



# **Three Saints Academy Trust Safeguarding & Child Protection Policy Statement**

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# THE THREE SAINTS ACADEMY TRUST

## SAFEGUARDING AND CHILD PROTECTION POLICY

### 1. INTRODUCTION

The duties imposed by Section 175 (Section 157 for Academies) of the Education Act 2002 make explicit the responsibility of Governors to safeguard and promote the welfare of children as part of their common law duty of care towards the children for whom they are responsible. The responsibility for making sure arrangements are in place, in accordance with the guidance given by the Secretary of State lies with the Directors. (DfE Guidance Keeping Children Safe in Education September 2019)

Under the Trust's Scheme of Delegation each School's Committee has a Governor responsible for Child Protection / Safeguarding.

#### **General Principles**

The child's welfare is paramount.

All children have a right to a childhood free from abuse, neglect or exploitation.

All members of staff have a responsibility to be mindful of issues related to children's safety and welfare and have duty to report and refer any concerns however "minor".

Parents have a right to be informed in respect of any concerns about their child's welfare, or any action taken to safeguard and promote the child's welfare, providing this does not compromise the child's safety.

Children are best protected when professionals work effectively together.

The Trust has robust systems in place that deter possible abusers and will manage effectively any allegations or concerns as they arise.

This policy statement will be reviewed annually and may be amended from time to time. This policy applies to all teaching, non-teaching, School Committee members and volunteer staff.

### 2. THE PURPOSE OF A SAFEGUARDING AND CHILD PROTECTION POLICY

Each school in The Three Saints Academy Trust has an individual and bespoke Safeguarding and Child Protection Policy, which provides clear direction to staff and others about expected codes of behaviour in dealing with safeguarding and child protection issues. This policy also makes explicit the Trust's commitment to the development of good practice and sound internal school procedures. This ensures that safeguarding and child protection concerns and referrals may be handled sensitively, professionally and in ways, which support the needs of the child.

### 3. FRAMEWORK

Schools do not operate in isolation. The welfare of children is a corporate responsibility of the entire local authority, working in partnership with other public agencies, the voluntary sector and service users and carers. All local authority services have an impact on the lives of children and families, and

local authorities have a particular responsibility towards children and families most at risk of social exclusion.' (*Working Together to Safeguard Children July 2018*).

#### **4 ROLES AND RESPONSIBILITIES**

All adults working with or on behalf of children have a responsibility to safeguard and promote the welfare of children. This means, that staff are required to take action to protect children from maltreatment, prevent impairment to children's health or development and ensure that children grow up in circumstances with the provision of safe and effective care.

All staff are aware of the signs of abuse and neglect and now what action to take if these are identified. There are, however, key people within schools and the LA who have specific responsibilities under Safeguarding procedures.

Each school has a senior member of staff who is the Designated Safeguarding Lead (DSL) and at least one Deputy DSLs is identified.

#### **The role of the Senior Management Team**

It is recognised that as Safeguarding is a shared responsibility at multi agency level, so it is within school. The DSL's will share decisions with the Senior Management Team. If the DSL's/Deputy DSL's are not available then the Senior Management Team should be consulted. In the unlikely event of the senior management team being unavailable or if a course of action is unclear then the Local Authority Adult and Children's Services Multi Agency Safeguarding Hub (MASH Team) should be contacted. Safeguarding will be an agenda item at every Senior Leadership Team meeting.

#### **The role of the Directors**

The Directors are aware of their role in overseeing the school's arrangements for safeguarding. They are aware of the expectations for them to remedy any deficiencies in safeguarding systems without delay. They will review all safeguarding structures annually.

The Directors will nominate a named Director or School Committee member to support the safeguarding systems in each school,

The above will be met through:

Discussions with staff and School Committee members about how the school delivers safeguarding through curricular and extra-curricular activities, school policies and procedures. Such developments are included in the termly Headteacher's report and newsletters.

Actions identified from the annual safeguarding audit to be monitored by the chair of the School Committee

Section 175/Section 157 Audit to be authorised by Directors

Attending safeguarding training led by the school and external agencies (training in safeguarding is held each year by the school)

Liaising with the named member of staff in school on a regular basis and providing feedback from such meetings for all Directors.

