



Trust Policy

Trust Child Protection Policy

Approver: Trustees
Review Cycle: Annual

Revision History			
Date	Version	Short Description of Changes	Approved by:
Oct 2022	v1.0	Policy adopted	Trustees

This Policy Applies To:
Secondary Schools Primary Schools Centralised Trust Employees Trustees & Governors

Important: This document can only be considered valid when viewed on the Trust website. If this document has been printed or saved to another location, you must check that the version number on your copy matches that of the document online.

Document Management Information

Applicable to:	Employees, agency workers, self -employed workers and professional visitors.
Development and Consultation:	Developed in line with legislation.
Dissemination:	All staff will be asked to confirm reading by SendMy. Schools will need to ensure that regular visitors, contractors, self-employed visitors and agency staff to school are aware of safeguarding in their settings. Included as part of our Induction.
Implementation:	All staff in all Academies and Central Support Services including individuals employed by the Trust, volunteers, contractors and agency staff. All Members and Trustees.
Training:	All staff will receive induction training in safeguarding policy and practice when they first join the Trust. Thereafter, they will receive update safeguarding training at least annually. In addition, Designated Safeguarding Leads (and any deputies) will receive external training that is appropriate for their role at least every two years.
Review Frequency:	Annually
Based on:	The Education Alliance Policy
Policy Author:	Mrs T Bielby, Coast and Vale Safeguarding Lead (Secondary) Mr A Vipond, Coast and Vale Safeguarding Lead (Primary)
Executive Policy Owner:	Director of Learning
Approval by:	Trust Board
Version	1.0
Approval Date:	19 October 2022
Next Review Due:	Oct 2023
School Based Policy	Each school to have their own Child Protection Policy based on the Local Authority Safeguarding Children's Board Model Policy.

If you require this policy in a more accessible format please contact the Trust Compliance Officer on compliance@coastandvale.academy

Executive summary text for current policy version:

The child protection policy is a statutory policy. This policy aims to outline the broader CP framework of a MAT. It will be supported by a local policy which outlines school's own arrangements.

This policy outlines levels of responsibility across different areas of the Trust.

POLY017 - Trust Child Protection Policy v1.0			Organisation: Coast and Vale Learning Trust	Page 2 of 12
Date: 19/10/2022	Version: v1.0	Review Date: Oct 2023		

Contents

Introduction	3
The Policy	4
Purpose of a Safeguarding Policy	5
The Trust's Commitment	6
Child Protection Procedure	7
Roles and responsibilities	8
Records and Monitoring	11
Induction When new long term staff start at the Trust they are briefed on the school CP and Safe Working procedures and given a copy of and access to:	11
Glossary and Guidance Sources	11

1 Introduction

- 1.1 Coast and Vale Learning Trust (the Trust) and its school communities fully recognise the contribution they can make to protect and support learners in school. The aim of the policy is to safeguard and promote our learners' welfare, safety and health by fostering an honest, open, caring and supportive climate. We accept and carry out our responsibility to act on any suspicion, disclosure, or belief that a child is suffering or at risk of suffering harm. This includes acknowledging that sexual violence and sexual harassment happens within school communities. We commit to supporting those who are at risk or may have been a victim and having a zero tolerance to any type of sexual violence or harassment. Zero tolerance means this type of behaviour will not be ignored and should the Trust become aware of sexual violence or sexual harassment this will be taken seriously and we will work in conjunction with the school's behaviour policy.
- 1.2 Everyone in the Trust shares an objective to help keep children and young people safe by contributing to:
- protecting children from maltreatment
 - providing a safe environment for children and young people to learn in education settings
 - preventing impairment of a child's health or development
 - identifying children who are suffering, or likely to suffer, significant harm and taking appropriate action with the aim of making sure they are kept safe at home and at school (even in circumstances where they are not at immediate risk)
 - safeguarding children's wellbeing and maintaining public trust in the teaching profession

- 1.3 All education settings must have in place systems designed to:
- prevent unsuitable people working with, or coming into contact with, children and young people within the setting for regulated or unregulated activity
 - promote safe practice and challenge poor or unsafe practice
 - identify instances in which there are grounds for concern about a child's welfare and take appropriate action to keep children safe
 - Contribute to effective partnership working between all those involved with providing services for children
- 1.4 Where there is an inconsistency between this policy and the local Safeguarding Children's Board policy then this policy should take precedence.

