



Stephenson Academy

Safeguarding and Child Protection Policy

Created: June 2012

CONTENTS

	Page
Key contacts	4
1 PURPOSE OF POLICY	4
2 ROLES AND RESPONSIBILITIES	5
2.1 Milton Keynes Children and Families	5
2.2 Governing body	6
2.3 Principal	6
3 SAFEGUARDING CHILDREN	7
3.1 Definition	7
3.2 Role of the academy/setting	7
3.3 The curriculum	8
3.4 Supporting children and young people	8
3.5 Use of cameras and photographic images of children and young people	8
3.6 Working with parents and carers	9
3.7 Inter-agency working	9
4 CHILD PROTECTION	
4.1 Role of academy /setting	9
4.2 Role of the designated child staff member	11
4.3 Child protection procedures	11
4.3.1 Recognition	11
4.3.2 Dealing with disclosures	12
4.3.3 Referral	12
4.3.4 Attendance at Child Protection Conference and	

	Core Groups	13
	4.3.5 Monitoring	13
	4.3.6 Records	13
4.4	Confidentiality and information sharing	14
5	SAFE LEARNING ENVIRONMENT	
5.1	Safe recruitment	
	5.1.1 Current practice	15
5.2	Volunteers	16
5.3	Visitors	17
5.4	Staff	
	5.4.1 Induction and training	18
	5.4.2 Conduct and safe teaching practice	19
	5.4.3 Restrictive physical intervention	20
	5.4.4 Allegations against staff	20
	5.4.5 Whistleblowing	20
5.5	E-Safety	20
6	MONITORING AND REVIEWING POLICIES	21
7	OTHER MILTON KEYNES RELEVANT GUIDANCE	21
	Appendix 1: Child Protection Definitions and Indicators	23
	Appendix 2: MARF (Multi-Agency Referral Form)	24
	Appendix 3: Safeguarding Children – concern/Incident Form	29
	Appendix 4: Local Authority contact details	30

RESPONSIBILITIES

Governor Committee:
Student Wellbeing and Safeguarding Committee

SLT: **Ian Wedderburn Assistant Headteacher**

Revised Date: June 2012

APPROVED

Committee:

Chair of Governors:

Signed:

The Stephenson Academy

Principal in charge:

Name: Dr.Neil Barrett

Contact details: Neil.Barrett@stephensonacademy.org.uk

Crosslands

Stantonbury

Milton Keynes

MK14 6AX

01908313903

Designated Child Protection member of staff:

Name: **Ian Wedderburn**

Contact details: ian.wedderburn@stephensonacademy.org.uk

01908313903 Ext 203

Deputy Designated Child Protection member of staff:

Name: **Ollie Sharp**

Contact details: Ollie.Sharp@stephensonacademy.org.uk

01908313903 Ext 208

Chair of Governors

Name: **Sandra Clark**

Contact details: Sandra.j.clark@live.co.uk

Nominated Governor for Child Protection and Safer Recruitment:

Name: **Heather Stabler**

Contact details: stablerster@gmail.com

1 PURPOSE OF POLICY

The purpose of this policy is to provide protection for the children and young people who receive a service from this academy and to provide staff and volunteers with guidance on procedures they should adopt in the event that they suspect a child or young person may be experiencing, or be at risk of, harm.

This policy applies to all permanent staff, in addition to supply staff, volunteers, or anyone working or volunteering on behalf of this academy.

Where there is a child protection concern involving a member of staff/volunteer, you MUST refer to the appropriate procedures in the policy document - 'Managing allegations and concerns regarding staff in education settings'.

[http://www.milton-keynes.gov.uk/education-welfare/documents/MANAGING ALLEGATIONS - in template Review doc inc new guidance - November 2011- FINAL COPY.pdf](http://www.milton-keynes.gov.uk/education-welfare/documents/MANAGING_ALLEGATIONS_-_in_template_Review_doc_inc_new_guidance_-_November_2011-_FINAL_COPY.pdf)

The Stephenson Academy is committed to delivering good outcomes for children and young people by providing a safe learning environment that promotes their welfare and helps them to develop socially and emotionally so that they can make the most of their life chances.

In line with the Education Act 2002, the academy will ensure that arrangements are in place to safeguard and promote the welfare of children and young people by:

- providing a safe, healthy learning environment that allows them to develop to their full potential
- safeguarding their welfare, particularly those children and young people who are most disadvantaged
- providing children and young people with opportunities to discuss issues and report problems affecting their safety and welfare
- ensuring safe recruitment practices
- ensuring robust procedures for recognition and referral where there are welfare or child protection concerns
- raising awareness amongst staff of child protection issues and ensuring staff are equipped to deal with concerns
- monitoring and supporting children and young people who are subject to child protection plans and contributing to the implementation of their plan
- promoting partnership working with parents and professionals.

2 ROLES AND RESPONSIBILITIES

2.1 Milton Keynes Children and Families

Milton Keynes Council, Children and Families Service Groups support academies and settings to safeguard and promote the welfare of children and young people by:

- providing services under the Children Act 1989 for those children who have been assessed as being in need, in need of protection or requiring alternative accommodation
- providing the academy with advice, support and guidance, policy and procedures and training

- dealing with allegations against members of staff and volunteers
- taking responsibility for those children who are not in education by adhering to Milton Keynes Children Missing Education guidance http://www.milton-keynes.gov.uk/education-welfare/documents/CME_with_Flowchart_05_08_10_%284%29.doc
- issuing an up to date Health and Safety Manual to all academies and settings

the provision of an Off-site Visits and Journeys policy which sets out the responsibilities of governing bodies and offers guidance for arranging trips:

http://www.milton-keynes.gov.uk/mkgovernors/documents/Final_Offsite_visits_and_outdoor_learning_policy_Oct_2011.pdf

