



NOTTINGHAM GIRLS' ACADEMY



Safeguarding Procedures 2016/2017

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Rationale:

The aim is to ensure that every child receives the best education possible by creating and maintaining a safe, secure and positive climate for learning in a calm and purposeful environment based on the premise that all pupils are safeguarded.

To achieve this we:

- Protect children from maltreatment
- Prevent impairment of children health or development
- Ensure children are educated in a learning environment which is consistent with the provision of safe and effective care
- Take action to enable all children to have the best life chances.

All staff must take responsibility and be accountable for safeguarding and promoting the welfare of all children.

We believe that:

- All children and young people have the right to be protected from harm.
- Children and young people need to be safe and to feel safe in the academy.
- Children and young people need support which matches their individual needs, including those who may have experienced abuse.
- All children and young people have the right to speak freely and voice their values and beliefs.
- All children and young people must be encouraged to respect each other's values and support each other.
- All children and young people have the right to be supported to meet their emotional and social needs as well as their educational needs – a happy healthy sociable child/young person will achieve better educationally.
- All Staff can contribute to the prevention of abuse, victimisation, bullying, exploitation, extreme behaviours, discriminatory views and risk taking behaviours.
- All staff have an important role to play in safeguarding children and protecting them from abuse.

The Safeguarding Team:

Designated Safeguarding Lead



R Ahmad

Assistant Principal

Deputy Designated Safeguarding Lead



Bates

Deputy Principal



Helen Cast

Student Support



Wendy Chapman

Attendance Officer



Jordan Evans

Head of Sixth Form

Head of Year Safeguarding Lead



Ayesha Kotze

Head of Year 7



Rania Ramadan

Head of Year 8



Sophie Gascoyne

Head of Year 9



Teresa Budding

Head of Year 10



Jenny Saunders

Head of Year 11

Safeguarding Procedures:

To ensure that all children are protected from harm, we need to understand what types of behaviour constitute abuse and neglect.

There are four categories of abuse: **physical abuse**, **emotional abuse**, **sexual abuse** and **neglect**. Each is mentioned in detail in the '**Keeping Children Safe in Education: Part 1**' statutory guidance for schools and colleges.

If you suspect a child is at risk of harm

There will be occasions when you suspect that a child may be at serious risk, but you have no 'real' evidence. The child's behaviour may have changed, their artwork could be bizarre or you may have noticed other physical but inconclusive signs. In these circumstances, you should try to give the child the opportunity to talk. The signs you have noticed may be due to a variety of factors and it is fine to ask the child if they are alright or if you can help in any way.

If a child discloses information to you

If a child talks to you about any risks to their safety or wellbeing you will need to let them know that you **MUST** pass the information on – you are not allowed to keep secrets. The point at which you do this is a matter for professional judgement. If you jump in immediately the child may think that you do not want to listen, if you leave it till the very end of the conversation, the child may feel that you have misled them into revealing more than they would have otherwise.

Taking Action

Key points to remember for making a referral:

- Complete a record of the concern using the SharePoint safeguarding system as soon as possible. This will alert the safeguarding team (HCA, SBA, RAH, WCH, JEV) that a referral has been made.
 - Include full details of the discussion had.
 - Include date and time, details of specific actions, key facts before any actions (the safeguarding team)
 - Give a rationale behind why the disclosure could potentially be a concern.
 - If the concern is related to an injury to a part or parts of the child's body, an **SGF2 – Body Map** will also need to be completed and given to a member of the safeguarding team in a sealed envelope.

Staff that haven't got access to the academy network need to:

- Complete a record of the concern by completing the referral form (**SGF1 - Safeguarding Children and Young Adults Form**) on paper.
- If the concern relates to an injury to a part or parts of the child's body, an **SGF2 – Body Map** will also need to be completed and attached with the original concern form (**SGF1**).
- Once completed, the form needs to be placed in a sealed envelope and handed to a member of the safeguarding team (HCA, SBA, RAH, WCH, JEV) or if not available handed to reception.
- This concern will then be logged by a member of the safeguarding team using SharePoint safeguarding system and they will then take the appropriate action.

The SharePoint safeguarding system

Staff will use the SharePoint safeguarding system to record a safeguarding referral or a safeguarding concern.

The system can be accessed by:

1. Clicking on the 'SharePoint' icon from the desktop when logged onto the academy network.
2. Clicking on the 'Safeguarding' link on the top menu bar and then following the onscreen procedures for adding a concern or referral.

During your conversation with the child

- Allow them to speak freely.
- Remain calm and do not over react – the child may stop talking if they feel they are upsetting you.
- Give reassuring nods or words of comfort – 'I'm so sorry this has happened', 'I want to help', 'This isn't your fault', 'You are doing the right thing in talking to me'.
- Do not be afraid of silences – remember how hard this must be for the child.
- Under no circumstances ask investigative questions – such as how many times this has happened, whether it happens to siblings too, or what does the child's mother think about all this.
- At an appropriate time tell the child that in order to help them you must pass the information on.
- Do not automatically offer any physical touch as comfort. It may be anything but comforting to a child who has been abused.
- Avoid admonishing the child for not disclosing earlier. Saying 'I do wish you had told me about this when it started' or 'I can't believe what I'm hearing' may be your way of being supportive but the child may interpret it that they have done something wrong.
- Tell the child what will happen next. Let them know that someone from the safeguarding team will come to see them as soon as they are free.
- Write up your conversation as soon as possible using the SharePoint safeguarding system.
- Seek support from a member of the safeguarding team if you feel distressed.

Individual Pupil Needs (IPN)

The DSL will chair a weekly meeting with members of the safeguarding team, the attendance officer and the SENDCO's. The purpose of this meeting is to discuss existing safeguarding referrals and to action with appropriate interventions to help support the child.

