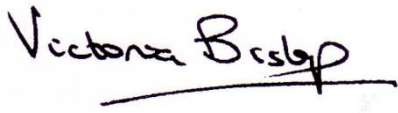


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Safeguarding Policy

1. Responsibility

At Hatton Academies Trust the safety and welfare of our pupils is a top priority and is the shared responsibility of all our staff. As a Unicef Rights Respecting School, when reviewing its policies and practices the Academy is mindful of the United Nations Convention on the Rights of the Child. The document “Keeping children safe in education” came into force from April 2014 and was updated from September 2016.

This document states that in:

- Providing a safe environment for children and young people to learn in education settings: and
- Identifying children and young people who may be in need of extra help or who are suffering, or are likely to suffer significant harm. All staff then have a responsibility to take appropriate action, working with other services as needed, with the aim of making sure they are kept safe
- In addition to working with the academy Designated Safeguarding Lead, staff members should be aware that they may be asked to support social workers to take decisions about individual children.

Achieving this objective requires that the trust and each academy has systems designed to:

- Ensure that all staff are aware that they form part of the wider safeguarding system for children and our systems work as described in “Working Together to Safeguard Children 2015”
- Prevent unsuitable people working with our children and young people
- Promote safe practice and challenge poor and unsafe practice
- Identify instances in which there are grounds for concern about a child’s welfare and initiate or take appropriate action to keep them safe; and
- Contribute to effective partnership working between all those involved with providing services for children and young people such as social workers
- Support all pupils’ development in a manner which will foster security, confidence and independence
- Ensure all staff have appropriate induction and ongoing training and development
- Protect staff

2. Definition

Safeguarding and promoting the welfare of children is defined as:

- protecting children from maltreatment
- preventing impairment of children’s health or development
- ensuring that children are growing up in circumstances consistent with the provision of safe and effective care; and
- undertaking that role so as to enable those children to have the best outcomes, optimum life chances, and to enter adulthood successfully

- Develop British values: democracy; rule of law; individual liberty; mutual respect; tolerance of different faiths and beliefs.

For our trust, safeguarding therefore covers more than the contribution made to child protection in relation to individual children. It also encompasses issues such as pupil health and safety; bullying; and a range of other issues e.g. arrangements for meeting the medical needs of children with medical conditions, providing first aid, school security, drugs and substance misuse. Separate guidance and policies are available for these areas, and some are covered by other statutory responsibilities. Key related policies are listed later in this policy document.

3. Hatton Academies Trust will:

- Maintain an atmosphere of care and trust where children feel safe and secure
- Ensure that all children know that there are adults in the academy who they can approach with confidence if they are worried or experiencing difficulties
- Ensure that children in the academy are encouraged to talk and that their comments/concerns will be taken seriously
- Include opportunities in the curriculum, including through Life Skills and PSHE, to teach children the skills they need to stay safe from abuse, know where to seek help and have the confidence to express themselves
- Ensure that every member of staff knows that they have an individual responsibility for referring Child Protection concerns to the Designated Senior Lead, Principal or the Chief Executive Officer

4. Supporting our pupils

Our trust academies will support all pupils by:

- Encouraging self-esteem and self-assertiveness, whilst never condoning aggression or bullying
- Promoting an ethos that ensures a caring, positive and safe environment. This promotes the social, physical and moral development of the individual child
- Liaising with other agencies which support the child such as Education Welfare, Social Care and Health, Horizons Careers Advice, IPS (Inclusion and Pupil Support), the Child and Family Consultation Service and the Northamptonshire Register and Conference Service
- Keeping records and notifying Social Care and Health as soon as there is a significant concern. The Senior Designated Person will maintain the necessary records in accordance with data protection requirements
- Informing the Education Welfare Officer and the receiving Headteacher/Principal when a pupil on the Child Protection Register leaves, forwarding the information, under confidential cover, immediately

5. Responsibilities

5.1 The Board of Directors

The Board of Directors is accountable for ensuring the trust and each academy has effective policies and procedures in place in accordance with “Keeping children safe in education” September 2016 and other statutory requirements such as supporting pupils with medical conditions and support for Looked After Children.

The Chief Executive Officer will ensure all necessary policies and procedures are in place and will monitor compliance with these requirements on behalf of the Board of Directors.