2.2 Governing Body

The governing body will ensure that:

- the academy's safeguarding policies and procedures are consistent with Milton Keynes Safeguarding Children Board (MKSCB) procedures and that these are regularly monitored, reviewed and updated where necessary
- there is a responsible safeguarding governor and a designated child protection member of staff who reports directly to the governing body on the implementation of child protection policies
- parents are made aware of the academy's safeguarding policies and procedures
- the academy has appropriate procedures in place to ensure safe recruitment practices and to deal with allegations against staff or volunteers
- the designated member(s) of staff for child protection should have undertaken training in inter-agency working and refresher training at three yearly intervals. All staff and adults who work with children must undertake appropriate safeguarding and child protection training, relevant to the type of academy and kept up to date by refresher training every three years
- action is taken where any weaknesses in child protection or safeguarding policy and practice are apparent within the academy
- other organisations using the premises to provide extended or after-academy activities have appropriate safeguarding and child protection policies and procedures in place
- ensure that any person who interviews a candidate for a post or, if there is a selection panel, at least one panel member has completed the safer recruitment training approved by the Secretary of State.

For further information on governor services - <http://www.milton-keynes.gov.uk/mkgovernors/displayarticle.asp?ID=72916>

2.3 Principal in charge

The principal will ensure that:

- staff are fully aware of the academy's safeguarding and child protection policies and that these policies are fully implemented
- the designated child protection member of staff is given sufficient support, time and resources to carry out their responsibilities
- staff are released to attend Child Protection Conferences, CAF Panels, TAC Meetings, Core Group Meetings and any other meetings held to discuss potential safeguarding issues concerning children and young people at the academy
- safe recruitment practice is followed in all cases whenever recruiting to posts
- referral is made to the Independent Safeguarding Authority (ISA) where there are concerns that a person has caused harm or poses a future risk of harm to children. Further information can be found at <http://www.isa-gov.org.uk/Default.aspx?page=24>
- the academy offers a safe environment for staff and children and young people to raise concerns about poor or unsafe practice

appropriate action is taken, by referring to the Managing allegations and concerns regarding staff in education settings policy, whenever an allegation is made against a member of staff .

http://www.milton-keynes.gov.uk/education-welfare/documents/MANAGING_ALLEGATIONS_-_in_template_Review_doc_inc_new_guidance_-_November_2011-FINAL_COPY.pdf

3 SAFEGUARDING CHILDREN

3.1 Definition

Safeguarding covers a broad agenda and aims to achieve the following (the definition used in the Children Act 2004, and in the government guidance document *Working together to safeguard children*):

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

Safeguarding is a preventative agenda that helps children and young people to achieve their full potential regardless of negative factors such as poverty or social exclusion by providing services and support to overcome barriers to achievement.

3.2 Role of the academy

The Stephenson Academy recognises that children and young people may face many barriers to learning that may affect their prospects in later life. The academy will safeguard and promote children and young people's welfare by focussing on preventative actions and services so that all children and young people are able to fulfil their potential under each of the 5 *Every Child Matters* outcomes:

Safeguarding outcomes for children and young people are:

- children and young people are safe: the effectiveness of services in taking reasonable steps to ensure that children and young people are safe
- children and young people feel safe: the effectiveness of services in taking reasonable steps to ensure that children and young people feel safe.

Safeguarding is not just about protecting children from deliberate harm. It includes issues for academies such as:

- health and safety
- bullying
- racist abuse
- harassment and discrimination
- use of physical intervention
- meeting the needs of children and young people with medical conditions
- providing first aid
- drug and substance misuse
- educational visits
- intimate care
- internet safety
- issues which may be specific to a local area or population, for example gang activity
- site security.

3.3 The curriculum

At Stephenson Academy, safeguarding and child protection issues are explicitly addressed through the taught curriculum and in the manner in which the academy is run on a day to day basis. Safe movement around the academy and advice on dealing with hazards in practical lessons in specific teaching areas (such as science, food technology and the DT workshop) are continually reinforced; teaching young people to keep themselves safe from substance or alcohol abuse and maintaining

sexual health, for example, are addressed through the taught PSHCE (personal, social, health and citizenship) programme.

3.4 Supporting children and young people

The academy will support all children and young people who have been assessed as having extra needs or are subject to a Child Protection Plan. All children and young people will be made aware of who they can approach if they have any problems and will be listened to and their concerns taken seriously.

3.5 Use of cameras and photographic images of children and young people

In BESD settings video/photographic evidence is often used to record progress a child is making in order to inform future planning. The academy will always secure the consent of a pupil's parent/carer before taking an image of a pupil or using an image in a public forum (This would include the use of cameras on mobile telephones). Section 27 – page 26 - AMA Guidance -<http://www.milton-keynes.gov.uk/education-welfare/documents/FinalGuidanceforSaferWorkin1.pdf>

3.6 Working with parents and carers

Parents and carers have the main responsibility for safeguarding and promoting their child's welfare and the academy recognises the importance of working in partnership with them to ensure the welfare and safety of children and young people.

The Stephenson Academy will:

- make parents aware of the academy's statutory role in safeguarding and promoting the welfare of children and young people, including the duty to refer children and young people on where necessary, by making all academy policies available on the academy web-site (currently under construction) or on request
- provide opportunities for parents and carers to discuss any problems with form teachers and other relevant staff
- consult with and involve parents and carers in the development of academy policies to ensure their views are taken into account
- ensure a robust complaints system is in place to deal with issues raised by parents and carers
- provide advice and signpost parents and carers to other services and resources where children and young people need extra support

3.7 Inter-agency working

The Stephenson Academy recognises its duty under the Children Act 2004 to work in partnership with other professionals and agencies within the children's workforce in order to deliver integrated services that focus on prevention.

