



Safeguarding Policy

2014-2015

Named Personnel with Designated Responsibility for Child Protection

Academic year	Designated CP personnel	Nominated Governor	Chair of Governors
2014-15	Russell Heritage Principal Sandra Gowling SLT Sharon Jones – CPLO KS3/4 Sarah Grierson – CPLO KS5 Mark Goodwin – Social Worker/ CPLO Caroline Hayes – Assistant CPLO	Hazel Quarterman	Phil Marshall (SIB) Fiona Jordan (LGB)

Information relating to staff training, dates and details of courses are available in school

Named Governor for Safeguarding	Policy Review Date	By Whom?
Hazel Quarterman	September 2015	S.Jones/SLT/Governors

This policy is written in accordance with the ULT policies and practice

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Policy Aims

This document is the Safeguarding Children Policy for Sheffield Springs Academy, which will be followed and adhered to by all members of the academy and followed and promoted by those in the position of leadership within the organisation.

This document is written in accordance with the Local Safeguarding Children Board Policy and 'Working Together to Safeguard Children' 2013.

The aim of this Child Protection Policy is to promote good practice; it applies to **ALL** staff, governors and non employees working within the Sheffield Springs Academy.

Individual agencies are responsible for ensuring that their staff is competent and confident in carrying out their responsibilities for safeguarding and promoting children's welfare – **evidence will be an expectation as regards this area of child protection.**

Safeguarding Children is everyone's responsibility

Safeguarding Children and providing them with appropriate safety and protection whilst in the care of Sheffield Springs Academy is paramount, it is everyone's responsibility to ensure a child is safe.

We should respect all children, and will work in consideration of the whole being of the child or young person, and we will include their physical, material and psychological well-being.

Children and young people's welfare comes first in all our work:

- The welfare of the child is paramount
- All children, whatever their age, culture, disability, gender, language, racial origin, religious beliefs and/or sexual identity, have the right to protection from abuse
- All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately
- All staff (employees and non-employees) have a responsibility to report concerns to the appropriate officer

Introduction

This policy applies to all adults, including non-employees, working in or on behalf of the Academy.

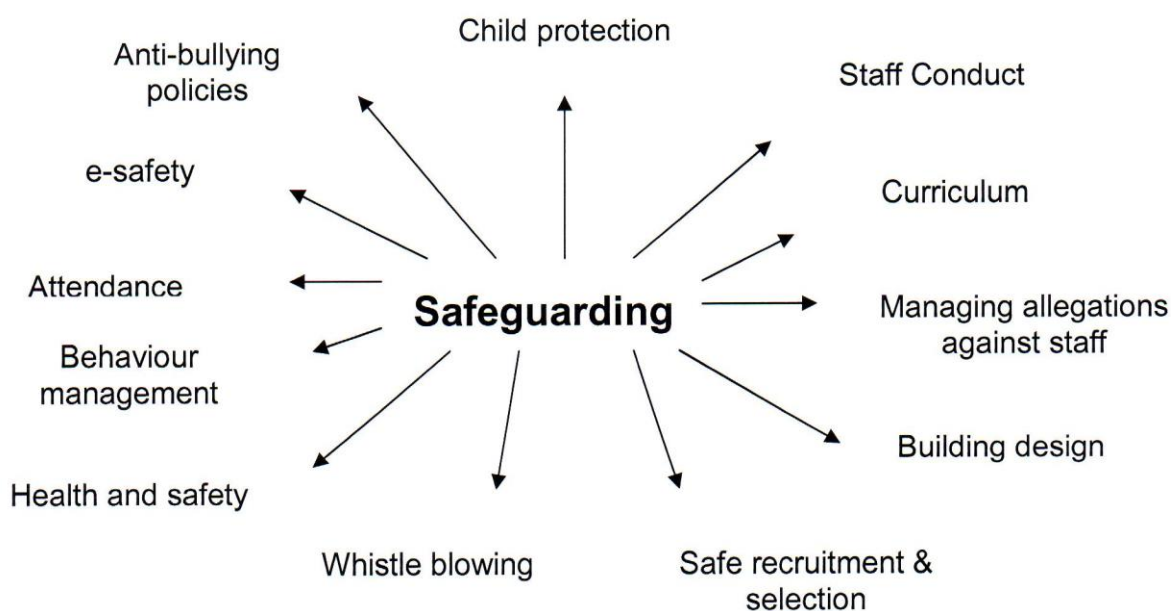
‘Everyone working in or for our Academy service shares an objective to help keep children and young people safe by contributing to:

- Providing a safe environment for children and young people to learn and develop in our Academy setting.
- Identifying children and young people who are suffering or likely to suffer significant harm, and taking appropriate action with the aim of making sure they are kept safe both at home and in our Academy setting.

