

WHOLE ACADEMY POLICY FOR SAFEGUARDING INCORPORATING CHILD PROTECTION

Eastern Multi-Academy Trust

This policy is available on our Trust website, as well as individual academy websites and is available on request from any academy office. We also inform parents and carers about this policy when their children join our Trust and through our academy newsletters. We recognise the expertise our staff build by undertaking safeguarding training and managing safeguarding concerns on a daily basis and we therefore invite staff to contribute to and shape this policy and associated safeguarding arrangements.

The policy is provided to all staff at induction alongside our Staff Code of Conduct, behaviour policy and the safeguarding response to those pupils who are absent from education. In addition, all staff are provided with Part One of the statutory guidance 'Keeping Children Safe in Education', DfE (2023).

This policy will be reviewed in full by the Trust Board on an annual basis. This policy was last reviewed and agreed by the Trust Board in August 2023. It is due for review in August 2024.

| | | | |
|-----------|--------------------|----------------|---------------|
| Signature | <i>Paul Banks.</i> | CEO | Date: 31/7/23 |
| Signature | <i>Julie Perry</i> | Chair of Board | Date: 31/7/23 |

Annex A - KLA

Broad and Balanced Curriculum:

Key Messages delivered to individual classes through the PD Curriculum annually by DC James Smith (KLA's Safer School Police Officer) and other local policing colleagues

Internet Safety - Year 7

An internet safety presentation designed to help students keep themselves safe from sexual abuse and exploitation online. This is done by developing skills in identifying and avoiding risk, learning how best to protect themselves and their friends, and knowing how to get support and report abuse if they do encounter difficulties

Healthy Relationship/teen abuse - Year 8

A presentation designed for younger students that aims to give the students greater understanding of relationship abuse. It looks at key facts around relationship abuse and dispels some myths around who suffers as a result. It promotes discussion between the students highlighting the wider impact of domestic abuse and how the Police deal with these types of situations. It includes where appropriate an input on 'Honour Based Abuse' that promotes awareness among the pupils.

Sexting - Year 8

This presentation explains exactly what sexting is and why it happens. It engages the students by challenging them to identify who can end up seeing the images / videos. It highlights where they could end up should they decide to 'sext' and the legal implications. It covers how it can not only affect them in the present but equally for the future, such as employment and travelling. The presentation informs young people who can help / provide advice should they get into difficulties.

