

Safeguarding and Child Protection Policy

Rationale

The purpose of the Safeguarding and Child Protection Policy is to provide clear direction to staff and others about expected codes of behaviour in dealing with child protection issues. This policy makes explicit the school's commitment to the development of good practice and sound procedures in order that child protection referrals may be handled sensitively, professionally and always in the best interests of the child.

The Dearne ALC fully recognises the contribution it can make to protect children and support students in school.

There are three main elements to our Child Protection policy

Prevention: by creating a positive school atmosphere, both teaching and non-teaching staff can be ready to support our students and refer any concerns to the relevant staff member or outside agency.

Protection: by following agreed procedures; we ensure staff are well trained and supported to respond appropriately and sensitively to child protection concerns.

Support: we offer this to students, to staff and whoever may need it

Our Designated Safeguarding Team members are:

Designated Safeguarding Lead (DSL)	Mark Allen Vice Principal: Inclusion for Learning	mallen3@thedearnealc.org
Designated Safeguarding Deputy	Katie Dowling Assistant Principal	kdowling@thedearnealc.org
Designated Safeguarding Deputy	Sally Fisher Head of Year/Safeguarding Lead	sfisher@thedearnealc.org
E-Safety Officer	Eddie Child Vice Principal: Data	echild2@thedearnealc.org
Safeguarding Governor	Melanie John-Ross	info@thedearnealc.org
Chair of Governors	Wendy Eyre	info@thedearnealc.org
Principal	Joanne Wilson	Jwilson5@thedearnealc.org

Aims

At the Dearne ALC we recognise that for children high self-esteem, confidence, supportive people and clear lines of communication with a trusted adult helps prevent their chances of being abused. We will therefore aim to:

- Establish and maintain an ethos where children feel secure and are encouraged to talk and are listened to.

Title	Safeguarding and Child Protection Policy
Author	MAN
Date Produced	July 2016
Date Reviewed	July 2018
Next Review Date	July 2019

- Ensure that know there are adults within the school who they can approach if they are worried or are in difficulty.
- Include in the curriculum activities and opportunities which equip children with the skills they need to be safe from all forms of abuse.
- Include in the curriculum material which may help children develop realistic attitudes to the responsibilities of adult life, particularly with regard to childcare and parenting skills.
- Ensure that wherever possible every effort is made to establish effective working relationships with parents and colleagues from other agencies.

Framework

The Dearne ALC does not operate in isolation. Child protection is the responsibility of all adults and especially those working with children. The school adopts the appropriate procedures as indicated by the Barnsley Children's Safeguarding Board.

Roles and responsibilities

All adults working with or on behalf of children have a responsibility to protect children. There are however, key people within the school who have specific responsibilities under child protection procedures.

The Governing Body

The Chair of our Governing Body is Ms Wendy Eyre.

The Governing Body is accountable for ensuring the effectiveness of this policy and for our compliance with it. Though the Governing Body as a whole shares the responsibility, we also have a named governor who champions safeguarding; this is Melanie John-Ross.

The Governing Body will ensure that safeguarding arrangements are fully embedded within the school's ethos and reflected in the school's day to day safeguarding practices.

The Governing Body ensures:

- An effective child protection policy is in place, that it is reviewed annually and that it is available via our school website
- That the policy is underpinned by a range of other effective policies to ensure the safety and welfare of our pupils. Including a staff code of conduct policy and monitor the school's compliance to them
- All members of the Governing Body undertake safeguarding and child protection training to ensure they have the knowledge and information needed to understand their responsibilities and perform their functions
- The school maintains a culture where staff are confident to challenge senior leaders about safeguarding concerns
- The Designated Safeguarding Team attend refresher training and that all staff who work with our pupils undertake relevant and appropriate refresher training on a basis suggested by the BCSB.

Title	Safeguarding and Child Protection Policy
Author	MAN
Date Produced	July 2016
Date Reviewed	July 2018
Next Review Date	July 2019

- Procedures are in place for dealing with allegations against members of staff and volunteers in line with statutory guidance
- Safer Recruitment procedures are followed in accordance with the requirements of Keeping Children Safe in Education, September 2018
- Provide challenge and a co-ordinated offer of support to ensure The Dearne ALC is a safe school in which pupils can learn, develop and achieve the best outcomes.

