

**TRINITY ACADEMY  
NEWCASTLE**

# **Safeguarding Children and Young Person Policy**

**Approved by the Resources Committee October 16**

**On behalf of the Governing Body**

**Next Review Date – October  
17**

**Designated Member of Staff for Safeguarding :-  
Michelle Higgins (Norman Buglass)**

**Designated Governor for Safeguarding –  
Michelle Higgins**

**Local Authority Designated Officer (LADO) Melanie Scott**

Academy: **TRINITY ACADEMY**

Headteacher: **BILL CURLEY**

Named personnel with designated responsibility for Safeguarding

Academic year	Designated Senior person	Deputy Designated Senior person	Nominated Governor	Chair of Governors
2012-2013	Michelle Higgins	Norman Buglass	Ann Calder	Brian Peacock
2013-2014	Michelle Higgins	Norman Buglass	Ann Calder	Ann Calder
2014-2015	Michelle Higgins	Norman Buglass	Ann Calder	Ann Calder
2014-2015	Michelle Higgins	Norman Buglass	Michelle Higgins	Ann Calder

Policy review dates

Review Date	Changes made	By whom	Date Shared
September 2012	September 2012	Michelle Higgins	24 <sup>th</sup> October 2012
November 2013	September 2013	Michelle Higgins	November 2013
November 2014	October 2014	Michelle Higgins	October 2014
November 2015	September 2015	Michelle Higgins	October 2015

Dates of Staff training and details of course title and training provider

Whole Academy	Designated Senior person	Deputy Designated Senior Person
November 2009 –NSCB Awareness of Child Abuse and Neglect	September 2009 NSCB Safeguarding Children a Shared Responsibility.	November 2009 NSCB Awareness of Child Abuse and Neglect
October 2012 – NSCB Annual Safeguarding Refresher Training	Dec 2012-The Role of the Designated Person in Education Safeguarding Children	Dec 2012-The Role of the Designated Person in Education Safeguarding Children
Oct 2013-Safeguarding Children Awareness Course	Oct 2013-Safeguarding Children Awareness Course	Oct 2013-Safeguarding Children Awareness Course
October 2014- Safeguarding Children's Awareness Course	October 2014- Safeguarding Children's Awareness Course	October 2014- Safeguarding Children's Awareness Course
October 2014 NSCB Annual Safeguarding Refresher Course.	May 2015- Refresher Designated Safeguarding Person in Education	May 2015- Refresher Designated Safeguarding Person in Education
September 2015- Safeguarding Training on E-Safety and Prevent Strategy	September 2015- Safeguarding Training on E-Safety and Prevent Strategy	September 2015- Safeguarding Training on E-Safety and Prevent Strategy
September 2016 –Keeping Children Safe In Education 2016. Effective Record Keeping	September 2016 –Keeping Children Safe In Education 2016. Effective Record Keeping	September 2016 –Keeping Children Safe In Education 2016. Effective Record Keeping

Governor Review of policy dates

October 2011	October 2016
October 2012	
October 2013	
October 2014	
October 2015	

Designated Governor  
Michelle Higgins-  
September 2009 NSCB  
Safeguarding Children a  
Shared Responsibility.

Dec 2012-The Role of the  
Designated Person in  
Education Safeguarding  
Children  
Oct 2013-Safeguarding  
Children Awareness  
Course

October 2014-  
Safeguarding Children's  
Awareness Course

May 2015- Refresher  
Designated Safeguarding  
Person in Education

September 2015-  
Safeguarding Training on  
E-Safety and Prevent  
Strategy

## INTRODUCTION

Trinity Academy whole school safeguarding policy aims to provide clear direction to staff and others about expected codes of behaviour in dealing with safeguarding issues. The policy also aims to make explicit the school's commitment to the development of good practice and sound procedures. The purpose of the policy is, therefore, to ensure that Safeguarding concerns and referrals are handled sensitively, professionally and in ways that support the needs of the pupils wellbeing.