The Chief Executive Officer will ensure that:

- the trust has a child protection policy and procedures in place that are in accordance with national and local authority and locally agreed inter-agency procedures, and the policy is made available to parents on request
- the trust has policies in place to protect looked after children and children with medical needs
- the trust academies have due regard to the need to prevent people from being drawn into terrorism in accordance with the Counter-Terrorism and Security Act 2015
- reasonable checks are carried out, for example for links with extremism, on all visitors who are intending to work with children, learners and/or staff or to address assemblies
- the trust has a staff conduct and behaviour policy in place
- the trust contributes to inter-agency working, and provides a co-ordinated offer of help when additional needs of children are identified
- the trust operates safe recruitment procedures and makes sure that all appropriate checks are carried out on staff and volunteers who work with children
- the trust has procedures for dealing with allegations of abuse against members of staff and volunteers that comply with guidance from the DfE and locally agreed inter-agency procedures
- a senior member in each academy is designated to take lead responsibility for dealing with child protection issues, providing advice and support to other staff, liaising with the local authority, and working with other agencies
- the Designated Senior Lead (DSL) undertakes training in inter-agency working that is provided by the Local Safeguarding Children Board Northamptonshire (LSCBN- see Appendix 1) and refresher training at two yearly intervals
- all staff undertake appropriate training to equip them to carry out their responsibilities for child protection effectively, that it is kept up to date by refresher training at three yearly intervals, and temporary staff and volunteer who work with children are made aware of the trust’s arrangements for child protection and their responsibilities
- they remedy without delay any deficiencies or weaknesses in regard to child protection arrangements that are brought to their attention
- the Chief Executive Officer is nominated to be responsible for liaising with the local authority and/or partner agencies, as appropriate, in the event of allegations of abuse being made against an academy Principal or senior staff; and the Chair of the Board of Directors Staff & Pay Committee in the event of an allegation against the Chief Executive Officer
- A culture is established within the trust which prioritises the welfare of children and young people where staff are confident to challenge senior leaders over any safeguarding concerns

- Policies and procedures are reviewed annually information provided to the Board of Directors about them and about how the above duties have been discharged
- Children in the trust are taught to keep themselves safe.

On behalf of the Board of Directors, the Chief Executive Officer will prevent people who pose a risk of harm from working with children by:

- Ensuring all trust academies adhere to statutory responsibilities to check staff who work with children
- Taking proportionate decisions on whether to ask for checks beyond that which is required
- Ensuring that volunteers are appropriately supervised
- Making sure that at least one person on any appointment panel has undertaken safer recruitment training
- Ensuring that procedures are in place to handle allegations of abuse against members of staff and volunteers
- Making sure that there are procedures in place to handle allegations against other children
- Putting in place appropriate safeguarding responses to children who go missing from education settings, particularly on repeat occasions.
- Keeping a single central record for each academy that at least meets requirements

5.2 The Academy Committee (if applicable)

The Academy Committee will:

- Appoint a safeguarding academy representative to be the champion for child protection and vulnerable children in the academy
- Review safeguarding arrangements on a regular basis
- Ensure compliance with trust policies by the individual academy
- Review delegated policies and procedures.

5.3 The Principal

The Principal should ensure that:

- The policies and procedures adopted by the Board of Directors are fully implemented and followed by all staff
- Sufficient resources and time are allocated to enable the Senior Designated Lead and other staff to discharge their responsibilities, including taking part in strategy discussions and other inter-agency meetings, and contributing to the assessment of children
- All staff and volunteers feel able to raise concerns about poor or unsafe practice with regard to children and such concerns are addressed sensitively and effectively in a timely manner in accordance with whistle-blowing policies where appropriate
- Cases are reported to the Secretary of State if a person ceases to work in an education setting and there are grounds for believing s/he is unsuitable to work with children, or has committed misconduct.

5.4 The Designated Senior Lead (DSL)

There will be a Designated Senior Lead in each trust academy. The main responsibilities of the Designated Senior Lead are:

- Managing referrals
- Training
- Raising awareness

5.5 Job description for the Designated Senior Person for Child Protection

Job title: Designated Senior Person (DSP) for Child Protection

Accountable to: Academy Principal on behalf of the CEO

Role Purpose

- To take lead responsibility in the academy for safeguarding and child protection
- To lead and manage the deputy DSPs where these are in place
- To ensure that the academy and trust meet statutory requirements regarding children's safety and welfare according to "Keeping Children Safe in Education" 2016.

