



# Safeguarding Policy

---

**November 2018**

<b>Signed (Chair of Trustees)</b>	
<b>Date:</b>	<b>November 2018</b>
<b>Date of Review:</b>	November 2019

*The Arbor Academy Trust reviews this policy annually. The Trustees may, however, review the policy earlier than this, if the Government introduces new regulations, or if the Trust receives recommendations on how the policy might be improved. This document is also available in other formats e.g. e-mail and enlarged print version, on request to the School Offices and is displayed on the schools' websites.*

<b>Chief Executive Officer: Maureen Okoye</b>
<b>Executive Principal: Jason Cook (Davies Lane &amp; Selwyn)</b>
<b>Head Teacher: Bronwen Chalmers (Davies Lane)</b>
<b>Head Teacher: Lisa Bogle (Selwyn)</b>

**Named personnel with designated responsibility for Safeguarding**

	Academic Year	Designated Safeguarding Lead	Deputy Designated Safeguarding Lead	Nominated Safeguarding Governor	Chair of local Governing body
Davies Lane	2018/19	Samina Ahmed	Bronwen Chalmers Ropa Matibenga Rebecca Corderoy	Lesley Pikesley	Marcia Douet
Selwyn		Lisa Bogle	Ropa Matibenga Ana-Marie Allen	Helen Wagner	

**Named personnel with designated responsibility regarding allegations against staff**

Academic Year	Designated Senior Manager (this would normally be the Head teacher)	Deputy Designated Senior Manager	Chair of Local Governing Body	Nominated Governor
2018 /2019	Samina Ahmed Lisa Bogle	Bronwen Chalmers Lisa Bogle	Jenni Walsh	

**Dates the Safeguarding Policy is reviewed and dates of any safeguarding audits**

	Review Date	Changes made/Details of action plan	Due Date	By Whom
Davies Lane	November 2019	Update Safeguarding Leads Training dates	November 2020	Lesley Pikesley
Selwyn	November 2019		November 2020	Helen Wagner

**Dates of Staff training and details of course title and training provider**

Whole school	Designated Safeguarding Lead	Designated Safeguarding Lead
An Introduction to Advanced Child Protection Training 11.04.2016 (Kidscape) NQT Basic Safeguarding training 11/10/2017 (Kidscape)	Lisa Bogle Refresher DSL training Waltham Forest 12/10/2017	Samina Ahmed Refresher DSL training Waltham Forest 12/10/2017

**Annual Safeguarding Audit**

Safeguarding Audit date	Carried out by	Actions	By Whom	Date for Review
November 2019	Samina Ahmed Lisa Bogle	Monitor termly	Lisa Bogle Helen Wagner Samina Ahmed	November 2020

## **Introduction**

This policy is in line with statutory guidance for schools and colleges; Keeping Children Safe in Education (2018), Working Together to Safeguard Children (2018) and London Child Protection Procedures (5<sup>th</sup> Edition)

Arbor Academy's Safeguarding Policy applies to all adults, including volunteers, working in or on behalf of Arbor Academy and is an overarching document which demonstrates how everyone working in or for our Academy, shares an objective to help keep children safe from harm and abuse.

*We aim:*

- to ensure that children within our schools in the academy feel safe at all times
- to ensure that all stakeholders are safe and feel that they are able to put the welfare of the children first without concern that there will be any negative consequences attached to their actions
- to ensure that all adults who have contact with children in schools in the academy have been properly vetted and cleared as suitable to work and support children in our care/charge.
- to ensure that all adults who have contact with children in the schools have been trained to undertake their safeguarding responsibilities effectively.

## **SCHOOL COMMITMENT**

Arbor Academy is committed to safeguarding and promoting the welfare of all its pupils. We recognise that some children may be especially vulnerable to abuse and that children who are abused or neglected may find it difficult to develop a sense of worth and to view the world in a positive way. Whilst at school their behaviour may be challenging and we recognise that some children who have experienced abuse may harm others. We will always take a considered and sensitive approach in order that we can support all our pupils and recognise that each pupil's welfare is of paramount importance.

