The School will make every effort while allegations are investigated to maintain confidentiality and guard against unwanted publicity.

## **Monitoring**

100. Any child protection incidents at the School will be followed by a review of the safeguarding procedures used. An annual safeguarding report is made to the Board of Trustees and the policy is subject to on-going review. Where an incident involves a member of staff, the LADO will assist in this review to determine whether any improvements can be made to the School's procedures.
101. If any concerns are raised by the LADO or Ofsted about safeguarding issues, the following actions should be taken:
  - The Designated Safeguarding Lead must carry out an investigation as a priority and comply with any deadlines given;
  - The Chair of the Trustees must report to the LADO or Ofsted on the findings of the investigation and set out any action to be taken; and
  - The School must endeavour to comply as soon as possible with any recommendations from the LADO or Ofsted.
102. The Designated Safeguarding Lead will monitor the operation of this policy and its procedures and will make an annual report to the Board of Trustees.
103. The Board of Trustees will undertake an annual review of this policy. It will ensure that any weaknesses in regard to child protection arrangements are remedied without delay.

## **Contact numbers**

The following telephone numbers may be useful:  
Child Line is a free confidential helpline for children.

0800 1111

[www.childline.org.uk](http://www.childline.org.uk)

The NSPCC

0808 800 5000

[www.nspcc.org.uk/kidszone](http://www.nspcc.org.uk/kidszone)

Ofsted's Whistleblower Hotline

0300 123 3155.

The Samaritans

08457 909090.

**Annex 1** The following policies and procedures are relevant to safeguarding:

- Appointment of Staff Policy
- Anti-Bullying Policy
- Attendance Policy
- Behaviour Policy
- Capability Policy
- Code of Conduct for Governors
- Confidentiality Policy
- Complaints Procedure
- Data Protection Policy
- Disciplinary Policy and Procedure
- Dress Code
- Drugs Education Policy
- Educational visits policy
- E-safety Policy
- Equal Opportunities Policy
- Grievance Procedure
- Health and Safety Policy
- ICT Policy
- Managed fire evaluation
- Personal, Social and Health Education Policy
- Pupil Discipline
- Pupil Information Policy
- Recruitment and Selection Policy and Procedures
- Regulations for the hire of academy premises
- Risk management planning process
- Staff code of conduct
- Sickness Absence Management Procedure
- Whistleblowing Procedure

## Annex 2

### Child Protection and Safeguarding - Important Information.

Thank you very much for coming to **Chadwell Heath Academy**. We hope that you enjoy your time here. We take our collective responsibility to promote the welfare and safety of all students and staff very seriously. All students have the right to be safe from all maltreatment, neglect, sexual exploitation, bullying, discrimination, crime and anti-social behaviour.

**All adults, including visitors, have a role to play in protecting students and their welfare.** In line with national and Redbridge guidance we have a number of protocols in place to safeguard our students. **A copy of the Child Protection policy can be found: on the Safeguarding board in the staffroom.**

**While with us please be alert to signs of abuse and neglect.**

If you are a visitor for the day and feel that you have witnessed abuse, please feel confident enough to report this to a member of staff.

The designated Child Protection Officer is:

**Dave Thompson.** He can be reached on:

- [dthompson@chadwellacademy.org.uk](mailto:dthompson@chadwellacademy.org.uk)
- 0208 252 5151.
- His class room is 42 and his office is 27a.

If you are unable to reach Mr Thompson then please take your concerns to **one** of the Safeguard team. They are based in the Inclusion office 18a

Dave Thompson	Cherry Hobbs.	Michelle Green	Marie Rashid
			

**If it is the behaviour of a member of staff that you wish to discuss**, then please contact Dave Thompson as above or ask the school office to contact the appropriate senior member of staff.

**If you are a temporary member of staff** such as: student teacher, volunteer or professional member of staff from an agency working with our students please make sure you have supplied your DBS details and photographic identification to Mrs T. Banks (School Manager) or a member of the safeguarding team.

**If a student makes a disclosure to you please:**

1. Stay calm, listen to the child. If you are shocked by what is being said try not to show it. Reassure them that they have made the right decision to tell someone.
2. Do not promise confidentiality, but reassure them that you will only share the conversation with the Safeguarding team.
3. Please record verbatim what they have said. The pace should be dictated by the student, and please do not ask leading questions such as, “what did they do next?” or make judgments.
4. Safeguarding Referral Forms can be found in the staffroom. They are orange in colour. If you need to pass over a concern about a child’s welfare or safety please use the form and pass directly to a member of the Safeguarding team.
5. Do not criticise the alleged perpetrator, it may be someone they love.
6. Pass this information to the Child Protection team **IMMEDIATELY**.
7. **NEVER** carry out an investigation or interrogation. This is not your role.

**Please take care not to put yourself inadvertently at risk.** It is advisable not to conduct interviews or work with students by yourself, unless this is part of your professional role. Do not go in the lift with a student without another adult. If a student wishes to leave, please do not block their path, but gain support from another member of staff.

**Thank you for working with us to keep the students and staff of Chadwell Heath Academy safe and well.**

**Annex 3**

**Child Protection and Safeguarding Incident Reporting Form.**

Any suspicion or complaint of abuse must be reported to the Designated Safeguarding Lead or in their absence, the Deputy Designated Safeguarding Lead. If the complaint involves a member of staff or volunteer, it must be reported to the Head teacher or if it relates to them, Chair of the Trustees. Please complete this form in full and **hand** to a member of the safeguarding team. This is:

<b>Dave Thompson</b>	<b>Cherry Hobbs.</b>	<b>Michelle Green</b>	<b>Marie Rashid</b>
			

Full name of Pupil					
Form		Date		Time	
Member of staff completing referral			Place		
Have you informed the child that you are there to help them but can't guarantee confidentiality?					

