



Zest Academy Trust

Safeguarding and Child Protection Policy

Approved By Trust Board: 4th May 2017

Review Period: Annual

Policy Date Last Reviewed: 09/02/2018

Person Responsible: Mark Hamblett

Version Number: 2

Contents

Safeguarding Information	3
Policy Review Dates	3
Staff Training.....	4
Introduction	6
Safeguarding Information for Pupils.....	6
Types of Abuse and Neglect.....	7
Safeguarding Pupils who are vulnerable to Extremism	8
CSE – Child Sexual Exploitation	8
Female Genital Mutilation	8
Honour Based Violence.....	9
Children Missing Education.....	9
Private Fostering	9
Peer on Peer Abuse.....	9
What to do if you have a concern about a pupil or family	10
Principles.....	11
Action by the Designated Safeguarding Officers (DSL)	11
Action following a child protection referral.....	12
Keeping CP documents and Transfer to other schools.....	12
Thresholds.....	12
Providing a safe and supportive environment.....	13
Related Academy Policies	15
Children Missing from Education.....	15
Confidentiality.....	16
Pupil Information	16
Roles and Responsibilities.....	16
Allegations regarding person/s working in or on behalf of the academy (including volunteers)	18
Appendix 1 - Contacts	20
Appendix 2 - References	21
Appendix 3 - Documents	22
Appendix 4 - Thresholds	23
Appendix 5 – Home Visit Risk Assessment	25
Appendix 6 – Hardship Fund Application Form	26

Safeguarding Information

Named personnel with designated responsibility for Child Protection

Academic year	Designated Senior Person	Deputy Designated Senior Person	Nominated Academy Council Member	Chair of Academy Council
2017-18	Mr M Hamblett	Mrs S Jowett		Mr P Thompson
		Mrs A Alderson		

Policy Review Dates

Review Date	Changes made	Version No	By whom	Date Shared with staff
Sept 2010	None	Version 1		
Sept 2011	None	Version 1		
Sept 2012	None	Version 1		
March 2013	Names changed	Version 2	C Vaughan	Email
November 2014	Change in contact details	Version 3	C Vaughan	
Jan 2015	None	Version 3	C Vaughan	
May 2016	Addition of reference to Prevent/ My Concern/ CSE and FGM.	Version 4	C Vaughan	
Sept 2016	Policy rewritten in ref to new KCSIE document Sept 2016	Version 4	C Vaughan	

Staff Training

Whole Trust	Designated Senior Person	Deputy Designated Senior Persons
Sept 09 CP Inset	New Referral Process	New referral Process
Oct 07 CP Inset	CAF champion training	CAF Champion Training and clusters
Jan 13 level 1 training	Solution based thinking for Lead practitioners	Solution based thinking for lead practitioners.
May 13 Individual CP Refresher	CP cluster groups	Working together training Fabricated and induced illness.
	Working together Training	Injury in non mobile infants.
	Safer recruitment.	FGM.
CSE training	Day at Social care duty team.	Prevent
Use of Day book training	Injury in non mobile infants CSE	Core group training. CSE
My concern training.	Supervision level 5.	Graded care Profile 2 MSPCC
	Working together, training February 2015	Working together, Training February 2015
Prevent training	Prevent	
Attachment and Trauma.	Attachment and trauma Fabricated and induced illness. FGM	
CSE FGM	Member of Blackpool Safeguarding Board.	
CSE tools- Alright Charlie training.		
Sept 2016		

Zest Academy Trust
Safeguarding and Child Protection Policy



Level 1 safeguarding	Sexting , CSE reporting and Referrals	GCP 2 Train the Trainer Working Together Train the trainer
	BSGB attendance.	
	Child Protection in Education 2016.	
	Impact of KCSIE 2016	
	Developing a whole – organisation approach safeguarding	
	Achieve full compliance under the Prevent Duty and know your latest obligations.	
	Model Safeguarding policy	
	e- safety monitoring online activity and behaviour to identify early warning signs of safeguarding risk,	

Introduction

Acknowledgement

The policy has been written with reference to

- i) Sections 175 and 157 of the Education Act 2002, implemented June 2004
- ii) Keeping Children Safe in Education Sept 2016.
- iii) Prevent Strategy .
- iv) Working together to Safeguard Children March 2015
- v) What to do if you are worried a Child is being Abused March 2015

ZEST Academy Trust also refers to Blackpool Safeguarding Children's Board website for up to date advice and resources. (www.blackpool.safeguarding.org.uk)

Safeguarding and promoting the welfare of children is EVERYONE'S responsibility . Everyone who comes into contact with children and their families and carers has a role to play in safeguarding children. In order to fulfil this responsibility effectively all professionals should make sure that their approach is child centred. This means that they should consider, at all times what is in the best interests of the child.

