



# ASPIRATIONS

## MAGNA ACADEMY

### SAFEGUARDING AND CHILD PROTECTION POLICY

<b>Version control</b>	
July 2020	Update to align with KCSiE 2020
August 2021	Update to align with KCSiE 2021

Latest version:	<b>September 2021</b>	Review period:	1 year
Date of next review:	July 2022	Owner: Mrs Melanie Orchard	Trust Safeguarding Lead
Type of policy:	Network	Approval level:	Board of Trustees / RB

## Policy Consultation & Review

This policy is available on our academy website and is available on request from the academy office. We also inform parents and carers about this policy when their children join our academy and through our academy newsletters.

We recognise the expertise our staff build by undertaking safeguarding training and managing safeguarding concerns on a daily basis and we therefore invite staff to contribute to and shape this policy and associated safeguarding arrangements.

The policy is provided to all staff at induction alongside our Staff Code of Conduct. In addition, all staff are provided with Part One of the statutory guidance ['Keeping Children Safe in Education'](#), DfE (2021).

This policy will be reviewed in full and agreed on an annual basis by the Aspirations Safeguarding Lead in conjunction with the Magna Academy's Regional Board (RB) and staff members of the academy designated by the Principal. Following each such annual review the revised policy shall be reported to them. This policy was last reviewed in September 2021. It is next due for review in September 2022.

Signature 

Principal

Date: 01 October 2021

Signature 

Chair of Regional Board

Date: 01 October 2021

## **CONTENTS**

### **Page:**

<b>4</b>	<b>Purpose &amp; Aims</b>
<b>4</b>	<b>Academy Ethos</b>
<b>5</b>	<b>Equality Statement</b>
<b>5</b>	<b>Roles &amp; Responsibilities</b>
<b>7</b>	<b>Training &amp; Induction</b>
<b>9</b>	<b>Procedures for Taking Action</b>
<b>10</b>	<b>Children potentially at greater risk of harm</b>
<b>13</b>	<b>Early Help</b>
<b>13</b>	<b>Recognising Abuse (signs and symptoms – Peer on peer abuse, Sharing nudes, FGM, HBV, Prevent Duty, CSE, CCE, County Lines, Domestic Abuse)</b>
<b>21</b>	<b>Recording &amp; Information Sharing and Confidentiality</b>
<b>22</b>	<b>Working with Parents &amp; Carers</b>
<b>22</b>	<b>Child Protection Conferences</b>
<b>23</b>	<b>Safer Recruitment</b>
<b>22</b>	<b>Safer Working Practice</b>
<b>23</b>	<b>Online Safety, Mobile Phones and Cameras</b>
<b>25</b>	<b>Managing Allegations against Staff, Volunteers &amp; Contractors</b>
<b>30</b>	<b>Low Level Concerns</b>
<b>30</b>	<b>Visitors to the Academy</b>
<b>31</b>	<b>Non Collection of Children</b>
<b>31</b>	<b>Missing students and Elective Home Education</b>
<b>31</b>	<b>Other relevant policies</b>
<b>32</b>	<b>Statutory Framework</b>
<b>Appendix 1</b>	<b>Types of abuse</b>
<b>Appendix 2</b>	<b>Induction checklist for staff &amp; volunteers</b>
<b>Appendix 3</b>	<b>Safer Recruitment and DBS policy and procedures</b>
<b>Appendix 4</b>	<b>Flowchart for Reporting of Concerns</b>

## 1. PURPOSE & AIMS

1.1 The purpose of Magna Academy's safeguarding policy is to ensure every child and young person, who is a registered student at our academy, is safe and protected from harm. This means we will always work to:

- Protect students at our academy from maltreatment
- Prevent impairment of our student's mental and physical health or development
- Ensure that children at our academy grow up in circumstances consistent with the provision of safe and effective care
- Undertake that role so as to enable students at our academy to have the best outcomes

1.2 The academy aims to ensure that:

- Appropriate action is taken in a timely manner to safeguard and promote children's welfare
- All staff are aware of their statutory responsibilities with respect to safeguarding
- Staff are properly trained in recognising and reporting safeguarding issues

1.3 This policy will give clear direction to staff, volunteers, visitors and parents about expected behaviour and our legal responsibility to safeguard and promote the welfare of all children at our academy.

1.4 This policy applies to all students, staff, parents, governors, volunteers and visitors, including supply teachers.

## 2. OUR ETHOS

2.1 The child's welfare is of paramount importance. At Magna Academy, there is a whole academy approach to safeguarding and all systems, policies and procedures have been devised with the best interests of the child at the centre. Our academy will establish and maintain an ethos where students feel secure, are encouraged to talk, are listened to and are safe. Students at our academy will be able to talk freely to any member of staff if they are worried or concerned about something.

2.2 Everyone who comes into contact with children and their families has a role to play in safeguarding children. We recognise that staff at our academy play a particularly important role as they are in a position to identify concerns early and provide help for children to prevent concerns escalating. **All staff are advised to maintain an attitude of 'it could happen here' where safeguarding is concerned.** When concerned about the welfare of a child, staff members must always act in the **best interests** of the child.

2.3 All staff and regular visitors will, through training and induction, know how to recognise indicators of concern, how to respond to a disclosure from a student and how to record and report this information. We will not make promises to any student and we will not keep secrets. Every student will know what the adult will have to do with any information they have chosen to disclose.

2.4 Throughout our curriculum, we will provide activities and opportunities for students to develop the skills they need to identify risks and stay safe, including when online. This may include covering relevant issues through Relationships Education and Relationships and Sex Education and will also include material that will encourage our students to develop essential life skills through various teaching and learning opportunities, as part of providing a broad and balanced curriculum.

2.5 At all times we will work in partnership and endeavour to establish effective working relationships with parents, carers and colleagues from other agencies, in line with Working Together to Safeguard Children (2018) and the Local Safeguarding Children Partnership.

## 2A EQUALITY STATEMENT

Some students have an increased risk of abuse and additional barriers can exist for some students with respect to recognising or disclosing it. We are committed to anti-discriminatory practice and recognise student's diverse circumstances. We ensure that all students have the same protection, regardless of any barriers they may face.

We give special consideration to students who:

- Have special educational needs (SEN), disabilities or health conditions (see section 9)
- Are young carers
- 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 – for example, temporary accommodation or where there are issues such as substance abuse or domestic violence
- Are at risk of FGM, sexual exploitation, forced marriage, or radicalisation
- Are asylum seekers
- Are at risk due to either their own or a family member's mental health needs
- Are looked after or previously looked after (see section 11)
- Are missing from education
- Have a parent/carer who has expressed an intention to remove them from the academy to be home educated

## 3. ROLES AND RESPONSIBILITIES

Role	Name	Contact details
<b>Designated Safeguarding Lead (DSL)</b>	Melanie Orchard	<a href="mailto:morchard@magna-aspirations.org">morchard@magna-aspirations.org</a>
<b>Deputy DSLs</b>	Rachael Caples Angelina Wilson Courtney Fawcett	<a href="mailto:rcaples@magna-aspirations.org">rcaples@magna-aspirations.org</a> <a href="mailto:awilson@magna-aspirations.org">awilson@magna-aspirations.org</a> <a href="mailto:cfawcett@magna-aspirations.org">cfawcett@magna-aspirations.org</a>
<b>Principal</b>	Natasha Ullah	<a href="mailto:nullah@magna-aspirations.org">nullah@magna-aspirations.org</a>
<b>Named Safeguarding Governor</b>	Mandy Lancy	<a href="mailto:mandylancy@aspirationsacademies.org">mandylancy@aspirationsacademies.org</a>
<b>Trust Safeguarding Lead</b>	Mandy Lancy	<a href="mailto:mandylancy@aspirationsacademies.org">mandylancy@aspirationsacademies.org</a>

### 3 All Staff

3.1 It is the responsibility of every member of staff, volunteer and regular visitor to our academy to ensure they carry out the requirements of this policy at all times and work in a way that will safeguard and promote the welfare of all of the students at this academy. This includes the responsibility to provide a safe environment in which students can learn.

#### The Regional Governing Board

3.2 The Regional Board (RB) of Magna Academy is accountable for ensuring the effectiveness of this policy and our compliance with it. Although our RB takes collective responsibility to safeguard and promote the welfare of our students, we also have a named governor who, alongside the DSL, champions safeguarding within the academy.

3.3 **The Regional Board** will ensure that:

- There is a whole-academy approach to safeguarding, ensuring that safeguarding and child protection are at the forefront and underpin all relevant aspects of process and policy development
- The safeguarding policy is in place and is reviewed annually, is available publicly via our academy website and has been written in line with the requirements of the Local Safeguarding Children Partnership policies and procedures
- The academy contributes to inter-agency working in line with Working Together to Safeguard Children (2018)
- A senior member of staff from the leadership team is designated to take the lead responsibility for safeguarding and child protection and that there is at least one deputy DSL who is appropriately trained to deal with any issues in the absence of the Designated Safeguarding Lead (DSL)
- A link governor trustee is appointed to monitor the effectiveness of this policy in conjunction with the full governing board
- Procedures are in place for dealing with allegations against members of staff, including supply teachers and volunteers, in line with statutory guidance
- Safer recruitment practices are followed in accordance with the requirements of *'Keeping Children Safe in Education'* DfE (2021)
- Remedy is made without delay to any weakness, in regard to our safeguarding arrangements that are brought to their attention

3.4 The Regional Board will receive a safeguarding report termly that includes the training that has taken place, the number of staff attending and any outstanding training requirements for the academy. It will also state all safeguarding activity that has taken place; for example, number of meetings attended, reports written, training or induction given. It will not identify individual students or go into any detail.

#### The Principal

3.5 At Magna Academy, the Principal is responsible for:

- Identifying a senior member of staff from the leadership team to be the Designated Safeguarding Lead (DSL) and ensuring that they have appropriate time, funding, training and resources to carry out their role effectively
- Identifying alternative members of staff to act as the Designated Safeguarding Lead (DSL) in his/her absence and ensure there is always cover for the role
- Ensuring all staff receive a safeguarding induction and are provided with a copy of this policy and the staff code of conduct
- Ensuring all staff undertake appropriate child protection training that is updated annually and includes training in online safety matters
- Ensuring that the academy's approved policies and procedures, particularly concerning referrals of cases of suspected abuse and neglect, are followed by all staff
- Ensuring that all staff and volunteers feel able to raise concerns about poor or unsafe practice and such concerns are addressed sensitively in accordance with agreed whistle-blowing procedures

- Liaising with the Local Authority Designated Officer (LADO) in the event of an allegation of abuse being made against a member of staff, supply teacher or volunteer and notifying the Trust's Safeguarding Lead and HR Director of any such incidences

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

3.6 The Designated Safeguarding Lead is a senior member of staff, from the leadership team, who takes lead responsibility for safeguarding and child protection (including online safety) within our academy. The DSL will carry out their role in accordance with the responsibilities outlined in Annex C of *'Keeping Children Safe in Education'*.

