



# STEP Academy Trust

## Safeguarding Policy and Procedures

**DATE OF POLICY:** November 2015

**Review:** November 2016

### **Introduction**

STEP Academy Trust Board of Trustees has agreed this Policy and as such, it applies to all Academies within the Trust.

### **STATEMENT ON PUPIL SAFETY AND WELFARE**

STEP Academy Trust (“the Trust”) fully recognises its responsibilities for safeguarding and promoting the welfare of children. All children have a fundamental right to be protected from harm and pupils cannot learn effectively unless they feel secure. Our Trust will provide an environment, which promotes self-confidence, a feeling of self-worth and the knowledge that pupils’ concerns will be listened to and acted upon irrespective of ethnicity, gender, disability or background.

The Safeguarding Policy and Procedures apply to all staff, governors and volunteers working in Academies across the Trust and should be read in conjunction with the Trust’s policies on:

- Child Protection
- Preventing Radicalisation and Extremism
- Behaviour
- Anti-Bullying
- Positive Handling
- Health and Safety
- Code of Conduct setting out standards and acceptable behaviour for staff
- E-Safety and ICT acceptable use
- Intimate Care
- Dealing with allegation of abuse against teachers and other staff
- Visitors (uninvited)
- Whistleblowing

This policy follows the statutory government guidance **Working Together to Safeguard Children 2015**; the **London Child Protection Procedures: 2015, Keeping Children Safe in Education 2015** and **What to do if you’re worried a child is being abused: 2006**. All agencies in London have signed up to the London Procedures, which should be regarded as instructions to staff.

We will review our child protection policy and protocol at least annually to ensure they are still relevant and effective.

## **AIMS OF THE POLICY:-**

1. To ensure that we practice safe recruitment in checking suitability of staff and volunteers.
2. To ensure all staff, governors and volunteers know the importance of child protection, and their responsibilities for reporting actual or suspected abuse.
3. To ensure pupils and parents are aware that the Academy takes child protection seriously and will follow the appropriate procedures for reporting abuse and for dealing with allegations against staff.
4. To ensure effective liaison with other agencies in order to work together for the protection of all pupils.
5. To establish a safe environment and to support pupils' development in a way which fosters security, confidence and independence.
6. To include opportunities in the PSHCE curriculum for pupils to develop the skills they need to recognise and stay safe from abuse, allowing for continuity and progression through the Key Stage.
7. To ensure pupils know that there are adults in the Academy whom they can approach if they are worried.
8. To take account of, and inform policy in related areas such as behaviour and bullying.

## **PROCEDURES**

We will follow the procedures for safeguarding children that are in line with our Academy's Local Authority's Safeguarding Children Board and child protection procedures - based on the London Child Protection Procedures to:-

1. Ensure that the child has the opportunity to express his/her view and is listened to carefully.
2. Ensure we have a designated officer (and a designated deputy; in absence of – **Appendix 1**) for child protection who has received appropriate training and support for this role.
3. Ensure we have a nominated governor responsible for child protection.
4. Ensure every member of staff, volunteer and governor knows the name of the designated officer responsible for child protection.
5. Ensure all staff and volunteers understand their responsibilities in being alert to the signs of abuse and responsibility for referring any concerns to the designated officer responsible for child protection.
6. Ensure that parents have an understanding of the responsibility placed on staff for child protection by setting out its obligations in the Academy prospectus.
7. Notify social services if there is an unexplained absence of more than one day of a pupil who is on the child protection register.
8. Develop effective links with relevant agencies and co-operate as required with their enquiries regarding child protection matters including attendance at case conferences.
9. Keep written records of concerns about children, even where there is no need to refer the matter immediately.
10. Ensure all records are kept securely; separate from the main pupil file and in locked locations.
11. Ensure that when a pupil on the Child Protection Register leaves, their information is transferred to the new school immediately in a safe and secure way and that the child's social worker is informed.
12. Follow DfE guidance for dealing with procedures where an allegation is made against a member of staff or volunteer.
13. Ensure safe recruitment practices are always followed.
14. All agencies receiving information in the context of a child protection enquiry must treat it as confidential. They must only disclose the information to those who need to know.

15. Ensure LA guidance being followed for children not collected from school (see **Appendix 2**).
16. Ensure that the LA Safeguarding Audit is completed each year and results shared with Strategic Governing Bodies and actions addressed.

We recognise that:

- All children have a right to be protected from abuse.
- Abuse occurs in all cultures, all religions and all social classes.
- The prime concern at all stages must be the safety and the welfare of the child. Where there is a conflict of interests between the child and parent, the interests of the child must be paramount.
- Children who are abused need care and sensitivity - children who are abused or witness violence may find it difficult to develop a sense of self-worth. They may feel helplessness, humiliation and some sense of blame. The Academy may be the only stable, secure and predictable element in the lives of children at risk. When at school their behaviour may be challenging and defiant or they may be withdrawn. We believe that the curriculum is important in the protection of children. It will aim to ensure that curriculum development meets the following objectives:-
  - Developing pupils' self esteem
  - Developing communication skills
  - Informing about all aspects of risk
  - Developing strategies for self-protection
  - Developing a sense of boundaries between appropriate and inappropriate behaviour in adults
  - Developing non-abusive behaviour between pupils

#### **RESPONSIBILITIES OF STEP ACADEMY TRUST BOARD OF TRUSTEES**

The Board of Trustees will:

1. Ensure that, in accordance with the national and local guidance, effective safeguarding policies and procedures are in place. These apply to all STEP Academies and are reviewed annually.
2. Ensure that there are procedures for dealing with allegations against STEP Academy Trust staff and volunteers that comply with DfE and LA guidance.

