



**BRIGANTIA**  
LEARNING TRUST

Creating excellence together

# **The Brigantia Learning Trust**

## **Safeguarding Policy**

July 2018

The Brigantia Learning Trust includes provision for children and young people aged 2 years to post-16 in Primary, Secondary and Post-16 Phases. For brevity, in all Trust Policies, each setting will be called `an Academy`.

Every Academy in the Brigantia Learning Trust views the safety and welfare of all its children and young people as of paramount importance. All children/young people have the right to be kept safe from harm or exploitation whatever their:

- race, religion, first language or ethnicity
- gender or sexuality
- age
- health or disability
- political status

Each Academy has a designated member of staff to oversee safeguarding approaches across the whole Academy and senior staff have specific responsibilities for aspects, e.g. child protection, maintaining the Central Record, trips and visits, child/young person`s behaviour, fire safety, child/young person and parent/carer voice.

#### **1. Our aims and objectives are to:**

- protect children and young people from maltreatment
- prevent the impairment of children/young people`s health or development
- ensure children/young people are growing up in circumstances consistent with the provision of safe and effective care
- help children/young people to have optimum life chances and to enter adulthood successfully

Every Academy will:

- endeavour to keep accurate information about all children/young people
- enable staff, volunteers and visitors to safeguard and promote the welfare of children/young people
- promote a culture that makes the Academy a safe place to learn
- listen to and respect all children/young people
- involve children/young people in decisions which affect them
- share information about concerns with agencies who need to know and involve children/young people and their parents/carers appropriately
- recruit staff, volunteers and visitors safely, ensuring all necessary checks are made
- adopt a code of conduct for all staff, volunteers and visitors
- provide effective staff induction, support and training
- deal appropriately with allegations/concerns about staff, volunteers or visitors in accordance with government guidelines
- respect confidentiality in line with the Trust policy
- confront bullying, racism, harassment and discrimination
- provide effective first aid by qualified members of staff
- meet the needs of children/young people with specific medical conditions including ensuring that any intimate care follows agreed guidance

- ensure medicines are effectively organised
- discuss drug and substance misuse, radicalisation, sexual health, sexual exploitation, peer on peer abuse, honour-based violence, female genital mutilation, protection of children/young people with SEN and other issues affecting health and well-being
- promote on-line safety
- ensure that each site is secure
- ensure that educational visits are organised thoroughly
- ensure that fire and emergency evacuation plans are effective
- ensure all equipment is regularly inspected
- ensure physical intervention is carried out appropriately

## **2. Safer recruitment and selection:**

In line with statutory guidance, the following apply to all staff and volunteers:

- a DBS enhanced disclosure is obtained for all Directors, staff and regular volunteers
- each Academy holds an up-to-date single central record dealing with a range of checks carried out on staff including identity checks
- all new appointments who have lived outside the UK are subject to additional checks as appropriate
- if volunteer parents/carers accompany children/young people on Academy visits, they are fully supervised by a member of staff at all times and not left alone with children/young people.
- when recruiting new staff, there is at least one member of staff who has received current safer recruitment training

### **Safe practice:**

Safe working practices ensure that children/young people are safe and that all staff:

- are responsible for their own actions and behaviour, and avoid any conduct which would lead a reasonable person to question their motives and intentions
- have read and understood the Code of Conduct
- work in an open and transparent way
- discuss and/or take advice from the Academy management team over any incident which may give rise for concern
- record any incidents or decisions made
- apply the same professional standards regardless of gender, religion, ethnicity, ability or sexuality
- are aware of the Confidentiality Policy
- are aware that breaches of the law and other professional guidelines could result in criminal or disciplinary action being taken against them

## **3. Behaviour of children/young people including bullying:**

There are behaviour policies in every Academy for children/young people and adults. The policies are discussed annually with all children/young people and the School

Councils/groups may suggest amendments to the policy. Bullying is not tolerated in any Academy. If there are any allegations of peer on peer abuse, they are investigated and dealt with as thoroughly as all safeguarding issues. The police are involved in assemblies on sexting and the rights of individuals. In addition, these topics are included in the PSE/tutorial programmes.

The Trust recognises that children/young people with SEN and disabilities may be more vulnerable to be abused or neglected. These children/young people are supported by the Inclusion Team in each Academy and monitored regularly. The Virtual School Head in Sheffield is responsible for monitoring the educational progress of Sheffield`s Looked After Children. Each child has a Social Worker from their home LA and there are regular meetings to review any concerns.