To achieve this, the academy will lawfully share information with agencies in order to ensure children and young people receive appropriate services, and will use the Common Assessment Framework to assess those children with additional needs and make appropriate referrals to agencies on behalf of the children and young people.

The academy recognises the central role they play in safeguarding children and young people and will ensure that a representative attends all multi-agency meetings such as Child Protection Conferences and Core Group meetings.

The academy will liaise with Milton Keynes Council's Referral and Assessment Team (RAAT) – (01908) 253169/70 for safeguarding advice wherever there are any concerns or issues relating to safeguarding practice or individual child protection matters.

4 CHILD PROTECTION

4.1 Role of Academy

Child protection is a part of safeguarding and deals with specific concerns about harm to individual children and young people. There are clear statutory procedures to deal with child protection concerns and it is essential that academies are familiar with these and are able to implement them.

The Stephenson Academy will work to the following policy documents in order to support the protection of children and young people who are at risk of significant harm.

- Working together to safeguard children
<http://www.mkscb.org/mkscb/documents/WT2010.pdf>
- Milton Keynes Safeguarding Children Board Inter-agency procedures
<http://www.mkscb.org> including chapter 13 'Allegations against staff, carers and volunteers
Managing allegations and concerns regarding staff in education settings:
http://www.milton-keynes.gov.uk/education-welfare/documents/MANAGING_ALLEGATIONS_-_in_template_Review_doc_inc_new_guidance_-_November_2011-FINAL_COPY.pdf
- Advice on what to do if a academy is worried that a child is being abused. This includes important information about the legal issues involved in sharing information. It can be found via:
 - <https://www.education.gov.uk/publications/eOrderingDownload/6841-DfES-ChildAbuseSumm.pdf>

In line with this policy and procedure, the academy will carry out the following:

- identifying where there are child protection concerns (where a child may be suffering or at risk of significant harm) and referring the children and young people on to the Referral and Assessment Team (Children's Social Care)
- contributing to the development and monitoring of Child Protection Plans as a member of the Core Group

- ensuring that the academy has a senior member of staff who is designated to take on lead responsibility for child protection issues
- ensuring staff are aware of their responsibilities and receive adequate training to enable them to carry these out
- Where there are concerns about a child's development, the academy should consider using the common assessment framework (CAF) to address these concerns with the child and its family – see '*Effective Support for Children & Families*' http://www.milton-keynes.gov.uk/cfp/documents/Effective_support_for_Children_and_Families_in_MK%281%29.pdf

4.2 Role of the Designated Child Protection member of staff

The academy will ensure that a senior member of staff is appointed to the role of designated member of staff to take lead responsibility for child protection issues, and that another member of staff is appointed to deputise in their absence.

Their role is to:

- refer cases on appropriately to relevant agencies
- provide advice and guidance for staff on child protection issues
- take the lead in developing, monitoring and reviewing the academy's child protection policy and procedures
- oversee child protection systems within the academy, including management of records, provision of information to other agencies and the monitoring of children and young people who are subject to child protection procedures
- link with and report to the Principal in charge and the nominated governor for child protection within the academy
- provide a link between the academy and other agencies, particularly Children's Social Care and the Milton Keynes Safeguarding Children Board
- ensure staff are aware of the academy policies and procedures and that appropriate training is taken up at the required frequency
- ensure parents are fully aware of the academy's policies and procedures and that they are kept informed and involved
- attend designated safeguarding training every three years.

4.3 Child protection procedures

Academies **must** be aware of and comply with the detailed guidance in *Working Together 2010* and the Milton Keynes Safeguarding Children Board inter-agency procedures.

The following procedures set out what actions the academy will take where there are child protection concerns regarding children and young people.

4.3.1 Recognition

- Staff have a responsibility to identify those children who are suffering from abuse or neglect and to ensure that any concerns about the welfare of a child/children and young people are reported to the designated member of staff.
- Staff should refer to the appendix for a full definition of significant harm and the specific indicators that may suggest a child may be at risk of suffering significant harm.
- Any concerns held by staff should be discussed in the first instance with the designated member of staff or their deputy and advice sought on what action should be taken.

4.3.2 Dealing with disclosures

If a child discloses to a member of staff that they are being abused, the member of staff should;

- Listen to what is said without displaying shock or disbelief and accept what the child is saying
- Allow the child to talk freely
- Reassure the child but not make promises that it may not be possible to keep, or promise confidentiality, as a referral may have to be made to the Referral and Assessment Team
- Reassure the child that what has happened is not their fault and that they were right to tell someone
- Not ask direct questions but allow the child to tell their story
- Not criticise the alleged perpetrator
- Explain what will happen next and who has to be told
- Make a formal record and pass this on to the designated member of staff.

4.3.3 Referral

- A decision on whether or not to refer a child to the Referral And Assessment Team, Children's Social Care (CSC) should be made by the designated staff member or their deputy following a discussion with the member of staff who has raised concerns.
- It is an expectation that a Common Assessment Framework assessment (CAF) is considered where there are concerns about the child but the child is not considered to be suffering significant harm. The CAF is a voluntary, open process that involves talking to the child and/or their parents.
- Where there is any doubt about whether the concerns raised meet the thresholds for a child protection referral, the designated member of staff may discuss the case on a "no names" basis with Milton Keynes Referral and Assessment Team (RAAT).
- Parental consent must be sought prior to the referral being made unless to seek consent would place the child or any other child at risk of further harm. If parents do

not consent, but the child is at risk of significant harm, the referral should still be made.

