

UNITED LEARNING AND NORTHAMPTON ACADEMY SAFEGUARDING CHILDREN AND CHILD PROTECTION POLICIES AND PROCEDURES

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Type of policy:	United Learning Policy	Local Governing Body	Recommends school policy for Group Board approval
		Group Board:	Group Board approves United Learning Policy



**UNITED LEARNING SAFEGUARDING CHILDREN AND CHILD PROTECTION
POLICIES AND PROCEDURES FOR NORTHAMPTON ACADEMY**

Date September 2017

Date of last school level review – March 2018

Policy Signed off on	Date: 18/9/17	Date: 18/9/17
Signed off by:	Name: Nat Parnell Signature: Nat Parnell Role: Principal/Head Teacher	Name: Michael George Signature: Michael George Role: Chair of Governors



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Section 1: Safeguarding Policy

1.1 Policy Statement

United Church Schools Trust and United Learning Trust, referred to throughout this policy as United Learning, is fully committed to ensuring that the application of this policy is non-discriminatory in line with the UK Equality Act (2010). Further details are available in the school's Equal Opportunities policy.

Northampton Academy recognises that safeguarding encompasses the duties of child protection and promoting the rights and welfare of children. As such, it is:

- Everyone's responsibility to safeguard children
- Everyone who comes into contact with children and families has a role to play; and
- Everyone working with children maintains an attitude of 'it could happen here'.

This policy applies to all members of our school community. This includes all staff, governors and volunteers working in the school, and boarders and those in EYFS settings, as applicable. It also applies to contractors and visitors during any interactions they may have with children, United Learning central office staff and to Trustees, working in or on behalf of the school.

Northampton Academy Safeguarding Children Policy and Child Protection Policy and Procedures (hereafter referred to as 'the Policy') has been drawn up on the basis of law and guidance that seeks to protect children, namely:

- The Children Act, 1989
- United Convention of the Rights of the Child, 1991
- Data Protection Act, 1998
- Sexual Offences Act, 2003
- Children Act, 2004
- Protection of Freedoms Act, 2012; and
- Relevant government guidance on safeguarding children, as follows:
 - Keeping Children Safe in Education – Statutory guidance for schools and colleges, September 2016
 - Working Together to Safeguard Children, March 2015 (Statutory guidance)
 - Prevent Duty, July 2015
 - 'What to do if you are worried a child is being abused' – Advice for Practitioners, March 2015

This policy conforms to locally agreed inter-agency procedures and is available to all interested parties on our website and on request from the main school office. It should be read in conjunction with other relevant policies and procedures. (See Section 3).

The welfare of children is paramount:

- All children, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity have the right to equal protection from all types of harm or abuse.



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- Some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues.
- Working in partnership with children/young people, their parents/carers/guardians and other agencies is essential in promoting children/young people's welfare.

Northampton Academy strives to keep children/young people safe by valuing them, listening to and respecting them, and through our policies, procedures and practices.

- Adopting child protection practices through procedures and a Staff Behaviour Policy/Code of Conduct for staff and volunteers.
- Developing and implementing an Online Safety (e-safety) Policy and related procedures.
- Providing effective management for staff and volunteers through supervision, support and training.
- Recruiting staff and volunteers safely, ensuring all necessary checks are made.
- Sharing information about child protection and good practice with children, parents/carers, staff and volunteers.
- Sharing concerns with agencies that need to know, and involving parents/carers/guardians and children/young people appropriately.
- Ensuring that safeguarding responsibilities are appropriately addressed in all related policies and procedures.

1.2 Policies that come under the 'umbrella' term of Safeguarding

Northampton Academy understands that safeguarding is intrinsic to all that we do and requires a consistent whole school ethos and approach. The tables below demonstrate how safeguarding is at the core of many of our policies and procedures; and that the term 'safeguarding' is an overarching one.



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Safeguarding (Table 1)

Safeguarding (Universal)	Child Protection (Risk of Significant Harm)	E-Safety	Medical (Health and Well-being)	Health and Safety	HR		Other Statutory Documents
					Safer Recruitment	Communication/ External	
United Learning Safeguarding Children Policy and Child Protection Procedures Mandatory School Based Policies <ul style="list-style-type: none"> - SEND - Pupil Behaviour - Sex Education Non-Mandatory School Based Policies: <ul style="list-style-type: none"> - Anti Bullying - Exclusion - Attendance - Register of Pupil admissions to School - Register of attendance - EYFS - Supervision of Staff - Safe Handling/ Restraint 	United Learning Safeguarding Children Policy and Child Protection Procedures Non- Mandatory School Based Policies: <ul style="list-style-type: none"> - E-Safety - Preventing Radicalisation - Sexting - Cyberbullying - Missing Children From Education - Missing Children From Home/Care - CSE - FGM - Restraint/Safe Handling - Abuse & Neglect - DV, Faith Abuse, Gangs & Youth Violence, Gender Based Violence, Private Fostering, Teenage Relationship Abuse, Trafficking, Medical. 	United Learning Safeguarding Children Policy and Child Protection Procedures <ul style="list-style-type: none"> - Filtering, Monitoring & Reporting Policy - Procedures for responding to specific online incidents and concerns - Electronic Device Searching - Mobile Device and Phone Policy - Social Media Policy - Images Policy 	Mandatory School Based Policies <ul style="list-style-type: none"> - SEND* - Sex Education* <ul style="list-style-type: none"> - Medical Policy - Supporting pupils with medical plans - Intimate Care Non-Mandatory School Based Policies <ul style="list-style-type: none"> - First Aid - Mental Health - Drug & Substance Abuse - Self-harm - Well-being 	United Learning Group Health and Safety Policy <ul style="list-style-type: none"> - Transporting Pupils - Educational Visits and Outdoor Activities - Supervision of Pupils - Site Security - CCTV - Evacuation - UL Behaviour of Visitors* 	United Learning Policies: <ul style="list-style-type: none"> - UL Safeguarding Children - HR Procedural Guidance - UL Recruitment & Selection Policy - Annual Staff-Student Relationship Letter & Guidance - Annual Acceptable Use of Technology* - United Learning Whistleblowing Policy - UL Guidance on Dealing with Allegations of abuse against Teachers and other Staff School Based: <ul style="list-style-type: none"> - Staff Behaviour/ Code of Conduct - Central Record of Recruitment and Vetting 	<ul style="list-style-type: none"> - UL Behaviour of Visitors* - UL Equality guidelines - UL Disciplinary Policy - Group Guidelines for Professional Conduct - UL Employee Data Protection Policy - Freedom of Information - UL Grievance Procedures School Based: <ul style="list-style-type: none"> - Complaints procedure - Admissions arrangements - Accessibility plan 	<ul style="list-style-type: none"> - Keeping Children Safe in Education, September 2016 - What to do if you suspect a child is being abused, March 2015 - Prevent Duty, July 2015 - FGM Reporting Duty, October 2015