3.7 The DSL will provide advice and support to other staff on child welfare and child protection matters. Any concern for a student's safety or welfare will be recorded electronically via MyConcern, which will be accessed by the DSL.

3.8 During term time the DSL and/or a deputy will always be available (during academy hours) for staff in the academy to discuss any safeguarding concerns. If in exceptional circumstances, the DSL or a deputy DSL is not available on the academy site in person, we will ensure that they are available via telephone and any other relevant media.

3.9 The DSL at Magna Academy will ensure that representation from our academy is made at child protection conferences and core group meetings. With appropriate training, knowledge and experience, our DSL will liaise with Children's Services and other agencies where necessary and make referrals of suspected abuse to Children's Services, take part in strategy discussions and other interagency meetings and contribute to the assessment of children.

3.10 The DSL will maintain records and child protection files, ensuring that they are kept confidential and stored securely.

3.11 The DSL is responsible for ensuring that all staff members and volunteers are aware of our policy and the procedures they need to follow. They will ensure that all staff, volunteers and regular visitors have received appropriate child protection information during induction and have been trained within the academy to the agreed academy's safeguarding procedures.

3.12 The full responsibilities of the DSL are set out in their job description.

## **4. TRAINING AND INDUCTION**

4.1 When new staff join our academy they will be informed of the safeguarding arrangements in place. They will be given a copy of our academy's safeguarding policy along with the staff code of conduct, Part One and Annex A of *'Keeping Children Safe in Education'* and told who our Designated Safeguarding Lead (DSL) and Deputy DSLs are. **All staff are expected to read these key documents.**

All staff will sign a declaration at the beginning of each academic year to say that they have reviewed and understood the guidance. Staff will also be provided with the recording concerns method, given information on how to complete it and who to pass it to.

4.2 Every new member of staff or volunteer will receive safeguarding training during their induction period, within 4 weeks of joining the academy. This programme will include:

- The child protection policy
- The behaviour policy
- The online safety policy and acceptable use policy
- The code of conduct policy
- The safeguarding response to students who go missing from education;
- The role of the designated safeguarding lead (including the identity of the designated safeguarding lead and any deputies)
- Information relating to signs and symptoms of abuse

- The early help process (sometimes known as the common assessment framework) and their role in it, including identifying emerging problems, liaising with the DSL and sharing information with other professionals to support early identification and assessment
- How to manage a disclosure from a student

The training will also include information about whistle-blowing in respect of concerns about another adult's behaviour and suitability to work with children. Staff will also receive training in online safety as this is part of the overarching safeguarding approach of our academy.

4.3 In addition to the safeguarding induction, we will ensure that mechanisms are in place to assist staff to understand and discharge their role and responsibilities, as set out in Part one of *'Keeping Children Safe in Education'*. In order to achieve this, we will ensure that:

- All members of staff will undertake appropriate safeguarding training on an annual basis in accordance with the Local Safeguarding Children Partnership advice and will evaluate the impact of this training
- All staff know how to manage disclosures
- All staff know the indicators of abuse and neglect for specific safeguarding issues, such as child criminal exploitation and child sexual exploitation
- Staff understand the need to be vigilant, as multiple safeguarding issues will overlap with one another
- Staff are aware of the risk factors that increase the likelihood of involvement in serious violence
- Staff understand the importance of reassuring victims that they are being taken seriously and that they will be supported and kept safe
- All staff members receive regular safeguarding and child protection updates (for example, via email, e-bulletins, staff meetings), as required, but at least termly, to provide them with relevant skills and knowledge to safeguard children effectively
- All staff members, governors and regular volunteers have access to the National Online Safety platform and can access any of the webinars through this platform
- DSLs attend training every two years and in addition to formal training, their knowledge and skills are refreshed at regular intervals, at least annually
- The DSL, the deputy designated member(s) of staff and any other senior member of staff who may be in a position of making referrals, attending child protection conferences or core groups, will participate in one of the multi-agency training courses available online or face to face, through recognised training providers, at least once every three years
- Safer Recruitment training is available to all relevant staff and governors who are involved in the recruitment process
- The DSL or deputy DSL attended the BCP Safeguarding forum annual in order to keep up to date with local safeguarding concerns

4.4 At Magna Academy, we are alert to safeguarding issues in the local area and ensure that all staff have training appropriate to these matters as they arise. Currently, County Lines is a concern in this locality and is being addressed through Pan Dorset Safeguarding Children Partnership, who deliver multi agency information sharing and updates and local DSL forum updates.

4.5 All regular visitors, temporary staff and volunteers to our academy, will be given a set of our safeguarding procedures; they will be informed of who our DSL and alternate staff members are and what the recording and reporting system is. (See Appendix 2). Visitors must sign in using the visitor sheet and are requested to read the safeguarding policy. All regular volunteers, visitors and temporary staff have DBS checks before starting work/support in the academy.

4.6 We actively encourage all of our staff to keep up to date with the most recent local and national safeguarding advice and guidance, Annex B of *'Keeping Children Safe in Education'* (2021) provides links to guidance on specific safeguarding issues.

## 5. PROCEDURES FOR TAKING ACTION

5.1 At Magna Academy, all staff, volunteers and governors must follow procedures set out below in the event of a safeguarding issue. (Any reference to the DSL should be taken to mean the DSL or DDSL).

Staff should always follow the reporting procedures outlined in this policy in the first instance. However, they may also share information directly with Children's Social Care or the Police if:

- The situation is an emergency and the designated safeguarding lead, their deputy and the Principal are all unavailable
- They are convinced that a direct report is the only way to ensure the student's safety

### **If a child is suffering or likely to suffer harm or in immediate danger**

- Tell the DSL immediately, if this is not possible then you should make a referral to Children's Social Care and/or the Police **immediately**, if you believe a child is suffering or likely to suffer from harm or in immediate danger. **Anyone can make a referral**
- Tell the DSL as soon as possible if you make a referral directly
- **In an emergency** or if you believe a child is at immediate risk of harm, call the Police on 999.

The Children's Social Care out of hours service is the emergency response service for any child who is in crisis, needs urgent help or is at serious risk of significant harm. Hours of operation are 5.00pm to 9.00am from Monday to Friday, all day Saturdays and Sundays and all bank holidays, including Christmas Day and New Year's Day. Their phone number is 01202 738256 or email [childrensoohs@bcpcouncil.gov.uk](mailto:childrensoohs@bcpcouncil.gov.uk)

Please also see the following link to the GOV.UK webpage for reporting child abuse to your local council:

<https://www.gov.uk/report-child-abuse-to-local-council>

### **If a student makes a disclosure to you, you should:**

- Listen to and believe them. Allow them time to talk freely and do not ask leading questions
- Reassure the student that they are being taken seriously and that they will be supported and kept safe. Victims should not be given the impression they are creating a problem or made to feel ashamed for making a report
- Stay calm and do not show that you are shocked or upset
- Tell the student they have done the right thing in telling you. Do not tell them they should have told you sooner
- Explain what will happen next and that you will have to pass this information on. Do not promise to keep it a secret
- Write up your conversation as soon as possible in the student's own words. Stick to the facts and do not put your own judgement on it
- Sign and date the write-up and pass it on to the DSL, using the academy's reporting procedures set out in section 5.5 below. Aside from the DSL or DDSL, do not disclose the information to anyone else unless told to do so by a relevant authority involved in the safeguarding process

5.2 All staff are encouraged to report any concerns that they have and not see these as insignificant. On occasions, a referral is justified by a single incident such as an injury or disclosure of abuse. More often however, concerns accumulate over a period of time and are evidenced by building up a picture of harm over time. This is particularly true in cases of emotional abuse and neglect. In these circumstances, it is crucial that staff record and pass on concerns in accordance with this policy, to allow the DSL to build up a picture and access support for the student at the earliest opportunity. A reliance on memory, without accurate and dated records of concern, could lead to a failure to protect.

5.3 It is *not* the responsibility of 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 pass the information on in accordance with the procedures outlined in this policy.

5.4 The Designated Safeguarding Lead (DSL) should be used as a first point of contact for concerns and queries regarding any safeguarding concern in our academy. Any member of staff or visitor to the academy who receives a disclosure of abuse or suspects that a student is at risk of harm, must report it immediately to the DSL or, if unavailable, to the deputy designated person. In the absence of either of the above, the matter should be brought to the attention of the most senior member of staff and/or take advice from local Children's Social Care.

5.5 If staff are concerned about the welfare or safety of any student at our academy they will record their concern on the agreed electronic reporting system, My Concern, which will be passed to the DSL without delay.

5.6 Following receipt of any information raising a concern, the DSL will consider what action to take and seek advice from Early Help or Children's Social Care as required. All information and actions taken, including the reasons for any decisions made, will be fully documented.

5.7 Any member of staff who does not feel that concerns about a student have been responded to appropriately and in accordance with the procedures outlined in this policy should raise their concerns with the Principal or the Trust's Safeguarding Lead. If any member of staff does not feel the situation has been addressed appropriately at this point, they should contact Children's Social Care directly with their concerns.

## **6. STUDENTS POTENTIALLY AT GREATER RISK OF HARM**

### **6.1 Students with SEND or health issues**

We recognise that students with **Special Educational Needs (SEN), disabilities or certain health conditions**, can face additional safeguarding challenges and these are discussed in staff training. These additional barriers can include:

- Assumptions that indicators of possible abuse such as behaviour, mood and injury relate to the child's condition without further exploration
- Students being more prone to peer group isolation or bullying (including prejudice-based bullying) than other students
- Students being disproportionately impacted by things like bullying- without outwardly showing any signs
- Communication barriers and difficulties in overcoming these barriers

At Magna Academy, we identify students who might need more support to be kept safe or to keep themselves safe by providing additional pastoral support and a safe place (wellbeing) at break and lunch time.

