



GREENWOOD ACADEMIES TRUST

Safeguarding Policy

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To take effect from 1 September 2016

The Trust and its Academies take their responsibilities to safeguard the welfare of children, young people and adults very seriously and all staff, no matter what their role, will be committed to their policies and procedures to ensure all individuals are kept safe, free from harm and have their needs and welfare promoted at all times. This includes the welfare of colleagues and those who have any role to play in the life of the Academy.

The Safeguarding of Children, Young People and Vulnerable Adults

1. Children and Young People

The Trust will implement the principles of The Children Act 1989/2004 which defines a child as one up to the age of their 18th Birthday. Children who have been accommodated by the Local Authority as a Looked After child at their 18th Birthday may need on-going Local Authority Support up to their 21st Birthday.

The Government Framework for Safeguarding Children, Working Together 2015, defines safeguarding as:

- ***protecting children from maltreatment;***
- ***preventing impairment of children's health or development;***
- ***ensuring that children are growing up in circumstances consistent with the provision of safe and effective care; and***
- ***taking action to enable all children to have the best chances.***

It is important to recognise that, in the light of lessons learned from National and Local Serious Case Reviews, the safeguarding of children and young people is more to do with the promotion of their welfare and needs throughout every aspect of Academy life. It is about the support, care and development of all children and staff will continually have their needs in mind to ensure they are the primary focus at all times. The protection of children is only one aspect of the need to safeguard and promote their welfare. Working Together defines child protection as:

“Part of safeguarding and promoting welfare. This refers to the activity that is undertaken to protect specific children who are suffering, or are likely to suffer”.

2. Vulnerable Adults

The Trust will fulfil its duty of care to those adults who may be vulnerable when appropriate and each Academy will follow the same procedures for dealing with concerns for children.

Each Academy will also take particular account of adults who are vulnerable:

- Those who are over 18 years of age and for whom there are concerns

- It may become clear that a member of a child's family needs help and the Academy's contact and relationship with them means advice, help or referral might be offered
- Colleagues/members of staff who may be vulnerable and need support.

A broad definition of a 'vulnerable adult' (referred to in the 1997 Lord Chancellors Department consultation paper 'Who Decides?') is a person aged over 18 years of age:

“who is or may be in need of community care services by reason of mental or other disability, age or illness; and who is or maybe unable to take care of him or herself against significant harm or exploitation”.

3. Context of the Policy

This Policy should be read in conjunction with **the Trust Safeguarding Practice Guidance document** which will be available to all staff. In addition it takes account of:

- The Children Acts 1989 and 2004
- Working Together to Safeguard Children 2015
- Keeping Children safe in Education 2016
- Local Safeguarding Children Board procedures
- The Counter Terrorism and Security Act 2015
- What to do if you are worried a child is being abused 2006
- Ofsted Safeguarding in Schools 2015
- Education Act 2002, Section 175
- Freedom of Protection Act 2012
- No secrets – Vulnerable adult

Further, for each Academy, the Trust has in place related policies which may need to be cross-referenced:

- Anti-bullying
- Whistleblowing
- Complaints and Discipline
- Managing Allegations against Adults working within the Trust
- E-safety

Policy Statement:

- The welfare of the child is paramount (Children Act 1989/2004)
- All children irrespective of their age, cultural background, disability, gender, language, racial origins, religious beliefs, sexual orientation have the right to be protected from abuse
- All teachers, including Principals, will safeguard children's well-being and maintain public trust in the teaching profession as part of their professional duties (Teacher Standards updated 2013)

- All suspicions and allegations of abuse will be taken seriously and responded to without delay
- Senior Managers will take responsibility for ensuring that such concerns are dealt with and responded to in line with Academy procedures
- All staff, including temporary or agency staff as well as visitors to Academies will subscribe to the Academy policy and procedure and will report any concerns accordingly
- All staff will recognise that often their duty of care might go beyond just the presenting concern as it may highlight relevant and connecting issues in and for the rest of the family.

In order to fulfil these requirements, each Academy will:

- work to prevent or eliminate, as far as is possible, incidents of, or threats from, any form of abuse within any Academy;
- ensure it has all policies and procedures in place that are up-to-date and relevant for the safety of all and to ensure all concerns are progressed speedily and efficiently, even at an early preventative stage;
- ensure that there is absolute certainty about the named people responsible for safeguarding and this information is known to all;
- have in place reviewing and auditing mechanisms to ensure that all staff, volunteers and other appropriate people are fulfilling their responsibilities and that current systems are effective;
- offer assurances and undertakings to children and their parents/carers of the care their children will get and the framework for dealing with the prevention of harm and abuse;
- ensure that it has in place appropriate training programmes to maintain staff awareness of their responsibilities in relation to Child and Adult protection; and
- ensure that it complies with all relevant National and local changes in legislation, guidance and protocols.

The Greenwood Academies Trust Central Team will:

- ensure that all policies and procedures are reviewed and updated in line with national and local requirements and appropriate changes are disseminated to all Academies;
- ensure that there are systems in place to support the effective management of safeguarding, especially the role of DSLs, training for all staff and supervision as appropriate;
- ensure that there is available to Academy Principals someone who can offer appropriate external advice and support with safeguarding concerns, especially when they are complex and/or relate to allegations against adults working within the Trust; and
- ensure quality assurance processes are in place and oversee the information they produce to measure the progress and effectiveness of existing safeguarding frameworks.

4. The Voice of the Child

The Trust is committed to providing the best care and support to help all children grow and reach their fullest potential through its Academies and Central Team. It will promote the importance of the child being at the centre of all it does, especially when dealing with concerns about them.