#### **RESPONSIBILITIES OF THE STRATEGIC GOVERNING BODY**

The Strategic Governing Body will:

1. Ensure all safeguarding policies and procedures agreed by the STEP Board of Trustees are rigorously applied and monitored.
2. Ensure that each Academy operates safe recruitment procedures and appropriate checks are carried out on all staff and volunteers.
3. Ensure that there is a nominated governor responsible for child protection who will liaise with the Headteacher and other agencies when required. The Chair of Governors will take on this responsibility in the event of allegations being made against the Headteacher.
4. Ensure that the Headteacher and other staff who work with children undertake appropriate training to equip them to carry out their responsibilities for child protection effectively.
5. Ensure, through the Headteacher, that temporary staff and volunteers who work with children are made aware of the Trust's arrangement for child protection.
6. Ensure the Headteacher and *at least one governor* has undertaken and completed safer recruitment training.

## RESPONSIBILITIES OF THE HEAD/DESIGNATED OFFICER

The Headteacher/Designated Officer for child protection undertakes the following responsibilities:

1. Ensures all staff are familiar with procedures for identifying and reporting abuse, including allegations against staff.
2. Ensure the Academy operates the STEP Academy Trust Child Protection Policy.
3. Ensure all staff receives foundation training in child protection at least every three years.
4. Ensure they attend a refresher course for Designated Officers once every two years.
5. Be responsible for co-ordination action and liaising with other agencies and support service over child protection issues.
6. Assists Social Services Departments in enquiring into allegations of child abuse. This will include ensuring the Academy is represented at child protection case conferences and that information about the child is provided as required.
7. Follow appropriate recommendations made by the Area Child Protection Committee.
8. Support and advise staff on child protection issues generally.

## RESPONSIBILITIES OF ACADEMY STAFF

Each member of staff has a responsibility to look for and report suspected abuse and to ensure the safety and well-being of the pupils in their care. In doing so, they should seek advice and support as necessary from the Headteacher /Designated Teacher and other senior staff members. Staff are also expected to provide a safe and caring environment in which children can develop the confidence to voice ideas, feelings and opinions. Children should be treated with respect within a framework of agreed and understood boundaries.

All Academy staff are expected to:

1. Report concerns to the Headteacher/Designated Officer or other senior staff member as appropriate (see flow chart: **Appendix 3**).
2. Follow the relevant guidelines national and local guidelines.
3. Know to whom and how to report allegations against other Academy staff (**Appendix 4**).
4. Monitor and report as required on the welfare, attendance and progress of pupils on the Child Protection Register.
5. Keep clear, dated, factual and confidential records of child protection concerns, using Academy proformas.

## APPOINTMENT OF STAFF, GOVERNORS AND VOLUNTEERS

The Academy will, when appointing staff, observe the following safeguards:

- Ensure that the advertisement and documentation sent out to potential candidates will make it clear that child protection is a high priority of the school and that rigorous checks will be made of any candidate before appointments are confirmed.
- All references will be taken up and verified by telephoning referees.
- That a reference will always be obtained from the last employer.
- That academic qualifications will be checked.
- That at interview candidates will be asked to account for any gaps in their career/employment history.
- That DBS checks (which would include a check against the Barring Register) will be made before staff are appointed.
- All governors will undergo an enhanced DBS check.

- Volunteers who regularly work in school are informed that such help is appreciated and that the Academy's acceptance of the help means that police checks will be carried out.

### **DISCLOSURE AND BARRING SERVICE**

1. All staff and volunteers will go through DBS checks as necessary.
2. All staff/volunteers who have regular, unsupervised access to children or vulnerable adults will need a DBS check as will the designated person for child protection.
3. Staff/volunteers who have regular contact with children and young people through mixed groups (activities that both adults and children participate in together), and who have positions of responsibility and trust where contact with children is possible will also need a DBS check.

### **ALLEGATIONS AGAINST STAFF**

1. Governors recognise that because of the daily contact with children in a variety of situations, including the caring role, teachers and other staff are vulnerable to accusations of abuse.
2. Governors further recognise that, regrettably, in some cases such accusations may be true. The governors therefore expect all staff to follow the LA's guidance on 'Dealing with allegation of abuse against teachers and other staff'.
3. Where appropriate, governors will seek advice and support from the Academy's Human Resources Service Provider when an allegation is made against a teacher or other members of staff.

