

## **Safeguarding Students and Missing Student Policy**

### **1. Aims of the policy:**

1.1 The Academy fully recognises its responsibilities for safeguarding students/child protection.

1.2 The aims of the policy are to:

- ensure that there are effective procedures in place to deal with any safeguarding issues, which may arise;
- ensure that the Academy develops and implements policies and procedures in accordance with this policy;
- assist staff to work safely and responsibly and to monitor their own standards and practices; and
- set out the various responsibilities.

### **1.3 Principles Underpinning the Aims**

- the welfare of the student is paramount;
- it is the responsibility of all adults who work with students to safeguard and promote the welfare of students;
- staff are responsible for their own actions and behaviour and should avoid any conduct which lead any reasonable person to question their motivation and intentions;
- the same professional standards should be applied regardless of culture, gender, language, racial origin, religious belief and/or sexual identity; and
- staff should continually monitor and review their practice.

## **2. Contents of the Policy**

There are five main elements to the policy.

- to ensure safe recruitment in checking the suitability of staff and volunteers to work with students;
- to raise awareness of safeguarding students/child protection issues and equip students with the skills needed to keep them safe;
- to develop and then implement procedures for identifying and reporting cases, or suspected cases, of abuse;
- to support students who have been abused in accordance with his/her agreed protection plan; and
- to establish a safe environment in which students can learn and develop.

## **3. Staff Recruitment**

3.1 The Academy will ensure that each appointment panel has at least one member trained in safe recruitment techniques according to current government guidance.

3.2 All applicants will be vetted. Applicants' personal details set out on the application form will be verified, and qualifications checked.

3.3 All applicants' criminal records will be checked in accordance with government guidance, currently contained in the guidance '*Safeguarding Children and Safe Recruitment in Education.*'

#### **4. Safeguarding Students on site and on Authorised Off-site Visits**

The Academy recognises that:

- the safety and protection of students is of paramount importance;
- students can develop a special and close relationship with Academy staff, and view them as significant and trustworthy adults;
- students if they have been abused may confide or disclose sensitive information to a teacher or other member of staff;
- staff are in a unique position to notice any change in demeanour or circumstances. There is the opportunity to notice injuries, marks or bruises when students are doing P.E., games or swimming which might indicate he/she has been abused; and
- the Academy must take account of the government guidance in *Safeguarding Children and Safer Recruitment in Education*, and follow the procedures laid down in that document.

#### **5. Allegations of Abuse**

5.1. When a member of staff suspects that any student may have been subject to abuse, or a student has suggested that abuse has taken place either to themselves or another student, the allegation must be reported immediately to the Designated Teacher for Safeguarding Students.

5.2 The Designated Teacher will deal with the allegation in accordance with agreed procedures.

#### **6. Allegations against Staff**

6.1 The Academy will determine its policy for responding to allegations of abuse of a student made against members of the staff.

6.2 Any allegation of staff abuse must be reported to the Nominated Governor.

6.3 Such allegations must also be reported to the Director of HR in E-ACT.

#### **7. Support**

##### **7.1 Students and families**

The Academy may be the only stable, secure and predictable element in the lives of students at risk.

Therefore, the Academy will endeavour to support students through:

- The curriculum to encourage self-esteem and self-motivation;
- The Academy ethos, which promotes a positive, supportive and secure environment and which gives all students and adults a sense of being respected and valued;
- The implementation of Academy behaviour management policies;
- A consistent approach, which recognises and separates the cause of the behaviour from that which the student displays;

- Regular liaison with other professionals and agencies who support students and their families;
- A commitment to develop productive, supportive relationships with parents, whenever it is in the student's interests to do so; and
- The development and support of a responsive and knowledgeable staff group trained to respond appropriately in child protection situations.

## **7.2. Staff**

Receiving a disclosure or observing signs of abuse can be very distressing. The Academy will determine arrangements to enable staff to discuss their feelings with the designated teacher or other appointed senior member of staff, if they wish to do so.

Members of staff may be asked to attend a safeguarding student case conference for which they should provide a report. Staff involved will be helped by the Designated Teacher to provide relevant information.

