

Safeguarding Policy



Dartmoor
MULTI ACADEMY TRUST

THIS DOCUMENT IS AN APPENDIX TO THE MAIN OVERARCHING POLICY HELD BY DARTMOOR MULTI ACADEMY TRUST

Policy Consultation & Review

This policy is available on our school website and is available on request from the school office. We also inform parents and carers about this policy when their children join our school.

The policy is provided to all staff (including temporary staff and volunteers) at induction alongside our Staff Code of Conduct. In addition, all members of staff are provided with Part One of the statutory guidance 'Keeping Children Safe in Education (2020)', DfE. This policy aligns with the DMAT overarching safeguarding statement.

This policy will be reviewed in full by the Full Academy Committee on an annual basis unless legislation changes, in which case it will be reviewed more frequently.

1. Purpose & Aims

1.1 The purpose of Tavistock College's safeguarding policy is to ensure every child and young adult who is a registered pupil at our school is safe and protected from harm. This means we will always work to:

- ☐ Protect children and young adults at our school from maltreatment;
- ☐ Prevent impairment of our children's and young people's health or development;
- ☐ Ensure that children and young adults at our school grow up in circumstances consistent with the provision of safe and effective care;
- ☐ Undertake that role so as to enable children and young adults at our school to have the best outcomes.

1.2 This policy will give clear direction to staff, volunteers, visitors and parents about expected behaviour and our legal responsibility to safeguard and promote the welfare of all children at our school.

1.3 Our school fully recognises the contribution it can make to protect children from harm and supporting and promoting the welfare of all children who are registered pupils at our school. This will also include identifying children who may benefit from early help. The elements of our policy are prevention, protection and support.

1.4 This policy applies to all pupils, staff, parents, governors, volunteers and visitors.

2. Our Ethos

2.1 All pupils' welfare is of paramount importance. Our school will establish and maintain an ethos where pupils feel secure, are encouraged to talk, are listened to and are safe. Pupils at our school will be able to talk freely to any member of staff at our school if they are worried or concerned about something.

2.2 Everyone who comes into contact with pupils and their families has a role to play in safeguarding them. We recognise that all staff at our school plays a particularly important role as they are in a position to identify concerns early and provide help for pupils to prevent concerns from escalating. All staff are advised to maintain an attitude of 'it could happen here' where safeguarding is concerned.

2.3 All staff and regular visitors will, through training and induction, know how to recognise indicators of concern, how to respond to a disclosure from a pupil and how to record and report this information. We will not make promises to any pupil and we will not keep secrets. Every pupil will know what the adult will have to do with any information they have chosen to disclose.

2.4 Throughout our curriculum we will provide activities and opportunities for pupils to develop the skills they need to identify risks and stay safe. This will also be extended to include material that will encourage our pupils to develop essential life skills. At Tavistock College we use our PSHE/RSE curriculums to provide opportunities for all children and young adults to develop knowledge, skills and understanding on how to

keep themselves safe from harm. Pupils are educated at a level that is appropriate to their age, stage and level of ability. They are encouraged to develop appropriate safeguarding vocabulary. The content of curriculum includes a broad range of safeguarding topics such as Bullying, CSE, CCE, Stranger Danger, Safe touching and E-Safety.

2.5 At all times we will work in and endeavour to establish effective working relationships with parents, carers and colleagues from other agencies in line with Working Together to Safeguard Children (July 2018)

2.6 To promote Tavistock College's commitment to keeping children safe, and to work in the best interest of the child, we have signed up to implement the principles and aims of the Encompass Model. Operation Encompass is a unique early intervention safeguarding partnership enabling support for children and young people who may have experienced or are affected by Domestic Abuse.

Anyone can be a victim of domestic abuse, regardless of gender, age, ethnicity, socio-economic status, sexuality or background.

There are different kinds of abuse that can happen in different contexts. The most prevalent type of domestic abuse occurs in relationships. But the definition of domestic abuse also covers abuse between family members, such as adolescent to parent violence and abuse. The definition also considers coercive and controlling behaviour. Children and young people are very often the 'hidden' victims of domestic violence and abuse.

As a school we are supporting an initiative called 'Operation Encompass' a partnership between Devon, Cornwall and Dorset Police and Education, supported by the Local Safeguarding Children's Partnerships. Operation Encompass has been designed to provide support for any child in school who may be affected by a domestic abuse incident where the police have attended.

A key safeguarding member of staff in school will be informed when a domestic abuse incident has been recorded within the previous 24 hours or over the weekend. This will enable school to monitor children possibly affected and, where required, support if necessary. This will remain confidential; no information about specific incidents is shared with school. The school will, however, be able to make provision for possible difficulties experienced by children who have been involved in, affected by, or witnessed a domestic abuse incident.

We are keen to offer the best support possible for our children and young people and we believe Operation Encompass will enhance the safeguarding within school. Domestic abuse guidance points out that exposure to domestic abuse can have a serious, long lasting emotional and psychological impact on children

Our Key Adult is: Barbara Manning. The additional Key Adult is Wendy Stephens.