### **6.2. Students with a social worker**

Students may need a social worker due to safeguarding or welfare needs. We recognise that a student's experiences of adversity and trauma can leave them vulnerable to further harm, as well as potentially creating barriers to attendance, learning, behaviour and mental health.

The DSL and all members of staff will work with and support social workers to help protect vulnerable students.

Where we are aware that a student has a social worker, the DSL will always consider this fact to ensure any decisions are made in the best interests of the student's safety, welfare and educational outcomes. For example, it will inform decisions about:

- Responding to unauthorised absence or missing education where there are known safeguarding risks
- The provision of pastoral and/or academic support

### **6.3. Looked-after and previously looked-after children**

We will ensure that staff have the skills, knowledge and understanding to keep looked-after children and previously looked-after children safe. In particular, we will ensure that:

- Appropriate staff have relevant information about children's looked after legal status, contact arrangements with birth parents or those with parental responsibility, and care arrangements
- The DSL has details of children's social workers and relevant virtual academy heads

We have appointed a designated teacher, Melanie Orchard, Assistant Principal, who is responsible for promoting the educational achievement of looked-after children and previously looked-after children in line with statutory guidance.

The designated teacher is appropriately trained and has the relevant qualifications and experience to perform the role. See also the policy for the Designated Teacher.

As part of their role, the designated teacher will:

- Work closely with the DSL to ensure that any safeguarding concerns regarding looked-after and previously looked-after children are quickly and effectively responded to
- Work with virtual academy heads to promote the educational achievement of looked-after and previously looked-after children, including discussing how student premium plus funding can be best used to support looked-after children and meet the needs identified in their personal education plans

## 6.4 Homelessness

Being homeless or being at risk of becoming homeless presents a real risk to a student's welfare.

The DSL and deputy/deputies will be aware of contact details and referral routes into the local housing authority so they can raise/progress concerns at the earliest opportunity (where appropriate and in accordance with local procedures).

Where a child has been harmed or is at risk of harm, the DSL will also make a referral to Children's Social Care.

**6.5 A private fostering arrangement** is one that is made privately (without the involvement of a local authority) for the care of a child under the age of 16 years (under 18, if disabled) by someone other than a parent or close relative; in their own home and with the intention that it should last for 28 days or more.

A close family relative is defined as a 'grandparent, brother, sister, uncle or aunt' and includes half-siblings and step-parents; it does not include great-aunts or uncles, great grandparents or cousins.

Parents and private foster carers both have a legal duty to inform the relevant local authority at least six weeks before the arrangement is due to start; not to do so is a criminal offence.

Whilst most privately fostered children are appropriately supported and looked after, they are a potentially vulnerable group who should be monitored by the local authority, particularly when the child has come from another country. In some cases, privately fostered children are affected by abuse and neglect, or involved in trafficking, child sexual exploitation or modern-day slavery.

Magna Academy has a mandatory duty to report to the local authority where they are aware or suspect that a child is subject to a private fostering arrangement. Although academies have a duty to inform the local authority, there is no duty for anyone, including the private foster carer or social workers, to inform the academy. However, it should be clear to the academy who has parental responsibility.

Academy staff should notify the designated safeguarding lead when they become aware of private fostering arrangements. The designated safeguarding lead will speak to the family of the student involved to check that they are aware of their duty to inform the LA. The academy itself has a duty to inform the local authority of the private fostering arrangements.

On admission to the academy, we will take steps to verify the relationship of the adults to the student who is being registered.

**6.6 Children Missing Education** - Knowing where children are during academy hours is an extremely important aspect of safeguarding. Missing education can be an indicator of abuse and neglect and may also raise concerns about other safeguarding issues, including the criminal exploitation of children.

We monitor attendance carefully and address poor or irregular attendance without delay. We will always follow up with parents/carers when students are not in the academy. This means we need to have at least two up to date contact numbers for parents/carers. Parents should be reminded to update the academy as soon as possible if their numbers change.

In response to the guidance in Keeping Children Safe in Education (2019) the academy has:

1. Staff who understand what to do when students do not attend regularly
2. Appropriate policies, procedures and responses for students who go missing from education (especially on repeat occasions).
3. Staff who know the signs and triggers for travelling to conflict zones, FGM and forced marriage.
4. Procedures to inform the local authority when we plan to take students off-roll when they:
  - a. Leave the academy to be home educated
  - b. Move away from the academy's location
  - c. Remain medically unfit beyond compulsory school age
  - d. Are in custody for four months or more (and will not return to the academy afterwards)
  - e. Are permanently excluded

We will ensure that students who are expected to attend the academy, but fail to take up the place, will be referred to the local authority.

When a student leaves the academy, we will record the name of the student's new academy and their expected start date.

## **6.7 Children requiring mental health support**

Mental health problems can, in some cases, be an indicator that a student has suffered or is at risk of suffering abuse, neglect or exploitation.

Staff will be alert to behavioural signs that suggest a student may be experiencing a mental health problem or be at risk of developing one.

If you have a mental health concern about a student that is also a safeguarding concern, take immediate action by following the steps in section 5.

If you have a mental health concern that is not also a safeguarding concern, speak to the DSL or the named mental health lead to agree on a course of action.

### **EARLY HELP**

In some cases, students may benefit from an early help assessment: health conditions, a mental health need, a family member in prison or affected by parental offending, at risk of honour-based abuse, such as female genital mutilation (FGM) or forced marriage and persistent absence from education (including absences for part of the day), may trigger an Early Help Assessment (EHA).

If early help is appropriate, the DSL will generally lead on liaising with other agencies and setting up an inter-agency assessment as appropriate. Staff may be required to support other agencies and professionals in an early help assessment, in some cases acting as the lead practitioner.

The DSL will keep the case under constant review and the academy will consider a referral to the local authority Children's Social Care, if the situation does not seem to be improving. Early help can include:

- Specialised targeted outreach resourced via Early Help and health professionals to address need. Academy Nurse, Pastoral Worker, Academy Counsellor, SENCO, Family Outreach Worker (FOW), Adolescent Support Worker (ASW), Academy attendance worker (SAW)) Breakfast Club
- Liaison with agencies which support the student such as Children’s Social Care, Early help, Child and Adolescent Mental Health Services (CAMHS) or other agencies as deemed appropriate
- Outreach and group work provided by BCHA (Bournemouth Churches Housing Association) as they specialise in supporting young people who are living with or experiencing Domestic Abuse
- Preventative intervention and support for children of substance misusing parents, provided by the Youth Advisory Drug and Alcohol Service (YADAS).

Timelines of interventions will be monitored and reviewed.

## 7. RECOGNISING ABUSE

### 7.1 Allegations of abuse made against other students (Peer on Peer Abuse)

At Magna Academy we believe that all students have a right to attend the academy and learn in a safe environment. Students should be free from harm by adults and other students in the academy.

We recognise that students are capable of abusing their peers and as such, take a zero tolerance approach to abuse. Abuse will never be tolerated or passed off as “banter” or “having a laugh” or “part of growing up” as this can lead to a culture of unacceptable behaviours and an unsafe environment for students.

Most cases of students hurting other students will be dealt with under our academy’s behaviour policy, but this safeguarding and child protection policy will apply to any allegations that raise safeguarding concerns. This might include where the alleged behaviour:

- Is serious, and potentially a criminal offence
- Could put students in the academy at risk
- Is violent
- Involves students being forced to use drugs or alcohol
- Involves sexual exploitation, sexual harassment, sexual violence or sexual abuse such as indecent exposure, sexual assault or sexually inappropriate pictures or videos (including sharing nudes)
- Is ‘upskirting’, which typically involves taking a picture under a person’s clothing without them knowing, with the intention of viewing their genitals or buttocks to obtain sexual gratification or cause the victim humiliation, distress or alarm

If a student makes an allegation of abuse against another student:

- You must tell the DSL and record the allegation, but do not investigate it
- The DSL will contact the local authority Children’s Social Care team and follow its advice, as well as the Police, if the allegation involves a potential criminal offence
- The DSL will put a risk assessment and support plan into place for all children involved – both the victim(s) and the child(ren) against whom the allegation has been made – with a named person they can talk to if needed
- The DSL will contact the children and adolescent mental health services (CAMHS), if appropriate

We will minimise the risk of peer-on-peer abuse by:

1. Challenging any form of derogatory or sexualised language or behaviour
2. Being vigilant to issues that particularly affect different genders – for example; sexualised or aggressive touching or grabbing towards students and initiation or hazing type violence with respect to others
3. Ensuring our curriculum helps to educate students about appropriate behaviour and consent
4. Ensuring students know they can talk to staff confidentially and know that they will be listened to, by displaying pictures of key members of staff in the Phoenix area and tutor rooms. Phoenix staff also take assemblies to raise awareness of who students can talk to.
5. Ensuring staff reassure victims that they will be taken seriously
6. Ensuring staff are trained to understand:
  - How to recognise the indicators and signs of peer-on-peer abuse and know how to identify it and respond to reports

- That even if there are no reports of peer-on-peer abuse in the academy, it does not mean it is not happening. Staff should maintain an attitude of “it could happen here”
- That if they have any concerns about a student’s welfare, they should act on them immediately rather than wait to be told and that victims may not always make a direct report. For example; students can show signs or act in ways they hope adults will notice and react to, a friend may make a report, a member of staff may overhear a conversation, a student’s behaviour might indicate that something is wrong
- That certain students may face additional barriers to telling someone because of their vulnerability, disability, gender, ethnicity and/or sexual orientation
- That a student harming a peer could be a sign that the student is being abused themselves and that this would fall under the scope of this policy
- The important role they have to play in preventing peer-on-peer abuse and responding where they believe a student may be at risk from it
- That they should speak to the DSL if they have any concerns

## **7.2 Consensual and Non Consensual Sharing of Nudes and Semi Nudes (Youth produced sexual imagery/sexting)**

In cases of this we follow the guidance given to schools and colleges by the UK Council for Internet Safety (UKCIS) published in 2020

<https://www.gov.uk/government/publications/sharing-nudes-and-semi-nudes-advice-for-education-settings-working-with-children-and-young-people>

### **Your responsibilities when responding to an incident**

If you are made aware of an incident involving **sharing nudes**, you must report it to the DSL immediately.

