

TO BE REVIEWED BY Q & S COMMITTEE ON 26/1/2012 FOR FULL GOVERNORS ON 22/3/2012.



Woodlands Academy

POLICY FOR SAFEGUARDING INCORPORATING CHILD PROTECTION

REVIEW DATE : SPRING TERM 2013

WHOLE SCHOOL POLICY FOR SAFEGUARDING INCORPORATING CHILD PROTECTION

Policy Consultation & Review

This policy has been authorised by the Governors, is addressed to all members of staff and volunteers and is available to parents on request. It is published on the Academy website referred to in our Woodlands Academy prospectus and is available on request from the Academy Office. We also inform parents and carers about this policy when their children join our academy and through our Academy Newsletter. Parents and carers will be informed of our legal duty to assist our colleagues in other agencies with child protection enquiries and what happens should we have cause to make a referral to Children's Services.

This policy can be made available in large print or other accessible format if required. It applies wherever staff or volunteers are working with pupils even where this is away from the Academy, for example at an activity centre or on an educational visit. This policy takes account of the Academy's public sector equality duty set out in section 149 of the Equality Act 2010.

Every pupil should feel safe and protected from any form of abuse which, in this policy, means any kind of neglect, non-accidental physical injury, sexual exploitation or emotional ill-treatment.

This policy was last reviewed by the Quality and Standards Committee on 26/1/2012 and will be tabled to the Full Governing Body for approval on 22/3/2012. It is due for review during the Spring Term of 2013.

Signature _____ Headteacher Date: _____

Signature _____ Chair of Governors Date: _____

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1. THE ACADEMY ETHOS : POLICY STATEMENT

1.1. The Woodlands Academy is committed to safeguarding and promoting the welfare of children and young people which is of paramount importance. Our academy will establish and maintain an ethos where our pupils feel secure, are encouraged to talk to members of staff and regular visitors if they are worried or concerned about anything, are listened to and are safe. Throughout our curriculum we will provide activities and opportunities that will equip our children with the skills they need to stay safe and this will also be extended to include material that will enable them to develop essential life skills. The Academy expects all staff and volunteers to share this commitment. We will always work to:

- Protect our children and young people from maltreatment;
- Prevent impairment of our children's and young people's health or development;
- Ensure that our children and young people grow up in circumstances consistent with the provision of safe and effective care;
- Undertake that role so as to enable our children and young people to have optimum life chances and enter adulthood successfully.

1.2 This policy will give clear direction to staff, volunteers, visitors and parents about the expected behaviour and our legal responsibility to safeguard and promote the welfare of all children at our academy. All staff and regular visitors will, either through training or induction, know how to recognise a disclosure from a child and will know how to manage this. We will not make promises to any child and we will not keep secrets. Every child will know what an adult will have to do with any information they have chosen to disclose to them. At all times we will work in partnership and endeavour to establish effective working relationships with parents, carers and colleagues from other agencies. The elements of our policy are prevention, protection and support.

1.3 The Academy will take all reasonable measures to :

- ensure that we practise safer recruitment in checking the suitability of staff and volunteers (including staff employed by another organisation) to work with children and young people in accordance with the guidance given in *Safeguarding children and safer recruitment in education* (DfES-04217-2006) and the Education (Independent School Standards) (England) Regulations 2010
- ensure that we carry out all necessary checks on the suitability of people who serve on the Academy's governing body in accordance with the above regulations and guidance given in *Safeguarding children and safer recruitment in education*
- ensure that where the Academy ceases to use the services of any person (whether employed, contracted, a volunteer or student) because that person was considered unsuitable to work with children, a prompt and detailed report is made to the Independent Safeguarding Authority (ISA)
- ensure that where staff from another organisation are working with our pupils on another site, we have received assurances that appropriate child protection checks and procedures apply to those staff
- follow the local inter-agency procedures of the Coventry Safeguarding Children Board

