

MANCHESTER CHILDREN'S SERVICES
MODEL SAFEGUARDING POLICY FOR SCHOOLS & SETTINGS
Updated May 2015

AIM/PURPOSE

This policy has been developed to ensure that all adults at Trinity are working together to safeguard and promote the welfare of children and young people

The policy describes the management systems and arrangements in place to create and maintain a safe learning environment for all our children, young people and staff. It identifies actions that should be taken to redress any concerns about child safety and welfare including protecting students and staff from extremist views, vocal or active, which are opposed to fundamental British values. All opinions or behaviours which are contrary to these fundamental values and the ethos of the school will be vigorously challenged.

The Head has the ultimate responsibility for safeguarding and promoting the welfare of children and young people.

Safeguarding and promoting the welfare of children and young people goes beyond implementing basic child protection procedures. It is an integral part of all activities, functions, culture and ethos of Trinity.

Under the Education Act 2002, schools have a duty to safeguard and promote the welfare of their students and, in accordance with guidance set out. Trinity will work in partnership with other organisations where appropriate to identify any concerns about child welfare and take action to address them.

GENERAL PRINCIPLES

Trinity aims to create and maintain a safe learning environment where all students and adults feel safe, secure and valued, and know they will be listened to and taken seriously. Our school is committed to the principles outlined in 'Working Together to Safeguard Children 2015' and implements policies, practices and procedures which promote safeguarding and the emotional and physical well being of children, young people and staff.

The school is committed to supporting the delivery of effective early help through multi-agency working, a consistent application of the thresholds and the use of a single agency assessment. The Manchester Common Assessment Framework is embedded into everyday practice and procedures when responding to students' needs and signposts students and their families to appropriate preventative services. The students have access to appropriate curriculum opportunities, including emotional health and well being, to support the development of the skills needed to help them stay safe and healthy, develop their self-esteem and understand the responsibilities of adult life, particularly in regard to child care and parenting skills.

Access to cross-curricular activities will provide opportunities to develop self-esteem and self-motivation and to help students respect the rights of others, particularly those groups who may be considered a minority.

Trinity will exercise diligence and prevent any organisation or speaker from using the schools facilities to disseminate extremist views or radicalise pupils and staff.

THE CURRICULUM

All students have access to an appropriate curriculum which is broad, balanced and differentiated. This enables them to learn to develop the necessary skills to build self-esteem, respect others, defend those in need, resolve conflict without resorting to violence, question and challenge and to make informed choices in later life.

Students are encouraged to express and discuss their ideas, thoughts and feelings through a variety of activities and have access to a range of cultural opportunities which promote the fundamental British values of tolerance, respect, understanding and empathy for others. There is access to a range of extra curricular activities, information and materials from a diversity of sources which not only promotes these values but supports the social, spiritual, moral well-being and physical and mental health of the students.

Personal Health and Social Education, Citizenship and Religious Education lessons will provide opportunities for students to discuss and debate a range of subjects including lifestyles, forced marriage, family patterns, religious beliefs and practices and human rights issues.

Trinity takes account of the latest advice and guidance provided to help address specific vulnerabilities and forms of exploitation eg Child Sexual Exploitation, Radicalisation and Extremism, Forced Marriage.

All students will know that there are adults in the school who they can approach in confidence if they are in difficulty or feeling worried and that their concerns will be taken seriously and treated with respect.

ATTENDANCE & EXCLUSIONS

Trinity views attendance as a safeguarding issue and in accordance with the school's Attendance Policy, absences are rigorously pursued and recorded. The school, in partnership with the appropriate agencies, takes action to pursue and address all unauthorised absences in order to safeguard the welfare of students in its care.

The Attendance Policy identifies how individual cases are managed and how we work proactively with parents/carers to ensure that they understand why attendance is important.

We implement the statutory requirements in terms of monitoring and reporting children missing education (CME) and off-rolling and understand how important this practice is in safeguarding students.

