



PROSPER
LEARNING TRUST

Safeguarding & Child Protection Policy 2019-2020

Named personnel with designated responsibility for Safeguarding:

Designated Safeguarding Lead	Deputy Designated Safeguarding Lead	Chair of Trustees
Mark Jones	See Schools Appendices	Joanne Clifford Swann

Policy review dates:

Policy reviewed and adopted by Trustees	25th October 2019
Review frequency	Annual
Date of next review	October 2020
Responsible Officer	CEO

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1. PURPOSE & AIMS

1.1 The purpose of Prosper Learning Trust's Safeguarding Policy is to ensure every child who is a registered pupil at the academies within the Trust is safe and protected from harm. This means we will always work to:

- Protect children and young people at Prosper Learning Trust from maltreatment
- Prevent impairment of our children's and young people's health or development
- Ensure that children and young people within Prosper Learning Trust grow up in circumstances consistent with the provision of safe and effective care
- Undertake that role so as to enable children and young people at the Trust to have the best outcomes

1.2 This policy will give clear direction to staff, volunteers, visitors and parents about expected behaviour and our legal responsibility to safeguard and promote the welfare of all children at our academies within the Trust.

1.3 Prosper Learning Trust fully recognises the contribution it can make to protect children from harm, supporting and promoting the welfare of all children who are registered pupils at academies within our Trust. The elements of our policy are prevention, protection and support.

1.4 We recognise that our safeguarding responsibilities are clearly linked to our responsibilities for ensuring that appropriate safeguarding responses are in place for children who are absent from school or who go missing from education, particularly on repeat occasions. The Attendance Leads will regularly liaise with the Designated Safeguarding Leads to discuss all persistently absent pupils and those who go missing to identify the risk of abuse and neglect including sexual abuse or exploitation and to ensure that appropriate safeguarding responses have been put in place to reduce the risk of future harm.

1.5 This policy applies to all pupils, staff, parents, governors, volunteers and visitors.

1.6 Prior to implementing this policy we have considered a range of factors to help us identify and focus on the key issues for our academies and communities. We have reviewed our referrals, reason and considered local context and issues as well as discussed as a leadership team and with the Trustees and Local Governing Bodies to decide what our key priorities are.

Academies of Prosper Learning Trust will collect data according to their needs and their individual appendices will reflect this.

2. OUR SAFEGUARDING ETHOS

2.1 The child's welfare is of paramount importance. Prosper Learning Trust will establish and maintain an ethos where pupils feel secure, are encouraged to talk, are listened to and are safe. Children at academies within the Trust will be able to talk freely to any member of staff at Prosper if they are worried or concerned about something.

2.2 Everyone who comes into contact with children and their families has a role to play in safeguarding children. We recognise that staff of Prosper Learning Trust play a particularly important role as they are in a position to identify concerns early and provide help for children to prevent concerns from escalating. **All staff are advised to maintain an attitude of 'it could happen here' where safeguarding is concerned.** When concerned about the welfare of a child, staff members must always act in the **best interests** of the child.

2.3 All staff and regular visitors will, through training and induction, know how to recognise indicators of concern, how to respond to a disclosure from a child and how to record and report this information. We will not make promises to any child and we will not keep secrets. Every child will know what the adult will have to do with any information they have chosen to disclose.

A register of Safeguarding Training will be kept by each academy to ensure all staff are kept up to date.

2.4 Throughout each academy's curriculum we will provide activities and opportunities for children to develop the skills they need to identify risks and stay safe. This will also be extended to include material that will encourage our children to develop essential life skills. Each academy will describe how this is achieved through their individual curriculum.

2.5 At all times we will work in partnership and endeavour to establish effective working relationships with parents, carers and colleagues from other agencies in line with Working Together to Safeguard Children (2018) and Local Safeguarding Partners' Procedures.