The responsibilities of the Designated Senior Person (DSP) are:

- **General**
The DSP is responsible for ensuring that all cases of suspected or actual problems associated with child protection and radicalisation & extremism are investigated and dealt with
- Be able to keep detailed accurate secure written records of referrals/concerns, ensuring that such records are stored securely and flagged on, but kept separate from, the pupil's general file
- The DSP will ensure that he/she is aware of the latest national and local guidance and requirements and will keep the Principal/Associate Principal and staff informed as appropriate
- The DSP will act as a source of support for the Academy community
- The DSP will liaise with the Trust CEO to ensure the trust has high levels of safeguarding practice and procedure
- Develop effective links with relevant statutory and voluntary agencies
- Ensure that pupils are informed of the Academy's procedures as appropriate
- Ensure that the Academy's curriculum includes child protection awareness for all pupils
- Produce an annual report for the CEO/Board of Directors on the effectiveness of the Trust's policy and procedures for Child Protection and Safeguarding.

i. Manage Referrals

The DSP is expected to:

- Refer cases of suspected abuse to the local authority children's social care as required;
- Support staff who make referrals to local authority children's social care;
- Refer cases to the Channel programme where there is radicalisation concern as required;
- Support staff who make referrals to the Channel programme
- Refer cases where a person is dismissed or left due to risk/harm to a child to the Disclosure and Barring Service as required; and
- Refer cases where a crime may be committed to the Police as required.

ii. **Work with others**

- Liaise with the Principal and CEO to inform him/her of issues especially ongoing enquiries under section 47 of the Childrens' Act 1989, and police investigations
- Contribute to inter-agency working e.g. provide a co-ordinated offer of early help when additional needs of children are identified and contribute to inter-agency plans
- Allow access for Childrens' Social Care from the host Local Authority and where appropriate, from a placing Local Authority, for that Authority to conduct, or to consider whether to conduct, a section 17 or a section 47 assessment
- Act as support, advice and expertise within the Academy when deciding whether to make a referral by liaising with relevant agencies
- Liaise with the Principal/Associate Principal to inform them of any issues and ongoing investigations and ensure that there is always cover for this role
- Ensure that all staff have training to recognise and identify signs of abuse, and when it is appropriate to make a referral, and to understand how child protection procedures operate
- Notifies Children's Social Care if a child with a child protection plan is absent from the academy for more than two days
- Raise awareness of child safety issues in the Academy
- Ensure that relevant policies and procedures are kept up-to-date; and
- Ensure that the CEO, Principal and parents/carers are kept informed

iii. **Training**

- Receive training, at least every two years, in order to ensure they have the knowledge and skills required to carry out their role to a high standard
- Undertake Prevent awareness training
- Ensure that knowledge and skills are refreshed at regular intervals, and at least annually, to ensure they understand and keep up with any developments relevant to their role
- Understand the assessment process for providing early help and intervention, for example through locally agreed common and shared assessment processes e.g. early help assessments
- Recognise how to identify signs of abuse and when it is appropriate to make a referral;
- Have a working knowledge of the how local authorities conduct a child protection case conference and a child protection review conference and be able to attend and contribute to these effectively when required to do so;
- Ensure all staff have read and understood the Trust's Child Protection Policy and associated policies and signed the Trust statement to indicate this
- Ensure **all staff** have induction training covering child protection and are able to recognise and report any concerns immediately they arise
- Keep a record of all child protection training and staff attendance
- Advise the Principal, CEO and Directors on their training needs to enable them to fulfil their role;
- Are alert to the specific needs of children in need, those with special educational needs and young carers;
- Keep detailed, accurate, secure written records of concerns and referrals;
- Understand and support the academy with regards to the requirements of the Prevent duty and are able to provide advice and support to staff on protecting children from the risk of radicalisation;
- Obtain access to resources and attend any relevant refresher training courses;

