



## Djanogly Learning Trust

### Safeguarding & Child Protection Policy 2020-21

#### Policy Consultation & Review

This policy is available on our trust website and on request from the main office. We also inform parents and carers about this policy through our website and newsletters.

The policy is provided to all staff at the beginning of the academic year and/or at induction. In addition, all staff are provided with Part 1 of the statutory guidance *Keeping Children Safe in Education (DfE Sept 2020)*.

This policy will be reviewed in full by the Board of Trustees on an annual basis and updated in line with DfE statutory guidance and best practice principles as per *Keeping Children Safe in Education (DfE Sept 2020)* and *Working together to Safeguard Children (DfE May 2020)*.

Safeguarding and promoting the welfare of children is everyone's responsibility. Everyone who comes into contact with children and their families has a role to play. In order to fulfil this responsibility effectively, all practitioners should make sure their approach is child-centred. This means that they should consider, at all times, what is in the best interests of the child.

#### KEY CONTACTS

Role	Name	Contact details
Trust Designated Safeguarding Lead (DSL)	Liz Anderson, CEO	0115 9421286 <a href="mailto:l.anderson@djanogly.org">l.anderson@djanogly.org</a>
Named Safeguarding Governor	Tim Slade, Chair of the Board of Trustees	c/o Clerk to Governors - Mrs Mhairi Billington <a href="mailto:m.billington@djanogly.org">m.billington@djanogly.org</a> 0115 9421317
Named Looked After Child Governor	Tim Slade, Chair of the Board of Trustees	c/o Clerk to Governors - Mrs Mhairi Billington <a href="mailto:m.billington@djanogly.org">m.billington@djanogly.org</a> 0115 9421317
Nottingham City Designated Officer (LADO)	Tina Wright LADO Lisa Hurst Education Safeguarding Karen Shead 0-19 Safeguarding Co.	0115 8765501 <a href="mailto:Tina.wright@nottinghamcity.gov.uk">Tina.wright@nottinghamcity.gov.uk</a> 0115 8762042 <a href="mailto:Lisa.hurst@nottinghamcity.gov.uk">Lisa.hurst@nottinghamcity.gov.uk</a> 0115 8764725 <a href="mailto:Karen.shead@nottinghamcity.gov.uk">Karen.shead@nottinghamcity.gov.uk</a>
Derbyshire LA Designated Officer (LADO)	Miles Dent	01629 533190 <a href="mailto:Professional.allegations@derbyshire.gov.uk">Professional.allegations@derbyshire.gov.uk</a>

**CONTENTS**

Section	Page		Section	Page	
1	2	Purpose and Aims	7	7	Working with Parents and Carers
2	2	Academy Ethos	8	8	Child Protection Conferences
3	3	Roles and Responsibilities	9	8	Safer Recruitment
4	5	Training and Induction	10	9	Safer Working Practices
5	6	Procedures for Managing Concerns	11	9	Managing Allegations Against Staff
5.12	7	Children missing education	12	10	Preventing Radicalisation
5.13	7	Female Genital Mutilation	13	11	Other Relevant Policies
5.14	7	Forced Marriage			
5.15	7	Peer Abuse		12	Appendix 1
5.16	7	'Up-skirting'			Safeguarding Induction Summary
6	7	Records and Information Sharing			

**1. PURPOSE & AIMS**

- 1.1 The purpose of this safeguarding policy is to ensure every child who is a registered pupil in our trust is safe and protected from harm. This means we will always work to:
- Create and maintain a safe learning environment for children
  - Protect children within our trust from maltreatment
  - Prevent impairment of our children's mental and physical health or development
  - Promote the positive health and wellbeing of all our children
  - Ensure **all** staff take appropriate action where there are child welfare concerns
  - Ensure that children in our trust grows up in circumstances consistent with the provision of safe and effective care
  - Ensure that the views of children are always taken into account and decisions taken are always in the best interest of the child.
- 1.2 This policy applies to all children, parents, staff, trustees, volunteers and visitors and gives clear direction to all about expected behaviour and our legal responsibility to safeguard and promote the welfare of all children. (For brevity, the term 'parent' is used to refer to anyone with parental responsibility in this policy).
- 1.3 Our trust fully recognises the contribution it can make to protect children from harm and to support and promote children's welfare. The elements of our policy are prevention, protection and support.

**2. OUR ETHOS**

- 2.1 The child's welfare is of paramount importance. Our trust will establish and maintain an ethos where children feel secure, are encouraged to talk, are listened to and are safe. Children within our trust will be able to talk freely to any member of staff if they are worried or concerned about something.