- protect each pupil from any form of abuse, whether from an adult or another pupil
- be alert to signs of abuse both in the Academy and from outside
- deal appropriately with every suspicion or complaint of abuse
- design and operate procedures which promote this policy
- design and operate procedures which, so far as possible, ensure that teachers and others who are innocent are not prejudiced by false allegations
- support children who have been abused in accordance with his / her agreed child protection plan
- be alert to the medical needs of children with medical conditions
- operate robust and sensible health and safety procedures
- take all practicable steps to ensure that Academy premises are as secure as circumstances permit
- operate clear and supportive policies on drugs, alcohol and substance misuse
- consider and develop procedures to deal with any other safeguarding issues which may be specific to individual children in our Academy or in our local area
- have regard to guidance on safeguarding issued by the Department for Education

1.4 Every complaint or suspicion of abuse from within or outside the Academy will be taken seriously and in all proper circumstances will be referred to an external agency such as the social services department of the local authority, the child protection unit of the police or the NSPCC, without investigation by the Academy. In each of these cases, the matter will be referred by the Designated Person to the Local Authority Designated Officer or "LADO" (who is Celia East, telephone 02476 833443). Any doubts or concerns over apparently borderline cases will be discussed informally with the LADO, initially on a "no names" basis.

2. ROLES AND RESPONSIBILITIES

2.1 It is the responsibility of every member of staff, volunteer, and regular visitor to our academy to ensure that they carry out the requirements of this procedure and work in a way that will safeguard and promote the welfare of all of our children at all times.

The Governing Body

2.2 The Governing Body of Woodlands Academy is accountable for ensuring the effectiveness of this policy and our compliance with it. Although our Governing Body takes collective responsibility to safeguard and promote the welfare of our children, we also have a named governor (insert name here) who champions safeguarding within the academy.

2.3 The Governing Body will ensure that:

- The safeguarding policy is in place and is reviewed annually;
- A member of the Senior Leadership Team (SLT) is designated to take the lead responsibility for safeguarding and child protection as Senior Designated Professional for safeguarding (SDP);
- All staff have undertaken appropriate child protection training;
- Procedures are in place for dealing with allegations against members of staff and volunteers in line with statutory guidance;
- Safer recruitment practices are followed in accordance with the requirements of Safeguarding Children and Safer Recruitment in Education, 2006.
- They remedy without delay any weakness in regard to our safeguarding arrangements that are brought to their attention.

2.4 The Governing Body will receive a safeguarding report that will record training that has taken place, the number of staff attending and any outstanding training requirements for the academy. It will also record all safeguarding activity that has taken place, for example, meetings attended, reports written, training or induction given. It will not identify individual pupils.

The Headteacher

2.5 At Woodlands Academy the Headteacher is responsible for:

- Identifying a member of the SLT to be the SDP;
- Ensuring that policies adopted by the Governing Body are fully implemented and followed by all staff;
- Ensuring that all staff and volunteers feel able to raise concerns about poor or unsafe practice and such concerns are addressed sensitively in accordance with agreed whistle-blowing procedures.

The Senior Designated Professional (SDP)

2.6 The Academy has appointed a senior member of staff with the necessary status and authority to be responsible for matters relating to child protection and welfare. Parents are welcome to approach the SDP if they have any concerns about the welfare of any child in the Academy, whether these concerns relate to their own child or any other. If preferred, parents may discuss concerns in private with the child's form teacher or the Head who will notify the SDP in accordance with these procedures.

2.7 The main responsibilities of the Designated Person are:

- to be the first point of contact for parents, pupils, teaching and support staff and external agencies in all matters of child protection
- to co-ordinate the child protection procedures in the Academy
- to maintain an ongoing training programme for all Academy employees

- to monitor the keeping, confidentiality and storage of records in relation to child protection
- to liaise with the Local Authority Designated Officer (LADO)
- to keep parents informed of action to be taken under these procedures in relation to their child in accordance with paragraph 6.20
- to monitor records of pupils in the Academy who are subject to a child protection plan to ensure that this is maintained and updated as notification is received
- to liaise with other professionals to ensure that children who are subject to child protection plans are monitored
- where appropriate, to take part in child protection conferences or reviews
- to inform social services in writing when a child who is subject to a child protection plan moves to another school and to inform the new school of the child protection plan as advised by social services
- keep and maintain records of staff and governor training on child protection and safer recruitment procedures.