- Encourage a culture of listening to children and taking account of their wishes and feelings, among all staff, in any measures the academy may put in place to protect them.
 - Ensure that own training and development is fully up to date and includes the following elements (not an exhaustive list):
 - identification of the signs and symptoms of abuse
 - relevant legislation and guidance
 - national and locally agreed procedures
 - managing disclosures
 - confidentiality
 - recording and keeping safe records – transfer of information
 - how local statutory services are configured and referral processes
 - thresholds for referral
 - making referrals
 - contact with parents
 - Early Help procedures, initial and core assessments, child protection conference and review conferences, child protection plans
 - training and supporting staff
 - writing a policy, procedures and guidance for staff.
- iv. **Raising awareness**
- Ensure the trust's child protection policies are known, understood and used appropriately;
 - Advise the CEO on the review of the Trust's Child Protection Policy and associated policies when it is updated and reviewed annually;
 - Ensure the public and parents/carers have access to the Child Protection Policy and are aware that referrals may be made and the role of the academy and trust in this to avoid conflict later.
 - Link with the local LSCB to make sure staff are aware of training opportunities and the latest local policies on safeguarding.
- v. **Child Protection File**
- Ensure that where children leave the Academy, their child protection file is transferred to the new school or college as soon as possible. This should be transferred separately from the main pupil file, ensuring secure transit and confirmation of receipt should be obtained and filed.
- vi. **Availability**
- Ensure that during term time the DSP (or a deputy) are always available (during school hours) for staff in the academy to discuss any safeguarding concerns. Whilst generally speaking the DSP (or deputy) would be expected to be available in person, it is matter for the academy, working with the DSP to define 'available'. As a minimum the trust expects the DSP to leave a deputy in charge or be available by mobile phone when off site.
 - Organise adequate and appropriate cover arrangements for any out of hours and out of term activities and ensure that the Principal and staff are aware of these.

vii. Meeting statutory and other requirements

- Ensure that as DSP they are kept up to date with national and local developments in child protection and inform the CEO and Principal as appropriate
- Meet with the CEO and keep them informed of developments.
- Evaluate the effectiveness of the Trust's child protection policy and procedures and advise the CEO/Principal on any changes and developments needed
- Keep records that:
 - Are up to date, detailed and complete
 - Show compliance with the Trust's agreed procedures
 - Demonstrate effective identification and management of the risk of harm
 - Demonstrate decision-making and appropriate, timely responses to concerns and relevant referrals have been made
 - Provide evidence of effective partnership working and sharing information
 - Provide evidence of attendance at or contribution to inter-agency meeting and conferences
 - Are kept securely in a locked cabinet or a secure online system, with accessibility only for the DSP and Principal, or CEO.

5.6 General

- The DSL is responsible for ensuring that all cases of suspected or actual problems associated with child protection are investigated and dealt with
- Be able to keep detailed accurate secure written records of referrals/concerns, ensuring that such records are stored securely and flagged on, but kept separate from, the pupil's general file
- The DSL will ensure that he/she is aware of the latest national and local guidance and requirements and will keep the CEO/Principal and staff informed as appropriate
- The DSL will act as a source of support for the Board of Directors
- The DSL will liaise with the Principal and the CEO
- Develop effective links with relevant statutory and voluntary agencies

5.7 Managing Referrals

- Refer suspected cases of abuse to the local authority children's social care and:
 - The local authority designated officer (LADO) for child protection concerns (all cases which concerns member of staff)
 - Disclosure and Barring Service (cases where a person is dismissed or left due to risk/harm to a child); and/or
 - Police (cases where a crime may have been committed).
- Liaise with the CEO to inform him/her of issues especially ongoing enquiries under section 47 of the Children's Act 1989, and police investigations
- Act as support, advice and expertise within the academy when deciding whether to make a referral by liaising with relevant agencies
- Liaise with the CEO/Principal/ to inform them of any issues and ongoing investigations and ensure that there is always cover for this role
- Ensure that all staff have training to recognise and identify signs of abuse, and when it is appropriate to make a referral, and to understand how child protection procedures operate
- Notifies children's social care if a child with a child protection plan is absent from the academy for more than two days

- Raise awareness of child safety issues in the academy
- Ensure that policies and procedures are kept up-to-date; and
- Ensure that the CEO, Board of Directors and parents/carers are kept informed

5.8 Training

- Receive training at least every two years in order to ensure they can fulfil their role to a high standard
- Understand the assessment process for providing early help and intervention, for example through locally agreed common and shared assessment processes e.g. early help assessments
- Recognise how to identify signs of abuse and when it is appropriate to make a referral
- Have a working knowledge of the operation of the Local Authority (LSCBN), the conduct of a child protection case conference and be able to attend and contribute to these effectively when required to do so
- Ensure all staff have read and understood the Trust's Child Protection Policy and signed the Trust statement to indicate this
- Ensure all staff have induction training covering child protection and are able to recognise and report any concerns immediately they arise
- Obtain access to resources and attend any relevant or refresher training courses at least every two years
- Keep a record of all child protection training and staff attendance