Academy Commitment

Sheffield Springs Academy is committed to Safeguarding and Promoting the Welfare of all of its pupils. Each pupil’s welfare is of paramount importance.

- We recognise that some children may be especially vulnerable to abuse.
- We recognise that children who are abused or neglected may find it difficult to develop a sense of self-worth and to view the world in a positive way. Whilst at the Academy, some of their behaviours may be challenging.
- We recognise that some children who have experienced abuse may harm others.
- We will always take a considered and sensitive approach in order to support all of our pupils.



Providing a Safe and Supportive Environment

1. Safer Recruitment and Selection

Sheffield Springs Academy pays full regard to current DFE and ULT guidance. We ensure that all appropriate measures are applied in relation to everyone who works in the Academy who is likely to be perceived by the children as a safe and trustworthy adult including e.g. volunteers and people employed by contractors. Safer recruitment practice includes scrutinizing applicants, verifying identity and academic or vocational qualifications, obtaining professional references, checking previous employment history and ensuring that a candidate has the health and physical capacity for the job. It also includes undertaking interviews, requesting references and undertaking List 99 and Criminal Records Bureau checks.

In line with statutory changes, underpinned by regulations, the following will apply:

- A DBS Enhanced Disclosure is obtained for all new appointments to our Academy's workforce through staffing personnel and payroll.
- The Academy is committed to keep an up to date single central record detailing the range of checks carried out on our staff with the dates recorded for each check carried out.
- All new appointments to our Academy workforce who have lived outside the UK will be subject to additional checks as appropriate, including checking the right to live and work in the UK and relevant overseas police checks; the dates of all checks will be recorded.
- The academy uses supply staff only from the supply agencies that we have agreement in place with ensuring all safeguarding checks described above are carried out.
- Identity checks must be carried out on all appointments to our Academy workforce before the appointment is made.

At least one member of each interview panel will have completed the Safer Recruitment in Education training.

Recruitment policy is that reference is made in job adverts to safeguarding checks that will be carried out and all recruitment processes are by application form only, CVs are not accepted, and references are taken up before any appointment can be confirmed. No open references are accepted.

Visitors

All visitors to the academy must provide photographic identification at reception (Passports and Driving Licenses will be accepted, along with CORPORATE I.D), They need to be fully escorted by a member of staff at all times if they are not DBS checked, signed into and out of the building and their presence communicated to any staff working in the areas where they may see them or have them come into contact with them or the students. Springs Academy Staff will be issued with a blue lanyard, visitors with a DBS certificate will have a yellow lanyard and visitors will be issued with a red lanyard if they do not have a DBS certificate.

Visitors who are at the academy more regularly, i.e. once a week for more than six weeks, are subject to more stringent checks including Non Employee Tracking Form, ID checks and may also be required to supply an up to date DBS and supporting documents for records and noted on the SCR in the same way as a member of staff is, or to have the academy apply for a DBS after the other documents have been checked. In this case also, however, visitors are not left unaccompanied.

All visitors to the Academy must sign in at Reception.

2. Safe Practice

Safe working practice ensures that pupils are safe in respect of this all staff;

- Are responsible for their own actions and behaviours and should avoid any conduct which would lead any reasonable person to question their motivation and intentions.
- Work in an open and transparent way.
- Work with other colleagues where possible in situations open to question.
- Discuss and/or take advice from Academy management over any incident which may give rise to concern.
- Record any incidents or decisions made on pupils file.
- Apply the same professional standards regardless of gender or sexuality.
- Be aware of the confidentiality expectations.
- Are aware that breaches of the law and other professional guidelines could result in criminal or disciplinary action being taken against them.

3. Safeguarding Information for Pupils

All Sheffield Springs Academy pupils are aware of staff who they can talk to. We are committed to ensuring that pupils are aware of behaviours towards them that are not acceptable and how they can keep themselves safe. We inform pupils of whom they might talk to, both in and out of Academy, their right to be listened to and heard and what steps can be taken to protect them from harm.