2 Reporting a concern

- 2.1 Specific details of how to report concerns can be found in the schools local policy. Where a concern is in relation to a member of staff the following will apply.
- 2.2 Any allegations of abusive or inappropriate behaviour against a member of staff should be passed immediately to the Headteacher. If the allegation is against the Headteacher it should be referred to the Chair of the Local Governing Committee, CEO, and the Local Authority Designated Officer (LADO) If the allegation is against a member of the Trust Central Team it should be passed to the Chief Executive Officer. Any allegation made against the Chief Executive Officer should be referred to the Chair or Trustees or the Local Authority Designated Officer (LADO).

3 The Policy

- 3.1 This policy is part of the Trust Safeguarding Framework and is supported by the following guidance:
- Keeping Children Safe in Education (2022) includes Safer recruitment & Managing Allegations against Staff
 - Working Together to Safeguard Children 2018
 - Section 175 of the Education Act 2002
- 3.2 It should also be read in conjunction with other trust and school related policies including:-
- School Safeguarding Policy (based on local Safeguarding Children Board's template policy)
 - School Behaviour Policy
 - School Anti-Bullying Policy
 - School Sex and Relationship Policy
 - School Educational Visits Policy
 - School SEND (Special Educational Needs and Disability) Procedure
 - Trust SEND (Special Educational Needs and Disability) Policy
 - Trust Health and Safety Policy

- Trust Recruitment and Selection Policy
- Trust Code of Conduct
- Trust Whistleblowing Policy (Policies are displayed on The Trust website and individual school's websites for school specific policies)
- Trust Lanyard Policy
- Various Trust Information Governance Policies
- Trust Equality and Diversity Policy

3.3 The policy is written to comply with the following legislation and guidance:

- Working Together to Safeguard Children - 2018
- Managing Allegations Against Those Who Work Or Volunteer With Children 2020 What to do if you are worried a child is being abused – March 2015
- Reasonable force 2013
- Safer working practice for adults who work with young people- October 2015

3.4 The policy is consistent with the following legislation and guidance:

- Working Together to Safeguard Children (2018 – HMSO)
- Safeguarding Children and Safer Recruitment in Education (2007 - DCSF/DfES)
- Sexual Violence and sexual harassment between children in schools and colleges (DfE 2021)
- 'What to do if you are worried a child is being abused' (2015 - DCSF/DfES)
- Care & Control Guidelines (2006 - ER CFAS)
- Reasonable Force (2012 - DfE)
- Dealing with Allegations of Abuse Against Teachers and Other Staff (DfE Oct 2012)
- Safer working Practice for Adults who work with Children and Young People in Education settings (2009 & 2020 addendum- DCSF)
- Information Sharing Guidance for Practitioners and Managers (DCSF 2008)
- General Data Protection Regulation (ICO 2018)

3.5 The above list is not exclusive but when undertaking policy development the Trust will consider Child Protection and other safeguarding matters within each appropriate policy or guideline.

4 Purpose of a Safeguarding Policy

4.1 An effective Safeguarding Policy and Procedure provides a clear direction to staff and others about expected codes of behaviour in dealing with safeguarding issues.

4.2 An effective policy also makes explicit the Trust's commitment to the development of good practice and sound internal services and procedures. This ensures that safeguarding concerns and referrals may be handled sensitively, professionally and in ways which support the needs of the child.