- 2.2 Everyone who comes into contact with children and their families has a role to play in safeguarding children. We recognise that staff in our trust play a particularly important role as they are in a position to identify concerns and provide early help for children to prevent concerns from escalating. **All staff are advised to maintain an attitude of 'it could happen here' where safeguarding is concerned.**
- 2.3 All staff will, through training and induction, know how to recognise indicators of concern, how to respond to a disclosure from a child and how to record and report this information. We will not make promises to any child and we will not keep secrets. Every child will know what the adult will have to do with any information they have chosen to disclose.
- 2.4 All staff should be aware that mental health problems can, in some cases, be an indicator that a child has suffered or is at risk of suffering abuse, neglect or exploitation. If staff have a mental health concern about a child that is also a safeguarding concern, immediate action should be taken to refer to a DSL.
- 2.5 All staff will be supported and prepared to identify children who may benefit from early help. Early help means providing support as soon as a problem emerges at any point in a child's life in order to reduce harm, prevent further issues and develop resilience. Staff should be particularly alert to the potential need for early help for a child who:
- is disabled and has specific additional needs
  - has special education needs
  - is a young carer
  - is showing signs of being drawn in to anti-social or criminal behaviour, including gang involvement and association with organised crime groups
  - is frequently missing/going missing from care or from home
  - is misusing drugs or alcohol themselves
  - is at risk of modern slavery, trafficking or exploitation.
- 2.6 Throughout our curriculum, we provide activities and opportunities for children to develop the skills they need to identify risks and stay safe. Children are supported to develop resilience, independence and essential life skills. This includes:
- A full programme of RSHE which is age and context appropriate
  - Drug & sex and relationship education programmes
  - E-safety education – keeping safe on-line at school or at home
  - Nurture group provision for identified vulnerable children as part of our early help process.
- 2.5 At all times we will work in partnership and endeavour to establish effective working relationships with parents and colleagues from other agencies in line with *Working Together to Safeguard Children*

### **3. ROLES AND RESPONSIBILITIES**

3.1 It is the responsibility of every member of staff, volunteer and regular visitor to our trust to ensure that they carry out the requirements of this policy and, at all times, work in a way that will safeguard and promote the welfare of all children. This includes the responsibility to provide a safe environment in which children can learn.

#### **3.2 The Board of Trustees**

The Board of Trustees is accountable for ensuring the effectiveness of this policy and our compliance with it. Although our Board of Trustees takes collective responsibility to safeguard and promote the welfare of our pupils, we also have a named trustee who champions safeguarding within the trust.

The Board of Trustees will ensure that:

- The safeguarding policy is in place and reviewed annually, is available publicly via our trust website and written in line with DfE guidance.
- A staff behaviour policy is in place and has been shared with all staff.
- Appropriate safeguarding procedures are in place to respond to children who go missing from education.

- The academy contributes to inter-agency working in line with *Working Together to Safeguard Children*.
- A member of the senior executive team is Designated Safeguarding Lead (DSL) who takes the lead responsibility for safeguarding and child protection and that there is an alternate senior leader appropriately trained and identified to deal with any issues in the absence of the other DSL. There will always be cover for this role.
- All staff receive a safeguarding induction and are provided with a copy of this policy and section 1 of *Keeping Children Safe in Education (DfE Sept 2020)*.
- All staff undertake appropriate child protection training with regular updates.
- Procedures are in place for dealing with allegations against members of staff and volunteers in line with statutory guidance.
- The CEO and/or Chair will liaise directly with the LADO in the event of an allegation against the Head/Principal of any academy.
- Safer recruitment practices are followed in accordance with current DfE requirements.
- The single central record (SCR) is in place and maintained in line with statutory guidance.
- They remedy any weakness concerning our safeguarding arrangements that are brought to their attention.
- They will receive and review regular safeguarding updates from the Chief Executive Officer. It will not identify individual pupils.

