

MAIDEN ERLEGH TRUST
SAFEGUARDING POLICY
(Incorporating Child Protection)

STATUTORY

Including local arrangements for
Maiden Erlegh Chiltern Edge 2018
(in annexe)

INITIAL APPROVAL	May 2015 (updated September 2016)
REVIEW FREQUENCY	ANNUALLY
REVIEWED	May 2016, May 2017, May 2018

SCOPE

This policy details the arrangements the Maiden Erlegh Trust has in place to ensure that it meets its' statutory requirements in terms of child protection and safeguarding and does all that it can to keep children in all schools within the Trust safe.

The individual details relevant to each school are added in Annex 1.

PRINCIPLES

Section 175 of the Education Act 2002 gives maintained schools a statutory duty to promote and safeguard the welfare of children, and have due regard to guidance issued by the Secretary of State¹. The DCSF publication 'Guidance for Safer Working Practice for Adults who work with Children and Young People in Educational Settings'. (March 2009), and Working Together to Safeguard Children (July 2018) and Keeping Children Safe in Education 2018 provide clear advice on appropriate behaviours for all adults working with children.

We believe that every child regardless of age has at all times and in all situations a right to feel safe and protected from any situation or practice that results in them being physically or psychologically damaged.

We agree that we have a primary responsibility for the care, welfare and safety of the pupils in our charge, and we will carry out this duty through our teaching and learning, extra-curricular activities, pastoral care and extended school activities. In order to achieve this, all members of staff (including volunteers and governors) in this school, in whatever capacity, will at all times act proactively in child welfare matters especially where there is a possibility that a child may be at risk of significant harm.

Maiden Erlegh Trust seeks to adopt an open and accepting attitude towards children as part of their responsibility for pastoral care. The Trust hopes that parents and children will feel free to talk about any concerns and will see school as a safe place if there are any difficulties at home.

Children's worries and fears will be taken seriously if they seek help from a member of staff. However, staff cannot promise secrecy if concerns are such that referral must be made to the appropriate agencies in order to safeguard the child's welfare.

Within Maiden Erlegh Trust, if we have suspicions that a child's physical, sexual or emotional well-being is being, or is likely to be, harmed, or that they are being neglected, we will take appropriate action in accordance with the procedures issued by the respective local authority Local Safeguarding Children Board (LSCB) or the appropriate authority for the child involved.

As a consequence, we

- assert that teachers and other members of staff (including volunteers) in each school are an integral part of the child safeguarding process;
- accept totally that safeguarding children is an appropriate function for all members of staff within the Trust, and wholly compatible with their primary pedagogic responsibilities.
- recognise that safeguarding children in this school is a responsibility for all staff, including volunteers, and the Trustees and Local Advisory Boards;
- will ensure through training and supervision that all staff and volunteers in each school are alert to the possibility that a child is at risk of suffering harm, and know how to report concerns or suspicions;
- will designate a senior member of staff in each school with knowledge and skills in recognising and acting on child protection concerns. He or she will act as a source of



- expertise and advice, and is responsible for co-ordinating action within the school and liaising with other agencies;
- ensure (through the designated member of staff) that staff with designated responsibility for child protection will receive appropriate training to the minimum standard set out by the relevant LSCB.
 - will share our concerns with others who need to know, and assist in any referral process;
 - will ensure that all members of staff and volunteers who have suspicion that a child may be suffering, or may be at risk of suffering significant harm, refer such concerns to the designated member of staff, who will refer on to Children's Services in accordance with the procedures issued by the relevant LSCB (or the relevant authority for the child involved).
 - safeguard the welfare of children whilst in each school, through positive measures to address bullying, especially where this is in relation to any incidents which involve race, culture, country of origin, sexism, disability, giftedness, homophobia or circumstance (eg Young Carer, Adopted, LAC).
 - will ensure that all staff are aware of the child protection procedures established by the relevant LSCB and act on any guidance or advice given by them;
 - will ensure through our recruitment and selection of volunteers and paid employees that all people who work in our Trust are suitable to work with children,
 - will act swiftly and make appropriate referrals where an allegation is made that a member of staff has committed an offence against a child, harmed a child, or acted in a way that calls into question their suitability for working with children.

DESIGNATED MEMBER OF STAFF

See Annex 1 for designated staff.

