



— Diocese of —  
**Hereford**  
Multi Academy Trust

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# **Safeguarding & Child Protection Policy**

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Review Date: July 2020

This Trust-wide policy applies to all staff, including the Board of Directors and Central staff, paid staff, volunteers and sessional workers, agency staff, students or anyone working for, or on behalf of, the Trust. This policy should be read in conjunction with the academy-specific policies published by individual academies.

## **Introduction**

This policy has been developed in accordance with the principles established by the Children's Act 1989, the Education Act 2002, the Children's Act 2004, Keeping Children Safe in Education (KCSiE) (September 2018) and in line with locally agreed guidance and procedures.

The Trust Local Governors (LGB) of all academies take seriously their responsibilities under section 175 of the Education Act 2002 to safeguard and promote the welfare of children; and to work together with other agencies to ensure adequate arrangements within our schools to identify, assess and support those children and young people who are suffering harm.

## **The purpose of this policy:**

- To protect children and young people who receive Trust services;
- To provide staff and volunteers with the overarching principles that guide our approach to child protection; staff and volunteers also need to be familiar with academy policies in place
- The Trust believes that a child, or young person should never experience abuse of any kind. We have a responsibility to promote the welfare of all children and young people and to keep them safe. We are committed to practice in a way that protects them.

## **Ethos**

Improving outcomes for all children and young people underpins all of the development and work within the Trust. Safeguarding is considered everyone's responsibility and, as such, our schools aim to create the safest environment within which every student has the opportunity to achieve. The academies recognise the contribution they can make in ensuring that all students registered or who use our facilities feel that they will be listened to and appropriate action taken.

We will do this by working in partnership with other agencies and by seeking to establish effective working relationships with parents, carers and other colleagues to develop and provide activities and opportunities throughout our curricula that will help equip our students with the skills they need; this will include materials and learning experiences that will encourage our students to develop essential life skills and protective behaviours.

## **Directors' Responsibilities**

The Trust Board has a legal responsibility to make sure that the schools have an effective safeguarding policy and procedures in place and monitors that the schools comply with them. The Trust Board will do this by:

- a. commissioning independent safeguarding audits of schools
- b. Academy Improvement Partners undertaking routine reviews of safeguarding in their schools
- c. receiving regular reports from the Senior Education Officers (SEOs) on safeguarding to the Trust's Education Committee
- d. delegating operational responsibilities to LGBs, as defined below and set out in the Trust Scheme of Delegation
- e. Directors undertake refresher training every two years

## **Governors' Responsibilities**

The LGB of each school has appointed a named Safeguarding Governor who has lead responsibility for overseeing and monitoring all safeguarding issues in each school. The LGB will ensure that the named governor for Safeguarding & Child Protection attends the required training and that they refresh their training every two years.

## **Staff Responsibilities**

The Trust and our LGBs recognise that for this policy to be effective, it is essential that school staff understand what safeguarding is, know how to access safeguarding information, know of any possible contribution that they may be required to make to safeguard our students and how to access further advice, support, or services. Each school will appoint at least one Designated Safeguarding Lead (DSL), who will have day to day responsibility for dealing with safeguarding in the school.

All designated staff will update their training every 2 years.

All other members of staff are provided with opportunities to receive appropriate training in order to develop their understanding of the signs and indicators of abuse and of the school's child protection procedures every year.

All members of staff, volunteers, governors, and trustees must know how to respond to a student who discloses abuse, and the procedure to be followed in appropriately sharing a concern of possible abuse or a disclosure of abuse.

All staff will be provided with Part 1 of KCSiE at the start of each school year (or on joining, if later) and they are required to sign to confirm they have read and understood the content of the document.

All staff are entitled to raise concerns directly with children's social care services. A flowchart, setting out how make a referral, and to whom the referral should be made, is available at each academy, and should be on display.

In the case of serious concern (the threshold for such a concern being the judgement of the trained DSL), all staff must ensure that the CEO is informed of all issues/ concerns/ incidents; in the absence of the CEO, the SEO should be informed. Where there is doubt about what constitutes a 'serious concern', the Trust should be informed.