Please outline your concerns in the space provided. Please ensure that you record verbatim any disclosure that is made to you. Details to include :

- What was said or done, by whom and in whose presence.
- When the incident took place and where.
- Whether a child wishes their parents to be informed.
- Any other evidence, for example items of clothing or mobile phone messages.

You will be informed as to the outcome of this referral in due course.

**PTO**

**Data protection**

The content of this form will contain personal information which is subject to the provisions of the Data Protection Act 1998. Pupils, and in certain circumstances their parents, have the right to request access to personal information about them held by the School, including the content of this form, although exemptions may apply depending on the circumstances. Legal advice should be sought before any information of this nature is disclosed to pupils or parents.

The School will keep this record confidential, allowing disclosure only to those who need the information in order to safeguard and promote the welfare of children. For example, where, it is deemed necessary we may share this information with the social services or the police for the purpose of child protection investigations.

Signed by member of staff

Date:

Signed by Safeguard team

Date :

# CHADWELL HEATH ACADEMY



## Protocol and Procedures for Visitors

- The Trustee Body assures all visitors a warm, friendly and professional welcome to Chadwell Heath Academy, whatever the purpose of their visit.
- The Academy has a legal duty of care for the health, safety, security and wellbeing of all pupils and staff. This duty of care incorporates the duty to safeguard all pupils from subjection to any form of harm, abuse or nuisance. It is the responsibility of the Trustee Body and senior staff to ensure that this duty is uncompromised at all times.
- In performing this duty, the Trustee Body recognises that there can be no complacency where safeguarding and child protection procedures are concerned. The Academy therefore requires that **all visitors** comply with the following protocol and procedures. Failure so to do may result in the visitor(s) being escorted from the school site.

### Invited visitors to the School

- All visitors to the school (this does not include parents/carers) should be asked to bring formal identification with them at the time of their visit. They must follow the procedure below.
- Once on site, all visitors must report to the main reception first. No visitor is permitted to enter the school via any other entrance unless explicit agreement has been made with the Academy in advance.
- At reception, all visitors must state the purpose of their visit and who has invited them. They should be ready to produce formal identification upon request. A copy of the documents used to verify the identity of regular visitors may be retained so they will not need to reproduce evidence on subsequent visits.
- All visitors will be asked to sign the Visitors Record Book which is kept in reception at all times making note of their name, organisation, who they are visiting, and their car registration if applicable.
- All visitors will be required to wear an identification badge – the badge must remain visible throughout their visit.
- Visitors must be given the safeguarding information sheet and asked to follow the produces explained on it.
- The office will then contact the member of staff that has invited them. The visitors are to wait in reception. The member of staff will come to the office and collect the visitors from reception and escort them through the building.
- The member of staff that invited the visitor will then be responsible for them while they are on site. The visitor must not be allowed to move about the site unaccompanied, unless a DBS has been presented.

# CHADWELL HEATH ACADEMY



## Protocol and Procedures for Visitors

- At the end of the visit the member of staff that invited them must escort them to the main office where they will sign out and return their visitors badge.
- The visitors must leave by the main reception entrance, unless another agreement has been made.

### Unknown/Uninvited Visitors to the School

- Any visitor in the school who is not wearing an identity badge should be challenged politely to enquire who they are and their business on the school site. This is the responsibility of all staff.
- They should then be escorted to reception to sign the visitor's book and be issued with an identity badge. The procedures outlined above will then apply.

### In the event that the visitor refuses to comply,

- In the event that the visitor refuses to comply, they should be asked to leave the site immediately and the Headteacher and / or a member of the Senior Leadership team should be informed promptly.
- The Headteacher / or Senior Leader will consider the situation and decide if it is necessary to inform the police.
- If an unknown/uninvited visitor becomes abusive or aggressive, they will be asked to leave the site immediately and warned that if they fail to comply, police assistance will be called for.

### Trustees

- All Trustees and parent helpers must hold a DBS check.
- New Trustees will be made aware of this policy and, with its procedures as part of their induction. This is the responsibility of the Head Teacher and Chair of Trustees.

### Volunteers

- Volunteers cannot come and work in the school until this has been authorised by the Head Teacher / relevant member of the Senior Leadership Team.
- All volunteers must comply with the procedures set out above on their first visit to the school in terms of: ID, signing in, waiting in reception and being collected.
- All volunteers must hold a DBS check before commencing work with the school.
- They must sign in and out everyday at the main office.

# CHADWELL HEATH ACADEMY



## Protocol and Procedures for Visitors continued.

### Third Party workers: Will have access to the children

- Public sector workers such as nurses, social workers and education psychologists will have had appropriate checks undertaken by their employing organisations and as such we only need to see their official ID. They should sign in and out and wear a visitor's badge.

### Contractors:

- Contractors are those individuals, not employed by the school, who undertake work unconnected with pupils on school premises, for example builders.
- If they are not on site on a regular basis, for example a plumber. These contractors should be treated as visitors: asked to present some form of ID, to sign in in and out, wear a visitors badge collected and returned to the office and be escorted whilst on the premises by a member of staff.
- If they are going to be on site on a regular basis, prolonged period or have access to the children then the employer should provide DBS checks and ID for all workers. These will be held on the single central record. They need to sign in and out at the main office or site office.

### Approved Visitor List

- The Academy will hold an approved visitor list for visitors who frequently visit the school site to undertake work within the school (including contractors and supply staff).
- To qualify for this list the visitor must have demonstrated, prior to the visit that they have a current clear enhanced DBS check and a copy of this has been registered on the Academy's Single Central Record. And provide photo ID.
- Visitors on the Approved List **must** follow the same procedures on entry to the premises as any other visitor.