The designated people are key to ensuring that proper procedures and policies are in place and are followed with regard to child safeguarding issues. They will also act as a dedicated resource available for other staff, volunteers and governors to draw upon.

Within Maiden Erlegh Trust:

- The designated people have the status and authority within the school management structure to carry out the duties of the post and are senior member of staff.
- They possess skills in recognising and dealing with child welfare concerns and have access to appropriate and regular training.
- All members of staff, including volunteers and regular visitors (such as Education Welfare Officers, trainee teachers and supply teachers) are made aware of who these people are, what their roles are and how they can be contacted and also how they can access readily, this policy.
- The designated people act as a source of advice and coordinate action within the school over child protection cases. They will also cascade safeguarding guidance issued by the LSCB.
- The designated person will need to liaise with other agencies and build good working relationships with colleagues from these agencies.
- The designated person is the first person to whom members of staff report concerns about students.
- The designated person is responsible for considering whether a referral should be made and for referring cases of suspected abuse to the relevant investigating agencies according to the procedures established by the relevant LSCB.
- The designated person is not responsible for dealing with allegations made against members of staff – this person is the Headteacher.
- Where the designated people have concerns that a referral has not been dealt with in accordance with the child protection procedures, they will ask the Head of Safeguarding at the relevant authority to investigate further.



- The Child Protection Lead liaises with the Headteacher to inform him/her/them of any issues and ongoing investigations and ensure there is always cover for the role
- The Headteacher of each school updates the Chief Executive is made aware of serious issues and ongoing investigations (respecting the need for confidentiality wherever possible).
- The Trust works with the individual Safeguarding and Child Protection Leads to ensure that this policy is reviewed and updated annually
- The designated people keep detailed accurate secure written records of referrals/concerns, and ensure that these are held in a secure place.
- The designated people ensure that parents are aware of this policy and the fact that a school may need to make referrals (the policy is available to all parents on the website).
- Where children leave a school roll, we ensure any child protection file is transferred to the new school as soon as possible, separately from the main file, and addressed to the designated person for child protection at the new school.
- Where a child leaves and the new school is not known, we alert the local authority so that the child's name can be included on the database for missing pupils.
- We will be alert to the possibility of FGM and Forced Marriage; the Attendance Officer or equivalent will monitor holidays and leaves of absence and alert the Designated Person in the event of a concern.
- Where a student is educated, either fully or partially, in another establishment, we ensure that it is compliant with safeguarding legislation and has appropriate policies in place. As the pupil's home school, each school will take responsibility for leading on child protection issues, even if initially disclosed elsewhere (unless it is not in the pupil's best interests).
- Work Experience placements are organised by external organisations who comply with guidelines and legislation.
- The designated people also have an important role in ensuring all staff and volunteers receive appropriate training. They:
 - Attend training in how to identify abuse and know when it is appropriate to refer a case
 - Have a working knowledge of how the relevant LSCB operates and the conduct of a child protection case conference and be able to attend and contribute to these when required.
 - Attend any relevant or refresher training courses and then ensure that any new or key messages are passed to other staff, volunteers and governors.

DESIGNATED GOVERNOR

The designated Trustee for safeguarding is: **Lindsey Bowden**.

Child protection is important. Where appropriate, the LAB and the Trust will ensure that sufficient resources are made available to enable the necessary tasks to be carried out properly under inter-agency procedures.

The Trust will ensure that the designated member of staff for child protection is given sufficient time to carry out her duties, including accessing training.

The Trust and the LAB will review safeguarding practices in the school on a regular basis, and no less than annually, to ensure that:

- Each school is carrying out its duties to safeguard the welfare of children at the school
- Members of staff and volunteers are aware of current practices in this matter, and that staff receive training where appropriate
- Child protection is integrated with induction procedures for all new members of staff and volunteers



- Each school follows the procedures agreed by their respective LSCB, and any supplementary guidance issued by the Local Authority (or any other relevant Authority)
- Only persons suitable to work with children shall be employed in each school, or work there in a voluntary capacity
- Where safeguarding concerns about a member of staff are substantiated, take appropriate disciplinary action

SAFER RECRUITMENT

In order to ensure that children are protected whilst at any school within the Trust, we will ensure that our staff and volunteers are carefully selected, screened, trained and supervised. We accept that it is our responsibility to follow the guidance set out in 'Keeping Children Safe in Education', DfE publication updated September 2018, in particular:

- A member on every recruitment panel will have undertaken safer recruitment and selection training.
- All of our staff are appropriately qualified and have the relevant employment history with any gaps accounted for.
- Relevant checks are made to ensure they are safe to work with children in compliance with Safer Recruitment requirements, including the relevant check under the Disclosure and Barring Service (DBS) and a prohibition check for qualified teachers, plus taking up of references.