You must **not**:

- View, download or share the imagery yourself or ask a student to share or download it. If you have already viewed the imagery by accident, you must report this to the DSL
- Delete the imagery or ask the student to delete it
- Ask the student(s) who are involved in the incident to disclose information regarding the imagery (this is the DSL’s responsibility)
- Share information about the incident with other members of staff, the student(s) it involves their, or other, parents and/or carers
- Say or do anything to blame or shame any young people involved

You should explain that you need to report the incident and reassure the student(s) that they will receive support and help from the DSL.

### **Initial review meeting**

Following a report of an incident, the DSL will hold an initial review meeting with appropriate academy staff. This meeting will consider the initial evidence and aim to determine:

- Whether there is an immediate risk to student(s)
- If a referral needs to be made to the Police and/or Children’s Social Care
- If it is necessary to view the imagery in order to safeguard the student (in most cases, imagery should not be viewed)
- What further information is required to decide on the best response
- Whether the imagery has been shared widely and via what services and/or platforms (this may be unknown)
- Whether immediate action should be taken to delete or remove images from devices or online services
- Any relevant facts about the students involved which would influence risk assessment
- If there is a need to contact another school, college, setting or individual
- Whether to contact parents or carers of the students involved (in most cases parents should be involved)

The DSL will make an immediate referral to Police and/or Children’s Social Care if:

- The incident involves an adult
- There is reason to believe that a student has been coerced, blackmailed or groomed, or if there are concerns about their capacity to consent (for example owing to special educational needs)
- What the DSL knows about the imagery suggests the content depicts sexual acts which are unusual for the student's developmental stage or are violent
- The imagery involves sexual acts and any student in the imagery is under 13
- The DSL has reason to believe a student is at immediate risk of harm owing to the sharing of the imagery (for example, the student is presenting as suicidal or self-harming)

If none of the above apply, the DSL in consultation with the principal and other members of staff as appropriate, may decide to respond to the incident without involving the Police or Children's Social Care.

#### **Further review by the DSL**

If at the initial review stage a decision has been made not to refer to Police and/or Children's Social Care, the DSL will conduct a further review.

They will hold interviews with the students involved (if appropriate) to establish the facts and assess the risks.

If at any point in the process there is a concern that a student has been harmed or is at risk of harm, a referral will be made to Children's Social Care and/or the Police immediately.

#### **Informing parents**

The DSL will inform parents at an early stage and keep them involved in the process, unless there is a good reason to believe that involving them would put the student at risk of harm.

#### **Referring to the Police**

If it is necessary to refer an incident to the Police, this will be done through the safer schools officer or by dialing 101.

#### **Recording incidents**

All sharing nudes incidents and the decisions made in responding to them will be recorded. The record-keeping arrangements set out in section 7 of this policy also apply to recording incidents of this nature.

#### **Curriculum coverage**

Students are taught about the issues surrounding nudes / sharing nudes as part of our personal development education. Teaching covers the following in relation to this:

- What it is
- How it is most likely to be encountered
- The consequences of requesting, forwarding or providing such images, including when it is/is not abusive
- Issues of legality
- The risk of damage to people's feelings and reputation

Students also learn the strategies and skills needed to manage:

- Specific requests or pressure to provide (or forward) such images
- The receipt of such images

This policy on sharing nudes is also shared with students, so they are aware of the processes the academy will follow in the event of an incident.

### **7.3 Honour Based Violence**

At Magna Academy we recognise that our staff are well placed to identify concerns and take action to prevent students from becoming victims of **Female Genital Mutilation (FGM)** and other forms of so-called '**honour-based violence (HBV)** and provide guidance on these issues through our safeguarding training, (this encompasses crimes which have been committed to protect or defend the honour of the family and/or the community, including **FGM**,

**forced marriage, and practices such as breast ironing**). All forms of so called HBV are abuse (regardless of the motivation) and should be handled and escalated as such.

If you have a concern regarding a student that might be at risk of **HBV** you must inform the DSL, as a matter of urgency who will activate local safeguarding procedures, using existing national and local protocols for multi-agency liaison with Police and Children's Social Care.

**FGM** - Female genital mutilation refers to procedures that intentionally alter or cause injury to the female genital organs for non-medical reasons. The practice is illegal in the UK. The Serious Crime Act 2015 sets out a duty on professionals (including teachers) to notify the Police when they discover that FGM appears to have been carried out on a girl under 18. In schools, this will usually come from a disclosure.

Teachers must personally report to the Police cases where they discover that an act of FGM appears to have been carried out; **and discuss any such cases with the DSL** and Children's Social Care. The duty does not apply in relation to at risk or suspected cases.

Any member of staff who suspects a student is *at risk* of FGM or discovers that a **student age 18 or over** appears to have been a victim of FGM must speak to the DSL and follow our local safeguarding procedures.

Those failing to report such cases will face disciplinary sanctions. We will provide guidance and support to our teachers on this requirement and further information on when and how to make a report can be found in the following Home Office guidance: 'Mandatory Reporting of Female Genital Mutilation - procedural information' (October 2015).

FGM typically takes place between birth and around 15 years old; however, it is believed that the majority of cases happen between the ages of 5 and 8.

Risk factors for FGM include:

- Low level of integration into UK society
- Mother or a sister who has undergone FGM
- Girls who are withdrawn from PSHE
- Visiting female elder from the country of origin
- Being taken on a long holiday to the country of origin
- Talk about a 'special' procedure to become a woman

### **Symptoms of FGM**

FGM may be likely if there is; a visiting female elder, there is talk of a special procedure or celebration to become a woman, or parents wish to take their daughter out of the academy to visit an 'at-risk' country (especially before the summer holidays), or parents who wish to withdraw their children from learning about FGM.

Indications that FGM may have already taken place may include:

- Difficulty walking, sitting or standing and may even look uncomfortable
- Spending longer than normal in the bathroom or toilet due to difficulties urinating
- Spending long periods of time away from a classroom during the day with bladder or menstrual problems
- Frequent urinary, menstrual or stomach problems
- Prolonged or repeated absences from the academy, especially with noticeable behaviour changes (e.g. withdrawal or depression) on the girl's return
- Reluctance to undergo normal medical examinations
- Confiding in a professional without being explicit about the problem due to embarrassment or fear
- Talking about pain or discomfort between her legs

### **7.4 Extremism (Prevent Duty)**

As part of the Counter Terrorism and Security Act 2015, schools have a duty to 'prevent people being drawn into terrorism'. This has become known as the '**Prevent Duty**'.

Where staff are concerned that students are developing extremist views or show signs of becoming radicalised, they should discuss this with the Designated Safeguarding Lead.

The Designated Safeguarding Lead has received training about the Prevent Duty and tackling extremism and is able to support staff with any concerns they may have.

We use the curriculum to ensure that students understand how people with extreme views share these with others, especially using the internet.

We are committed to ensuring that our students are offered a broad and balanced curriculum that aims to prepare them for life in modern Britain. Teaching the academy's core values alongside the fundamental British Values, supports quality teaching and learning, whilst making a positive contribution to the development of a fair, just and civil society.

### **Recognising Extremism**

Early indicators of radicalisation or extremism may include:

- Showing sympathy for extremist causes
- Glorifying violence, especially to other faiths or cultures
- Making remarks or comments about being at extremist events or rallies outside the academy
- Evidence of possessing illegal or extremist literature
- Advocating messages similar to illegal organisations or other extremist groups
- Out of character changes in dress, behaviour and peer relationships (there are very powerful narratives, programmes and networks that students can be accessed online, so involvement with particular groups may not be apparent.)
- Secretive behaviour
- Online searches or sharing extremist messages or social profiles
- Intolerance of difference; including faith, culture, gender, race or sexuality
- Graffiti, art work or writing that displays extremist themes
- Attempts to impose extremist views or practices on others
- Verbalising anti-Western or anti-British views

We recognise that safeguarding against radicalisation and extremism is no different to safeguarding against any other vulnerability in today's society. At Magna Academy, we will ensure that:

- Through training, staff, volunteers and governors have an understanding of what radicalisation and extremism is, why we need to be vigilant in the academy and how to respond when concerns arise
- There are systems in place for keeping students safe from extremist material when accessing the internet in our academy by using effective filtering and usage policies
- The DSL has received Prevent training and will act as the point of contact within our academy for any concerns relating to radicalisation and extremism.
- The DSL will make referrals in accordance with Local Channel procedures and will represent our academy at Channel meetings as required.
- Through our curriculum, we will promote the spiritual, moral, social and cultural development of students.

### **7.5 CSE**

The statutory definition of **Child Sexual Exploitation (CSE)** in the guidance document *Child Sexual Exploitation: Definition and a guide for practitioners* (DfE 2017)

The definition is:

Child sexual exploitation is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18, into sexual activity (a) in exchange for something the victim needs or wants and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology.'

Indicators of child sexual exploitation may include:

- Acquisition of money, clothes, mobile phones, etc. without plausible explanation
- Gang-association and/or isolation from peers/social networks
- Exclusion or unexplained absences from the academy or work
- Leaving home/care without explanation and persistently going missing or returning late
- Excessive receipt of texts/phone calls
- Returning home under the influence of drugs/alcohol
- Inappropriate sexualised behaviour for age/sexually transmitted infections
- Evidence of/suspicious of physical or sexual assault
- Relationships with controlling or significantly older individuals or groups
- Multiple callers (unknown adults or peers)
- Frequenting areas known for sex work
- Concerning use of the Internet or other social media
- Increasing secretiveness around behaviours
- Self-harm or significant changes in emotional well-being

**Potential vulnerabilities include:**

Although the following vulnerabilities increase the risk of child sexual exploitation, it must be remembered that not all students with these indicators will be exploited. Child sexual exploitation can occur without any of these issues.

- Having a prior experience of neglect, physical and/or sexual abuse
- Lack of a safe/stable home environment, now or in the past (domestic violence or parental substance misuse, mental health issues or criminality, for example)
- Recent bereavement or loss
- Social isolation or social difficulties
- Absence of a safe environment to explore sexuality
- Economic vulnerability
- Homelessness or insecure accommodation status
- Connections with other students who are being sexually exploited
- Family members or other connections involved in adult sex work
- Having a physical or learning disability
- Being in care (particularly those in residential care and those with interrupted care histories); and
- Sexual identity

Staff should also be aware that many students who are victims of sexual exploitation, do not recognise themselves as such and should refer any concerns to the DSL.