#### **4. Safeguarding information for children/young people:**

The children/young people in each Academy are aware of staff who they can talk to and who are available to them at any time. Early help is provided by the Mentor Teams/ Student Support Teams in particular and is available for all concerns. The aim of this support is to prevent problems from becoming more serious.

Every Academy is committed to ensuring that children/young people are aware of behaviour towards them that is not acceptable and how they can keep themselves safe. All children/young people know that there are staff who are responsible for child protection and who they are.

Every Academy informs children/young people of their right to be listened to and heard, and what steps can be taken to protect them from harm. PSE/ tutorial materials are used to help children/young people learn how to keep safe.

Children/young people follow programmes about safety around a range of issues including sex, sexual exploitation, on-line safety, drugs, alcohol, food, peer-on-peer abuse, honour-based violence, smoking and harmful substances in PSE/tutorial sessions.

#### **5. Extremism and Radicalisation:**

The Brigantia Learning Trust has a statutory duty under the Counter-Terrorism and Security Act 2015 and the statutory Prevent Guidance 2015 to have due regard to the need to prevent people from being drawn into terrorism (the Prevent duty). The Trust is committed to supporting vulnerable children/young people through its safeguarding policies and procedures, and recognises that this can support the Trust`s contribution to the Prevent duty.

Extremism is defined as vocal or active opposition to fundamental values of our society, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of different faiths and beliefs. Radicalisation is defined as the act or process of encouraging extremist views or actions in others, including forms of extremism leading to terrorism.

The Prevent strategy:

- responds to the ideological challenge we face from terrorism and aspects of extremism, and the threat we face from those who promote these views
- provides practical help to prevent people being drawn into terrorism and ensure they are given appropriate advice and support
- works with a wide range of sectors (including education, criminal justice, faith, charities, on-line and health) where there are risks of radicalisation that we need to deal with.

There are a number of behaviours which may indicate a child or young person is at risk of being radicalised or exposed to extremist views which could include becoming distant or showing loss of interest in friends and activities or possession of materials or symbols associated with an extremist cause.

Staff are expected to be vigilant in protecting children/young people from the threat of radicalisation and refer any concerns to the Designated Safeguarding Lead or Deputies. Staff receive appropriate training to ensure they have the knowledge and confidence to identify children/young people at risk, challenge extremist ideas, and know where and how to refer concerns.

## **6. Partnership with parents/carers and external agencies:**

All schools in the Trust share a purpose with parents/carers to educate and keep children/young people safe from harm and to have their welfare promoted.

All staff are committed to working with parents/carers positively and openly. Every Academy respects parent's/carers' rights to privacy and confidentiality, and will not share sensitive information unless permission is given or it is necessary to do so in order to protect a child/young person.

Every Academy will share any concerns they may have about a child/young person with parents/carers unless to do so may place the child/young person at risk of harm.

Every Academy recognises that it is essential to establish positive and effective working relationships with other agencies. There is a joint responsibility on all agencies to share information to ensure the safeguarding of all children/young people.

## **7. Staff training and staff induction:**

The Designated Safeguarding Lead in each Academy has the lead responsibility for child protection. They ensure that cases are referred to the appropriate agencies – both involving children/young people and staff, liaise with the Principal/Headteacher, liaise with staff and parents/carers and provide advice, support and expertise for staff.

There is a Trust Lead for Safeguarding who provides leadership, support and advice to the DSLs and Deputy DSLs when needed. S/he leads the Team in producing an effective cross-Trust approach to safeguarding.

The Designated Safeguarding Leads and Deputies attend child protection training and refresher training each year. All other Academy staff, including non-teaching staff, undertake appropriate induction training and refresher training every three years. There are updates for all staff at different points within each year. In addition, on-line training is available for any staff joining a Trust Academy within the three-year cycle.

All staff are advised about the Trust's Child Protection Policy and informed of the schools' Child Protection arrangements on induction. If staff are concerned that the Academy has not acted appropriately, they are able to contact the NSPCC Whistle-blowing helpline on 0800 028 0285.

Temporary staff and volunteers are made aware of the Academy's arrangements for child protection and of their responsibilities.

## **8. Information about children and young people:**

The Academies will keep accurate information in order to keep children/young people safe and provide appropriate care for them.

### **8.1 Children/young people in need:**

A child/young person with additional needs where their health, development or achievement may be adversely affected by a range of factors may need the completion of a FCAF (Family Common Assessment Framework) by a member of the Inclusion Team. Every Academy will involve other services as appropriate.

### **8.2 Children/young people with a disability:**

All Academies work hard to ensure that any child/young person with disabilities has full access to the curriculum and all aspects of the school day. Every Academy ensures that disabled children/young people can access school trips, sports facilities and after-school clubs. The Trust promotes positive attitudes towards disabled children/young people.