KCSIE Sep 16.

ZEST Academy Trust is committed to Safeguarding and Promoting the Welfare of all of its pupils. Each pupil's welfare is of paramount importance. We recognise that some children *may* be especially vulnerable to abuse e.g. those with Special Educational Needs, those living in adverse circumstances. We recognise that children who are abused or neglected may find it difficult to develop a sense of self worth and to view the world in a positive way. Whilst at school, their behaviour may be challenging. We recognise that some children who have experienced abuse may harm others. We will always take a considered and sensitive approach in order that we can support all of our pupils.

Safeguarding Information for Pupils

The Trust is committed to ensuring that pupils are aware of behaviour towards them that is not acceptable and how they can keep themselves safe. We inform pupils of whom they might talk to, both in and out of school, their right to be listened to and heard and what steps can be taken to protect them from harm. Pupil voice is encouraged throughout the Trust and our ESB team provide appropriate opportunities for pupils to speak to staff eg Art / Lego Therapy, Young Carers Meetings and a school councillor who works with pupils, staff and parents.

Waterloo uses a resources from a range of sources to support our PSHE curriculum including aspects of SEAL, Alright Charlie , Pantysaurus, NSPCC resources, and Think u Know.

Types of Abuse and Neglect

All school and college staff should be aware that abuse, neglect and safeguarding issues are rarely standalone events that can be covered by one definition or label. In most cases, multiple issues will overlap one another. (KCSIE Sept 16)

Abuse: a form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others (e.g. via the internet). They may be abused by an adult or adults or by another child or children.

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

Emotional abuse: the persistent emotional maltreatment of a child such as to cause severe and adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyberbullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, although it may occur alone.

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

Neglect: the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to: provide adequate food, clothing and shelter (including exclusion from home or abandonment); protect a child from physical and emotional harm or danger; ensure adequate supervision (including the use of inadequate care-givers); or ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Safeguarding and Child Protection Policy

Safeguarding Pupils who are vulnerable to Extremism

On July 1st 2015 the Prevent Duty (section 26) of the Counter Terrorism and Security Act came into force, This duty places the responsibility on schools to safeguard children, young people and families from violent extremism. There have been several occasions both locally and nationally in which extremist groups have attempted to radicalise vulnerable children and young people to hold extreme views, including justifying political, religious, sexist or racist violence, or to steer them into a rigid and narrow ideology that is intolerant of diversity and leaves them vulnerable to future radicalisation.

ZEST Academy Trust is as committed to safeguarding against radicalisation as any other vulnerability. As part of our commitment to safeguarding and Child protection we fully support the Prevent strategy .

Further information can be found in our ZEST -Prevent Policy.

CSE – Child Sexual Exploitation

Child Sexual Exploitation is a form of child abuse. It occurs where anyone under the age of 18 is persuaded, coerced or forced into sexual activity in exchange for, amongst other things, money, drugs/alcohol, gifts affection or status.

Signs/Symptoms.

- Going missing for periods of time or coming home late.
- Regularly missing from home or education.
- Appearing with gifts or new possessions.
- Associating with other children involved in exploitation.
- Older friends or girlfriends/ boyfriends.
- Mood swings or changes in emotional well being.
- Drug and alcohol misuse.
- Displaying inappropriate sexualised behaviour

Female Genital Mutilation

Female genital mutilation is a procedure where the female genitals are deliberately cut, injured or changed for no medical reason.

FGM is usually carried out on young girls most commonly before puberty starts. It is very painful and can seriously harm the physical and mental health of women and girls. Girls can be taken abroad for the procedure particularly during the longer summer holidays.

Signs/symptoms.

Girls may

- Have difficulty walking, sitting or standing
- Spend longer than normal in the bathroom or toilet.

Zest Academy Trust

Safeguarding and Child Protection Policy



- Display in an unusual manner after an absence.
- Particularly reluctant to undergo medical examinations.
- Ask for help but be fairly vague about the problem due to embarrassment or fear.