## **PROVIDING A SAFE AND SUPPORTIVE ENVIRONMENT**

### **Safer Recruitment and Selection**

Arbor Academy pays full regard to the statutory guidance for schools and colleges; Keeping Children Safe in Education (2018) – Part Three: Safer Recruitment. We ensure that all appropriate measures are applied in relation to everyone who works in the schools in the Academy and who are therefore likely to be perceived by the children as a safe and trustworthy adult. This includes volunteers, supervised volunteers and staff employed by contractors. Safer recruitment practice includes scrutinising applicants, verifying identity and academic or vocational qualifications, obtaining professional references, checking previous employment history and ensuring that a candidate has the health and physical

capacity for the job. It also includes undertaking interviews and checks with Disclosure and Barring Service (DBS), and Secretary of State Prohibition Order checks.

In line with statutory changes, underpinned by regulations, the following will apply:

- DBS and barred list checks will be undertaken for all posts that are deemed regulated activity, and all other posts an enhanced DBS check will be undertaken unless they are supervised roles that are deemed not to meet the definition of regulated activity.
- Secretary of State Prohibition Order checks will be undertaken for all posts.
- The schools in the academy are committed to keep an up to date single central record detailing a range of checks carried out on our staff, volunteers and governors.
- All new appointments to the schools in the Arbor Academy's workforce from overseas or who have lived outside the UK will be subject to additional checks as appropriate.
- Schools in the Academy ensure that supply staff have undergone the necessary checks and are made aware of this policy.
- Identity checks will be carried out on all appointments to the schools in the Arbor Academy workforce before the appointment is made, in partnership with the Local Authority (LA).
- Staff responsible for recruiting and appointing must be suitably qualified.

Executive Principal: Jason Cook (Davies Lane & Selwyn)

Head Teacher : Bronwen Chalmers (Davies Lane)

Head Teacher: Lisa Bogle (Selwyn)

Deputy Head Teacher: Samina Ahmed (Davies Lane)

Deputy Head Teacher: Rebecca Corderoy (Davies Lane)

Human Resources Manager: Loren Feely

The above people have successfully completed the on-line Safer Recruitment training or other appropriate Safe Recruitment training.

### **Safer Working Practice**

Arbor Academy schools will comply with the Government Offices "Guidance for Safer Working Practice for Adults Who Work with Children and Young People" at all times.

Safe working practice ensures that pupils are safe and that all staff, volunteers and governors:

- are responsible for their own actions and behaviour and should avoid any conduct which would lead to any reasonable person to question their motivation and intentions.
- work in an open and transparent way.
- work with other colleagues where possible in situations open to question.
- discuss and/or take advice from school management over any incident which may give rise to concern.
- record any incident or decisions made.
- apply the same professional standards regardless of gender, race, disability or sexuality.
- be aware of confidentiality policy.
- are aware that breaches of the law and other professional guidelines could result in criminal or disciplinary action being taken against them.

### **Safeguarding Information for Pupils**

All pupils in our schools are aware of a number of staff who they can talk to in each school in the trust. Arbor Academy is committed to ensuring that pupils are aware of behaviour towards them that is not acceptable and how they can keep themselves safe. All pupils know that we have a senior member of staff with responsibility for child protection and know who this is. We inform pupils of whom they might talk to, both in and out of school, their right to be listened to and heard and what steps can be taken to protect them from harm.

### **Partnership with Parents**

Arbor Academy shares a purpose with parents to educate, keep children safe from harm and have their welfare promoted. We are committed to working with parents positively, openly and honestly. We ensure that all parents are treated with respect, dignity and courtesy. The schools respect parents' rights to privacy and confidentiality and will not share sensitive information until we have permission or it is necessary to do so to protect a child. Schools in the Academy will share with parents any concerns they may have about their child unless to do so may place a child at risk of harm. They will encourage parents to discuss any concerns they may have with the school. They will make parents aware of their Safeguarding and Child Protection Policies and parents are made aware that they can view these policies on request.

