



BRIGANTIA
LEARNING TRUST
Creating excellence together

Concord Junior Academy

Safeguarding Policy

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RELATED DOCUMENTS / REFERENCES:	

An Academy of Brigantia Learning Trust

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Important contacts

ROLE/ORGANISATION	NAME	CONTACT DETAILS
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Local authority designated officer (LADO)		lado@sheffield.gcsx.gov.uk
Sheffield Safeguarding Hub		0114 2734855 c&fscreeningteam@sheffield.gcsx.gov.uk
Channel helpline		020 7340 7264

1. SAFEGUARDING POLICY STATEMENT

Concord Junior Academy has a statutory and moral duty to ensure that the Academy functions with a view to safeguarding and promoting the welfare of children and young people receiving education and training at the academy.

The Academy views the safety and welfare of all its children and young people of paramount importance. All children/young people have the right to be kept safe from harm or exploitation whatever their:

- race, religion, first language or ethnicity
- gender or sexuality
- age
- health or disability
- political status

The term children/young people is used throughout the policy to denote students to whom the Academy has a duty of care. The term is used to mean “those under the age of 18”. The Academy also recognises that some adults are also vulnerable to abuse, accordingly, the procedures may be applied (with appropriate adaptations) to allegations of abuse and the protection of young people aged over 18 who may be classed as vulnerable adults.

Brigantia Learning Trust (hereafter referred to as “the Trust”) is committed to ensuring that the Academy:

- provides a safe environment for children and young people to learn in
- identifies children and young people who are suffering, or likely to suffer, significant harm and
- takes appropriate action to see that such children and young people are kept safe, both at home and at the Academy
- have needs for care and support
- are experiencing, or are at risk of abuse or neglect
- as a result of those needs are unable to protect themselves against the abuse or neglect or the risk of it.

In pursuit of these aims, the Trust will approve and annually review policies and procedures with the aim of:

- raising awareness of issues relating to the welfare of children and young people and the promotion of a safe environment for the children and young people learning within the Academy
- aiding the identification of children and young people at risk of significant harm, and providing procedures for reporting concerns
- establishing procedures for reporting student disclosures
- establishing procedures for reporting and dealing with allegations of abuse against members of staff
- the safe recruitment of staff
- ensuring appropriate and timely training for staff

In developing safeguarding policy and procedures, the Trust will consult with, and take account of, guidance issued by the Department for Education and other relevant bodies and groups including Sheffield Children’s Safeguarding Partnership (SCSP).

The Academy will refer concerns that a child or young person might be at risk of significant harm to social services/the appropriate agencies as agreed with the SCSP.

2. Legislation and statutory guidance

This policy is based on the Department for Education's statutory guidance [Keeping Children Safe in Education \(2019\)](#) and [Working Together to Safeguard Children \(2018\)](#), and the [Governance Handbook](#). We comply with this guidance and the arrangements agreed and published by our 3 local safeguarding partners.

This policy is also based on the following legislation:

Part 3 of the schedule to the [Education \(Independent School Standards\) Regulations 2014](#), which places a duty on academies and independent schools to safeguard and promote the welfare of pupils at the school

- [The Children Act 1989](#) (and [2004 amendment](#)), which provides a framework for the care and protection of children
- Section 5B(11) of the Female Genital Mutilation Act 2003, as inserted by section 74 of the [Serious Crime Act 2015](#), which places a statutory duty on teachers to report to the police where they discover that female genital mutilation (FGM) appears to have been carried out on a girl under 18
- [Statutory guidance on FGM](#), which sets out responsibilities with regards to safeguarding and supporting girls affected by FGM
- [The Rehabilitation of Offenders Act 1974](#), which outlines when people with criminal convictions can work with children
- Schedule 4 of the [Safeguarding Vulnerable Groups Act 2006](#), which defines what 'regulated activity' is in relation to children
- [Statutory guidance on the Prevent duty](#), which explains schools' duties under the Counter-Terrorism and Security Act 2015 with respect to protecting people from the risk of radicalisation and extremism
- The [Childcare \(Disqualification\) and Childcare \(Early Years Provision Free of Charge\) \(Extended Entitlement\) \(Amendment\) Regulations 2018](#) (referred to in this policy as the "2018 Childcare Disqualification Regulations") and [Childcare Act 2006](#), which set out who is disqualified from working with children
- This policy also meets requirements relating to safeguarding and welfare in the [statutory framework for the Early Years Foundation Stage](#).

