



Child Protection Policy

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Child Protection Policy

Section 1 – Named Persons for Child Protection

The Academy has an appointed individual who is responsible for dealing with any child protection concerns. In their absence, a deputy will always be available for staff to consult with. The named persons for Child Protection within The Academy are:

Role	Name	Contact details
Named Designated Senior Person for Child Protection (DSP):	David Watkins	0115 9535323
Deputy Person for Child Protection:	Janice Mott	0115 9535323
Child Protection Team members	David Watkins Janice Mott Cathy Cumberpatch Dawn Goodacre Kirsty Navarro	0115 9535323
Line Manager for Child Protection:	David Watkins	0115 9535323
Academy Governor Responsible for Child Protection:	Eric Adjaidoo	0115 9535323
Designated teacher in charge of LAC:	David Watkins	0115 9535323

Section 2 – Introduction

The Oakwood Academy Child Protection Policy has been written in response to the Education Act 2002, Sections 157 and 175, and the DfE Statutory Guidance 'Keeping Children Safe in Education' issued 2016. This policy aims to give guidance to ensure a safe and secure learning environment for students and ensures all staff are aware of their responsibilities.

The policy applies to all adults, including volunteers working in, or on behalf of, the Academy. It is the responsibility of everyone in the education service to help keep children and young people safe by working to provide a safe environment for learning and identifying children who are suffering or likely to suffer significant harm. The policy also identifies appropriate actions which should be taken to ensure children are kept safe both at home and in the learning environment. It also gives guidance to the keeping of information and supporting students.

The following links are available to access the full documentation at the adoption of this policy:

Working together to safeguard children –
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/419595/Working_Together_to_Safeguard_Children.pdf

Keeping children safe in education –
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/550511/Keeping_children_safe_in_education.pdf

Section 3 – Commitment to our students

The Oakwood Academy is fully committed to safeguarding the welfare of all children and young people and relates to all staff, Governors and volunteers. It aims to take all reasonable steps to promote safe practice and to protect children from harm, abuse and exploitation. The Academy acknowledges its duty to act appropriately to any allegations, reports or suspicions of abuse. All staff will endeavour to work together to encourage the development of an ethos which embraces difference and diversity and respects the right of children, young people and adults. The academies recognise that safeguarding relates to protecting children from harm and also broader aspects of care and education.

- Students' health, safety and wellbeing including mental health
- Meeting the needs of children with special educational needs and/ or disabilities
- Meeting the needs of children with medical conditions
- Providing First Aid
- Educational visits
- Online safety and associated issues
- Appropriate arrangements to ensure school security, taking into account the local context
- Admissions and attendance

We are also committed to supporting students with other potential issues that arise such as:

- Bullying (cyber bullying and prejudice based)
- Racist, homophobic or transphobic abuse
- Extremist behaviour and radicalisation
- Child sexual exploitation including sexting
- Substance misuse
- Gang activities and youth violence
- Domestic violence, female genital mutilation, honour based violence and forced marriage

Section 4 – Roles and Responsibilities of named Persons for Child Protection

The role and responsibilities of the named persons are:

- To ensure that all staff are aware of what they should do and who they should go to if they are concerned that a child/young person may be subject to abuse or neglect or any other safeguarding concerns
- Provide support and advice to others within the Academy
- Ensure that all staff have induction and annual refresher / update training
- Keep detailed, accurate secure records about any concerns
- Ensure staff and the designated leads have correct training in line with KCSIE requirements and have part one of the KCSIE September 2016. This includes advice

on boundaries of appropriate behaviour set out in Code of Conduct/Staff Behaviour policy

- Ensure that any concerns about a child/young person are acted on, recorded and referred where necessary and followed up to ensure the issues are addressed
- The named persons will record any reported incidents in relation to a child/young person or breach of Child Protection policies and procedures. These will be kept in a secure place
- Support students who have been abused or harmed in accordance with his/her child protection plan
- Ensure the Academy practices safe recruitment in checking the suitability of staff and volunteers to work with children
- Work together with other agencies in line with HM Working Together to Safeguard Children guidance 2015
- *Apply Nottingham City escalation policy if there is a concern about actions or inactions of social care staff or staff from other agencies*
- *Follow the legal duty to refer cases where a person is dismissed or has left due to risk or harm to the disclosure and barring service*
- *Ensure staff are aware of their mandatory duty to refer suspected cases of FGM, Forced Marriage and radicalisation in line with KCSIE 2016 requirements and Prevent Duty 2015*
- *Ensure Child Protection files are transferred to the new institution separately following the transition of a student*
- Ensure that when a child leaves the Academy a copy of their safeguarding file is copied for the new establishment and transferred as soon as possible.