IT IS SCHOOLS MANDATORY DUTY TO INFORM THE POLICE ABOUT CASES OF FGM BY DIALLING 101.

Honour Based Violence

Honour based violence is a violent crime or incident which may have been committed to protect or defend the honour of the family or community.

Crimes of 'honour' may include

Domestic violence

Threats of violence

Sexual or psychological abuse

Forced marriage

Being held against your will or being taken somewhere you don't want to go.

Assault.

Children Missing Education

This describes all children of compulsory school age who: are not on a school roll or being educated otherwise (eg. Privately or in alternate provision) for example children of travelling communities or immigrant families who never are registered for education. Or pupils who have been out of any educational provision for a substantial period of time (Usually over 10 days)

School Actions:

DSL(attendance) will monitor absences closely and work with PWO and Missing in Education Team, Social care and any other relevant agencies.

Private Fostering

Private fostering is when a child under the age of 16 (under 18 if disabled) is cared for by someone who is not their parent or 'close relative'. This is a private arrangement made between a parent and carer for 28 days or more.

SCHOOL MUST INFORM THE LOCAL AUTHORITY OF ANY PRIVATE FOSTERING CASES BY RINGING 01253 477299.

Peer on Peer Abuse

The physical, sexual and / or emotional abuse of young people by their peers.

- Controlling behaviours, stalking, online stalking, sexting, violence and sexual abuse.

Zest Academy Trust
Safeguarding and Child Protection Policy
What to do if you have a concern about a pupil or family

Instructions for ALL staff.

If you have a safeguarding concern

Report your concern immediately onto the online safeguarding system – My Concern.

If you feel that the concern raised is an emergency and needs immediate attention please ring CV, AA or SJ.

In the unlikely event that there are no DSL's available - contact Duty for advice or action. Make sure that you have the child's name, address and DOB - Duty 01253 477299.

Recording and monitoring

All concerns are to be made through the MY CONCERN computer package which all staff have access to and have been trained to use.

Remember : concerns should be logged immediately and by the person with the concern or who the child has disclosed to. When a concern is logged it is emailed directly to the DSL, the deputy DSL's and the Principal. The team will then initiate the appropriate response.

All staff, have a duty to recognise concerns and maintain an open mind. Accordingly all concerns regarding the welfare of pupils will be recorded and discussed with the designated senior person with responsibility for child protection (or another senior member of staff in the absence of the designated person) prior to any discussion with parents.

Staff will immediately report:

- any suspicion that a child is injured, marked, or bruised in a way which is not readily attributable to the normal knocks or scrapes received in play
- any explanation given which appears inconsistent or suspicious

- any behaviours which give rise to suspicions that a child may have suffered harm (e.g. worrying drawings or play)
- any concerns that a child may be suffering from inadequate care, ill treatment, or emotional maltreatment
- any concerns that a child is presenting signs or symptoms of abuse or neglect
- any significant changes in a child's presentation, including non-attendance
- any hint or disclosure of abuse from any person
- any concerns regarding person(s) who may pose a risk to children (e.g. living in a household with children present)

Zest Academy Trust

Safeguarding and Child Protection Policy



Responding to Disclosure

Disclosures or information may be received from pupils, parents or other members of the public. The Trust recognises that those who disclose such information may do so with difficulty, having chosen carefully to whom they will speak. Accordingly all staff will handle disclosures with sensitivity.

Such information cannot remain confidential and staff will immediately record the disclosure/ concern on the MY CONCERN system.

Principles

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

Staff will:

- listen to and take seriously any disclosure or information that a child may be at risk of harm
- try to ensure that the person disclosing does not have to speak to another member of academy staff
- clarify the information
- try to keep questions to a minimum and of an 'open' nature e.g. 'Can you tell me what happened?' rather than 'Did x hit you?'
- try not to show signs of shock, horror or surprise
- not express feelings or judgements regarding any person alleged to have harmed the child
- explain sensitively to the person that they have a responsibility to refer the information to the senior designated person
- reassure and support the person as far as possible
- explain that only those who 'need to know' will be told
- explain what will happen next and that the person will be involved as appropriate

Action by the Designated Safeguarding Officers (DSL)

Following any information raising concern, the DSL will consider

- any urgent medical needs of the child, family dynamic, capacity to care, Protective factors, family history, safety of the child
- making an enquiry to the Duty team 01253 477299.
- discussing the matter with other agencies involved with the family

Then decide:

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

Safeguarding and Child Protection Policy

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

OR

- not to make a referral at this stage
- if further monitoring is necessary
- if it would be appropriate to undertake an assessment (e.g. GIR) and/or make a referral for other services

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

Action following a child protection referral

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

- make regular contact with Social Care
- wherever possible, contribute to the Strategy Discussion
- provide a report for, attend and contribute to any subsequent Child Protection Conference
- if the child or children are placed on the Child Protection Register, contribute to the Child Protection Plan and attend Core Group Meetings and Review Child Protection Conferences
- where in disagreement with a decision made e.g. not to apply Child Protection Procedures or not to convene a Child Protection Conference, raise your concerns through the Concerns Resolution Protocol.
- where a child on the child protection register moves from the school or goes missing, immediately inform the key worker in Social Care.

Keeping CP documents and Transfer to other schools

All C.P. documents will be retained in a 'Child Protection' file, separate from the child's main file. This is held on the MY CONCERN System and only accessible to the Principal and DSLs.

Family records – those families working with school on a preventative level are kept in a locked filing cabinet away from the child's school records.

These records will be transferred to any school or setting the child moves to, clearly marked 'Child Protection, Confidential, for attention of Designated Person Child Protection.'

Thresholds

ZEST Academy Trust use the BSCB Threshold document as part of their decision making process.

(APPENDIX 4)

Zest Academy Trust

Safeguarding and Child Protection Policy



The team uses MY CONCERN and other information to monitor our families and offer proactive support where necessary. This support may be in the form of:

Multi agency Meetings

Home visits. (*Appendix 5*)

Arranging and accompanying parents to appointments.

Carrying out GIR and other assessments.

Referrals into other agencies e.g. CAMHs, Awaken.

Providing food bank parcels or items from our hardship fund. (*Appendix 6*)

Providing a safe and supportive environment

Safer Recruitment and Selection

The Trust pays full regard to DfES guidance 'Safeguarding Children and Safer Recruitment in Education' Jan 2007. We ensure that all appropriate measures are applied in relation to everyone who works in the Trust who is likely to be perceived by the children as a safe and trustworthy adult including e.g. volunteers and staff employed by contractors. Safer recruitment practice includes scrutinising applicants, verifying identity and academic or vocational qualifications, obtaining professional and character references, checking previous employment history and ensuring that a candidate has the health and physical capacity for the job. It also includes undertaking interviews and, where appropriate, undertaking List 99 and Criminal Records Bureau checks.

Statutory changes, underpinned by regulations, are that:

- a CRB/DBS Enhanced Disclosure is obtained for **all** new appointments to the academy's workforce.
- Academy's must keep a single central record detailing a range of checks carried out on their staff
- all new appointments to the academy workforce who have lived outside the UK are subject to additional checks as appropriate
- academy's must satisfy themselves that supply staff have undergone the necessary checks
- identity checks must be carried out on all appointments to the academy workforce before the appointment is confirmed.
- Risk assessments are completed when the start date precedes clearance.

Safe Practice

The ZEST Academy trust has adopted IRSC "Guidance for Safe Working Practice for the Protection of Children and Staff in Education Settings," ensuring that staff and pupils are safe and aware of behaviours which should be avoided. This is also part of the ZEST Academy Trust code of conduct.

Safe working practice ensures that pupils are safe and that all staff:

Safeguarding and Child Protection Policy

- are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions;
- work in an open and transparent way;
- discuss and/or take advice from ZEST Academy Trust management over any incident which may give rise to concern;
- record any incidents or decisions made;
- apply the same professional standards regardless of gender or sexuality;
- are aware that breaches of the law and other professional guidelines could result in criminal or disciplinary action being taken against them.

Partnership with Parents

The ZEST Academy Trust shares a purpose with parents to keep children safe from harm and to have their welfare promoted.

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

ZEST Academy Trust will share with parents any concerns we may have about their child unless to do so may place a child at risk of harm (see 3 Action by Senior Designated Person)

We encourage parents to discuss any concerns they may have with Mr Hamblett, Mrs Jowett or Mrs Alderson or any other member of the academy's senior leadership team.

We make parents aware of our policy and copies can be requested from the academy office.