3. Categories of Abuse

For children under 18 abuse falls into 4 categories: - **physical abuse, sexual abuse, emotional abuse and neglect.** Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting, by those known to them or, more rarely, by a stranger. They may be abused by an adult or adults, or another child or children.

3.1 **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.

not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing.

It may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet).

3.3 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 also involve 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 (including cyber 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.

3.4 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:

- ☐ Protect a child from physical and emotional harm or danger
- ☐ Ensure adequate supervision (including the use of inadequate care-givers)
- ☐ Ensure access to appropriate medical care or treatment
- ☐ It may also include neglect of, or unresponsiveness to, a child's basic emotional needs

3.5 For those pupils at Tavistock College who are aged 18 and above the categories of abuse are of a much broader content and additionally include;

3.6 Psychological – this abuse includes the use of verbal and physical threats, fears of bribes to;

- ☐ Negate an adult in individual's choices and independent wishes
- ☐ Cause isolation or over-independence
- ☐ Prevent an individual from using services which would otherwise aid and extend them.
- ☐

Psychological abuse includes intimidation, humiliation, shouting, swearing, emotional blackmail, bullying and the denial of basic human and civil rights (including choice and opinion, privacy and dignity and allowing people to follow their own spiritual or cultural beliefs or choice about their own sexuality).

3.7 Financial

- ☐ This involves an individual's resources being inappropriately used to the advantage of another person. It includes the withholding of money or inappropriate or unsanctioned use of a person's money or property, usually to the disadvantage of the adult to whom it belongs

3.8 Neglect or Acts of Omission

- ☐ Neglect or Acts of Omission relates to ignoring or withholding physical or medical care needs, including the deprivation of help to perform activities of daily living and failure to intervene in behaviour, which is dangerous to the individual concerned or to others. This can also involve allowing a person judged to lack capacity under the Mental Capacity Act to make decisions to take unwarranted and unreasonable risks. When a manager, or other care provider in a position of responsibility, does not ensure that appropriate care, environment or services are provided to maintain the health and safety of vulnerable people in their care then they may be open to a charge of 'wilful neglect'.
- ☐ Neglect may be regarded not only as the commission or omission of an act but also the threat of risk of such.
- ☐ Neglect may also occur as a result of unintentional actions by involved professionals or carers in not responding adequately to the needs of the vulnerable person. This can occur where the person responsible lacks the physical, financial and/or mental resources to provide sufficient care or lacks knowledge about their dependant's illness or disability and have not received guidance or support on

how to care.

3.9 **Discriminatory**

- ❑ A violation of human and civil rights by another person or persons. This is abuse which is racist or sexist in nature or about a person's disability or sexuality. Discrimination includes any form of harassment or bullying. There is some cross-over with other forms of abuse

3.10 **Organisational**

- ❑ When the lifestyles of individuals are sacrificed in favour of the rituals, routines and/or restrictive practices of the home or care setting. Care may not be individualised, rules may be used inappropriately and there may be a lack of stimulation

3.11 **Self-Neglect**

- ❑ A wide range of behaviour such as neglecting to care for personal hygiene, health or surroundings. This could include hoarding, failing to complete personal care or attend to own health needs.

3.12 **Domestic Abuse**

- ❑ Incident or patterns of incidents of controlling, coercive or threatening behaviour, violence or abuse by someone who is or has been an intimate partner or family member regardless of gender or sexuality. This could include psychological, physical, sexual, financial, emotional, 'honour based' violence, female genital mutilation or forced marriage.

3.13 **Modern Slavery**

- ❑ Traffickers and slave master use whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment. Including human trafficking, forced labour, domestic servitude and sexual exploitation.

Specific Safeguarding Issues are:

Child Sexual Exploitation (CSE)Child Criminal Exploitation (CCE)

CSE is a form of child sexual abuse. It occurs where 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 (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. CSE does not always involve physical contact; it can occur through the use of technology.

CSE can occur in all communities and amongst all social and ethnic groups and can affect girls and boys. Children as young as 8 years have been identified, particularly in relation to online concerns. CSE is a complex form of abuse and it can be difficult for those working with children to identify and assess however, all those working in our school are made aware of the potential indicators of grooming and exploitation and how to refer concerns on appropriately.

Criminal exploitation is a form of modern slavery that sees victims being forced to work under the control of highly organised criminals in activities such as forced begging, shoplifting and pickpocketing, cannabis cultivation, drug dealing and financial **exploitation**

Children who are trafficked, exploited or coerced into committing crimes are victims in need of **safeguarding** and support. Though perceptions are altering these young people are still often criminalised and perceived as having 'made a choice' to take part in illegal activity.

Peer on Peer Abuse

Peer on peer abuse occurs when a young person is exploited, bullied and / or harmed by their peers who are the same or similar age; everyone directly involved in peer on peer abuse is under the age of 18. 'Peer-on-peer' abuse can relate to various forms of abuse (not just sexual abuse and exploitation), and crucially it does not capture the fact that the behaviour in question is harmful to the child perpetrator as well as the victim.