This policy also complies with our funding agreement and articles of association.

3. Equality statement

Some children have an increased risk of abuse, and additional barriers can exist for some children with respect to recognising or disclosing it. We are committed to anti-discriminatory practice and recognise children's diverse circumstances. We ensure that all children have the same protection, regardless of any barriers they may face.

We give special consideration to children who:

- Have special educational needs (SEN) or disabilities (see section 9)
- Are young carers
- May experience discrimination due to their race, ethnicity, religion, gender identification or sexuality
- Have English as an additional language
- Are known to be living in difficult situations – for example, temporary accommodation or where there are issues such as substance abuse or domestic violence
- Are at risk of FGM, sexual exploitation, forced marriage, or radicalisation

- Are asylum seekers
- Are at risk due to either their own or a family member's mental health needs
- Are looked after or previously looked after

4. DEFINITIONS OF ABUSE

Concord Junior Academy recognises the following as definitions of abuse:

a. Physical Abuse

Physical abuse causes harm to a child's person. Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces illness in a child.

b. Neglect

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to provide adequate food and clothing, shelter including exclusion from home or abandonment, failing to protect a child from physical and emotional harm or danger, failure to ensure adequate supervision including the use of inadequate care-takers, or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to a child's basic emotional needs.

c. Sexual Abuse

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, including prostitution, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative (e.g. rape, buggery or oral sex) or non-penetrative acts. They may include non-contact activities, such as involving children in looking at, or in the production of, pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways. Young people may also engage in peer on peer abuse such as sexting which could be viewed as sexual abuse.

d. Emotional Abuse

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill treatment of another. It may involve serious bullying causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone

5. SAFEGUARDING ROLES AND RESPONSIBILITIES

The Trust is committed to ensuring that the Academy upholds its duties in relation to Safeguarding Children, Young People and Adults at risk of harm. They have designated an Executive Officer and an Academy council member with responsibility for safeguarding. To carry out these roles effectively they undertake appropriate training. These roles are to help ensure that safeguarding is effective and not to carry out the work of the Academy's Designated Safeguarding Lead. These roles are specifically around strategic issues.

Key aspects of the Trust's role include:

- Understanding safeguarding requirements for the Academy;
- Supporting the work of the Academy designated safeguarding lead (DSL);
- The Trust and Academy Advisory Council is required to be assured that the Academy is effectively adhering to safeguarding framework and are compliant with statutory guidance;
- The Trust and Academy Advisory Council is required to be assured there is consistency in safeguarding across the whole of the Academy and that there are effective systems, policies and procedures in place to keep children and young people safe, which are consistent with the Academy's safeguarding policies and procedures;
- The Trustees are required to review and approve the Trust's' policy and procedures for Safeguarding each year;
- The Trustees will also receive a report on how it's responsibilities for safeguarding have been discharged, including but not limited to a report of relevant training that has been undertaken;
- The Safeguarding Trustee, Trust Executive Lead and Academy Council Adviser with specific responsibilities for safeguarding provides leadership, support and advice to the Academy DSLs and DSDs when needed.

5a Leadership and Management of Academy Safeguarding

- The Academy DSL has the lead responsibility for child protection. S/he ensures that cases are referred to the appropriate agencies – both involving children/young people and staff, liaise with the Executive Principal, liaise with staff and parents/carers and provide advice, support and expertise for staff.
- The DSL and DSDs attend child protection training and refresher training each year. All other Academy staff, including professional services staff, undertake appropriate induction training and refresher training every three years. There are updates for all staff at different points within each year. In addition, on-line training is available for any staff joining the Academy within the three-year cycle.

5b. Safeguarding Responsibilities of Academy Staff

- Academy leaders and managers will ensure all staff are knowledgeable of Keeping Children Safe in Education and the requirement that they must have regard to it when carrying out their duties to safeguard and promote the welfare of children.

All academy staff will be required to have read and understood part one of Keeping Children Safe in Education.