### 3.3 The CEO

The CEO is responsible for:

- Identifying a member of the senior leadership team to be the lead DSL.
- Identifying an alternate member of staff to act as the DSL for safeguarding in his/her absence to ensure there is always cover for the role.
- Ensuring that the DSL has appropriate resources, time and training in order to fulfil their role effectively.
- Ensuring that all staff know and follow policies and procedures regarding safeguarding.
- Ensuring that a single central record (SCR) of all staff and volunteers is maintained in line with statutory guidelines.
- Ensuring that all staff and volunteers feel able to raise concerns about poor or unsafe practice and such concerns are addressed sensitively in accordance with agreed whistle-blowing policy & procedures.
- Ensuring that all staff are sensitive to signs that may indicate possible safeguarding concerns. This could include, for example, poor or irregular attendance, persistent lateness, children missing from education, risk of being drawn in to anti-social or criminal behaviour, mental health concerns, forced marriage or female genital mutilation.
- Ensuring that visitors to the academy provide formal identification on arrival, sign in at reception and are supervised whilst on the premises as appropriate.
- Liaise with the LADO in the event of an allegation of abuse being made against a member of staff.
- Represent the trust at strategy meetings involving a member of staff, volunteer or regular visitor.
- Liaise with police in cases where a crime may have, or has been, committed.
- Informing the Disclosure and Barring Service in cases where a member of staff is dismissed or left their employment due to risk/harm to a child.
- Where an allegation is made against the Head/Principal, the Executive Head/CEO will be informed and work together with the LADO.

### 3.4 The Designated Safeguarding Lead (DSL);

The DSL will carry out their role in accordance with the responsibilities outlined in *Keeping Children Safe in Education (DfE Sept 2020)*.

The DSL will:

- Attend training every 2 years in order to maintain their own knowledge and skills as well as regular Local Authority safeguarding network meetings.
- Provide advice and support to other staff on child welfare and child protection matters. Any concern for a child's safety or welfare will be recorded on our online system which will refer to a DSL who will action accordingly.
- Represent the trust at child protection conferences if required and ensure appropriate staff engage with core group and other relevant meetings.

- Liaise with Children's Services and other agencies where necessary, make referrals of suspected abuse to Children's Services, take part in strategy discussions and other interagency meetings and contribute to children and family assessments.
- Be prepared to press for re-consideration after referral if necessary to ensure that concerns are addressed and, most importantly, that the child's situation improves.
- Maintain accurate electronic records and child protection files.
- Ensure that all staff members and volunteers are aware of our policy and procedures as well as the need to act immediately they have a concern.
- Ensure that all staff, volunteers and regular visitors have received appropriate child protection information during induction and training appropriate to their role.
- Hold regular wellbeing team meetings in order to ensure communication is effective and up to date.
- Be alert to the specific needs of children who need a social worker (child protection plans and child in need), looked after children, those with SEND and young carers.
- Encourage a culture of listening to children and taking account of their wishes and feelings.
- Ensure the trust's procedures are reviewed annually in line with policy.
- Ensure the Safeguarding and Child Protection Policy is available publicly via the academy website and in hard copy at reception.
- Link with local safeguarding partnerships as appropriate.
- Share information appropriately and securely when a child leaves the trust.

### 3.5 All Staff

All staff will:

- Read and understand the trust policy and procedures for safeguarding.
- Read and understand the trust's professional expectations of staff behaviour and the need to maintain public trust in the teaching profession.
- Be aware that they have a statutory duty to safeguard children, share information with the DSL, with colleagues and with other agencies.
- Seek support and advice from the DSL.
- Be aware that despite the requirement to share information with designated leads they can make their own referral to Children's Services in urgent situations.
- Be alert to signs and symptoms of harm and abuse and understand the need for early help.
- Know that they need to act immediately when they have concerns or when a child discloses to them.
- Know how to record concerns and what additional information may be required.
- Understand the importance of information sharing to ensure effective identification, assessment and actions are taken.
- Undergo child safeguarding training that is updated regularly in line with current advice.
- Maintain an attitude of '**it could happen here**' and always act in the **best interests** of the child.
- Provide support for children who are at risk of abuse or being abused, recognising that in these circumstances children may feel a variety of emotions and this may impact on their behaviour and their capacity to learn and engage.
- Be alert for occasions when early help is required in order to safeguard from potential significant harm.
- Familiarise themselves with *Section 1 Keeping Children Safe in Education (DfE Sept 2020)*.

## 4. TRAINING & INDUCTION

4.1 When new staff join the trust they will be informed of the safeguarding arrangements in place. They will be given a copy of the academy's safeguarding policy, the staff behaviour policy and Part 1 of '*Keeping Children Safe in Education*' (DfE Sept 2020). They are expected to read these documents. They will also be told who the DSL's are. They will also be shown the process for recording and sharing concerns. Volunteers, regular visitors, supply staff etc will be given our Safeguarding Induction Summary Sheet. APPENDIX 1

4.2 Every new member of staff or volunteer will have an induction period that will include essential safeguarding information. This programme will include safeguarding information relating to signs and symptoms of abuse, how to manage a disclosure from a child, how to record concerns and issues of confidentiality. The induction will inform staff and volunteers of their responsibility to safeguard all children in our trust and the remit of the role of the DSL.