3. ROLES AND RESPONSIBILITIES

(Each academy will publish the name and contact details of the Designated Safeguarding Lead, Safeguarding Deputies, and Named Safeguarding Governor)

3.1 It is the responsibility of every member of staff, volunteer and regular visitor to our Trust to ensure that they carry out the requirements of this policy and, at all times, work in a way that will safeguard and promote the welfare of all of the pupils at the academies within Prosper Learning Trust. This includes the responsibility to provide a safe environment in which children can learn.

The Board of Trustees

3.2 The Board of Trustees of Prosper Learning Trust is accountable for ensuring the effectiveness of this policy and our compliance with it. Although our Board of Trustees takes collective responsibility to safeguard and promote the welfare of our pupils, we also have a named governor on each Local Governing Body who champions safeguarding within each Academy.

3.3 The Board of Trustees will ensure that:

- The safeguarding policy for Prosper is in place and is reviewed annually, is available publicly via the Prosper Learning Trust and its academies websites and has been written in line with Local Authority guidance and the requirements of the Local Safeguarding Partners' (Formally LSCB) policies and procedures
- The Trust contributes to inter-agency working in line with Working Together to Safeguard Children (2018)
- Procedures are in place for dealing with allegations against members of staff and volunteers in line with statutory guidance
- Safer recruitment practices are followed in accordance with the requirements of *'Keeping Children Safe in Education'* DfE (2019)
- They remedy without delay any weakness in regard to our safeguarding arrangements that are brought to their attention
- They liaise with the Local Authority Designated Officer (LADO) in the event of an allegation of abuse being made against the Executive Headteacher/CEO

3.4 The Board of Trustees will receive an annual safeguarding report from each Local Governing Body that will record the training that has taken place, the number of staff attending and any outstanding training requirements. All safeguarding activity, including changes to each school's Safeguarding Appendix will also be recorded and this will inform the Board of Trustees how each school meets its statutory requirements.

The Board of Trustees will not receive information about specific cases.

The Local Governing Bodies

3.5 The Local Governing Body of each academy is accountable for ensuring the effectiveness of this policy and our compliance with it. Although our Local Governing Bodies take collective responsibility to safeguard and promote the welfare of our pupils, we also have a named governor who champions safeguarding within each academy.

3.6 The Local Governing Bodies will ensure that:

- The safeguarding policy and the academy procedures are reviewed annually, are available publicly via academies websites and has been written in line with Local Authority guidance and the requirements of the Local Safeguarding Partners' (Formally LSCB) policies and procedures
- The academy contributes to inter-agency working in line with Working Together to Safeguard Children (2018)
- A senior member of staff from the leadership team is designated to take the lead responsibility for safeguarding and child protection and that there is a deputy DSL(s) who is appropriately trained to deal with any issues in the absence of the Designated Safeguarding Lead (DSL) (There will always be cover for this role)
- All staff receive a safeguarding induction and are provided with a copy of this policy and the Staff Code of Conduct
- All staff undertake appropriate child protection training that is updated regularly, at least annually
- Procedures are in place for dealing with allegations against members of staff and volunteers in line with statutory guidance
- Safer recruitment practices are followed in accordance with the requirements of 'Keeping Children Safe in Education' DfE (2019)
- They remedy without delay any weakness in regard to our safeguarding arrangements that are brought to their attention
- They liaise with the Local Authority Designated Officer (LADO) in the event of an allegation of abuse being made against a Head of School/Headteacher

3.7 The Local Governing Bodies will receive an annual safeguarding report that will record the training that has taken place, the number of staff attending and any outstanding training requirements within the academy. It will also record all safeguarding activity and will inform the Local Governing Bodies how the academy meets its statutory requirements. The Local Governing Body will in turn report to the Board of Trustees.

The Local Governing Body will not receive information about specific cases.

The Local Governing Bodies will also undertake a range of 'safeguarding visits' over the year to monitor compliance within the safeguarding agenda.