- All staff are advised about the Academy Child Protection Policy and informed of the Academy's Child Protection arrangements on induction. If staff are concerned that the Academy has not acted appropriately, they are able to contact the NSPCC Whistle-blowing helpline on 0800 028 0285.
- Temporary staff and volunteers are made aware of the Academy's arrangements for child protection and of their responsibilities.
- Report any safeguarding concerns resulting from observations and/or disclosures in accordance with Academy procedures and statutory duties. **(see Appendix 2)**
- Inform the DSL or DSDs of any student that has disclosed to them that they are being supported by an external agency(ies), e.g. Child & Adolescent Mental Health Services (CAMHS)
- Attend safeguarding training and briefing as required
- Be aware of and participate in the risk assessment process
- If requested, supervise an individual who does not have relevant DBS/safeguarding requirements in place
- Disclose to HR any change in circumstances which impacts on their ability to work with children and/or vulnerable persons in the course of their employment and in line with their Contract of Employment

5c. Safe Practice

Safe working practices ensure that children/young people are safe and that all staff:

- are responsible for their own actions and behaviour, and avoid any conduct which would lead a reasonable person to question their motives and intentions
- have read and understood the Code of Conduct
- work in an open and transparent way
- discuss and/or take advice from the Academy leadership team over any incident which may give rise for concern
- record any incidents or decisions made
- apply the same professional standards regardless of gender, religion, ethnicity, ability or sexuality
- are aware of the *confidentiality clause in the Trust's Code of Conduct Policy*
- are aware that breaches of the law and other professional guidelines could result in criminal or disciplinary action being taken against them

5d. Visible Identification

The Academy operate a visible ID policy for all staff, volunteers, students and visitors to the Academy. This enables the Academy to ensure that only authorised persons are admitted to the buildings to maintain a safe and secure environment.

- The wearing and displaying of lanyards and ID on Academy premises must be enforced by all staff at all times
- Staff should wear their lanyard and ID at all times, except for periods when engaged in practical activity where entanglement or other risks have been identified
- Students must adhere to health and safety regulations and always remove their lanyards when undertaking practical tasks where entanglement or other risks have been identified by the tutor. Lanyards must be put on again before leaving the teaching space

Visitors to the Academy must report to the reception where they will;

- Sign in
- Read safeguarding guidance for visitors
- Be given a visitor's lanyard and ID badge which they must wear at all times whilst inside the Academy building

5e. Safeguarding Procedure for Staff and Volunteers

Allegations against a member of staff/volunteers/external worker

The Academy understands that children/young people can be victims of abuse by those who work with them in any setting. All allegations of abuse will be taken seriously.

Where there is an allegation that a professional has behaved in a way that has harmed a child or young person or may have harmed a child/young person, possibly committed a criminal offence against or related to a child/young person, or has behaved towards a child/young person in a way that indicates s/he is unsuitable to work with children/ young people, the allegations will be investigated properly and in line with agreed procedures. Staff are required to report any concerns to the Executive Principal (any allegations regarding the Executive Principal should be referred directly to the CEO who will instigate the appropriate investigation as required, similarly should allegations be made with regards to the CEO these concerns should be raised immediately with the Chair of Trustees).

Allegations of abuse made against staff will be dealt with by the Chief Executive Officer (CEO) of Brigantia Learning Trust. The DSL or Executive Principal acting on behalf of the Trust CEO will contact the Local Authority Designated Officer (LADO) within 24 hours

5f. Safeguarding Information and Record Keeping:

Accurate records of any disclosures/incidents/allegations will be made as soon as possible and will clearly distinguish between observation, fact, opinion and hypothesis. All records will be electronically recorded. The electronic record will include both the name of the author and the date of the recording. Any information will be recorded verbatim, where possible, and a note made of the location and description of any injuries seen.

All child protection documents are retained in a child protection file, separate from the child/young person's curriculum file. Such files are kept securely. These records will be transferred to any school or setting the child/young person moves to.

5g. Safer recruitment and selection:

In line with statutory guidance, the following apply to all staff and volunteers:

- A DBS enhanced disclosure is obtained for all Trustees and Academy Advisory Council representatives, staff and regular volunteers
- The Academy holds an up-to-date single central record dealing with a range of checks carried out on staff including identity checks
- All new appointments who have lived outside the UK are subject to additional checks as appropriate

Volunteers who do regulated activity will need to submit an enhanced DBS which will be recorded on the single central record.