- 4.3 In addition to the safeguarding induction, all members of staff will undertake appropriate safeguarding training on a regular basis in accordance with DfE and local safeguarding partnership guidance and advice.
- 4.4 The DSL's will attend training every two years as well as regular LA safeguarding networks and provide regular updates for staff.
- 4.5 The board of trustees will also undertake appropriate training to ensure they are able to carry out their duty to safeguard all of the children at the academy.

## 5. PROCEDURES FOR MANAGING CONCERNS

- 5.1 Djanogly Learning Trust adheres to child protection guidance and procedures, both from the DfE and those that have been agreed locally. Records are maintained electronically on MyConcern, an online system for recording and tracking safeguarding concerns/records.
- 5.3 All staff should be aware that abuse, neglect and safeguarding issues are rarely standalone events that can be covered by one definition or label. In most cases multiple issues will overlap with one another.
- 5.4 All staff and volunteers have a duty to report any concerns that they have and pass the information on in accordance with the procedures outlined in this policy. A referral may be justified by a single incident such as an injury or disclosure of abuse. More often however, concerns accumulate over a period of time and are evidenced by building up a picture of harm over time; this is particularly true in cases of emotional abuse and neglect. In these circumstances, it is crucial that staff record and pass on concerns in accordance with this policy to allow the DSL to build up a picture and access support for the child at the earliest opportunity. On-going concerns should be added to the child's chronology, as appropriate. A reliance on memory without accurate and up-to-date records of concern could lead to a failure to protect.
- 5.5 Safeguarding incidents and/or behaviours can be associated with factors outside the trust. All staff, but especially the DSLs, should be considering the context within which such incidents occur. This is known as contextual safeguarding, which simply means assessments of children should consider whether wider environmental factors are present in a child's life that are a threat to their safety and/or welfare.
- 5.6 The DSL should be used as a first point of contact for concerns and queries regarding any safeguarding concern in our trust. Any member of staff or visitor to the trust who receives a disclosure of abuse or suspects that a child is at risk of harm must report it immediately to the DSL. In their absence, the matter should be brought to the attention of a senior member of staff.
- 5.7 All concerns about a child should be reported **without delay** and recorded electronically. This should be brought to the attention of the class teacher/tutor for them to confirm knowledge of the concern and then shared with the DSL straight away. Evidence of injuries, if appropriate, should be recorded on a separate body map.
- 5.8 Following receipt of any information raising concern, the DSL will consider what action to take and seek advice from Children's Services as required. All information and actions taken, including the reasons for any decisions made and follow-up actions, will be fully documented.
- 5.9 If, at any point, there is a risk of immediate serious harm to a child a referral should be made to Children's Services straight away by telephone and then followed up with a fully completed Referral Form following Children's Services procedures. Anybody can make a referral. If the child's situation does not appear to be improving the staff member with concerns should press for re-consideration by raising concerns again with the DSL and/or the Head/Principal of that academy. Concerns should always lead to help for the child at some point.
- 5.10 Staff should always follow the reporting procedures outlined in this policy in the first instance. However, they may also share information directly with Children's Services, or the police if:

- the situation is an emergency and the DSL and senior leaders are all unavailable;
  - they are convinced that a direct report is the only way to ensure the pupil's safety.
- 5.11 Any member of staff who does not feel that concerns about a child have been responded to appropriately and in accordance with the procedures outlined in this policy should raise their concerns with the Executive Head/CEO. If any member of staff does not feel the situation has been addressed appropriately at this point they should contact Children's Services directly with their concerns.
- 5.12 A child going **missing from education** is a potential indicator of abuse or neglect. All efforts will be made to locate the child in the first instance and appropriate reporting and sharing of this information with the Local Authority Education Welfare Team will be followed.
- 5.13 **Female Genital Mutilation (FGM)** comprises all procedures involving partial or total removal of the external female genitalia or other injury to the female genital organs. Where a member of staff has concerns that an act of FGM appears to have been carried out or a girl is at risk of such a procedure the must inform the DSL or Head of School immediately. There is a specific legal duty on teachers to report to the police if they discover, in the course of their work, that an act of FGM appears to have been carried out on a girl under the age of 18.
- 5.14 Staff should maintain an awareness of any girls at risk of **forced marriage** and raise a concern with the DSL if they learn that they are to be taken on an extended family holiday abroad.
- 5.15 Staff should recognise that children are capable of abusing their **peers** and ensure that all such forms of abuse will not be tolerated or passed off as 'banter' or 'part of growing up'. All such concerns will be treated seriously and investigated accordingly.
- 5.16 Staff should know that the act of '**up-skirting**' (placing equipment such as a camera or mobile phone beneath a person's clothing to take a voyeuristic photograph without their permission) is deemed a criminal act.
- 5.17 All staff and volunteers should feel able to raise concerns about poor or unsafe practice and potential failures in the academy's safeguarding regime and such concerns will be taken seriously by the senior executive team.