Key areas where peer on peer abuse occurs are:

- ? Bullying, including online/cyber bullying and prejudice-based bullying
- ? Racist, religious, disability and homophobic or transphobic abuse
- ? Gender based violence/violence against girls and young women
- ? Teenage relationship abuse
- ? Issues relating to gang activity and youth violence
- ? Upskirting which 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;

All staff in school are clear about the action to take where concerns about peer on peer abuse arise and all staff will always reassure victims that they are being taken seriously and that they will be supported and kept safe. All staff will be aware that pupils of any age and sex are capable of abusing their peers and will never tolerate abuse as 'banter' or 'part of growing up'.

A Preventative Approach

In order to prevent peer on peer abuse and address the wider societal factors that can influence behaviour, the school will educate pupils about abuse. Its forms and the importance of discussing any concerns and respecting others through the curriculum and PSHE lessons.

The school will also ensure that pupils are taught about safeguarding, including online safety, as part of a broad curriculum in PSHE lessons, RSE and group sessions. Such content will be age and stage of development specific, and tackle such issues as the following:-

- ? Healthy relationships
- ? Respectful behaviour
- ? Gender roles, stereotyping and equality
- ? Body confidence and self-esteem
- ? Prejudiced behaviour
- ? That sexual violence and sexual harassment is always wrong
- ? Addressing cultures of sexual harassment

Pupils will be allowed an open forum to talk about concerns and sexual behaviour. They are taught how to raise concerns and make a report, including concerns about their friends or peers, and how a report will be handled.

In cases of 'Upskirting' we recognise that it is an offence under the Voyeurism Offences Act 2019 to operate equipment and to record an image beneath a person's clothing without consent and with the intention of observing or enabling another person to observe in the victim's genitals or buttocks (whether exposed or covered with underwear), in circumstances where their genitals, buttocks or underwear would not otherwise be visible, for a specified purpose e.g. obtaining sexual gratification or to humiliate, distress or alarm a victim. Upskirting will not be tolerated by the school and any incidents must be reported to the DSL who will then decide on an appropriate course of action

Female Genital Mutilation (FGM)

Female genital mutilation refers to procedures that intentionally alter or cause injury to the female genital organs for non-medical reasons. The practice is illegal in the UK. FGM typically takes place between birth and around 15 years old.

School is aware of the common risk factors for FGM which include;

- ☐ Low level of integration into UK society.
- Mother or sister who has undergone FGM
- ☐ Girls who are withdrawn from PSHE
- ☐ Visiting female elder from the country of origin
- ☐ Talk about a special procedure to become a woman.

FGM is addressed as part of the procedures around '**Honour Based Violence**' which is defined as "crimes which have been committed to protect and defend the honour of the family and/or the community, including FGM, Forced Marriage and practices such as Breast Ironing"

The school has due regard to the **mandatory reporting duty**, which came into force in October 2015, of the FGM Act 2003, which places a **statutory duty** on staff to report to the police where they discover that FGM appears to have been carried out on a girl under 18 years. Staff in this school will be vigilant and will report promptly any FGM or other HBV concerns to the Designated Safeguarding Lead. It is the ultimate responsibility of the member of staff who discovers FGM to report this to the proper authorities. Designated Safeguarding Lead within school will support staff whilst doing this

More information on these issues is contained in Annex A of Keeping Children Safe in Education (2020)

Serious Violence

All staff, through training, will be made aware of the indicators which may signal that a pupil is at risk from, or is involved with, serious violent crime. These indicators include, but are not limited to, the following:

- ☐ Increased absence from school
- ☐ A change in friendships
- ☐ New relationships with older individuals or groups
- ☐ A significant decline in academic performance
- ☐ Signs of self-harm
- ☐ A significant change in wellbeing
- ☐ Signs of assault
- ☐ Unexplained injuries
- ☐ Unexplained gifts or new possessions

The most significant risk factors that could increase a pupil's vulnerability to becoming involved in serious violent crime are; a history of committing offences, substance abuse, anti-social behaviour, truancy and peers involved in crime and/or anti-social behaviour. If any staff member suspects that a child maybe vulnerable to, or involved in, serious violent crime will report it immediately to the DSL.

More information on the criminal exploitation of children and serious crime can be found in Annex A of Keeping Children Safe in Education (2020) and also on the DCFP.:

Preventing Radicalisation and Extremism (Prevent Duty)

The school has due regard to the **Prevent Duty** Guidance 2015, under Section 26 of the Counter-Terrorism and Security Act 2015, which aims to prevent children and young people from being drawn into extremism and terrorism.

Tavistock College has adopted the Devon County Council/Devon Children and Families Partnership (DCFP) procedures for protecting and reporting any concerns about pupils at risk of radicalisation.

Staff have carried out either face to face training with a Home Office trained WRAP trainer or an online Educare course around recognising and helping prevent radicalisation and are aware of how to report concerns to the relevant staff in school. I.e DSL/DDSL.