### **STAFF CONTACT WITH PUPILS**

In order to minimise the risk of accusations being made against staff as a result of their daily contact with pupils, governors will ensure, through the Headteacher, that all staff are aware of and follow guidelines in the Positive Handling Policy.

### **STAFF TRAINING AND SUPPORT**

The Academy recognises the importance of child protection training for their Headteacher/ Designated Officer (renewed every 2 years) and for all other staff who have contact with children (renewed every 3 years). Governors expect the Headteacher/Designated Officer to ensure that all staff, including support and ancillary staff, receive training in child protection and that new staff are made aware of relevant policies, procedures and guidelines when they join the Academy and receive appropriate induction.

The Headteacher is also expected to ensure that all staff receive regular support and know which senior member of staff to refer to for advice in the absence of the Headteacher/Designated Officer (**see Appendix 1a** – displayed in the foyer of each Academy).

### **CHILDREN WITH SPECIAL EDUCATIONAL NEEDS AND/OR DISABILITIES**

The Academy recognises that children with special educational needs (including those with a disability) may be especially vulnerable to abuse. Staff are expected to take extra care to interpret correctly apparent signs of abuse or neglect. Indications of abuse will be reported as for other pupils.

In line with the DfE document 'Safeguarding Children in Education' the Academy will provide an environment in which pupils with special educational needs and/or disabilities feel confident and able to discuss their concerns. Whenever possible, pupils will be given the chance to express themselves to a member of staff who has appropriate communication skills. The Headteacher/ Designated Officer will work with the Inclusion Manager to identify pupils with particular

communication needs.

## **CONFIDENTIALITY**

Our Trust accepts that child protection raises issues of confidentiality, which should be clearly understood by all staff and volunteers. All staff and volunteers are expected to follow the guidance on confidentiality contained in the Staff Handbook.

## **RECORD KEEPING, REPORTS AND TRANSFERRING RECORDS**

Our Trust expects all staff to maintain high quality, signed and dated child protection records which separate fact, allegation, hearsay and opinion and which clearly indicate decisions and action taken. These records may in some cases be required in court proceedings. The Academy proforma should be used in this instance and given to the designated officer for child protection (see Child Protection Policy). Records must be kept securely; separate from the main pupil file and in locked locations. When transferring files to another setting:

- The file should be sealed and marked 'private and confidential' and 'for the attention of the designated officer for child protection'.
- The sealed and indicated records should be placed within a plain addressed envelope.
- If child protection files are being posted they should be sent by recorded delivery only.
- A record should be kept of the date of the transfer of such files and of the person to whom they are transferred.

## **MONITORING PUPILS ON THE CHILD PROTECTION REGISTER**

Governors expect the Head teacher to ensure that all teachers monitor closely the welfare, progress and attendance of pupil on the Child Protection Register and will provide information as required by the Social Services Department and the Education Welfare Service.

## **COMMUNICATING POLICY TO PARENTS, PUPILS, VISITORS AND VOLUNTEERS**

The Academy informs parents and pupils that the Academy has a Child Protection and Safeguarding Policy (and relevant policies) and is required to follow guidelines for reporting suspected abuse. Parents can see a copy of the policy on request or access it on our websites. A safeguarding leaflet should be available in each Academy for visitors and volunteers, giving guidance on safeguarding procedures (**Appendix 5**)

Pupils, parents, volunteers and visitors should know how the child protection system works and with whom they can discuss any concerns. They should also be made aware of local or national telephone help-lines.

## **MONITORING AND EVALUATING EFFECTIVENESS OF THE ACADEMY'S POLICIES**

The Headteacher must report to the Strategic Governing Body each term on the effectiveness of the Safeguarding Policy and any actions completed over the preceding term (for example training, audit). This could be done through the Headteachers Report to Governors.

## **CHILD PROTECTION IN RELATION TO ICT**

Our Trust's primary concern with regard to the online environment is the safe and effective supervision of children using the internet and mobile technology. Some children will be using the internet at home/on a mobile device and it is vital that the safe internet use at school is mirrored by safe internet use at home. Our Trust is committed to working with both children and parents in educating them about the positive ways in which the internet can be used but also will make them

aware of the associated risks. Please see our E-Safety Policy.

## **POLICY AND PROCEDURES FOR SAFER RECRUITMENT**

STEP Academies are committed to safeguarding and promoting the welfare of its pupils and all staff and volunteers are expected to share this commitment. Our statement of commitment to be used when recruiting is:

*'STEP Academies are committed to safeguarding and promoting the welfare of children, young people, and vulnerable adults and expect all staff and volunteers to share this commitment. All posts are subject to an enhanced DBS check. STEP Academy Trust is an equal opportunities employer'*

Our safer practice in recruitment means thinking about and including issues to do with child protection and safeguarding and promoting the welfare of children at every stage of the process and our statement of commitment will be included in:

- Publicity materials
- Recruitment websites
- Advertisements
- Candidate information packs
- Person specifications
- Job descriptions
- Competency frameworks
- Induction training.