## 6. RECORDS AND INFORMATION SHARING

- 6.1 If staff are concerned about the welfare or safety of any child at an academy they will inform the DSL Lead and/or DSL Lead for that academy who will support them to record their concern electronically on MyConcern. They should ensure that the concern records all details fully along with their name and date. Any concerns should be passed to the DSL without delay.
- 6.2 The administration of the electronic files are the responsibility of the DSL at each academy. This electronic system is secure and password protected. Child protection information will be shared within academy on the basis of 'need to know in the child's interests' and on the understanding that it remains strictly confidential.
- 6.3 When a child leaves an academy, the DSL will make contact with the DSL at the new school and will ensure that the child protection file is forwarded to the receiving school in an appropriately agreed manner. We will retain evidence to demonstrate how the file has been transferred; this may be in the form of a written confirmation of receipt from the receiving school and/or evidence of recorded delivery.
- 6.4 Whilst the General Data Protection Regulation (GDPR) places duties on organisations and individuals to process personal information fairly and lawfully, it is not a barrier to sharing information where failure to do so would result in a child being placed at risk of harm. Fears about sharing information cannot be allowed to stand in the way of the need to promote the welfare and protect the safety of children.

## **7. WORKING WITH PARENTS & CARERS**

- 7.1 The trust is committed to working in partnership with parents/family/carers to safeguard and promote the welfare of children and to support them to understand our statutory responsibilities in this area.
- 7.2 A copy of our Safeguarding and Child Protection policy is posted on the trust website and will be provided to parents on request. Parents will be informed of our legal duty to assist our colleagues in other agencies with child protection enquiries and what happens should we have cause to make a referral to Children's Services.
- 7.3 We are committed to working with parents positively, openly and honestly. We ensure that all parents are treated with respect, dignity and courtesy. We respect parents' rights to privacy and confidentiality and will not share sensitive information unless we have permission or it is necessary to do so in order to safeguard a child from harm.
- 7.4 We will seek to share with parents any concerns we may have about their child *unless* to do so may place a child at increased risk of harm. A lack of parental engagement or agreement regarding the concerns the trust has about a child will not prevent the DSL making a referral to Children's Services in those circumstances where it is appropriate to do so.
- 7.5 In order to keep children safe and provide appropriate care for them, each academy requires parents to provide accurate and up to date information regarding:
- Full names and contact details of all adults with whom the child normally lives;
  - Full names and contact details of all persons with parental responsibility (if different from above);
  - Emergency contact details (if different from above);
  - Full details of any other adult authorised by the parent to collect the child

The academy will retain this information on the pupil file. The academy will only share information about children with adults who have parental responsibility for the child or where a parent has given permission and the academy has been supplied with the adult's full details in writing.

## **8. CHILD PROTECTION REVIEW CONFERENCES**

- 8.1 Children's Services will convene a Child Protection Review (CPR) conference once a child protection enquiry under Section 47 of the Children Act 1989 has been undertaken and the child is judged to be at continuing risk of significant harm. A CPR will take place once a child has been made the subject of a Child Protection Plan in order to monitor the safety of the child and the required reduction in risk.
- 8.2 Staff members may be asked to attend a CPR or core group meetings on behalf of the trust in respect of individual children. The DSL will usually attend all CPRs. In any event, the person attending will need to have as much relevant up to date information about the child as possible; any member of staff may be required to contribute to this process.
- 8.3 All reports for CPRs will be prepared in advance. The information contained in the report will be shared at the conference as appropriate and will include information relating to the child's physical, emotional and intellectual development, the child's presentation at our academy and any concerns that we have. In order to complete such reports, all relevant information will be sought from staff working with the child in our academy.
- 8.4 Clearly CPRs can be upsetting for parents. We recognise that we are likely to have more contact with parents than other professionals involved. We will work in an open and honest way with any parent whose child has been referred to Children's Services or whose child is subject to a child protection plan. Our responsibility is to promote the protection and welfare of all children and our aim is to achieve this in partnership with our parents.