- If the child already has an allocated CSC social worker, the referral should be made directly to them. If the child is not already known to CSC, referrals should be made to the Referral And Assessment Team.
- All referrals should be in writing using the multi-agency referral form (Appendix 2 - MARF). However, urgent child protection referrals will be accepted by telephone but must be confirmed in writing within 48 hours using the MARF.
- All referrals will be acknowledged by CSC within 24 hours and the referrer informed of what action will be taken.

4.3.4 Attendance at Child Protection Conferences and Core Groups

- The designated staff member will liaise with CSC to ensure that all relevant information held by the academy is provided to CSC during the course of any child protection investigation.
- The designated staff member will ensure that the academy is represented at Child Protection Conferences and Core Group meetings:
 - where possible, a member of staff who knows the child best, such as a form teacher will be nominated to attend
 - failing that, the designated staff member or their deputy will attend
 - if no-one from the academy can attend, the designated staff member will ensure that a report is made available to the conference or meeting.

4.3.5 Monitoring

Where a child is the subject of a Child Protection Plan and the academy has been asked to monitor their attendance and welfare as part of this plan;

- monitoring will be carried out by the relevant staff member in conjunction with the designated child protection staff member
- all information will be recorded and shared at each Conference and Core Group meeting
- the recorded information will be kept on the child's file and copies made available to all Conferences and Core Group meetings.

4.3.6 Records

- Child protection records relating to the children and young people are highly confidential and will be kept in a designated welfare file separate to education records. These records will be securely held within the academy.
- The designated staff member is responsible for ensuring that records are accurate, up to date and that recording is of a high standard.

- Any incidents, disclosures or signs of neglect or abuse should be fully recorded with dates, times and locations. Records should also include a note of what action was taken.
- The designated staff member is responsible for keeping central records of child protection and welfare concerns which should be recorded (see appendix 3 and all records should be signed and dated.
- Where a child who is subject to a Child Protection Plan transfers to another academy or school, the designated member of staff is responsible for ensuring that copies of all relevant records are passed to the designated child protection staff member at the new academy.
- Child protection records will be kept until the child leaves education or for a period of 10 years from the date of any incident/last incident if more than one, if that is longer. Records should then be disposed of securely as confidential waste.

4.4 Confidentiality and information sharing (see link to further info at bottom of section).

- All information obtained by academy staff about a child and their family is confidential and can only be shared with other professionals and agencies with the family's consent.
- If the child is under 12, consent to share information about them must be obtained from their parents or carers. Young people aged 12 to 15 may give their own consent to information sharing if they have sufficient understanding of the issues. Young people aged 16 and over are able to give their own consent.
- Where a child is at risk of suffering significant harm, academies have a legal duty to share this information with CSC and make appropriate referrals. Equally, where a child is subject to a child protection investigation, academies must share any information about the child requested by CSC
- Where appropriate, parental consent to making a child protection referral should be sought but if withheld, the referral must still be made and parents made aware of this.
- Parental consent to referral need not be sought if seeking consent is likely to cause further harm to the child. Before taking this step, academies should consider the proportionality of disclosure against non-disclosure; is the duty of confidentiality overridden by the need to safeguard the child?
- Only relevant information should be disclosed, and only to those professionals who need to know. Staff should consider the purpose of the disclosure, and remind recipients that the information is confidential and only to be used for the stated purpose.
- In the event that a child makes a disclosure of neglect or abuse, staff cannot guarantee them confidentiality, but must explain why they have to pass the information on, to whom and what will happen as a result. Parents should also be made aware of the academy's duty to share information.

- Staff should discuss any concerns or difficulties around confidentiality or information sharing with the designated member of staff or seek advice from CSC.
- http://www.proceduresonline.com/mkscb/chapters/p_info_sharing.html

5 SAFE LEARNING ENVIRONMENT

5.1 Safe recruitment

The Stephenson Academy recognises that safe recruitment practices are an essential part of creating a safe environment for children and will ensure that staff working in the academy are suitable do to so and do not pose any kind of risk.

- The academy will therefore carry out extensive enquiries on applicants for all positions, including voluntary and support roles and governors. No staff member, volunteer or governor will be allowed to take up posts until all checks and enquiries have been satisfactorily completed.
- Any new member of staff recruited by the academy will be appointed by a panel that includes at least one member who has completed safer recruitment training.
- The academy will also ensure that all current staff who have regular or unsupervised contact with children and young people have been subject to an enhanced CRB check. The academy observes guidance contained in Milton Keynes Council's CRB Policy and Procedure for Academies. http://www.milton-keynes.gov.uk/mkgovernors/documents/M62327_-_Model_CRB_Policy_February_2007.pdf
- Although the Principal will have day-to-day responsibility for the recruitment of staff, the nominated governor for safer recruitment will ensure that they maintain an overview of recruitment systems in order to scrutinise practise and ensure all statutory checks are carried out.
- The Principal will ensure that a single central record of all staff that includes details of all checks carried out and the outcome of these checks is maintained for the academy.

Where staff working in the academy are sourced by a third party provider e.g. supply agencies, the Principal/Governing Body must obtain written confirmation from the agency that the same safer recruitment checks which are required for the academy's own staff, have been completed for supply staff. In relation to CRB Disclosures the written confirmation from the agency must confirm that relevant CRB Disclosures have been requested for an individual, whether or not the Disclosure has been received, and if received, whether it included any disclosure information. Where there is disclosed information, the academy must obtain a copy of the CRB Disclosure from the agency before the individual starts work.

