

# **Diocese of Bristol Academies Trust**

## **Central Safeguarding and Child Protection Policy**

**Type:** Statutory  
**Level:** 1  
**Date Adopted:** 15<sup>th</sup> January 2015  
**Date Reviewed:** September 2017

## History of most recent Policy changes (must be completed)

Date	Page	Change	Origin of Change e.g. TU request, Change in legislation
July 2013	Whole Document	Adoption by the Diocese of Bristol Academies Trust & Implementation of the Policy	Following Consultation and development of an Employee Hand Book
Nov 2014	Whole Document	Review and amendments	New DfE Guidance
Dec 2014	Whole Document	Amended to reflect Central Policy and acknowledge Academy Policies	Head's Representative on Main Board
January 2015	Whole document	Amendments following consultation with Diocese Safeguarding Officer	Diocesan Safeguarding Officer
September 2016	Whole Document	Amendments following release of 'Keeping Children Safe in Education' 2016	DfE 'Keeping Children Safe in Education' Sept 2016
December 2016	Whole Document	Further amendments and refs to 'KCSIE' 2016	DfE 'Keeping Children Safe in Education' Sept 2016
Sept 17	Whole Document	Reviewed and information on County Lines added	Home Office Guidance
May 18	2 revisions	Page 1 and 5 changes to say Section 175 Education Act 2002 and include Child Sexual Exploitation a Guide for Practitioners Feb 2017	Academy Local Board
Sept 2018	Whole doc	KCSIE updates and Disqualification by assoc	DfE 'Keeping Children Safe in Education' Sept 2018 and Dis by Assoc law
Nov 2018	Section 6	Explanation of how SCR in schools is kept.	Unclear guidance in KCSIE leading to DBAT explanation in policy
Nov 2018	Section 2	Summary of key changes in update to KCSIE	Ofsted inspectors expecting govts to name changes

## Contents

1) Policy Application .....	4
2) Policy Statement.....	4
3) The DBAT Designated Safeguarding Lead and Nominated Director for Safeguarding ...	9
4) Duty of Employees, Directors, Counsellors and Volunteers .....	10
5) Whistle Blowing .....	11
6) Allegations against staff.....	11
7) Monitoring.....	12
8) Useful Contact Numbers & websites .....	12
Appendix 1 Child Protection Procedure .....	15
Appendix 2: Home Office Guidance on County Lines .....	17

## 1) Policy Application

This policy has been authorised by the Chair of the Diocese of Bristol Academies Trust Board, has been reviewed and adopted by the Trust Board, and is addressed to all members of staff, Directors, Counsellors and volunteers, is available to parents/carers on request and is published on the Trust's website.

Each DBAT Academy is required to pay due regard to this policy and also to have in place its own policy on the Safeguarding of Children, which must meet all regulatory and statutory requirements.

This policy applies wherever staff or volunteers are working with pupils, even where this is away from the Trust grounds, for example at an activity centre or on an educational visit. This policy can be made available upon request. This policy can be made in larger print or more accessible format if required.

For the purposes of this policy a child is anyone under the age of 18 years.

### **All action is taken in line with the following legislation/guidance**

- Keeping Children Safe in Education (DfE Sept 2018)
- Section 175 Education Act 2002
- Working Together to Safeguard Children (March 2015)
- Child Sexual Exploitation a Guide for Practitioners (February 2017)
- Local Safeguarding Children Board guidance
- What to do if you're worried a child is being abused (DfE March 2015) – non-statutory advice for practitioners
- Information-sharing :advice for practitioners providing safeguarding services (DfE March 2015)
- The Prevent duty - Departmental advice for schools and childcare providers (July 2015)
- Multi-agency statutory guidance on FGM (April 2016)

## 2) Policy Statement

As a Christian organisation the Diocese of Bristol Academies Trust (DBAT) believes every person has a value and dignity which comes directly from their creation in God's own image and likeness. Among other things this implies a duty to value all children and adults, and to protect them from harm.

Every pupil should feel safe and protected from any form of abuse which, in this policy, means any kind of neglect, non-accidental physical injury, sexual exploitation or emotional ill-treatment.