## **9. SAFER RECRUITMENT – see also Safer Recruitment Policy**

- 9.1 We will ensure that a member of the interviewing panel and at least one member of the Board of Trustees have completed appropriate safer recruitment training. At all times the trust and Board of Trustees will ensure that safer recruitment practices are followed in accordance with the requirements of 'Keeping Children Safe in Education', (DfE Sept 2020).
- 9.2 We will use the recruitment and selection process to deter and reject unsuitable candidates. We require evidence of original academic certificates. We do not accept testimonials and take up references prior to interview. We will question the contents of application forms if we are unclear about them, we will undertake Disclosure and Barring Service checks and use any other means of ensuring we are recruiting and selecting the most suitable people to work with our children.
- 9.3 We will maintain a Single Central Register of all safer recruitment checks carried out in line with statutory requirements.

## **10. SAFER WORKING PRACTICE**

- 10.1 All adults who come into contact with our children have a duty of care to safeguard and promote their welfare. There is a legal duty placed upon us to ensure that all adults who work with or on behalf of our children are competent, confident and safe to do so. This includes supply staff and volunteers.
- 10.2 All staff will be expected to know our trust safeguarding and child protection policy, staff behaviour policy and safe restraint policy and carry out their duties in accordance with this advice. There will be occasions when some form of physical contact is inevitable, for example if a child has an accident, is hurt or is in a situation of danger to themselves or others around them. However, at all times the agreed policy for safe restraint will be adhered to. A list of staff that have accessed positive intervention training will be retained.
- 10.3 If staff, visitors, volunteers or parent helpers are working with children alone they will, wherever possible, be visible to other members of staff. They will be expected to inform another member of staff of their whereabouts in the academy, who they are with and for how long. Doors should be left open when appropriate.
- 10.4 It is accepted that staff or volunteers will have mobile phones but these should be stored securely and accessed only during breaks, except in cases of emergency. Staff or volunteers should not use their personal mobile devices to photograph children.
- 10.5 Photographs are used to validate children experiences, achievements and to evidence progress but these should only be taken on approved trust owned devices and only stored on secure servers. Parental permission for photographs forms part of the admission procedures. Parents are reminded at all trust events that photographs are for their own and their family's memories and asked not to upload photographs that may include other children on to unsecured social media platforms.
- 10.6 Primary aged children are not permitted to bring mobile devices in to school. If they need to have one due to parental after-school care arrangements then these should be stored securely at the academy office during the school day.

## **11. MANAGING ALLEGATIONS AGAINST STAFF & VOLUNTEERS – see also separate policy**

- 11.1 Our aim is to provide a safe and supportive environment which secures the wellbeing and positive outcomes for all children in our trust. We recognise that sometimes the behaviour of adults may lead to an allegation of abuse being made.
- 11.2 Allegations sometimes arise from a differing understanding of the same event, but when they occur they are distressing and difficult for all concerned. We recognise that many allegations are genuine and there are some adults who deliberately seek to harm or abuse children, but also that some allegations may be unfounded or malicious.