5.1.1 Current practice

The Stephenson Academy observes guidance contained in the following documents:

- Safeguarding Children and Safer Recruitment in Education
<https://www.education.gov.uk/publications/eOrderingDownload/Final%206836-SafeGuard.Chd%20bkmk.pdf>

The academy maintains a single central record of all staff, adults and volunteers who come into regular contact with children and young people which must include the following information:

- identity checks – “Safeguarding Children and Safer Recruitment in Education” – (above link - section 4.13, page 38) states some form of photographic identity should be seen except where for exceptional reasons none is available;
- a check made to establish that the person is not barred from regulated activity relating to children (the enhanced CRB check currently covers this);
- checks made to establish that the person meets the requirements with respect to teacher/Principal qualifications and GTC registration;
- an enhanced criminal record certificate obtained in respect of the person;
- further checks made because a person has lived outside the United Kingdom;
- a check made to establish the person’s right to work in the United Kingdom; and
- the date on which each such check was completed or the certificate obtained.

When recruiting the academy should:

- check the applicant’s identity and immigration status i.e. the right to work in the UK from their passport
- where the applicant has been living abroad, make enquiries in the country of origin
- make extensive enquiries of referees, including previous and recent employers.
- Where there are trainees on initial teacher education (ITE) courses, it is the ITE providers’ responsibility, not the academy’s, to ensure these checks are made. Academies must be satisfied that checks have indeed been done.

5.2 Volunteers

The Principal will ensure that unpaid volunteers where they have regular and / or unsupervised contact with children and young people, such as parents who accompany children and young people on residential academy outings or provide help in the classroom, are:

- subject to a CRB check
- undergo a recruitment process, such as reference checks and interviews, that is appropriate to the duties assigned to them
- competent to carry out the duties assigned to them
- only assigned duties that are suitable to their qualification and experience
- suitably supervised by teaching staff at all times
- fully inducted in relation to all academy policies and procedures.

There is no need to carry out CRB checks in respect of volunteers or parents who only accompany staff and children on one-off outings or trips that do not involve overnight stays, or who only help at specific one-off events e.g. a sports day, academy fete, open day;

5.3 Visitors

There is no requirement for a CRB Disclosure for those visitors who will only have contact with children on an ad hoc or irregular basis for short periods of time, or secondary pupils undertaking voluntary work or work experience in other academies. However, it is good practice to check to confirm the identity of visitors and to ensure they sign in and out, and are escorted whilst on the premises by a member of staff; or an appropriately vetted volunteer.

Examples of people who do not need to apply for a CRB Disclosure include:

- visitors who have business with the Principal, or other staff or who only have brief contact with children with a member of staff present;
- people who visit a academy only once but their work takes them into numerous academies or schools, each as a one off visit so they do not have regular access to the same child. This would be likely to apply to visiting authors, drama companies, poets and other people who visit an individual academy to deliver a one off session for pupils, but will repeat such sessions in other academies on a regular basis
- visitors or contractors who come on site only to carry out emergency repairs or service equipment; and who would not be expected to be left unsupervised on academies premises
- secondary pupils on Key Stage 4 work experience in other academies, or nursery classes; secondary pupils undertaking work in another academy as part of voluntary service, citizenship or vocational studies; or Key Stage 5 or sixth form pupils in connection with a short careers or subject placement. In these cases the academy placing the pupil should ensure that he/she is suitable for the placement in question
- people who are on site before or after academy or college hours and where there is no opportunity for contact with children: e.g. local groups who hire premises for community or leisure activities; cleaners who only come in after children have gone home, or before they arrive; and Initial teacher training tutors and staff visiting academies and colleges to observe trainee teachers, provided that they are supervised at all times by someone who is ISA registered (this might include the student teacher themselves)
- Responsibility for determining the requirement for CRB Disclosure of an individual visitor or contractor before being allowed access to the building, will rest with the Principal and/or Governing Body. This will be dependant on the level of access they are likely to have to children and taking into account Health and Safety requirements for contractors and safeguarding guidance. All visitors and contractors will be:
 - informed to report to reception on arrival
 - expected to wear a name-badge or carry some form of identification at all times when on the academy premises
 - suitably supervised by academy staff at all times
 - made aware of academy health and safety procedures.
- The Principal and the Stephenson Governing Body will ensure that any contract entered into with contractors' sets out clearly the expectations for worker's behaviour

and the responsibility of contractors to monitor and ensure compliance with academy policies.

- Children should not be allowed in areas where builders are working for health and safety reasons, as well as for safeguarding purposes, so there should be no reason for contractors to have contact with them. However, the academy should ensure that the contract for building projects makes it clear that any of the contractor's staff who come into contact with children must undergo appropriate checks. The contractor is also responsible for ensuring that any subcontractors they may use follow the same process.
- If contractors will be able to access areas of the academy where they will come into contact with children, the academy should ensure that the areas can be monitored. The academy should also ensure that all contractors sign in as visitors to the academy site unless the working area is separated away from the Academy (as is the current situation with Borrás).
- Visiting organisations such as theatre groups who will be performing for or working directly with children and young people will be expected to have adequate child protection procedures in place and must agree with class teachers in advance what level of supervision or contact they will have regarding children and young people.