Sheffield Springs Academy employ a social work team and Heads of Year whose role is to be a point of contact for students with any problems affecting their learning, including family break up, attendance issues and those under the care of the local authority.

Sheffield Springs Academy have a number of staff including the social work team who are trained at any one time in the process of leading FCAFs and we have a FCAF Champion. These staff members are trained

to lead Family Common Assessment Framework meetings (to Lead Practitioner status) for students and their families identified as in need of this intervention to ensure the academy is playing its part in multi-agency co-operation, working to support all families.

Sheffield Springs Academy has a Safer Schools Partnership to ensure the safety of our students; this could be in response to criminal activity, potential criminal activity or issues relating to those on plans with Children's Services. (CYT, Fair Access Panel, the Police, School Nursing Service etc)

It must be noted, that at Sheffield Springs Academy, students are not allowed to leave the premises at lunch time, unless by prior arrangement with a member of the Senior Leadership Team. The request must be in writing and signed by a relevant parent or guardian stating the relevant reasons why the student is seeking permission to leave the Academy at lunch time.

4. Partnership with Parents

We are committed to working with parents positively, openly and honestly. We ensure that all parents are treated with respect, dignity and courtesy. We respect parents' rights to privacy and confidentiality and will not share sensitive information unless we have permission or it is necessary to do so in order to protect a child.

Sheffield Springs Academy shares a purpose with parents to educate and keep children safe from harm and to have their welfare promoted. Any referral made to Children's Services is shared with parents beforehand unless it is inappropriate to do so and Sheffield Springs Academy ensures regular contact with parents of all students.

5. Partnerships with others

Our Academy recognises that it is essential to establish positive and effective working relationships with other agencies and Connexions.

There is a joint responsibility on all these agencies to share information to ensure the safeguarding of all children.

6. Academy Training and Staff Induction

The Academy's listed members of staff (see page 2) with designated responsibility for child protection undertake advanced child protection training and training in inter-agency working. Staff that hold specific responsibility in relation to Safeguarding Children (and CSE) receive in depth training in relation to the issue of CSE. They will also attend the SSCB multi-agency, or education specific CSE training.

The Principal and all other Academy staff, including non teaching staff, undertake appropriate induction training to equip them to carry out their responsibilities for child protection effectively, which is kept up to date by refresher training at 2 yearly intervals.

All staff (including temporary staff and volunteers) are informed of Academy's child protection arrangements on induction and policies and procedures are always shared with them at an extended

induction meeting.

7. Support, Advice and Guidance for Staff

All new staff receive induction training in the systems and processes of the academy, including child protection and safeguarding. This must be done before any new colleague begins any work with children.

- All staff undertake the Sheffield Safeguarding training in Child Protection including Sexual Exploitation
- Staff will be supported in their work by the designated officer for safeguarding.
- The designated senior person for Safeguarding and Child Protection will be supported by the Principal and Children's Services.
- Advice is available from Sheffield Safeguarding Children's Services at any time via the Safeguarding Team or Children's Services. The Sheffield Safeguarding Children's guidance can be found on their website.

8. Related Academy Policies

'Safeguarding covers more than the contribution made to child protection in relation to individual children. It also encompasses issues such as pupil health and safety and bullying.....and a range of other issues, for example, arrangements for meeting the medical needs of childrenproviding first aid, Academy security, drugs and substance misuse, positive behaviour etc. There may also be other safeguarding issues that are specific to the local area or population.'

Safeguarding Children and Safer Recruitment in Education DfES 2007

Sheffield Springs Academy Recruitment and Selection Policy outlines in detail all safer recruitment processes.

The curriculum documents relating to PSHE demonstrate the Academy's use of teaching and learning to ensure students are aware of their right to a safe home life as well as Academy life and ways in which they can keep themselves safe.

The Behaviour for Learning policy documents the Academy's procedures for incidents involving substance misuse.

The Race Equality and Disability Discrimination Policy outline the procedures for incidents involving inappropriate language and behavior towards the people outlined in these policies.

The Attendance Policy details the interventions in place related to poor attendance and when these are treated as safeguarding issues. The Academy follows the Sheffield LA procedures "Children Who May Be Missing/Lost From Education".

The Trips and Visits policy documents the checks that are carried out when a trip is going ahead; these

include all reasonable checks and risk assessments regarding the safety of the site as well as the people students will come into contact with. In the event that a person on the site of a trip is not DBS checked they will not be left unaccompanied with our students at any time.