- If volunteer parents/carers accompany children/young people on Academy visits, they are fully supervised by a member of staff at all times and not left alone with children/young people.
- When recruiting new staff, there is at least one member of staff who has received current safer recruitment training
- A list of safer recruitment trained staff for the trust is held with Trust Human Resources

5h. Online Safety

The Academy recognises the benefits and opportunities which new technologies offer to teaching and learning. We encourage the use of technology in order to enhance skills and promote achievement. However, the accessible and global nature of the internet and variety of technologies available mean that we are also aware of potential risks and challenges associated with such use. Our approach is to implement safeguards across the Academy and to support staff, students and other users of our resources to identify and manage risks independently. We believe this can be achieved through a combination of security measures, training and guidance and implementation of our associated policies.

The Trust Head of Information Technology working closely with the Academy DSL is responsible for:

- Ensuring that appropriate systems are in place to monitor IT login domains
- Monitor and report attempts to access controlled websites in line with the Prevent Agenda
- Being the academy link for external agencies if any IT data is requested
- The Academy makes children/young people aware of the dangers of the internet through curriculum teaching, particularly PSHE/tutorials, assemblies and Internet Safety Week
- Software is in place in academies to minimise access to and to highlight any person accessing inappropriate sites or information
- Children/young people will be encouraged to discuss openly their use of technology and anything which makes them feel uncomfortable. If this results in child protection concerns, the Academy's DSL or DSDs should be informed immediately
- Children/young people must not give out their personal details, phone numbers, academies, home address or computer passwords
- The police will be involved if there is any criminal element to misuse of the internet, phones or any other form of electronic media

5i. Additional Abuse

➤ Forced Marriage

Forced marriage is different from and should not be confused with, arranged marriage. A young person who feels they are likely to be forced to marry someone they do not wish to marry is invariably experiencing some form of abuse such as physical, psychological, financial, sexual and emotional pressure.

The Government has produced guidelines for schools, colleges and universities in how to

respond to this situation. If there are concerns that a young person may be in this situation, they can be offered support and advice locally as well as details of the Forced Marriage Unit who can offer specialist advice. Confidentiality is extremely important in these circumstances.

Whilst establishing the young person's situation, staff should try to ascertain the immediate risk the young person is in. In all cases, staff must consider the Academy safeguarding policy and procedures consulting with the safeguarding team, either to take action to safeguard or to provide information and advice, taking into consideration the person's age and understanding. If the young person is going overseas imminently, it is important to contact the Safeguarding Team immediately and to gather as much information as possible from the learner. The young person's family should not under any circumstances be contacted without consultation with a member of the safeguarding team and the young person. Confidentiality within the Academy is also essential.

➤ Domestic Abuse

The Home Office definition includes:

Any incident or pattern of incidents of controlling, coercive or threatening behaviour, violence or abuse between those aged 16 or over who are or have been intimate partners or family members regardless of gender or sexuality. Domestic abuse can encompass, but is not limited to, the following types of abuse:

- Psychological
- Physical
- Sexual
- Financial
- Emotional
- Coercion

'Controlling behaviour' is a range of acts designed to make a person subordinate and/or dependent by isolating them from sources of support, exploiting their resources and capacities for personal gain, depriving them of the means needed for independence, resistance and escape and regulating their everyday behaviour.

'Coercive behaviour' is an act or a pattern of acts of assault, threats, humiliation and intimidation or other abuse that is used to harm, punish, or frighten a victim. This definition includes so called 'honour' based violence, female genital mutilation (FGM) and forced marriage, and is clear that victims are not confined to one gender or ethnic group.

The Academy is committed to supporting vulnerable learners who may be experiencing domestic abuse or some form of control or coercion. All concerns should be referred to the Safeguarding Team.

The Academy are also an Operation Encompass school. Operation Encompass enables key adults in school, police and teams within Sheffield City Council to work together to help Children who are effected by Domestic Abuse.

➤ Peer-on-Peer Abuse

Children and young people may be harmful to one another in a number of ways which would

be classified as peer on peer abuse. There are many forms of peer on peer abuse, which should never be tolerated, passed off as 'banter' or 'part of growing up'.