6. Raising awareness

- Advise the CEO on the review of the Trust's child protection policy when it is updated and reviewed annually
- Ensure parents/carers have access to the child protection policy and are aware that referrals may be made and the role of the academy and trust in this to avoid conflict later
- Link with the local LSCB to make sure staff are aware of training opportunities and the latest local policies on safeguarding
- Ensure that where children leave the academy, their child protection file is copied for the new establishment but transferred separately from the main pupil file

7. Staff Responsibility

All staff have a responsibility to be aware of the trust's safeguarding and child protection policies and procedures, and to ensure compliance with them. In cases of concern or doubt the Designated Person Lead or Principal should be consulted.

All literature published by the trust including recruitment advertisements will emphasise the importance we attach to safeguarding our pupils by having the following statement:

"Hatton Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment".

8. Confidentiality

- All matters relating to Child Protection are confidential and the CEO/Principal/DSL will disclose any information on a need to know basis only

- Staff do need to be aware, however, that they have a professional responsibility to share information about the protection of children with the Designated Senior Lead, the Principal or the CEO and these will share information with other agencies
- Staff cannot keep secrets and must refer disclosed information to the appropriate agencies. Child Protection records are kept securely locked
- Staff should ensure that sensitive pupil information related to safeguarding is kept securely, not left in a place where other staff or pupil can see it, and not taken off the school site by the use of memory sticks or by the removal of files. Sensitive information should not be sent in emails unless it is to the Local Authority officer and he/she has been informed that the email is to be sent so that it can be downloaded immediately. All electronic information or other removal storage must be stored on the designated areas of the server

9. Monitoring and Evaluating Safeguarding

Our work on safeguarding is monitored and evaluated in a range of ways:

- Safeguarding policies and procedures are assigned to members of the academy Senior Leadership Team who are responsible for ensuring that the policy is implemented and evaluated as part of their role
- Each policy in the trust is assigned to the Principal and the review of policy and its effectiveness is a key part of their work
- The SCHA Safeguarding Designated Lead will monitor and evaluate the work of the Senior Leadership Team and each academy in meeting the trust's policies and procedures for safeguarding as detailed in this document and the 'Safeguarding Audit' document
- Parents will be consulted on our work e.g. through questionnaires and the Parents' Forum
- Pupils will be informed and consulted on safeguarding e.g. through the class teacher, form tutor; regular questionnaires; The Student Council; Peer Buddies; and discussion sessions with senior staff
- Curriculum audit of provision
- Pastoral Team audit of provision
- Website- response to safeguarding areas on the school's website
- External consultant for inspection and advice where appropriate
- OFSTED inspections

10. Pupils

The safety of pupils and their awareness of the school's work are achieved in a number of ways as detailed in this and the Child Protection Policy and:

- Assemblies
- Personal, Social, Health and Careers Education
- Curriculum subjects
- Peer mentor support team who work with younger pupils
- School planner- code of conduct/communication with home
- Academic mentoring booklet
- Peer Buddies
- Pastoral Mentoring Booklet

- Pastoral support- e.g. Director of Year, Learning Mentors and Welfare Officer
- Special Educational Needs- additional lunchtime and after school support

11. Parents

- Parents are informed about the trust's safeguarding work through the trust and academy websites and parents' events
- The Parent's Forum is a key focus for discussion with parents and receiving their views. Safeguarding is a regular topic and will be discussed at least once a year.
- Questionnaires to parents will include a safeguarding element
- the welfare officer will link with the academy and home

12. Training and Development

All staff receive training on Child Protection procedures in their academy as part of the trust's induction programme. All staff receive an annual update on child protection policy and procedures as part of the first training day of the year in September. Additional training will take place at regular intervals to update/remind staff and as identified by the Safeguarding Audit and policy evaluations.

The Senior Designated Leads receive training and updates at two-yearly intervals. In addition other senior and key staff have undertaken the Designated Lead Training for additional support and back-up.

All trust staff have access to key policies in the staff handbook and the Safeguarding area of the Trust website.

The Trust website has a safeguarding area which has key documents and advice available to staff to supplement the handbook and provide easy access to key documents and guidance.