This policy documents the process for disclosure/reporting of safeguarding allegations against a member of staff.

The Internet Safe usage policy is signed by all staff and is renewed each year in order to ensure staff are reminded of the ICT Protocols.

Internet activity for both staff and students is monitored by Central Office software and any inappropriate activity is dealt with by the most appropriate member of staff or the HR department in line with other ULT policies.

9. Confidentiality

Sheffield Springs Academy ensures the confidentiality of its students and their families in all circumstances except those whereby there is an obligation to reveal particular information relating to the welfare of a young person in order to prevent harm, or to the LA in the normal accountability processes.

Information is shared only on a need to know basis.

10. Student Information

Sheffield Springs Academy will endeavor to keep up to date and accurate information in order to keep children safe and provide appropriate care for them the Academy requires accurate and up to date information regarding:

- Names and contact details of persons with whom the child normally lives and siblings.
- Names and contact details of all persons with parental responsibility (if different from above).
- Emergency contact details (if different from above).
- Details of any persons authorised to collect the child from Academy (if different from above).
- Any relevant court orders in place including those which affect any person's access to the child (e.g. Residence Order, Contact Order, Care Order, Injunctions etc.)
- If the child is or has been a child the subject of a Child Protection Plan or subject to a care plan.
- Name and contact detail of G.P.
- Any other factors which may impact on the safety and welfare of the child.

The Academy will collate, store and agree access to this information in files kept in the main office or, in the case of confidential information, in the security of the Safeguarding Officer's base.

11. Roles and Responsibilities

The Local Governing Body is responsible for the review and scrutinisation of SSA policies and giving feedback on these which should be fed into the ULT board as necessary.

Joint Governance means that the United Learning, with the Local Governing Body has responsibility for ensuring:

- Sheffield Springs Academy has a child protection policy and procedures in place that are in accordance with local authority guidance and locally agreed inter-agency procedures, and the policy is made available to parents on request.
- Sheffield Springs Academy operates safe recruitment procedures and makes sure that all appropriate checks are carried out on staff and volunteers who work with children.
- Sheffield Springs Academy has procedures for dealing with allegations of abuse against staff and non employees that comply with guidance from the local authority and locally agreed inter-agency procedures.
- A Senior Member of the Academy's leadership team is designated to take over arching responsibility for child protection; whilst the CPLO's and social work team are directly accountable to the Senior Leadership Team.
- Staff undertake appropriate child protection training.
- Staff highlight, without delay, any deficiencies or weaknesses regarding child protection arrangements.
- A Governor is nominated to be responsible for liaising with the LA and /or partner agencies in the event of allegations of abuse being made against the head teacher.
- Where services or activities are provided on the Academy premises by another body, the body concerned has appropriate policies and procedures in place in regard to safeguarding children and child protection and liaises with the Academy on these matters where appropriate.
- They review their policies and procedures annually and provide information to the LA about them and about how the above duties have been discharged.

The Principal will ensure that:

- The policies and procedures adopted by the Governing Body or Proprietor are fully implemented,

and followed by all staff.

- Sufficient resources and time are allocated to enable the designated person and other staff to discharge their responsibilities.
- All staff and volunteers feel able to raise concerns about poor or unsafe practice in regard to children, and such concerns are addressed sensitively and effectively in a timely manner in accordance with agreed whistle blowing policies.

Senior Leader with Designated Responsibility for Child Protection will:

Ensure that the Child Protection Liaison Officer has referred;

- Cases of suspected abuse or allegations are referred to the relevant investigating agencies, following a Strategy Discussion with Social Worker team leader & Child Protection Liaison Officer this will avoid any unilateral decisions being made.
- That they have acted as a source of support, advice and expertise within the educational establishment for all stakeholders.
- That they have liaised with the Principal to inform him/her of any issues and ongoing investigations and ensure there is always cover for this role.

Training

Recognise how to identify signs of abuse and when it is appropriate to make a referral;

- Have a working knowledge of how Sheffield Children's Services operate the conduct of a child protection case conference and be able to attend and contribute to these.
- Ensure that all staff have access to and understand the Academy's child protection policy.
- Ensure that all staff have induction training.
- Keep detailed accurate secure written records and/or concerns.
- Obtain access to resources and attend any relevant or refresher training courses at least every two years.