The Governing Body receives an annual safeguarding report to be signed off and sent to the Barnsley Children’s Safeguarding Board as per their request.

The Principal

The Principal of The Dearne ALC is Mrs Joanne Wilson.

The Principal ensures 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 DSL and their deputy to carry out their responsibilities, including taking part in strategy discussions and inter-agency meetings, and contributing to the assessment of children.
- All staff and volunteers feel able to raise concerns about poor or unsafe practice with regard to children, and that such concerns are addressed sensitively and effectively in a timely manner and in accordance with agreed whistle-blowing policies.
- All staff have access to and read this Child Protection policy as well as the policies that link to it.
- All staff have a copy of and have read Keeping Children Safe in Education 2018 (Part one)

The Designated Safeguarding Lead (DSL)

The DSL at The Dearne ALC is Mr Mark Allen (Vice Principal: Inclusion for Learning). He is supported in his role by a deputy, a safeguarding lead and Heads of Year.

- Katie Dowling (Deputy DSL – Assistant Principal)
- Sally Fisher (Safeguarding Lead – Deputy DSL)
- Kay Child, Sally Fisher, Lucy Westcott, Danny Hesford and Terry Simon (Heads of Year)

This team have all received appropriate training for the role and work in accordance with Annex B of Keeping Children Safe in Education 2018. They will ensure they keep themselves up to date with changes to local and national safeguarding procedures.

The team will ensure that the responsibilities child protection and safeguarding children are fully embedded within the school ethos and that specific duties are carried out.

Title	Safeguarding and Child Protection Policy
Author	MAN
Date Produced	July 2016
Date Reviewed	July 2018
Next Review Date	July 2019

The deputies will assist the DSL in all aspects of the role including dealing with referrals, attending Child Protection Conferences and supporting our pupils.

If you have any concerns about safeguarding or child protection please discuss them with a member of the team who are there to offer support, advice and expertise.

The DSL is responsible for ensuring that:

- The Safeguarding and Child Protection Policy is reviewed and updated on an annual basis.
- All staff, students and volunteers are aware of this policy and the procedures they need to follow.
- All staff and volunteers have received appropriate child protection information during induction and have access to Child Protection and safeguarding training.
- All staff members receive child protection and safeguarding training within six weeks of joining The Dearne ALC.
- All staff members receive refresher training every year and complete the full training every three years.
- They and the team keep detailed and accurate written records, which are kept confidential and stored securely.
- When pupils leave school, and when requested, their safeguarding file is discussed with the new DSL. Details will be sent on once this has taken place via recorded delivery.
- They have a systematic means of monitoring pupils known, or thought to be at risk of harm.
- Information is provided to the Principal and Governing Body as required.

The team proactively identify appropriate training courses to develop and enhance their knowledge. They will attend relevant refresher training courses for their role.

All staff

All staff members at The Dearne ALC have a responsibility to provide a safe environment in which pupils can learn by:

- Being aware of the signs of abuse and neglect so that they are able to identify cases of children who may be in need of help and protection.
- Identify children who may be in need of extra help or who are suffering, or likely to suffer from significant harm.
- Taking appropriate action and working with other services as needed.
- Attending appropriate child protection training, including regular refreshers.
- Being aware of the systems within school which support safeguarding, including the school's Child Protection policy, behaviour policy and role of the DSL.
- Work within the staff Code of Conduct and other school policies.

Title	Safeguarding and Child Protection Policy
Author	MAN
Date Produced	July 2016
Date Reviewed	July 2018
Next Review Date	July 2019

- Take a proactive role in ensuring that The Dearne ALC is a safe school.
- Maintaining an attitude of ‘**it could happen here**’ where safeguarding is concerned. When concerned about the welfare of a child, staff should always act in the best interests of the child.
- Sharing concerns promptly with the safeguarding team and using the concern log on www.safeguardsoftware.co.uk
- Completing paperwork fully and accurately, including writing up telephone calls, conversations in person and email accounts. Sharing these promptly with a member of the safeguarding team.