The Trust has a subscription to "Protecting Children Update" and regularly attends Optimus Education safeguarding conferences.

The SCHA DSP is registered with the LSCBN for email updates and information. Reference number AF92624E. In addition the Senior Assistant Principal and CEO have a subscription with CASPAR through the NSPCC.

13. Safeguarding in the Curriculum

The views of pupils are sought in a range of ways as identified in the section on 'pupils'.

The subject and pastoral curriculum are audited to assess each academy's provision of safeguarding topics and the result of the audit will be considered as part of the Safeguarding audit. Additional provision will be provided as identified by this audit.

The curriculum audit will include areas below as appropriate to the age of pupils:

- Curriculum and pastoral topics that help pupils keep themselves safe
- British values development
- Drugs education
- Sex education

- Harassment and Bullying including those related to faith, gender, race, sexuality, disability
- Curriculum topics that increase pupil awareness of faith, gender, race, sexuality, disability issues
- Critical thinking skills
- Understanding, assessment and response to harm/risk e.g. fire, roads, railways.
- Use of hazardous school equipment and materials
- Looking after themselves during outdoor activities
- Off-site work e.g. work experience
- Fire and other safety procedures in school
- Use of new technologies e.g. internet, chat rooms, cyber-bullying
- What to do if they come into contact with groups that encourage the use of violence
- How to complain and ask for help

14. Procedures

14.1 Safeguarding areas and senior staff

All areas of safeguarding are covered by individual policies and/or guidance and are assigned to members of each academy's Senior Leadership Team. These SLT members are responsible for the implementation, monitoring and review of the academy's provision and reporting to the Principal and the CEO.

14.2 Safeguarding Committee

Membership of the safeguarding Committee:

The Chief Executive Officer, SCHA DSP (Chair) Director of Finance and Operations; Head of Primary Education, Principals; Associate Principal SCHA; Designated Senior Lead of each academy; Head of Human Resources for HAT; Lead staff for LACs and pupils with medical conditions.

Others by invitation.

The Safeguarding Committee is chaired by the DSL of SCHA and includes key senior staff from each trust academy. The committee will meet at least three times an academic year to:

- Monitor and evaluate the trust and individual academy's safeguarding provision
- Evaluate the effectiveness of the trust's provision, especially on outcomes;
- Receive reports from staff as appropriate;
- Check trust procedures are being followed;
- Review progress on the safeguarding, bullying, attendance and other key improvement plans
- Share best practice
- Identify training needs
- Evaluate the effectiveness of policies and procedures (for policies see below).

Check the following documentation is up to date:

- Annual safeguarding report
- Recruitment and vetting checks- the central record
- Racist incidents
- Child protection documentation/records
- Records of pupils with medical needs

- Records of Looked after children and pupil premium.

For pupils with child protection issues in each academy details of:

- Pupil numbers and year groups
- Referrals to LADO/LA/Channel
- Support provided
- Effectiveness of the support
- Attendance data
- Progress data
- Behaviour information/exclusions
- Copies of individual plans

For Pupils with Medical Needs

- Pupil numbers and year groups
- Numbers and types of medical needs
- Attendance data
- Progress data
- Behaviour information/exclusions
- Copies of individual plans.

For Looked After Children

- Pupil numbers and year groups
- Attendance data
- Progress data
- Behaviour information/exclusions
- Extra-curricular participation
- Copies of individual plans (PEP).
- Named key worker
- Details of Pupil Premium Plus spending and evaluation of impact.

16. The Safeguarding Audit and Report to Directors

This is based upon requirements to ensure excellence and supply basic information as requested by the Local Authority, whilst also ensuring excellence within the trust in terms of collecting, monitoring and evaluating our safeguarding provision, and information for the benefit of pupils.

The audit will take place annually using the Local Safeguarding Board audit.