## **AIMS**

- To provide a safe environment for pupils to learn in.
- To promote and adhere to safer recruitment practices.
- To deter, reject or identify people who might abuse children, or who are otherwise unsuited to work with them.

## **PROCEDURES**

- Ensure the job description makes reference to the Academy's commitment to safeguarding and promoting the welfare of children.
- Ensure that the person specification includes specific reference to suitability to work with children.
- Obtain and scrutinise information from applicants and take up and resolve any discrepancies or anomalies.
- Obtain professional and character references that answer specific questions to help assess an applicant's suitability.
- Conduct a face to face interview that explores the candidate's suitability to work with children.
- Verify the applicant's identity.
- Verify that the applicant has any academic or vocational qualifications claimed.
- Check his/her previous employment history.
- Verify he/she has the health and physical capacity for the job.
- Undertake mandatory DBS check.

## **PLANNING AND ADVERTISING**

When planning and advertising for posts involving working with children the following will be taken

into consideration:

- Qualities, qualifications and experience a successful candidate will need to demonstrate.
- Who will be involved in the recruitment process.
- Sufficient time for the work needed at each stage so that safeguards are not skimmed.
- Job Advertisement containing the commitment to safeguarding and promoting the welfare of children and also reference to the need for the successful candidate to undertake a DBS check.
- Compilation of the candidate information pack - up to date information, job description, person specification and clearly set out the expected relationships and contact with children, and the degree of responsibility expected plus the safeguarding commitment of the Academy.

### **SCRUTINISING AND SHORTLISTING**

All applications will be scrutinised to ensure that information is consistent and does not contain any discrepancies, and to identify any gaps in employment. Incomplete applications will not be considered. Any anomalies or discrepancies or gaps in employment will be noted and taken up either for consideration of rejection or for consideration within the interview. All candidates will be assessed equally against the criteria contained in the person specification without exception or variation.

### **REFERENCES**

References will be sought and obtained directly from the referee, confirmed by telephone. No open references or CVs will be accepted.

### **THE INTERVIEW**

The invitation to the interview will instruct the candidate to bring documentary evidence of their identity that will satisfy DBS requirements and also documents to confirm any educational and professional qualifications.

The interview panel will consist of no fewer than two members with at least one member of the panel having completed Safer Recruitment training; a larger panel being necessary for senior posts. The panel will meet before the interview to consider the issues to be explored, assessment criteria and the required standard for the job to which it is appointing.

In addition to assessing and evaluating the applicant's suitability for the post, the panel will also explore:

- The candidate's attitude towards children.
- His/her ability to support the safeguarding agenda for safeguarding and promoting the welfare of children.
- Gaps in employment.
- Concerns or discrepancies arising from the information provided by the candidate or a referee.

### **CONDITIONAL OFFER OF APPOINTMENT**

An offer of appointment will be conditional on:

- Receipt of at least two satisfactory and verified references
- Verification of identity and qualifications
- DBS disclosure
- Medical fitness

- Verification of professional status if applicable

### **POST APPOINTMENT INDUCTION**

There is an Induction Policy for all teaching staff and a Staff Handbook. The content and the nature of the induction process may vary according to the role and previous experience of the new member of staff or volunteer, but as far as safeguarding and promoting the welfare of children is concerned the induction programme will include:

- Information about policies and written procedures in relation to safeguarding and promoting welfare - Child Protection/Behaviour/Equality/Positive Handling/Internet safety.
- Safe practice and the standards of conduct and behaviour of staff, pupils and volunteers in the school.
- How and with whom any concerns about those issues can be raised.
- Other relevant personnel procedures e.g. disciplinary, capability and whistle-blowing.
- A copy of the STEP Safeguarding Code of Conduct which needs to be signed and returned as soon as the appointment has been made (**Appendix 6**)

### **MONITORING**

The Strategic Governing Bodies will monitor the policy through the Head teacher who will report on:

- Staff turnover and reasons for leaving
- Exit interviews
- Attendance of new recruits at child protection training
- Each autumn, an annual safeguarding audit will take place in line with the Local Authority's expectations and an action plan drawn up to address identified areas of improvement. This plan will be reviewed each term to ensure that all actions identified have been addressed.

**APPENDIX 2 – Academy and Local Authority Contact Details**

**David Livingstone Academy**

**The Senior Designated Person for Safeguarding is**

**Name:** Miss Claire Slade (Head Teacher)

**In her absence the Designated Person is:**

**Name:** Ms Saunders (Acting Assistant Head Teacher), Nicki Gillespie (School Business Manager) and Katy Harborne (Inclusion Manager)