Procedures

Staff members follow procedures set out in the relevant regional and national safeguarding documentation.

Staff members complete a concern log via www.safeguardsoftware.co.uk if they have any concerns or worries about a child at The Dearne ALC.

Staff will be kept informed about child protection procedures through annual presentations at the start of each academic year. Training is offered to all staff through the year via workshops.

Parents are informed of safeguarding contacts and procedures via annual communication packs sent home in advance of the new academic year.

Students are informed of safeguarding contacts and procedures via the student planner.

Training and support

When new colleagues join The Dearne ALC they will be provided with:

- Information regarding the names of the DSL and their team and how to contact them.
- A copy of our safeguarding and Child Protection policy
- Keeping Children Safe in Education 2018 - Part One
- Induction training and Level 1 Safeguarding

All staff members are asked to sign to say they have received these and that they have read and understood them.

The Dearne ALC ensures the DSL and nominated Governor attend training relevant to their role. The safeguarding team attend refresher training every two years.

Supporting students at risk

The school recognises that children who are abused or who witness violence may find it difficult to develop a sense of self-worth and to view the world in a positive way. This school may be the only stable, secure and predictable element in the lives of children at risk. Whilst at school, their behaviour may still be challenging and defiant and there may even be moves to consider internal isolation or exclusion from school.

Title	Safeguarding and Child Protection Policy
Author	MAN
Date Produced	July 2016
Date Reviewed	July 2018
Next Review Date	July 2019

It is also recognised that some children who have experienced abuse may in turn abuse others. This requires a considered, sensitive approach in order that the child can receive appropriate help and support.

We endeavour to support students through:

- The curriculum by encouraging self-esteem and self-motivation
- The school’s ethos of Rights & Responsibilities, which promotes a positive, supportive and secure environment and which gives all students and adults a sense of being respected and valued
- The implementation of positive behaviour for learning policies.
- A consistent approach, which recognises and separates the cause of behaviour from that which the child displays. This is vital to ensure that all children are supported within the school setting
- Regular liaison with other professionals and agencies who support the students and their families, often through the EHA process.
- A commitment to develop productive, supportive relationships with parents, whenever it is in the child’s interests to do so
- The development and support of a responsive and knowledgeable staff group, trained to respond appropriately in child protection situations – the year trios.

This policy should be considered alongside the other related policies in school which include:

- Behaviour & Safety Policy
- Confidentiality Against Bullying
- Special education needs
- PHSE, citizenship, health education
- Racial Equality
- Equality and Diversity
- Inclusion
- ICT policies
- Recruitment and selection
- BMBC Child and Adult Protection Allegations

We recognise that, statistically, children with behavioural difficulties and disabilities are most vulnerable to abuse. School staff who work, in any capacity, with children with profound and multiple disabilities, sensory impairment and/or emotional and behaviour problems will need to be particularly sensitive to signs of abuse. It must also be stressed that in a home environment where there is domestic violence, drug or alcohol abuse, children may also be vulnerable and in need of protection.

E-Safety

Title	Safeguarding and Child Protection Policy
Author	MAN
Date Produced	July 2016
Date Reviewed	July 2018
Next Review Date	July 2019

Students at The Dearne ALC are vulnerable in a world of 21st Century technology. They often have advanced IT skills without the awareness of the dangers that they face online. They will all have access to mobile phones, tablets and computers at some point. These are a source of fun, communication and education. However, we know that some people use these technologies to harm children and young people.

Our E-safety policy explains how we try to keep students safe at school. Cyber-bullying by students will be treated as seriously as any form of bullying and will be managed by our Against Bullying Policy.

Our school internet systems are managed and monitored by Smooth wall web filtering, the leading firewall solution used by over 5000 UK schools and 50 UK councils. The feature set of the firewall includes:

- Real time content analysis – sitting alongside 6 trillion known URLs
- Bring your own device (BYOD) support – compatible with all platforms
- Social media controls, including YouTube
- Anonymous proxy detection
- Forced safe search
- Ad-aware filtering

This allows us to proactively filter undesirable content without the need to constantly monitor internet traffic.