Partnerships with others

The ZEST Academy Trust recognises that it is essential to establish positive and effective working relationships with other agencies. We have links with the Local Authority, the School Health Service, the local police, Social Care, we work closely with our local PSCO and Children's centres and are members of the BSCB, the Neglect Subgroup, Early help Operational Team. We also work very closely with a range of agencies such as Awaken, housing, Womens Aid. Etc

Academy Training and Staff Induction

The Academy's senior member of staff with designated responsibility for child protection undertakes appropriate child protection training and training in inter-agency working, and refresher training at 2 yearly interval (www.safeguardingchildren.co.uk/training-courses.html)

All other academy staff, including non-teaching staff, undertakes appropriate training to equip them to carry out their responsibilities for child protection effectively, which is kept up to date by

Zest Academy Trust

Safeguarding and Child Protection Policy



refresher training at 2 yearly intervals.

All staff are provided with the academy's child protection policy and informed of academy's child protection arrangements on induction.

Support, Advice and Guidance for Staff

Staff will be supported by the senior designated people within the academy. The designated senior person will be supported by Mr West. Advice and support is always available from the Educational Social Work service which can be contacted through the local Education Office.

Advice is available from Children's Social Care duty social worker and the Police Protection Unit (PPU). See contacts listed in appendix one of this document.

Related Academy Policies

- Academy Prospectus
- First Aid
- Health & Safety
- Equality
- Admissions
- Anti-bullying
- Control and restraint
- Anti terrorism
- Positive Handling
- Physical contact with children
- Accidents to children
- Attendance
- Child Protection
- Drugs
- Guidance for the use of photographs and publicity
- Inclusion
- Information sharing protocol
- Home visit / lone workers policy
- Guidance for safer working practice for adults who work with children in Educational Settings

Children Missing from Education

Zest Academy Trust

Safeguarding and Child Protection Policy



The ZEST Academy Trust follows the Blackpool CSA procedures "Children Who May Be Missing/Lost from Education." Contact: Gill Hare

Confidentiality

ZEST Academy Trust has regard to "Information Sharing: Practitioner's guide" HM Government, 2006 www.ecm.gov.uk/deliveringservices/informationsharing

"Where there is a concern that the child may be suffering or is at risk of suffering significant harm, the child's safety and welfare must be the overriding consideration. "

Pupil Information

In order to keep children safe and provide appropriate care for them the academy requires accurate and up to date information regarding:

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

The Academy will collate, store and agree access to this information using the academy's ICT systems, the hard copies of contact details available for staff use from the academy office and for temporary or for arrangements in flux.

Roles and Responsibilities

Governing Body should ensure that:

- the ZEST Academy Trust has a child protection policy and procedures in place that are in accordance with local authority guidance and locally agreed inter-agency procedures, and the policy is made available to parents on request;
- All members of the governing body must have level one CP training.
- the ZEST Academy Trust operates safe recruitment procedures and makes sure that all appropriate checks are carried out on staff and volunteers who work with children;
- the ZEST Academy Trust has procedures for dealing with allegations of abuse against staff and volunteers that comply with guidance from the local authority and locally agreed inter-agency procedures;
- a senior member of the academy leadership team is designated to take lead responsibility for child protection (and deputy);

Safeguarding and Child Protection Policy

- staff undertake appropriate child protection training;
- they remedy, without delay, any deficiencies or weaknesses regarding child protection arrangements;
- an Academy Council member is nominated to be responsible for liaising with the LA and /or partner agencies in the event of allegations of abuse being made against the Principal
- where services or activities are provided on the academy's premises by another body, the body concerned has appropriate policies and procedures in place in regard to safeguarding children and child protection and liaises with the academy on these matters where appropriate.
- they review their policies and procedures regularly and provide information to the LA about them and about how the above duties have been discharged

Principal should ensure that:

- the policies and procedures adopted by the Governing Body are fully implemented, and followed by all staff;
- sufficient resources and time are allocated to enable the designated person and other staff to discharge their responsibilities; and
- all staff and volunteers feel able to raise concerns about poor or unsafe practice in regard to children, and such concerns are addressed sensitively and effectively in a timely manner in accordance with agreed whistle blowing policies.

Senior Member of Staff with Designated Responsibility for Child Protection

Referrals

- Refer cases of suspected abuse or allegations to the relevant investigating agencies;
- Act as a source of support, advice and expertise within the educational establishment;
- Liaise with Principal to inform him/her of any issues and ongoing investigations and ensure there is always cover for this role.

