SAFEGUARDING POLICY
1. **RELEVANT DOCUMENTATION**

When reading this document, please be aware of the following related documents:

1. Redcar and Cleveland Local Safeguarding Children Procedures (LSCB)
2. Procedure for Managing Allegations against Staff, Carers and Volunteers – Redcar and Cleveland LSCB
4. The Children Act 2004 (Every Child Matters)
5. The Sexual Offences Act 2003
6. Section 175 Education Act 2002
7. What to do if you’re worried a child is being abused (2003)
8. Safeguarding Children in Education (DFES 2004)
11. Anti-bullying Policy
12. Drug and Alcohol Policy
13. Health and Safety Policy
14. Race Equality Policy
15. Equality and Diversity Policy
16. Staff Disciplinary Policy
17. Safer Recruitment Policy

2. **SCOPE**

This document is Freebrough Academy’s policy on safeguarding and is in line with the procedures set out by the Redcar and Cleveland Local Safeguarding Children’s Board. This policy applies to all adults working on the Academy site.

3. **INTRODUCTION**

Freebrough Academy is committed to safeguarding children.

We recognise that we have a primary responsibility for the care, welfare and safety of the students in our charge, and we will carry out this duty through our teaching and learning, extra-curricular activities, pastoral care and extended Academy activities. In order to achieve this, all members of staff (including volunteers and governors) in this Academy, 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.

Our teaching of personal, social and health education citizenship, as part of the National Curriculum, helps to develop appropriate attitudes in our children, and makes them aware of the impact of their decisions on others. We also teach them how to recognise different risks in different situations, and how to behave in response to them (e.g. ‘stranger danger’ and ‘internet safety’).

We recognise that abuse and neglect can result in underachievement. We strive to ensure that all our children make good educational progress.

Freebrough Academy seeks to adopt an open and accepting attitude towards children as part of its responsibility for pastoral care. The Academy hopes that parents and children will feel free to talk about any concerns and will see the Academy 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.

In our Academy, 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 Redcar and Cleveland Local Safeguarding Children Board.

4. STAFF

4.1 Recruitment

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 “Safeguarding Children and Safer Recruitment in Education” and always ensure that we follow our Safer Recruitment Policy.

In particular:

- Before appointing someone, follow up each reference with a telephone call or personal contact during which we will discuss the applicant’s suitability to work with vulnerable children.
- Check that all adults with regular and/or substantial access to children at this Academy have an enhanced Criminal Records Bureau check before starting work, and prior to confirmation of appointment.

In addition, we will ensure that the following checks are satisfactorily completed before a person takes up a position in the Academy:

- Identity checks to establish that applicants are who they claim to be.¹
- Academic qualifications, to ensure that qualifications are genuine.
- Professional and character references prior to offering employment.
- Satisfy conditions as to health and physical capacity.
- Previous employment history will be examined and any gaps accounted for.
- The Academy Single Central Record is kept up to date.

4.2 Staff Responsibilities

The Principal will ensure that:

- The Governing Body receives an annual review in respect of their roles and responsibilities with regard to safeguarding.
- The Governing Body adopts appropriate policies and procedures to safeguard children in the Academy.
- Policies and procedures are implemented by staff.
- Parents/carers will be made aware each autumn term of the safeguarding policies that are in place and who is the Nominated Person Child Protection for their child.
- Sufficient resources and time are allocated to carry out safeguarding children effectively.

¹ e.g. through birth certificate, passport, new style driving licence, etc...
• All members of staff who are identified as a Nominated Person Child Protection receive appropriate training for this important role.
• All staff and adults working in the Academy understand their safeguarding children responsibilities and are able to voice their concern if they feel a child is vulnerable or at risk.
• Staff will be aware of the ‘whistle blowing’ protocol and understand they must voice their concern of any individual working practices that are deemed unsafe and unprofessional.
• Freebrough Academy develops effective working partnerships with relevant agencies and cooperates as required in regard to safeguarding children matters, including attendance at child protection conferences and other related meetings.
• The Academy will provide appropriate reports for child protection meetings.
• All information and records are kept confidentially and securely.
• Recruitment and vetting procedures are followed in all appointments of staff including those working in the Academy in a voluntary/unpaid capacity.
• Site security is in place with all visitors required to identify themselves, then sign in and sign out when leaving the Academy.