2.8 The SDP for the Woodlands Academy is Mr. G Billington (Assistant Headteacher) who may be contacted on 02476 462634 extension 158. He will :

- advise and act upon all suspicion, belief and evidence of abuse reported to him;
- keep the Head informed of all actions unless the Head is the subject of a complaint. In this situation, the SDP will consult with Mr. W. Dye (Chair of Governors) or in his absence Mr R. Taylor (Chair of Quality and Standards Committee), without notifying the Head first; and
- liaise with social services and other agencies on behalf of the Academy.

2.9 If the SDP is unavailable his duties will be carried out by the Child Protection Co-ordinator (CPC), who has received appropriate training. The CPC is Clare Jones (Student Support Centre Manager) who may be contacted on 02476 462634 x156.

2.10 The SDP and the CPC have undertaken basic child protection training and training in inter-agency working and will attend refresher training at two yearly intervals. Any concern for a child's safety or welfare will be recorded in writing and given to the SDP or CPC. They will liaise with Children's Services and other agencies where necessary, and make referrals of suspected abuse to Children's Services.

2.11 The SDP or CPC at Woodlands Academy will represent the academy at child protection conferences and core group meetings and will be responsible for ensuring that all staff members and volunteers are aware of our policy and the procedures that they need to follow.

2.12 The SDP or CPC will maintain written records and child protection files ensuring that they are kept confidentially and stored securely.

3 TYPES OF ABUSE

Abuse can be:

- physical abuse, for example beating or punching
- emotional abuse, for example rejection and denial of affection
- sexual abuse, for example sexual assault or encouraging a child to view pornographic material
- neglect, for example failure to provide appropriate care including warmth or medical attention.

4 SIGNS OF ABUSE

Possible signs of abuse include (but are not limited to):

- the pupil says he / she has been abused or asks a question which gives rise to that inference
- there is no reasonable or consistent explanation for a pupil's injury; the injury is unusual in kind or location; there have been a number of injuries; there is a pattern to the injuries
- the pupil's behaviour stands out from the group as either being extreme model behaviour or extremely challenging behaviour; or there is a sudden change in the pupil's behaviour
- the pupil asks to drop subjects with a particular teacher and seems reluctant to discuss the reasons
- the pupil's development is delayed
- the pupil loses or gains weight
- the pupil appears neglected, e.g. dirty, hungry, inadequately clothed
- the pupil is reluctant to go home, or has been openly rejected by his / her parents or carers

5 DUTY OF EMPLOYEES, GOVERNORS AND VOLUNTEERS

5.1 Every employee and governor of the Academy as well as every volunteer who assists the Academy is under a general legal duty:

- to protect children from abuse
- to be aware of the Academy's child protection procedures and to follow them
- to know how to access and implement the procedures, independently if necessary
- to keep a sufficient record of any significant complaint, conversation or event
- to report any matters of concern to the Designated Person

5.2 Every employee is under a legal duty to undertake appropriate training including refresher training at three-yearly intervals. Governor training on child protection issues will be arranged, as appropriate.

5.3 **Whistleblowing:** All staff are required to report to the Head, or the Chair of Governors in his / her absence, any concern or allegations about Academy practices or the behaviour of colleagues which are likely to put pupils at risk of abuse or other serious harm. There will be no retribution or disciplinary action taken against a member of staff for making such a report provided that it is done in good faith.