### **School Training and Staff Induction**

The schools in the Arbor Academy will have a Senior Designated Person with responsibility for child protection and any named deputies undertake specific child protection training which includes how to undertake their role. They also undertake inter-agency child

protection training provided by the Waltham Forest Safeguarding Children Board. Refresher training is undertaken at two yearly intervals.

All other school staff, including non-teaching staff, volunteers and governors undertake appropriate inhouse training to equip them to carry out their responsibilities for child protection effectively. This is kept up to date by refresher training at three yearly intervals as a minimum requirement.

All staff (including temporary staff, volunteers, supervised volunteers and staff employed by contractors) has access to our safeguarding policy and are informed of the schools safeguarding arrangements on induction.

### **Health and Safety Policy**

Arbor Academy schools have a health and safety policy, which is monitored each year by the relevant committee of the Local School Governing Body. The Heads teachers, with the staff members with responsibility for Health and Safety, the site supervisor and the governors with responsibility for Health and Safety oversee the policy. Any concerns from staff, volunteers, governors or pupils are reported to any of the above and the site supervisor carries out an initial examination, assessing what remedial action needs to take place.

Every half term there is a fire drill that practices efficient evacuation from the buildings. Arbor Academy schools conduct annual fire risk assessment across the school sites. There is a critical incident plan that details what staff and parents should do in the case of emergencies.

### **First Aid**

In the Arbor Academy the following members of staff are trained to oversee first aid:

**See Appendix 1 (Davies Lane)**

**See Appendix 2 (Selwyn)**

First aid kits are situated around the schools in the following locations:

Every classroom has a first aid box with a list of all children with specific medical problems or conditions. In the medical room there are first aid boxes with medical information for specific children. This is overseen by the school's medical welfare officers.

When a child is unwell or has suffered an accident in school or on the school grounds, the following steps are followed:

**Step 1:** A trained first aider is immediately called to provide assistance and advice.

**Step 2:** The incident/accident is logged in the incident/accident register.

**Step 3:** The parent is notified of the incident/accident as soon as necessary.

**Step 4:** The Local Authority Health and Safety Team and/or the Health and Safety Executive are notified of the incident/accident where there is a statutory duty to do so.

### **Site Security**

Arbor Academy schools aim to provide secure school sites, but recognises that the sites are only as secure as the people who use them. Therefore, all people on the sites have to adhere to the rules, which govern it. It is recognised that laxity can cause potential problems to safeguarding.

Therefore, schools in the Arbor Academy ensure that:

- gates are locked except at the start and end of each day
- doors are kept closed to prevent intrusion.
- wherever possible visitors and volunteers only enter through the main entrance and must sign in at the office.
- children are only allowed home with adults/carers with parental responsibility or confirmed permission has been received in advance.
- empty classrooms have closed windows.
- children are not allowed to leave school alone during school working hours and if collected by an adult, are signed out.
- should a child leave the school premises without permission then staff have been informed never to chase after a child, but rather to report immediately to the office. Parents and Police will then be immediately informed of the circumstances.

### **Welcoming other Professionals**

Visitors with a professional role, such as the school nurse or members of the Police should have been vetted to work with children through their own organisation. When there is a planned visit to the schools, the Executive Principal will ensure that written confirmation is received from the employing organisation that the said individual has been vetted through the DBS, within the last three years and cleared to work with children. When the said individuals make adhoc or unplanned visits to schools in Arbor Academy, they will be accompanied by a staff member at all times and are not allowed to have any unsupervised access to the children until confirmation of their vetting status has been confirmed.

No examination/medical treatment of any child will be allowed unless the professional has suitable clearance prior to their visit. It is recognised that in emergency situations when the Police are called, perhaps to deal with an unruly pupil/adult, it may not be possible to confirm their identity before access to the school site is allowed. The Head teacher will use their professional judgement to effectively manage these situations.

## Child Protection Policy

Each school in the academy will have their own senior designated person for child protection as well as deputy senior designated persons for child protection. Please see school's child protection policy for further information.

There is a detailed Child Protection Policy operating within Arbor Academy, which is available from any of the school offices. It is the Local Governing Body's duty to ensure the policy is reviewed annually and any deficiencies within the policy addressed immediately.