Training

- To recognise how to identify signs of abuse and when it is appropriate to make a referral;
- Have a working knowledge of how LSCBs operate, the conduct of a child protection case conference and be able to attend and contribute to these;
- Ensure that all staff have access to and understand the school's child protection policy;
- Ensure that all staff have training;
- Keep detailed accurate secure written records and/or concerns
- Obtain access to resources and attend any relevant or refresher training courses at least every two years.

Raising Awareness

Safeguarding and Child Protection Policy

- Ensure the child protection policy is updated and reviewed annually and work with the governing body regarding this;
- Ensure parents are made aware of the child protection policy which alerts them to the fact that referrals may be made and the role of the establishment in this to avoid conflict later;
- Where a child leaves the establishment, ensure the child protection file is copied for the new establishment asap and transferred to the new school separately from the main pupil file. If a child goes missing or leaves to be educated at home, then the child protection file should be copied and the copy forwarded to Gill Hare.

All staff and volunteers

- fully comply with the academy's policies and procedures
- attend appropriate training
- inform the designated person of any concerns

Supporting the Child and Partnership with Parents

- ZEST Academy Trust recognises that the child's welfare is paramount, however good child protection practice and outcome relies on a positive, open and honest working partnership with parents
- Whilst we may, on occasion, need to make referrals without consultation with parents, we will make every effort to maintain a positive working relationship with them whilst fulfilling our duties to protect any child
- We will provide a secure, caring, supportive and protective relationship for the child
- Children will be given a proper explanation (appropriate to age & understanding) of what action is being taken on their behalf and why
- We will endeavour always to preserve the privacy, dignity and right to confidentiality of the child and parents. The Designated Senior Person will determine which members of staff "need to know" personal information and what they "need to know" for the purpose of supporting and protecting the child

Allegations regarding person/s working in or on behalf of the academy (including volunteers)

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

- a. behaved in a way that has harmed a child or may have harmed a child
- b. possibly committed a criminal offence against or related to a child or
- c. has behaved towards a child or children in a way that indicates s/he is unsuitable to work with children.

We will apply the same principles as in the rest of this document and we will always follow the NYSCB procedures www.safeguardingchildren.co.uk 8.0 "Child Protection in Specific Circumstances"

Safeguarding and Child Protection Policy

section 8.13 “Allegations Made Against a Person who Works with Children”. Detailed records will be made to include decisions, actions taken, and reasons for these. All records will be retained securely in the filing cabinet in the head teacher’s office.

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

Initial Action

- The person who has received an allegation or witnessed an event will immediately inform the Principal and make a record
- In the event that an allegation is made against the Principal the matter will be reported to the Chair of Governors who will proceed as the ‘Principal’
- The Principal will take steps, where necessary, to secure the immediate safety of children and any urgent medical needs
- The member of staff will not be approached at this stage unless it is necessary to address the **immediate** safety of children
- The Principal may need to clarify any information regarding the allegation, however no person will be interviewed at this stage
- The Principal will consult with Education LADO (see Contacts List) in order to determine if it is appropriate for the allegation to be dealt with by school or if there needs to be a referral to social care and/or the police for investigation
- Consideration will be given throughout to the support and information needs of pupils, parents and staff
- The Principal will inform the Chair of Governors of any allegation.

Monitoring and Evaluation

Policy and procedures are reviewed annually to ensure compliance with local authority guidance and agreed inter-agency procedures.

Signed: _____

Designation: _____

Date: _____

Signed: _____

Designation: _____

Date: _____

Appendix 1 - Contacts

EDUCATION

Tess Tackett, Training Co-ordinator

Peter Charlesworth, Designated Officer for Allegations against Professionals (LADO) 01253 477541

Rachel Bowling, CME Coordinator (Children Missing Education)

SOCIAL CARE

OUT OF HOURS (EDT) 01253 477600

SOUTH

Duty Number 01253 477299

E-mail address: dutyandassessment@blackpool.gov.uk

BLACKPOOL POLICE

Public Protection Unit 01253 604131

For all other Support groups and advice contact Blackpool Family Information Service. -
08000922332.

