



Subject: <b>Child Protection and Safeguarding</b>	Number: <b>POL00100</b>
Approved by: <b>Managing Director</b>	Type: <b>Policy</b>
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## 1. Objectives

### 1.1 Overall Aims

At Robert Holme Academy, we pride ourselves on providing a safe and nurturing environment for all those in our care. Robert Holme Academy aims to:

- identify any potential safeguarding issues where the welfare of children is at risk;
- take appropriate and timely action to protect, safeguard and promote the welfare of children in our care;
- ensure that all statutory responsibilities with regards to safeguarding are made clear to staff;
- demonstrate that safeguarding and promoting the mental, emotional and physical welfare of children in our care is the responsibility of all employees and volunteers;
- model appropriate behaviours within the premises and outside to ensure the highest level of safeguarding from our staff towards the children in our care;
- train staff effectively in recognising and reporting safeguarding issues and risk.

## 2. Scope and Applicability

This policy applies to anyone who works for or volunteers at Robert Holme Academy. Safeguarding children’s welfare is everyone’s responsibility and everyone has a role to play, regardless of position.

Promoting the welfare of children and ensuring rigorous safeguarding means:

- protecting children from maltreatment;
- preventing impairment of children’s mental and physical health or development;
- ensuring that children grow up in circumstances consistent with the provision of safe and effective care;
- taking action to enable all children to have the best outcomes.

The four forms of child abuse are:

- physical abuse;
- sexual abuse;
- emotional abuse;
- neglect.

It should be noted that the forms of child abuse are umbrella names for a variety of abuse that can happen under those headings and that staff are trained to identify abuse in accordance to the four forms of child abuse.



Additional barriers can exist for some families and lead to an increased risk of one, or all, forms of abuse. This can include having an increased risk of recognising or disclosing abuse. At Robert Holme Academy, we are committed to and ensure that, regardless of what barriers our children may face, they are given the same level of protection through our ability to recognise children's diverse circumstances through the implementation of anti-discriminatory practices.

Special consideration is therefore given to children who:

- have special needs or educational challenges;
- are looked after or previously looked after;
- are at risk due to their own or a family member's mental health needs
- are young carers;
- are asylum seekers;
- are at risk of Female Genital Mutilation, sexual exploitation, forced marriage, or radicalisation;
- may experience discrimination due to their race, ethnicity, religion, gender identification or sexuality;
- have English as an additional language;
- are known to be living in difficult situations e.g. temporary accommodation or in an environment where substance abuse or domestic violence is taking place.



### 3. Procedure

**IMPORTANT NOTE**

For detailed procedures and instructions, please refer to the Child Protection and Safeguarding Handbook.

#### 3.1 *Responsibilities*

It is everyone's responsibility to ensure effective and thorough child protection and safeguarding. This policy applies to all staff who work for Robert Holme Academy, as well as those taking part in a voluntary role. This policy also extends to the safeguarding and protection of children taking part in off-site activities, as it is our responsibility to identify and report any concerns, regardless of where the concern has taken place.

##### 3.1.1 *Responsibilities of All Staff*

All employees of Robert Holme Academy will be required to undertake relevant, certificated safeguarding training as part of their New Starter Induction. All employees and volunteers will read and understand Part 1 of the Department for Education's statutory safeguarding guidance (Keeping Children Safe in Education) and are required to review this annually. Staff are also required to undertake regular additional online safeguarding training.

If a volunteer is based at the Robert Holme Academy, on a regular or long-term basis, the volunteer is required to undertake the same safeguarding training as a new employee.

All staff are aware of:

- our systems, processes and procedures that support safeguarding.
- how to use the MyConcern safeguarding reporting processes;
- who to contact in the event of an immediate safeguarding concern;
- their role within the early help process, including, sharing information with other professionals, the Designated Safeguarding Lead and identifying an early problem that are becoming apparent;
- the role that they may be expected to play with regards to making referrals to local authority children's social care;
- what to do, say and act if they identify a safeguarding issue or a child discloses that they are being abused or neglected;
- how to maintain a level of confidentiality while liaising with relevant professionals;
- indicators that make children more at risk of, or involved with, radicalisation, serious crime or female genital mutilation.
- the nature of specific safeguarding issues, such as child exploitation, as well as the different types of abuse and neglect;

All staff are expected to record any safeguarding concerns as soon as possible to ensure any procedures that need to be actioned are done in a timely way. Where it is not possible to report a concern immediately, staff have until the end of their contracted hours that day to report such concerns.