## 7.6 CCE

**Child criminal exploitation (CCE)** is a form of abuse where an individual or group takes advantage of an imbalance of power to coerce, control, manipulate or deceive a child into criminal activity, in exchange for something the victim needs or wants and/or for the financial or other advantage of the perpetrator or facilitator and/or through violence or the threat of violence.

The abuse can be perpetrated by males or females and children or adults. It can be a one-off occurrence or a series of incidents over time, and range from opportunistic to complex organised abuse.

The victim can be exploited even when the activity appears to be consensual. It does not always involve physical contact and can happen online. For example, students may be forced to work in cannabis factories, coerced into moving drugs or money across the country (County Lines - see below), forced to shoplift, pickpocket or to threaten other young people.

Indicators of CCE can include a child:

- Appearing with unexplained gifts or new possessions
- Associating with other young people involved in exploitation
- Suffering from changes in emotional wellbeing

- Misusing drugs and alcohol
- Going missing for periods of time or regularly coming home late
- Regularly missing school or education
- Not taking part in education

If a member of staff suspects CCE, they will discuss this with the DSL. The DSL will trigger the local safeguarding procedures, including a referral to the local authority's Children's Social Care team and the Police, if appropriate.

## 7.7 County Lines

At Magna Academy, we recognise that some of our vulnerable students may be at risk of being exploited by criminals. Criminal exploitation is also known as 'County Lines' and is when gangs and organised crime networks exploit students to sell drugs. Often these children are made to travel across counties and they use dedicated mobile phone 'lines' to supply drugs. Gangs deliberately target vulnerable students through grooming, threatening or tricking them into trafficking drugs.

They might threaten a student physically or they might threaten the student's family members. The gangs might also offer something in return for the student's cooperation – it could be money, food, alcohol, clothes and jewellery or improved status – but the giving of these gifts will usually be manipulated so that the student feels they are in debt to their exploiter.

Signs of criminal exploitation and County Lines:

- Returning home late, staying out all night or going missing
- Being found in areas away from home
- Increasing drug use or being found to have large amounts of drugs on them
- Being secretive about who they are talking to and where they are going
- Unexplained absences from school, college, training or work
- Unexplained money, phone(s), clothes or jewellery
- Increasingly disruptive or aggressive behaviour
- Using sexual, drug-related or violent language you wouldn't expect them to know
- Coming home with injuries or looking particularly dishevelled
- Having hotel cards or keys to unknown places

You must inform the DSL if you have any reason to suspect a student is involved with drug trafficking.

## 7.8 Domestic abuse

Students can witness and be adversely affected by domestic abuse and/or violence at home, where it occurs between family members. In some cases, a student may blame themselves for the abuse or may have had to leave the family home as a result.

Older children may also experience domestic abuse and/or violence in their own personal relationships.

Exposure to domestic abuse and/or violence can have a serious, long-lasting emotional and psychological impact on students.

If Police are called to an incident of domestic abuse and any children in the household have experienced the incident, the Police will inform the key adult in the academy (usually the designated safeguarding lead) before the child or children arrive at the academy the following day. All Police forces in the UK follow this procedure as part of Operation Encompass. The DSL will provide support according to the student's needs and update records about their circumstances.

Magna Academy is part of Operation Encompass. This is a Police and education early intervention safeguarding partnership which supports students who experience domestic abuse.

Operation Encompass means that the Police will share information about domestic abuse incidents with Magna Academy PRIOR to the start of the next day when they have been called to a domestic incident. Our parents are fully

aware that we are an Operation Encompass academy. The Operation Encompass information is stored in line with all other confidential safeguarding and child protection information. The DSL has led training for all academy staff about Operation Encompass, the prevalence of domestic abuse and the impact of this abuse on students. We have also discussed how we can support our students following the Operation Encompass notification.

## **8. RECORDS AND INFORMATION SHARING**

### **Confidentiality:**

At Magna Academy, we know that timely information sharing is essential to effective safeguarding. Fears about sharing information must not be allowed to stand in the way of the need to promote the welfare and protect the safety of students.

The Data Protection Act (DPA) 2018 and GDPR do not prevent or limit the sharing of information for the purposes of keeping children safe.

If staff need to share 'special category personal data', the DPA 2018 contains 'safeguarding of children and individuals at risk' as a processing condition that allows practitioners to share information without consent if it is not possible to gain consent. It cannot be reasonably expected that a practitioner gains consent or if to gain consent would place a student at risk.

Staff should never promise a student that they will not tell anyone about a report of abuse, as this may not be in the child's best interests.

The government's information sharing advice for safeguarding practitioners includes 7 'golden rules' for sharing information. The DSL will make reference to this when needing to make decisions about sharing information.

If staff are in any doubt about sharing information, they should speak to the designated safeguarding lead (or deputy).

8.1 Any information recorded non-electronically will be kept in a separate named file, in a secure cabinet and not with the student's academic file. These files will be the responsibility of the DSL. Child protection information will only be shared within the academy on the basis of 'need to know in the student's best interests' and on the understanding that it remains strictly confidential.

8.2 Child protection information will only be kept in the file and this file will be kept up to date. Records of concern, copies of referrals, invitations to child protection conferences, core groups and reports will be stored here. All our safeguarding files will include; a chronology, contents, front cover and will record significant events in the student's life.

8.3 When a student leaves our academy, the DSL will make contact with the DSL at the new school and ensure that the child protection file is forwarded to the receiving school in an appropriately agreed manner. We will retain evidence to demonstrate how the file has been transferred; this may be in the form of a written confirmation of receipt from the receiving school and/or evidence of recorded delivery. Where a parent elects to remove their child from the academy roll to home educate, the academy will make arrangements to pass any safeguarding concerns to the Home Educators Team within the Local Authority.

## **9. WORKING WITH PARENTS & CARERS**

9.1 Where appropriate, we will discuss any concerns about a student with the student's parents or carers. The DSL will normally do this in the event of a suspicion or disclosure.

Other staff will only talk to parents or carers about any such concerns following consultation with the DSL.

If we believe that notifying the parents or carers would increase the risk to the student, we will discuss this with the local authority Children's Social Care team before doing so.

In the case of allegations of abuse made against other students, we will normally notify the parents or carers of all the students involved.

9.2 In order to keep students safe and provide appropriate care for them, the academy requires parents / carers to provide accurate and up to date information regarding:

- Full names and contact details of all adults with whom the student normally lives
- Full names and contact details of all persons with parental responsibility (if different from above)
- At least two emergency contact details (if different from above)
- Full details of any other adult authorised by the parent to collect the student from the academy (if different from the above)

The Academy will retain this information on the student file. The academy will only share information about students with adults who have parental responsibility for a student or where a parent has given permission and the academy has been supplied with the adult's full details in writing.

## **10. CHILD PROTECTION CONFERENCES**

10.1 Children's Social Care will convene a child protection conference once a child protection enquiry (under Section 47 of the Children Act 1989) has been undertaken and the child is judged to be at continuing risk of significant harm. A review conference will take place once a child has been made the subject of a child protection plan in order to monitor the safety of the child and the required reduction in risk.

10.2 Staff members may be asked to attend a child protection conference or core group meetings on behalf of the academy in respect of individual students. Usually the person representing the academy at these meetings will be the DSL. In any event, the person attending will need to have as much relevant up to date information about the student as possible Any member of staff may be required to contribute to this process.

10.3 All reports for child protection conferences will be prepared in advance using the guidance and template report provided by the local Children's Social Care. The information contained in the report will be shared with parents before the conference as appropriate and will include information relating to the student's physical, emotional and intellectual development and the student's presentation at the academy. In order to complete such reports, all relevant information will be sought from staff working with the student in the academy.

10.4 Clearly, child protection conferences can be upsetting for parents. We recognise that we are likely to have more contact with parents than other professionals involved. We will work in an open and honest way with any parent whose child has been referred to Children's Social Care or whose child is subject to a Child Protection Plan or child in need plan. Our responsibility is to promote the protection and welfare of all students and our aim is to achieve this in partnership with our parents.

## **11. SAFER RECRUITMENT**

We will ensure that at least one person on any interview/appointment panel for a post at the academy will have completed appropriate safer recruitment training. At all times the Principal and Regional Board will ensure that safer recruitment practices are followed in accordance with the requirements of *'Keeping Children Safe in Education'*, DfE (2021).

See Appendix 3 for procedures

## **12. SAFER WORKING PRACTICE**

12.1 All adults who come into contact with our students have a duty of care to safeguard and promote their welfare. There is a legal duty placed upon us to ensure that all adults who work with, or on behalf of, our students are competent, confident and safe to do so.

12.2 All staff will be provided with a copy of our academy's Code of Conduct for Staff at induction. They will be expected to know our academy's Code of Conduct and policy for positive handling/restraint and carry out their duties in accordance with this advice. There will be occasions when some form of physical contact is inevitable for example,

if a student has an accident, is hurt or is in a situation of danger to themselves or others around them. However, at all times the agreed policy for safe restraint must be adhered to.

12.3 If staff, visitors, volunteers or parent helpers are working with students alone they will, wherever possible, be visible to other members of staff and wear a badge or lanyard identifying them. They will be expected to inform another member of staff of their whereabouts in the academy, who they are with and for how long. Doors ideally, should have a clear glass panel in them and be left open.

12.4 Guidance about acceptable conduct and safe practice will be given to all staff and volunteers during induction. These are sensible steps that every adult should take in their daily professional conduct with children. This advice can be found in '*Guidance for Safer Working Practices for Adults who work with Children and Young People in Education Settings*' (May 2019). All staff and volunteers are expected to carry out their work in accordance with this guidance and will be made aware that failure to do so could lead to disciplinary action.

### **13. Online Safety, Mobile Phones and Cameras**

We recognise the importance of safeguarding students from potentially harmful and inappropriate online material and understand that technology is a significant component in many safeguarding and wellbeing issues.

When students use the academy's network to access the internet, they are protected from inappropriate content by our filtering and monitoring systems. However, many students are able to access the internet using their own data plan on their personal devices.