Interventions

There are a range of the different strategies and interventions available to the safeguarding team to help support the child, these include:

- Social care referral
- Family support worker referral
- School nurse referral
- Police referral
- CAMHs (Child and Adolescent Mental Health Services) referral
- CAF (Common Assessment Framework) referral
- KOOTH referral (free online advice for young people)

Safeguarding Forms

All safeguarding forms are kept in the cupboard in the staff room with envelopes. The forms include:

- **SGF1** – Safeguarding Children and Young Adults Form
- **SGF2** – Body Map
- **SGF3** – Continuation Sheet / Discussion Record Form
- **SGF4** – Allegations or Concerns in Relation to Staff or Volunteers Form
- **SGF4a** – Allegations or Concerns in Relation to Staff or Volunteers Form (Pupil Continuation Sheet)
- **SGF5** - Initial Concern Consideration Form

If you have concerns about a colleague

Staff who are concerned about the conduct of a colleague towards a child are undoubtedly placed in a very difficult situation. They may worry that they have misunderstood the situation and they will wonder whether a report could jeopardise their colleague's career. All staff must remember that the welfare of the child is paramount. The GAT whistle blowing policy enables staff to raise concerns or allegations in confidence and for a sensitive enquiry to take place. All concerns of poor practice or concerns about a child's welfare brought about by the behaviour of colleagues should be reported to the head teacher. Complaints about the head teacher should be reported to the education advisor (Dean Pomeroy).

Staff who are the subject of an allegation

When an allegation is made against a member of staff, set procedures must be followed. It is rare for a child to make an entirely false or malicious allegation, although misunderstandings and misinterpretations of events can and do happen. A child may also make an allegation against an innocent party because they are too afraid to name the real perpetrator. Even so, we must accept that some adults do pose a serious risk to children's welfare and safety and we must act on every allegation made. Staff who are the subject of an allegation have the right to have their case dealt with fairly, quickly and consistently and to be kept informed of its progress. Suspension is not mandatory, nor is it automatic but, in some cases, staff may be suspended where this is deemed to be the best way to ensure that children are protected.

Allegations against staff should be reported to the head teacher. Allegations against the head teacher should be reported to the Education Advisor (Dean Pomeroy).

The full procedures for dealing with allegations against staff can be found in Safeguarding Children and Safer Recruitment in Education (pp 57-67) https://www.schoolsrecruitment.dcsf.gov.uk/themes/default/pdfs/content/Safeguarding_Children_and_Safer_Recruitment_in_Education_Booklet.pdf.

The Greenwood Academies Trust safeguarding procedures for managing allegations against staff can be found in the following location:

<https://portal.gdft.org/schools/GAT/OurTrust/GAT-Policies/Policy%20Documents%20V2/Safeguarding%20-%20Managing%20Allegations%20against%20Staff.docx>

Peer on peer allegation

Anyone who has a concern that a child might have been abused by another child or a child has made a disclosure to a member of staff then this should also be referred using the normal Academy procedures on SharePoint. The DSL's, Deputy DSL's or HoY Safeguarding Lead's should refer their concerns to children's social care in accordance with the Academy procedure.

Allegations of peer abuse will be taken as seriously as allegations of abuse perpetrated by an adult.

All allegations of abuse made against a person under 18 years old should be passed to children's social care. It also emphasises that without appropriate intervention and/or treatment, abuse is likely to be repeated.

Female Genital Mutilation (FGM) referrals

From October 2015 a mandatory reporting duty for all regulated health and social care professionals and teachers in England and Wales.

Professionals must make a report (**directly**) to the police, if, in the course of their duties:

- they are informed by a girl under the age of 18 that she has undergone an act of FGM

or

- they observe physical signs that an act of FGM may have been carried out on a girl under the age of 18

Booking external visitors

Anyone engaging a contractor to undertake work or if a visiting speaker is to deliver a session at the Academy, they must undertake the following Academy procedures and ensure specific checks/actions to ensure the Academy is compliant with current Safeguarding requirements.

The procedures that need to be followed are:

1. Rationale/objectives discussed for inviting the visiting speaker to the Academy in line manager meeting(s) which is shared with SLT and the principal.
 - a. Check if an Academy within the Trust uses a particular agency that is preferred or not.
2. DBS and identification collected from contractor/visiting speaker.
3. DBS and identification shared with office staff, verified.
4. Information added onto Inventory system.
5. All visitors to sign in on the day of the visit using the Inventory System.
 - a. DBS checked – Given green lanyard on the day of arrival
 - b. Non DBS checked – Given red lanyard on the day of arrival (**MUST BE SUPERVISED AT ALL TIMES**).

Please see the following Trust documents for more information:

1. Safeguarding guidance for managing contractors and visitors
 - a. <https://portal.gdft.org/schools/NGA/Staff/Behaviour/safeguarding/SiteAssets/default/Safeguarding%20guidance%20for%20managing%20contractors%20and%20visitors%204.11.14.doc>
2. Maintaining Safeguarding requirements whilst contractors or visitors are working on Academy sites FAQs
 - a. <https://portal.gdft.org/schools/NGA/Staff/Behaviour/safeguarding/SiteAssets/default/Maintaining%20Safeguarding%20requirements%20whilst%20contractors%20or%20visitors%20are%20working%20on%20Academy%20sites%20FAQs.docx>
3. Risk Assessment
 - a. <https://portal.gdft.org/schools/NGA/Staff/Behaviour/safeguarding/SiteAssets/default/RA%20non%20CRB.DBs%20staff.doc>

Contact information

NSPCC FGM Helpline

Tel: 0800 028 3550

Email: fgmhelp@nspcc.org.uk

Wayne Oldfield – Trust Safeguarding Manager

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