The school will only place young people in alternative educational provision which is a registered provider and has been quality assured. Young people who require access to alternative provision will have a personalised learning plan designed to meet their needs. Their attendance will be monitored by Trinity in accordance with the School Register Regulations.

The designated safeguarding person will be informed when a fixed term or permanent exclusion is being discussed and any safeguarding issues will be considered.

KEEPING RECORDS

Trinity will keep and maintain up to date information on students including where and with whom the child is living, attainment, attendance, referrals to and support from other agencies. The school record will also include a chronology of other significant event in a child's life.

ROLES AND RESPONSIBILITIES

The Head of Trinity will ensure that:

- The policies and procedures adopted by the Governing Body to safeguard and promote the welfare of students are implemented and followed by staff.
- Safe recruitment and selection of staff and volunteers is practiced.
- A Designated Senior Member of staff for child protection is identified and receives appropriate on-going training, support and supervision.
- Sufficient time and resources are made available to enable the designated member of staff to discharge their responsibilities including attending inter-agency meetings, contributing to the assessment of children and young people, supporting colleagues and delivering training as appropriate.
- Staff and volunteers receive appropriate training which is regularly updated.
- Temporary staff and volunteers are made aware of the school's safeguarding policy and arrangements.
- Staff and volunteers feel safe about raising concerns about poor or unsafe practice in regard to the safeguarding and welfare of the children and young people and such concerns will be addressed sensitively and effectively.
- Parents/carers are aware of and have an understanding of the school's responsibilities to promote the safety and welfare of its pupils by making its obligations clear in the school/setting prospectus.
- The Safeguarding and Child Protection policy is available on the school's web-site.
- The school co-operates with appropriate agencies and risk based approaches to ensure young people are safeguarded against any potential grooming activities which may attempt to draw them into harmful activities eg CSE and radicalization and extremism.

The Governing Body of the school will ensure that:

- A member of the Governing Body is identified as the designated governor for Safeguarding and receives appropriate training. The identified governor will provide the governing body with appropriate information about safeguarding and will liaise with the designated member of staff.
- A senior member of the school's leadership team is designated to take lead responsibility for safeguarding within the school.
- The school's safeguarding policy is reviewed and updated and the school complies with local safeguarding procedures.
- The school operates safe recruitment and selection practices including appropriate use of references and checks on new staff and volunteers.
- Procedures are in place for dealing with allegations of abuse against members of staff and volunteers and these are in line with 'Keeping Children Safe in Education' and Local Authority procedures.
- All staff and volunteers who have regular contact with children and young people receive appropriate training and information about the school's safeguarding processes as part of induction.

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The Designated Senior Member of Staff for Child Protection is Ms Anna Baxendale and has a specific responsibility for championing the importance of safeguarding and promoting the welfare of students registered in the school. The Designated Person will:

- Act as the first point of contact with regards to all safeguarding matters.
- Attend up-dated training every two years.
- Provide relevant information to the LA on how the school carries out its safeguarding duties.
- Provide support and training for staff and volunteers
- Ensure that the schools actions are in line with the MCSB Safeguarding Inter-Agency Procedures.
- Support staff to make effective referrals to the Children and Families Services and any other agencies where there are concerns about the welfare of a child.
- Keep copies of all referrals to Children and Families Services and any other agencies related to safeguarding children.
- Ensure that staff and volunteers receive information on safeguarding policies and procedures from the point of induction.
- Ensure that staff with specific responsibility for safeguarding children receive the appropriate training to undertake this role.
- Manage and keep secure the school's safeguarding records.
- Ensure that staff and volunteers understand and are aware of the school's reporting and recording procedures and are clear about what to do if they have a concern about a student.
- Liaise with the Head about any safeguarding issues.
- Ensure that the Safeguarding Policy is reviewed and up-dated.
- Keep up to date with changes in local policy and procedures and are aware of any guidance issued by the DfE concerning Safeguarding.
- Send a student's child protection or safeguarding file separately from the main file to a new establishment if a student leaves the school and keep a copy of the file.