- 11.3 We will take all possible steps to safeguard our children and to ensure that the adults in our trust are safe to work with children. We will always ensure that local safeguarding partnership procedures and Part 4 of *Keeping Children Safe in Education (DfE Sept 2020)* are adhered to and will seek appropriate advice from the LADO. This guidance uses the following definitions of allegations that might indicate a person would pose a risk of harm if they:
- 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;
  - behaved towards a child or children in a way that indicates he or she would pose a risk of harm if they work regularly or closely with children;
  - Behaved or may have behaved in a way that indicates that they may not be suitable to work with children.
- 11.4 If an allegation is made or information is received about any adult who works in our setting, including agency supply staff, that indicates that they may be unsuitable to work with children, the member of staff receiving the information should inform the Head/Principal and/or the Executive Headteacher immediately. Should an allegation be made against the Head/Principal, this will be reported to the Executive Head/CEO.
- 11.5 The Head/Principal/CEO/HR will seek advice from the LADO within one working day. No one will undertake further investigations before receiving advice from the LADO.
- 11.6 Any member of staff or volunteer who does not feel confident to raise their concerns with the Head/Principal or Executive Head should contact the LADO directly.
- 11.7 The trust has a legal duty to refer to the Disclosure and Barring Service anyone who has harmed, or poses a risk of harm, to a child, or if there is reason to believe the member of staff has committed one of a number of listed offences, and who has been removed from working (paid or unpaid) in regulated activity, or would have been removed had they not left. The DBS will consider whether to bar the person. If these circumstances arise in relation to a member of staff at our trust, a referral will be made as soon as possible after the resignation or removal of the individual in accordance with advice from the LADO and/or HR.
- 11.8 The following definitions should be used when determining the outcome of allegation investigations:
- Substantiated: there is sufficient evidence to prove the allegation
  - Malicious: there is sufficient evidence to disprove the allegation and there has been a deliberate act to deceive
  - False: there is sufficient evidence to disprove the allegation
  - Unsubstantiated: there is insufficient evidence to either prove or disprove the allegation. The term, therefore, does not imply guilt or innocence.
- 11.9 Djanogly Learning Trust acknowledges that it has a duty of care to its employees. We will take all possible actions to manage and minimise the stress inherent in the allegations process. Individuals will be informed of concerns or allegations as soon as possible and given an explanation of the likely course of action. Every effort will be made to maintain confidentiality and guard against unwanted publicity while an allegation is being investigated or considered. Further details are to be found in our appropriate HR policy.
- 11.10 If an allegation is determined to be unsubstantiated or malicious, the DSL will consult with the LADO in order to determine whether this matter warrants further investigation from Children's Services as the child may be in need of support. The CEO should consider whether any disciplinary action is appropriate against the child who made it or whether police should be asked to consider if action might be appropriate, whether the person making the allegation is a pupil or not.

## 12. PREVENTING RADICALISATION

- 12.1 Protecting children from the risk of radicalisation is part of our safeguarding duty to protect children from risk of harm. Radicalisation refers to the process by which a person comes to support terrorism

and forms of extremism. Specific background factors may contribute to vulnerability which are often combined with particular influences such as family, friends or online.

12.2 Schools have a duty under section 26 of the Counter-Terrorism and Security Act 2015 to have “due regard to the need to prevent people from being drawn in to terrorism”. All staff and volunteers should be alert to changes in children’s behaviour which may indicate they are in need of help or protection. All such concerns will be recorded and reported to the DSL as per child protection procedures.

12.3 The DSL will make referrals to Channel Programme or direct to the police and seek their advice in concerns regarding radicalisation.

12.4 Training in preventing radicalisation will be undertaken regularly by the DSL and disseminated to all staff.

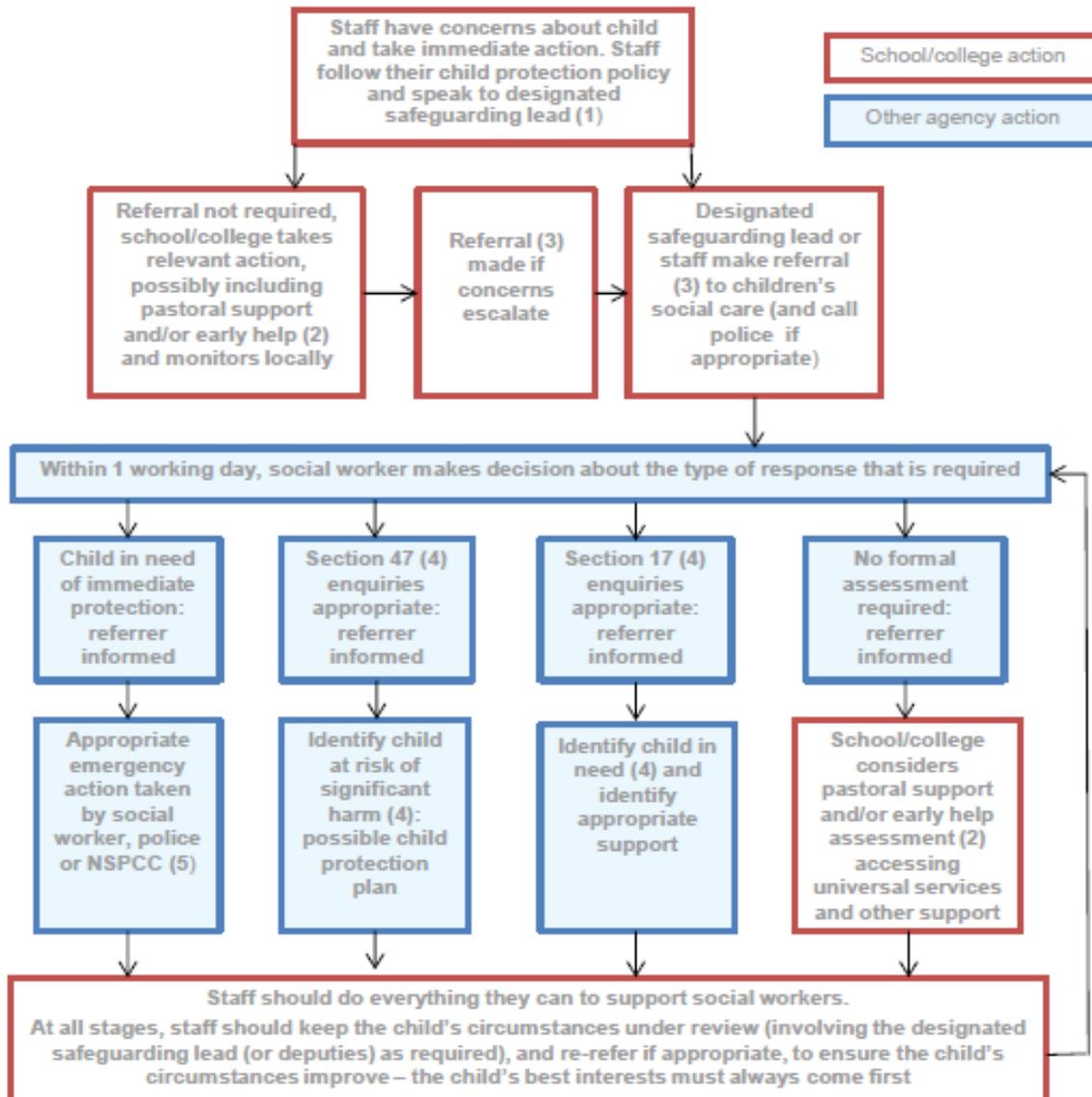
12.5 We recognise that the use of social media in particular has become a major factor in the radicalisation of children and young people. Specific firewall software is in place on our IT system to identify searches which may be deemed inappropriate and require further investigation.