Abuse can be:

- I. physical abuse, for example beating, punching or female genital mutilation (FGM);
- II. emotional abuse, for example rejection and denial of affection; cyber-bullying, seeing or hearing the abuse of another including domestic abuse, forced marriage
- III. sexual abuse, for example sexual assault or encouraging a child to view pornographic material; see full definition in 'Child Sexual Exploitation a Guide for Practitioners', Feb 2017
- IV. neglect, for example failure to provide appropriate care including warmth, medical attention or, food.

It is further recognised that abuse may take specific forms which involve more than one type of abuse, for example:

- i. Domestic Abuse
- ii. Fabricated and induced illness
- iii. Child sexual exploitation (CSE)
- iv. Faith abuse
- v. Female genital mutilation (FGM)
- vi. Forced marriage
- vii. Gangs and youth violence (see also 'County Lines')
- viii. Gender-based violence/violence against women and girls (VAWG)
- ix. Trafficking
- x. Sexual violence and harassment
- xi. Peer on peer abuse

(See KCSIE Sept 2018 and Child Sexual Exploitation a Guide for Practitioners Feb 2017)

Possible signs of abuse include (but are not limited to):

- I. the pupil says she/he has been abused or asks a question which gives rise to that inference;
- II. there is no reasonable or consistent explanation for a pupil's injury;
- III. the injury is unusual in kind or location;
- IV. there have been a number of injuries;
- V. there is a pattern to the injuries;
- VI. the pupil's behaviour stands out from the group as either being extreme behaviour or extremely challenging behaviour; or there is a sudden change in the pupil's behaviour;
- VII. the pupil asks to drop subjects with a particular teacher and seems reluctant to discuss the reasons;
- VIII. the pupil's development is delayed;
- IX. the pupil loses or gains weight;
- X. the pupil appears neglected, e.g. dirty, hungry, inadequately clothed;
- XI. the pupil is reluctant to go home, or has been openly rejected by his/her parents or carers

DBAT recognises that abuse may be perpetuated by one or more adults towards a child, or by one of more children towards other children. It is recognised that the perpetrator of abuse may be a stranger, friend, partner, family member of any other person and that abuse may occur within or without the context of any relationship.

The Diocese of Bristol Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The Trust fully recognises its responsibilities for safeguarding children and young people and will take all reasonable measures to:

### **Summary of the changes to 'Keeping Children Safe in Education' Sept 2018**

The guidance has been strengthened and further clarified throughout. The key addition to the guidance is the new part (Part 5) on advice for schools on responding to and supporting young victims of sexual violence and harassment.

Relevant parts of the guidance may be updated in line with the new Working together to safeguard children statutory guidance published in July 2018 .

Our briefing highlights the main changes in the new version of Keeping children safe in education compared to the earlier version.

The updated guidance includes a new section (Part 5) on Child on child sexual violence and sexual harassment.

This section covers in detail:

- how schools should respond to incidents of sexual violence and sexual harassment, emphasising the need for effective training and policies in schools and colleges
- the need for risk assessments in school following reports of incidents of sexual violence or sexual harassment
- the action needed to take to support victims and alleged perpetrators of sexual violence or harassment.

The guidance adds further information on the management of safeguarding in a school, including emphasising that staff need to act immediately if they have a concern about a child.

The guidance includes new or more detailed information on safeguarding issues including:

- child criminal exploitation: children being used to carry drugs or money from urban to rural areas
- homelessness
- domestic abuse
- child sexual exploitation
- children missing from education.

### **Recruit and manage staff safely**

- ensure that we practise Safer Recruitment across the Trust in checking the suitability of staff and volunteers (including staff employed by another organisation) to work with children and young people in accordance with the DfE guidance given in 'Keeping Children Safe in Education' (2018) and the Education (Independent School Standards) (England) Regulations 2010 as amended from time to time; (see also DBAT Recruitment and Selection Policy & Procedure), including checking childcare disqualifications and Section 128 prohibition checks;
- ensure that we carry out all necessary checks on the suitability of people who serve on the Trust's Board of Directors and Local Boards in accordance with the above regulations and guidance given in 'Keeping Children Safe in Education',
- ensure that where staff from another organisation are working with our pupils on another site, the organisation adopts and implements the measures contained in the DfE guidance 'Keeping Children Safe in Education' Sept 2018 and that they carry out appropriate child protection checks and procedures;
- ensure that where the Trust has cause to dismiss, cease to use the services of or remove from regulated activity (or would have taken this action had the person not resigned from their post) any person (whether employed, contracted, a volunteer or student) because that person was considered unsuitable to work with children, a risk to children or had harmed a child or young person, a prompt and detailed referral is made to the Disclosure and Barring Service and any relevant Regulatory Body.