The Safeguarding team are aware of how to report these concerns to relevant agencies: Devon Channel Panel.

Anyone can report a concern in confidence to: The Police Prevent Team: ACT early 0800 011 3764

Online Safety

The predominant issues associated with online safety are:

- ☒ Content – exposure to illegal, harmful or inappropriate material for example pornography, fake news, racist or radical and extremist views
- ☒ Contact – harmful online interaction with others; for example, commercial advertising as well as adults posing as children or young people
- ☒ Conduct – online behaviour that increases the likelihood, or causes, harm; for example, making, sending or receiving explicit images

The school recognises that today's pupils are growing up in an increasingly complex world, living their lives seamlessly on and offline. This presents many positive and exciting opportunities, but also challenges and risks. The school e-safety policy and day-to-day online procedures have due regard to the most recent DFE non-statutory guidance entitled 'Teaching online safety in school' (June 2019) this helps teach our pupils how to stay safe online, within both new and existing school subjects (including Relationships Education, Relationships and Sex Education, Health Education, Citizenship and Computing). We teach pupils about the underpinning knowledge and behaviours that can them to navigate the online world safely and confidently regardless of the device, platform or app.

Youth Produced Sexual Imagery (Sexting)

Sharing photos and videos online is part of daily life for many people, enabling them to share their experiences, connect with friends and record their lives. Photos and videos can be shared as text messages, email, posted on social media or increasingly via mobile messaging apps, such as Snapchat, WhatsApp or Facebook Messenger.

The increase in the speed and ease of sharing imagery has brought concerns about young people producing and sharing sexual imagery of themselves and also sending or receiving sexually explicit text messages. This can expose them to risks, particularly if the imagery/text is shared further, including embarrassment, bullying and increased vulnerability to sexual exploitation. The production and sharing of sexual images of under 18s is also illegal.

At our school, we understand the responsibility to educate our pupils about all online safety issues; teaching them the appropriate behaviours and critical thinking skills to enable them to remain both safe and legal when using the internet and related technologies, in and beyond the context of the classroom. We have a separate Online Safety Policy, a copy of which is available from the school website.

More information on these issues plus links to useful websites is contained in Part One of Keeping Children Safe in Education (2020) and the DCFP website

Contextual Safeguarding

Safeguarding incidents can occur outside of school and can be associated with outside factors. School staff, particularly the DSL and their deputy, will always consider the context of incidents – this is known as contextual safeguarding. Assessment of pupils' behaviour will consider whether there are wider environmental factors that are a threat to their safety and/or welfare. The school will provide as much contextual information as possible when making referrals to the Devon MASH (Multi Agency Safeguarding Hub).

Criminal Exploitation of Children (county lines)

The criminal exploitation of children is a geographically widespread form of harm that typically crosses county boundaries. Key to identifying potential involvement are 'missing episodes', that is when a child may have been trafficked and/or groomed for the purpose of transporting drugs. Like other forms of abuse and exploitation, this can affect any child under the age of 18, appear consensual and could involve violence or threats of violence and enticement.

Due to the widespread school community we endeavour to safeguard all pupils and families to risks within their local communities. This may take the form of writing to parents to advise them of local risks. The school is represented on the local Community Safety Partnership panel. The PHSE/RSE curriculum has flexibility to adapt the school curriculum in meeting local risks and staff have confidence in how to report concerns out of school hours.

Children Missing Education

Children missing education are children of compulsory school age who are not registered pupils at a school and are not receiving suitable education otherwise than at a school. Children missing education are at significant risk of underachieving, being victims of harm, exploitation or radicalisation and becoming NEET (not in education, employment or training) later in life.

Our school has procedures to follow for unauthorised absence and 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. All staff are alert to signs to look out for and the individual triggers to be aware of when considering the risks of potential safeguarding concerns such as travelling to conflict zones, Female Genital Mutilation and forced marriage.

More information on children missing education is contained in both Part One and Annex A of Keeping Children Safe in Education (2020)

Additional safeguarding issues

- ☐ Guidance on other safeguarding issues is contained in Annex A of 'Keeping Children Safe in Education (2020)

Looked After Children (LAC)

Our school has a named designated teacher for LAC who works closely with the Virtual School Team and the Local Authority.

4. Early Help and Support for Children in Need:

Early help means providing support as soon as a problem emerges, at any point in a child or young adult's life, from the foundation years through to the teenage years.

