



## **CHILD PROTECTION POLICY**

<b>Approving Body</b>	TRUST
<b>Date of First Approval</b>	MARCH 2016
<b>Date of Last Amendment</b>	MARCH 2017
<b>To be Reviewed</b>	ANNUALLY
<b>Responsible Officer</b>	M Pryce

### **Designated Safeguarding Officers**

Ms M Pryce (lead)



Mr R Smith



	<b>Page</b>
Introduction	4
Aims of Policy	4
Procedures	5
Responsibilities	6
Supporting Children	8
Confidentiality	9
Supporting Staff	9
Allegations against Staff	10
Whistleblowing	11
Positive Handling	11
Anti-Bullying	12
Racist Incidents	12
Prevention	12
Health & Safety	13
E Safety	13
Implementation, Monitoring, Evaluation and Review	14

## BBIH ACADEMY SPECIFIC CHILD PROTECTION POLICY

Principal		020 8551 4954	admin@bbih.org
Governor: BBIH Chair of Governors	Michelle Fuller	07952 781529	michellefuller138@gmail.com
The designated Child Protection Co-ordinator BBIH	Megan Pryce	020 8552 4954	mpryce@bbih.org
Deputy Child Protection officer	Rob Smith		rsmith@bealhighschool.co.uk
The designated Child Protection Co-ordinator Beal High School	Judy Gilcreest	020 8551 4421	kgilcreest@bealhighschool.co.uk
Deputy Child Protection Co- ordinator	Victoria Chadwick	020 8551 4421	vchadwick@bealhighschool.co.uk
Named teacher for Looked after children (LAC)	Lise Thompson	020 8500 4266	L.Thompson@theforestacademy.co.uk
Deputy LAC Co- ordinator	Victoria Chadwick	020 8551 4421	vchadwick@bealhighschool.co.uk
Education Welfare Officer Senior EWO Beal Campus	Lynn Jago	020 8708 6032	lynn.jago@redbridge.gov.uk
The Local Authority Designated Office (LADO)	Veronica Leigh	020 8708 3936	veronica.leigh@redbridge.gov.uk
Allegations against staff	Andrew Mountfield	020 8708 5350	<a href="mailto:andrew.mountfield@redbridge.gov">andrew.mountfield@redbridge.gov</a>
Child Protection Liaison Officer	Linda Wastell	020 8708 3304	linda.wastell@redbridge.gov.uk
Training – Education Safeguarding	Joycelyn Thompson	020 8708 6032	joycelyn.thompson@redbridge.gov.uk
BMAT E-safety officer	John Jackson	020 8551 4421	jjackson@bealhighschool.co.uk

# Academy Specific Child Protection Policy

---

## 1. Introduction

### 1.1. This policy has been produced in line with government requirements and guidance:

- DfE: Keeping children safe in education September 2016. This is statutory guidance from the Department for Education issued under Section 175, Education Act 2002, the Education (Independent School Standards) (England) Regulations 2010 as amended by SI 2012/2962 and the Education (Non-Maintained Special Schools) (England) Regulations 2011. Schools and colleges must have regard to it when carrying out their duties to safeguard and promote the welfare of children.
- DfE: Working together to safeguard children 2015.

1.2 The Local Governing Body of our academy takes seriously its responsibility under section 175 of the Education Act 2002 (section 157 in relation to the independent sector) to safeguard and promote the welfare of children; and to work together with other agencies to ensure adequate arrangements within our academy to identify, assess, and support those children who are suffering harm.

1.3 We recognise that all staff and Governors have a full and active part to play in protecting our students from harm, and that the child's welfare is our paramount concern.

1.4. We strongly believe that our academy should provide a safe, caring, positive and stimulating environment that promotes the social, physical and moral development of the individual child.

## 2. The aims of this policy are:

- To support each child's development in ways that will foster security, confidence and resilience;
- To provide an environment in which children and young people feel

safe, secure, valued and respected, feel confident and know how to approach adults if they are in difficulties;

- To raise the awareness of all teaching and non-teaching staff of the need to safeguard children and of their responsibilities in identifying and reporting possible cases of abuse or neglect, and to be aware of signs of abuse in non-verbal children;
- To provide a systematic means of monitoring children known or thought to be at risk of harm and ensure we contribute to assessments of need and support plans for those children alongside other agencies e.g., Social Services, Children with Disabilities Team, Academy Nurse, Education Welfare Officer and the Police;
- To acknowledge the need for effective and appropriate communication between all members of staff in relation to safeguarding students;
- To develop a structured procedure and framework within the academy that will be followed by all members of the academy community in cases of suspected abuse or neglect;
- To develop effective working relationships with all other agencies involved in safeguarding children as shown above;
- To ensure that all adults within our academy who have regular access to children have enhanced DBS checks. This includes other community users of our facilities.