Raising Awareness

- Ensure the Safeguarding policy is updated and reviewed annually and work with the Governing

Body regarding this.

- Ensure parents are made aware of the child protection policy which alerts them to the fact that referrals may be made and the role of the establishment in this to avoid conflict later.
- Where a child leaves the establishment, ensure the child protection file is copied for the new establishment ASAP and transferred to the new Academy separately from the main pupil file. If a child goes missing or leaves to be educated at home, then the child protection file should be copied and the copy forwarded to Sheffield Children's Services.

All staff and volunteers will:

- Fully comply with the Academy's policies and procedures.
- Attend appropriate training.
- Inform the designated person of any concerns.
- Wear their ID pass at all times whilst on the premises.

Identifying Children and Young People who may be Suffering Significant Harm

Teachers and other adults in Academy are well placed to observe any physical, emotional or behavioural signs which indicate that a child may be suffering significant harm. The relationships between staff, pupils, parents and the public which foster respect, confidence and trust can lead to disclosures of abuse, and/or Academy staff being alerted to concerns.

Definitions

As in the Children Acts 1989 and 2004, a **child** is anyone who has not yet reached his/her 18th birthday.

Harm means ill-treatment or impairment of health and development, including, for example, impairment suffered from seeing or hearing the ill-treatment of another; **Development** means physical, intellectual, emotional, social or behavioural development; **Health** includes physical and mental health; **Ill-treatment** includes sexual abuse and other forms of ill-treatment which are not physical.

Abuse and Neglect are forms of maltreatment. Somebody may abuse or neglect a child by inflicting harm or failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting; by those known to them, or, more rarely, by a stranger. They may be abused by an adult or adults or another child or children.

Physical Abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of or deliberately induces illness in a child.

Sexual Abuse involves forcing or enticing a child or young person to take part in sexual activities, including prostitution, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative (e.g. rape, buggery or oral sex) or non-penetrative acts. They may include non-contact activities, such as involving children in looking at, or in the production of, sexual online images, watching sexual activities, or encouraging children to behave in sexually inappropriate ways. (Including Sexual Exploitation)

Emotional Abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill treatment of another. It may involve serious bullying causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- Provide adequate food and clothing, shelter (including exclusion from home or abandonment).
- Protect a child from physical and emotional harm or danger.
- Ensure adequate supervision (including the use of inadequate caretakers).
- Ensure access to appropriate medical care or treatment.

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Taking Action to Ensure that Children are Safe at the Academy and at Home

All staff follows the guidance issued by the Department for Education and United Learning. Changes to this guidance are circulated to staff when appropriate.

It is **not** the responsibility of the Academy staff to investigate welfare concerns or determine the truth of any disclosure or allegation. All staff, however, have a duty to recognise concerns and maintain an open mind. Accordingly all concerns regarding the welfare of pupils will be recorded and discussed with the designated senior officer with responsibility for child protection (or another senior member of staff in the absence of the designated officer) prior to any discussion with parents.

1. Staff must immediately report to the Child Protection Liaison Officer, Sharon Jones or a named deputy, Sarah Grierson, Caroline Hayes or Mark Goodwin

- Any suspicion that a child is injured, marked, or bruised in a way which is not readily attributable to the normal knocks or scrapes received in play.
- Any explanation given which appears inconsistent or suspicious.
- Any behaviours which give rise to suspicions that a child may have suffered harm (e.g. worrying drawings or play).
- Any concerns that a child may be suffering from inadequate care, ill treatment, or emotional maltreatment.
- Any concerns that a child is presenting signs or symptoms of abuse or neglect.
- Any significant changes in a child's presentation, including non-attendance.
- Any hint or disclosure of abuse from any person.
- Any concerns regarding person(s) who may pose a risk to children (e.g. living in a household with children present).

2. Responding to Disclosure

Disclosures or information may be received from pupils, parents or other members of the public. The Academy recognises that those who disclose such information may do so with difficulty, having chosen carefully to whom they will speak. Accordingly all staff will handle disclosures with sensitivity and ensure that where necessary appropriate translation is available to allow children to express themselves clearly but without feeling threatened.

Such information cannot remain confidential and staff will immediately communicate what they have been told to the designated person and make a written record.

Principles

Staff will not investigate but will, wherever possible, elicit enough information to pass on to the designated person in order that s/he can make an informed decision of what to do next.

