

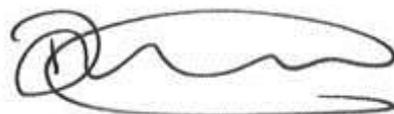
# Child Protection (Safeguarding) Policy

The OHC&AT Board of Directors has agreed this Policy and as such, it applies across the organisation – 30<sup>th</sup> June 2016.

Jay Mercer  
Chair of OHCAT Board



Darren Coghlan  
Chair of OHC Board



# Child Protection (Safeguarding) Policy

## INTRODUCTION

Orchard Hill College and Academy Trust (OHC&AT) is committed to providing outstanding educational opportunities for all our pupils and students. The safety and welfare of our pupils and students is of the utmost importance. All adults working in OHC&AT settings must protect children and vulnerable adults from abuse and be aware that any pupil or student may be abused or at risk of abuse.

This policy supplements the London Safeguarding Children Board's London Child Protection Procedures (5th Edition, Spring 2014). The policy and procedure are regularly reviewed to ensure that updates to relevant guidance are reflected and enacted across OHC&AT. This policy and procedure incorporates changes to Government guidance, notably 'Keeping Children Safe in Education' (2016), as well as the Safeguarding Vulnerable Groups Act (2006), Working Together to Safeguard Children (2015) and Children Missing Education (2015). Furthermore it is written with reference to the Every Child Matters document *Safeguarding Children and Safer Recruitment in Education* (2007), the Care Act (2014), *Protecting Adults at Risk: London multi-agency policy and procedures to safeguard adults at risk of abuse*, the Ofsted guidance document 'Inspecting Safeguarding in Maintained Schools and Academies' (2014), the Ofsted Handbook and the Department of Education advice document 'What to do if you're worried a child is being abused' (2015), as well as the Home Office documents Channel Duty Guidance (2015) and PREVENT Duty Guidance (2011).

This policy provides a statement of intent and general guidance with respect to OHC&AT's approach to safeguarding. Each OHC&AT setting has a specific Child Protection (Safeguarding) Procedure which sits alongside and should be read in conjunction with this policy.

## DEFINITIONS

Child protection relates to any child (under 18) who has suffered from, or may be at risk of physical injury, neglect, emotional abuse or sexual abuse.

Safeguarding relates to children, young people and vulnerable adults and means protecting their health, wellbeing and human rights, and enabling them to live free from harm, abuse and neglect, including protecting children and young people who are vulnerable or at risk of being radicalised.

## **RESPONSIBILITIES**

### **Within OHC&AT**

#### **Directors**

- To monitor updated policies on an annual basis and to receive termly Safeguarding data reports
- To monitor the role of the Safeguarding Team in each setting through the portfolio governor and director for Safeguarding in each Local Governing Body/College Committee and Board of Directors
- To ensure they are aware of current legislation and school/college responsibilities and that their own training in these areas is up to date

### **Within each OHC&AT setting**

#### **Child Protection Lead Designated Person (& Safeguarding Team)**

- To ensure all staff are aware of this policy and related documentation
- To support staff involved in reporting incidents
- To ensure the Safeguarding Team are up-to-date in terms of training and are fully involved and supported in decisions made.
- To ensure all staff receive regular update training on such current safeguarding issues as child sexual exploitation, female genital mutilation, forced marriage, bullying, hate crime, radicalisation and domestic violence.
- To ensure staff teams are aware of how to identify and respond to risks to children and young adults from extreme or radical views.
- To generate timely departmental safeguarding reports
- To discuss concerns and support colleagues to arrive at effective responses within the confidentiality of the Safeguarding Team
- To generate timely accident & incident reports
- To attend as appropriate Local Authority Designated Person Support Network meetings

#### **Senior Leadership Team**

- To ensure all staff are aware of this policy and related documentation
- To support staff involved in reporting incidents where necessary
- To ensure that a Single Central Record of DBS checks is maintained within their setting at all times
- To provide termly safeguarding data reports to governors
- To provide monthly safeguarding data reports to the CEO

#### **Staff Team**

- To ensure they are aware of this policy and related documentation.
- To ensure they are familiar with and adhere to all relevant procedures involved in recognising and reporting incidents.
- To report all concerns, without judgement about their significance, to the Designated Person(s) in their setting
- To adhere to appropriate confidentiality
- To ensure their own training is regularly updated

## **SAFEGUARDING WITHIN OHC&AT SETTINGS**

Each OHC&AT setting works to safeguard children and young people by:

- Ensuring provision is designed to acknowledge the potential vulnerability of all its pupils and students to be abused.
- Ensuring provision is designed to equip pupils and students with the relevant knowledge and understanding to recognise potential abuse and know what they can do to keep themselves and others safe.
- Supporting pupils and students to be confident and have good self-esteem.
- Listening and responding to pupils and students and valuing all forms of communication.
- Operating effective systems to enable pupils and students to communicate that they feel safe or unsafe.
- Providing learning experiences based on Spiritual, Moral, Social, and Cultural (SMSC) values to foster an environment of mutual respect, tolerance, and understanding for all, regardless of religion, gender, culture or ability.
- Ensuring its staff are aware of the possibility of abuse and are supported to know how to address this.
- Having clear procedures for reporting and responding to allegations and concerns about abuse.
- Working co-operatively with other agencies.
- Operating a Safeguarding Team to ensure decisions concerning complicated and sensitive issues are arrived at through informed discussion, whilst respecting confidentiality.
- Operating a policy of safe recruitment in accordance with the Every Child Matters document *Safeguarding Children and Safer Recruitment in Education* (2007)
- Carrying out enhanced Disclosure and Barring Service (DBS) checks for all employees, agency staff and volunteers and maintaining an internal DBS Single Central Record at each setting.
- Operating a comprehensive range of generic and personalised individual pupil/student risk assessments to ensure pupils and students are safe whilst at OHC&AT provisions or undertaking related activities within work placements and the community.

- Ensuring all risk assessment changes and new safeguarding-related information are incorporated into pupil/student information accessible to staff, whilst still ensuring confidentiality where applicable.
- Operating an E-Safety Policy and good practices to ensure pupils and students can maximise the potential of the internet and appropriate social media whilst remaining safe.
- Creating awareness of the dangers of downloading and sharing inappropriate material which is illegal under the Counter-Terrorism Act (2015).
- Operating a Positive Behaviour policy to build respect and communication between staff and pupils/students and to ensure that behaviour at all settings is managed in a positive, safe and supportive way.
- Adhering to the Prevent Duty, ensuring staff are able to protect children and young people who are vulnerable or at risk of being radicalised.
- Carrying out a PREVENT risk assessment to assess and review any potential risk of radicalisation to students or pupils.
- Promoting awareness of the Channel programme which provides support for children and young adults identified as being at risk of radicalisation.
- Operating a Relationships and Sex Education policy appropriate to each setting in order to support pupils and students to develop their understanding of how to keep themselves and others safe in relationships and sexual situations.
- Having regard to the DfE guidance document 'Children Missing Education' (2015) and operating suitable reporting procedures accordingly. All children, regardless of their circumstances, are entitled to a full time education which is suitable to their age, ability, aptitude and any special educational needs they may have. Local authorities have a duty to establish, as far as it is possible to do so, the identity of children of compulsory school age who are missing education in their area. A child going missing from education is a potential indicator of abuse or neglect. OHC&AT Academy staff should follow their school's procedures for dealing with children that go missing from education, particularly on repeat occasions, to help identify the risk of abuse and neglect, including sexual exploitation, and to help prevent the risks of their going missing in future. Orchard Hill College staff should discuss any prolonged period of student absence with the Safeguarding Lead, for the same reason.
- Observing Local Authorities' Child Sexual Exploitation Strategy.
- Having regard to Deprivation of Liberty, which is a safeguard for people who lack capacity to make decisions regarding their own safety. Each OHC&AT setting provides a safe environment for the diverse needs of all its pupils and

students, ensuring the safety and due liberty of them all as individuals. OHC&AT staff ensure that pupil/student choice and best interest is considered at all times and that decisions being made suit the needs of the pupil or student to which they pertain.

## **POLICY REVIEW DETAILS**

<i>Version:</i>	1.1
<i>Reviewer:</i>	Janet Sherborne, Jackie Van-West
<i>Approval body:</i>	Family Board
<i>Date this version approved:</i>	30 <sup>th</sup> June 2016*
<i>Due for review:</i>	Summer 2017

*\*amended in September 2016 to reflect updated Government guidance.*

## **RELATED POLICIES AND PROCEDURES**

Child Protection (Safeguarding) Procedure  
Health & Safety Policy  
Positive Behaviour Policy  
Intimate Care Policy  
Anti-Bullying Policy  
Educational Visits Policy  
Anti-Radicalisation Policy  
E-Safety Policy  
Relationships and Sex Education Policy  
Substance Misuse Policy  
Missing Child Policy  
Mental Capacity & Consent Policy