All allegations of abuse by or complaints about a teacher, other member of staff or volunteers, will be managed in accordance with the Waltham Forest Child Protection Procedures. The Chair of the Local Governing Body should be contacted directly where there are allegations/complaints against the Head Teacher. The Local Authority Designated Officer for Child Protection oversees all allegations made against those who work with children and can be contacted at any time for advice on **0208 496 3646**. Similarly, advice and guidance can be obtained from the Social Care Advice and Assessment Team.

## Specific safeguarding issues

### FGM

**Female Genital Mutilation** comprises of all procedures that involve partial or total removal of the external **female genitalia**, or other injury to the **female genital** organs for non-medical reasons. It is also sometimes referred to as **female genital** cutting or female circumcision. Staff in schools will have been given training and guidance on the cultural practise of Female Genital Mutilation (FGM) and are aware that this is considered as physical abuse.

Key Points:

- it is not a religious practise
- it occurs mostly to girls aged 5-15
- it has been a criminal offence since 1985 and an offence since 2003 to take girls abroad
- the risk is increased over the summer holidays to allow for recovery times

Staff look out for post FGM symptoms. For example, difficulty walking, sitting or standing, spending longer time in the toilets, presenting unusual behaviour after a lengthy absence or reluctance to undergo medical procedures. All concerns must be reported in accordance to the schools safeguarding policy.

### PREVENT

Radicalisation is a process by which an individual or group comes to adopt increasingly extreme political, social, or religious ideals and aspirations that (1) reject or undermine the status quo or (2) reject and/or undermine contemporary ideas and expressions of freedom of choice.

Staff in schools have been trained in looking for signs and symptoms of radicalisation. Training equips them with the skills needed to identify children at risk of being drawn into terrorism and to challenge extremist ideas.

Concerns need to be taken to the safeguarding leads in individual schools and usual safeguarding procedures need to be followed. A referral to the Prevent team in the local authority may follow.

### **Child Sexual Exploitation**

Sexual exploitation is a process whereby children are deliberately persuaded to enter into situations where they receive something (for example gifts, money, food, accommodation) in exchange for sexual activity. Grooming is the process of 'preparing' a boy or girl for a sexual purpose. There are two types of grooming a) street grooming which occurs in the community b) online grooming using technology including the internet and mobile phones. Sexual exploitation is a form of sexual abuse and staff are aware of signs and symptoms to look out for.

Staff must report concerns to the safeguarding leads who will follow the usual safeguarding procedures.

### **Other safeguarding issues**

Staff also have understanding on the effects of homelessness, peer on peer abuse, honour-based violence and child criminal exploitation: county lines.

### **Allegations regarding person(s) working in or on behalf of the school (including volunteers)**

Where an allegation is made against any person working in or on behalf of the schools that he or she has:

- a. Behaved in a way that has harmed a child or may have harmed a child;
- b. Possibly committed a criminal offence against or related to a child or
- c. Behaved towards a child or children in a way that indicates s/he is unsuitable to work with children,

The academy will apply the same principles as in the rest of this document and the academy will always follow the procedures outlined in the London Child Protection Procedures for managing allegations against people who work with children. This includes allegations against staff in their personal lives.

Whilst the academy acknowledges such allegations, (as all others), may be false, malicious or misplaced, the academy also acknowledges they may be founded. It is, therefore, essential that all allegations are investigated properly, in line with agreed procedures and outcomes recorded.

## **Initial Response to an allegation or concern:**

### **Initial Action by person receiving or identifying an allegation or concern**

- Treat the matter seriously and keep an open mind
- Make a written record of the information using the Record Form, including the time, date and place of incident/s, persons present and what was said and sign and date this
- Immediately report the matter to the DSL or deputy's in their absence or where the DSL is the subject of the allegation

**Initial Action by the Designated Safeguarding Lead** (The DSL will normally be the Head Teacher or Deputy Head teacher). If the DSL is the subject of the allegation, then the Chair of the Local Governing body will take the following action.