Staff will:

- Listen to and take seriously any disclosure or information that a child may be at risk of harm.
- Try to ensure that the person disclosing does not have to speak to another member of Academy staff.
- Clarify the information.
- Try to keep questions to a minimum and of an 'open' nature e.g. 'Can you tell me what happened?' rather than 'Did x hit you?'
- Try not to show signs of shock, horror or surprise.
- Not express feelings or judgments regarding any person alleged to have harmed the child.
- Explain sensitively to the person that they have a responsibility to refer the information to the senior designated person.
- Reassure and support the person as far as possible ensuring the child knows they have done nothing wrong and have been right in telling someone.
- Explain that only those who 'need to know' will be told.
- Explain what will happen next and that the person will be involved as appropriate.

3. Action by the Designated Senior Officer (or other senior officer in their absence)

Following any information raising concern, the senior designated person will consider:

- Any urgent medical needs of the child.
- Making an enquiry to find out if the child is subject to a Child Protection Plan.
- Discuss the matter with other agencies involved with the family.
- Consulting with appropriate agencies e.g. Social Care.

- The child's wishes.

Then, in discussion with the Child Protection Liaison Officer, decide:

Wherever possible, to talk to parents, unless to do so may place a child at risk of significant harm, impede any police investigation and/or place the member of staff or others at risk.

Whether to make a child protection referral to social care because a child is suffering or is likely to suffer significant harm and if this needs to be undertaken immediately.

OR

Not to make a referral at this stage.

If further monitoring is necessary.

If it would be appropriate to undertake an assessment (e.g. CAF) and/or make a referral for other services.

All information and actions taken, including the reasons for any decisions made, will be fully documented. All referrals to social care will be accompanied by a standard referral form (CAF).

4. Action Following a Child Protection Referral

The designated senior person or other appropriate member of staff will:

- Make regular contact with the Social worker involved to stay informed.
- Wherever possible, contribute to the Strategy Discussion.
- Provide a report for, attend and contribute to any subsequent Child Protection Conference.
- If the child or children are placed on the Child Protection Register, contribute to the Child Protection Plan and attend Core Group Meetings and Review Child Protection Conferences.
- Where possible, share all reports with parents prior to meetings.
- Where in disagreement with a decision made e.g. not to apply Child Protection Procedures or not to convene a Child Protection Conference, discuss this with the QA unit of Sheffield Children's Services.
- Where a child on the child protection register moves from the Academy or goes missing,

immediately inform the key worker in Social Care.

5. Recording and monitoring

Accurate records will be made as soon as practicable and will clearly distinguish between observation, fact, opinion and hypothesis. All records will be signed and dated, any information given will be recorded verbatim where possible and a note made of the location and description of any injuries seen.

All Child Protection documents will be retained in a 'Child Protection' file, separate from the child's main file. This will be locked away and only accessible to the Principal and senior designated persons. These records will be copied and transferred to any Academy or setting the child moves to, clearly marked 'Child Protection, Confidential, for attention of Designated Person Child Protection.' If the child goes missing from education or is removed from roll to be educated at home, then any Child Protection file should be copied and the copy sent to the Education Social Work Service.

From 2010, original copies will be retained until the child's 25th birthday.

6. Supporting the Child and Partnership with Parents

Sheffield Springs Academy recognises that the child's welfare is paramount, however good child protection practice and outcome is it relies on a positive, open and honest working partnership with parents

Whilst we may, on occasion, need to make referrals without consultation with parents, we will make every effort to maintain a positive working relationship with them whilst fulfilling our duties to protect any child

We will provide a secure, caring, supportive and protective relationship for the child

Children will be given a proper explanation (appropriate to age & understanding) of what action is being taken on their behalf and why

We will endeavour always to preserve the privacy, dignity and right to confidentiality of the child and parents. The Designated Senior Officer will determine which members of staff need to know personal information and what they need to know for the purpose of supporting and protecting the child.

Parents will not be consulted before a referral to Social Care if child discloses any of the following information;

- Where Sexual Abuse or Sexual exploitation is suspected.
- Where organised or multiple abuse is suspected.
- Where fabricated or induced illness is suspected.
- Where planned or actual female genital mutilation is suspected.
- Where contacting parents/carers would place a child, yourself or others at immediate risk.

- Where there are concerns over possible forced marriage – at home or abroad.

You **MUST NOT** discuss your concerns on any of the above matters with parents/carers.