Our School is committed to Safeguarding and Promoting the Welfare of all of its pupils. A child is defined as a person aged up to 18. A 'Young Person' is defined as between 12 and 20 (collectively known as pupils). 'Looked After Children', 'Care Leavers' and students with special educational needs up to age 25 may also need additional services, assistance, protection and consideration. Each child's and young person's welfare is of paramount importance. We recognise that some pupils' may be especially vulnerable to abuse. We recognise that pupils' 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 pupils' 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'.

It is in line with the Newcastle Safeguarding Children Board Procedures, "Working Together to Safeguard Children" (2015) and 'What to do if you are worried a pupil is being abused' (2015)

Where a pupil is suffering significant harm, or is likely to do so, action should be taken to protect that pupil. Action should also be taken to promote the welfare of a pupil in need of

additional support, even if they are not suffering harm or are at immediate risk.

'Everyone working in or for our Academy shares an objective to help keep children and young people safe by contributing to:

- providing a safe environment for children and young people to learn and develop in our school setting, and
- identifying children and young people who are suffering or likely to suffer significant harm, and taking appropriate action with the aim of making sure they are kept safe both at home and in our school setting'

At the age of 18 and above, for most purposes, the associated Policy for Safeguarding Adults at Risk may be appropriate (see Section 2).

**This policy applies to all adults, including volunteers, working in or on behalf of the school.**

### **ACADEMY COMMITMENT**

Trinity Academy is committed to Safeguarding and Promoting the Welfare of all of its pupils. Each pupils welfare is of paramount importance. We recognise that some pupils *may* be especially vulnerable to abuse. We recognise that pupils 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 the Academy, their behaviour may be challenging. We recognise that some pupils 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.



### **PROVIDING A SAFE AND SUPPORTIVE ENVIRONMENT**

## 1. Safer Recruitment and Selection

Trinity Academy pays full regard to current Department for Education (DFE) guidance, 'Keeping Children Safe in Education September 2016'. We ensure that all appropriate measures are applied in relation to everyone who works in the school who is likely to be perceived by the pupils as a safe and trustworthy adult including volunteers and staff employed by contractors. Safer recruitment practice includes scrutinising applicants, verifying identity and academic or vocational qualifications, obtaining professional references, checking previous employment history and ensuring that a candidate has the health and physical capacity for the job

In line with statutory changes, underpinned by regulations, the following will apply:

### Roles and Responsibilities

**Governing Bodies:** The governing body should ensure that the school operates safe recruitment practices and procedures and that all appropriate checks are carried out on staff and, where required, volunteers.

**Chief Executive Officer:** The Chief Executive Officer is responsible for:

- ensuring that all new appointments to the school's workforce are DBS checked and are not barred from working with pupils.
- ensuring that identity checks are carried out on all appointments to the school workforce;
- ensuring the school keeps a single central record detailing the range of checks carried out on their staff;
- ensuring that appointments recruited from overseas or those who have lived and worked outside the UK have a DBS disclosure and further checks as appropriate if the DBS disclosure is not sufficient for the purpose of assessing their suitability for the post;
- ensuring that employment history is fully explored, any gaps explained and at least 2 references taken up
- ensuring that all supply staff have undergone the necessary checks to assess their suitability for the post including seeking appropriate verification from any agency that the necessary checks have been undertaken;
- deciding whether a member of staff can start work pending receipt of a DBS disclosure by undertaking an appropriate assessment of the risk and putting additional safeguarding measures in place if necessary; and
- deciding whether the portability policy can apply regarding the DBS check;
- our school workforce who have lived outside the UK will be subject to additional checks as appropriate
- our school ensures that supply staff have undergone the necessary checks and will be made aware of this policy
- identity checks must be carried out on all appointments to our school workforce before the appointment is made, in partnership with the LA

The level of DBS check required, and whether a prohibition check is required, will depend on the role and duties of an applicant to work within our school.