Named Persons must report all serious incidents relating to an adult working/volunteering with children to the Local Authority Designated Officer (LADO) as well as the CEO of the Trust.

If a referral to LADO, Children's Social Care, or anyone else is not made, the decision, rationale for the decision and the name and post of the decision maker must be recorded.

## **Roles and Responsibilities of named persons**

### **A Local Authority Designated Officer Role**

A Local Authority Designated Officer (LADO) works within each Local Authority area, and is there to support staff across all organisations who work with children and young people if any concerns arise regarding any practitioner who works with children and young people.

The LADO should be alerted to all cases in which it is alleged that a person who works with children has:

- behaved in a way that has harmed a child
- or may have harmed a child
- possibly committed a criminal offence against a child/children

If a practitioner has concerns regarding the conduct of a colleague, then they should, in the first instance, report this to the Designated Safeguarding Lead within their own organisation, who is required by law to report this concern to the LADO. However, it is important to note that anyone can contact the LADO if they need to do so for advice or support, especially if concerns are regarding the conduct with children and young people of management or holistic organisational practice.

### **Designated Safeguarding Lead (DSL) Role**

The DSL is the person appointed to take lead responsibility for child protection issues in school. Where appropriate, the person fulfilling this role must be a senior member of the school's leadership team, and the DSL role must be set out in the post holder's job description.

It is good practice to nominate a deputy to cover the role of the Designated Safeguarding Lead when they are unavailable. In large schools, it is advisable to have other senior staff who can also take on this role and work as part of a 'designated safeguarding team'. The lead responsibility for safeguarding and child protection remains with the DSL.

The DSL should consider whether to:

- refer cases of suspected abuse to Children's Social Care (CSC), and support staff who have raised concerns about a child or have made a referral to CSC
- where there are concerns about radicalisation, to make referrals to the Channel programme and offer support to other staff who have concerns about radicalisation (England and Wales only)
- refer cases to the Disclosure and Barring Service (DBS), Disclosure Scotland, or Access NI where a member of staff has been dismissed following concerns they posed a risk to a child.
- refer cases to the police where a crime has been or may have been committed.

All referrals and decisions not to refer must be recorded.

### **Parent Role**

All parents/carers are made aware of the school's responsibilities in regard to child protection procedures through publication of the individual academy's Safeguarding and/or Child Protection Policy.

Community users organising activities for children are to be made aware of and understand the need for compliance with the Trust and academy child protection guidelines and procedures. This is to be carried out with the organiser during the planning stages for events and activities.

All staff responsible for Trust selection and recruitment procedures have completed the appropriate training. They are responsible for making appropriate checks on staff suitability, including Disclosure and Barring Service checks and for ensuring that we hold and upkeep a Single Central Record of all staff and regular volunteers in accordance with government guidance. Our Safeguarding and Child Protection Policy and procedures are reviewed and updated annually.

### **Academy Based Staff Requirements**

The Senior Leadership Team (SLT) in all academies throughout the Trust are required to ensure all staff, volunteers and visitors are provided with up-to-date guidance, in line with the publications from the Department for Education's guidance on Keeping Children Safe in School. It is recommended that SLT acquire evidence of distributing the guidance and store the evidence with other essential Child Protection/Safeguarding paperwork.

In addition to the basic requirements and good practice provided within this Safeguarding and Child Protection Policy, the Trust require each academy to implement a bespoke Child Protection policy which is tailored to the needs of each academy setting. A copy of the academy policy is to be forwarded to the Trust, on publishing.

Each academy has the duty to ensure their own Child Protection policy is up-to-date and is displayed on the academy website. It is also the responsibility of individual academies to implement associated policies, including Safer Recruitment, Administration of School Medicines and the Code of Conduct. Academies will also provide evidence of annual safeguarding audits, whilst School Improvement Partners will forward their reports linked to safeguarding and the Single Central Register.