Allegations of a child/young person abusing another child/young person

If a child/young person has reported being abused by another child/young person a member of the Safeguarding team should be contacted immediately. The child/young person reporting the abuse will be advised to report the matter to the police. In some circumstances the Safeguarding Team will contact the Police especially if the child/young person reporting the abuse is vulnerable. If the person is under 18 years their parents may be contacted (the young person's wishes will be taken into account when deciding this).

A serious consideration of immediate suspension of the alleged abuser will be taken whilst an investigation is undertaken. If the decision is taken not to suspend the young person who is the subject of the allegation, a risk assessment will be undertaken and a risk management plan put into place (coordinated by the Safeguarding Team). If the police or Children's Social Care or the Adult Protection Unit are undertaking an investigation, it is likely that the Academy will need to wait for the outcome of this before undertaking an internal investigation (in some cases this takes several months).

The safety of others must be considered in any disciplinary process. Support should be offered to both the young person reporting the abuse and the young person who is the subject of the allegation. In such situations any judgements should not be formed until the outcome of any investigation.

➤ Female Genital Mutilation

All staff should speak to the designated safeguarding lead (or deputy) with regard to any concerns about female genital mutilation (FGM). However, there is a specific legal duty on teachers that, in the course of their work in the profession, discover that an act of FGM appears to have been carried out on a girl under the age of 18, the teacher must report this to the DSL who in turn will inform the police and safeguarding hub.

All members of staff but particularly teachers will be regularly updated on relevant information on FGM.

Signs and risks of FGM include

- There may be other girls or women in the family or household who have had the procedure
- A girl may confide in a friend or a teacher of a special ceremony to 'become a woman'
- Prolonged absence
- Reluctance to undergo medical examinations or participate in physical activities
- Signs of pain and frequent urinary or menstrual problems
- A request for help which may not be explicit for reasons of fear and embarrassment

➤ Honour Based Violence

Honour based violence, where it affects children and young people, is a child protection issue. It is an abuse of human rights. Children and young people who suffer Honour Based Violence are at risk of significant harm through physical, sexual, psychological, emotional harm and neglect. In some cases, they are also at risk of being killed.

Although women and girls are predominantly the targets, men and boys are also at risk.

Signs and risks of Honour Based Violence:

- the young person might not attend academy to avoid family and relatives knowing where they are
- the young person may be isolated, depressed and there may be concerns about self-harming behaviour
- the young person's family might express feelings of 'shame' and 'anger' about them which is of concern
- the young person may be excessively restricted in their movements. For example, dropped off and collected from the Sixth Form Academy
- the young person may be denied access to the internet, phones, friends, passport
- the young person may be stopped from seeing a parent, usually their mother

➤ Sexual Violence and Sexual Harassment (including 'upskirting')

The Academy does not tolerate any form of sexual violence or harassment and will report to the Police and safeguarding hub any such acts which are suspected of being potentially criminal in nature.

We will not dismiss the use of sexual language as "banter", "part of growing up", "just having a laugh" or "boys being boys"; and view behaviours such as grabbing bottoms, breasts and genitalia and flicking bras and lifting up skirts as potentially criminal in nature.

We also recognise that such behaviours may be driven by societal and cultural factors beyond the academy, such as everyday sexist stereotypes and everyday sexist language. We have therefore adopted a whole Academy approach to address issues related to sexual relations, consent, violence, harassment, personal relationships as well as gender and sexuality.

➤ Upskirting

'Upskirting' typically involves taking a picture under a person's clothing without them knowing, with the intention of viewing their genitals or buttocks to obtain sexual gratification, or cause the victim humiliation, distress or alarm. It is now a criminal offence.

➤ Child Sexual Exploitation

Child sexual exploitation (CSE) is a form of abuse. It occurs when an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology.

Children or young people may be tricked into believing that they are in a loving, consensual relationship. They might be invited to parties and given drugs and alcohol. They may also be groomed online. Some children and young people are trafficked into or within the UK for the purpose of sexual exploitation. Sexual exploitation can also happen to young people in gangs. Academy staff are required to report any concerns to the Safeguarding team who will contact relevant agencies.