For most appointments, an enhanced DBS check with barred list information will be appropriate as the majority of staff will be engaging in regulated activity. A person will be considered to be in 'regulated activity' if as a result of their work they:

- will be responsible, on a regular basis, in any setting for the care or supervision of pupils; or
- will regularly work our school at times when pupils are on school premises (where the person's work requires interaction with pupils, whether or not the work is paid

(unless they are a supervised volunteer), or whether the person is directly employed or employed by a contractor);

Under Section 75 of the 'Childcare Act 2006' individuals are disqualified from childcare provision if they have committed certain specified offences. Staff may also be disqualified "by association" if they are living or working in the same household as a person who is disqualified. This applies to any member of staff employed in early years childcare (up to the age of 5) or later years childcare (up to the age of 8) in nursery, primary or secondary school settings or the management of such settings.

Staff should sign a self-declaration form to confirm that they are not "disqualified by association". A record of self-declaration should be kept on the school's Single Central Record. (See the Safer Recruitment Policy where this is set out in greater detail)

In school a supervised volunteer who regularly teaches or looks after pupils' is not in regulated activity. The Department for Education (DfE) has published separate statutory guidance on supervision and regulated activity which Trinity Academy will have regard to when considering which checks should be undertaken on volunteers.

## **2 Policy for Safeguarding Adults at Risk**

### **PURPOSE**

The Academy recognises that it has a duty to promote and safeguard the welfare of adults at risk receiving education and training at the Academy. The purpose of this Policy is to provide a framework by which the Academy carries out its obligation to protect adults at risk from harm

The Policy provides clear direction to all members of the Academy community to ensure that concerns, referrals and monitoring of actions in relation to an adult at risk of harm is handled appropriately.

### **SCOPE**

This Policy applies to all those working in, studying and visiting the Academy including students, the Academy workforce, Governors, volunteers and visitors to the Academy and, where relevant, contracted services such as signers, employers offering work placements, transportation companies and contractors with direct access to students who may be adults at risk of harm.

This Policy and its accompanying procedures apply to adults at risk of harm including sexual exploitation, FGM or radicalisation who are students at the Academy.

### **PRINCIPLES**

An effective Adult Protection Policy is key to ensuring that adults at risk are protected from abuse and exploitation. It recognises that the key is ensuring that the relevant agencies are informed of any concerns (this would normally be the appropriate local authority adult services).

### **DEFINITIONS**

Who is an Adult at Risk?

An adult at risk is a person aged 18 years or over who is or may be in need of community care services by reason of mental or other disability, age or illness; and who is or may be unable to take care of him or herself, or is unable to protect him or herself against significant harm or exploitation. It may also include adults who are vulnerable for some other reason, for example

caring responsibilities, special educational needs, or who has suffered abuse or trauma.

This policy may also apply to 'Young Persons' aged 18-20, 'Care Leavers' and students with special educational needs up to age 25.

What is Abuse?

Abuse is a violation of an individual's human and civil rights by any other person or persons. This may consist of a single or repeated act and may be physical or psychological.