### **Maintain fit for purpose safeguarding and other policies and procedures:**

- ensure each academy within the Trust understands and complies with its statutory duties concerning safeguarding children and young people, including having their own specific written policies and procedures for child protection and record keeping. These will include ensuring that any child missing from education is reported to the Local Authority.
- follow the inter-agency procedures of the Local Safeguarding Children Board(s) that relate to the Academies within the Diocese of Bristol Academies Trust
- dealing appropriately with every suspicion or complaint of abuse in line with our safeguarding procedure;
- designing and operating procedures which promote this policy;
- design and operate procedures which, so far as possible, ensure that teachers and others who are innocent are not prejudiced by false allegations;
- operate robust and sensible health & safety procedures;
- operate clear and supportive policies on drugs, alcohol and substance misuse;

- operate clear e-safety and social media policies with procedures bespoke to each academy, based on model policies from the Trust;
- consider and develop procedures to deal with any other safeguarding issues which may be specific to individual children in our Trust or in our local area;
- have regard to guidance issued by the Secretary of State for Education (DfE) in accordance with section 157 of the Education Act 2002, associated regulations and 'Keeping Children Safe in Education', Sept 2018.

### **Preventing Radicalisation and Extremism:**

ensure all academies within the trust are aware of their duty to keep pupils free from the dangers of radicalisation and extremism and have systems that include the checking and monitoring of external speakers including those at collective worship, visitors to RE lessons and links to websites. We will do this by advising academies they should only use external speakers from reputable sources/agencies, and should ensure the class teacher or senior member of staff is present at all times during these sessions. Academies should also monitor links to websites and ensure appropriate filtering systems are in place for the internet (as per their e-safety and social media policy).

### **County Lines**

County lines is the term used by police and partners for urban gangs supplying drugs to suburban and rural areas, market and coastal towns using dedicated mobile phone lines. Gangs use children and young people to move drugs and money to and from the urban area. It's a major cross-cutting issue involving drugs, violence, gangs, safeguarding, exploitation, modern slavery and missing persons.

The National Crime Agency (NCA) published its second threat assessment on county lines in November 2016. The report highlights that this phenomenon is becoming more widespread and that the age of those involved is getting younger, with children as young as 12 being targeted as part of county lines exploitation. Safeguarding leads within the Trust are made aware of these issues and the need for vigilance. Further details can be found from the Home Office and in Appendix 2.

### **Removal of 'Disqualification by Association' for schools Sept 2018**

Disqualification by Association now only applies in domestic settings, not schools. Disqualification under the Child Care Act still applies to staff themselves who work in a child care capacity, whether paid, volunteer or are on work placements. Relevant staff are those working in child care, or in a management role because they are: working with reception age children at any time; or working with children older than reception until age eight, outside school hours.

Keeping Children Safe in Education (DfE, 2018) paragraph 116 also refers to disqualification: “For staff who work in childcare provision or who are directly concerned with the management of such provision, the school needs to ensure that appropriate checks are carried out to ensure that individuals are not disqualified under the Childcare (Disqualification) Regulations 2009”.

Schools are free to decide how to bring these requirements to the attention of their staff. As a means of making staff aware of their duty to provide such information, they should, for example, choose to include a section in the school’s safeguarding policy, or another policy document, or by means of an addition to new staff members’ contracts of employment.