6. PROCEDURES

6.1 Initial complaint: A member of staff suspecting or hearing a complaint of abuse:

- must listen carefully to the child and keep an open mind. Staff should not take a decision as to whether or not the abuse has taken place
- must not ask leading questions, that is, a question which suggests its own answer
- must reassure the child but not give a guarantee of absolute confidentiality. The member of staff should explain that they need to pass the information to the SDP who will ensure that the correct action is taken
- must keep a sufficient written record of the conversation. The record should include the date, time and place of the conversation and the essence of what was said and done by whom and in whose presence. The record should be signed by the person making it and should use names, not initials. The record must be kept securely and handed to the SDP

6.2 Preserving evidence: All evidence, (for example, scribbled notes, mobile phones containing text messages, clothing, computers), must be safeguarded and preserved.

6.3 Reporting: All suspicion or complaints of abuse must be reported to the SDP or CPC, or if the complaint involves the SDP, to the Head.

6.4 Action by the SDP : The action to be taken will take into account:

- the local inter-agency procedures of the Coventry Safeguarding Children Board
- the nature and seriousness of the suspicion or complaint. A complaint involving a serious criminal offence will always be referred to the police without further investigation within the Academy
- the wishes of the pupil who has complained, provided that the pupil is of sufficient understanding and maturity and properly informed. However, there may be times when the situation is so serious that decisions may need to be taken, after all appropriate consultation, that override a pupil's wishes
- the wishes of the complainant's parents, provided they have no interest which is in conflict with the pupil's best interests and that they are properly informed. Again, it may be necessary, after all

appropriate consultation, to override parental wishes in some circumstances. If the SDP is concerned that disclosing information to parents would put a child at risk, he or she will take further advice from the relevant professionals before making a decision to disclose

- duties of confidentiality, so far as applicable.

6.4.1 If there is room for doubt as to whether a referral should be made, the SDP will consult with the LADO on a no names basis without identifying the family. However, as soon as sufficient concern exists that a child may be at risk of significant harm, a referral will be made without delay (and in any event within twenty four hours). If the initial referral is made by telephone, the SDP will confirm the referral in writing to social services within twenty four hours. If no response or acknowledgment is received within three working days, the SDP will contact social services again.

6.5 External agencies: Whether or not the Academy decides to refer a particular complaint to social services or the police, the parents and pupil will be informed in writing of their right to make their own complaint or referral to social services or the police and will be provided with contact names, addresses and telephone numbers, as appropriate.

6.6 Allegations against staff: The Academy has procedures for dealing with allegations against staff (and volunteers who work with children) that aim to strike a balance between the need to protect children from abuse and the need to protect staff and volunteers from false or unfounded allegations. These procedures follow the guidance in chapter 5 of *Safeguarding children and safer recruitment in education* and the DfE guidance *Dealing with allegations of abuse against teachers and other staff* (DFE-00061-2011) and should be used where a member of staff or volunteer has:

- 6.6.1** behaved in a way that has harmed a child, or may have harmed a child
- 6.6.2** possibly committed a criminal offence against or related to a child; or
- 6.6.3** behaved towards a child or children in a way that indicates he or she would pose a risk of harm if they work regularly or closely with children.

6.7 Where an allegation or complaint is made against the SDP or any other member of staff or a volunteer, the matter should be reported immediately to the Head. Where appropriate, the Head will consult with the SDP or CPC and all allegations will be discussed with the LADO before further action is taken. The accused person will be informed of the allegation as soon as possible after the LADO has been consulted. Appropriate support will be provided and a representative will be appointed to keep the accused person informed of the progress of the case as appropriate.

6.8 Allegations against the Head or Chair of Governors: Where an allegation or complaint is made against the Head, the person receiving the allegation should immediately inform the Chair of Governors, or in his absence the Vice Chair, without first notifying the Head. Similarly, if an allegation is made against the Chair of Governors, the allegation should be reported to the Head. Again, any such allegations will be discussed with the LADO before further action is taken.

6.9 Suspension: Suspension will not be an automatic response to an allegation. The LADO will be consulted as to the appropriate action to take and full consideration will be given to all the options, subject to the need to ensure:

- the safety and welfare of the pupils or pupil concerned; and
- the need for a full and fair investigation.