### 13. RELEVANT POLICIES

12.1 To underpin the values and ethos of our trust and our intent to ensure that children in our trust are appropriately safeguarded the following policies are also included under our safeguarding umbrella:

- Staff Behaviour Policy
- Pupil Behaviour Policy
- Anti-Bullying and Anti-Harassment
- Disciplinary, Capability, Grievance and Appeals
- Alcohol, Smoking and Drugs
- Anti Fraud, Bribery and Corruption
- Safe Restraint
- Safer Recruitment
- Probationary & Induction
- Whistle-blowing
- Attendance Management
- Acceptable Use of IT & E-safety
- Health and Safety including site security
- Special Education Needs & Disabilities
- Supporting Pupils with Medical Conditions
- Offsite visits
- Children Missing from Education

## Actions where there are concerns about a child



**APPENDIX 1****Djanogly Learning Trust****Safeguarding Induction Sheet****To be given to all new or supply staff and regular visitors or volunteers**

**At Djanogly Learning Trust we strive to safeguard and promote the welfare of all of our children. Our children's welfare is of paramount importance and we promote an ethos where children feel secure, are encouraged to talk, are listened to and are safe. Children in our trust know that they can talk to us if they are worried or concerned about something.**

We all have a statutory duty to safeguard and promote the welfare of children, and in our trust we take this responsibility seriously. If you have any concerns about a child or young person in our trust, you must share this information immediately with our Designated Safeguarding Lead (DSL).

Do not think that your worry is insignificant if it is about hygiene, appearance or behaviour – we would rather you told us as we would rather know about something that appears small than miss a worrying situation. We all acknowledge an attitude of *'it could happen here'* where safeguarding is concerned

**If you think the matter is very serious and may be related to child protection, for example, physical, emotional, sexual abuse or neglect, you must find one of the designated professionals detailed below and ask them to speak with you immediately about a confidential and urgent matter. You should then work with them to enter your concerns on to our electronic register.**

**If you are unable to locate them ask a member of the academy office staff to find them**

Any allegation concerning a member of staff, a child's foster carer or a volunteer should be reported immediately to a senior member of staff. If an allegation is made about the Head/Principal you should pass this information to the Deputy or Executive Head. Alternatively, you can contact the Local Authority Designated Officer (LADO).

The first person to speak to is the child's class teacher/tutor or another teacher in that year group if they are not in the academy on that day

Designated Safeguarding Lead: Liz Anderson, CEO,

Contact with Governors via Clerk to Governors: Mrs Mhairi Billington 0115 9421317