The main categories of abuse are:-

- Physical abuse, including hitting, slapping, pushing, kicking, misuse of medication, restraint, or inappropriate sanctions.
- Sexual abuse, including rape and sexual assault or sexual acts to which the vulnerable adult has not consented, or could not consent or was pressurised into consenting.
- Psychological abuse, including emotional abuse, radicalisation, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation or withdrawal from services or support networks.
- Peer –on-Peer abuse which could involve but not limited to: bullying (including cyber-bullying), gender-based violence/sexual assaults and sexting. Our staff recognise that children are capable of abusing their peers. In a situation where child abuse is alleged to have been carried out by another child, our child protection procedures should be adhered to for both the victim and the alleged abuser; this means it should be considered as a child care and protection issue for both children. Peer on peer abuse can take many forms, and gender issues can be prevalent when dealing with this type of abuse this could for example include girls being sexually touched/assaulted or boys being subject to initiation/hazing type violence (See Peer on Peer Abuse Policy)
- Financial or material abuse, including theft, fraud, exploitation, pressure in connection with property or inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.
- Neglect and acts of omission, including ignoring medical or physical care needs, failure to provide access to appropriate health, social care or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating.
- Discriminatory abuse, including racism or sexism, abuse based on a person's disability, faith, sexual orientation and other forms of harassment, slurs or similar treatment.
- Institutional abuse occurs when the routines, systems and regimes of an institution result in poor or inadequate standards of care and poor practice which affects the whole setting and denies, restricts or curtails the dignity, privacy, choice, independence or fulfilment of adults at risk. Institutional abuse can occur in any setting providing health and social care.

#### SPECIFIC SAFEGUARDING ISSUES

- bullying including cyberbullying

- children missing education
- child missing from home or care
- child sexual exploitation (CSE\_
- drugs
- fabricated or induced illness
- faith abuse female genital mutilation (FGM)
- forced marriage and honour based violence
- gangs and youth violence
- gender-based violence/violence against women and girls
- hate
- mental health
- missing children and adults strategy online safety
- private fostering
- preventing radicalisation
- relationship abuse  
<https://www.disrespectnobody.co.uk/relationship-abuse/what-is-relationship-abuse/>
- sexting <https://www.disrespectnobody.co.uk/sexting/what-is-sexting/>
- trafficking

#### ROLES AND RESPONSIBILITIES

The Governing Body approves the Academies Policy, and annually reviews its implementation.

The Designated Safeguarding Governor provides regular Governor oversight of the implementation of the Policy.

The Chief Executive Officer provides executive oversight of the implementation of the Policy and any activity undertaken by the Student Welfare Co-coordinator.

The Student Welfare Co-coordinator is the Senior Designated Lead Person for Safeguarding Adults at Risk and is responsible for ensuring the Policy is implemented across the Academy, including appropriate training for staff, raising awareness, dealing with allegations and recording and monitoring allegations.

In the absence of the Student Welfare Co-coordinator the Head of Post 16 is designated as the member of staff responsible for adults at risk.

It is the responsibility of all staff, regardless of organisational role, to immediately report and refer any incident of abuse or suspected abuse through the Academies internal referral procedures to the designated person.

Urgent advice should be sought from the Head of Post 16 or Safeguarding Team if a person is unsure if it is a case of abuse. An internal referral form, should be used.

#### EXECUTIVE RESPONSIBILITY

The Executive lead for this Policy is the Chief Executive Officer.

(The Academy Senior Lead Designated Person for this Policy is the Student Welfare Co-coordinator

### **3. Safe Practice**

All school Staff and volunteers are expected to abide by the relevant Code of Conduct. They will be reminded of the need to maintain appropriate professional boundaries in their dealings with pupils and should clearly understand the need to maintain such boundaries. They will be provided with guidance as to the behaviours expected of them and which, if followed, should help prevent them becoming vulnerable to allegations of abuse.

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

- 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;
- work with other colleagues where possible in situations open to question
- discuss and/or take advice from Academy 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;
- be aware of confidentiality policy
- are aware that breaches of the law and other professional guidelines could result in criminal or disciplinary action being taken against them.

#### **4. Safeguarding Information for pupils**

All pupils in our school are aware of a number of staff who they can talk to. The school is committed to ensuring that pupils are aware of behaviour towards them that is not acceptable and how they can keep themselves safe. All pupils know that we have a Designated Person with responsibility for child protection and know who this is. 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.

At Trinity Academy we ensure that through our school vision, values, rules, diverse curriculum and teaching we promote tolerance and respect for all cultures, faiths and lifestyles. The governing body also ensures that this ethos is reflected and implemented effectively in school policy and there are effective risk assessments in place to safeguard and promote students' welfare.