You **MUST** report this directly to the Designated Child Protection Liaison Officer Sharon Jones or the Deputies, Sarah Grierson, Caroline Hayes or Mark Goodwin

Making a referral to Duty & Investigation

A referral involves giving Children’s Social Care or the Police information with regards concerns relating to an individual or family. Parents or carers will be informed if a referral is being made unless circumstances prevent this.

This will be done either by the Child Protection Liaison Officer, Sharon Jones or in her absence Social Worker Team Leader (Mark Goodwin)

Information required when making an initial referral.

- Your name, telephone number and position
- Pupil family name
- Pupil address
- Pupil date of birth
- Ethnicity, first language and any special needs
- Information of allegation:-
 - Such as where incident took place
 - When it took place
 - Time and date
 - People involved
 - Injuries if any
 - Parent/Carer awareness of disclosure

Ensure you obtain the name of the person you are speaking to when passing over details.

Information will be will be completed and faxed to the relevant Social Services area. The referral will be allocated to a Social Worker who will liaise directly with the member of staff responsible for completing the referral. If the referral is urgent then Duty & Investigation can be contacted directly by telephone and a referral form completed after the initial conversation.

Useful Telephone Numbers

Job Role	Name of Member of Staff – email - website	Name of Institution	Telephone Number
Principal	Russell Heritage	Sheffield Springs Academy	0114 2392631
SLT Inclusion/Behaviour	Sandra Gowling	Sheffield Springs Academy	0114 2392631
Deputy CPLO	Sharon Jones	Sheffield Springs Academy	0114 2392631
Academy Social Worker	Mark Goodwin	Sheffield Springs Academy	0114 3997632
Duty & Investigation – Social Care		Darnall – Social Care	0114 2037463
Sheffield Safeguarding Children’s Board	Bea Kay www.safeguardingsheffieldchildren.org.uk	Sheffield Safeguarding Children Team	0114 2735655
Police	www.southyorks.police.uk	South Yorkshire Police	0114 2202020 999 for emergencies
Sheffield Futures	www.sheffieldfutures.org.uk	Sheffield Futures	0114 2012800
Sexual exploitation team	Phil Ashford Phil.Ashford@sheffieldfutures.org.uk	Division Street Sheffield	0114 2018645 / 07972861898

Signed by Principal and Chair of Governors: January 2014

This policy will be reviewed by Governors in January 2015

Signed Principal

..... Date

Signed Governor

..... Date



Allegations Regarding Person(s) Working In or On Behalf of Academy (including Volunteers)

Where an allegation is made against any person working in or on behalf of the Academy that he or she has:

Behaved in a way that has harmed a child or may have harmed a child,

or

Possibly committed a criminal offence against or related to a child,

or

Has behaved towards a child or children in a way that indicates s/he is unsuitable to work with children.

We will apply the same principles as in the rest of this document.

Investigations will be carried out under the guidance of LA and ULT procedures, with union representatives and with HR support.

Whilst we acknowledge such allegations, (as all others), may be false, malicious or misplaced, we also acknowledge they may be founded. It is, therefore, essential that all allegations are investigated properly and in line with agreed procedures.

Initial Action

The person who has received an allegation or witnessed an event involving a member of staff or other adult in the building will immediately inform the Principal.

In the event that an allegation is made against the Principal the matter will be reported to the ULT Chief Executive who will proceed from this point as the 'Principal' in the following steps.

The Principal will take steps, where necessary, to secure the immediate safety of children and any urgent medical needs.

The member of staff will not be approached at this stage unless it is necessary to address the immediate safety of children.

The Safeguarding Officer may need to clarify any information regarding the allegation; however no person will be interviewed at this stage.

The Safeguarding Officer will consult with the Local Authority Designated Officer (LADO) in order to determine if it is appropriate for the allegation to be dealt with by Academy or if there needs to be a referral to social care and/or the police for investigation.

Consideration will be given throughout to the support and information needs of pupils, parents and staff.

The Principal will inform the Chair of Governors of any allegation and subsequent actions.