Immediate action is taken in all cases, and without exception, where a student is in imminent risk of harm or danger.

Staff are also aware of systems and processes that support safeguarding include this policy, staff code of conduct, along with the role and identity of the Designated Safeguarding Lead and their deputies, the behaviour policy and the response for children who go missing in education.



**3.1.2 Responsibilities of The Designated Safeguarding Lead (DSL)**

The Designated Safeguarding Lead is responsible for taking the lead for child protection and safeguarding at Robert Holme Academy. The Designated Safeguarding Lead is a member of the management team.

The Designated Safeguarding Lead is available during term time working hours for staff to raise any safeguarding concerns they may have regarding the children in our care. If contact outside of term time working hours is necessary, the Designated Safeguarding Lead is contacted via normal means (My Concern, work email or work mobile). Wherever possible the Designated Safeguarding Lead DSL will respond to safeguarding messages within 24 hours.

If the Designated Safeguarding Lead is absent, the duties of the Designated Safeguarding Lead are undertaken by nominated deputies or can be escalated to the Managing Director.

If a safeguarding concern is reported during the holidays and the Designated Safeguarding Lead and deputies are not immediately available for contact, the concern should be directed to the Local Authority Designated Safeguarding Lead or North Lincolnshire Council – Safeguarding Concern and Referral Department.

Adequate support, time, funding, resources and training is given to the Designated Safeguarding Lead to:

- train, support and advise other staff about child protection, safeguarding and welfare matters;
- participate in inter-agency meetings, to support other staff to do so and partake in strategy discussions;
- contribute to the overall assessment of the children in our care;
- identify and refer suspected cases to the most appropriate body. (for example, social services, police, Disclosure and Barring Service, etc.);
- support staff who directly refer cases to a relevant body;
- ensure that the online management system for reporting safeguarding concerns (My Concern) is regularly checked, up to date and completed correctly;
- triage new cases submitted to My Concern and, where possible, assign a case manager within 2 hours of concern being submitted;
- review open cases at least once a week and record any updates on the case;
- ensure cases are closed in a timely manner, ensuring all fields are completed and clear actions are put in place.

The Designated Safeguarding Lead is also responsible for keeping the Managing Director informed of any issues, as well as liaising with the local authority case managers and designated officers for child protection concerns when appropriate to do so.



**3.1.3 Responsibilities of The Managing Director/Proprietor**

The Managing Director is responsible for:

- ensuring the Child Protection and Safeguarding Policy complies with the law and will hold the Headteacher and Designated Safeguarding Lead to account for its implementation;
- approving the policy at each review;
- monitoring how effective the policy is;
- reviewing MyConcern on a monthly basis to ensure it is up to date and accurate.

The Managing Director is also responsible for ensuring any non-compliance formally documented, along with the necessary corrective actions. Corrective actions are monitored and tracked to closure.

**3.1.4 Responsibilities of the Headteacher**

The Headteacher is responsible for the implementation of the Child Protection and Safeguarding Policy.