To address this, our academy aims to:

- Have robust processes in place to ensure the online safety of students, staff, volunteers and governors
- Protect and educate the whole academy community in its safe and responsible use of technology, including mobile and smart technology (which we refer to as 'mobile phones')
- Set clear guidelines for the use of mobile phones for the whole academy community
- Establish clear mechanisms to identify, intervene in and escalate any incidents or concerns, where appropriate

#### **The 4 key categories of risk**

Our approach to online safety is based on addressing the following categories of risk:

**Content** – being exposed to illegal, inappropriate or harmful content; such as pornography, fake news, racism, misogyny, self-harm, suicide, anti-Semitism, radicalisation and extremism

**Contact** – being subjected to harmful online interaction with other users, such as peer-to-peer pressure, commercial advertising and adults posing as children or young adults with the intention to groom or exploit them for sexual, criminal, financial or other purposes

**Conduct** – personal online behaviour that increases the likelihood of, or causes harm, such as making, sending and receiving explicit images (e.g. consensual and non-consensual sharing of nudes and semi-nudes and/or pornography), sharing other explicit images and online bullying

**Commerce** – risks such as online gambling, inappropriate advertising, phishing and/or financial scams

To meet our aims and address the risks above we will

1. educate students about online safety as part of our personal development curriculum. For example:
  - The safe use of social media, the internet and technology
  - Keeping personal information private
  - How to recognise unacceptable behaviour online
  - How to report any incidents of cyber-bullying, ensuring students are encouraged to do so, including where they are a witness rather than a victim

2. Train staff, as part of their induction, on safe internet use and online safeguarding issues including cyber-bullying and the risks of online radicalisation. All staff members will receive refresher training at least once each academic year
3. Educate parents/carers about online safety via our website, communications sent directly to them and during parents' evenings. We will also share clear procedures with them so they know how to raise concerns about online safety
4. Make sure staff are aware of any restrictions placed on them with regards to the use of their mobile phone and cameras, for example that:
  - Staff are allowed to bring their personal phones to the academy for their own use, but will limit such use to non-contact time when students are not present. They will keep their phones in their bags or lockers when students are present
  - Staff will not take pictures or recordings of students on their personal phones or cameras
5. Make sure all students, parents/carers, staff, volunteers and governors aware that they are expected to sign an agreement regarding the acceptable use of the internet in the academy, use of the academy's ICT systems and use of their mobile and smart technology
6. Explain the sanctions we will use if a student is in breach of our policies on the acceptable use of the internet and mobile phones
7. Make sure all staff, students and parents/carers are aware that staff have the power to search students' phones, as set out in the DfE's guidance on searching, screening and confiscation
8. Put in place robust filtering and monitoring systems to limit children's exposure to the 4 key categories of risk (described above) from the academy's IT systems
9. Carry out an annual review of our approach to online safety, supported by an annual risk assessment that considers and reflects the risks faced by our academy community

This section summarises our approach to online safety and mobile phone use. For comprehensive details about our academy's online safety policy and the use of mobile phones, please refer to our online safety policy and mobile phone policy, which you can find on our website <https://magna.academies.aspirationsacademies.org/wp-content/uploads/sites/9/2021/04/Magna-Acceptable-Use-Policy-Staff-2021-04-01-1.pdf>

We will follow the General Data Protection Regulation and Data Protection Act 2018 when taking and storing photos and recordings for use in the academy.

Please also refer to the Aspirations Acceptable Use of Mobile Phones Policy and the Staff Code of Conduct.

#### **14. MANAGING ALLEGATIONS AGAINST STAFF (including SUPPLY STAFF, VOLUNTEERS & CONTRACTORS)**

Our aim is to provide a safe and supportive environment, which secures the wellbeing and very best outcomes for the students at our academy. We do recognise that sometimes the behaviour of adults may lead to an allegation of abuse being made.

Any adult who receives information regarding an allegation about **any** adult in the academy must inform the Principal immediately. In the event of the Principal not being available, the information must be passed on to the DSL or the person acting as Principal. Where you believe there is a conflict of interest in reporting a concern or allegation about a member of staff (including a supply teacher, volunteer or contractor) to the Principal, you must report it directly to the local authority designated officer (LADO) and notify the Trust's Safeguarding Lead that you have done so.

Should an allegation be made about the Principal, this must be reported to the Chair of the Regional Board. If the allegation is about the Chair of the Regional Board, then the allegation must be reported to the Trust's Safeguarding Lead or the Deputy Managing Director.

This section of the policy applies to all cases in which it is alleged that a member of staff (including supply staff, volunteers and contractors) has:

- Behaved in a way that has harmed a student or may have harmed a student, or

- Possibly committed a criminal offence against or related to a student, or
- Behaved towards a student in a way that indicates he or she would pose a risk of harm to students, or
- Behaved, or may have behaved in a way that indicates they may not be suitable to work with children

It applies regardless of whether the alleged abuse took place in the academy. Allegations against a teacher who is no longer teaching and historical allegations of abuse will be referred to the Police.

We will deal with any allegation of abuse against a member of staff (including supply staff, volunteers and contractors) very quickly, in a fair and consistent way that provides effective Child Protection while also supporting the individual who is the subject of the allegation.

Our procedures for dealing with allegations will be applied with common sense and judgement. The **Paragraph 211 Checklist** will be completed by the Principal/Chair of the Regional Board as a starting point to support decision making when dealing with the allegation.

### **Suspension**

Suspension will not be the default position and will only be considered in cases where there is reason to suspect that a student is at risk of harm, or the case is so serious that it might be grounds for dismissal. In such cases, we will only suspend an individual if we have considered all other options available and there is no reasonable alternative.

Based on an assessment of risk, we will consider alternatives such as:

- Redeployment within the academy so that the individual does not have direct contact with the student concerned
- Providing another member of staff to be present when the individual has contact with students
- Redeploying the individual to alternative work in the academy so that they do not have unsupervised access to students
- Moving the student to classes where they will not come into contact with the individual, making it clear that this is not a punishment and parents have been consulted
- Temporarily redeploying the individual to another role in a different location, for example to an alternative academy or other work for the Aspirations Trust

### **Definitions for outcomes of allegation investigations**

- **Substantiated:** there is sufficient evidence to prove the allegation
- **Malicious:** there is sufficient evidence to disprove the allegation and there has been a deliberate act to deceive
- **False:** there is sufficient evidence to disprove the allegation
- **Unsubstantiated:** there is insufficient evidence to either prove or disprove the allegation (this does not imply guilt or innocence)

### **Procedure for dealing with allegations**

In the event of an allegation that meets the criteria above, the Principal, or Chair of the Regional Board of Governors where the principal is the subject of the allegation, – the ‘Case Manager’ – will take the following steps:

- Immediately discuss the allegation with the designated officer at the local authority. This is to consider the nature, content and context of the allegation and agree a course of action, including whether further enquiries are necessary to enable a decision on how to proceed, and whether it is necessary to involve the Police and/or Children’s Social Care services. (The Case Manager may, on occasion, consider it necessary to involve the Police *before* consulting the designated officer – for example, if the accused individual is deemed to be an immediate risk to children or there is evidence of a possible criminal offence. In such cases, the Case Manager will notify the designated officer as soon as practicably possible after contacting the Police)
- Inform the accused individual of the concerns or allegations and likely course of action as soon as possible after speaking to the designated officer (and the Police or Children’s Social Care services, where necessary).

Where the Police and/or Children's Social Care services are involved, the Case Manager will only share such information with the individual as has been agreed with those agencies

- Where appropriate (in the circumstances described above), carefully consider whether suspension of the individual from contact with students at the academy is justified or whether alternative arrangements such as those outlined above can be put in place. Advice will be sought from the designated officer, Police and/or Children's Social Care services, as appropriate
- **If immediate suspension is considered necessary**, agree and record the rationale for this with the designated officer. The record will include information about the alternatives to suspension that have been considered, and why they were rejected. Written confirmation of the suspension will be provided to the individual facing the allegation or concern within 1 working day and the individual will be given a named contact at the academy/Trust and their contact details
- **If it is decided that no further action is to be taken** in regard to the subject of the allegation or concern, record this decision and the justification for it and agree with the designated officer what information should be put in writing to the individual and by whom, as well as what action should follow both in respect of the individual and those who made the initial allegation
- **If it is decided that further action is needed**, take steps as agreed with the designated officer to initiate the appropriate action in the academy and/or liaise with the Police and/or Children's Social Care services as appropriate
- Provide effective support for the individual facing the allegation or concern, including appointing a named representative to keep them informed of the progress of the case and consider what other support is appropriate. This may include who they can turn to for advice – trade union representatives, or a colleague, for example – and any academy arrangements for wellbeing counselling or advice
- Inform the parents or carers of the student involved about the allegation as soon as possible if they do not already know (following agreement with Children's Social Care services and/or the Police, if applicable). The case manager will also inform the parents or carers of the requirement to maintain confidentiality about any allegations made against teachers (where this applies) while investigations are ongoing. Any parent or carer who wishes to have the confidentiality restrictions removed in respect of a teacher, will be advised to seek legal advice
- Keep the parents or carers of the student involved informed of the progress of the case and the outcome, where there is not a criminal prosecution, including the outcome of any disciplinary process (in confidence)
- Make a referral to the DBS where it is thought that the individual facing the allegation or concern has engaged in conduct that harmed or is likely to harm a student, or if the individual otherwise poses a risk of harm to a student

If the academy is made aware that the Secretary of State has made an interim prohibition order in respect of an individual, we will immediately suspend that individual from teaching, pending the findings of the investigation by the Teaching Regulation Agency (TRA).

Where the Police are involved, wherever possible the Aspirations Trust will ask the Police at the start of the investigation to obtain consent from the individuals involved to share their statements and evidence for use in the academy's disciplinary process, should this be required at a later point.

#### **Additional considerations for supply staff and contractors**

If there are concerns or an allegation is made against someone not directly employed by the academy, such as supply staff provided by an agency, we will take the actions below in addition to our standard procedures.

- We will not decide to stop using a supply teacher due to safeguarding concerns without finding out the facts and liaising with our local authority designated officer to determine a suitable outcome
- The Principal will discuss with the agency whether it is appropriate to suspend the supply teacher, or redeploy them to another part of the academy, while the academy carries out the investigation
- We will involve the agency fully, but the academy will take the lead in collecting the necessary information and providing it to the local authority designated officer (LADO) as required

- We will address issues such as information sharing, to ensure any previous concerns or allegations known to the agency are taken into account (we will do this, for example, as part of the allegations management meeting or by liaising directly with the agency where necessary)

When using an agency, we will inform them of our process for managing allegations, and keep them updated about our policies as necessary, and will invite the agency's HR manager or equivalent to meetings as appropriate.