**The Nominated Governor for safeguarding children is**

**Name:** Mr Rob Lewis      **Contact details:** [robhillewis@hotmail.com](mailto:robhillewis@hotmail.com) 07985 743594

**Gonville Academy**

**The Senior Designated Person for Safeguarding is:**

**Name:** Ian Rogers (Deputy Head Teacher) and Katy Harborne (Inclusion Manager)

**In their absence the Designated Person is:**

**Name:** Anthony Alexander (Head of Pastoral Care) and Sarah Mitchell (Headteacher)

**The Nominated Governors for safeguarding children are:**

**Name:** Oliver McAdoo      **Contact details:** [omcadoo@yahoo.com](mailto:omcadoo@yahoo.com)

**Applegarth Academy**

**The Senior Designated Person for Safeguarding is**

**Name:** Fay Milward (Inclusion Manager)

**In her absence the Designated Person is:**

**Name:** Anne Sheret

**The Nominated Governor for safeguarding children is:**

**Name:** Selina Boshorin      **Contact details:** [sboshorin@gmail.com](mailto:sboshorin@gmail.com) & [Sboshorin@yahoo.com](mailto:Sboshorin@yahoo.com)

**Wolsey Junior Academy**

**The Senior Designated Person for Safeguarding is**

**Name:** Fay Milward (Inclusion Manager)

**In her absence the Designated Person is:**

**Name:** Ryan Arde (Headteacher)

**The Nominated Governor for safeguarding children is:**

**Name:** Selina Boshorin      **Contact details:** [sboshorin@gmail.com](mailto:sboshorin@gmail.com) & [Sboshorin@yahoo.com](mailto:Sboshorin@yahoo.com)

**Heathfield Academy**

**The Senior Designated Person for Safeguarding is**

**Name:** Rachael Atkinson and Lana-Lea O'Keefe (Co-Headteachers)

**In their absence the Designated Person is:**

**Name:** Kelly Edwards (School Business Manager)

**The Nominated Governor for safeguarding children is:**

**Name:** Nathan Hardman      **Contact details:** [nhardman@lafontaineacademy.org](mailto:nhardman@lafontaineacademy.org)

### La Fontaine Academy

**The Senior Designated Person for Safeguarding is**

**Name:** Jenna Crittenden (Deputy Headteacher)

**In her absence the Designated Person is:**

**Name:** Sebastien Chapleau (Headteacher)

**The Nominated Governor for safeguarding children is:**

**Name:** Nathan Hardman

**Contact details:** [nhardman@lafontaineacademy.org](mailto:nhardman@lafontaineacademy.org)

### Angel Oak Academy

**The Senior Designated Person for Safeguarding is**

**Name:** Juan-Jose Gemio-Sanchez

**In her absence the Designated Person is:**

**Name:** Samantha Daly

**The Nominated Governor for safeguarding children is:**

**Name:** Mark Deacon

**Contact details:** [mark.deacon@roehampton.ac.uk](mailto:mark.deacon@roehampton.ac.uk)

## Local Authority Contacts

**Croydon** Local Authority Designated Officer (LADO): **Steve Hall**  
Direct line/voicemail 020 8239 4322  
Messages/Support: 020 8726 6000 Ext. 63227  
[Steve.hall@croydon.gov.uk](mailto:Steve.hall@croydon.gov.uk)  
[lado@croydon.gov.uk](mailto:lado@croydon.gov.uk)  
[steve.hall@croydon.cjsm](mailto:steve.hall@croydon.cjsm) (secure CJSM system)

Children's Quality Assurance & Safeguarding Manger: **Gavin Swan**  
email: [gavin.swan@croydon.gov.uk](mailto:gavin.swan@croydon.gov.uk)  
Direct line: 020 8667 8295  
020 8726 6000 Ext 88295

Independent Reviewing Manager: **Sarah Roberts**  
email: [sarah.roberts@croydon.gov.uk](mailto:sarah.roberts@croydon.gov.uk)  
020 8726 6000 Ext 61502

Child Protection & Child in Need referrals email: [childreferrals@croydon.gov.uk](mailto:childreferrals@croydon.gov.uk)

MASH Safeguarding Consultation Line: 020 8726 6464 or 020 8726 6400 (referrals)

MASH Education Officer: **Bronwyn Rich** email: [Bronwyn.rich@croydon.gov.uk](mailto:Bronwyn.rich@croydon.gov.uk)

Emergency Duty Team: 020 8726 6400 (EDT social work staff)

CYPL contacts: **Rita Ali** email: [Rita.Ali@croydon.gov.uk](mailto:Rita.Ali@croydon.gov.uk)  
020 8 726 6177

For CAMHS referrals and advice contact: Telephone 020 3228 0000  
Fax 020 3228 0059  
[www.slam.nhs.uk](http://www.slam.nhs.uk)

E-mail contact for integrated services and early intervention support: [earlyhelp@croydon.gov.uk](mailto:earlyhelp@croydon.gov.uk)

**SOUTHWARK** Early Help Services **020 7525 2714**  
[earlyhelpdutyofficer@southwark.gov.uk](mailto:earlyhelpdutyofficer@southwark.gov.uk)

SOUTHWARK SCHOOLS SAFEGUARDING COORDINATOR Apo Cagirici 020 7525 2715. [apo.cagirici@southwark.gov.uk](mailto:apo.cagirici@southwark.gov.uk)