### **3. Procedures**

3.1. Our procedures for safeguarding children will be in line with The London Safeguarding Children's Board Procedures 4th edition and "Working Together to Safeguard Children 2015. We will ensure that:

- The Local Governing Body understands and fulfils its safeguarding responsibilities.
- We have a designated child protection co-ordinator who has undertaken Designated Staff training at Level 2 and who undertakes refresher training every two years.
- We have a member of staff who will act in the designated member of staffs' absence who has received appropriate training at Levels 1 and 2 and who will have been briefed in the role.
- Each member of staff will receive training as arranged by the child

protection co-ordinator in order to develop their understanding of the signs and indicators of abuse or neglect every three years.

- Each member of staff, volunteers, and Governors will be made aware of how to respond to a pupil who discloses abuse or neglect and the procedure to be followed in appropriately sharing a concern or disclosure of possible abuse or neglect.
- Each parent/carer will be made aware of the academy's responsibilities in regard to child protection procedures through publication of the academy's Child Protection Policy, and reference to it in our prospectus/brochure and home academy agreement/website.
- Our lettings policy will ensure the suitability of adults working with children on academy sites at any time.
- Community users organising activities for children are aware of and understand the need for compliance with the academy's child protection guidelines and procedures.
- Our selection and recruitment policy includes all checks on staff suitability including Disclosure Barring Service (DBS) checks as recommended by the DfE and in accordance with current legislation.

3.2 We take these responsibilities very seriously and any member of staff causing concern would be challenged by (name of designated staff member) or staff who will act in his/her place

3.3 Our procedures will be annually reviewed and up-dated.

3.4 The names and photographs of the designated staff members will be clearly shown in the academy and on the academy's website, with a statement explaining the academy's role in referring and monitoring cases of suspected abuse or neglect.

3.5 All adults, (including supply teachers and volunteers) new to our academy will be made aware of the academy's policy and procedures, the name and contact details of the child protection co-ordinator and have these explained as part of their induction into the academy.

#### **4. Responsibilities**

4.1 We understand that our responsibility to safeguard children requires

that we all appropriately share any concerns that we may have about children.

4.2 Our child-protection co-ordinator is responsible for:

- Referring a child if there are concerns about a child's welfare, possible abuse or neglect to Social Services. A written referral using the Multi Agency Referral Form will be e-mailed securely to Social Services as soon as possible within the academy day;
- Ensuring that detailed and accurate written records of concerns about a child are kept even if there is no need to make an immediate referral;
- Ensuring that all such records are kept confidentially and securely and are separate from pupil records, with a front sheet listing dates and brief entry to provide a chronology;
- Indicating on the inside of the child's main file that there is a confidential file held by the child protection co-ordinator ;
- Acting as a focal point for staff concerns and liaising with other agencies and professionals (as listed above);
- Ensuring that either they or another appropriately informed member of staff attends case conferences, family support meetings, core groups, or other multi-agency planning meetings, contributes to the Common Assessment Form (CAF) and Framework for Assessments process, and provides a report which has been shared with the parents as appropriate;
- Ensuring that any absence of two days, without satisfactory explanation, of a pupil currently subject to a child protection plan is referred to their Education Welfare Officer and/or Social Worker and that they are informed about every child that may be subject to a child protection plan or a child in need plan;
- Ensuring that all academy staff are aware of the academy's Child Protection Policy and procedures, and know how to recognise and refer any concerns;
- Providing the Headteacher/principal, an annual report for the Local Governing Body, detailing any changes to the policy and procedures; training undertaken by Designated members of staff, and by all staff and Governors; relevant curricular issues, number and type of incidents/cases, and number of children referred to social services and

subject to child protection plans (anonymised).

- Keeping themselves up to date with knowledge to enable them to fulfil their role, including attending relevant training, at least every two years.