Receiving, and feeding back on, monitoring reports from the Designated Safeguarding Lead, detailing the number and type of incidents recorded in school

Ensuring the Safeguarding Policy is reviewed and monitored annually

Ensuring that staff and School Committee members receive relevant training

Ensuring sufficient time and resources are allocated to allow the DSL's to fulfil their responsibilities

Reporting back to the School Committee members/Directors as and when appropriate

Awareness of the importance of confidentiality

School Committee members will not investigate concerns and allegations, ask for information about individual children or cases, act independently or create unnecessary work for staff

## **5. TRAINING AND SUPPORT**

The Three Saints Academy Trust ensures that the Designated Safeguarding Leads, Deputy DSLs, all staff and the School Committee members attend training relevant to their role.

All staff will have access to Safeguarding training which is relevant and appropriate to their role. This includes training in procedures to follow, signs to note and appropriate record keeping. All staff, whether paid or unpaid, have access to appropriate training in order that they are able to react appropriately if an incident should occur. Refresher training is every year for all staff and at bi-annually for designated staff with at least annual updates. E-bulletins and regular updates via Staff Meetings will take place when required during the school year.

All staff are trained to recognise and respond to situations where a child may be considered to be at risk. The Designated Lead, Deputy DSLs are the nominated staff, and are responsible for the implementation of appropriate procedures.

Staff will be informed of any changes to current safeguarding issues through staff meetings. Any new School Committee members to the school will automatically be asked to complete training in safeguarding as part of their induction to the role.

All training is logged by the DSL and copies of certificates are held in a file. The log outlines when training is due for renewal.

## **6. PROFESSIONAL CONFIDENTIALITY**

Confidentiality is an issue which is discussed and fully understood by all those working with children, particularly in the context of safeguarding. The only purpose of confidentiality in this respect is to benefit the child. Only staff with direct responsibility for children will be privy to individual safeguarding information.

All staff and School Committee members and parents when appropriate are regularly reminded of the importance of confidentiality.

Confidentiality is respected through:

The storage of safeguarding records in a lockable filing cabinet in an office locked when unoccupied.

Ensuring information exchanged between professionals in school/ other agencies is kept between those directly involved with the child/family

Ensuring that if a child transfers school, confidential records will be passed on.

It must be remembered however that the child's welfare is paramount and takes precedence over all other considerations. If a child is deemed to be at risk of significant harm, then referrals to Children's Social care must be made. In the case of disclosure of abuse, staff are advised never to promise a child that they will keep it a secret as this may well inhibit action being taken which would be in the child's best interest.

Professionals can only work together to safeguard children if there is an exchange of relevant information between them. This has been recognised in principle by the courts.

Any disclosure of personal information to others, [including to social service departments], must always, however, have regard to both common and statute law.

Normally, personal information should only be disclosed to third parties (including other agencies) with the consent of the subject of that information (*Data Protection Act 2018, GDPR Regulations*). Consent should be obtained before sharing personal information with third parties, however in some circumstances, obtaining consent may not be possible or in the best interest of the child. The safety and welfare of that child necessitates that the information should be shared. The law permits the disclosure of confidential information necessary to safeguard a child or children. Disclosure should be justifiable in each case, according to the particular facts of the case, and legal advice should be sought if in doubt.

## **7. RECORDS AND MONITORING**

Well-kept records are essential to good safeguarding practice. The trust is clear about the need to record any concerns held about a child or children within a school, the status of such records and when these records should be passed over to other agencies. Records, policies and procedures are monitored in each school regularly when the Director of Well-being undertakes the annual Safeguarding Audit. Individual case file audits will be undertaken in each school half-termly by the Director of Well-being.

### **Single Central Record**

Holding a single central record is a statutory requirement. This record includes all staff, supply staff, regular visiting staff such as peripatetic teachers and regular volunteers. This is monitored during the annual Safeguarding Audit.

## **8. SUPERVISION**

Pastoral and Family Support staff will receive supervision on a weekly basis in respect of safeguarding issues however formal supervision will take place a minimum three times a year (one peer group supervision and 2 x individual supervision sessions by the Director of Well-being).