VOLUNTEERS

We understand that some people otherwise unsuitable for working with children may use volunteering to gain access to children; for this reason, any volunteers in the school, in whatever capacity, will be given the same consideration as paid staff.

Where a parent or other volunteer helps on a one-off basis, he/she will only work under the direct supervision of a member of staff, and at no time have one to one contact with children. However, if a parent or other volunteer is to be in a school regularly or over a longer period then they undergo relevant checks to ensure their suitability to work with children. All Governors will undertake an enhanced DBS check.

ALLEGATIONS OF ABUSE MADE AGAINST OTHER CHILDREN

Staff recognise that children are capable of abusing their peers, physically, emotionally or sexually. There are different forms peer on peer abuse can take, but abuse is abuse and should never be tolerated or passed off as "banter" or "part of growing up".

Whilst not intended to be an exhaustive list, peer on peer sexual harassment can include:

- sexual comments, such as: telling sexual stories, making lewd comments, making sexual remarks about clothes and appearance and calling someone sexualised names;
- sexual "jokes" or taunting;
- physical behaviour, such as: deliberately brushing against someone, interfering with someone's clothes (schools and colleges should be considering when any of this crosses a line into sexual violence - it is important to talk to and consider the experience of the victim) and displaying pictures, photos or drawings of a sexual nature; and
- online sexual harassment, which might include: non-consensual sharing of sexual images and videos and sharing sexual images and videos (both often referred to as sexting); inappropriate sexual comments on social media; exploitation; coercion and threats. Online

sexual harassment may be standalone, or part of a wider pattern of sexual harassment and/or sexual violence.

Any such incidents will be dealt with on a case-by case basis with the designated safeguarding lead taking a leading role and using their professional judgment, supported by other agencies, such as children's social care and the police as required. Some situations are statutorily clear:

- a child under the age of 13 can never consent to any sexual activity;
- the age of consent is 16;
- sexual intercourse without consent is rape;
- rape, assault by penetration and sexual assault are defined in law
- creating and sharing sexual photos and videos of under-18s is illegal (often referred to as sexting). This includes children making and sharing sexual images and videos of themselves.

Reports of sexual assault and sexual harassment will, in some cases, not lead to a report to the police (for a variety of reasons). In some cases, rape, assault by penetration, sexual assault or sexual harassment are reported to the police and the case is not progressed or are reported to the police and ultimately result in a not guilty verdict. The process will have affected both victim and alleged perpetrator. Appropriate support will be provided to both as required and consideration given to sharing classes and potential contact as required on a case-by-case basis. In all cases the needs and wishes of the victim will be at the heart of the process (supported by parents and carers as required).

SEN CHILDREN

Children with special educational needs (SEN) and disabilities may face additional safeguarding challenges. Additional barriers can exist when recognising abuse and neglect in this group of children, including:

- assumptions that indicators of possible abuse such as behaviour, mood and injury relate to the child's disability without further exploration;
- the potential for children with SEN and disabilities being disproportionately impacted by behaviours such as bullying, without outwardly showing any signs; and
- communication barriers and difficulties in overcoming these barriers.

INDUCTION & TRAINING

All new members of staff will receive induction training, which will give an overview of the organisation and ensure they know its purpose, values, services and structure, as well as how to identify and report abuse. They also learn about confidentiality and data protection issues.

All new staff at each school (including volunteers) will receive a copy of this policy within one week of starting their work at the school. All staff will be supplied with and have read part 1 of [Keeping Children Safe in Education 2018](#) and will complete an online training course.

Our general safeguarding training covers a range of issues such as bullying (including student on student bullying), e-safety (including awareness of the risks of sexting and the impact of pornography), domestic violence (including teenage relationship abuse), mental health awareness, preventing radicalisation and Female Genital Mutilation (FGM) and Child Sexual Exploitation (CSE).