- 4.3 The aim of this policy is to safeguard and promote our learners' welfare, safety, health and guidance by fostering an honest, open, caring and supportive climate. The learner's welfare is of paramount importance.
- 4.4 Our Trust fully recognise the contribution we can make to protecting children and supporting learners in school.
- 4.5 There are four main elements to our Safeguarding Policy:
- Prevention - positive school atmosphere, pastoral support to learners, safe and appropriate working practice by staff, and the staying safe and PSHE elements in the formal and informal curriculum. Educating children about areas for support and guidance and identifying 'at risk' children and families and intervening early
 - Protection - by following agreed procedures, ensuring staff are trained and supported to identify and respond appropriately and sensitively to safeguarding concerns and that there are clear systems of internal information sharing and record keeping. To ensure our learners know what unacceptable behaviour is, in relation to sexual violence and sexual harassment and feel confident to report it and that action will be taken, and they will be supported.
 - If at any point there is a risk of immediate serious harm to a child a referral should be made to the local Safeguarding Hub immediately, NYCSP (North Yorkshire Safeguarding Children Partnership). Whilst usually this would be done by the Designated Safeguarding Lead, staff should have the confidence and knowledge that anyone can make a referral
 - Support - to learners, school staff and to children who may have been abused or are in other ways vulnerable
 - Collaboration with Children and Young People, parents and other agencies to promote Safeguarding and Well-being for all of our children and young people
- 4.6 This policy applies to all staff (teaching and non-teaching), governors, trustees and visitors on our sites. We recognise that child protection is the responsibility of all staff within our Trust. We will ensure that all parents and other working partners are made aware of our child protection policy and procedures. All staff new to the school will be made aware of the school safeguarding procedures as part of their initial induction process.
- 4.7 The policy will be reviewed by Trustees annually.
- The Trust Designated Safeguarding Leads and the Board of Trustees will review this policy each year. The views of the children, parents, lunchtime staff, extended school staff and other support staff may be sought and taken into account in this review
 - If at any time deficiencies or weaknesses in the Safeguarding policy and procedures are identified they will be addressed by the Trust immediately and remedied.

5 The Trust's Commitment

- 5.1 The Trust adopts an open and accepting attitude towards children as part of its responsibility for pastoral care. Staff strive to ensure that children,

POLY017 - Trust Child Protection Policy v1.0			Organisation: Coast and Vale Learning Trust	Page 6 of 12
Date: 19/10/2022	Version: v1.0	Review Date: Oct 2023		

vulnerable adults and parents feel free to talk about any concerns and will see school as a safe place when there are difficulties. Children's worries and fears will be taken seriously and children are encouraged to seek help from, or confide in, members of staff.

5.2 We recognise that high self-esteem, confidence, supportive friends and clear lines of communication with a trusted adult help all children, and especially those at risk of, or who are suffering from, abuse.

5.3 Our schools will, therefore:

- establish and maintain an ethos where children feel secure and are encouraged to talk, and are listened to
- ensure that children know that there are adults in 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 and knowledge they need to stay safe from abuse and which will help them develop resilience and an awareness of possible grooming or influence by violent extremist ideas and the dangers and consequences in engaging in inappropriate behaviour on-line.
- ensure that all forms of bullying and harassment including allegations of child on child abuse including sexual violence and sexual harassment, hate incidents and online bullying and abusive behaviour are dealt with at the appropriate level and in line with national and local guidance and procedures and not dismissed as immature behaviour or banter.
- educate all learners and staff in relation to sexual violence and sexual harassment and ensure everyone knows this is not okay and will not be tolerated in our schools or communities.
- ensure that wherever possible every effort will be made to establish effective working relationships with parents and colleagues from other agencies
- ensure that staff have an understanding of when to make referrals to the Designated Safeguarding Leads when there are indicators or concerns of possible neglect, sexual, physical or emotional Harm and indicators of possible child sexual or criminal exploitation, female genital mutilation, radicalisation, school attendance concerns, child on child sexual violence and sexual harassment and forced marriage and that they have access to additional advice and support.
- embed a restorative ethos across the organisation

6 Child Protection Procedure

6.1 The Trust will:

- Establish and maintain an ethos where children feel secure and are encouraged to talk, and are listened to
- Ensure that children know there are adults in the school whom 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 stay safe from abuse and develop resilience