SAFE RECRUITMENT AND SELECTION OF STAFF

The school's recruitment and selection policies and processes adhere to the DfE guidance.

WORKING WITH OTHER AGENCIES

Trinity has developed effective links with other relevant agencies, for example, the Local Authority, Children's Social Care and NHS and co-operates as required with enquiries regarding child protection issues. The school will notify the District Team if:

- A child subject to a child protection plan is about to be permanently excluded.
- There is an unexplained absence of a pupil who is subject to a child protection of more than two days from school.

CONFIDENTIALITY AND INFORMATION SHARING

Staff ensure that confidentiality protocols are followed and information is shared appropriately. The Head or Designated Member of Staff discloses any information about a student to other members of staff on a need to know basis only.

Staff and volunteers must understand that they have a professional responsibility to share information with other agencies in order to safeguard children. Staff and volunteers must be clear with children that they cannot promise to keep secrets.

TRAINING FOR STAFF AND VOLUNTEERS

Staff should be made aware of the school's safeguarding systems as part of their induction.

Staff should receive appropriate child protection training which includes the following:

- Basic safeguarding information about the school's policies and procedures,
- signs and symptoms of abuse (emotional and physical),
- indicators of vulnerability to radicalisation
- how to manage a disclosure from a child as well as when and how to record a concern about the welfare of a child.

Staff will receive training at induction. The Designated Person for Safeguarding will receive refresher training every two years. Staff will receive appropriate child protection training which is regularly updated.

Staff will be supported to recognise warning signs and symptoms in relation to specific safeguarding issues.

RECORDING AND REPORTING CONCERNS

Staff, volunteers and visitors have a responsibility to report any concerns about the welfare and safety of a child and all such concerns must be taken seriously. If a concern arises staff, volunteers and visitors must:

- Speak to the Designated Person or the person who acts in their absence
- Agree with this person what action should be taken, by whom and when it will be reviewed
- Record the concern using the school's safeguarding recording system

INFORMING PARENTS/CARERS

Our approach to working with parents/carers is one of transparency and honesty and our responsibility is to safeguard and promote the welfare of all the children in our care. We aim to do this in partnership with our parents/carers. In most cases parents and carers will be informed when concerns are raised about the safety and welfare of their child. Parents and carers should be given the opportunity to address any concerns raised.

Parents and carers will be informed if a referral is to be made to the Children's Social Care Service or any other agency.

Parents/carers will not be informed if it is believed that by doing so would put the child at risk. In such cases the Designated Person or Head will seek advice from Children's Social Care.

DOMESTIC ABUSE

The school is aware that students' people's development, as well as their social and emotional resilience, is affected by many factors including exposure to domestic abuse within the family situation and is a safeguarding issue.

Children and young people react to domestic abuse in similar ways to other types of abuse and trauma.

Information about domestic abuse and its effect upon children and young people will be incorporated into staff Safeguarding and Child Protection training and briefings and the school's Safeguarding and Child Protection's Policies and Procedures will be used to protect children and young people exposed to, and at risk from, domestic abuse.

Any child or young person thought to be at immediate risk will be reported to the police service as a 999 emergency and the Manchester Children's Service contact Centre will be contacted as soon as possible.

FORCED MARRIAGE

Forced Marriage became a criminal offence in June 2014. It is a form of child, adult and domestic abuse and, in line with statutory guidance, is treated as such by this school. The school is sensitive to differing family patterns and lifestyles and child-rearing patterns that vary across different racial, ethnic and cultural groups. Child abuse cannot be condoned for religious or cultural reasons.

Information about Forced Marriage will be incorporated into staff Safeguarding and Child Protection training and briefings and the school's Safeguarding and Child Protection Policies will be used to protect a victim or potential victim of forced marriage.

If a case of forced marriage is suspected it will be viewed as a safeguarding concern, parents and carers will not be approached or involved about a referral to any other agencies.