We have a duty to prepare our pupils for life in Britain and to keep them safe.

Pupils who attend our school have the right to learn in safety. We do not tolerate bullying of any kind and will challenge derogatory language and behaviour towards others.

We will raise pupil's awareness through the curriculum, support from staff and helpful information around school.

## **5. Partnership with Parents**

The school shares a purpose with parents to educate and keep pupils 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 pupil.

We will share with parents any concerns we may have about their child or young person unless to do so may place a child or young person at risk of harm (see Action by Designated Person)

We encourage parents to discuss any concerns they may have with *staff in school*  
We make parents aware of our policy on our website and parents are made aware that they can view this policy on request.

## **6. Partnerships with others**

Our school recognises that it is essential to establish positive and effective working relationships with other agencies who are partners in the Newcastle Safeguarding Children Board. There is a joint responsibility for agencies to share information to ensure the safeguarding of all pupils.

## **7. School Training and Staff Induction**

The school's senior member(s) of staff with designated responsibility for child protection are Michelle Higgins and Norman Buglass. They will undertake basic child protection training and training for Designated Staff which will be refreshed at 2 yearly intervals.

The Chief Executive Officer and all other school staff, including non teaching staff, undertake appropriate induction training to equip them to carry out their responsibilities for child protection effectively, which is kept up to date by annual refresher training.

All staff (including temporary staff and volunteers) are provided with the school's child protection policy and informed of school's child protection arrangements on induction.

## **8. Support, advice and guidance for staff**

Staff will be supported by the Senior Leadership Team, LA and professional associations.

The designated Person for Safeguarding/Child Protection will be supported by the Chair of Governors.

## **9. Related School Policies**

Safeguarding covers more than the contribution made to child protection in relation to individual children or young people. It is not just about protecting children or young people from deliberate harm. It relates to aspects of school life including:

Related safeguarding portfolio policies

- Positive Handling
- Personal and intimate care
- Complaints procedure
- Anti-bullying
- Appropriate physical contact
- Whistleblowing
- SEN
- Behaviour
- Missing children
- Safer recruitment
- Managing allegations
- Grievance and disciplinary
- Tackling Extremism & Radicalisation (Prevent Strategy)
- E-Safety

## **Confidentiality**

School has regard to HM 'Information Sharing guidance 2015'.

The school will have regard to the above guidance and is aware:

- When information must be shared with Police and Social Care where the child/young person is / may be at risk of significant harm
- When the pupil's and/or parent's confidentiality must not be breached
- That information is shared on a need to know basis

## **10. Pupil Information**

Our school will endeavour to keep up to date and accurate information in order to keep pupils safe and provide appropriate care for them the school requires accurate and up to date information regarding:

- names and contact details of persons with whom the pupil 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 authorised to collect the pupil from school (if different from above)
- any relevant court orders in place including those which affect any person's access to the pupil (e.g. Residence Order, Contact Order, Care Order, Injunctions etc.)
- if the child or young person is or has been on a Child Protection Plan or subject to a Care Plan
- name and contact detail of G.P.
- any other factors which may impact on the safety and welfare of the pupil

## 11. Roles and Responsibilities

Our Governing Body will ensure that our school will comply with their safeguarding duties under legislation. With regard to 'Keeping Children Safe in Education 2016' guidance they will ensure that the policies, procedures and training in Trinity are effective and comply with the law at all times. They must ensure that the policies, procedures and training in their schools and colleges are effective and comply with the law at all times.

### **The responsibilities placed on governing bodies and proprietors include:**

- their contribution to inter-agency working, which includes providing a coordinated offer of early help when additional needs of pupils are identified
- ensuring that an effective child protection policy is in place, together with a staff behaviour policy and appointing a Designated Person who should undergo child protection training every two years
- prioritising the welfare of children and young people and creating a culture where staff are confident to challenge senior leaders over any safeguarding concerns
- making sure that pupils are taught about how to keep themselves safe.