## **5. Supporting Children**

- 5.1 We recognise that a child who is abused or neglected, who witnesses violence or who lives in a violent environment may feel helpless and humiliated, may blame him/herself, and find it difficult to develop and maintain a sense of self worth.
- 5.2 We recognise that the academy may provide the only stability in the lives of children who have been abused or neglected or who are at risk of harm.
- 5.3 We accept that research shows that the behaviour of a child in these circumstances may range from that which is perceived to be normal to aggressive or withdrawn.
- 5.4 We will support all students by:
  - Encouraging the development of self-esteem and resilience in every aspect of academy life including through the curriculum.
  - Promoting a caring, safe and positive environment within the academy through PSHE curriculum, help children develop awareness of how to keep themselves safe, adopt a healthy lifestyle, including healthy eating and physical exercise – encourage them to form positive friendships and relationships.
  - Liaising and working together with all other support services and those agencies involved in the safeguarding of children.
  - Notifying Social Services as soon as there is a significant concern.
  - Ensuring that a named teacher is designated for Looked after Children (LAC) and that an up to date list of children is regularly reviewed and updated.
  - Providing continuing support to a pupil (about whom there have been concerns) who leaves the academy by ensuring that such concerns and academy medical records are forwarded under confidential cover to the Principal and designated member of staff at the pupil's new school as a matter of urgency. A photocopy of these records should be kept in



a confidential file. This applies equally to those children who may be subject to a child protection plan

## **6. Confidentiality**

- 6.1 We recognise that all matters relating to child protection are confidential.
- 6.2 The Principal will disclose personal information about a pupil to other members of staff on a need to know basis only.
- 6.3 However, all staff must be aware that they have a professional responsibility to share information with other agencies in order to safeguard children.
- 6.4 All staff must be aware that they cannot promise a child to keep secrets which might compromise the child's safety or well-being or that of another.
- 6.5 We will always undertake to share our intention to refer a child to social services with their parents /carers unless to do so could put the child at greater risk of harm, or impede a criminal investigation. If in doubt, we will consult with social services on this point.
- 6.6 Recording and Reporting – Child protection records will be kept by the Child Protection Co-ordinator they will be kept separately from pupil's records, marked 'confidential' and securely locked. They will include the date, event and action taken in cases of suspected child abuse or when the child/young person has a child protection plan or is a child in need. Reports for conference will be objective and evidence based; they will distinguish between fact, observation, allegation and opinion.

## **7. Supporting Staff**

- 7.1 We recognise that staff working in the academy who have become involved with a child who has suffered harm, or appears to be likely to suffer harm may find the situation stressful and upsetting.
- 7.2 We will support such staff by providing an opportunity to talk through their anxieties with the Child Protection Co-ordinator and to seek further support. This could be provided for all staff by, for example, the Principal, by

Occupational Health, and/or a teacher/trade union representative as appropriate.

7.3 We understand that staff should have access to advice on the boundaries of appropriate behaviour. The document "Guidance on Safe Working Practices for the Protection of Children and Staff in Education Settings" provides advice on this and the circumstances, which should be avoided in order to limit complaints against staff of abuse of trust, and/or allegations of physical or sexual abuse. These matters form part of staff induction and are referred to in the staff handbook.

7.4 We recognise that designated staff should have access to support and appropriate workshops and courses

## **8. Allegations against staff**

8.1 All academy staff should take care not to place themselves in vulnerable position with a child. It is always advisable for interviews or work with individual children or parents to be conducted in view of other adults.

8.2 All staff should be aware of BMAT's Student Engagement Policy.

8.3 We understand that a student may make an allegation against a member of staff. If such an allegation is made, the member of staff receiving the allegation will immediately inform the Principal.

8.4 The Principal on all such occasions will discuss the content of the allegation with the Local Authority Designated Officer (LADO).

8.5 If the allegation made to a member of staff concerns the Principal, the person receiving the allegation will immediately inform the Chair of Governors who will consult the LADO, without notifying the Principal first.

8.6 The academy will follow BMAT's procedures for managing allegations against staff.

8.7 Suspension of the member of staff against whom an allegation has been made needs careful consideration.

8.8 Our lettings agreement for other users requires that the organiser will manage the suspension of adults where necessary from academy premises.

- 8.9 The Trust is committed to creating a positive and safe working environment for its workers in line with its core values. The Trust wants to create and maintain a working environment where individuals are treated with respect and dignity. The Trust is opposed to all forms of unlawful discrimination, bullying or harassment of any kind. The Local Governing body, Head teacher and Senior Managers are firmly committed to the success of this policy and all steps taken towards its achievement
- 8.10 Everyone has the right to be treated with respect and dignity in the workplace, irrespective of their level, status or position within the organisation. (See 'Dignity at Work', 'Bullying and Harassment Policy').

## **9. Whistleblowing**

We recognise that children cannot be expected to raise concerns in an environment where staff fails to do so.