Section 5 – Providing a Safe and Supportive Environment

Safer recruitment and selection

The Academy pays full regard to DfE Guidance 'Keeping Children Safe in Education' 2016. Safer recruitment practice has been fully encompassed in the Academy's Recruitment Policy and its procedures.

Recruitment practices in place are:

- An Enhanced DBS with Barred list check is obtained for all new appointments to the Academy workforce (all Governors are also required to undertake an Enhanced DBS check)
- ID and right to work in the UK is verified prior to appointment
- Two references are taken for all appointments
- An Enhanced DBS is obtained for volunteers following a risk assessment considering the frequency, regularity, duration and nature of contact with children and young people

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- The Academy ensures that any contracted staff are DBS checked where appropriate
- Each Academy maintains a Single Central Record detailing the range of checks carried out on their staff, volunteers, governors and regular visitors
- On appointment to the Academy the workforce are subject to identity, criminal conviction disclosure, health and rights to work in the UK checks
- The Trust satisfies itself that the same level of stringent checks have been undertaken on any supply staff

In the Academy members of the Senior Leadership Team and the named safeguarding governor have successfully undertaken the approved Safer Recruitment Training. At least one member of every interview or appointment panel has successfully completed this training.

Training for staff

All staff, including, governors, agency staff and volunteers are provided with a safeguarding and child protection booklet which they must read and sign for. They also undergo a training session as part of their induction which covers Safeguarding and Child protection which is delivered by the Deputy Person for Child Protection. This ensures that all staff are aware of what they should do and who they should go to if they are concerned that a child/young person may be subject to abuse or neglect or any other safeguarding concerns.

The Academy's Designated person ensures that staff and the designated leads have correct training in line with KCSIE requirements and have part one of the KCSIE September 2016. This includes advice on boundaries of appropriate behaviour set out in the Staff Handbook/Disciplinary Policy.

All staff attend update training at least once a year which is delivered by the Designated Senior Person for Child Protection.

Support, advice and guidance is also available for staff at any time via the Lead Designated Person or a member of their support team.

Safe Practice

All staff have undertaken Child Safeguarding training and attend updates every year to ensure that staff are safe and aware of behaviours which should be avoided.

Safe working practice ensures that students are safe and that all staff:

- Are responsible for their own action and behaviours and know how to avoid any conduct which could lead any reasonable person to question their motivation or intentions;
- Work in an open and transparent way
- Discuss and/or take advice from the Academy management over any incident which may give rise to concern;
- Record any incidents or decisions made in relation to a child or young person;
- Apply the same professional standards regardless of gender or sexuality;
- Are aware that breaches of the law and other professional guidelines could result in criminal or disciplinary action being taken against them.

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Sharing information with students

The Academy is committed to ensuring that students are aware of which behaviour towards them is not acceptable and how they can keep themselves safe. Information is provided to students by tutors, Heads of House and the Lead Designate both during assemblies and via PSHE topics. We inform students of whom they might talk to, their right to be listened to and heard and what steps can be taken to protect them from harm.

Sharing information with parents

The Academy shares a purpose with parents to keep children safe from harm and to have their welfare promoted.

We are committed to working positively, open and honestly with parents. We ensure that all parents are treated with respect, dignity and courtesy. We respect parents' rights to privacy and confidentiality and will not share sensitive information unless we have permission or it is necessary to do so to protect a child. The Academy will share with parents any concerns we may have about their child unless to do so may place the child at risk of harm.

The Academy will endeavour to discuss all concerns with parents about their child/ren. However, there may be exceptional circumstances when concerns will be discussed with a Social Care and/or the Police without parental knowledge (in accordance with LSCB Child Protection Procedures). The Academies Child Safeguarding Policy is available to all parents upon request and a copy of the policy can also be found on the Academy website.

Sharing information with others

The Academy recognises the importance of establishing positive and effective working relationships with other agencies such as the Local Authority, Social Care, the local Police, Childline.