- Obtain written details of the concern or allegation but do not investigate or interview child, adult or witnesses
- Contact the LADO within 1 working day
- Notify Ofsted within 24 hours
- Discuss with the LADO next steps
- Inform the Chair of Governors of the allegation

### **Subsequent Action by the Designated Senior Lead**

- Conduct a disciplinary investigation, if an allegation indicates the need for this
- Contribute to the child protection process by attending strategy meetings
- Maintain contact with the LADO
- Ensure clear and comprehensive records regarding the allegation, and action taken and outcome are retained on the staff member's personnel file
- Refer to the Independent Safeguarding Authority, if this outcome is agreed with the LADO

## **The Design of the Curriculum**

The curriculum deals with safeguarding in two ways. Firstly, in subjects such as Personal, Social and Health Education relevant discussions around related issues take place with the children. Topics include such themes as Drugs, Alcohol, Sex and Relationships, Stranger Danger, and e-safety issues. Children are encouraged to explore and discuss these issues. Secondly, the curriculum is designed so that safety issues within the subject are discussed and safe practices explained, such as using equipment properly in PE and Design and Technology. Appropriate staffing levels will be maintained at all times when the curriculum is being delivered outside of the school sites. Appropriate and agreed pupil/adult ratios are always maintained. The lead adults always risk assesses visits and trips to ensure children are safeguarded and protected from harm before the event is finally authorised by delegated adults in each school. (See appendix) Visiting speakers, with correct clearance and/or constant supervision are always welcomed into schools so that they can give

specialist knowledge to the children. Risk assessments must be carried out on any equipment or resources that are brought in for the visit.

### **Internet / E-Safety**

Children are encouraged to use the internet as much as is possible but at all times in a safe way. Parents are asked to give permission for their children to use the internet on entry to the school. Parents, pupils and staff must sign an appropriate usage form to ensure that they understand the risks and sanctions relating to misuse of the system in and beyond the school. If school staff knows of misuse, either by a teacher, staff member, volunteer or child, the issue must be reported to the Head teacher without delay. The Head teacher has overall responsibility for internet safety and will have access to all email addresses and passwords provided. The schools follow guidelines for Internet use/E-safety laid down by the South West Grid for Learning, the Local Authority and the Waltham Forest Safeguarding Children Board.

The schools will ensure that:

- software is in place to minimise access and to highlight any person accessing inappropriate sites or information.
- pupils will be encouraged to discuss openly their use of technology and anything which makes them feel uncomfortable. (If this results in child protection concerns, the Senior Designated Persons for child protection should be informed immediately).
- every effort is made to encourage pupils not to give out their personal details, phone numbers, school, home addresses, computer passwords etc.
- pupils adhere to the school policy on mobile phones.
- training is provided to pupils, staff and volunteers on e-safety matters where necessary.

### **Inclusion Opportunities**

Within the School Prospectus there is a statement around “Inclusion Opportunities” which asserts: “Within Arbor Academy we welcome all children. Where a child has a recognised disability, we will make all reasonable adjustments to accommodate their needs in school. This will include the availability of resources and accessibility of the school buildings and sites. We will make every effort to ensure that children with Special Educational Needs maintain their entitlement when they enter the schools”.

### **Behaviour Policy**

Good behaviour is essential in any community and in Arbor Academy we have high expectation in this area. Arbor Academy has a Behaviour Policy and a Code of Behaviour that must be adhered to by all children and a copy is available from the school offices. This is shared with parents and is available on the school websites and from the school offices.

Although the emphasis is always on the positive, there are also times when children have to be disciplined in order to maintain the safety and security of all children.

We follow Arbor Academy 5Cs (Courtesy, Consideration, Care, Cooperation and Commitment). There are numerous rewards available to children including: stickers for the very young Foundation stage and key stage one pupils, showing another teacher good work, team points, academic certificates and attendance cups.

But the sanctions range from: having to discuss their behaviour, being removed from the class, loss of playtime, reporting to a senior member of staff, a letter home and exclusion.

Staff in schools are discouraged from handling children but where they deem it the safest thing to do guidance and training has been given on safe methods of restraining a child so that they do not harm either themselves or others.