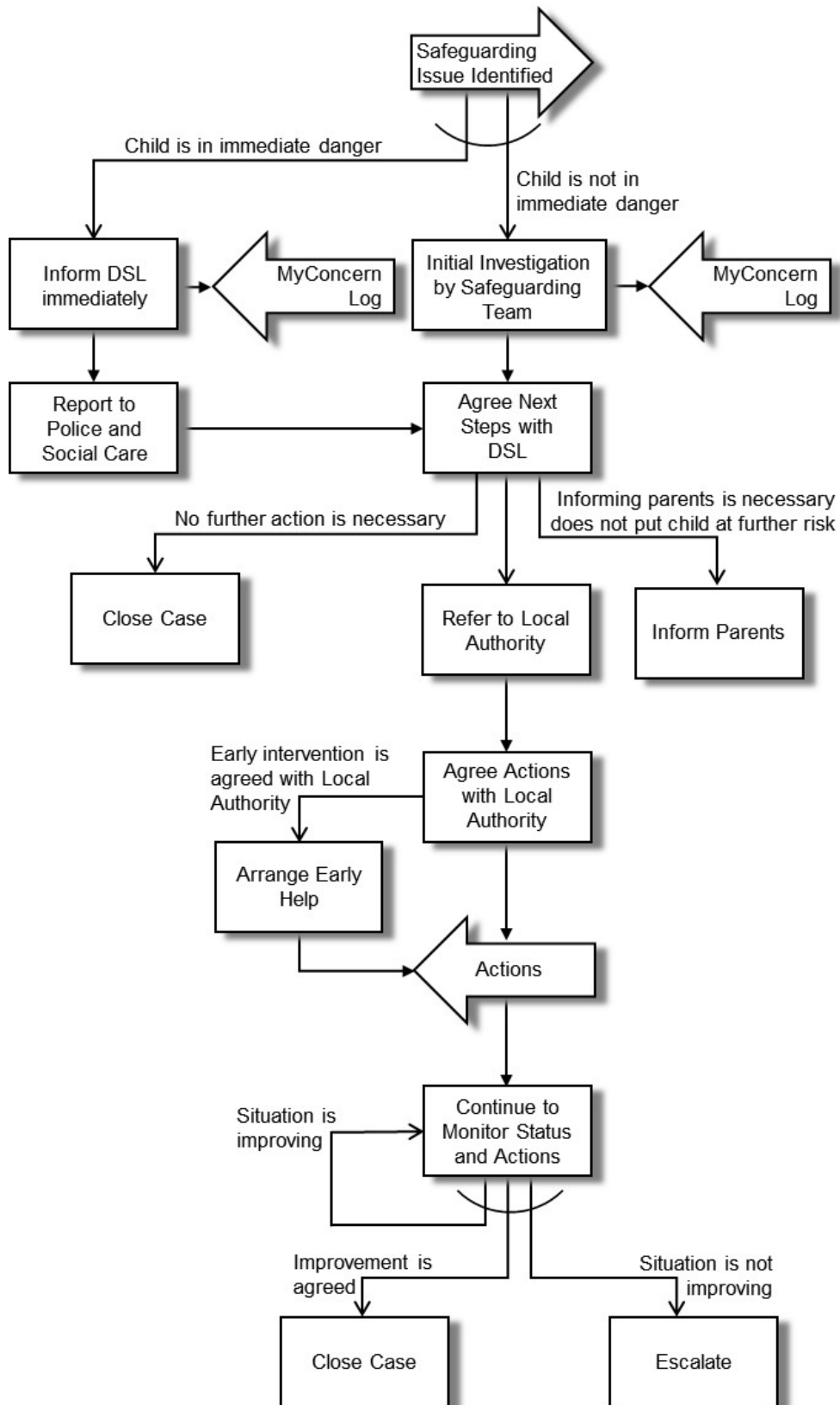
This includes:

- ensuring that all staff, including those who are volunteers and temporary workers, are trained in and informed of the policy and systems to ensure effective safeguarding, at the point of induction;
- ensuring all staff are given refresher training, at a minimum once per year, to brief them in changes to the policies and procedures for child protection and safeguarding;
- ensuring that parents/carers have had the child protection and safeguarding policy shared with them when their child joins Robert Holme Academy, including on the website;
- allowing for protected time to ensure the Designated Safeguarding Lead has appropriate and adequate time, training, funding and resources;
- ensuring that in the absence of the Designated Safeguarding Lead, there is adequate cover to ensure effective safeguarding. This includes there being at the very least one member of staff who is always Level 3 trained on site during working hours;
- reviewing My Concern on a monthly basis to ensure it is up to date and accurate. The managing director/proprietor will hold the Designated Safeguarding Lead to account where non-compliance is noted;
- ensuring all staff undertake appropriate safeguarding training which is updated regularly;
- ensuring that all members of staff who are left alone with a student has an up to date enhanced Disclosure and Barring Service check when they are recruited;
- being assigned the role of Case Manager in the event of an allegation being made against a member of staff or volunteer;
- organising timetables effectively to ensure relevant and staff staffing ratios are met.

**IMPORTANT NOTE**

Under no circumstances will a member of staff, visitor or volunteer without an enhanced Disclosure and Barring Service (DBS) check be left alone with a pupil.