**Protecting each pupil from any form of abuse, whether from an adult or another pupil by:**

- being alert to signs of abuse both in the Trust and from outside;
- being alert to the special needs (including medical needs) of children; and the increased risk of abuse to children who are disabled.
- encouraging the establishment and maintenance of environments within our academies where children and young people feel secure, able to talk and are listened to.
- Ensuring that DBAT staff only take photos or video of children where they and their parents have given their consent to this and the intended use of those images and where regard is paid to the safeguarding policy of the relevant academy.
- designing a curriculum that allows children at the appropriate developmental age to be alert to the dangers of coercion and grooming and so they are equipped with skills to protect themselves
- supporting children who have been abused or are at risk in accordance with his/her agreed child protection plan;
- take all practicable steps to ensure that Trust premises are as secure as circumstances permit;

**3) The DBAT Designated Safeguarding Lead and Nominated Director for Safeguarding**

The DBAT Designated Safeguarding Lead is Liz Townend. The DBAT Deputy Designated Safeguarding Lead is Jeremy Piper. DBAT has appointed these members of the senior leadership team, who have the necessary status, authority and training to be responsible for overseeing matters relating to child protection and welfare across the trust. The main responsibilities of the DBAT Designated Safeguarding Lead, as set out in ‘Keeping Children Safe in Education’ Sept 2018 appropriate at Trust level are:

- to be a point of contact for parents/carers, pupils, teaching and non-teaching staff and external agencies in matters of child protection;

- to act as a source of support, advice and expertise within the Trust when deciding whether to make a referral by liaising with relevant agencies;
- to oversee the child protection procedures across the Trust ;
- to undertake annual training and ensure there is an ongoing training programme for all Trust employees, including ensuring that all staff know how to maintain an appropriate level of confidentiality while liaising with relevant professionals
- to oversee on-line safety across the trust including a clear policy on the use of mobile technology and the use of appropriate filters and monitoring systems to protect pupils from inappropriate and harmful on-line material.

The Main Board of Directors has nominated a director to ensure that the trust's policies and procedures for safeguarding and child protection are adhered to. This director will be given appropriate training and will periodically review the trusts safeguarding procedures.

#### **4) Duty of Employees, Directors, Counsellors and Volunteers**

The Trust recognises the duty of everyone working with children and young people to ensure their safety and maintain an attitude of *'it could happen here'*. Therefore every Employee, Director, Officer, Counsellor or volunteer working for the Trust or one of its academies, is under a general legal duty:

- to protect children from abuse;
- to foster a culture where children feel safe, able to talk and are listened to;
- to be aware of the Trust's and/or relevant academy's child protection procedures and to follow them;
- to know how to access and implement the procedures, independently if necessary;
- to keep a sufficient record of any significant complaint, conversation or event;
- to report any matters of concern to the Designated Safeguarding Lead;
- to ensure the academy practises safer recruitment in checking the suitability of staff, governors and volunteers to work with children;
- to understand and adhere to the school's code of conduct (*Guidance for safer working practice for those working with children and young people in education settings – Safer Recruitment Consortium Group October 2015*);
- to ensure staff and volunteers know and understand the signs and symptoms of abuse, are prepared to identify children who may benefit from early help; understand their responsibility for referring concerns to the designated safeguarding lead / deputy, reporting allegations against staff, and receive appropriate training to enable them to carry out these requirements; (this includes reading Part 1 of Keeping Children Safe In Education Sept 2018);
- to work in partnership with other agencies, sharing information with them.

## 5) Whistle Blowing

All staff are required to report to the Principal of their Academy or the Chair of the Trust Board, any concern or allegations about academy practices or the behaviour of colleagues which are likely to put pupils at risk of abuse or other serious harm. There will be no retribution or disciplinary action taken against a member of staff for making such a report provided that it is done in good faith. (See also DBAT Whistleblowing/ Speaking Out Policy)

## 6) Allegations against staff

The Trust has procedures for dealing with allegations against staff (and volunteers who work with children) that aim to strike a balance between the need to protect children from abuse and the need to protect staff and volunteers from false or unfounded allegations. These procedures follow the DfE guidance 'Dealing with allegations of abuse against teachers and staff' and LCSB arrangements and will be applied with common sense and judgement.

Detailed guidance is given to staff to ensure that their behaviour and actions do not place pupils or themselves at risk of harm or allegations of harm to a pupil through the induction programme and child protection training.

The Trust recognises that it has a duty of care towards its employees and will ensure support is in place for individuals facing an allegation. Individuals should be informed of concerns or allegations and given an explanation of the likely course of action as soon as possible, with the agreement of police and/or Local Authority Designated Officer where a referral has been made. A representative will be appointed by the Trust to keep the individual informed of progress of the case and to consider what other support is available and appropriate for the individual.