4.3 Induction and Training

All new members of staff will receive induction information training, which will give an overview of the organisation and ensure they know its purpose, values, services and structure, as well as identifying and reporting abuse, and confidentiality issues. This is further expanded in the Staff Induction Policy.

All new staff at the Academy (including volunteers) will receive a copy of the Safeguarding Policy within one week of starting their work at the Academy.

All staff will be expected to attend training on safeguarding children that will enable them to fulfil their responsibilities in respect of safeguarding effectively. The Academy will provide this training through the Assistant Principal with responsibility for safeguarding. Should a member of staff not attend safeguarding training an alternative will be sought.

Staff will attend refresher training every two years to equip them to carry out their responsibilities for safeguarding children. Staff identified as a designated person will undertake training in inter-agency working that is provided by, or is at the standard agreed by, the LSCB every two years.

We will ensure that all members of staff are familiar with the procedures for keeping a confidential written record of any incidents. Where any member of staff fails or delays to report their concerns, this may be dealt with as a disciplinary matter.

4.4 Confidentiality

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

Any member of staff who has access to any 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 for that child.

4.5 Conduct

The Academy 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.

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
- 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 students outside Academy hours or Academy duties
- Driving a student home on their own without prior permission from a parent

If any member of staff has reasonable suspicion that a child is suffering harm, and fails to act in accordance with this policy and procedures, we will view this as misconduct, and take appropriate action.

4.6 Physical Contact and Restraint

Members of staff may have to make physical interventions with children. Members of staff should only do this where:

- It is necessary to protect the child, or another person, from immediate danger, or
- The member of staff has received de-escalation training.
- Any use of physical intervention must be recorded and the parent/person with parental responsibility must be informed at the earliest opportunity.

4.7 Allegations against Members of Staff

If anyone makes an allegation that any member of staff (including any volunteer or Governor) 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 Principal, rather than the designated member of staff will handle such allegations, unless the allegation is against the Principal, when the Chair of Governors will handle the Academy’s response.
The allegation will be dealt with in accordance with the Academy Disciplinary Policy and in accordance with national guidance in ‘Safeguarding Children and Safer Recruitment in Education 2006’ (page 57 – 67)².

4.8 Visitors/Contracted Services

Where the Governing Body contracts services to outside providers, we 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 Academy on such matters. Such considerations will be made explicit in any contract or service level agreement with the provider, for example in partnership activities and activities involving regular movement of students.

All visitors to the Academy will be required to present photo ID to reception staff upon arrival who will be responsible for checking this prior to them being collected and taken into the Academy by staff. Details of checks, CRB number and date of issue will be recorded next to individual visitor badge numbers.

Supply staff will be expected to present photo ID which will be checked against the information sent by the supply agency prior to their arrival.

4.9 Safeguarding Strategic Group

The Academy has a Safeguarding Strategic Group made up of senior leaders who oversee line management of post holders with responsibility for some aspects of safeguarding within the organisation. This is chaired by the Assistant Principal who has responsibility for safeguarding. The group includes:

- Deputy Principal Achievement
- Deputy Principal Resources
- Assistant Principal Safeguarding
- Governor

The purpose of the group is to develop, monitor, evaluate and review all aspects in relation to safeguarding within the Academy.