Blackpool safeguarding board - blackpoolsafeguarding.org.uk

Appendix 2 - References

Websites

	www.safeguardingchildren.co.uk
Children Missing from Education	
CAPE (Child Protection in Education)	www.cape.org.uk
Keeping Children Safe	www.ceop.gov.uk
KS2/3	www.missdorothy.com
Bullying & child abuse	www.anti-bullyingalliance.org
	www.kidscape.org.uk
	www.childline.org.uk
	www.nspcc.org.uk
Domestic Violence	www.thehideout.co.uk
Internet Safety	www.ceop.org.uk/thinkuknow
	www.childnet-int.org
KS2/3	www.kidsmart.org.uk
Jenny's story	www.childnet-int.org/jenny

Appendix 3 - Documents

DCSF Documents

www.teachernet.gov.uk/childprotection

Safeguarding Children and Safer Recruitment in Education

Extended Work Experience and Child Protection – Supplementary Guidance

Working Together to Safeguard Children

“What to do if” and other docs

www.everychildmatters.gov.uk/safeguarding

Information Sharing
[practice/IG00065/](http://www.everychildmatters.gov.uk/resources-and-practice/IG00065/)

www.everychildmatters.gov.uk/resources-and-practice/IG00065/

Making it Happen

www.everychildmatters.gov.uk/search/IG00130

School Documents

Guidance for Safe Working Practice for the Protection of Children and Staff in Education Setting

Guidance for Staff facing an Allegation of Abuse

Definitions and Thresholds for Managing Allegations against School Staff

Managing the Aftermath of Unfounded and Unsubstantiated Allegations

NEOST Guidance

www.lg-employers.gov.uk

Training Materials

Online Basic Awareness Training

www.safeguardingchildren.co.uk

Safe Recruitment Training

www.ncsl.org.uk

Zest Academy Trust
Safeguarding and Child Protection Policy



Appendix 4 - Thresholds

Level 1	Level 2	Level 3	Level 4
Universal	Vulnerable	Complex	Acute
All children within Blackpool and who are routinely in receipt of community services. Assumes backdrop of universal Education and Health Service	Disadvantaged children who would benefit from extra help-to make the best life chances. Services operating at a preventative level	Children whose vulnerability is such that they are unlikely to reach or maintain a satisfactory level of health or development	Children at risk of significant harm / or has suffered abuse and for whom there is continued risk

Case examples of circumstances and key features within a family

Universal

Achieving learning goals, good attendance, meeting development milestones, socially interactive, supportive family and relationships, housed, good diet and healthy, access to positive activities, protected by parents, secure and caring home, appropriate boundaries.

Vulnerable

Low level school absence, language/communication difficulties, potential for NEET, early offending, early signs substance misuse/poor mental health, low self-esteem, poor child/parent relationship, bullying, poor housing, low income, inconsistent care arrangements, poor supervision by parents, inconsistent parenting, poor response to emerging needs, historic content of parents own poor experience of childhood.

Complex

Permanent exclusion/NEET, persistent absence, disability affecting access in mainstream services, chronic health issues, regular missed appointments, teenage pregnancy, sexually inappropriate behavior, at risk of entering criminal justice system, diagnosed mental health issues/alcohol/substance misuse, anti-social behavior, ongoing domestic abuse, poor attachment, overcrowding, social excluded, parents learning disabled which affects their parenting, inconsistent parenting affecting child.

Acute

Chronic persistent absence, sexually explicit behavior, offending/re-offending, complex and poor mental health, teenage pregnancy, sexual exploitation, high risk domestic abuse, frequent missing from home, ongoing high level neglect, suspicion of child abuse, homeless child, edge of care, inability to provide consistent or appropriate parenting.

Children Services

Children in Need Model

Level 4

Children at risk of significant harm / or has suffered abuse and for whom there is continued risk

Child in household where parents/carers have mental health, substance dependency or domestic abuse issues which put child at risk of significant harm. | Persons identified as posing a risk to child as living in the house. | The child's life is endangered. | There is evidence of serious or significant injury or illness. | The possibility of non-accidental injury. | Evidence of gross neglect. | Children who are persistently missing from home and who put themselves at significant risk. | Actually homeless and no housing agency able or willing to assist. | Unsanitary or dangerous home conditions. | Sexual exploitation and/or abuse. | Serious injury/harm/abuse to self or other. | Seriously challenging behaviour. | A child abandoned. | Life threatening drug abuse. | Trafficked child. | Risk of long-term psychological damage/deprivation. | Significant impairment of physical/emotional development. | Damaging history of separations. | Children at risk of forced marriage. | Children who abuse other children.