➤ Child Criminal Exploitation

Child criminal exploitation (CCE) is a form of abuse. It occurs when an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into engaging into possible or actual criminal activity.

If Staff have concerns about a young person possibly being criminally exploited they must follow normal safeguarding procedures. Children's Social Care and/or the Targeted Youth Support Team will be contacted to assess risk posed to the young person and the support available to them.

6. EXTREMISM & RADICALISATION

The Academy has a statutory duty under the Counter-Terrorism and Security Act 2015 and the statutory Prevent Guidance 2015 to have due regard to the need to prevent people from being drawn into terrorism (the Prevent duty). The Academy is committed to supporting vulnerable children/young people through its safeguarding policies and procedures, and recognises that this can support the Trust's contribution to the Prevent Duty.

Extremism is defined as vocal or active opposition to fundamental values of our society, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs. Radicalisation is defined as the act or process of encouraging extremist views or actions in others, including forms of extremism leading to terrorism.

7. THE PREVENT STRATEGY:

- responds to the ideological challenge we face from terrorism and aspects of extremism, and the threat we face from those who promote these views
- provides practical help to prevent people being drawn into terrorism and ensure they are given appropriate advice and support
- works with a wide range of sectors (including education, criminal justice, faith, charities, on-line and health) where there are risks of radicalisation that we need to deal with.

There are a number of behaviours which may indicate a child or young person is at risk of being radicalised or exposed to extremist views which could include becoming distant or showing loss of interest in friends and activities or possession of materials or symbols associated with an extremist cause.

Staff are expected to be vigilant in protecting children/young people from the threat of radicalisation and refer any concerns to the DSL or DDSs. Staff receive appropriate training to ensure they have the knowledge and confidence to identify children/young people at risk, challenge extremist ideas, and know where and how to refer concerns.

➤ Events and External Speakers (Prevent Duty)

The Academy in complying with statutory requirements of its Prevent Duty requires a risk assessment to be completed by any member of staff who is responsible for organising an external speaker or event. This includes events organised outside of normal academy hours.

When deciding whether to host a particular speaker or event, Academy staff will consider carefully whether the views being expressed or likely to be expressed constitute extremist views that risk drawing someone into terrorism or are shared by a terrorist group. In these circumstances, the event will not be allowed to proceed except where the Academy is entirely convinced that such risk can be fully mitigated without cancellation of the event. This includes ensuring that, where an event is being allowed to proceed, speakers with extremist views that

could draw people into terrorism are challenged and opposing views as part of that same event, rather than in a separate forum. Where there is any doubt that the risk cannot be mitigated the event will not be able to proceed.

8. PARTNERSHIP WITH PARENTS/CARERS AND EXTERNAL AGENCIES

Academy council members and staff share a purpose with parents/carers to educate and keep children/young people safe from harm and to have their welfare promoted.

All staff are committed to working with parents/carers positively and openly. The Academy respects parent's/carers' rights to privacy and confidentiality, and will not share sensitive information unless permission is given or it is necessary to do so in order to protect a child/young person.

The Academy will share any concerns they may have about a child/young person with parents/carers unless to do so may place the child/young person at risk of harm.

The Academy recognises that it is essential to establish positive and effective working relationships with other agencies. There is a joint responsibility on all agencies to share information to ensure the safeguarding of all children/young people.

Early Help

If early help is appropriate, a member of the safeguarding team will contact external agencies to arrange an inter-agency assessment as appropriate. Academy staff may be required to support other agencies in an early help assessment and in some cases as the lead professional. Academy staff will work with other agencies in reviewing early help provision as appropriate.

Children/young people in need

A child/young person with additional needs where their health, development or achievement may be adversely affected by a range of factors may need the completion of a FCAF (Family Common Assessment Framework) by a member of the 'Inclusion' Team. The Academy will involve other services as appropriate.

Children/young people with a disability:

The Academy works hard to ensure that any child/young person with disabilities has full access to the curriculum and all aspects of the school day. The Academy ensures that disabled children/young people can access school trips, sports facilities and after-school clubs. The Academy promotes positive attitudes towards disabled children/young people.