Each Academy will:

- establish and maintain an ethos that children are of primary concern;
- ensure opportunities for children to talk and be listened to;
- make clear to children who are the key adults in the Academy that they can go and talk to;
- consult with the child, where appropriate, when dealing with a concern about them, ensuring they have shared any information important to them, including what they want to happen;
- record accurately and without prejudice any information shared by a child, or others, about them;
- create opportunities for children to understand the need for their own safety and how they can get help for others when needed; and
- ensure that the diverse needs of the child will be treated respectfully and sensitively when seeking to help and support them, especially if that involves the need for referral to other agencies.

5. Think Family Approach

Each Academy will do its utmost to work in partnership with the child's family, acknowledging that best outcomes are achieved with their involvement and participation. Each Academy will ensure that details of the child's family, including significant people within the household, are clearly documented and reviewed at any appropriate opportunity.

In assessing how best to support a child, consideration will be given to what is known about the child's family, their consent and participation in dealing with resolving any concerns as well as whether any other family member may themselves need help, especially other children and/or vulnerable adults.

Each Academy will respond to concerns for children in need of help, especially protection. The Trust recognises the duty to respond speedily to any concerns expressed about a child's welfare. It will ensure each Academy follows its procedures, ensuring that all concerns are reported to the Designated Safeguarding Lead (DSL), their deputy or nominated person in their absence and without delay. **(See Practice Guidance for step by step procedure and flowchart).**

Each Academy will have in place escalation processes so staff can take their concerns elsewhere if they are not taken seriously or disagree with action agreed. This may involve contact with the Greenwood Academies Trust Central Team.

The Academy will record the concern, no matter how minor and review the progress of the action of that concern to achieve resolutions and outcomes.

Staff from the Central Team may, as part of their duties and on visiting Academies, need to report concerns they identify in the appropriate way.

Given the high profile the Trust places on everyone's duty to report concerns, no matter how small or seemingly irrelevant, staff who do not do so enhance risk further and may be subject to disciplinary procedures.

The Trust and its Academies will fulfil the requirement to work alongside other agencies when required to seek further advice or help or to make a formal referral for more formal action.

Allegations against adults within the Trust will always be dealt with by the Principal or, if about them, the Regional Education Director and will be given the highest priority. The Greenwood Academies Trust Central Team may need to assist in such a process. **(See Managing Allegations against Adults working within the Trust Policy)**

6. Special Circumstances

The document "Keeping Children Safe in Education 2016" identifies those circumstances where children and young people will be particularly vulnerable. All Academies will provide additional care and support in these situations and be especially alert to the need to pass on concerns to the DSL without delay.

The Trust Safeguarding practice guidance document outlines such circumstances and gives advice about seeking help.

One of the special circumstances described relates to the Trust's legal duty set out in the Counter Terrorism and Security Act 2015 and through statutory guidance on Prevent to have due regard to the need to prevent people from being drawn into terrorism.

7. Safer Recruitment

The Trust will ensure that all recruitment is subject to Safer Recruitment procedures to allow for a robust, transparent and equal process of making sure people are suitable for their respective role.

Appropriate HR processes will be followed, including DBS requirements. No member of staff will be allowed to work without being approved to do so and after the process of safer recruitment is fully complete. **(See Safer Recruitment flowchart in the Safeguarding Practice Guidance)**

8. Information Sharing

The Academy will promote the importance of information sharing as a means of ensuring how best to support children and young people and especially progress any concerns through thorough assessment.

Within the Academy, information will be shared as appropriate and on a need-to-know basis acknowledging that some level of feedback to staff who have raised a concern will be important if they are to be clear on on-going ways of supporting a child, relevant information about the family and/or if further action may be needed.

9. Training

The Trust will ensure that every member of staff undertakes Safeguarding training appropriate to their role. Each Academy will follow the Safeguarding Training Curriculum which will apply to all staff in the Academy. Senior Managers will ensure that staff are meeting the requirements for training at their level and each member of staff will take responsibility for their own development, ensuring they enquire as to when appropriate training needs to be done, especially refresher training. **(See Safeguarding Training Curriculum)**

This requirement will apply to Senior Managers in all Academies, including the Greenwood Academies Trust Central Team and Trustees.

10. The Academy Prospectus and Website

The Greenwood Academies Trust prospectus for each of its Academies will contain appropriate references to inform parents/carers and their children and other appropriate interested parties of the commitment to safeguarding and highlight key aspects of how each Academy will deal with any concerns, especially those against members of staff.

Each Academy website will have this and all related Policies available for easy access by staff, parents, children and young people.

11. Supervision

Safeguarding supervision offers a formal process for professional support and learning as well as for overseeing the work, development and competence of those within a lead safeguarding role within each Academy.

It is important to promote high standards of practice and to ensure that the expectations of the Trust in people in these roles are being met. It is a formal process which is an integral part of the Trust's commitment to safeguarding and in supporting key roles within each Academy.

In particular, DSLs will have such supervision to support their role as well as to review and develop their practice.

Those offering such supervision will undertake appropriate training as offered by Local Safeguarding Children Boards, the Greenwood Learning Alliance or such organisations as the NSPCC. The role is best undertaken by a senior member of the organisation who is well informed as to the nature of day to day Academy work and the likely concerns that will arise, as well as an understanding of the work of the DSLs in dealing with them. **(See Safeguarding Training Curriculum).**

12. Quality Assurance

Each Academy will ensure that safeguarding processes are audited according to Trust policy and reviewed to ensure that they are achieving quality outcomes for safety and support and to inform any improvement in overall policy and practice.

The Trust has in place a framework for quality assurance measures throughout different levels of each Academy and within the Central Team. This information should be made available to key staff, and where appropriate children/young people and their parents/carers in a way that reassures them that processes are in place and constantly reviewed.

13. Review of Policy

This Policy will be fully reviewed every twelve (12) months alongside the annual report of the previous year.

1 July 2016