Level 3

Children whose vulnerability is such that they are unlikely to reach or maintain a satisfactory level of health or development

Children with disabilities. | Children with high level needs whose parents, for whatever reason, are unable to meet those needs. | Children from families where there has been one serious or several significant instances of domestic violence. | Children where a CAF Action Plan has had no significant impact. | Children who has been subject to a CP Plan, or who have been previously looked after where there are new/further concerns. | Children with high level/unassessed needs whose parents have a history of non-engagement with services, or fail to recognize concerns of professionals. | Pregnant women where the safety of the unborn child might be compromised. | Children in families experiencing a crisis that is likely to result on a breakdown of care arrangements. | Persistent and serious offending. | Unaccompanied asylum seekers.

Children who are persistently going missing from home. | Children with a significant and/or behavioural disorder. | Young carers. | Children with chronic absence from school. | Children in families without permanent accommodation. | Children with chronic ill health/terminal illness. | Children involved in substance misuse. | Child in households where parenting is compromised as a consequence of parental discord, mental health, substance misuse or domestic abuse, although child's needs are not at a high level. | Children and young people involved in acrimonious contact/residence disputes. | Children who are experiencing adverse effects from bullying.

Level 2

Disadvantaged children who would benefit from extra help – to make the best life chances. Services operating at a preventative level

Parents unable to secure some aspects of health or development, poor health; poor school attendance. | Inappropriate age related behaviour, which is difficult to handle. | Inhibited/restricted development opportunities in own home and community. | Demands of caring for another person undermining aspects of health and development. | Poor standard of physical care or health causing concern; unhealthy diet; unsatisfactory accommodation. | Insufficient stimulation to achieve full potential; no opportunities to play with other children; experiencing difficulties in relationship with peers. | Scape-goating or victimisation causing emotional harm including continual/regular periods of stress, conflict, tension causing instability and insecurity in relationships; absence of appropriate stimulation. | Relationships strained; normal health and development constrained by environmental circumstances and/or limited play opportunities.

Level 1

All children within Blackpool and who are routinely in receipt of community services. Assumes backdrop of universal Education and Health Service

Appendix 5 – Home Visit Risk Assessment



Family Name		Address		Contact Details	
Date Completed:		By Whom:			
				Yes	No
Have any risk been identified by any other agency?					
Are the entrances/exits to the property easily accessible?					
Are there any dangers/hazards associated with the property?					
Are you aware of any intimidating/threatening clients, relatives or friends living at or likely to visit the property?					
Are there pets in the household, are they threatening?					
Are you confident all safety measures are in place?					
Do any members of the household smoke, have you discussed smoking policy?					
Do you think contact should be made outside of the home?					
Areas of concern					
Action/s to eliminate/reduce risk?				By whom?	
Purpose of visit?					
Date	Manager's signature	Worker	Other Agency		

Zest Academy Trust
Safeguarding and Child Protection Policy



Appendix 6 – Hardship Fund Application Form

Your details

Please complete in capital letters

Title:	Miss, Ms, Mrs, Mr or other
Surname or Family Name:	
First Name:	
Partner's Surname: (if applicable)	
Partners First Name: (if applicable)	
Address:	
Postcode:	
Telephone:	
Email Address:	

Children you wish to claim for

Name of Child	Tutor Group	Date of Birth	Gender (M or F)

Zest Academy Trust
Safeguarding and Child Protection Policy



Clothing Application

Items of clothing needed. Please provide sizes for items. If you need the same item of clothing for more than one child, please complete another copy of this page

Item	Tick if needed	Number needed	Size	
Jumper/Cardigan			Chest	
Tie			Length	
Skirt			Waist	
Trousers			Waist	Leg:
Polo Shirt			Chest	
PE Rugby Shirt			Chest	
PE Shorts			Waist	
Summer Dress			Age	
Shoes			Size	
Tracksuit			Age	
Other, please specify				

School Trip Support Application

Name of trip	
Date of trip	
Total cost of trip	
Amount paid to date	
Amount outstanding	
Amount of support requested	
Reason why you are seeking support	

Children you wish to claim for

Name of child	Tutor Group	Date of Birth	Gender (M or F)

Zest Academy Trust

Safeguarding and Child Protection Policy



Declaration

I certify that the information provided here is true. I understand that a false declaration will result in the refusal of this application.

Parent/Guardian signature

Date

Your application will be processed in due course.

Office use only	
Date received	
Received by	
Approved	Yes/No <i>(delete as necessary)</i>
Approval date	
Approved by (name)	
Approved by (position)	
Signed	