5.4 Staff

5.4.1 Induction and training

- The Principal will ensure that all staff are fully inducted, are made aware of the academy's safeguarding policy and procedures and that staff are fully aware of their role in implementing these.
- The designated staff member will ensure that all staff are fully inducted with regard to the academy's child protection procedures and that they receive safeguarding and child protection training on a three-yearly basis. Principal elements of specific training should include the following:
 - Identification of the signs and symptoms of abuse
 - Relevant legislation and guidance
 - National and locally agreed procedures
 - Managing disclosures
 - Confidentiality
 - Recording and keeping safe records – transfer of information
 - How local statutory services are configured and referral processes
 - Thresholds for referral
 - Making referrals
 - Contact with parents

- Common Assessment Framework, initial and core assessments, child protection conference and review conferences, child protection plans
 - Training and supporting staff
 - Writing a policy, procedures and guidance for staff.
- Academy staff will be offered additional inter-agency safeguarding training provided by Milton Keynes Safeguarding Children Board which should enable them to:
 - develop knowledge, skills and the ability to work together on the procedures for safeguarding and promoting the welfare of children, including those suffering or at risk of suffering significant harm
 - describe inter-agency roles and responsibilities for safeguarding children
 - understand what will happen once they have informed someone about those concerns
 - make a full contribution to the process of child protection and have an understanding of the purpose of inter-agency activities and the decisions required at each stage of the child protection process
 - demonstrate skills in effective collaboration between agencies to achieve intended outcomes for the child and their family.
 - The designated staff member and deputy will undergo:
 - specific training on the role of the designated staff member
 - specialist inter-agency safeguarding training courses provided by Milton Keynes Safeguarding Children Board (MKSCB).

Staff will also have access through MKSCB to training on the use of the Common Assessment Framework assessment process as part of their safeguarding training.

5.4.2 Conduct and safe teaching practice

- The academy expects staff and volunteers to set a good example to children and young people through their own conduct and behaviour and aims to protect them from the risk of allegations being made against them by ensuring they maintain high standards of professionalism and maintain appropriate boundaries.
- The Principal will ensure that each member of staff, including volunteers, signs a code of conduct agreement on appointment that sets out the academy expectations with regards to standards of professional behaviour and that all staff receive copies of relevant policies.
- Staff and volunteers should be aware of current guidance on safe teaching practice contained in the DCF "*Guidance for safer working practice for adults working with children & young people*" (2009).- <http://www.childrenengland.org.uk/upload/Guidance%20.pdf>

5.4.3 Restrictive Physical intervention

It is the academy's policy to use restrictive physical intervention only in line with Milton Keynes Safeguarding Children's Board's "Restrictive Physical Intervention" policy.

http://www.proceduresonline.com/mkscb/chapters/p_policy_rest_phys_int.html

Also refer to recently published DFE guidance, 2011 (Use of Reasonable Force) -

<http://media.education.gov.uk/assets/files/pdf/u/use%20of%20reasonable%20force%20advice%20for%20principals%20and%20governors.pdf>

5.4.4 Allegations against staff

In the event that an allegation is made against a member of staff or volunteer, the academy will follow Milton Keynes' "Managing Allegations and concerns regarding staff in education settings" policy and procedures, including where the allegation concerned is against the Principal/Designated Staff member. This policy is supplementary guidance to Chapter 13 – Allegations against staff, carers and volunteers.

[http://www.milton-keynes.gov.uk/education-](http://www.milton-keynes.gov.uk/education-welfare/documents/MANAGING_ALLEGATIONS_-in_template_Review_doc_inc_new_guidance_-_November_2011-_FINAL_COPY.pdf)

[welfare/documents/MANAGING ALLEGATIONS -](http://www.milton-keynes.gov.uk/education-welfare/documents/MANAGING_ALLEGATIONS_-in_template_Review_doc_inc_new_guidance_-_November_2011-_FINAL_COPY.pdf)

[in template Review doc inc new guidance - November 2011-](http://www.milton-keynes.gov.uk/education-welfare/documents/MANAGING_ALLEGATIONS_-in_template_Review_doc_inc_new_guidance_-_November_2011-_FINAL_COPY.pdf)

[_FINAL_COPY.pdf](http://www.milton-keynes.gov.uk/education-welfare/documents/MANAGING_ALLEGATIONS_-in_template_Review_doc_inc_new_guidance_-_November_2011-_FINAL_COPY.pdf)

5.4.5 Whistleblowing

The academy recognises that there may be circumstances where staff and children and young people feel unable to raise concerns or incidents of malpractice within the academy environment as there is reasonable doubt that these would be dealt with adequately.

All staff and volunteers have a legal duty to raise concerns where they feel individuals or academies are failing to safeguard and promote the welfare of children. Where it is not possible to raise concerns within the academy, staff and volunteers may report concerns to the following;

- Milton Keynes Council Named Senior Manager (see appendix 4)

5.5 E-Safety

E-Safety is a whole-academy responsibility. This will be led by a academy senior manager responsible for e-safety who will draw upon support from colleagues and advisers with technological expertise to understand issues and problems.

- E Safety Policy <http://www.miltonkeynes.gov.uk/education-welfare/documents/MKC%2BE-safety%2BGuidance%2Bfor%2BGovernors%2Band%2BSenior%2BManagers.doc>

6 MONITORING AND REVIEWING POLICIES

To enable the academy to monitor the safety of the premises and the academy environment, as well as the implementation of policies, the Principal will ensure that;

- the academy keeps a central record of all accidents and incidents including what action was taken and by whom
- staff are aware of their responsibility to record accidents and incidents

- the Principal has an overview of all accidents/incidents
- prejudice based incidents are recorded and dealt with in accordance with Government guidance and the Equality Act 2010
- serious accidents and incidents are reported to the Governing Body
- the designated member of staff ensures a high standard of recording of child protection concerns
- all accidents and incidents are scrutinised on a regular basis by the Governing Body to identify any problems or weaknesses around the academy's safeguarding policies and procedures or any emerging patterns, and to agree any course of action.