Our E-Safety lead in school is Mr Eddie Child (Vice Principal: Data)

Looked after Children (LAC)

Our LAC lead is Mark Allen (Vice Principal: Inclusion), assisted by Sally Fisher (Safeguarding Lead). They maintain a database of our LAC and monitor their progress against that of their peers and with the Heads of Year, report to each child’s Virtual Headteacher. Each student is awarded a bursary called “pupil premium plus”, which the school spends in ways to increase their academic progress.

The most common reason for children to be a LAC is after a result of abuse and/or neglect. Details of each pupil’s carer and the Local Authority ‘responsible’ for them are located in SIMS.

Child Sexual Exploitation (CSE)

CSE is a form of abuse in which children are sexually exploited. The nationally agreed definition of CSE is:

- Sexual exploitation of children and young people under 18 involving exploitative situations, contexts and relationships where the young person (or persons) receive something (e.g. food, accommodation, drugs, alcohol, cigarettes, affection, gifts, money) as a result of them performing, and/or others performing on them sexual activities.
- Child sexual exploitation can occur through the use of technology without the child’s immediate recognition; for example, being persuaded to post images on the internet/mobile phone.

Issues around CSE are discussed with our pupils and they are made aware of the dangers and the law in regard to posting sexually explicit images of themselves via mobile or internet technology.

Title	Safeguarding and Child Protection Policy
Author	MAN
Date Produced	July 2016
Date Reviewed	July 2018
Next Review Date	July 2019

If you have any concerns around CSE please report it immediately to one of the safeguarding team.

Female Genital Mutilation (FGM)

Despite it seeming a rare example of a concern, staff at The Dearne ALC should be aware of what FGM is. Staff need to be aware that “it comprises of all procedures involving partial or total removal of the external female genitalia or other injury to the female genital organs whether for cultural or non-therapeutic reasons” (WHO 1997). Staff are aware that it is illegal in the UK and a form of child abuse that has long-lasting harmful consequences.

All staff need to be aware that a girl is at particular risk of FGM if the family come from a community that is known to practice FGM, especially if there are elderly females present. UK communities that are most at risk of FGM include Kenyans, Somalis, Sudanese, Sierra Leoneans, Egyptians, Nigerians and Eritreans. However, women from non-African countries that are at risk of FGM include Yemeni, Kurdish, Indonesian and Pakistani women.

Indications that FGM have taken place include prolonged absence from school, including a noticeable behaviour change. Girls are at particular risk during school summer holidays; this is the time when families may take their children abroad for the procedure. Many girls may not be aware that they may be at risk of FGM.

If staff at The Dearne ALC have any concerns they should follow the safeguarding procedures and inform the school’s Designated Safeguarding Lead (Mark Allen) or his deputies (Katie Dowling and Sally Fisher), who will make a referral to social care and the Police.

If a woman has already undergone FGM and it comes to the attention of any professional, consideration needs to be given to any Child Protection implications for younger siblings or other family members. Please see the DSL with any concerns.

Radicalisation and Extremism

Radicalisation is defined as the process by which people come to support terrorism and extremism and in some cases then participate in terrorist groups.

Extremism is vocal or active opposition to fundamental British Values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths.

There have been attempts to radicalize vulnerable children and young people to hold extremist views including justifying political, religious, sexist or racial violence to steer them into a rigid and narrow ideology that is intolerant of diversity and leaves them vulnerable to future radicalisation.

Students are safe from terrorist and extremist materials when accessing the internet at school. Keeping our young people safe from the risks of radicalisation is a safeguarding matter staff who have concerns should report them to a member of the safeguarding team using the Radicalisation and Extremism Concerns Form found on the school platform. Staff should also read and be familiar with the school’s Radicalisation and Extremism policy.

Working with parents and carers

The Dearne ALC is committed to working in partnership with parents and carers to promote the wellbeing and safety of our students. Working Together to Safeguard Children 2016 states

“Providing early help is more effective in promoting the welfare of children than reacting later on”.