- ☐ Is disabled and has specific additional needs
- ☐ Has special educational needs
- ☐ Is a young carer
- ☐ Is showing signs of engaging in anti-social or criminal behaviour
- ☐ Is in a family circumstance presenting challenges for the child, such as substance abuse, adult mental health, domestic abuse; and/or
- ☐ Is showing early signs of abuse and/or neglect

Devon is committed to offering Early Help to children and families as problems begin to emerge. Early Help Assessment is important in order that a plan can be implemented to help children and families. Tavistock College will support those in need of this help so that we can gather your thoughts and concerns and work together to put in place a plan that will help you and your family. Your information will only be shared for the purpose of ensuring that relevant support is offered to you and your family, and to ensure that services are better coordinated and focused on your family's needs. At all times we will work in partnership and endeavour to establish effective working relationships with parents, carers and colleagues from other

5. Roles and Responsibilities

Role	Name	Contact details
Designated Safeguarding Lead	Barbara Manning	b.manning@tavistockcollege.org 01822 614231 x 296
Deputy Safeguarding Lead	Wendy Stephens	w.stephens@tavistockcollege.org 01822 614231 x 314
Deputy Safeguarding Lead	Rachael Squire	r.squire@tavistockcollege.org 01822 614231 x 275
Trainee DSL	Jack Brokenshire	j.brokenshire@tavistockcollege.org 01822 614231
Named Safeguarding Governor(s)	Caroline Jordan	c.jordan@tavistockcollege.org
Chair of Full Academy Committee	Sean Sweeney	s.sweeney@tavistockcollege.org
MAT Chief Executive Officer	Dan Morrow	dmorrow@dartmoormat.org.uk

6. The Full Academy Committee

The Full Academy Committee of Tavistock College is accountable for ensuring the effectiveness of this policy and our compliance with it. Although our Academy Committee takes collective responsibility to safeguard and promote the welfare of our pupils, we also have a named governor who champions safeguarding within the school.

The governing body will receive a safeguarding report at each meeting that will record the training that has taken place, the number of staff attending and any outstanding training requirements for the school. It will also record all safeguarding activity that has taken place, for example, meetings attended, reports written, training or induction given. It will not identify individual pupils.

The Academy Committee will ensure that:

- The safeguarding policy is in place and is reviewed annually, is available publicly via our school website and has been written in line with 'Keeping Children Safe in Education (2020)', Local Authority advice and the requirements of the Devon Children and Family Partnership (DCFP) policies and procedures;
- The school contributes to inter-agency working in line with Working Together to Safeguard Children (2019);
- The school has due regard to the **Prevent Duty** Guidance 2015, under Section 26 of the Counter-Terrorism and Security Act 2015, which aims to prevent children and young people from being drawn into extremism and terrorism.
- The school has due regard to the new **mandatory** reporting duty, which came into force in October 2015, of the **Female Genital Mutilation Act 2003** which places a **statutory duty** on teachers (along with social workers and healthcare professionals) to report to the police where they discover that FGM appears to have been carried out on a girl under 18 years.
- A member of the senior leadership team is designated to take the lead responsibility for safeguarding and child protection and that there is an alternate (deputy) and appropriately trained member of staff identified to deal with any issues in the absence of the designated safeguarding lead professional. There will always be cover for this role;
- All staff receive a safeguarding induction and are provided with a copy of this policy, Part One and Annex A of 'Keeping Children Safe in Education (2020)' and the staff code of conduct;
- All staff undertake appropriate safeguarding and child protection training that is updated regularly; in addition, all staff members will receive safeguarding and child protection updates (for example, via e-mail, e-bulletins and staff meetings, zoom meetings), as required, but at least annually, to provide them with relevant skills and knowledge to safeguard children effectively.
- Procedures are in place for dealing with allegations against members of staff and volunteers in line with

- statutory guidance;
- Safer recruitment practices are followed in accordance with the requirements of *'Keeping Children Safe in Education (2020)'* and also the DMAT and Devon Children & Families Partnership procedures. • They remedy without delay any weakness in regard to our safeguarding arrangements that are brought to their attention.
- The school has due regard to the mandatory requirement of reporting 'Private Fostering' arrangements to the local authority. 'Private Fostering' is when a child under the age of 16 (under 18 if disabled) is cared for by someone who is not their parent or a 'close relative'. This is a private arrangement made between a parent and a carer, for 28 days or more.
- Procedures are in place for dealing with allegations against members of staff and volunteers in line with *Keeping Children Safe in Education 2020*
- Ensure all relevant staff are aware of the school's local safeguarding arrangements, including the governing board itself, the SLT and DSL.

7. The Executive Principal

At Tavistock College the Executive Principal is responsible for:

- Identifying a member of the senior leadership team to be the Designated Safeguarding Lead (DSL);
- Identifying an alternate member of staff to act as the Designated Safeguarding Lead (DSL) in his absence to ensure there is always cover for the role;
- For ensuring the school is aware of and will follow the local safeguarding arrangements
- Ensuring that all staff and volunteers feel able to raise concerns about poor or unsafe practice and such concerns are addressed sensitively in accordance with agreed whistle-blowing procedures;
- Liaising with the LADO in the event of an allegation of abuse being made against a member of staff.