6.10 Timescales: Where it is clear immediately that the allegation is unfounded or malicious, the case should be resolved within one week. It is expected that most cases of allegations of abuse against staff will be resolved within one month, with exceptional cases being completed within twelve months.

6.11 Unfounded or malicious allegations: Where an allegation by a pupil is shown to have been deliberately invented or malicious, the Head will consider whether to take disciplinary action in accordance with the Academy's behaviour and discipline policy.

6.12 Whether or not the person making the allegation is a pupil or a parent (or other member of the public), the Academy reserves the right to contact the police to determine whether any action might be appropriate.

6.13 Record keeping: Details of an allegation will be recorded on the employee's file and retained at least until the employee reaches the normal retirement age or for a period of ten years from the date of the allegation, if this is longer, unless the allegation was found to have been malicious, in which case it will be removed from the employee's records.

6.14 Criminal proceedings: The Academy will consult with the LADO following the conclusion of a criminal investigation or prosecution as to whether any further action, including disciplinary action, is appropriate and if so, how to proceed.

6.15 Ceasing to use staff: If the Academy ceases to use the services of a member of staff (or a governor or volunteer) because they are unsuitable to work with children, a compromise agreement will not be used and there will be a prompt and detailed report to the Independent Safeguarding Authority. Any such incidents will be followed by a review of the safeguarding procedures within the Academy, with a report being presented to the Governors without delay.

6.16 Resignation: If a member of staff (or a governor or volunteer) tenders his or her resignation, or ceases to provide his or her services, any child protection allegations will still be followed up by the Academy. Resignation will not prevent a prompt and detailed report being made to the Independent Safeguarding Authority in appropriate circumstances.

6.17 Staff Guidance: Detailed guidance is given to staff to ensure that their behaviour and actions do not place pupils or themselves at risk of harm or of allegations of harm to a pupil. This guidance is contained in the Academy's Policy "Reasonable Force and Physical Restraint" (to be reviewed at the resources Management Committee on 28/6/2012 and tabled to the Full Governing Body for approval on 28/6/2012).

6.18 Allegations against pupils: A pupil against whom an allegation of abuse has been made may be suspended from the Academy during the investigation and the Academy's policy on behaviour, discipline and sanctions will apply. The Academy will take advice from the LADO on the investigation of such allegations and will take all appropriate action to ensure the safety and welfare of all pupils involved including the pupil or pupils accused of abuse. If it is necessary for a pupil to be interviewed by the police in relation to allegations of abuse, the Academy will ensure that, subject to the advice of the LADO and the police, parents are informed as soon

as possible and that the pupil is supported during the interview by an appropriate adult.

6.19 Suspected harm from outside the Academy: A member of staff who suspects that a pupil is suffering harm from outside the Academy should seek information from the child with tact and sympathy using "open" and not leading questions. A sufficient record should be made of the conversation and if the member of staff continues to be concerned he or she should refer the matter to the SDP.

6.20 Informing parents: Parents will normally be kept informed as appropriate of any action to be taken under these procedures. However, there may be circumstances when the SDP will need to consult the LADO, the police, and / or the Head before discussing details with parents.

7. TRAINING

7.1 When new staff, volunteers or regular visitors join our academy they will be informed of the safeguarding arrangements in place. They will be given a copy of our safeguarding policy and told who our SDP and CPC is. They will also be provided with the recording form, given information on how to complete it, and to whom to pass it.

7.2 Every new member of staff or volunteer will have an induction period that will include essential safeguarding information. This programme will include basic safeguarding information relating to signs and symptoms of abuse, how to manage a disclosure from a child, how to record and issues of confidentiality. The induction will also remind staff and volunteers of their responsibility to safeguard all children at our school and the remit of the role of the SDP.

7.3 New staff who have not had any child protection/safeguarding training or staff who have had training more than three years ago will be given a brief introduction to safeguarding and will then be trained with the rest of the staff team at least every three years.