All staff should be aware of their duty to raise concerns about the attitude or actions of colleagues. If necessary they should contact the Principal or Chair of the Local Governing Body or the Local Authority Designated Officer for Child Protection

## **10. Positive Handling**

- 101** Our policy on positive handling by staff is set out separately, as part of our Student Engagement Policy.. This guidance states that staff must only ever use physical intervention as a last resort, e.g. when a child is endangering themselves or others and that, at all times it must be the minimal force necessary to prevent injury to another person, reasonable and proportionate.
- 102** Such events should be recorded and signed by a witness (if present).
- 103** Members of staff who are likely to use specialist positive handling techniques should be appropriately trained. The training focuses on de-escalation, diversion and diffusion strategies. Positive handling techniques can be devised to meet the individual needs of children with challenging behaviour.
- 104** We understand that positive handling of a nature that causes injury or distress

to a child may be considered under child protection or disciplinary procedures. However it must also be accepted that in using reasonable and proportionate action this may sometimes result in the child or member of staff receiving a mark or injury. The presence of such a mark or injury should not always be taken as evidence of malpractice on behalf of the member of staff

## **11. Anti-Bullying**

Our policy on the prevention and management of bullying is set out in a separate policy and acknowledges that to allow or condone bullying may lead to consideration under child protection procedures.

## **12. Racist Incidents**

Our policy on racist incidents is set out in a separate policy and acknowledges that repeated racist incidents or a single serious incident may lead to consideration under child protection procedures. All racially motivated incidents are recorded.

## **13. Prevention**

13.1 We recognise that the academy plays a significant part in the prevention of harm to our students by providing students with effective lines of communication with trusted adults, supportive friends and an ethos of protection within their duty of care.

13.2 The academy community will therefore :

- Establish and maintain an ethos, which is understood by all staff, which enables children to feel secure and encourages them to communicate their feelings and concerns whatever their mode of communication. Children's communication difficulties mean that staff must be vigilant at all times for signs of physical and emotional abuse and neglect;
- Ensure that all children feel there is an adult in the academy whom they can approach if they are worried or in difficulty;
- Provide across the curriculum, opportunities which equip children with the skills they need to stay safe from harm and to know to whom they should turn for help.

## **14. Health & Safety**

Our Health & Safety policy, set out in a separate document, reflects the consideration we give to the protection of our children both physically within the academy environment and, for example, in relation to internet use, and when away from the academy when undertaking academy trips and visits. We have both generic and individual risk assessments for staff and children, for in-academy and for off-site activities.

## **15. E Safety**

- 15.1 The academy has appointed an e-safety officer to champion, lead and monitor the effective education of students and staff to prevent incidents occurring, and to liaise with the LA and the Safer Internet Centre as necessary to ensure effective response to significant incidents should they occur. E-Safety incidents will be recorded in the standard academy incident management system and be managed using the academy's current pastoral and behaviour management strategies. All parents and students must sign an e-safety agreement.
- 15.2 Staff have a major responsibility to educate our students; teaching them the appropriate behaviours and critical thinking skills to enable them to remain both safe and legal when using the internet and related technologies. It is also important to include parents as much as possible in this process given that children mainly have access to computers at home.
- 15.3 Staff should not communicate with students through private email accounts, social networking sites, even on educational matters, but should use official email and networking sites sanctioned by the academy. Staff should be circumspect in their use of social networking sites and must not discuss academy business or student related issues on their personal social networking site.
- 15.4 Children and young people may expose themselves to danger, whether knowingly or unknowingly, when using the internet and other technologies. Additionally, some young people may find themselves involved in activities which are inappropriate, or possibly illegal through social networking sites etc. including 'cyber-bullying'.
- 15.5 It is appropriate to take photographs of children to capture a curriculum activity or a celebration of school life using school equipment providing we

have permission to do so from the parents. Staff must not however use their personal mobile phone, camera (still or moving images) or other devices to take, edit or store images of children from this school.

## **16 Implementation, Monitoring, Evaluation and Review**

- 161** The Local Governing Body of our academy is responsible for ensuring the annual review of this policy.
- 162** The policy will be reviewed annually. Governors will be informed of any changes or amendments which they will need to agree. Then all staff will be advised accordingly through Team meetings. A copy of the amended policy will be available on the website. There will be a whole staff briefing every September and new staff will have face-to-face induction with the Child protection Co-ordinator.
- 163** The number of child protection referrals will be monitored, together with the number of children subject to Child Protection Plans. The Child Protection Co-ordinator will keep a list of children identified as "in need" or vulnerable and monitor their attendance, attainment, behaviour and well-being.