8. The Designated Safeguarding Lead

The Designated Safeguarding Lead is responsible for safeguarding and child protection at Tavistock College. The key role of the Designated Safeguarding Lead is to:

- understand and keep up-to-date with local safeguarding arrangements
- act as the main point of contact with the three safeguarding partners
- manage referrals from school staff or any others from outside the school
- work with external agencies and professionals on matters of safety and safeguarding
- raise awareness of safeguarding and child protection amongst the staff and parents
- ensure that child protection information is transferred to the pupil's new school

The DSL and Deputy DSL will carry out their role in accordance with the responsibilities outlined in *'Keeping Children Safe in Education 2020'*. The DSL and the Deputy DSL will undergo training to provide them with the knowledge and skills required to carry out their role; this training will be updated every two years. In addition to their formal training, the DSL and Deputy DSL will update their knowledge at regular intervals (at least annually) via e-bulletins, meeting other designated safeguarding leads etc.

The DSL and Deputy at Tavistock College will liaise with and make referrals to Children's Social Care (MASH) and other agencies where necessary, take part in strategy discussions and other multi-agency meetings and contribute to the assessment of children, including Early Help assessments.

The DSL will maintain detailed, accurate written records of concerns and referrals ensuring that they are kept confidential and stored securely using CPOMS.

When a child leaves our school, the DSL will make contact with the DSL at the new school and will ensure that the child protection file is forwarded to the receiving school in an appropriately agreed manner. We will retain evidence to demonstrate how the file has been transferred; this may be in the form of a written confirmation of receipt from the receiving school and/or evidence of recorded delivery.

The DSL is responsible for ensuring that all staff members and volunteers are aware of our policy and the procedure they need to follow. They will ensure that all staff, volunteers and regular visitors have received appropriate child protection information during induction and have been trained to the appropriate level recommended by Keeping Children Safe in Education 2020 and DCFP. The DSL at Tavistock College will represent our school at child protection conferences and core group meetings or ensure that an appropriately trained member of staff attends in their absence. Through appropriate training, knowledge and experience our DSL will 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, including Early Help assessments.

9. Training & Induction

9.1 When new staff, volunteers or regular visitors join our school they will be informed of the safeguarding arrangements in place. They will be given a copy of our school's safeguarding policy along with the staff code of conduct and told who our Designated Safeguarding Lead is.

9.2 Every new member of staff or volunteer will have an induction period that will include essential safeguarding information. This programme will include basic safeguarding information relating to signs and symptoms of abuse, how to manage a disclosure from a child, how to record this information and discuss issues of confidentiality. The induction will also remind staff and volunteers of their responsibility to safeguard all children at our school and the remit of the role of the Designated Safeguarding Lead. All staff will also be provided with a copy of Part One of 'Keeping Children Safe in Education (2020)' and will be expected to read this.

9.3 In addition to the safeguarding induction, all members of staff will undertake appropriate safeguarding training on a regular basis in accordance with 'Keeping Children Safe in Education (2020)' and advice from the DCFP. All staff members will also receive regular safeguarding and child protection updates (for example, via e-mail or at staff meetings) as required, but at least annually, to provide them with relevant skills and knowledge to safeguard children effectively.

9.4 All regular visitors and volunteers to our school will be given a set of our safeguarding procedures; they will be informed of whom our DSL and alternate staff members are and what the recording and reporting system is.

9.5 Our governing body will also undertake appropriate training to ensure they are able to carry out their duty to safeguard all of the children at our school. Training for Governors to support them in their safeguarding role is available from Devon Governor Services..

9.6 We actively encourage all of our staff to keep up to date with the most recent local and national safeguarding advice and guidance. Part One of 'Keeping Children Safe in Education (2020)' provides links to guidance on specific safeguarding issues such as Child Sexual Exploitation, Female Genital Mutilation, and Children Missing from Education and Preventing Radicalisation. In addition, local guidance can be accessed via the DCFP website, The DSL will also provide regular safeguarding updates for staff.

10. Procedures for Managing Concerns

10.1 Tavistock College adheres to child protection procedures that have been agreed locally through the DCFP.

10.2 Every member of staff including volunteers working with children at our school is advised to maintain an attitude of 'it could happen here' where safeguarding is concerned. When concerned about the welfare of a child, staff members should always act in the interests of the child and have a responsibility to take action as outlined in this policy.

10.3 It is not the responsibility of school staff to investigate welfare concerns or determine the truth of any disclosure or allegation. All staff, however, has a duty to recognise concerns and pass the information on in accordance with the procedures outlined in this policy.

10.4 The Designated Safeguarding Lead (DSL) should be used as a first point of contact for concerns and queries regarding any safeguarding concern in our school. Any member of staff or visitor to the school who receives a disclosure of abuse or suspects that a child is at risk of harm must report it immediately to the DSL or, if unavailable, to the Deputy DSL. In the absence of either of the above, the matter should be brought to the attention of the most senior member of staff.

10.5 If a child is in immediate danger or risk of harm, a referral should be made to Children's Social Care (via the MASH) and/or the Police immediately most especially in "out of hours" situations. Anyone can make a referral but in situations where referrals are not made by the DSL, they should be informed as soon as possible afterwards that a referral has been made by someone else.