### **Timescales**

- Any cases where it is immediately clear that the allegation is unsubstantiated or malicious, will be resolved within one week
- If the nature of an allegation does not require formal disciplinary action, we will institute appropriate action within three working days
- If a disciplinary hearing is required and can be held without further investigation, we will hold this within 15 working days

### **Specific actions**

#### **Action following a criminal investigation or prosecution**

The case manager will discuss with the LADO whether any further action, including disciplinary action, is appropriate and, if so, how to proceed, taking into account information provided by the Police and/or Children's Social Care services.

#### **Conclusion of a case where the allegation is substantiated**

If the allegation is substantiated and the individual is dismissed or the academy ceases to use their services, or the individual resigns or otherwise ceases to provide their services, the Case Manager and the Trust's HR Director will discuss with the designated officer whether to make a referral to the Disclosure and Barring Service (DBS) for consideration of whether inclusion on the barred lists is required. If they think the individual has engaged in conduct that has harmed, or is likely to harm, a student, or if they think the person otherwise poses a risk of harm to a student, they must make a referral to the DBS.

If the individual concerned is a member of teaching staff, the case manager and HR Director will discuss with the designated officer whether to refer the matter to the Teacher Regulation Agency to consider prohibiting the individual from teaching.

#### **Individuals returning to work after suspension**

If it is decided on the conclusion of a case that an individual who has been suspended can return to work, the Case Manager will consider how best to facilitate this.

The Case Manager will also consider how best to manage the individual's contact with the student who made the allegation, if they are still attending the academy.

#### **Unsubstantiated or malicious allegations**

If an allegation is shown to be deliberately invented, or malicious, the Principal, or other appropriate person in the case of an allegation against the Principal, will consider whether any disciplinary action is appropriate against the student(s) who made it or whether the Police should be asked to consider whether action against those who made the allegation might be appropriate, even if they are not a student.

#### **Confidentiality**

The academy will make every effort to maintain confidentiality and guard against unwanted publicity while an allegation is being investigated or considered.

The case manager will take advice from the LADO, Police and Children's Social Care services, as appropriate, to agree:

- Who needs to know about the allegation and what information can be shared
- How to manage speculation, leaks and gossip, including how to make parents or carers of a student involved aware of their obligations with respect to confidentiality
- What, if any, information can be reasonably given to the wider community to reduce speculation

- How to manage press interest if and when it arises

### **Record-keeping**

The Case Manager will maintain clear records about any case where the allegation or concern meets the criteria above and store them on the individual's confidential personnel file for the duration of the case. Such records will include:

- A clear and comprehensive summary of the allegation
- Details of how the allegation was followed up and resolved
- Notes of any action taken and decisions reached (and justification for these, as stated above)

If an allegation or concern is not found to have been malicious, the academy will retain the records of the case on the individual's confidential personnel file and provide a copy to the individual. We will retain these records at least until the individual has reached normal pension age, or for 10 years from the date of the allegation if that is longer.

The records of any allegation that is found to be malicious will be deleted from the individual's personnel file.

### **References**

When providing employer references, we will not refer to any allegation that has been proven to be false, unsubstantiated, malicious or any history of allegations where all such allegations have been proven to be false, unsubstantiated or malicious.

### **Learning lessons**

After any cases where the allegations are substantiated, we will review the circumstances of the case with the local authority's designated officer to determine whether there are any improvements that we can make to the academy's procedures or practice to help prevent similar events in the future.

This will include consideration of (as applicable):

- Issues arising from the decision to suspend the member of staff
- The duration of the suspension
- Whether or not the suspension was justified
- The use of suspension when the individual is subsequently reinstated. We will consider how future investigations of a similar nature could be carried out without suspending the individual

Any member of staff or volunteer who does not feel confident to raise their concerns with the Principal or the Chair of the Regional Board should contact the LADO directly. Further national guidance can be found at: [Advice on whistleblowing](#). The [NSPCC whistleblowing helpline](#) is also available for staff who do not feel able to raise concerns regarding Child Protection failures internally. Staff can call: 0800 028 0285 – the helpline is available from 8:00am to 8:00pm, Monday to Friday or via e-mail: [help@nspcc.org.uk](mailto:help@nspcc.org.uk).

### **Low Level Concerns**

At Magna Academy, we promote a culture of openness and transparency in which all concerns about all adults in the academy are dealt with promptly and appropriately. We ensure that adults working in or on behalf of the academy are clear about professional boundaries and act within these boundaries and in accordance with the ethos and values of an Aspirations Academy. These expectations are set out in the Staff Code of Conduct and Teachers Standards and staff are regularly reminded about them.

Where a colleague has concerns that may not meet the threshold for referral to the LADO, as set out in page 25 of this policy (also referred to in paragraph 338 of KCSIE 2021 as the 'harms threshold'), they must share these concerns with the Principal. The Principal will then decide on the appropriate course of action to take, such as training and support for the individual concerned, or wider training if it is felt that there is a weakness in the academy's safeguarding system.

Where a low level concern is shared about a supply teacher or contractor, the Principal will notify their employer about the concern.

All information shared will be treated with confidentiality. Records of the details of the concern, the context and action taken will be made and kept securely. The name of the individual sharing their concern will be noted but, as far as reasonably possible, will not be communicated to the alleged individual without prior agreement.

Records will be reviewed for any patterns of behaviour so that appropriate action can be taken. Records will be kept for 6 years after the individual's employment with the organisation has ended.

A low-level concern is any concern – no matter how small, even if no more than a 'nagging doubt' – that an adult may have acted in a manner which:

- Is not consistent with the academy's Code of Conduct (including inappropriate conduct outside of work)
- Even if not linked to a particular act or omission, has caused a sense of unease about that adult's suitability to work with children but does not meet the harms threshold

Low level concerns could be, but are not limited to:

- Being over friendly with students
- Having 'favourites'
- Taking photos of students on their mobile phone
- Using inappropriate language about students
- Engaging with a student on a one-to-one basis in a secluded area or behind a closed door

## 15. Checking the identity and suitability of visitors

All visitors will be required to verify their identity to the satisfaction of staff. If the visitor is unknown to the setting, we will check their credentials and reason for visiting before allowing them to enter the academy. Visitors should be ready to produce identification.

Visitors are expected to sign the visitors' book and wear a visitor's badge.

Visitors to the academy who are visiting for a professional purpose, such as educational psychologists and Aspirations staff, will be asked to show photo ID and:

- Will be asked to show their DBS certificate, which will be checked alongside their photo ID; or
- The organisation sending the professional, such as the LA or Educational Psychology Service, will provide prior written confirmation that an enhanced DBS check with barred list information has been carried out

All other visitors, including visiting speakers, **will be accompanied by a member of staff at all times.** We will not invite into the academy any speaker who is known to disseminate extremist views and will carry out appropriate checks to ensure that any individual or organisation using academy facilities is not seeking to disseminate extremist views or radicalise students or staff.

## 16. Non-collection of children

If a student is not collected at the end of the session/day, we will contact parents and emergency contacts on Progresso until we manage to speak to someone in relation to the collection of the student. While the student is waiting to be collected they will wait with a member of the Phoenix team and the incident will be recorded on MyConcern.

## 17. Missing students

Our procedures are designed to ensure that a missing child is found and returned to effective supervision as soon as possible. If a child goes missing, we will use patrol to search the academy, including all the toilets. If the student is not located parents will be contacted. A missing student will be recorded on MyConcern.

## Elective Home Education

Where a parent has expressed their intention to remove a student from our academy to educate them at home, we will liaise with the LA and any other key professionals involved with the student, to coordinate a meeting with the

parents/carers. The meeting will be to ensure that the best interests of the student are at the forefront of any decision being made.

## 18. RELEVANT POLICIES

To underpin the values and ethos of our academy and our intent to ensure that students at our academy are appropriately safeguarded, the following policies are also included under our safeguarding umbrella:

- Staff Code of Conduct
- Designated Teacher Policy
- Behaviour Policy
- Positive handling/restraint
- Anti-Bullying
- Recruitment & Selection
- Whistle-blowing
- Attendance
- Online Safety
- Health and Safety including site security
- Harassment and discrimination including racial abuse
- Meeting the needs of students with medical conditions
- Intimate Care
- First aid
- Educational visits including overnight stays

**We expect all staff, including those who do not work directly with children, to have read:**

- Keeping Children Safe in Education (2021) [Part One]; and academy leaders and staff that work directly with children should also read Annex A
- Staff Code of Conduct
- Safeguarding and Child Protection Policy
- Academy's Behaviour Policy
- Policy for Children Missing Education
- Acceptable Use Policy (staff)

## 16. STATUTORY FRAMEWORK

This policy has been devised in accordance with the following legislation and guidance:

- 'Working Together to Safeguard Children: A guide to inter-agency working to safeguard and promote the welfare of children', DfE (2018)
- 'Keeping Children Safe in Education', DfE (September 2021)
- 'What to do if you're worried a child is being abused', DfE (March 2015)
- 'Information Sharing: Advice for practitioners', DfE (March 2015)
- 'The Prevent duty: Departmental advice for schools and childcare providers', DfE (2015)
- 'Mandatory Reporting of Female Genital Mutilation - procedural information', Home Office (October 2015)

This policy also complies with our funding agreement and articles of association.

## Appendix 1: Types of Abuse (from KCSiE 2021)

All academy staff should be aware that abuse, neglect and safeguarding issues are rarely standalone events that can be covered by one definition or label. In most cases, multiple issues will overlap with one another.

All staff should be aware that safeguarding incidents or behaviours can be associated with factors outside the academy and can occur between children outside of these environments. All staff, but especially the designated safeguarding lead (and deputies) should consider whether children are at risk of abuse or exploitation in situations outside their families. Extra-familial harms take a variety of different forms and children can be vulnerable to multiple harms including (but not limited to) sexual exploitation, criminal exploitation and serious youth violence.

**Abuse:** a form of maltreatment of a child. A person may abuse or neglect a child by inflicting harm or by 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 others (e.g. via the internet). They may be abused by an adult or adults or by another child or children.

**Physical abuse:** a form of abuse which 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.

**Emotional abuse:** the persistent emotional maltreatment of a child such as to cause severe and adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a 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 (including cyberbullying), 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, although it may occur alone.