Section 6 – Recognising the Signs and Symptoms of Abuse

The Academy will ensure that all staff under take training to gain a basic awareness of the signs and symptoms of child abuse and safeguarding issues (including Female Genital Mutilation, PREVENT and Child Sexual Exploitation).

Signs and symptoms of abuse

- Any suspicious injuries, marks or bruises on a child that are not attributed to normal play with explanations that appear inconsistent or suspicious
- Any behaviours which give rise to suspicions that a child may have suffered harm.
- Any concerns that a child may be suffering from inadequate care, ill treatment or emotional maltreatment and neglect
- Any significant changes in a child's presentation
- Any changes in attendance patterns
- Any hints or disclosure from any other person
 - Concerns regarding person(s) who may pose a risk to children, including outside of the Academy

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Recognising signs

On recognising any of the signs the Academy will implement the procedures necessary for a child / young person to feel they can express their concerns about their own safety, or the safety of another young person, and they will know that they can:

- Disclose that abuse has taken place or that they feel unsafe
- Make a third party or anonymous allegation
- Comment on a child or young person's appearance, behaviour, play, drawing or statements that may cause suspicion of abuse and/or neglect
- Report an incident(s) of alleged abuse which occurred some time ago
- Report any serious misconduct of a member of staff towards a child or young person

Recording information

Staff will record any concerns in writing within 24 hours to provide a factual evidenced based account and record any actions.

At no time will an individual be asked to take photographic evidence of injuries or marks.

A copy of all information will be kept in the child's safeguarding file.

Section 7 – Stages to follow if you are worried about a child

When worrying changes are observed in a child or young person's behaviour, physical condition or appearance staff will:

- Initially talk to the child/young person about what has been observed.
- Listen carefully to what the young person has to say and take it seriously
- Never investigate or take sole responsibility for a situation where a child/young person makes a disclosure
- Always explain to the children and/or young people that any information they have given will have to be shared with others
- Notify The Academy's DSP (or other relevant person) for Child protection
- Record what was said as soon as possible after any disclosure
- Ensure that the person who receives the allegation or has the concern will complete the pro-forma and ensure it is signed and dated
- Respect confidentiality and file documents securely

The Named person/s will take immediate action if there is a suspicion that a child has been abused or is likely to be abused. In this situation the Named person/s will contact the police and/ or Children and Families Direct (Nottingham City child) Nottinghamshire MASH (Nottinghamshire child). If safeguarding leads are unavailable, any member of staff can refer to Children and Families Direct or MASH.

Section 8 - Responding to disclosure

Information may be received from other sources such as, students, parents or members of the public. These people will have already carefully chosen to whom they disclose. The Academy recognises that when a person makes a disclosure it is often done with difficulty and ensures all disclosures are handled sensitively.

All staff are aware that they cannot promise confidentiality and they must tell the discloser that information will be passed on to the designated person immediately.

Actions of the Designated Senior Person

Following any information received regarding concerns raised the lead designate will consider any urgent needs of the child and will also consult with other appropriate agencies to agree the best course of action for the child.

The child's wishes will also be considered. All information and actions taken will be fully documented.

Section 9 – After disclosure

Once a disclosure has been made and the relevant steps have been taken, all child protection documents relating to the case will be kept securely in the child's safeguarding file, this is a separate file. Regular contact with outside agencies will continue where appropriate.

Staff will continue to monitor the child for any changes in their behaviour.

Student information

Student safeguarding information will be kept confidentially and securely in a separate file to their main file. This will only be accessible to the Senior Designated person and their Deputy. If the child moves schools this file will be confidentially copied and transferred to the new school.

Supporting Students

We recognise that children who are abused or witness violence may find it difficult to develop a sense of self-worth. The Academy may be the only stable, secure and predictable element in the child's life. When at school their behaviour may be challenging and defiant or they may be withdrawn and the Academy will endeavour to support the child through this with support from the Student Support Centre, TAs and mentoring sessions.

Any student information will be stored securely. This includes written records of meetings and any other information.

Section 10 – Extremism and radicalisation

In line with the Prevent Duty, Revised Prevent Duty guidance 2015 and Counter Terrorism and Security Act 2015 (CTSA) sec 26, the Academy seeks to protect children and young people from being drawn into and against the messages of all violent extremism. This includes but is not restricted to ISIL, AQ, Far Right, Neo Nazi, White supremacist ideology, Irish Nationalist and Loyalist paramilitary groups, and extremist Animal Rights movements. Prevent training is delivered to staff.