5. CHILD PROTECTION

| The nominated Governor for Child Protection is: | Mrs Patricia White |
| Heads of School are designated Nominated Persons for Child Protection for students in their small school. | Mr Ray Donnison  
Mr Dougie Forteath  
Mr Josh Hukin  
Mrs Helen Porter | Innovation
Motivation
Inspiration
Aspiration |

| Pastoral Leaders are designated as Deputy Nominated Persons for students in their small school. | Miss Amy Hollinshead  
Mrs Alison Holmes  
Miss Leanne Vodden  
Mr Lee Bateman | Innovation
Motivation
Inspiration
Aspiration |

² www.education.gov.uk/publications
Search for: Safeguarding Children and Safer Recruitment in Education 2006
Freebrough Academy fully recognises its responsibilities for child protection.

The Academy's main aim is to provide a safe, secure and stable base for children and help to protect them from harm. The welfare of the child is of paramount importance to all the adults who work in our Academy. To achieve this aim Freebrough Academy will:

- Ensure safer recruitment and vetting practices are followed, therefore checking the suitability of staff and volunteers who wish to work with our children.
- Raise awareness of child protection issues to staff, parents and children.
- Provide an environment where children feel safe, are encouraged to talk and are listened to.
- Help equip children with skills needed to keep themselves safe.
- Develop, implement and review policies and procedures in relation to child protection.
- Train and raise awareness of all staff, defining their role and responsibilities in reporting possible cases of abuse.
- Ensure there is effective communication between staff on child protection matters.
- Identify children who are suffering or likely to suffer significant harm.
- Report cases or suspected cases of abuse to Social Care.
- Working in partnership with parent/carer and other professionals to support and help protect children who have a Protection Plan.
- Establish a safe environment in which children can learn and develop.

5.1 Recognised Categories of Abuse

Child abuse can take a variety of forms:

- **Physical abuse** involves hitting, slapping, kicking, misuse of medication, undue restraint, shaking or other treatment of a child that can cause actual bodily harm.

- **Sexual abuse** involving forcing or enticing a child into sexual activities whether or not the child is aware of what is happening. This includes non-contact situations such as viewing child abuse images.

- **Emotional abuse** involves persistent emotional ill treatment of children, such as frightening them, or putting them in situations of danger. It is also an abuse to convey to children the feeling they are worthless or unloved.

- **Neglect** and acts of omission is also a form of abuse. This could involve failure to provide an adequate level of care (e.g. food, warmth and failure to access medical care or services).

- **Cyber bullying** involves the use of texting, social networking sites, email to communicate offensive messages and/or content to cause distress and humiliation.
5.2 Responsibilities

5.2.1 The Nominated Person Child Protection has responsibility for co-ordinating action within the Academy and liaising with Social Care and other agencies in respect of suspected child abuse.

The main responsibilities for the Nominated Person Child Protection are:

- To adhere to and follow procedures outlined in the South Tees Local Safeguarding Children Board Procedures.
- To help identify signs and symptoms of abuse.
- Refer suspected cases of abuse to Social Care/Police.
- Ensure all staff receive child protection awareness raising training to help them recognise and identify signs of abuse.
- To raise awareness of child safety issues within the Academy.
- Ensure that the Academy has an up-to-date Safeguarding Policy which is consistent with the LSCB procedures. The policy should be reviewed annually.
- To attend and represent the Academy at child protection meetings.
- Be responsible for securely managing child protection files, compiling reports, recording and sharing information appropriately.
- Ensure that all information and records are kept confidentially and securely.
- To develop good working relationships/links with Social Care, the Child Protection Officer for Education and other relevant professionals.
- To raise awareness of their role with staff, parents and children.
- Be available for staff for consultation purposes.

5.2.2 Academy Staff (teaching and non-teaching) have a responsibility to report any concerns they have about a child’s safety to the Nominated Person Child Protection.