FEMALE GENITAL MUTILATION

Female Genital Mutilation (FGM) is an illegal in the United Kingdom and is a violation of human rights of girls and women. Information on FGM will be incorporated into staff Safeguarding and Child Protection training and briefings.

Any concerns that a young person may be at risk of FGM will be referred to the appropriate safeguarding agencies.

PREVENTING RADICALISTION and VIOLENT EXTREMISM

Trinity values the fundamental rights of freedom of speech, expression of beliefs and ideology and tolerance of others which are the core values of our democratic society. However, all rights come with responsibilities and free speech or beliefs designed to manipulate the vulnerable or which advocate harm or hatred towards others will not be tolerated. Trinity seeks to protect its students and staff from all messages and forms of violent extremism and ideologies including Far Right/Neo Nazi, White Supremacist ideology and Islamist ideology.

Trinity is clear that exploitation and radicalisation will be viewed as a safeguarding concern and will be referred to the appropriate safeguarding agencies.

E-SAFETY

Trinity has an E-Learning Policy which recognises that E-safety is a safeguarding issue not an ICT issue. The purpose of internet use in school is to help raise educational standards, promote pupil achievement, and support the professional work of staff as well as enhance the school's management information and business administration.

The internet is an essential element in 21st century life for education, business and social interaction and Trinity has a duty to provide children and young people with quality access as part of their learning experience.

It is the duty of Trinity to ensure that every child and young person in its care is safe and this applies equally to the 'virtual' or digital world.

Trinity will ensure that appropriate filtering methods are in place to ensure that pupils are safe from all types of inappropriate and unacceptable materials, including terrorist and extremist material.

CHILD PROTECTION CONFERENCES AND CORE GROUP MEETINGS

Members of staff are likely to be asked to attend a child protection conference or other relevant core group meetings about an individual student and will need to have as much relevant updated information as possible. A child protection conference will be held if it is considered that the child/children are suffering or at risk of significant harm.

All reports for a child protection conference should be prepared in advance of the meeting and will include information about the student's physical, emotional, intellectual development and well being as well as relevant family related issues. This information will be shared with the parents/carers.

MANAGING ALLEGATIONS AND CONCERNS AGAINST STAFF AND VOLUNTEERS

The school follows the government guidance 'Keeping children safe in education – March 2015' when dealing with allegations made against staff and volunteers.

All allegations made against a member of staff and volunteers, including contractors or security staff working on site, will be dealt with quickly and fairly and in a way that provides effective protection for the child while at the same time providing support for the person against whom the allegation is made.

COMPLAINTS OR CONCERNS BY PUPILS, STAFF OR VOLUNTEERS

Any concern or expression of disquiet made by a student will be listened to seriously and acted upon as quickly as possible to safeguard his or her welfare.

We will make sure that the student or adult who has expressed the concern or made the complaint will be informed not only about the action to be taken but also where possible about the length of time required to resolve the complaint. We will endeavour to keep the student or adult informed about the progress of the complaint/expression of concern.

SERIOUS CASE REVIEWS

The Manchester Safeguarding Children Board will always undertake a serious case review when a child or young person dies and abuse or neglect is known or suspected to be a factor in their death. The purpose of the serious case review is to:

- Find out if there are any lessons to be learnt from the case about how local professionals and agencies work together to safeguard and promote the welfare of children and young people.
- Identify what those lessons are, how they will be acted on and what is expected to change as a result of the serious case review.
- Improve inter-agency working to better safeguard and promote the welfare of children and young people.
- If required Trinity will provide an individual management report for a serious case review and will cooperate fully with implementing outcomes of the review including reviewing policy, practice and procedures as required.

VISITORS

Visitors, including visiting speakers, are subject to the school's safeguarding protocols while on site.

MONITORING AND EVALUATION

This is undertaken by the relevant senior staff, especially the Assistant Head with responsibility for Child Protection in liaison with the Deputy Head (Student Support) and the Head. Changes to the policy will be approved by the Governors' Personnel Committee and ratified by the Full Governing Body.