Other issues covered (depending on roles and responsibilities) may include:

Breast ironing	Children missing from education
Drugs and substance abuse	Fabricated or induced illness
Faith Abuse	Gangs
Gender based violence	Private fostering
Trafficking	County Lines

All staff will be expected to complete training on safeguarding children and PREVENT awareness that will enable them to fulfil their responsibilities in respect of child protection effectively. Each school will provide this training as through the designated person.

Staff will attend refresher training every three years, and the designated person every two years. There is a dedicated Safeguarding & Equalities week on the calendar where refresher training takes place (training and student awareness actions take place throughout the year).

DEALING WITH CONCERNS

Members of staff and volunteers are not required to investigate suspicions; if somebody believes that a child may be suffering, or may be at risk of suffering significant harm, they must always refer such concerns to the designated person, who will consider whether to refer the matter to the relevant Children's Services.

To this end, volunteers and staff must record what they have seen, heard or know accurately at the time the event occurs, and share their concerns with the designated person (or head teacher if an allegation about a member of staff) and agree action to take in the following circumstances:

- Upon the receipt of any information from a child, or if any person has suspicions that a child may be at risk of harm, or
- If anyone observes injuries that appear to be non-accidental, or
- Where a child or young person makes a direct allegation or implies that they have been abused,
- Where a child or young person makes an allegation against a member of staff²

We will ensure that all members of staff and employees are familiar with the procedures for keeping a confidential written record of any incidents and with the requirements of the relevant LSCB.

Where any member of staff fails to report their concerns, this may be dealt with as a disciplinary matter.

ASSESSMENT OF THE NEED FOR EARLY HELP

We will work together with local agencies, for the effective assessment of the needs of individual children who may benefit from early help services. The Academy will encourage parents to make use of outside agencies and will assist with arrangements for the use of these agencies. In these cases a formal referral requesting support will need to be made by the Academy in consultation with parents, and submitted with parental consent.

² Allegation that the member of staff has harmed a child, committed an offence against a child, or behaved in a way that questions their suitability to work with children.

SAFEGUARDING IN SCHOOL

Child protection issues will be addressed through the Personal, Social and Health Education and Sex and Relationships Education curriculum as appropriate. The pastoral tutor programme will also provide opportunities for discussion on a wide range of safeguarding topics.

All children will receive guidance on child protection issues and what to do if they have a concern via an annual assembly delivered by our designated people.

As well as ensuring that we address child protection concerns, we will also ensure that children who attend the school are kept safe from harm whilst they are in our charge.

To this end, this policy must be seen in light of the Trust's policies on:

- Personal, Social and Health Education and Sex and Relationships Education;
- Bullying; each school will also ensure that bullying is identified and dealt with so that any harm caused by other pupils can be minimised. We will pay particular attention to sexualized behaviour, or bullying that is homophobic in nature, or where there appear to be links to domestic abuse in the family home.
- Safe recruitment and code of conduct for staff.
- Racist incidents
- Equality
- Medically vulnerable students
- Confidentiality
- Behaviour and the school rules
- Health & Safety
- Physical Intervention
- Allegations against members of staff
- Use of IT

EXTREMISM AND RADICALISATION

Staff are trained to be alert to students expressing extremist views. When any member of staff has concerns that a student may be at risk of radicalisation or involvement in terrorism, they should speak with the Child Protection lead at the relevant school or to their deputies.

PHOTOGRAPHING CHILDREN

We understand that parents like to take photos of or video record their children in the school play, or at sports day, or school presentations. This is a normal part of family life, and we will not discourage parents from celebrating their child's successes.

However, if there are Health and Safety issues associated with this - i.e. the use of a flash when taking photos could distract or dazzle the child, and cause them to have an accident, we will encourage parents to use film or settings on their camera that do not require flash.

We will not allow others to photograph or film pupils during a school activity without the parent's permission.

We will not allow images of pupils to be used on the school or Trust website, VLE, publicity, or press releases, without permission from the parent via the 'photo permission' form.

The Trust cannot however be held accountable for photographs or video footage taken by parents or members of the public at school functions.



CONFIDENTIALITY

The Trust, and all members of staff, will ensure that all data about pupils is handled in accordance with the requirements of the law, and any national and local guidance.

Any member of staff who has access to sensitive information about a child or the child's family must take all reasonable steps to ensure that such information is only disclosed to those people who need to know.

Regardless of the duty of confidentiality, if any member of staff has reason to believe that a child may be suffering harm, or be at risk of harm, their duty is to forward this information without delay to the designated member of staff for child protection.