If a staff member suspects a child may be a victim of abuse they are advised to do the following:

- If a child discloses information that suggests possible abuse has taken place we advise the following:
  - Listen to the child
  - Never coach or lead the child
  - Do not investigate or over question the child
  - Reassure the child they were right to talk
  - Inform the appropriate Nominated Person for Child Protection as soon as possible
  - Record events (e.g. what the child has said, word for word)
  - Date, time and sign report

- If a staff member receives information (e.g. third party) or sees something (e.g. suspicious bruise or mark) which gives them a cause for concern, they must inform the appropriate Nominated Person for Child Protection as soon as possible

- Staff should always consult with the appropriate Nominated Person Child Protection when they first begin to have concerns about a child. This process will help clarify what action, if any, needs to be taken to meet the needs of the child.
5.3 **Staff Training**

All staff and governors at Freebrough Academy receive child protection training at least every two years which raises their awareness of processes and procedures agreed by the Local Safeguarding Children Board (LSCB). Training also covers areas such as ‘signs and symptoms’ and ‘internet safety’.

Newly appointed staff receive training through Freebrough Academy’s induction programme and attended specific courses ran by the Child Protection Officer for Education (e.g. NQTs).

Staff at Freebrough Academy will also undertake training in relation to e-learning promoted by the LSCB.

The Nominated Person for Child Protection will receive training on an annual basis including LSCB facilitated courses.

The Principal has completed the on-line Safer Recruitment Training and additional training accredited by NCSL. This training will be undertaken by Governors.

5.4 **Confidentiality**

Confidentiality and trust should be maintained as far as possible, but Freebrough Academy will act on the basis that the welfare of the child is paramount. The degree of confidentiality will be governed by the need to protect the child and personal information will be shared where this is necessary to protect the child (1998 Data Protection Act).

5.5 **Monitoring and Review**

The Governing Body will ensure that Freebrough Academy undertakes the following:

- Annually reviews its Safeguarding Policy.
- Has a senior member of staff as Nominated Person for Child Protection.
- Reviews annually the workload of the Nominated Person Child Protection by requesting a report detailing related child protection work undertaken.
- Monitors and evaluates child protection training that staff receive.
- Rigorously monitors and reviews all aspects of safeguarding children/working practices and develop as required.

6. **PHOTOGRAPHY AND IMAGES**

The Academy recognises its responsibilities to ensure that safeguards are in place to protect our students from those who may seek to abuse children through taking or using photographs or images.

We also recognise that there are legitimate reasons for taking photographs and images, as part of everyday school or family life.
6.1 Parents and Carers

The Academy understands that parents and carers like to take photographs or video record their children at Academy events as a means of celebrating their child’s successes. This is a normal part of family life, and we will not discourage this.

Where there are legitimate health and safety issues, e.g. the use of a flash when taking photographs which could distract or dazzle a child, we will advise parents.

6.2 Staff

There will be occasions when it is desirable to record photographic or video images of students for use in lessons or broadcast media, for example, the Academy Newsletter or local press.

- Permission will be sought from parents and carers to take, store, and use photographs of their children within materials to publicise the Academy, including on the Academy website.

- Once permission is granted, only those students whose parents have given permission for them to appear in images will be present when the images are recorded. (This does not apply to photographs of students taken for identification purposes).

- If the Academy uses photographs in a broadcast publication (including on the website) individuals will not be identified by name unless direct permission has been sought.

- The Academy may record images of students for educational purposes. Nothing recorded for such purposes will be published/transmitted outside the Academy unless permission has been received.

- Filing and the taking of photographs by staff will only be undertaken using equipment specifically provided by the Academy for this purpose (i.e. not on personal staff mobiles or cameras.

- Photographs and videos of students must be stored in a shared staff area wherever possible, and if not possible be clearly marked as to what purpose they are being used (this is in line with the Academy Acceptable Usage Policy which all members of staff are required to sign).

In specific situations the Trustees may withdraw the right, through the Principal to photograph or take images of students.

7. BEFORE AND AFTER ACADEMY ACTIVITIES

Where the Governing Body transfers control of use of Academy premises to bodies (such as sports clubs) to provide out of Academy hours activities, we 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 Academy on such matters. Such considerations will be made explicit in any contract or service level agreement with the bodies.