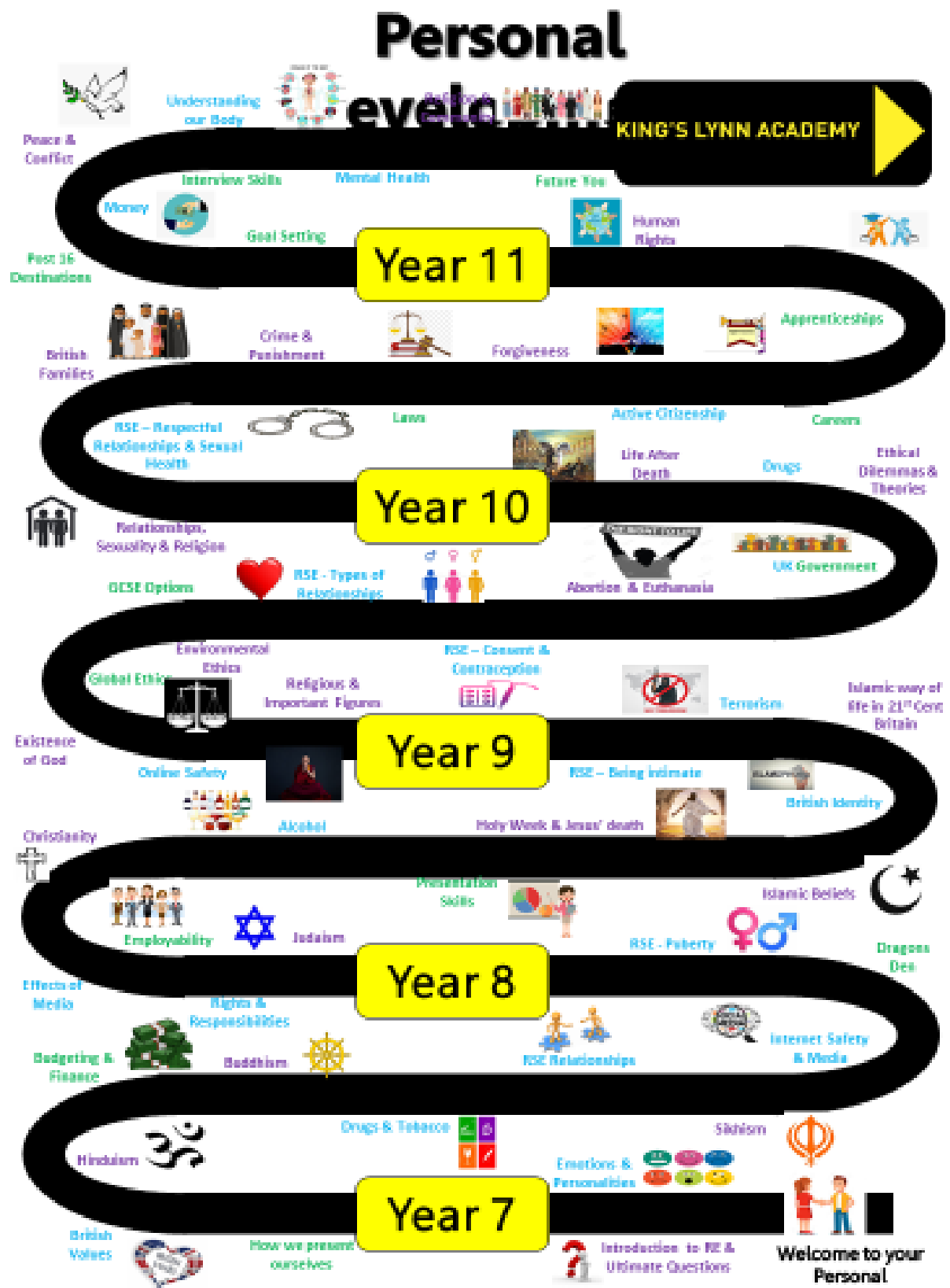
Child Sexual Exploitation (CSE) - Year 9

This presentation helps students to understand what exactly CSE is. It gives examples of situations that could lead to potential CSE concerns and in turn identifies who is at risk and why. It explains why they are potentially vulnerable when it comes to CSE and provides advice on how to stay safe and where to go for help.

Healthy Relationships / Domestic Violence - Year 10/11

An input that involves a series of video clips designed to educate the students on harassment and domestic abuse. It also promotes discussion between the students highlighting the wider impact of domestic abuse and how the police deal with these types of situations. Designed specifically for older students, it gives a more 'warts and all' approach to relationship abuse and encourages them to identify any concerns they may have within their own relationships.



Personal Development Curriculum:



Roles and Responsibilities of Staff and Volunteers:

All staff undertake an annual Safeguarding Training at the start of term.



All staff and volunteers who join in-year undertake the core training as part of their induction process.

|  |  |
|---|---|
| <ul style="list-style-type: none">• Recognise• Respond• Report• Record• Re-refer and challenge if the situation does not seem to be improving | <ul style="list-style-type: none">• Ignore• Dismiss• Investigate• Examine a child• Take photographs of injuries• Attempt to resolve in isolation |

All temporary staff (i.e. supply teachers) and visitors receive a copy of the Safeguarding Leaflet (see below) to ensure that they understand the academy's safeguarding procedures. All volunteers complete the Core Training Package.

Visitor's badges have the details of the Safeguarding team on the reverse, posters of the Safeguarding Team are displayed in reception and around the academy.

Contact with Students Outside of Academy Hours:

|  |  |
|--|---|
| <ul style="list-style-type: none">• Always protect yourself with privacy settings.• Use your work email to communicate if necessary• Use SMHW messages to communicate | <ul style="list-style-type: none">• Give students your phone number.• Show children images on your phone.• Allow students, ex-students or parents of students to become your facebook friends.• Give students your personal email. |

CME Process:

CME Process (1)

Parent informs KLA of a change of school or a change of address (out of area)



The new address or school is confirmed by PA to the Principal on the phone and then via email