CONDUCT OF STAFF

The Trust has a duty to ensure that professional behaviour applies to relationships between staff and children, and that all members of staff are clear about what constitutes appropriate behaviour and professional boundaries (see ANNEX 2).

At all times, members of staff are required to work in a professional way with children. All staff should be aware of the dangers inherent in:

- working alone with a child
- physical interventions (see Physical Intervention Policy)
- cultural and gender stereotyping
- dealing with sensitive information
- giving to and receiving gifts from children and parents
- contacting children through private telephones (including texting), e-mail, MSN, or social networking websites.
- disclosing personal details inappropriately
- meeting pupils outside school hours or school duties

If any member of staff has reasonable suspicion that a child is suffering harm, and fails to act in accordance with this policy and the relevant Local Authority Safeguarding Children Board procedures, the Trust will view this as misconduct, and take appropriate action

ALLEGATIONS AGAINST MEMBERS OF STAFF

If anyone makes an allegation that any member of staff (including any volunteer or Governor or Trustee) may have:

- Committed an offence against a child
- Placed a child at risk of significant harm
- Behaved in a way that calls into question their suitability to work with children
- the allegation will be dealt with in accordance with national guidance and agreements, as implemented locally by the relevant LSCB.

The Headteacher of the school, rather than the designated member of staff will handle such allegations, unless the allegation is against the Headteacher, when the Chief Executive will handle the allegation. If the allegation is against the Chief executive, the Chair of Trustees will handle the Trust's response.



The person dealing with the allegation will gather information about the allegation, and report these without delay to the Local Authority Designated Officer (LADO) if he/she considers they meet the threshold- see Dealing with Allegations of abuse against a member of staff policy

BEFORE AND AFTER SCHOOL ACTIVITIES

Where any out of school hours activities are provided by other bodies or organisations (such as sports clubs) each school will ensure that these bodies have appropriate safeguarding and child protection policies and procedures, and that there are arrangements in place to link with the school on such matters. Each school will also ensure that they are aware of the local safeguarding arrangements.

HIRING OF SCHOOL PREMISES

Where any school in the Trust hires out its premises to an organisation, it will seek reassurance that, where the activities involve Under 18's, they have appropriate safeguarding and child protection policies and procedures, and that there are arrangements in place to link with the school on such matters. Such considerations will be made explicit in any contract or service level agreement with the bodies.

CONTRACTED SERVICES

Where a school or the Trust contracts with outside providers for specific services, the school or the Trust will ensure that these providers have appropriate safeguarding and child protection policies and procedures, and that there are arrangements in place to link with the school or Trust on such matters. Such considerations will be made explicit in any contract or service level agreement with the provider.

HOMESTAYS

Schools often make arrangements for foreign exchange visits. This would include when organising for the care and accommodation of a child with a host family (known as homestays) as part of the exchange.

Whilst there is no legal requirement for schools or colleges, as regulated activity providers to check the barred list status of an adult who will provide homestay (in the circumstances described above), we will obtain a DBS enhanced certificate with barred list information.

It is not possible for schools and colleges to obtain criminality information from the DBS about adults who provide homestays abroad. We will liaise with partner schools abroad, to establish a shared understanding of the arrangements in place both before and during the visit. We will satisfy ourselves that these are appropriate and sufficient to safeguard effectively every child who will take part in the exchange.



ANNEX 1

Maiden Erlegh Chiltern Edge School

The designated senior member of staff (designated person) for child protection in this school is:

Mollie Tustain **Safeguarding and Inclusion**

Deputies):

Moira Green	Headteacher
Carleigh Oakham	Attendance, Behaviour, Welfare Officer
Emma Bliss	Safeguarding

A member of our Child Protection team is available from 08.30 to 16.30 on 01189721500. In their absence, these matters will be dealt with by the relevant Attendance, Behaviour, Welfare Officer.

Outside those hours advice can be sought from MASH 0345 050 7666 (Oxfordshire Multi-Agency Safeguarding Hub) or 0118 9553641 (Reading Access and Assessment team). In an emergency and where a child is at risk of harm, the police should also be notified..

The name of the Oxfordshire County Council LADO is: Alison Beasley

DESIGNATED GOVERNOR:

The designated member Trustee is **Lindsey Bowden**.