Any member of staff who is concerned about involvement in child protection / safeguarding students issues can discuss the matter with the Principal.

## **8. Staff Conduct**

8.1 Staff are expected to adopt a high standard of personal conduct in order to maintain the confidence and respect of colleagues, student and parents.

8.2 Staff should be aware that safe practice also involves using judgement and integrity about behaviour in places other than work.

8.3 No student should be in or invited into the home of a member of staff unless the reason has been firmly established and agreed with parents and the Principal.

8.4 Any giving of gifts and reward should only be part of an agreed policy for supporting positive behaviour, and should be part of an agreed plan sanctioned by the Principal or a senior member of staff with delegated responsibility.

8.5 Students in exploring the digital world face safeguarding risks. Staff working in this field must ensure that they have established safe and responsible online behaviours.

8.6 There are circumstances where staff working with students displaying extreme behaviours can legitimately intervene by using restrictive and non-restrictive physical interventions. In such circumstances staff must adhere to the Academy's policy and procedures.

8.7 Where students are in some distress and need reassurance some physical contact may be necessary. Staff must use their professional judgement in comforting students in an age-appropriate way while maintaining clear professional boundaries. At all times staff must adhere to the Academy policy and to seek guidance if in doubt. Staff must never touch a student in a way which might be considered indecent or inappropriate and not assume that all students seek physical comfort if distressed.

## **9. Listening to students**

9.1 The Academy recognises the importance of listening to students at all times, particularly when they are distressed, worried or concerned. It is appreciated that at times

students may feel stressed and confused. The Academy will identify quiet areas and provide the opportunity to students to take respite from the normal day when necessary.

9.2 All staff will be made aware that students who are not known to be the subjects of concern may, however, be experiencing ill treatment, neglect or abuse. This means that staff should be aware of the need for sensitivity when dealing with students at all times.

9.3 The Academy recognises that students who are distressed through experiences outside the classroom may be less able to achieve their potential. While it is clear that such students need firm boundaries, staff must take into account the student's distress when managing behaviour.

9.4 If a student confides in a member of staff and requests that the information is kept secret, it is important that the member of staff tells the student sensitively that he/she has a responsibility to refer the matter to the Designated Teacher for the student's own sake. At the same time, the student should be reassured that the matter will be only be disclosed to the Designated Teacher, who will then decide on appropriate action.

## **10. Confidentiality**

10.1 Staff have the professional responsibility to share relevant information about the protection of students with other professionals particularly investigating agencies under the guidance of the Designated Teacher.

10.2 Staff who receive the information about children and families in the course of their work must pass this on to the Designated Teacher.

10.3 Safeguarding student/child protection records must be kept securely locked. The storing and processing of such information is governed by the Data Protection legislation. The Academy should give clear advice to staff on their responsibilities under this legislation.

10.4 The Academy regards personal information about all students and their families as confidential. All staff will aim to maintain this confidentiality. All records relating to child protection/safeguarding incidents will be maintained by the Designated Teacher and only shared as is consistent with the law relating to the protection of children.

10.5 There are some circumstances where a member of staff may be expected to share information about a student, e.g. where abuse is suspected. In such cases staff have a duty to pass on the information without delay to the designated person.

10.6 Where a member of staff is in doubt about whether to share information he/she should seek guidance from the designated person.

## **11. Working with Parents**

- Parents play an important role in protecting their children from abuse. The Academy is required to consider the safety of the student and should a concern arise the designated Teacher has the responsibility to seek advice prior to contacting parents;
- The Academy will work with parents to support the needs of their child; and
- The Academy aims to help parents understand that it has a responsibility for the welfare of all students and has a duty to refer cases to the appropriate Local Authority department in the interests of the child.

## **12. Action to be taken when a Student transfers to another school**

12.1 In the event of a student who is being dealt with under the Academy's safeguarding procedures transferring to another school, the Academy will:

- inform the Local Authority as appropriate;
- find out the name of the receiving school;
- contact the relevant member of staff at that school to discuss the transfer;
- send all information relating to the student to the receiving school;
- check with the receiving school that the student has actually arrived there on the expected day; and
- inform all relevant agencies of the transfer.