### **Governing bodies and proprietors should prevent people who pose a risk of harm from working with children by:**

- adhering to statutory responsibilities to check staff who work with children and young people
- taking proportionate decisions on whether to ask for checks beyond that which is required
- ensuring that volunteers are appropriately supervised
- making sure that at least one person on any appointment panel has undertaken safer recruitment training
- ensuring there are procedures in place to handle allegations against members of staff and volunteers
- making sure that there are procedures in place to handle allegations against other pupils
- putting in place appropriate safeguarding responses to pupils who go missing from education settings, particularly on repeat occasions.

Governing bodies and proprietors must ensure that allegations against members of staff and volunteers are referred to the Local Authority Designated Officer (LADO). There must be procedures in place to make a referral to the Disclosure and Barring Service if a person in regulated activity has been dismissed or removed due to safeguarding concerns or would have been had they not resigned. This is a legal duty and failure to refer when the criteria are met is a criminal offence. For example, it is a criminal offence for an employer: to take on an individual in a DBS regulated activity (such as schools or childcare) who has been barred from such an activity; or to fail to make a referral to DBS in the circumstances described above.

Governing bodies must appoint a designated teacher to promote the educational achievement of pupils who are looked after and ensure that this person has appropriate training. Governing bodies and proprietors should ensure that staff have the skills, knowledge and understanding necessary to keep looked after children and young people safe.

- That our school contributes to inter-agency working in line with statutory guidance *Working Together to Safeguard Children 2015*. This includes providing a co-ordinated offer of early help when additional needs of children and young people are identified and contributing to inter-agency plans to provide additional support to children and young people subject to child protection plans. All schools and colleges should allow access for children's social care from the host local authority and, where appropriate, from a placing local authority, for that authority to conduct, or to consider whether to conduct, a section 17 or a section 47 assessment.

- That the school's safeguarding arrangements take into account the procedures and practice of Newcastle local authority as part of the inter-agency safeguarding procedures set up by the Newcastle Safeguarding Children Board.
- A Chair of Governors will liaise with the local authority and/or partner agencies on issues of child protection and in the event of allegations of abuse made against the Chief Executive Officer.
- There is an effective child protection policy in place together with a staff behaviour policy (code of conduct). Both should be provided to all staff, including temporary staff and volunteers on induction. The child protection policy should describe procedures which are in accordance with government guidance and refer to locally agreed inter-agency procedures put in place by the LSCB, be updated annually, and be available publicly via the Academy Website
- The Chief Executive Officer will ensure that the policies and procedures adopted by the Governing Body, particularly concerning referrals of cases of suspected abuse and neglect, are followed by all staff.
- Appoint members of staff of the school's leadership team to the role of designated safeguarding lead. This should be explicit in the role-holder's job description. This person should have the appropriate authority and be given the time, funding, training, resources and support to provide advice and support to other staff on child welfare and child protection matters, to take part in strategy discussions and inter-agency meetings – and/or to support other staff to do so – and to contribute to the assessment of children and young people.
- Will consider how pupils may be taught about safeguarding, including online, through teaching and learning opportunities, as part of providing a broad and balanced curriculum. This may include covering relevant issues through personal, social health and economic education (PSHE), and/or – for maintained schools and colleges – through sex and relationship education (SRE).
- the school 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;
- The school operates safe recruitment procedures and makes sure that all appropriate checks are carried out on staff and volunteers who work with children and young people; and that any panel involved in the recruitment of staff has at least one member who has undertaken Safer Recruitment Training.