PA to the Principal completes CME form



CME form is passed to the Principal for approval

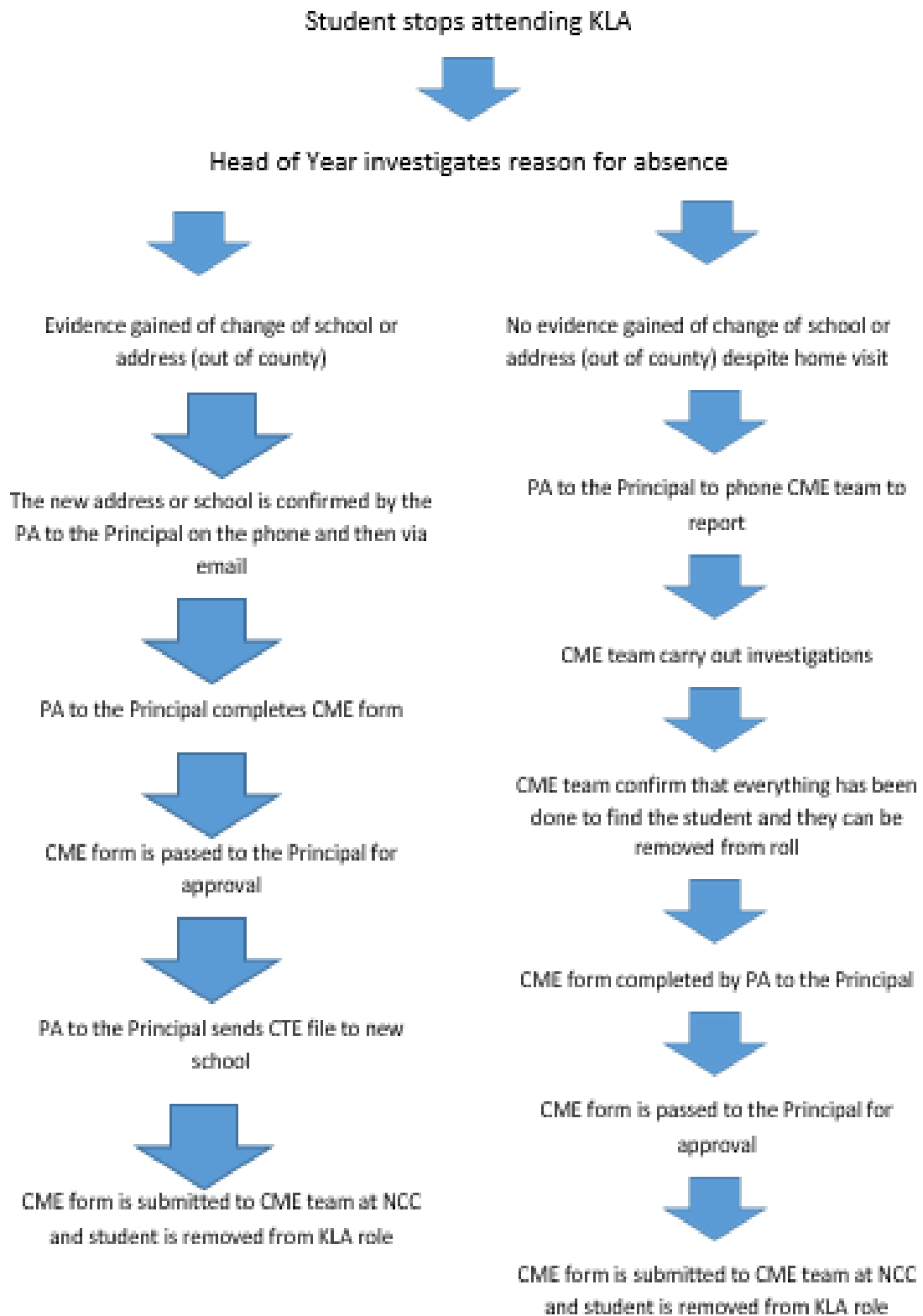


PA to the Principal sends CTE file to new school



CME form is submitted to CME team at NCC and student is removed from KLA role

CME Process (2)