### **BROMLEY**

Local Authority Designated Officer (LADO): **Lorrisa Webber: 0208 461 7816**  
[lorrisa.webber@bromley.gov.uk](mailto:lorrisa.webber@bromley.gov.uk)

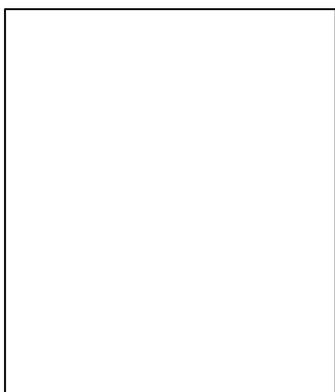
#### **Referral and Assessment Team**

London Borough of Bromley; Old Town Hall; Tweedy Road; Bromley BR1 3FE; 020 8461 7373/7379/7404/7309;  
Email: [referral.assessment@bromley.gov.uk](mailto:referral.assessment@bromley.gov.uk); Out of Hours – Emergency Duty Team  
020 8464 4848

CAMHS referrals and advice contact:  
**Bromley CAMHS** - <http://www.camhscares.nhs.uk/v/bromley>  
Ground Floor; 2 Newman Road; Bromley BR1 1RJ ; 020 8315 4430

# Designated Child Protection Officers

**Senior Designated Child Protection**



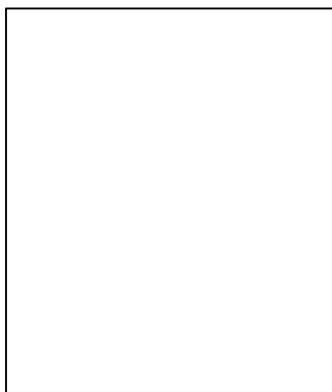
Name and Role

**Deputy Designated Child Protection**



Name and Role

**Governor for Safeguarding**



NAME

## **APPENDIX 2: Protocol for children not collected from school**

The guiding principle in dealing with any situation in which a child is not collected from school must be to minimise distress to the child and for him or her to remain in familiar surroundings and / or with familiar people for as long as possible.