#### **Our Designated staff will ensure that:**

- the policies and procedures adopted by the Governing Body are fully implemented, and followed by all staff;
- they will liaise with the local authority and work with other agencies in line with 'Working Together to Safeguard Children 2015'
- sufficient resources and time are allocated to enable the designated person and other staff to discharge their responsibilities including taking part in strategy discussions and other inter-agency meetings and contributing to the assessments of children and young people.
- all staff and volunteers feel able to raise concerns about poor or unsafe practice in regard to children and young people, and such concerns are addressed sensitively and effectively in a timely manner in accordance with agreed whistle blowing policies.
- If, at any point, there is a risk of immediate serious harm to a pupil a referral should be made to Social Care immediately. Anybody can make a referral.

#### **Managing referrals**

The broad areas of responsibility for the Designated Person are:

- Refer all cases of suspected abuse to the local authority Children's Social Care and:
- The designated officer(s) for child protection concerns (all cases which concern a staff member),

- Disclosure and Barring Service (cases where a person is dismissed or left due to risk/harm to a child or young person); and/or
- Police (cases where a crime may have been committed).
- Liaise with the Executive Chief Executive Officer to inform him or her of issues especially ongoing enquiries under 'section 47 of the Children Act 1989' and police investigations.
- Act as a source of support, advice and expertise to staff on matters of safety and safeguarding and when deciding whether to make a referral by liaising with relevant agencies.

### **Training**

- The Designated Person should receive appropriate training carried out every two years in order to:
- Understand the assessment process for providing early help and intervention, for example through locally agreed common and shared assessment processes such as early help assessments.
- Have a working knowledge of how local authorities conduct a child protection case conference and a child protection review conference and be able to attend and contribute to these effectively when required to do so.
- Ensure each member of staff has access to and understands the school's or college's child protection policy and procedures, especially new and part time staff.
- Be alert to the specific needs of children in need, those with special educational needs and young carers.
- Be able to keep detailed, accurate, secure written records of concerns and referrals
- Obtain access to resources and attend any relevant or refresher training courses.
- Encourage a culture of listening to pupils and taking account of their wishes and feelings, among all staff, in any measures the school or college may put in place to protect them.

### **Raising Awareness**

- The Designated Person should ensure the school policies are known and used appropriately:
- Ensure the school child protection policy is reviewed annually and the procedures and implementation are updated and reviewed regularly, and work with governing bodies or proprietors regarding this
- Ensure the child protection policy is available publicly and parents are aware of the fact that referrals about suspected abuse or neglect may be made and the role of the school in managing concerns
- Link with the local LSCB and safeguarding services to make sure staff are aware of training opportunities and the latest local policies on safeguarding
- Where pupils leave the school or college ensure their child protection file is copied for any new school or college as soon as possible but transferred separately from the main pupil file