7 OTHER MILTON KEYNES RELEVANT GUIDANCE

Other sources of information include the following:

- Off-site visits and outdoor learning policy
- Health and Safety Manual

Equalities

- Information on Ethnic Minority Achievement Support Service (EMASS) website: <http://www.milton-keynes.gov.uk/emass/>
- Guidelines for dealing with and reporting racist incidents in academies: http://www.miltonkeynes.gov.uk/emass/documents/Racist_Incidents_in_Academies_2009_final%281%29.pdf
- Toolkit for preparing a Race Equality Policy for academies: <http://www.miltonkeynes.gov.uk/emass/documents/Toolkit%5Ffor%5FPreparing%5Fa%5FRace%5FEquality%5FPolicy%5Ffor%5FAcademies%2Edoc%2Epdf>
- Draft – Model Race Equality/Equal opportunities policy: <http://www.miltonkeynes.gov.uk/emass/documents/Draft%5FModel%5FRace%5FEquality%2DEqual%5FOpportunities%5FPolicy%2Edoc>
- Persona dolls information: <http://www.milton-keynes.gov.uk/emass/DisplayArticle.asp?ID=20201>

Professional and personal standards of conduct and behaviour

Managing allegations and concerns regarding staff in education settings:

http://www.milton-keynes.gov.uk/education-welfare/documents/MANAGING_ALLEGATIONS_in_template_Review_doc_inc_new_guidance_-_November_2011_FINAL_COPY.pdf

- Policy and procedures for safer recruitment in academies: <https://www.education.gov.uk/publications/eOrderingDownload/Final%206836-SafeGuard.Chd%20bkmk.pdf>
- Allegations Management Advisers (AMA) Guidance for Safer Working Practice for Adults who work with Children and Young People <http://www.miltonkeynes.gov.uk/education-welfare/documents/FinalGuidanceforSaferWorkin1%2Epdf>

First aid and administering medicine

- AMA Guidance for Safer Working Practice for Adults who work with Children and Young People – section 3 – page 22
<http://www.miltonkeynes.gov.uk/education-welfare/documents/FinalGuidanceforSaferWorkin1%2Epdf>

Photography and videos

- AMA Guidance for Safer Working Practice for Adults who work with Children and Young People – section 3 – page 26
<http://www.miltonkeynes.gov.uk/education-welfare/documents/FinalGuidanceforSaferWorkin1%2Epdf>
- Photographic images of children guidelines for academies:
<http://www.miltonkeynes.gov.uk/mkgovernors/documents/PHOTOGRAPHIC%5FIMAGE%5F%5F%5FCHILDREN%2Edoc>
- Model consent form:
<http://www.miltonkeynes.gov.uk/mkgovernors/documents/Consent%5Fform%5Ffor%5Fusing%5Fimages%2Edoc>

Positions of power and trust for the purposes of the Sexual Offences Act 2003

- AMA Guidance for Safer Working Practice for Adults who work with Children and Young People, section 3 – page 10
<http://www.miltonkeynes.gov.uk/education-welfare/documents/FinalGuidanceforSaferWorkin1%2Epdf>

Confidentiality

- Part of MKSCB interagency procedures- Information sharing and confidentiality section:
<http://www.mkscb.org/mkscb-professionalsandvolunteers/documents/MKSCB%5FCh%5F3%5FInformation%5FSharing%2Epdf>
- **SRE (Sex and Relationship Education)**
- Government SRE Guidance 2000:
<https://www.education.gov.uk/publications/eOrderingDownload/DfES-0116-2000%20SRE.pdf>

N.B. This policy has been developed using the MKC model policy

Appendix 1: CHILD PROTECTION; DEFINITIONS AND INDICATORS

Definitions

Child protection is part of the safeguarding agenda that focuses on preventing maltreatment and protecting children at risk of neglect or abuse. Under the Children Act 1989, Safeguarding and Social Care have a legal duty to investigate and take any action to protect children where there are concerns that they are at risk of suffering **significant harm**, which is defined as:

Neglect: failure to provide basic care to meet the child's physical needs, such as not providing adequate food, clothing or shelter; failure to protect the child from harm or ensure access to medical care and treatment.

Physical abuse: causing physical harm or injury to a child.

Sexual abuse: involving children in sexual activity, or forcing them to witness sexual activity, which includes involving children in looking at or the production of pornography.

Emotional abuse: failure to provide love and warmth that affects the child's emotional development; psychological ill treatment of a child through bullying, intimidation or threats.

Possible indicators of abuse and neglect

Neglect	<ul style="list-style-type: none"> • Inadequate or inappropriate clothing • Appears underweight and unwell and seems constantly hungry • Failure to thrive physically and appears tired and listless • Dirty or unhygienic appearance • Frequent unexplained absences from academy • Lack of parental supervision
Physical abuse	<ul style="list-style-type: none"> • Any injury such as bruising, bite marks, burns or fractures where the explanation given is inconsistent with the injury • Injuries in unexpected places or that are not typical of normal childhood injuries or accidents • High frequency of injuries • Parents seem unconcerned or fail to seek adequate medical treatment
Sexual abuse	<ul style="list-style-type: none"> • Sexual knowledge or behaviour that is unusually explicit or inappropriate for the child's age/stage of development • Sexual risk taking behaviour including involvement in sexual exploitation/older boyfriend or girlfriend/ corruption and coercion. • Continual, inappropriate or excessive masturbation • Physical symptoms such as injuries to genital or anal area or bruising, sexually transmitted infections, pregnancy • Unwillingness to undress for sports
Emotional abuse	<ul style="list-style-type: none"> • Developmental delay • Attachment difficulties with parents and others • Withdrawal and low self-esteem
Indirect indicators of abuse and neglect	<ul style="list-style-type: none"> • Sudden changes in behaviour • Withdrawal and low self-esteem • Eating disorders • Aggressive behaviour towards others • Sudden unexplained absences from academy • Drug/alcohol misuse • Running away/going missing
Parental attributes	<ul style="list-style-type: none"> • Misusing drugs and/or alcohol • Physical/mental health or learning difficulties • Domestic violence • Avoiding contact with academy and other professionals