Medicines and First Aid

Academy staff do not administer medication to children/young people under normal circumstances. However, in certain exceptional and agreed circumstances, medication may be administered by trained first-aiders. Named staff may store medication in a secure central location for children/young people to self-administer.

All serious accidents and assaults are reported to the Trust and are investigated. All serious incidents, e.g. breakages, are reported to RIDDOR (Risk of Injury, Disease and Dangerous Occurrences Regulations). A detailed accident log is kept for minor injuries.

Site security:

The Academy has clear procedures for ensuring site security is maintained at all times. All staff and pupils/students are required to follow these procedures. Parents/carers and visitors are also required to follow site security guidelines.

Educational visits

The Academy has clear procedures for the organising, management and evaluation of educational visits. A member of the Academy Leadership Team has responsibility for responsible managing procedures for educational visits

Work Placement/work experiences

Employers and training organisations will be required to cooperate with the Academy in putting in place and subscribing to appropriate safeguards. Failure to do this will result in the College not using them as a Placement Provider

Home Visits

There are agreed procedures to ensure the safety of staff when undertaking home visits.

9. ACADEMY SPECIFIC SAFEGUARDING PROCEDURES

Each Academy will have their own specific reporting procedures and fully trained Safeguarding Team. Full details can be found at **Appendix 1**

Appendix 1



We all have a statutory duty to safeguard & promote the welfare of children.

If you have any concerns about the health and safety of a child at this school or feel that something may be troubling them, you should share this information with an appropriate member of staff straight away.

Some issues, e.g. a pupil's appearance, hygiene, general behaviours, can be shared with any teacher or member of support staff in the school. **Do not worry that you may be reporting small matters** – we would rather that you tell us things which turn out to be small than miss a worrying situation.

However, if you think the matter is very serious and may be related to a child protection concern, e.g. physical, sexual, emotional abuse, extremism or neglect, you must talk to one of the people below immediately. If you are unable to contact them, you can ask the office staff to find them and ask them to speak to you straight away about a confidential and urgent matter.

Any allegation or **disclosure involving someone who works with children in a paid or voluntary capacity** must be reported directly to:-

Alison Warner – Trustee – awarner@brigantiatrust.net and/or

Jo Cornelius - Director of Academies (Primary) – jo@brigantiatrust.net

Concord Junior Academy

Fife Street

Wincobank

Sheffield

S9 1NR

Telephone Number

0114 249 5050

www.concordschool.net

enquiries@concordschool.net

The Safeguarding Children Team at Concord Junior Academy:

Designated Safeguarding Lead (DSL) – Concord Junior Academy:

Responsible for dealing with safeguarding issues, providing advice and support to other staff, liaising with the local authority and working with other agencies. Responsible for implementing policies and procedures, allocating resources to the safeguarding team and addressing safeguarding concerns.

Nicola Sherwood nsherwood@brigantiastrust.net

Designated Safeguarding Deputies (DSD): They deputise for the DSL role

Linda Hoyle lhoyle@brigantiastrust.net

Denise Marsh dmarsh@brigantiastrust.net

On-line Safety Coordinator: Responsible for developing and maintaining an on-line safe culture within the school.

Nicola Sherwood nsherwood@brigantiastrust.net

The Safeguarding Team also links in with:

Designated Safeguarding/Child Protection Directors

They ensure that appropriate safeguarding children policies and procedures are in place, monitor whether they are followed and together with the rest of the Directors, remedy deficiencies and weaknesses that are identified.

Director of Academies (Secondary):

Simon Winslow swinslow@brigantiastrust.net

Director of Academies (Primary):

Jo Cornelius jcornelius@brigantiastrust.net

Non-Executive Trust Governance:

Alison Warner - Trustee awarner@brigantiastrust.net

Executive Trust Governance:

Mo Nisbet - Director of Academies (Post 16) c/o Longley Sixth Form College
mnisbet@brigantiastrust.net

Chair of Trustees

Takes the lead in dealing with allegations of abuse made against the CEO (and other members of staff when the CEO is not available), in liaison with the Local Authority, and on safe recruitment practices with the CEO.

David Drayson - ddrayson@brigantiastrust.net

Safeguarding Referral Form

Name of person completing form			
Date		Time	

Name of Student			
Date of Birth			

Safeguarding Concerns

Action taken