10.6 All concerns, discussions and decisions made and the reasons for those decisions should be recorded in writing using the agreed reporting procedure in this school (CPOMS)

10.7 Following receipt of any information raising concern, the DSL will consider what action to take and seek advice from Children's Social Care – (MASH) as required. All information and actions taken, including the reasons for any decisions made, will be fully documented.

10.8 All referrals will be made in line with DCFP/MASH procedures.

10.9 If the child's situation does not appear to be improving the staff member with concerns should press for re-consideration by raising concerns again with the DSL or MAT Director of Safeguarding (Jane Lake). Concerns should always lead to help for the child at some point.

10.10 Staff should always follow the reporting procedures outlined in this policy in the first instance. However, they may also share information directly with the Devon MASH or the police if: the situation is an emergency and the designated senior person, their deputy and the Headteacher are all unavailable; they are convinced that a direct report is the only way to ensure the pupil's safety.

10.11 Any member of staff who does not feel that concerns about a child have been responded to appropriately and in accordance with the procedures outlined in this policy should raise their concerns with the Principal or the Chair of Governors. If any member of staff does not feel the situation has been addressed appropriately at this point should contact the MASH directly with their concerns.

10.12 If staff members have concerns about another staff member then this should be referred to the Headteacher. Where there are concerns about the Headteacher this should be referred to the chair of governors, chair of the management committee or proprietor of an independent school as appropriate.

10.13 Safeguarding Over 18's. Reports of concerns will be made by DSL to adult social care.

11. Records & Information Sharing

11.1 If staff are concerned about the welfare or safety of any child at our school they will record their concern on the agreed reporting form (CPOMS). Any concerns should be passed to the DSL without delay.

11.2 Any information recorded will be kept in on CPOMS

11.3 When a child leaves our school, the DSL will make contact with the DSL at the new school and will ensure that the child protection file is forwarded to the receiving school in an appropriately agreed manner. We will retain evidence to demonstrate how the file has been transferred; this may be in the form of a written confirmation of receipt from the receiving school and/or evidence of recorded delivery.

11.4 The Data Protection Act 2018 and GDPR do not prevent the sharing of information for the purposes of keeping children safe. Fears about sharing information must not be allowed to stand in the way of the need to promote the welfare and protect the safety of children

12. Working with Parents and Carers

12.1 Tavistock College is committed to working in partnership with parents/carers to safeguard and promote the welfare of children and to support them to understand our statutory responsibilities in this area.

12.2 When new pupils join our school, parents and carers will be informed that we have a safeguarding policy. A copy will be provided to parents on request and is available on the school website. Parents and carers will be informed of our legal duty to assist our colleagues in other agencies with child protection enquiries and what happens should we have cause to make a referral to the Devon MASH.

12.3 We are committed to working with parents positively, openly and honestly. We ensure that all parents are treated with respect, dignity and courtesy. We respect parents' rights to privacy and confidentiality and will not share sensitive information unless we have consent or it is necessary to do so in order to safeguard a child from harm.

12.4 We will seek to share with parents any concerns we may have about their child unless to do so may place a child at increased risk of harm. A lack of parental engagement or agreement regarding the concerns the school has about a child will not prevent the DSL making a referral to Sheffield Safeguarding Hub in those circumstances where it is appropriate to do so.

12.5 In order to keep children safe and provide appropriate care for them, the school requires parents to provide accurate and up to date information regarding:

- * Full names and contact details of all adults with whom the child normally lives;
- * Full names and contact details of all persons with parental responsibility (if different from above);
- * Emergency contact details (if different from above);

The School will retain this information on the pupil file. The school will only share information about pupils with adults who have parental responsibility for a pupil or where a parent has given permission and the school has been supplied with the adult's full details in writing.

13. Child Protection Conferences

13.1 Social Care will convene a strategy meeting and then a Child Protection conference once a child protection enquiry under Section 47 of the Children Act 1989 has been undertaken and the child is judged to be at continuing risk of significant harm. A review conference will take place once a child has been made the subject of a Child Protection Plan in order to monitor the safety of the child and the required reduction in risk.

13.2 Staff members attend a child protection conference or core group meetings on behalf of the school in respect of individual children. Usually the person representing the school at these meetings will be the DSL. In any event, the person attending will need to have as much relevant up to date information about the child as possible; any member of staff may be required to contribute to this process.

13.3 All reports for child protection conferences will be prepared in advance using the guidance and template provided. The information contained in the report will be shared with parents before the conference as appropriate and will include information relating to the child's physical, emotional and intellectual development and the child's presentation at school. In order to complete such reports, all relevant information will be sought from staff working with the child in school.

13.4 Clearly child protection conferences can be upsetting for parents. We recognise that we are likely to have more contact with parents than other professionals involved. We will work in an open and honest way with any parent whose child has been referred to Children's Services or whose child is subject to a child protection plan. Our responsibility is to promote the protection and welfare of all children and our aim is to achieve this in partnership with our parents.