The Safeguarding Team:

| Name | Role | Contact Details | Responsibilities |
|------------------|------------------------------------|--|---|
| Elanor Goldup | Designated Safeguarding Lead (DSL) | Elanor.goldup@kla.eastern-mat.co.uk 01553 779662 | <p>Provide advice and support to other staff on child welfare and child protection matters.</p> <p>Liaise with Children's Services and other agencies where necessary, and make referrals of suspected abuse to Children's Services, take part in strategy discussions and other interagency meetings and contribute to the assessment of children.</p> <p>Maintain written records and child protection files ensuring that they are kept confidential and stored securely.</p> <p>Ensure that all staff members and volunteers are aware of our policy and the procedure they need to follow.</p> |
| Charis Prevett | Deputy DSL | Charis.prevett@kla.eastern-mat.co.uk 01553 779654 | As DSL in their absence or in the event of them being unavailable. |
| Lorraine Roberts | Deputy DLS | Lorraine.roberts@kla.eastern-mat.co.uk 01553 779635 | |
| Emma Culley | Safeguarding Governor | Emma.culley@eastern-mat.co.uk | <p>Ensure that policies, procedures and training in their schools or colleges are effective and comply with the law at all times.</p> <p>ensure there are appropriate policies and procedures in place in order for appropriate action to be taken in a timely manner to safeguard and promote children's welfare.</p> |

| | | | |
|----------------|--|--|--|
| Mark Cresswell | Trust Safeguarding Director | Mark.creswell@eastern-mat.co.uk | |
| Elanor Goldup | Responsible for tracking the filtering and monitoring of the IT system | Elanor.goldup@kla.eastern-mat.co.uk | |

**Safeguarding
Leaflet for
Supply Staff**



Are you concerned about yourself or someone else?

**Report your concerns to the Safeguarding
Team**



Mrs Preveatt, Mrs Goldup & Mrs Roberts
kla.safeguarding@kla.eastern-mat.co.uk

Safeguarding Advice for Supply Staff, Volunteers and Visitors:

At KLA we aim to provide a safe and secure environment for our students, staff, volunteers and visitors. We are committed to safeguarding all of our young people. This leaflet is designed to support you by providing information about our safeguarding routines and procedures; this in turn will help you to understand your role in safeguarding our students while you are at KLA.

Essential Safeguarding Routines:

Badges: They identify adults who are entitled to be on site. They should be worn at all times and clearly visible.

Visitors: All visitors must be signed in by reception and sign out when they leave. Visitors will need to tell reception staff who they are visiting and should have made an appointment. Approved visitors will be wearing a badge.

What should I do if I am worried about a child?

Report your concerns to a member of the safeguarding team (Mrs Goldup, Mrs Roberts, and Mrs Prevett) by completing a Concern form which are available at reception.

What should I do if a student discloses that they are being harmed?

- Do not promise confidentiality
- Do not ask questions or discuss it
- Do not share personal experience
- Report immediately to the safeguarding team
- Do not allow the student to go home until it has been reported
- Report to a member of the safeguarding team immediately

What should I do if the allegation involves a member of staff?

- Allegations should be reported to the Principal Mr Alan Fletcher
- If Mr Fletcher is unavailable report to Mr Phil Bugg (Vice Principal) or Mrs Elanor Goldup (Vice Principal and DSL).

What should I do if the allegation involves the Principal or the Head of School?

- Contact the Chair of the Academy Council: LJ Phoenix 07746 649182
- If they are unavailable contact the Chief Executive Officer of EMAT (Paul Shanks) 07483 043451
- Any member of staff or volunteer who does not feel confident to raise their concerns with the Principal or Chair of the Academy Council should contact the LADO directly on 01603 223473.



Recording Form for Safeguarding Concerns

Staff, volunteers and regular visitors are required to complete this form and pass it to **ELANOR GOLDUP, CHARIS PREVETT or LORRAINE ROBERTS** if they have a safeguarding concern about a child in our school.

| Full name of child | Date of Birth | Head of Year | Your name and position in school |
|--------------------|---------------|--------------|----------------------------------|
| | | | |

| Nature of concern/disclosure | |
|---|-----------------------------|
| Please include where you were when the child made a disclosure, what you saw, who else was there, what did the child say or do and what you said. | |
| Time & date of incident: | |
| Was there an injury? Yes / No | Did you see it? Yes / No |
| Describe the injury: | |
| Have you filled in a body plan to show where the injury is and its approximate size? Yes / No | |

| |
|--|
| Was anyone else with you? Who? |
| Has this happened before? Did you report the previous incident? |
| Who are you passing this information to? Name: Position: |
| Your signature: Time form completed: Date: |