**3.2 Process**





### 3.3 ***Reporting Childcare or Safeguarding Issues***

All reported childcare or safeguarding issues and concerns are formally logged in the MyConcern log. This is done as soon as possible after the issue or concern is raised and no later than the end of the working day. Where possible, the member of staff may undertake some initial investigation, such as informal discussions with the child involved, to determine background and further details about the case. However, this is undertaken with great care to avoid alarming the child or putting them at further risk.

Police and/or social care authorities are informed if the child is likely to suffer harm or is considered to be in immediate danger. This must be done by any member who becomes aware of a serious safeguarding issue and does not require approval by either the Designated Safeguarding Lead or member of the Senior Management Team if they are not readily available. However, the Designated Safeguarding Lead is informed that a referral has taken place as soon as possible after the contact has been made with Police and/or social care authorities.

The Designated Safeguarding Lead, or their designated deputy is informed about the concern at the earliest opportunity within a 24-hour period.

Any known cases of Female Genital Mutilation are reported to the police and childcare authorities immediately.

If a concern relates to the Headteacher and Managing Director or the member of staff feels uncomfortable reporting the concern within the school, then the concern should be reported directly to Local Authority Designated Officer (LADO) for further investigation.

### 3.4 ***Taking Action***

The Designated Safeguarding Lead or their deputies are always be available during normal hours. However, if for some exceptional circumstance they are not available, the incident is reported to a member of the senior leadership team or contact may be made with the local authorities for guidance. Any member of staff can make a referral or report a concern, but the action taken must be shared with Designated Safeguarding Lead as soon as possible after the referral.

Thereafter, any actions arising from a referral are discussed with and agreed with the local authorities.

Actions are logged in the MyConcern log.

### 3.5 ***Early Help***

On occasion, the most appropriate course of action for some children in our care will be early help. If this is to be the case, the Designated Safeguarding Lead coordinates liaison with other agencies and in setting up and appropriate inter-agency assessment.

If this course of action is required, staff may be asked for input when assisting other agencies and professionals, as well as acting as a lead practitioner in some cases.

### 3.6 ***Monitoring***

When a referral for early help has been made, the Designated Safeguarding Lead carefully monitors and reviews the actions and timelines for interventions.

If improvement does not seem to be being made, the Designated Safeguarding Lead escalates the cases to local authority children's social care.



#### 4 References

This policy has been developed in line with the following policies and we comply with this guidance set out in the policies.

1. Keeping children safe in education statutory guidance 2023, available at: <https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>
2. Children act 1989, available at: <https://www.legislation.gov.uk/ukpga/1989/41/contents>
3. Working Together to Safeguard Children (2018, updated Feb 2019) available at: [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/942454/Working\\_together\\_to\\_safeguard\\_children\\_inter\\_agency\\_guidance.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/942454/Working_together_to_safeguard_children_inter_agency_guidance.pdf)
4. The Education Regulations (Independent School Standards) (2014), available at: <https://www.legislation.gov.uk/uksi/2014/3283/schedule/made>
5. The Children Act (1989 amended 2004), available at: <https://www.legislation.gov.uk/ukpga/2004/31/contents>
6. Statutory Guidance on Female Genital Mutilation, available at: <https://www.gov.uk/government/publications/multi-agency-statutory-guidance-on-female-genital-mutilation>
7. The Rehabilitation of Offenders Act (1974), available at: <https://www.legislation.gov.uk/ukpga/1974/53>
8. Safeguarding Vulnerable Groups (2006), available at: <https://www.legislation.gov.uk/ukpga/2006/47/contents>
9. Statutory guidance on the Prevent Duty, available at: [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/439598/prevent-duty-departmental-advice-v6.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/439598/prevent-duty-departmental-advice-v6.pdf)
10. Statutory guidance on sexting (UK Council for Child Internet Safety) available at: <https://www.gov.uk/government/publications/sharing-nudes-and-semi-nudes-advice-for-education-settings-working-with-children-and-young-people>
11. Working together to improve school attendance (2022, updated 2023) available at: [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/1099677/Working\\_together\\_to\\_improve\\_school\\_attendance.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1099677/Working_together_to_improve_school_attendance.pdf)

Where we have children under the age of 8, the following policies will be used to set out who is disqualified from working with children.

12. The Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations (2018), available at: <https://www.legislation.gov.uk/uksi/2018/794/contents/made>
13. The Childcare Act (2006), available at: <https://www.legislation.gov.uk/ukpga/2006/21>