In summary:

If a staff member / volunteer working with children becomes aware that a member of staff may have:

- behaved in a way that has harmed, or may have harmed a child or
- possibly committed a criminal offence against or related to a child
- behaved towards a child or children in a way that indicates they may pose a risk of harm to children

The child and/or alleged abuser **SHOULD NOT** be questioned but a **record made** of what has been reported. **The alleged abuser should not be informed of the allegation at this stage.**

**Report immediately** to the Head Teacher, or the Chair of Governors if the allegation is about the head teacher (or in their absence, the Deputy Head, or Designated safeguarding lead). In the Central team, report immediately to the Central Safeguarding Lead.



**Within one working day report the allegation** to Children's Social Care  
Please state to the Advice and Information officer who takes your call that you are calling in relation to an allegation against staff. They will alert the LADO of your call.

## 7. Monitoring

The DBAT Designated Safeguarding Lead will monitor the operation of this policy and its procedures and those of the individual academies. The DBAT Designated Safeguarding Lead will make an annual report to the Main Board so that the Main Board can undertake an annual review of this policy and how their duties under it have been discharged.

The Trust Board will ensure that any deficiencies or weaknesses in regard to child protection arrangements are remedied without delay.

### The Single Central Record

The single central record can be kept in paper or electronic form.

Para 147 of KCSIE Sept 2018 states MATs must maintain the single central record detailing checks carried out in each academy within the MAT. These are the headings given on the SCR as it is kept centrally. Whilst **there is no requirement for the MAT to maintain an individual record for each academy**, the information should be recorded in such a way that allows for details for each individual academy to be provided separately, and without delay, to those entitled to inspect that information, including by inspectors described at paragraph 88. DBAT Central can therefore at any time ask to see the SCR for central and school based staff and IT changes across the Trust are underway to enable a confidential and shared network for this resource.

## 7. Useful Contact Numbers & websites

Police Child Abuse Investigation Team	☎ 01934 638 281
Childline	☎ 0800 1111
NSPCC	☎ 0808 800 5000
Bristol local Safeguarding Board	☎ 0117 903 7786
Swindon Local Safeguarding Board	☎ 01793 463803
South Gloucestershire Safeguarding board	☎ 01454 866000
	Out of hours 01454 6151653253
Wiltshire Local Safeguarding Board	☎ 01225 718093 / 01225 716604

South West Child Protection Procedures <http://www.proceduresonline.com/swcpp/>

**Local Authority Designated officers (LADO)**

**Bristol:** Rosalind Waters ☎ 0117 903 7795  
(rosalind.waters@bristol.gov.uk)  
or Nicola Laird  
(nicola.laird@bristol.gov.uk)

**South Gloucestershire:** Tina Wilson ☎ 01454 868508  
(tina.wilson@southglos.gov.uk)

**Swindon:** Steph McQuade ☎ 01793 466849  
(smcquade@swindon.gov.uk)

**Wiltshire:** Julie Upson ☎ 01225 718093  
[Julie.upson@wiltshire.gov.uk](mailto:Julie.upson@wiltshire.gov.uk)  
Or lsbc@wiltshire.gov.uk

**8. Associated DBAT Policies**

Anti-Bullying Policy  
Behaviour Policy  
Code of Conduct for Staff  
Disciplinary Policy  
Drug, Alcohol and Substance mis-use policy  
Equalities Policy  
E-Safety Policy (at individual academy level)  
Health & Safety Policy  
Prevent  
Recruitment and Selection Policy and Procedures  
Safeguarding Policy (at individual academy level)  
Social Media policy (at individual academy level)  
Whistleblowing Policy

**9. Other Documentation**

Keeping Children Safe in Education – DfE (2016)  
Working together to safeguard children – DfE (2015)

## Appendix 1 Child Protection Procedure

Every complaint or suspicion of abuse from within or outside the Trust will be taken seriously and in all proper circumstances will be referred to appropriate external agencies

Where the Trust is made aware of or becomes concerned that a child may be experiencing, has experienced or is at risk of abuse, for example: following a staff visit to a school, contact in writing, by telephone or other means with a third party. The DBAT Designated Safeguarding Lead will be informed by the person receiving that information. Concerns should be discussed and a course of action decided on. Where a child is in immediate danger or at risk of harm a referral should be made to children's social care and/or the police, immediately. Anyone can make a referral, but the DSL must be informed as soon as possible. All concerns discussions and decisions should be recorded in writing