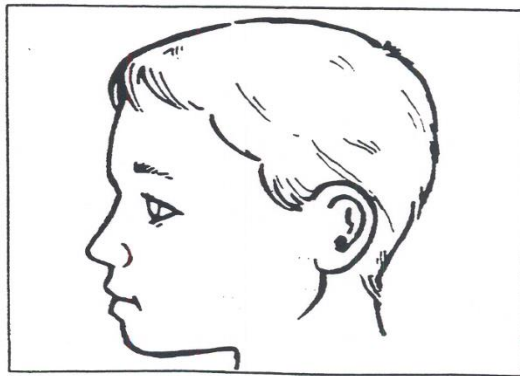
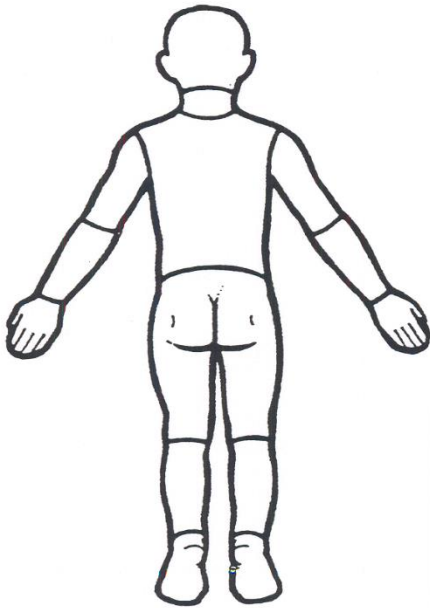
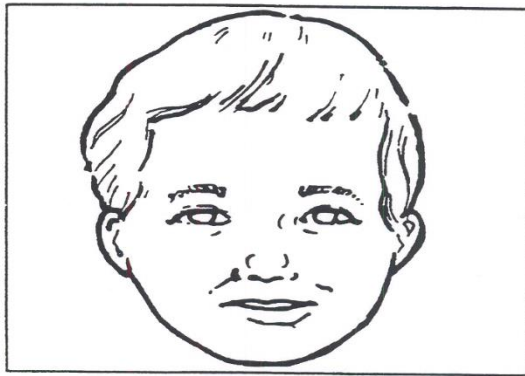
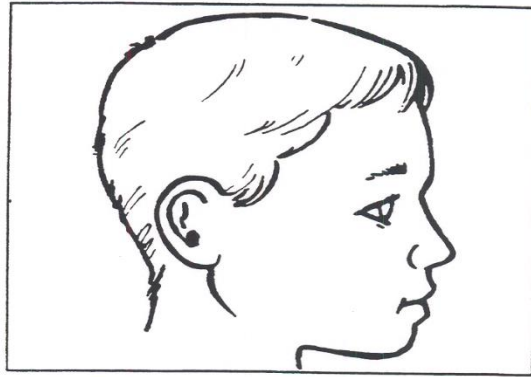
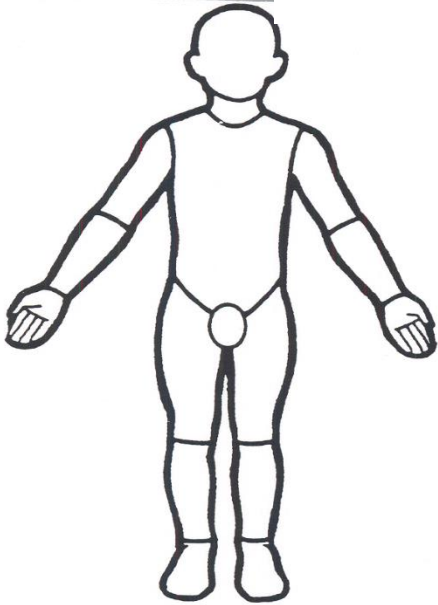
| Action Taken | By Whom | Date |
|--------------|---------|------|
| | | |

Referred to:

| | | |
|-----------------|--|---------|
| Attendance Team | | Outcome |
| Police | | |
| School Nurse | | |
| CADS / MASH | | |

Other

Older Child



KLA use the Norfolk County Council core training package for all staff.

The package is delivered by the DSL on the September training days and a video version is created by the DSL team for all staff and volunteer in-year induction

The slides and notes can be found here: [Whole School Training 2023.pptx](#)

The EMAT Safeguarding Policy can be found here: [download.asp \(kingslynnacademy.co.uk\)](#)