The Executive Headteacher/CEO

3.8 At Prosper Learning Trust the Executive Headteacher/CEO is responsible for:

- Ensuring that the policies and procedures adopted by the Board of Trustees, particularly concerning referrals of cases of suspected abuse and neglect, are followed by all staff
- Ensuring that all staff and volunteers feel able to raise concerns about poor or unsafe practice and such concerns are addressed sensitively in accordance with agreed whistle-blowing procedures
- Liaise with the Local Authority Designated Officer (LADO) in the event of an allegation of abuse being made against a member of staff

Head of School/Headteacher

3.9 In each academy the Head of School/Headteacher is responsible for:

- Identifying a senior member of staff from the leadership team to be the Designated Safeguarding Lead (DSL)
- Identifying alternative members of staff to act as the Designated Safeguarding Lead (DSL) in their absence to ensure there is always cover for the role
- Ensuring that the policies and procedures adopted by the Local Governing Bodies, particularly concerning referrals of cases of suspected abuse and neglect, are followed by all staff
- Ensuring that all staff and volunteers feel able to raise concerns about poor or unsafe practice and such concerns are addressed sensitively in accordance with agreed whistle-blowing procedures
- Liaise with the Executive Headteacher and Local Authority Designated Officer (LADO) in the event of an allegation of abuse being made against a member of staff

The Designated Safeguarding Leads (DSLs)

3.10 The Designated Safeguarding Lead is a senior member of staff, from the leadership team who takes lead responsibility for safeguarding and child protection within an academy. The DSL will carry out their role in accordance with the responsibilities outlined in Annex B of *'Keeping Children Safe in Education'* DfE (2019);

3.12 The DSL will provide advice and support to other staff on child welfare and child protection matters. Any concern for a child's safety or welfare will be recorded in writing (or on CPOMS) and given to the DSL.

3.13 During term time the Designated Safeguarding Lead and or a deputy will always be available (during school hours) for staff in the academy to discuss any safeguarding concerns. If in *exceptional* circumstances, a DSL or deputy is not available on the academy's sites in person, we will ensure that they are available via telephone and any other relevant media. (Concerns should not be reported by email but the DSL or Deputy can be contacted to alert them by email if no other contact is possible.)

3.14 The DSL or a deputy will attend child protection conferences and core group meetings. Through appropriate training, knowledge and experience our DSL will liaise with Children's Services and other agencies where necessary, and make referrals of suspected abuse to Children's Services, take part in strategy discussions and other interagency meetings and contribute to the assessment of children.

3.15 The DSL will maintain written records and child protection files ensuring that they are kept confidential and stored securely.

3.16 The DSL is responsible for ensuring that all staff members and volunteers are aware of our policy and the procedure they need to follow. They will ensure that all staff, volunteers and regular visitors have received appropriate child protection information during induction.

4. RELEVANT POLICIES

To underpin the values and ethos of Prosper Learning Trust and our intent to ensure that pupils at Prosper Learning Trust are appropriately safeguarded the following policies are also included under our safeguarding umbrella:

- Safeguarding and Child Protection Procedures
- School Specific Appendices to the Prosper Safeguarding Policy and Procedures
- Staff Code of Conduct
- Anti-Bullying
- Behaviour Policy
- Recruitment & Selection
- Whistle-blowing
- Attendance
- E-Safety
- Health and Safety Including Site Security
- Harassment and Discrimination Including Racial Abuse
- Meeting the Needs of Pupils with Medical Conditions
- Intimate Care
- First Aid
- Educational Visits Including Overnight Stays
- Data Protection

5. STATUTORY FRAMEWORK

This policy has been devised in accordance with the following legislation and guidance:

- *'Working Together to Safeguard Children: A guide to inter-agency working to safeguard and promote the welfare of children'*, DfE (2018)
- *'Keeping Children Safe in Education'*, DfE (2019)
- Local Safeguarding procedures
- Guidance for Safer Working Practices for Adults who work with Children and Young People in Education Settings (May 2019)
- 'What to do if you're worried a child is being abused', DfE (March 2015)
- 'Information Sharing: Advice for practitioners', DfE (March 2015)
- *'The Prevent Duty: Departmental advice for schools and childcare providers'*, DfE (2015)
- 'Mandatory Reporting of Female Genital Mutilation – procedural information', Home Office (October 2015)