14. Safer Recruitment

14.1 We will ensure that the Headteacher and at least one member of the Governing Body have completed appropriate safer recruitment training. At all times the Executive Principal and Multi Academy Trust will ensure that safer recruitment practices are followed in accordance with the requirements of 'Keeping Children Safe in Education (2020)', DfE.

14.2 At Tavistock College we will use the recruitment and selection process to deter and reject unsuitable candidates. We require evidence of original academic certificates. We do not accept testimonials and insist on taking up references prior to appointment. We will question the contents of application forms if we are unclear about them, we will undertake Disclosure and Barring Service checks and use any other means of ensuring we are recruiting and selecting the most suitable people to work with our children.

14.3 We will maintain a Single Central Register of all safer recruitment checks carried out in line with statutory requirements. The Single Central Register will contain information on all staff members on the following:

- * An identity check
- * A barred list check
- * An enhanced DBS check/certificate
- * A prohibition from teaching check
- * A section 128 check (for management positions in independent schools (including free schools and academies)
- * A check of professional qualifications
- * A check to establish the person's right to work in the UK
- * Further checks on people who have lived or worked outside the UK

14. Safer Working Practice

14.1 All adults who come into contact with our children and young adults have a duty of care to safeguard and promote their welfare. There is a legal duty placed upon us to ensure that all adults who work with or on behalf of our pupils are competent, confident and safe to do so.

14.2 All staff will be provided with a copy of our school's code of conduct at induction. They will be expected to know our school's Code of Conduct and policy for positive handling and carry out their duties in accordance with this advice. There will be occasion when some form of physical contact is inevitable, for example if a child has an accident or is hurt or is in a situation of danger to themselves or others around them. However, at all times the agreed policy for safe restraint must be adhered to. A list of staff that has accessed training will be kept by the Site Manager (Under Health & Safety record keeping).

14.3 Guidance about acceptable conduct and safe practice will be given to all staff and volunteers during induction. These are sensible steps that every adult should take in their daily professional conduct with

children. This advice can be found in the guidance document 'Safer working practices for adults who work with children and young people' (Safer Recruitment Consortium, October 2015). All staff and volunteers are expected to carry out their work in accordance with this guidance and will be made aware that failure to do so could lead to disciplinary action.

15. Managing Allegations Against Staff & Volunteers

15.1 Our aim is to provide a safe and supportive environment which secures the wellbeing and very best outcomes for the children at our school. We do recognise that sometimes the behaviour of adults may lead to an allegation of abuse being made.

15.2 Allegations sometimes arise from a differing understanding of the same event, but when they occur they are distressing and difficult for all concerned. We also recognise that many allegations are genuine and there are some adults who deliberately seek to harm or abuse children.

15.3 We will take all possible steps to safeguard our children and to ensure that the adults in our school are safe to work with children. We will always ensure that the procedures outlined by the DCFP: and the statutory guidance 'Keeping Children Safe in Education (2020)' are adhered to and will seek appropriate advice from Devon MASH.

15.4 If an allegation is made or information is received about an adult who works in our setting which indicates that they may be unsuitable to work with children, the member of staff receiving the information should inform the DSL immediately. Should an allegation be made against the DSL, Principal or Executive Principle, this will be reported to the Chief Executive Officer (CEO). In the event that the DSL or CEO is not contactable on that day, the information must be passed to and dealt with by either the member of staff acting as DSL or the Vice CEO.

15.5 The DSL or CEO will seek advice from the Local Authority Designated Officer (LADO) within one working day. No member of staff or the governing body will undertake further investigations before receiving advice from the LADO.

15.6 Any member of staff or volunteer who does not feel confident to raise their concerns with the DSL or CEO should contact LADO directly..

15.7 The School has a legal duty to refer to the Disclosure and Barring Service (DBS) anyone who has harmed, or poses a risk of harm, to a child, or if there is reason to believe the member of staff has committed one of a number of listed offences, and who has been removed from working (paid or unpaid) in regulated activity, or would have been removed had they not left. The DBS will consider whether to bar the person. If these circumstances arise in relation to a member of staff at our school, a referral will be made as soon as possible after the resignation or removal of the individual in accordance with advice from the LADO and/or HR.

16 Relevant Policies

16.1 To underpin the values and ethos of our school and our intent to ensure that pupils at our school are appropriately safeguarded the following policies are also included under our safeguarding umbrella:

Staff Code of Conduct

Student Equality Policy

Public Sector Equality Duty Statement

(PSED)

Behaviour Principles

Whistle-blowing

Online safety

Health and Safety

Supporting Children and Young People with Medical Needs

Data Protection

17. Statutory Framework

This policy has been devised in accordance with the following legislation and guidance:

* 'Working Together to Safeguard Children' DfE (2019)

* 'Keeping Children Safe in Education (2020)' DfE

* Guidance for Safer Working Practices for Adults who work with Children and Young People (October 2015)

It is the responsibility of every member of staff, volunteer and regular visitor to our school to ensure that they carry out the requirements of this policy and, at all times, work in a way that will safeguard and promote the welfare of all of the pupils at this school. This includes the responsibility to provide a safe environment in which children can learn.