- Ensure every effort is made to establish effective working relationships with parents and colleagues from other agencies
 - Operate safe recruitment procedures and make sure that all appropriate checks are carried out on new staff and volunteers who will work with children
 - Ensure that staff are aware of how and when to act on concerns that they have and work in a safe and appropriate manner at all times
 - Ensure that all staff are updated on Keeping Children Safe in Education on an annual basis.
- 6.2 Confidentiality ‘Confidentiality is an issue which needs to be discussed and fully understood by all those working with children, particularly in the context of child protection. The only purpose of confidentiality in this respect is to benefit the child’.
- 6.3 We recognise that all matters relating to child protection are highly confidential and the Safeguarding Leads will share information on a ‘need to know, what and when’ basis. Staff are made aware that these concerns or other matters relating to learners should never be discussed elsewhere, inside or outside the school unless in confidential meetings organised for that purpose. This includes the passing of written information or discussion in any media
- 6.4 Where it is believed that a child is suffering from, or is at risk of, significant harm, we will follow the Safeguarding Children Partnership Guidelines and Procedures for each local authority
- New staff induction days involve input from Designated Safeguarding Lead on basic signs and symptoms and internal procedures
 - Child Protection information is given to all staff via the Staff Handbook. It is also available on our school websites with supporting materials easily available
 - Basic principles of the Child Protection Policy are given to all staff as part of the September training provision (this includes e-safety and the Trust’s code of conduct)
 - Training and inset days are organised throughout the academic year to increase the level of safeguarding expertise across teaching, pastoral and inclusion staff
 - All new starters (teaching and non-teaching) complete a safeguarding induction and on-line core safeguarding training
 - Training needs of all staff, Trustees and governors are audited annually
 - Key support staff are given external training around safeguarding issues utilising specialist providers who have the most up to date information and strategies

7 Roles and responsibilities

- 7.1 All staff have responsibility to ensure that our learners are safe from harm. This section is not exhaustive as to responsibilities. More detailed responsibilities may be found in the school Child Protection Policy.

7.2 **Trustees.** The Trust Board is the management board for the Trust. As such they have overall responsibility to make sure that Child Protection and Safeguarding matters are appropriately managed. Trustees will challenge leaders so Trustees can ensure that:

- The Trust has a standard understanding of Child Protection Issues and that safeguarding is enshrined in all Trust policies
- Adequate resources and training are made available to staff at a level commensurate with their role
- Ensure Trustees and Governors undertake suitable child protection training as advised by the Trust DSLs
- Schools are supported to manage safeguarding issues
- They monitor safeguarding across the Trust
- School Leadership from the Headteacher/Governors supports positive child protection practice.

7.3 **CEO**

- Ensures Trust structures support a culture of positive child protection and Safeguarding practice
- Ensures senior colleagues are supported to deliver positive child protection and Safeguarding practice

7.4 **Trust Designated Safeguarding Leads – Secondary & Primary Schools**

- Creating a safeguarding culture which ensures Trust wide systems allow for the robust management of child protection and Safeguarding policies and practice
- Ensuring Schools have a current Child Protection Policy
- Ensuring schools training offer in relation to child protection is adequate
- Reporting to Trustees as required
- Ensuring CPOMS is used consistently across the Trust
- Reporting structures are adequate and consistent to allow comparisons to be made

7.5 **Local Governing Committee.** Local Governing Committees will oversee the Safeguarding arrangements in the setting they are responsible for. Each LGC will appoint a governor with specific Child Protection responsibilities.

- Ensure the school has a local Child Protection Policy that is based on the relevant Safeguarding Children Board’s model policy and this is reviewed annually
- Ensure the school follows this policy and their own local policy
- Regularly reviews the School’s Single Central Record
- The CP Governor acts as a ‘Champion’ of the safeguarding role of the school and liaises with the Headteacher and Designated Safeguarding Lead in order to report to and advise the Local Governing Committee
- The Local Governing Committee has the responsibility to monitor and ensure that all CP procedures, policies and training are in place and appropriate. The

DSL and CP Governor prepare a CP annual report to be discussed in the autumn term by the Local Governing Committee

- Engage with their own CPD in relation to Child Protection training

7.6 Headteachers. The Headteacher has overall responsibility for Safeguarding in their setting. They will actively work with the DSL to create a culture where positive Child Protection practice is well embedded and issues are treated seriously and reported correctly. They will also:

- Ensure staff and governors received training that is relevant to their role in Child Protection
- Ensure that the school appoints a “Designated Safeguarding Lead”
- Ensure reports submitted to LGC are timely and of sufficient quality to be useful

7.7 Designated Safeguarding Leads. The Schools’ Designated Safeguarding Leads (DSL) are designated to take the lead responsibility for Child Protection in their settings. Responsibilities for each of these officers include:

- providing advice and support and information to staff as appropriate
- liaising with the LA and other agencies
- maintaining CP records for individual children
- ensuring the preparation of appropriate reports for and attendance at Case Conferences and other multi agency meetings
- arranging appropriate knowledge transfer for all staff, depending on their role
- responsible for sending and receiving child protection files as the point of a learner coming onto or leaving roll in a data protection aware way
- liaising with the Trust DSLs, Headteacher and Deputy DSL(s).

7.8 Pastoral/Inclusion Staff. Pastoral staff are likely to be the first line of contact for CP issues identified for individual learners. They will liaise with the Safeguarding Lead on all CP issues

7.9 All staff. All adults working with or on behalf of children have a responsibility to safeguard and promote the welfare of children. This includes:

- a responsibility to be alert to possible abuse and to record and report concerns to staff identified with child protection responsibilities within the school. **It is unacceptable for any member of staff to keep such concerns to themselves, including concerns about the conduct of another member of staff.** Failure to report such concerns may be considered an act of misconduct or gross misconduct within the Trust’s Disciplinary Policy
- All concerns and referrals are to be recorded on the child protection system- CPOMS, used by each school in the trust.
- Engage fully in any Child Protection / Safeguarding training
- Ensure they are aware of their local arrangements for safeguarding and how their role fits into that, all staff should know who is the DSL & any deputies. Staff with any questions, should speak to the DSL in the first instance
- Ensure they follow procedures and protocols to safeguard learners and their information

8 Records and Monitoring

- 8.1 Well-kept records are essential to good child protection practice. All staff are made clear about the need to record and report concerns about a child or children within our school. The schools' Safeguarding Lead is responsible for such records and for deciding at what point these records should be shared with, or transferred to other agencies or schools, in consultation with the Head of School, DSL or appropriate Senior Manager
- 8.2 Parents may request to read their child's file. School will seek advice from the relevant Local Authority Designated Officer (LADO) if such a request is made in order to ensure that only appropriate information is disclosed depending on the circumstances and any third party information
- 8.3 The DSL and Headteacher decide what information needs to be shared with whom and when on a case by case basis. Confidentiality is essential but staff working with children can only provide effective support and monitor concerns if they are made aware of concerns or at least that the individual child is being monitored. The most appropriate member of staff will attend case conferences, core group meetings and other multi-agency meetings to ensure a coherent approach to promoting the welfare of children and protecting them from harm. A Single Central Register (SCR) is maintained by each school. All DSLs and at least one Governor have completed the appropriate safer recruitment training and it is ensured that the appropriate expertise is updated every 3 years.

9 Induction.

- 9.1 When new staff start (including agency and other regular visitors) at the Trust they are briefed on the school CP and Safe Working procedures and given a copy of and access to:
- This policy
 - Trust Code of Conduct
 - Trust ICT Acceptable Use Policy
 - Keeping Children Safe in Education – statutory guidance for schools and colleges
 - School Behaviour Policy

10 Glossary and Guidance Sources

For the purpose of this policy:

The term 'staff' or 'member of staff' refers to all adults paid or unpaid, working in any capacity in the school or in activities organised by the school, which brings them into contact with the children of the school

Parent/s - refers to adults with parental responsibility for a particular child

DSL - Designated Safeguarding Lead

LA/CPO - LA Child Protection Officer (Schools)

LADO – Local Authority Designated Officer (first contact for allegations against Staff and Volunteers)

NYSCP – North Yorkshire Safeguarding Children Partnership

LSCT – Local Safeguarding Children Teams

DBS – Disclosure and Barring Service (formally CRB)