### **Anti-Bullying Policy**

The school's response to this is unequivocal. ***Adults must be informed immediately and action will take place.***

Children are told that silence is the bully's best friend. Although bullying across Arbor Academy schools is rare, the schools always act swiftly with a process of investigation, communication and action. Bullies will not be tolerated.

There is a more detailed Anti-bullying Policy available on the *school websites* and from the school offices.

### **Equalities and Racial Tolerance**

Arbor Academy schools have a single "Equality Policy" that has a section on racial tolerance. This includes information about what the school, through education, challenge and discussion, will do to ensure incidents do not happen.

Racism is tackled in both the RE and in the PSHE curriculum. The children will take part in discussions designed to raise awareness and address prejudices. This work ensures that racial tolerance is at the forefront of everything we do.

### **Photographing and Videoing of Children in School**

Across Arbor Academy schools, we have taken a sensible and balanced approach to photographing and videoing children on the school sites. We have a formal policy around "Taking photographs and video images of children" and a copy of the document is available from the school websites and the school offices.

Taking pictures and video images of children's achievements and activities is a wonderful way of capturing a memory and promoting successes. The policy document explains in detail

Arbor Academy school requirements to obtain parental permission while taking such images and the safeguards in place to ensure anonymity (wherever possible) in their usage.

### **Whistle blowing**

If members of staff, volunteers or governors have any concerns about people working in a paid or unpaid capacity with children, they have a duty of care (and in some cases a professional duty) to inform management accordingly. This can be done in writing or verbally and such issues will be managed with sensitivity and the necessary degree of confidence.

The schools in the trust follow the Local Authority's policy on whistleblowing and a copy of the "School Whistle blowing Policy" is available on the school websites or from the school offices.

### **Children Missing from School and Education**

Arbor Academy follows the Safeguarding Children Practice Guidance; Children Missing from School from the London Child Protection Procedures and will refer all cases of concern to the Education Welfare Office (EWO) and Children's Social Care.

Where parents inform the school that they wish to 'home educate' their child, the school will inform the EWO or Education Welfare Service (EWS), who will implement the "Elective Home Education" procedure.

In Waltham Forest, the BACME team is responsible for the delivery of CME (Children Missing from Education) duties defined by the Education Act Amendments.

### **Extended School and Off-Site Arrangements**

Where extended school activities are provided by and managed by Arbor Academy schools, their own safeguarding policy and procedures apply. If other organisations provide services or activities on our school sites we will check that they have appropriate procedures in place, including safer recruitment procedures.

When pupils attend off-site activities, including day and residential visits and work-related activities, schools will check that effective safeguarding arrangements are in place.

### **Policy review**

This policy document will be reviewed by the Arbor Local Governing board on an annual basis to ensure it is up to date with current legislation and best practice.

### Appendix 1 (Davies Lane)

Named member of staff	Work base position held	When on duty
Margaret Skeete	Medical room- north site	all day lunch times- north site
Mary Aquah	Front office north site	All day
Kalina	North site	Class times
Maxine Duoet Imrana Masters	South site	Class times
Jackie Tatham Halima Choudhry Ella Thaci	Reception classes NNEB South site	All day
Sunia Hudda Ellie Camacho	Nursery NNEB South site	All day
Betty Quayson Sharon Doherty	Two year old provision South site	All day

### Appendix 2 (Selwyn)

Gillian Harrison	Welfare Assistant
Michelle Livermore	Welfare Assistant
AnnMarie Allen	Inclusion Manager
Sue Dillon	Teaching Assistant
Filanxa Dragashi	Teaching Assistant
Lynda Bygrave	Teaching Assistant
Constance Amankwah	Nursery Teacher
Beatrice Mclver	Nursery
Zoe Desborough	Nursery
Nadia Akhtar	2 Year old provision (Nursery)
Melanie Marshall	Nursery (Part Time)
Kimete Megjuani	Nursery (Lunchtime)
Nalan Karaoglan	Reception
Emre Halil	Reception
Zolekha Razzaque	Reception
Liz Shaw	Reception
Naleni Persaud	Reception

### Appendix 3

School Educational Visits Coordinator

Lisa Bogle (Selwyn)

Rebecca Corderoy (Davies Lane)