**The DBAT Designated Safeguarding Lead is: Liz Townend.**

**The DBAT Deputy Designated Safeguarding Lead is: Jeremy Piper**

**If the DBAT Safeguarding Lead or deputy DSL is not contactable and the situation appears likely to involve risk of serious imminent harm the staff member receiving the concern will make immediate contact with those described below and inform the DBAT Safeguarding Lead when they are next contactable.**

**DBAT Employees:** Where there is concern that a person employed in any capacity by DBAT may be or have been abusing or placing children at risk the DBAT Allegations Management Procedure will be followed. This will include the DBAT Designated Safeguarding Lead making a referral to the police and or Local Authority Designated Officer in line with the Local Safeguarding Children Board procedures.

**Academy Employees:** Where the person causing concern is employed in any capacity by a DBAT Academy and the concern is raised directly with a member of DBAT Trust staff rather than directly with the Academy; The DBAT Designated Safeguarding Lead will communicate the concern to the relevant Academy Safeguarding Lead or Head who will then follow the Academies Allegations Management procedure. The concern will then be managed under the Academies Safeguarding procedures with the DBAT Safeguarding Lead taking steps to satisfy themselves that any referral required to police, Local Authority Designated Officer (LADO) and or social services has been made and that all information has been passed over in a timely and accurate manner. The exception to this will be where that person or the Academy Head is the person about whom there is concern. Where this is the case, the DBAT Designated Safeguarding Lead will first make contact with the Local Authority Designated Officer (LADO) for advice.

**Another Child/ Family Member/ others in the community:** Where there is concern for a child and that they may have experienced, be experiencing or be at risk of abuse from another child, family member or other member of the community that concern will be communicated to the DBAT Safeguarding Lead by the person receiving the concern. The DBAT Safeguarding Lead will contact the Safeguarding Lead at the Academy that the child

attends. The concern will then be managed under the Academies Safeguarding procedures with the DBAT Safeguarding Lead taking steps to satisfy themselves that any referral required to police, Local Authority Safeguarding or Early Help teams has been made and that all information has been passed over in a timely and accurate manner.

In all three circumstances above both the staff member raising or receiving the concern and the DBAT Safeguarding Lead will make accurate recordings of the concerns and their actions including the date, place, names and roles of those involved or with whom information has been shared, actions taken and by whom. These records will be retained securely by the DBAT Safeguarding Lead.

## Appendix 2: Home Office Guidance on County Lines

'County Lines' is the term used to describe the approach taken by gangs originating from large urban areas, who travel to locations elsewhere such as county or coastal towns to sell class A drugs. Gangs typically recruit and exploit children and vulnerable young people to courier drugs and cash. Typically, users ask for drugs via a mobile phone line used by the gang. Couriers travel between the gang's urban base and the county or coastal locations on a regular basis to collect cash and deliver the drugs.

Gangs recruit children and young people through deception, intimidation, violence, debt bondage and/or grooming. Gangs also use local property as a base for their activities, and this often involves taking over the homes of a vulnerable adult who is unable to challenge them.

County Lines was first identified in 2014. The first National Crime Agency threat Assessment on County Lines was published in August 2015 based on information gathered in 2014. An updated assessment by the National Crime Agency was published and showed that this was a growing issue.

Whilst progress is being made, more needs to be done. The Government is very keen to ensure that all key sectors (police, safeguarding, Children's services, adult social services, housing, schools and others) are aware and are taking this issue seriously. We have established a new Working Group on County Lines which will oversee a 12 month action plan to tackle this issue and brings together key departments, the National Police Chief's Council, national Crime Agency and other key partners.

It is critical that Practitioners working directly with children and vulnerable adults are aware of what County Lines is how to identify those at risk or involved in county lines exploitation and what action to take. County Lines cuts across a number of issues including: drug dealing, violence, gangs, exploitation, safeguarding, modern slavery and missing persons, and to tackle it requires the efforts of a range of departments, agencies and organisations.

Home Office  
June 2017