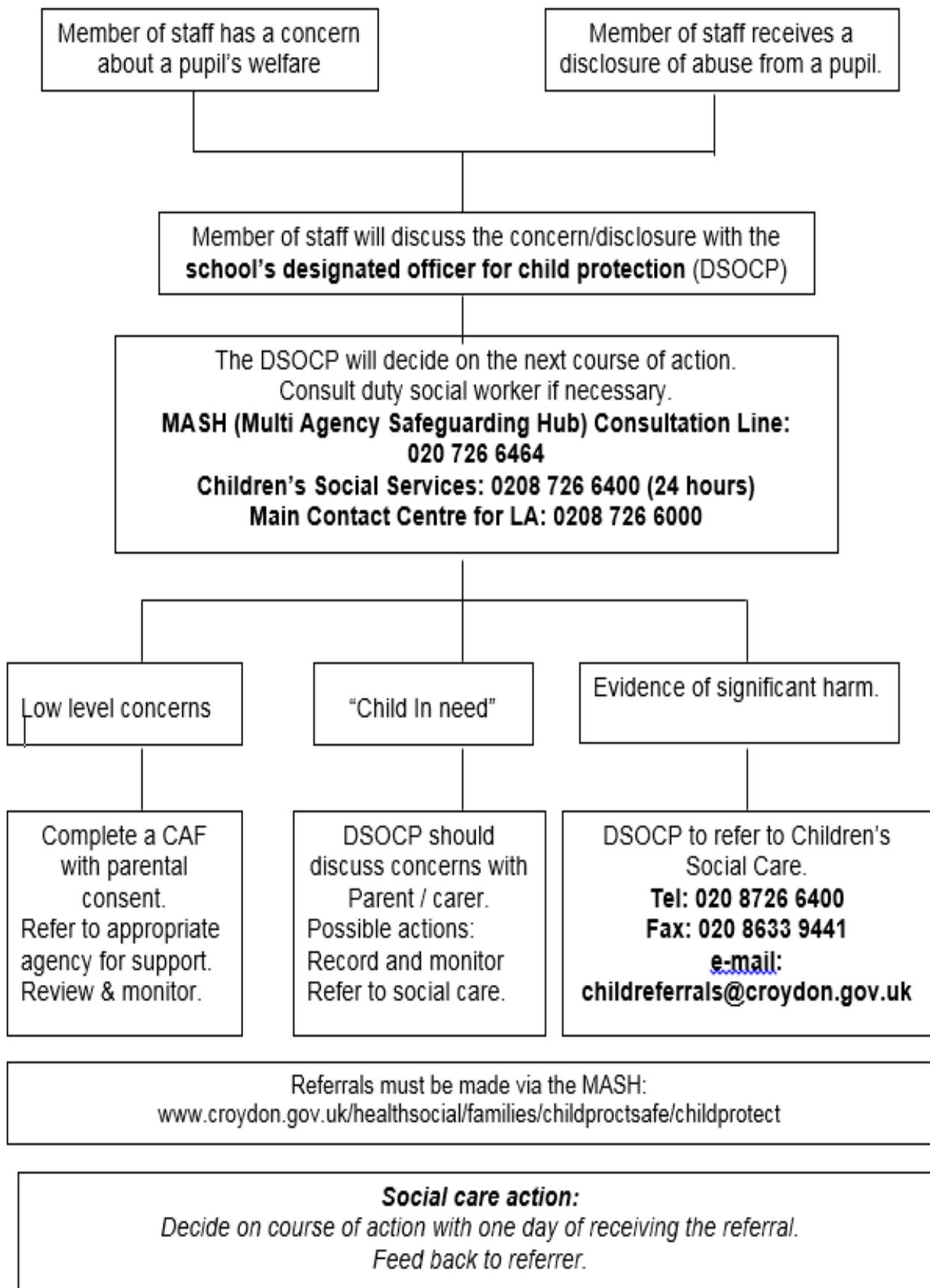
### **Protocol – for Schools**

1. If a child has not been collected, the school should make every possible attempt to contact the parent(s)/carer(s). Schools should never release a child into the care of another adult without the consent of the parent(s)/carer(s). Neither should members of staff take children home with them.
2. If no contact has been made and no one has arrived to collect the child by 5.00pm, then the Emergency Duty Team (EDT) should be contacted via Bernard Weatherill House.
3. Teachers should be advised not to transport children alone in their own cars and may wish to consider taking the child by taxi or mini cab.
4. Ensure that there are at least two members of staff present whilst waiting for the parent(s)/ carer(s) to collect the child.
5. A child should not be sent to an after school club / play centre if the parent(s) / carer(s) has not arrived. It is the responsibility of the school to follow these procedures in order to contact the parent. After school clubs / play centers have their own procedures for uncollected children.

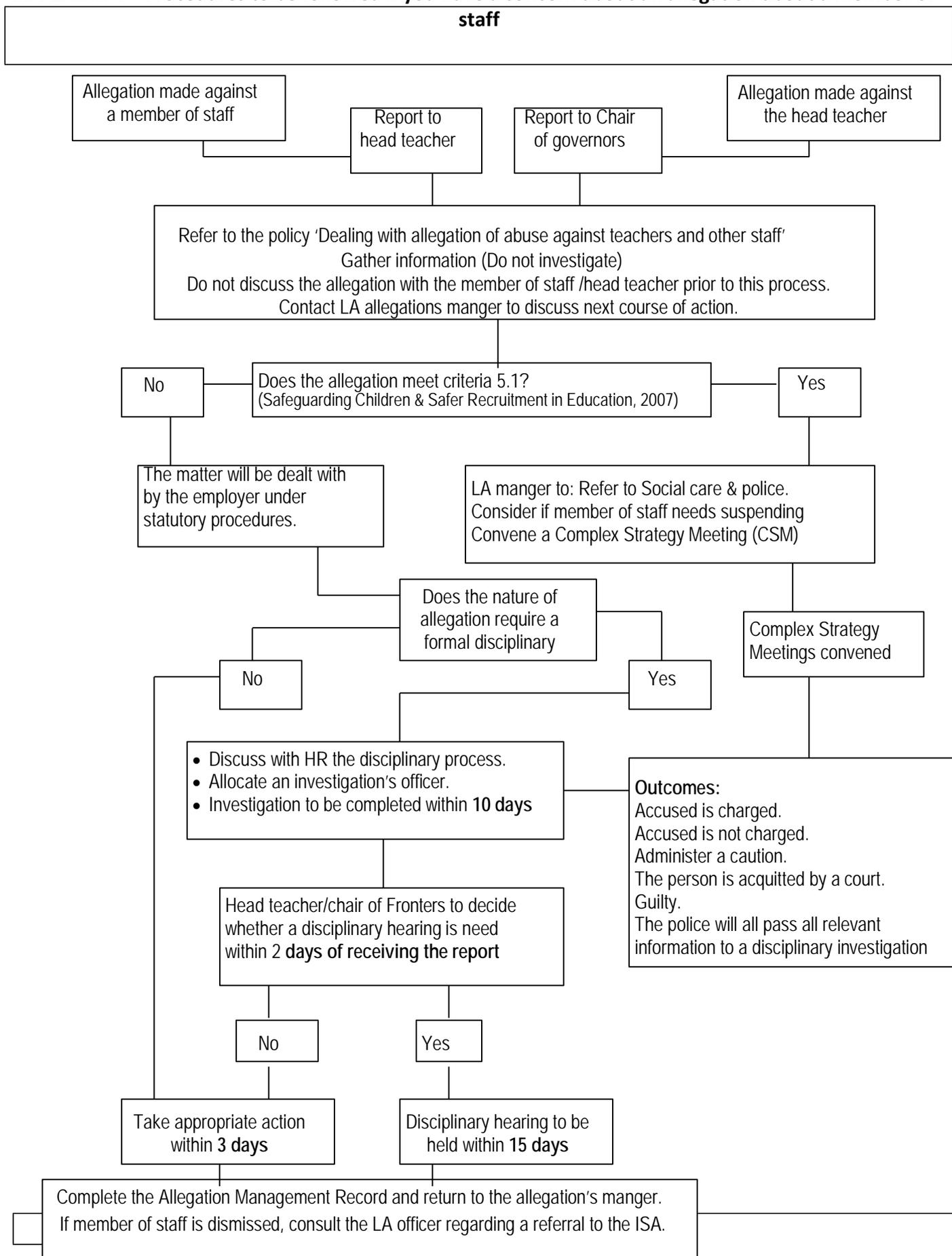
### **Protocol – for Children’s Social Care**