### **8.3 Work placements/work experience:**

Procedures are in place to ensure that young people are safe on work experience and extended work placements. Staff visit young people on a regular basis and inform young people, parents/carers and placements of the need to communicate any concerns immediately and the ways of so doing. Designated staff are responsible for monitoring different types of placements.

### **8.4 Home visits:**

There are agreed procedures to ensure the safety of staff when undertaking home visits.

### **8.5 Medicines and First Aid:**

Staff do not administer medication to children/young people under normal circumstances. However, in certain exceptional and agreed circumstances, medication may be administered by trained first-aiders. Named staff may store medication in a secure central location for children/young people to self-administer.

All serious accidents and assaults are reported to the Local Authority and are investigated. All serious incidents, e.g. breakages, are reported to RIDDOR (Risk of Injury, Disease and Dangerous Occurrences Regulations). A detailed accident log is kept for minor injuries.

### **8.6 Site security:**

Each Academy has clear procedures for ensuring site security is maintained at all times. All Staff and pupils/students are required to follow these procedures. Parents/carers and visitors are also required to follow site security guidelines.

### **8.6 Educational visits:**

Every Academy has a member of their Senior Leadership Team responsible for managing procedures for educational visits

### **8.7 Risk assessments:**

Risk assessments are held for different aspects of a child/young person's safety including educational visits, specific curriculum activities, individual pupil need and following certain exclusions.

## **9. Child protection:**

Disclosures or information may be received from children/young people, parents/carers or others. Every Academy recognises that those who disclose such information may do so with difficulty, having chosen carefully to whom they speak.

Accordingly, all staff are encouraged to handle disclosures with sensitivity. Such information cannot remain confidential and staff must immediately communicate what they have been told to the designated officers or the deputies and make, date and sign a written record.

Staff do not investigate but should, wherever possible, elicit enough information to pass on to the designated staff in order that they can make an informed decision on what to do next. They may choose to take the child/young person to a designated member of staff, with the child/ young person's agreement, instead of listening to the disclosure.

## **10. On-line Safety:**

- every Academy makes children/young people aware of the dangers of the internet through curriculum teaching, particularly PSE/tutorials, assemblies and Internet Safety Week
- software is in place in academies to minimise access to and to highlight any person accessing inappropriate sites or information
- children/young people will be encouraged to discuss openly their use of technology and anything which makes them feel uncomfortable. If this results in child protection concerns, the Academy`s Designated Safeguarding Lead or Deputies should be informed immediately
- children/young people must not give out their personal details, phone numbers, academies, home address or computer passwords
- the police will be involved if there is any criminal element to misuse of the internet, phones or any other form of electronic media

## **11. Allegations against a professional:**

The Academies understand that children/young people can be victims of abuse by those who work with them in any setting. All allegations of abuse will be taken seriously.

Where there is an allegation that a professional has behaved in a way that has harmed a child or young person or may have harmed a child/young person, possibly committed a criminal offence against or related to a child/young person, or has behaved towards a child/young person in a way that indicates s/he is unsuitable to work with children/young people, the allegations will be investigated properly and in line with agreed procedures. Staff are required to report any concerns to the Executive Principal, Trust Lead for Safeguarding, Headteacher, SLT or Directors.

Allegations of abuse made against staff will be dealt with by the Executive Principal (or the Chair of Directors if the Executive Principal is accused). The Executive Principal/Chair will contact the Local Authority Designated Officer (LADO) within 24 hours.

### **11.1 Monitoring and recording of any allegations/incidents:**

Accurate records of any allegations/incidents will be made as soon as possible and will clearly distinguish between observation, fact, opinion and hypothesis. All records will be signed and dated. Any information will be recorded verbatim, where possible, and a note made of the location and description of any injuries seen.

All child protection documents are retained in a child protection file, separate from the child/young person`s curriculum file. Such files are kept securely. These records will be transferred to any school or setting the child/young person moves to.

In Primary and Secondary Phases, if a pupil goes missing from education or is removed from roll to be educated at home, any child protection file should be copied and the copy retained in the school until official requests are received.



**Additional information:**

Each member of staff will be provided with a copy of the Safeguarding Policy. All linked policies are available, alongside the Safeguarding Policy, on the staff section of the Intranet.

**Related Policies:**

For further information, please refer to the Child Protection Policy, On-Line Policy, Equality Policy, Staff Code of Conduct, Behaviour Policy (children/young people), Confidentiality Policy, Disciplinary Policy, Whistle-Blowing Policy.