Title	Safeguarding and Child Protection Policy
Author	MAN
Date Produced	July 2016
Date Reviewed	July 2018
Next Review Date	July 2019

A copy of our safeguarding policy will be given to parents on request and they can read information about our Child Protection procedures and who the Safeguarding team are in annual correspondence. It will also be published on our website. Parents and carers will be informed of our legal duty to promote the welfare of our students and to report concerns to statutory agencies should it be necessary. School and in particular the safeguarding team will normally seek to sensitively discuss any concerns about a child with their parents/carers.

We respect the right of parents and carers to privacy and confidentiality and will not share sensitive information unless we have permission or it is necessary to do so in order to safeguard a student from harm.

Children Missing from Education

We recognise that being missing from school is a potential indicator of abuse. We have effective systems for registering our students' arrival at school. If a pupil does not arrive our attendance team will strive to initiate first day calling, and will ensure this happens for children who are known to be at risk. Where students have difficulty attending school regularly we will work closely with the Local Authority's Education Welfare Team to ensure their attendance to school improves. The school has a comprehensive attendance policy ensuring these measures are taken place. Where a student is be known to be at risk then immediate communication with social care and/or other outside agencies will be initiated.

Visitors to The Dearne ALC

All visitors to the school sign in and are given a visitor's badge, this badge is colour coded dependent upon the level of DBS check the visitor has and whether it has been seen or not. Visitors will be appropriately accompanied around school.

Visitors will be provided with information about our Safeguarding team via a flyer they are given when signing in. This will give them information of who makes up our team and who to contact should they have any safeguarding concerns whilst they are with us.

Safer Recruitment

The Dearne ALC follows safer recruitment procedures in accordance with Keeping Children Safe in Education 2018 (part three pages 28-49).

All members of the Executive Senior Leadership Team have completed safer recruitment training, as have the Chair and Vice Chair of Governors. It is school policy to ensure that at least one member of each interview panel has completed the safer recruitment training.

Checks and references are an important part of this process and we maintain a Single Central Register of all safer recruitment checks carried out in line with statutory guidance. Mr Richard Wordsworth our HR, Personnel and Strategy Director monitors this Single Central Register each term.

We insist on references being taken up prior to interview and will request more information if we feel the need to. We check gaps in service, require evidence of proof of identity and to see original academic certificates. These are all checked at interview.

All members of staff are subject to an enhanced DBS check.

Title	Safeguarding and Child Protection Policy
Author	MAN
Date Produced	July 2016
Date Reviewed	July 2018
Next Review Date	July 2019

Managing Disclosures

All staff will know how to respond to a pupil who discloses abuse, or where others raise concerns about them and will be familiar with procedures to be followed.

When you have a concern about the welfare or safety of a child:

- Consult with the designated safeguarding lead (Mark Allen), or one of the safeguarding team
- Make a decision together whether:
- To continue to observe, monitor and record
- Your suspicions are very strong and further action needs to be taken
- You know that abuse is taking place

Investigating abuse

It is NOT our responsibility to investigate suspected abuse – this may have an effect on the evidence which is used in subsequent criminal proceedings.

If a child makes an accusation or volunteers information of abuse to you then:

- Stay calm
- Listen carefully to what is being said and try not to interrupt
- Give reassuring nods and words of comfort
- Don't be afraid of silences, remember how difficult this will be for the child
- Don't ask leading questions or questions that may encourage a child to alter their version of events
- Make a note of the discussion and pass on to the DSL via the concern log on www.safeguardsoftware.co.uk. Reassure the child that they have done the right thing in telling you
- Tell them what you will do next and with whom you will share the information
- Remember information should be shared on a need to know basis – do not discuss the issues with colleagues, friends or family.

It is important that everyone is aware that the person who first encounters alleged or suspicious abuse is NOT responsible for deciding whether or not the abuse has occurred. This is a task for the professional child protection agencies.

Procedures to follow if an allegation is made against a member of staff

Daily contact with children in a variety of situations, including the wider caring role, means that teachers and school staff are vulnerable to accusations of abuse by students or parents.

The following guidance for dealing with such allegations has been produced jointly by the local authority and teacher organisations in the UK

- Listen to the allegation – make written, detailed records of the allegation

Title	Safeguarding and Child Protection Policy
Author	MAN
Date Produced	July 2016
Date Reviewed	July 2018
Next Review Date	July 2019

- Report the matter to the Principal (unless the Principal is being accused, then report to the DSL or Chair of Governors)
- The Principal considers whether an investigation is necessary and consults with the Local Authority Designated Officer (LADO) to decide if a referral under local child protection procedures is required. The DSL will lead on staff investigations.