Appendix 2



MILTON KEYNES
COUNCIL

CHILDREN AND YOUNG PEOPLES SERVICE CHILDREN'S SOCIAL CARE MULTI AGENCY REFERRAL FORM

1. GUIDANCE ON USE

- This form is for staff in Health, Education, Voluntary Organisations or other Council Services to use when requesting help from Children's Social Care for children and families.
- Situations where there is immediate possible or actual significant harm to a child should be referred to Children's Social Care by telephone and the form sent in confirmation.
- In emergencies out of hours contact (01908) 265545.
- Where situations are less urgent the form can be used alone. (Please confirm, in Section 4, whether this referral is a confirmation of a telephone call or a new referral).
- The information provided will be used by Children's Social Care to determine what sort of response is needed. Children's Social Care aim to provide consultation, identification of Community Services available and initial assessment and appropriate action where risk has been identified and children are in need. We will take action when there is a likelihood of significant harm, or where a child / young person will not achieve or maintain a reasonable standard of health or development without the provision of services. If an assessment takes place you will be contacted for further information.
- Children's Social Care aim to respond within a week, but as a failsafe if you receive no contact about this referral within 2 weeks please ring on one of the following telephone numbers:

(01908) 253169 / 253170, or fax, Fax Number: (01908) 254460
- You can ring Children's Social Care for consultation on whether to make a referral on the above numbers.
- **The parents/carers or young person concerned should give permission for the referral to be made and receive a copy of the referral unless this would put the child's welfare at risk.**
- Wherever possible the category of ethnicity should be the family's own definition.

2. CHILD AND FAMILY DETAILS

Last Name (include alternative surnames)	First Name	Age / DOB	Relationship (include parental responsibility)	M/F	Ethnicity (please see code table)*
Address and Postcode:			Previous Addresses:		
☎ Telephone Number:		Mobile Telephone Number:			
Language Used:				Religion:	
Other methods of communication:					

* Ethnicity Code Table:		
White A1 – British A2 – Irish A3 – Any other white background	Mixed B1 – White and Black Caribbean B2 – White and Black African B3 – White and Asian B4 – Any other mixed background	Asian or Asian British C1 – Indian C2 – Pakistani C3 – Bangladeshi C4 – Any other Asian background
Black or Black British D1 – Caribbean D2 – African D3 – Any other Black background	Other Ethnic Groups E1 – Chinese E2 – Any other ethnic group F1 – Not Stated	

3. DETAILS OF REFERRER

Name and Address of referrer: Post Code: ☎ Telephone Number:	Date and time of referral:
	Role of referrer:

Has the referrer discussed with the Parents / Carers;	Yes / No
If NO please explain immediate risk of significant harm that has prevented you from doing so:	
What is the parent's view of the referral:	
Has the referrer consulted the young person if age appropriate?	Yes / No
If NO please explain risk of significant harm that has prevented you from doing so:	
What is the child's view of the referral:	
Is there a current CAF regarding this child / family;	Yes (please attach a copy) / No
If No, please state why a CAF has not been undertaken:	

Reason for Referral:

(What is the risk, significant harm or potential significant harm that has been identified, being as specific as possible. This section will be shared with the family unless it places the child at risk to do so)

4. FAMILY'S WIDER NETWORKS

Professional Network:

Role	Name	Address and telephone number

Family's Personal Network:

Relationship	Name	Address and telephone number	Other information (if appropriate)
Next of Kin			
Emergency Contact			

5. Referrer's Signature

Date form completed:	Signature:
Please identify if copies have been sent to*: General Practitioner / Education Welfare Officer / Academy Nurse / Consultant / Medical Records / Family / Young Person	
* Delete or add as applicable	

FOR CHILDREN'S SOCIAL CARE USE ONLY:

Main Category:	Sub-Category:
Duty Managers Recommendation:	
Name of Duty Manager (Block Capitals)	Date:
(Signature)	
Index;	CIN Category (ICS)

--

Date:

Actions Taken

-
-
-
-
-
-
-
-

Parental view (if appropriate). If parent not contacted, please explain why.

Outcome of Monitoring

- Continue Monitoring Carry out CAF Referral to CSC No further action

Summary

Signature:

Date:

**Ian Wedderburn
Designated Safeguarding Officer**

Appendix 4

KEY CONTACTS

NAME	ORGANISATION	E-MAIL & TEL NO.
Bill Cook	Local Authority Designated Officer (LADO)	Bill.Cook@milton-keynes.gov.uk 01908 254306
Jayne Murphy - Named Senior Manager (Education)	Principal Education Welfare Officer (Mon - Wed) Milton Keynes Council	Jayne.Murphy@milton-keynes.gov.uk 01908 657803
Linda Rayfield - Named Senior Manager (Education)	Principal Education Welfare Officer (Wed – Fri) Milton Keynes Council	Linda.Rayfield@milton-keynes.gov.uk 01908 657816
Referral and Assessment Team (RAAT)	Children’s Social Care Milton Keynes Council	Duty Desk: 01908 253169 / 253170
Melinda May	Head of Children in Need Milton Keynes Council	Melinda.May@milton-keynes.gov.uk 01908 253127
Vikki Blakeston	Team Manager Referral & Assessment Team Milton Keynes Council	Vikki.Blakeston@milton-keynes.gov.uk 01908 253226
CAIU(Child Abuse Investigation Unit)	Thames Valley Police	CAIU (Child Abuse Investigation Unit) 01908 276140