APPENDIX 1

Sheffield Springs Academy Policy Statement: Tracking of Visitors & Contractors

Visitors

All staff have a responsibility to ensure the following:

- Ensure any that any Visitor coming into the school has been told they need to bring either their passport or driving license as a form of photographic identification, or their CORPORATE ID. A visitor who fails to bring their photographic identification more than three times will not be allowed entry to the school.
- If visitors have been DBS checked then Main Office needs to know well in advance of their name and DBS number.
- An e-mail must be sent to Sheffield Springs Academy Main Office at least 24 hours in advance with a list of names, the organisation they are from, what member of staff will be responsible for them and their expected time of arrival.
- When collecting visitors from Reception, staff must ensure that they have signed in at Reception, had their ID checked and are wearing their visitor pass.
- Staff must ensure that visitors are escorted back to Reception when departing, sign out and hand their pass back to Reception.

In addition to the above it is a requirement that all staff wear their ID badge at all times whilst on the premises.

ID Checks

Before signing in a supply member of staff, agency member of staff or interview candidate, the member of staff on Reception should carry out an ID check prior to the visitor signing in. Only photographic identification will be accepted as formal proof of identity.

All regular visitors (Non-Employees) must be given a Non Employee information pack which is available in the Main Reception; this information pack must include the names and photographs of the relevant Safeguarding Staff

Signing In

Visitors should sign in and include car registration details if they have a car in the car park.

Visitors will be given a colored lanyard – Red for List 99 check only, yellow for DBS checked.

Visitors should be informed that their pass must be worn at all times whilst they are on the premises.

Visitors should be reminded to sign out and return their pass when leaving.

Signing Out

Members of staff should escort their visitor back to Reception to ensure they sign out and return their Visitors Pass.

Any passes which are returned should be placed into the "Returned Passes" box which is on the Reception desk.

Contractors

All contractors coming on site should be notified that they will be required to show photographic identification upon arrival, only passports and driving licenses will be accepted.

Contractors should sign in and out at Reception and wear their ID pass at all times whilst on site.

The site team should be contacted to collect the contractor from Reception.

All contractors should be accompanied by a member of the site team at all times during their visit unless:

Students are not on site

They have an Enhanced DBS Disclosure by a trusted body

Breach of Process

Continued failure to adhere to the above process will result in the Business Manager and appropriate line managers being informed.

APPENDIX 2

Sheffield Springs Academy Policy Statement: Enrichment Registration and Student Safety

There is an Enrichment Board in the Main Office that has the enrichment timetable posted on it. On the enrichment timetable is the members of staff who are running the various enrichment lessons and where they are taking place. The enrichment will run from 3.00pm-4.00pm

Members of staff who are running the enrichment will keep a register of the students who are attending the enrichment and be responsible for those students. The register will be kept by the member of staff in charge of the enrichment and it will be the responsibility of the Enrichment Coordinator to ensure registers are being completed: the registers for all enrichment will be monitored half termly by the AP in charge of Enrichment.

If the enrichment is offsite then a list of the different activities and the student's names of all the students attending will be left at the Student Support Office along with the contact phone number of the member of staff who is with the students.

The above allows Sheffield Springs Academy to;

- Ensure the safety of our students
- Monitor the number of students who are accessing our Enrichment Programme
- Analyse the micro populations who are accessing our Enrichment Programme

How is Sheffield Springs Academy ensuring the safety of its students?

- Registering students ensures that staff are aware which students are on site after 3pm in case there is a fire alarm so all students can be accounted for.
- Registering students also ensures that if a parent contacts the school to see if their child is at school we are able to say whether they are in school taking part in after school provisions or not. As reception staff can easily see what is taking place they can contact the relevant member of staff to check.
- Enrichment activities are fully supervised by members of staff.
- If students go off site for their enrichment a parental consent form is signed and returned.

Fire Alarm after core hours

The member of staff who is taking any activities is responsible for students if there is a fire alarm, and must

bring a paper register with them to ensure all students are accounted for.

APPENDIX 3

Sheffield Springs Academy Policy Statement: Tracking of Non-Employees

Once the Line manager or Senior Leader notifies HR of the volunteer or non-employee coming into the Academy, they must:

Ask whether the person has been DBS checked. If so the Business Manager needs the original copy of this DBS or an email from the body that completed the check confirming the date and DBS number.

Non-Employees will be issued with a visitor's badge. This must be handed in each time they leave the premises

Documents for Reference

Department for Education Documents

www.teachernet.gov.uk/childprotection

Safeguarding Children and Safer Recruitment in Education (DfES 2006)

Working Together to Safeguard Children (DfES 2006)

What to do if you're worried a child is being abused

www.everychildmatters.gov.uk/safeguarding