Possible outcomes

- Immediate referral under local child protection procedures
- Establish whether allegation warrants further investigation at school level
- Allegation is without foundation
- Allegation prompted by inappropriate behaviour or poor practice by a member of staff – considered under local disciplinary procedures

The Principal should not:

- Investigate the allegation
- Interview students
- Discuss the allegation with the member of staff, but should consult the LADO, as to whether an investigation should be launched and if so, by whom.

The Principal notifies:

- The child or parent making the allegation and likely cause of action
- The child’s parents and likely cause of action
- The teacher against whom the allegation is made and the likely cause of action
- The Chair of Governors

Enquiries and Investigations

There are three possible types of investigation:

- Enquiries by social care under local child protection procedures
- Related police investigations into possible criminal offences
- The school’s disciplinary procedures

Suspension

Staff against whom an allegation is made should not be automatically suspended. Suspension though may be considered at any stage of the investigation and is a neutral act, not a disciplinary sanction.

Title	Safeguarding and Child Protection Policy
Author	MAN
Date Produced	July 2016
Date Reviewed	July 2018
Next Review Date	July 2019

Recording and Reporting Concerns

When concerned about the welfare or safety of a pupil, staff should always act in the best interests of the child and have a responsibility to take action as outlined in this policy.

Any concerns staff have should be raised, as concerns may accumulate over a period of time and may only be evidenced by building up a picture of harm over time. The safeguarding team use chronological timelines to record concerns and actions taken for students in their care. These are kept on line via our safeguard package at www.safeguardsoftware.co.uk. Any concerns should be logged on concern part of the landing page when staff log in.

Staff should ensure that these logs are filled in fully with sufficient detail. Care should be taken to record factually and indicate where professional judgements have been made. Logs should be completed in a timely manner in order that appropriate action can be taken, if necessary, by the safeguarding team.

The DSL and/or safeguarding team member will read the log and then decide upon any appropriate action. The log will be recorded on the child's page in www.safeguardsoftware.co.uk and if any referrals were made to social care the referral log will be completed.

It is not the responsibility of staff to investigate welfare or child protection concerns.

IF STAFF ARE EVER IN ANY DOUBT PLEASE SPEAK TO A MEMBER OF THE SAFEGUARDING TEAM STRAIGHT AWAY, NO MATTER HOW SMALL YOU THINK THE ISSUE IS.

Confidentiality, records and information sharing

We recognise that all matters relating to child protection are sensitive; however, a member of staff must never guarantee confidentiality to a student.

Regardless of a duty of confidentiality, where there is a child protection concern it will be passed immediately to the DSL. The Principal and/or Designated Safeguarding Lead will disclose personal information about a pupil to another member of staff, including level of involvement of outside agencies, only on a 'need to know' basis.

All staff must be aware that they have professional responsibility to share information with other agencies in order to safeguard children.

Where a child is removed from school to be home educated, or to be transferred, the school will make arrangements to pass child protection information to the relevant member of staff or agency involved.

If you have concerns about a colleague

Staff who are concerned about the conduct of a colleague are undoubtedly placed in a very difficult situation. They may worry they have misunderstood the situation and will wonder whether a report could jeopardise the colleague's career. **ALL STAFF MUST REMEMBER THAT THE WELFARE OF OUR STUDENTS IS PARAMOUNT.** Our whistleblowing policy enables staff to raise concerns or allegations in confidence and for a sensitive enquiry to take place. All concerns about poor practice or concerns about a student's welfare due to the behaviour of a colleague should be reported to the principal. Complaints about the principal should be reported to the Chair of Governors.

This policy will be reviewed by the Designated Safeguarding Lead on an annual basis and ratified by the Governors' Behaviour and Safeguarding Strategy Group.

Title	Safeguarding and Child Protection Policy
Author	MAN
Date Produced	July 2016
Date Reviewed	July 2018
Next Review Date	July 2019