The Report to Directors will include the work of the Safeguarding Committee over the academic year and provide information on how the trust and its academies meet statutory requirements but also maintain excellence in safeguarding. It includes information on/evaluation of:

- Single Central Recruitment Record
- Designated personnel and key contacts
- System for recording, storing and reviewing child welfare concerns
- Policies
- Staff, Director and Academy Representative training information (CP; safer recruitment; managing allegations)

- Interview procedures
- Pupil views and how safe they feel (Pupil voice)
- Data and information as detailed below is to be provided by the individual academy Principal and DSL:
 - Concerns about children' welfare and child protection concerns
 - Child protection referrals
 - Children with a child protection plan
 - Looked after children (CLA)
 - Young carers
 - Refugee and Asylum seekers
 - Children with medical needs
 - Persistent absentees/concerns
 - Out of school provision/offsite provision
 - Exclusions (permanent)
 - Managed moves
 - Exclusions (Fixed term)
 - Exclusions with a Child Protection Plan
 - Racist incidents
 - Children living with vulnerable adults
 - Adopted
 - Young offenders
 - Violent/Offending parents
 - SEN
 - Concerns re Children Missing from Education
 - Log of meetings with external agencies.

17. The Central Record For Each Academy

The Central Record will be inspected as part of the audit by the Safeguarding Committee. The day to day maintenance of the Central Record in each Academy is undertaken and organized by the Personnel Manager. The Central Record will be inspected and 'signed off' as part of the audit and in between these meetings on an unannounced basis by the CEO and/or the Director of Operations and Finance to provide at least 6 inspections per academic year. At times of high recruitment they will make additional inspections of the Central record as required.

18. Safeguarding Policies

The following policies relate to our work in safeguarding our pupils:

- Child Protection
- Equal opportunities and diversity
- Recruitment
- CRB and Vetting
- Racial abuse/harassment
- Allegations of abuse against staff
- Whistle –blowing
- Attendance
- Children Missing from Education

- Female Genital Mutilation (FGM)
- Anti-bullying
- Behaviour
- Physical contact and restraint
- SEN
- PSHE
- School trip and visits
- First Aid
- Self-Harm Policy
- Supporting pupils with medical conditions
- Administration of medicines
- Intimate Care
- E-safety and code of conduct
- Drugs and substance abuse
- Use of images of children
- Health and Safety
- Security
- Visitors to the school
- Vulnerable pupils policy
- Staff code of conduct/duty of care
- Information Sharing
- Transporting children
- Lone working
- Looked after children (LAC)
- Searching pupils
- Physical restraint
- Child Sexual Exploitation
- Preventing Extremism and Radicalisation Safeguarding Policy
- Guidance on safe working practices
- Images of children
- Duty of care
- Information sharing.

These policies can be accessed via each Academy website. On the Trust website there is a 'Safeguarding' hub where you can access the following:

Safeguarding Policies

Safeguarding related documents

Key Categories of Abuse

What is Child Sexual Exploitation

What is Prevent

What to do if you have a Safeguarding Concern

Key documents

Key links

In addition to these policies, there will be guidance for staff on other areas of safeguarding e.g. forced marriages as appropriate to the needs of our pupils and a staff code of conduct with additional advice and guidance.

19. Additional documents:

Appendix 1- LSCBN.

About the Local Safeguarding Children Board Northamptonshire (LSCBN)

The Local Safeguarding Children Board Northamptonshire (LSCBN) is the key statutory mechanism for ensuring that the relevant organisations in Northamptonshire cooperate to safeguard and promote the welfare of children and young people. The LSCBN has a strategic role in challenging the overall safeguarding work of the Children and Young People's Partnership Board (CYPPB) and for ensuring continuous improvement in practice. Working closely with the CYPPB the LSCBN takes lead responsibility for co-ordinating the safeguarding work of CYPPB partners and monitoring the quality and consistency of safeguarding practice and training across all partner agencies in the CYPPB. The LSCBN Board is chaired by an Independent Chair, Keith Makin.

The LSCBN is not an operational body or one that delivers services to children, young people or their families. Its role is co-ordinating and ensuring the effectiveness of what its member organisations do, including holding them to account for performance and contributing to broader planning, commissioning and delivery. To take forward its co-ordinating and monitoring roles, LSCBN is responsible for the following functions:

- Monitoring how well statutory agencies are carrying out their responsibility under section 11 of the Children Act 2004 to safeguard and promote the welfare of children, including their safe staffing arrangements.
- Setting up and running a programme of multi-agency safeguarding training
- Drawing up and monitoring the implementation of LSCBN inter-agency procedures
- Undertaking a Serious Case Review (SCR) when a child dies, and abuse or neglect is known or suspected to be a factor in the death; the purpose of SCRs is to establish the lessons to be learned from the case and how they will be acted upon, and as a consequence, improve inter-agency safeguarding of children
- Taking an overview of all child deaths (under 18 years) in the area, identifying any potentially contributory recurrent themes, circumstances, or possible limitations in service provision by one or more agencies.