**Sexual abuse:** involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

**Neglect:** 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, clothing and 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 care-givers) or ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

**Please remember if you feel unsure or worried, do something about it. Don't keep it to yourself.**

## **Appendix 2: Safeguarding Induction Sheet for new or supply staff and regular visitors or volunteers.**

We all have a statutory duty to safeguard and promote the welfare of children and at Magna Academy we take this responsibility seriously.

If you have any concerns about a student in our academy, you must share this information immediately with our Designated Safeguarding Lead (DSL) or one of the alternate post holders.

Do not think that your worry is insignificant if it is about hygiene, appearance or behaviour – we would rather you told us as we would rather know about something that appears small than miss a worrying situation.

**If you think the matter is very serious and may be related to Child Protection; for example, physical, emotional, sexual abuse or neglect, you must find a member of staff from the safeguarding team detailed below and provide them with a written record of your concern immediately.**

**If you are unable to locate a member of the safeguarding team, ask a member of the academy office staff to find them on your behalf. Advise them you need to speak with them immediately about a confidential and urgent matter.**

Any allegation concerning a member of staff, a child's foster carer, a contractor or volunteer should be reported immediately to the Principal. If an allegation is made about the Principal, you should pass this information to the Chair of the Regional Board or the Trust's Safeguarding Lead. Alternatively, you can contact the Local Authority Designated Officer on 01202 817600.

The [NSPCC whistleblowing helpline](https://www.nspcc.org.uk) is also available for staff who do not feel able to raise concerns regarding Child Protection failures internally. Staff can call: 0800 028 0285 – line is available from 8:00am to 8:00pm, Monday to Friday or via e-mail: [help@nspcc.org.uk](mailto:help@nspcc.org.uk).

### **Contact Details:**

Designated Safeguarding Lead (DSL): Melanie Orchard  
Email: [morchard@magna-aspirations.org](mailto:morchard@magna-aspirations.org)  
Contact Number: 01202 604222

Deputy Designated Lead: Rachael Caples  
Email: [rcaples@magna-aspirations.org](mailto:rcaples@magna-aspirations.org)

Chair of Regional Board: David Herbert  
Email: [dherbert@aspirationsacademies.org](mailto:dherbert@aspirationsacademies.org)

Aspirations Safeguarding Lead: Mandy Lancy  
07921 393431 [mandylancy@aspirationsacademies.org](mailto:mandylancy@aspirationsacademies.org)

Aspirations Deputy Managing Director: Paula Kenning  
020 7360 4400 [paulakenning@aspirationsacademies.org](mailto:paulakenning@aspirationsacademies.org)

### **Appendix 3: Safer Recruitment and DBS Checks – policy and procedures**

To make sure we recruit suitable people, we will ensure that those involved in the recruitment and employment of staff to work with children have received appropriate safer recruitment training.

We have put the following steps in place during our recruitment and selection process to ensure we are committed to safeguarding and promoting the welfare of children.

#### **Advertising**

When advertising roles, we will make clear:

- Our academies commitment to safeguarding and promoting the welfare of children
- That safeguarding checks will be undertaken
- The safeguarding requirements and responsibilities of the role, such as the extent to which the role will involve contact with children
- Whether or not the role is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020. If the role is exempt, certain spent convictions and cautions are 'protected', so they do not need to be disclosed and if they are disclosed, we cannot take them into account

#### **Application forms**

Our application forms will:

- Include a statement saying that it is an offence to apply for the role if an applicant is barred from engaging in regulated activity relevant to children (where the role involves this type of regulated activity)
- Ask applicants to complete a self-declaration of their criminal record or any information that would make them unsuitable to work with children, so that they have the opportunity to share relevant information and discuss it at interview stage. The information we will ask for includes:
  - If they have a criminal history
  - Whether they are included on the barred list
  - Whether they are prohibited from teaching
  - Information about any criminal offences committed in any country in line with the law as applicable in England and Wales
  - Any relevant overseas information
- Expect applicants to sign a declaration confirming the information they have provided is true

#### **Shortlisting**

Our shortlisting process will involve at least 2 people and will:

- Consider any inconsistencies and look for gaps in employment and reasons given for them
- Explore all potential concerns

#### **Seeking references and checking employment history**

We will obtain references **before the interview**. Any concerns raised will be explored further with referees and taken up with the candidate at interview.

When seeking references we will:

- Not accept open references
- Liaise directly with referees and verify any information contained within references with the referees
- Ensure any references are from the candidate's current employer and completed by a senior person. Where the referee is academy based, we will ask for the reference to be confirmed by the Headteacher/Principal as accurate in respect to disciplinary investigations
- Obtain verification of the candidate's most recent relevant period of employment if they are not currently employed

- Secure a reference from the relevant employer from the last time the candidate worked with children if they are not currently working with children
- Compare the information on the application form with that in the reference and take up any inconsistencies with the candidate
- Resolve any concerns before any appointment is confirmed

### **Interview and selection**

When interviewing candidates, we will:

- Probe any gaps in employment or where the candidate has changed employment or location frequently and we will ask candidates to explain this
- Explore any potential areas of concern to determine the candidate's suitability to work with children
- Record all information considered and decisions made

### **Pre-appointment vetting checks**

We will record all information on the checks carried out in the academy's single central record (SCR). Copies of these checks, where appropriate, will be held in individuals' personnel files. We follow requirements and best practice in retaining copies of these checks, as set out below.

### **Appointing new staff**

When appointing new staff, we will:

- Verify their identity
- Obtain (via the applicant) an enhanced Disclosure and Barring Service (DBS) certificate, including barred list information for those who will be engaging in regulated activity (see definition below). We will not keep a copy of this for longer than 6 months
- Obtain a separate barred list check if they will start work in regulated activity before the DBS certificate is available
- Verify their mental and physical fitness to carry out their work responsibilities
- Verify their right to work in the UK. We will keep a copy of this verification for the duration of the member of staff's employment and for 2 years afterwards
- Verify their professional qualifications, as appropriate
- Ensure they are not subject to a prohibition order, if they are employed to be a teacher
- Carry out further additional checks, as appropriate, on candidates who have lived or worked outside of the UK, including (where relevant) any teacher sanctions or restrictions imposed by a European Economic Area professional regulating authority, and criminal records checks or their equivalent
- Carry out overseas checks for anyone who has spent six months or more overseas, in the last 10 years (<https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants>)
- Check that candidates taking up a management position are not subject to a prohibition from management (section 128) direction made by the Secretary of State (checks can be made on the [TRA website](#))
- Ask for written information about previous employment history and check that information is not contradictory or incomplete

**Regulated activity** means a person who will be:

- Responsible, on a regular basis in an academy or college, for teaching, training, instructing, caring for or supervising children

- Carrying out paid, or unsupervised unpaid, work regularly in an academy or college where that work provides an opportunity for contact with children
- Engaging in intimate or personal care or overnight activity, even if this happens only once and regardless of whether they are supervised or not

### **Existing staff**

If we have concerns about an existing member of staff's suitability to work with children, we will carry out all the relevant checks as if the individual was a new member of staff. We will also do this if an individual moves from a post that is not regulated activity to one that is.

We will refer to the DBS anyone who has harmed, or poses a risk of harm, to a child or vulnerable adult:

- Where the 'harm test' is satisfied in respect of the individual (i.e. that no action or inaction occurred but the present risk that it could was significant)
- Where the individual has received a caution or conviction for a relevant offence
- If there is reason to believe that the individual has committed a listed relevant offence, under the Safeguarding Vulnerable Groups Act 2006 (Prescribed Criteria and Miscellaneous Provisions) Regulations 2009
- If the individual has been removed from working in regulated activity (paid or unpaid) or would have been removed if they had not left

### **Agency and third-party staff**

We will obtain written notification from any agency or third-party organisation that it has carried out the necessary safer recruitment checks that we would otherwise perform. We will also check that the person presenting themselves for work is the same person on whom the checks have been made.

### **Contractors**

We will ensure that any contractor, or any employee of the contractor, who is to work at the academy has had the appropriate level of DBS check. This will be:

- An enhanced DBS check with barred list information for contractors engaging in regulated activity
- An enhanced DBS check, not including barred list information, for all other contractors who are not in regulated activity but whose work provides them with an opportunity for regular contact with children

We will obtain the DBS check for self-employed contractors.

We will not keep copies of such checks for longer than 6 months.

Contractors who have not had any checks will not be allowed to work unsupervised or engage in regulated activity under any circumstances.

We will check the identity of all contractors and their staff on arrival at the academy.

### **Trainee/student teachers**

Where applicants for initial teacher training are salaried by us, we will ensure that all necessary checks are carried out.

Where trainee teachers are fee-funded, we will obtain written confirmation from the training provider that necessary checks have been carried out and that the trainee has been judged by the provider to be suitable to work with children.

### **Volunteers**

We will:

- Never leave an unchecked volunteer unsupervised or allow them to work in regulated activity
- Obtain an enhanced DBS check with barred list information for all volunteers who are new to working in regulated activity

- Obtain an enhanced DBS check without barred list information for all volunteers who are not in regulated activity, but who have an opportunity to come into contact with children on a regular basis, for example, supervised volunteers
- Carry out a risk assessment when deciding whether to seek an enhanced DBS check for any volunteers not engaging in regulated activity. We will retain a record of this risk assessment

### **Governors and Members**

- All trustees, governors and members will have an enhanced DBS check without barred list information and section 128 check <https://teacherservices.education.gov.uk/>

They will have an enhanced DBS check with barred list information if working in regulated activity.

The Chair of the board of trustees will have their DBS check countersigned by the Secretary of State.

All trustees, governors and members will also have the following checks:

- A section 128 check (to check prohibition on participation in management under [section 128 of the Education and Skills Act 2008](#))
- Right to work in the UK
- Identity
- Other checks deemed necessary if they have lived or worked outside the UK

### **Adults who supervise students on work experience**

When organising work experience, we will ensure that policies and procedures are in place to protect children from harm.

We will also consider whether it is necessary for barred list checks to be carried out on the individuals who supervise a student under 16 on work experience. This will depend on the specific circumstances of the work experience, including the nature of the supervision, the frequency of the activity being supervised and whether the work is regulated activity.

**APPENDIX 4: FLOW CHART FOR RAISING SAFEGUARDING CONCERNS ABOUT A CHILD**