7.4 All members of staff will undertake appropriate safeguarding training every three years. The Governing Body will also undertake appropriate training to ensure they are able to carry out their duty to safeguard all of the children at our academy.

7.5 We actively encourage all of our staff to keep up to date with the most recent local and national safeguarding advice and guidance. The SDP will also provide regular safeguarding updates for staff.

8. CHILD PROTECTION CONFERENCES

8.1 From time to time staff members may be asked to attend a child protection conference on behalf of the academy in respect of individual children. Usually the person representing the academy will be the SDP or CPC. In any case, the person attending will need to have as much relevant up to date information about the child as possible. This is more likely to be available from (tutor or subject teacher?)

8.2 Children's Services will convene a Child Protection conference once a child protection enquiry under Section 47 of the Children Act 1989 has been undertaken and the child is judged to be at continuing risk of significant harm. A review conference will take place once a child has been made the subject of a Child

Protection Plan in order to monitor the safety of the child and the required reduction in risk.

8.3 All reports for child protection conference will be prepared in advance using the guidance and report template provided by Children's Services. The information contained in the report will be shared with parents before the conference as appropriate and will include information relating to the child's physical, emotional and intellectual development and the child's presentation at the academy.

8.4 Clearly child protection conferences can be upsetting for parents. We recognise that we are likely to have more contact with parents than other professionals involved. We will work in an open and honest way with any parent whose child has been referred to Children's Services or whose child is subject to a child protection plan. Our responsibility is to promote the protection and welfare of all children and our aim is to achieve this in partnership with our parents.

9. SECURE PREMISES

9.1 Academy premises: The Academy will take all practicable steps to ensure that Academy premises are as secure as circumstances permit.

9.2 Visitors book: The Academy keeps a visitors book at Reception. All visitors must sign in on arrival and sign out on departure and are escorted whilst on Academy premises by a member of staff or appropriately vetted volunteer. All visitors will be given a name badge with the title 'Visitor' which must be clearly displayed and worn at all times whilst on the Academy premises.

10 CONFIDENTIALITY AND INFORMATION SHARING

10.1 Confidentiality and information sharing: The Academy will keep all child protection records confidential, allowing disclosure only to those who need the information in order to safeguard and promote the welfare of children and on the understanding that it remains strictly confidential. These files will be the responsibility of the SDP and kept in a separate named file, in a secure cabinet and not with the child's academic file. The Academy will co-operate with police and social services to ensure that all relevant information is shared for the purposes of child protection investigations under section 47 of the Children Act 1989 in accordance with the requirements of *Working Together to Safeguard Children: a guide to inter-agency working to safeguard and promote the welfare of children* HM Government, March 2010. If a child leaves the Woodlands Academy, the SDP will make contact with the SDP at the new school/academy and the file will be forwarded in an appropriately agreed manner.

10.2 Allegations against staff: Where allegations have been made against staff, the Academy will consult with the LADO and, where appropriate, the police and social services to agree the information that should be disclosed and to whom.

11 MONITORING

11.1 Any child protection incidents at the Academy will be followed by a review of the safeguarding procedures within the Academy and a prompt report to the Governors. Where an incident involves a member of staff, the LADO will assist in this review to determine whether any improvements can be made to the Academy's procedures.

11.2 In addition, the SDP will monitor the operation of this policy and its procedures and will make an annual report to the Governors.

11.3 The Governors will undertake an annual review of this policy and how their duties under it have been discharged.

11.4 The Governors will ensure that any deficiencies or weaknesses in regard to child protection arrangements at any time are remedied without delay.

12 LOOKED AFTER CHILDREN

Designated Teacher: The Designated Teacher for Looked After Children (**LAC**) is [● name / role]. The Designated Teacher has received appropriate training and will make an annual report to the Governors in accordance with *The Role and Responsibilities of the Designated Teacher for Looked After Children* (DCSF-01046-2009). The Governors will consider the information contained in the report and take appropriate action where necessary.