### **13. Missing Students**

13.1 Occasionally students may 'go missing' for a variety of reasons. Academy will determine appropriate procedures for responding to these situations.

13.2 Guidance on appropriate procedures is contained in Appendices.

### **14. Training**

- The Designated Person will receive relevant training at least every two years;
- The Academy has a commitment to training and attendance at inter-agency child protection meetings. Time will be given to enable this commitment to be met;
- All staff will receive relevant training and up-dating at least every three years;
- Training will be organised by the Designated Person following a programme drawn up by the Principal in consultation with the Designated Person, and agreed by the **Local Governing Body**; and
- The Designated Person will be expected to cascade learning to the wider staff group via meetings and any other appropriate methods.

### **15. Case conferences and core group meetings**

15.1 The Academy will determine appropriate procedures for attending and contributing to case conferences and 'Core Group' meetings.

15.2 Guidance is provided in Appendix B to this policy.

### **16. Responsibilities**

#### **16.1 The Local Governing Body**

The **Local Governing Body** will:

- determine the Academy's policy and procedures;
- appoint a Nominated Governor to liaise with the Principal and Designated Person on safeguarding pupils issues;
- agree the Academy's training programme;
- receive and consider annually a report from the Principal on safeguarding students in the school;
- determine any changes to the policies and procedures as appropriate;
- be responsible for reviewing and amending the policy as appropriate.

## 16.2 The Nominated Governor will:

- liaise with the Principal and Designated Person over child protection/safeguarding student issues;
- report as appropriate to the Chair and Local Governing Body.

## 16.3 The Principal

The Principal will:

- be responsible for the implementation of the policy and ensuring that the outcomes are monitored;
- determine an appropriate training programme in consultation with the Designated Person; and
- report annually to the governors on the working of the policy.

## 16.4 The Designated Person

The Designated Person is responsible for:

- ensuring that all cases of suspected or actual problems associated with safeguarding students are investigated and dealt with;
- being aware of the latest national, E-ACT and local guidance and requirements and keeping the Principal and staff informed as appropriate;
- ensuring that effective communication and liaison takes place between the Academy and the relevant Local Authority department, and any other relevant agencies, where there is a safeguarding students/child protection concern in relation to a student;
- ensuring that all staff have an understanding of child abuse and its main indicators;
- advising staff on the Academy's and their own safeguarding/child protection responsibilities and supporting staff in their safeguarding/child protection role;
- dealing with allegations of abuse in accordance with procedures agreed by E-ACT;
- consulting with the Principal on an appropriate training programme;
- ensuring that appropriate training for staff is organised according to the agreed programme;
- ensuring that adequate reporting and recording systems are in place; and
- liaising with the Local Governing Body's Nominated Governor for safeguarding students.

## 16.5 The Staff

- All staff, including supply teachers and other visiting staff and those supporting educational visits, will be informed of the Designated Teachers' name(s) and the Academy's policy for the safeguarding of students;
  - During their first induction into the Academy;
  - Through the staff/personnel handbook; and
  - Whole staff training or briefing meetings.
- All staff need to be alert to the signs of harm and abuse. They should report any concerns if not immediately, as soon as possible, to the Designated Teacher or named deputy. If in any doubt staff should consult with the Designated Teacher.

- All staff must have regard to their personal conduct and conform to the standards expected by the Academy as set out and implied in this policy;
- All relevant national and local procedures will be made available for staff reference and is located in the office.

## **17. Equal Opportunities**

The **Local Governing Body** and all staff must take into account the Academy's equal opportunities policies when discharging their duties under this policy.

## **18. Monitoring and Review**

18.1 All staff are expected to monitor their own conduct and relationship with students to ensure that the standards expected of them are maintained

18.2 The Designated Person will monitor the working of the policy and will report as required to the Principal and the Nominated Governor

18.3 The Principal will report to the **Local Governing Body** annually on the working of the policy.

18.4 The **Local Governing Body** will report on the working of the policy in their annual report to E-ACT.