1. On receipt of a call from a school at or after 5.00 pm, the EDT Officer will need to be provided with relevant information about the child(ren) and their circumstances ( relevant names, addresses and telephone numbers). Additional information relating to any recent changes in family circumstances or if there has been other occasions on which a child has not been collected from school should also be conveyed to the duty social worker.
2. If the duty social worker is unable to make contact parents/carers, a foster carer(s) will be identified to look after the child on an emergency basis. This placement will be treated as an informal arrangement if the child is collected before 10pm. After that time, since the child will then be likely to remain overnight, s/he will be formally accommodated under Section 20 of the Children Act.
3. Whilst arrangements are being made for a child to be placed with a foster carer the police child protection team will be advised (Form 87A). No action should be taken by the police child protection team at this stage other than to note the details, complete relevant checks and to advise children’s social care whether or not the police are aware of any reason why the parent / carer has failed to collect their child. Should the parent / carer not contact any agency by 10pm, the child be accommodated. The police will again be informed since the child will be regarded as having been abandoned necessitating consideration of a police criminal investigation.
4. At each stage, it will be the intention of the social services department to seek to return the child to the care of his or her parent(s) / carer(s) unless there is evidence of a risk of significant harm.

**APPENDIX 3: Procedures to be followed if you have a concern about a child's welfare**



**APPENDIX 4 – Procedures to be followed if you have a concern about an allegation about a member of staff**





# STEP Academy Trust

## Safeguarding Children - Code of Conduct

**This code applies to all adults and students working as part of the STEP Academy Trust, whatever their position, role or responsibility**

- Work in an open and transparent way. Always act, and be seen to act, in the child's best interests. Treat all children equally and with respect.
- Provide an example of good conduct you wish others to follow
- Remember that someone else might misinterpret your actions, no matter how well intentioned
- Challenge unacceptable behaviour and report all allegations/suspicions of abuse.
- Discuss and/or take advice promptly from your line manager or another senior member of staff over any incident which may give rise to concern
- Know the name of your Designated Officer for Child Protection, be familiar with local child protection arrangements and understand your responsibilities with regard to the safeguarding and protection of children and young people.
- Treat information received about children and young people in a discreet and confidential manner. Be cautious when passing information to others about a child/young person, making sure this is on a need to know basis only; if in any doubt, seek advice from a senior member of staff.
- Ensure that, whenever possible, there is more than one adult present during activities with children (or where the staff member or volunteer is under 18) or at least that you are within sight or hearing of others. If you are asked to talk in private ensure someone else knows where you are and leave a door ajar or stay in clear view, always make a note of the conversation, tell the child or young person they are free to leave or stop talking at anytime
- Adopt high standards of personal conduct.
- Ensure that you declare any gift received from a child/parent which is substantial in nature.
- Always be prepared to explain your actions and accept that all physical contact is open to scrutiny.
- Always adhere to the Academy's Behaviour Policy.
- All children have a right to safety, privacy and dignity when contact of an intimate nature is required (for example assisting with toileting or removing wet/soiled clothing). A care plan should be drawn up and agreed with parents for all children who require intimate care on a regular basis. Be aware of our Intimate Care Policy. Children should be encouraged to act as independently as possible and to undertake as much of their own personal care as is practicable. When assistance is required, ensure that another appropriate adult is in the vicinity and is aware of the task to be undertaken.

- The curriculum can sometimes include or lead to unplanned discussion about subject matter of a sensitive nature. Responding to pupils' questions can require careful judgement and you may wish to take guidance in these circumstances from a senior member of staff.
- Please follow the school policy on the use of ICT equipment, Internet Safety and refer to the Acceptable Use Policy.
- Please use your professional judgement and dress appropriately for the role you have.
- Avoid adult conversations and swearing on the school premises as there is always a chance that a pupil could be in ear-shot.
- Never show favouritism to any individual or jump to conclusions about others without checking facts.

Social Networking Sites: This is a potential mine-field for staff working with children:

- NEVER use personal social network accounts to contact young people. Work related accounts may be used with management approval. Such sites should be able to be checked and audited by managers.
- Ensure there are tight privacy settings on any online profile you have.
- Friend requests from children and young people, or their families, should be declined by explaining it is against the organisations policy to do so.
- There must be absolutely no private online contact between professionals and any young people with whom they have a work-related relationship.
- Never discuss school issues, members of staff or STEP pupils.

Signed..... Print Name.....

Date.....