The use of social media and the internet more generally as tools to radicalise young people on line cannot be underestimated. We recognise that those that seek to recruit young people to follow extremist ideology often target those who are already

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vulnerable in some way and that exposure to extreme views can make young people vulnerable to further manipulation and exploitation. As an Academy we are clear we have a duty to safeguard young people from such dangers and we will actively promote resilience to such risks through our PSHRE curriculum, SEND, assemblies, anti-bullying work, E-Safety policy.

Section 11 – Managing Allegations made against a member of Staff

The Academy will ensure that any allegation made against members of staff, including volunteers, will be dealt with swiftly and in accordance with these procedures:

- The Head Teacher or DSP or other relevant person will ensure that the child is safe and away from the person against whom the allegation is made
- The DSP will inform the Head Teacher, who will contact the Local Authority Designated Officer (LADO) for advice on how to proceed with the immediate situation. Outside of working hours the Emergency Duty team can give advice and/or in the event of an emergency situation arising, the police should be contacted for discussion
- The individual who first received/witnessed the concern should make a full written record of what was seen, heard and/or told as soon as possible after observing the incident/receiving the report
- Regardless of whether a police or Social Care investigation follows, the DSP will ensure that an internal investigation takes place and consideration is given to the operation of disciplinary procedures in line with the Managing Allegations Policy and KCSIE 2016

Should an allegation be made against the Head Teacher in relation to potential Child Protection concern, this should be referred to the Chair of Governors, Mr David Hallam, as quickly as possible. Further contact details for Mr David Hallam can be obtained from Mrs S Wright, PA to the Head teacher on 0115 9539323. The LADO must also be informed (Eve Hailwood 0115 876 4148)

All school policies relating to the safeguarding of students will be reviewed annually.

Section 12 - Implementing

In implementing this policy, the Academy will:

- Follow the advice given in the Department of Education Keeping Children Safe in Education 2016 statutory guidance
Communicate to all staff their legal and moral responsibility to protect children and young people from harm, abuse and exploitation
- Communicate to all staff their responsibility to work towards maintaining high standards of practice in protection of children including additional barriers for children with special educational needs

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- Ensure that all staff undertake basic child protection training and updates by an appropriate provider, with appropriate experience and confirm with individual staff their duty to report concerns that arise about a child or young person, or a member of staff's conduct towards a child / young person, to the organisation's named (designated) person for child protection
- Ensure that any procedures relating to the conduct of any member of staff are implemented in a consistent and equitable manner, in line with the Management of Allegations Policy
- Provide opportunities for all staff to further develop their skills and knowledge particularly in relation to the welfare and protection of children and young people
- Endeavour to keep up-to-date with national developments relating to the welfare and protection of children and young people
- These procedures have been designed to ensure, where humanly possible, the welfare and protection of any child and/or young person who accesses the services provided by Academy. The Academy is committed to the belief that protecting children and young people is everybody's responsibility and therefore the aim here is to provide guidelines that will enable all staff to act appropriately to any concerns that arise in respect of a child / young person

References to other policies:

This policy is also relevant to the Whistleblowing Policy and Complaints Policy. It also relates to national guidance in relation to Keeping Children Safe in Education September 2016 (KCSIE) which is shared and updated with staff.

In addition the following National Guidance relates to this policy:

- Prevent Duty 2015
- Revised Prevent Duty 2015
- Counter Terrorism and Security Act 2015 (CTSA) sec 26 and 36
- Education Act 2002 sec 175, 141 and 157
- HM Working together to Safeguard Children 2015
- Children Act 1989 sec 47 and Private Fostering guidance
- Data Protection Act 1998
- DFE Missing in Education Guidance 2015
- Teacher Standards 2012
- The Schools Staffing (England) Regulations 2009
- Children Missing Education Guide
- Section 5b Female Mutilation Act 2003
- Forced Marriage Guidance
- Safeguarding Vulnerable Groups Act 2006
- Use of Reasonable Force 2013

The following Academy policies also need to be read in conjunction with this Child Protection Policy:

- Code of Conduct/Staff Behaviour Policy
- Managing Allegations Policy
- Health and Safety Policy
- Attendance Policy
- Behaviour Policy
- Anti-Bullying Policy
- Children With Medical Needs Policy
- E-Safety Policy

If you would like a copy of this document in a different format, such as large print please telephone 0115 9539323