The LSCBN Business Plan is regularly refreshed to ensure our priorities are relevant in driving the work of the LSCBN.

These are all intended to ensure that children and young people in Northamptonshire are effectively safeguarded and their impact will be measured through the LSCBN Performance Framework.

Our Priorities

- For the LSCBN to function effectively and focus on ensuring that partners keep children and young people safe;
- To ensure that frontline Child Protection is strengthened across agencies;
- To embed early intervention approaches to prevent safeguarding issues escalating; and
- To deliver a trained workforce with an embedded culture of safeguarding.

All children and young people are safeguarded through universal, proactive targeted and responsive protective services. The Local Safeguarding Children Board is the successor to the Area Child Protection Committee. The Board is made up of representatives from a range of public agencies with a common interest and with duties and responsibilities to children in their area. It has responsibility for ensuring effective inter-agency working together to safeguard and promote the welfare of children in the area. The Board has to ensure that clear local procedures are in place to inform and assist anyone interested or as part of their professional role where they have concerns about a child.

The following agencies are represented on the LSCBN:

- Adult Mental Health Services
- District & Borough Councils
- Children and Family Court Advisory Service (CAFCASS)
- Connexions
- East Midlands Ambulance Service
- Further Education establishments
- Health Services including the Strategic Health Authority
- National Probation Service, Northamptonshire
- National Society for the Prevention of Cruelty to Children (NSPCC)
- Northamptonshire County Council, Adult and Children's Services
- Northamptonshire County Council, Lead Member
- Northamptonshire County Council, Northamptonshire Fire and Rescue Services
- Northamptonshire Police
- Rainsbrook Secure Training Centre
- Schools
- St Andrew's Healthcare
- Youth Offending Service

The Safeguarding Board has created a number of sub groups to undertake specific tasks on its behalf, these are:

- Executive Support Group
- Child Death Review Committee (CDR)
- Child Sexual Exploitation Steering Group (CSE)
- Communications Committee (Comms)
- Learning and Development Committee (L&D)
- Quality Assurance Committee (QA)
- Policies and Practice Committee (P&P)
- Serious Case Review Committee (SCR)

The following agencies are represented on the LSCBN:

Adult Mental Health Services

Borough Councils

Children and Family Court Advisory Service (CAFCASS)

Connexions

Health Services

National Probation Service, Northamptonshire

National Society for the Prevention of Cruelty to Children (NSPCC)

Northamptonshire County Council, Children and Young People's Service

Northamptonshire Fire and Rescue Services

Northamptonshire Police
Rainsbrook Secure Training Centre
Youth Offending Team

20. Terms of Reference

Statement of purpose

The aim of the Local Safeguarding Children Board Northamptonshire is to:

- Improve the effectiveness of work to safeguard children¹;
- Promote the welfare of children by coordinating the work of partner agencies and ensuring its effectiveness;
- Coordinate wider safeguarding activity in Northamptonshire.

The focus of the Local Safeguarding Children Board Northamptonshire (LSCBN) is prevention as well as protection.

Function

The Local Safeguarding Children Board regulations define the functions of an LSCB as follows:

1. Developing policies and procedures for safeguarding and promoting the welfare of children in the area of the authority, including policies and procedures in relation to:
 - a. The action to be taken where there are concerns about a child's safety or welfare, including thresholds for intervention;
 - b. Training of persons working with children or in services affecting the safety and welfare of children;
 - c. Recruitment and supervision of persons who work with children;
 - d. Safety and welfare of children who are privately fostered;
 - e. Cooperation with neighbouring children's services authorities and their Board partners;
2. Communicating to persons and bodies in the area of the authority the need to safeguard and promote the welfare of children, raising their awareness of how this can best be done, and encouraging them to do so
- 3 Monitoring and evaluating the effectiveness of what is done by the authority and their Board partners individually and collectively to safeguard and promote the welfare of children, and advising them on ways to improve
- 4 Participating in the planning of services for children in the area of the local authority
5. Undertaking reviews of serious cases and advising the authority and their Board partners on lessons to be learned
6. Any other activity that facilitates, or is conducive to, the achievement of its objective.

¹ The term children refers to all children and young people up to the age of 18.