13 SAFER RECRUITMENT

13.1 We will ensure that the Headteacher and at least one member of the Governing Body have completed appropriate Safer Recruitment training accredited by the Children's Workforce Development Council. At all times the Headteacher and Governing Body will ensure that safer recruitment practices are followed in accordance with the requirements of [Safeguarding Children and Safer Recruitment in Education, 2006](#).

13.2 At Woodlands Academy we will use the recruitment and selection process to deter and reject unsuitable candidates. We require evidence of original academic certificates. We do not accept testimonials and insist on taking up references prior to interview. We will question the contents of application forms if we are unclear about them, we will undertake enhanced Criminal Records Bureau checks and use any other means of ensuring we are recruiting and selecting the most suitable people to work with our children.

13.3 We will maintain a Single Central Register of all Safer Recruitment checks carried out in line with statutory requirements.

14 SAFER WORKING PRACTICE

10.1 All adults who come into contact with our children have a duty of care to safeguard and promote their welfare. There is a legal duty placed upon us to ensure that all adults who work with or on behalf of our children are competent, confident and safe to do so.

10.2 All staff will have access to and be expected to know our academy's Code of Conduct and policy for positive handling. There will be occasion when some form of physical contact is inevitable, for example if a child has an accident or is hurt or is in a situation of danger to themselves or others around them. However, at all times the agreed policy for safe restraint must be adhered to. [A list of staff that have accessed Teamteach training will be kept by the Headteacher.](#)

10.3 If staff, visitors, volunteers or parent helpers are working with children alone they will, wherever possible, be visible to other members of staff. They will be

expected to inform another member of staff of their whereabouts in school, who they are with and for how long. Doors should have a clear glass panel in them and, ideally, be left open.

10.4 Guidance about acceptable conduct and safe practice will be given to all staff and volunteers during induction. There are sensible steps that every adult should take in their daily professional conduct with children. This can be found in [Safer Working Practices for Adults who work with Children and Young People in Education Settings, DCSF, March 2009](#).

15 MANAGING ALLEGATIONS AGAINST STAFF & VOLUNTEERS

11.1 Our aim is to provide a safe and supportive environment which secures the well-being and best outcomes for our children. We do recognise that sometimes the behaviour of adults may lead to an allegation of abuse being made.

11.2 Allegations sometimes arise from a differing understanding of the same event but, when they occur, they are distressing and difficult for all concerned. We also recognise that many allegations are genuine and there are some adults who deliberately seek to harm or abuse children.

11.3 If an allegation is made or information is received about an adult who works in our setting which indicates they are unsuitable to work with children, the member of staff receiving the information should inform the Headteacher immediately. Should an allegation be made against the Headteacher, this must be reported to the Chair of Governors.

11.4 Neither the Headteacher, any other member of academy staff or Governing Body will investigate these matters. The Headteacher or Chair of Governors will seek advice from [the LADO and Human Resources personnel at the earliest opportunity](#).

16 RELEVANT POLICIES

11.1 To underpin the values and ethos of our school and our intent to ensure our children / young people are appropriately safeguarded the following policies are also included under our safeguarding umbrella:

- Anti-Bullying
- Positive handling and managing behaviour
- Staff Code of Conduct
- Whistle-blowing
- Attendance
- E-safety
- Health and Safety including site security
- Harassment and discrimination including racial abuse
- Meeting the needs of pupils with medical conditions
- Intimate Care
- First aid
- Educational visits including overnight stays

17. STATUTORY FRAMEWORK

This policy has been devised in accordance with the following legislation and guidance:

- Working Together to Safeguard Children, DCSF, 2010
- Safeguarding Children and Safer Recruitment in Education', DfES 2006
- Briefing for section 5 Inspectors on Safeguarding Children, Ofsted, September 2010.
- Safer Working Practices for Adults who work with Children and Young People in Education Settings, DCSF, March 2009.