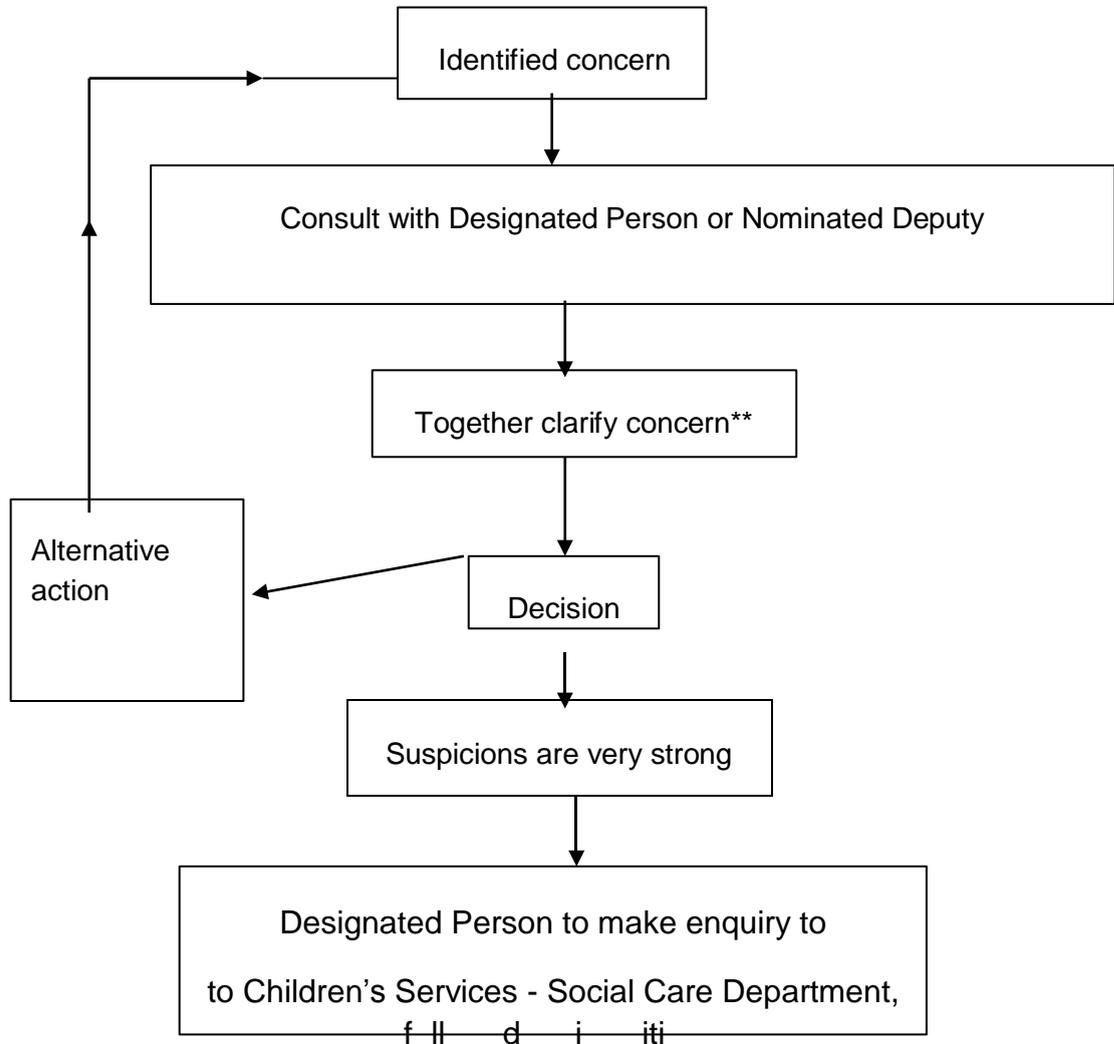
### **All staff and volunteers will:**

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

**Appendix A – Suspect pupil at risk action to take**

**Trinity Academy**

Channels of communication should be quick and clear:



**\*\***

Any member of staff who is unhappy with the joint decision made with the Designated Person can consult with the Chief Executive Officer/Chair of Governors or seek advice from key staff within the Local Authority

**Signed on behalf of the Governing Body:**

**Ann Calder (Chairperson of the Governing Body)**

**Date**

## Appendix B - CONTACTS

Local Authority Designated Officer (LADO) – Melanie Scott	0191 2116730
Education HR team	0191 2328520
Children Missing Education - Jonathan Ord	0191 2774500

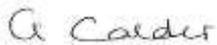
### SOCIAL CARE

Initial Response Service	0191 2772500
Children's Services East Team	0191 2788500
Children's Services West Team	0191 2772111
Emergency Duty Team <b>(Out of Hours)</b>	0191 2787878
Children's Safeguarding Standards Unit (Check those subject to a Child Protection Plan)	0191 2774636

### Northumbria Police

Child and Vulnerable Adult Abuse Investigation Unit, Gateshead Police Station, High West Street, Gateshead NE8 1BN	Tel. 101
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**Signed on behalf of the Governing Body:**



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**Ann Calder (Chairperson of the FGB)**

**Date: 04.10.2016**

**Minute Reference: 04.10.2016**