1.3 Review Process

1.3.1 The Review Process

- The Policy will be reviewed by central office (Lead Safeguarding Officer) annually or as events, or legislation requires.
- The Designated Safeguarding Lead, **Principal/Headteacher**, Nominated Safeguarding Governor at **Northampton Academy** will also review the Policy annually, or as events, or legislation requires, ensuring that the content specific to their school and local authority is accurate, prior to approval by their Local Governing Body.
- These documents will then be ratified by the United Learning Group Board, (USCT Trustees).
- Any deficiencies or weaknesses identified will be remedied without delay.

1.3.2 Review Timescales

Commencing April 2015, the Policy will be reviewed annually, as set out below:	
Policy reviewed centrally:	April
Policy personalised by schools:	May
School level Policy ratified by Local Governing Bodies:	May - June
Individual school level Policy approved by the Group Board	July – December
Implementation of Group Policy	September 2015
First Annual Review	June 2016
Implementation of Reviewed Policy	September 2016

1.3.3 In Year Policy Review Dates

Review Date	Changes Made	By Whom
July 2015	Inclusion of Prevent Duty	United Learning Central Office
September 2015	Inclusion of Overseas and Prohibition from Management checks.	United Learning Central Office
October 2015	Inclusion of statutory duty to report FGM.	United Learning Central Office
January 2016	Inclusion of EEA Checks	United Learning Central Office
March 2016	Updates to links following move to the United Hub	United Learning Central Office
June 2016	Reordered and updated to reflect changes in KCSIE May 2016	United Learning Central Office

September 2016	Updates to reflect changes in KCSIE September 2016	United Learning Central Office

1.4 Roles and Responsibilities of Trustees

The United Learning Group Board of Trustees retains statutory responsibility for ensuring that all legal responsibilities in connection with safeguarding, child protection and safer recruitment are discharged. This responsibility is invested in:

- Darran Lee, Primary Director, and United Learning's Designated Senior Person.
- Ian Young Head of Independent Schools.

Responsibility for all safeguarding and child protection matters, other than safer recruitment, is delegated by United Learning's Designated Senior Person to the **Principal/Headteacher** of **Northampton Academy**, and the school's Designated Safeguarding Lead to act on behalf of the United Learning Group Board and ensure that child protection policies and procedures are compliant with local authority guidance and locally agreed inter-agency procedures. Support to United Learning's Designated Senior Person is provided by United Learning's Lead Safeguarding Officer, who will work closely with schools.

Responsibility for safer recruitment is delegated to the **Principal/Headteacher** of **Northampton Academy**, supported by the central office HR team and responsibility for ensuring that policies and procedures are complied with is delegated to the Designated Safeguarding Lead at **Northampton Academy**; who, within his/her duties, will keep the **Principal/Headteacher** and the Lead Safeguarding Officer for United Learning informed of any issues and ongoing investigations which:

- Lead to any referral to the designated officer(s) from the local authority (which could result in, or has resulted in, a strategic case meeting being called)
- Relate to a member of staff and, without prejudice to the case, the Designated Safeguarding Lead for **Northampton Academy** judges may result in disciplinary action being taken.

(See Annex A12: Reporting a Safeguarding Concern to United Learning - Template form for use by schools).

These matters will then be raised with United Learning's Designated Senior Person who will report to the Group Board, as necessary.

1.5 Key Principles

This policy and its associated procedures will ensure that **Northampton Academy** practices safer recruitment in checking the suitability of staff and volunteers to work with children by completing all necessary checks required by the DfE; and storing and maintaining this information on a Single Central Record (SCR). See United Learning Safeguarding Children – HR Procedural Guidance September 2016

In accordance with Working Together to Safeguard Children, March 2015 (Page 5) **Northampton Academy** understands that safeguarding is everyone's responsibility and is committed to safeguarding and promoting the welfare of children by:

- Protecting children from maltreatment;
- Preventing impairment of their health and development;
- Ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and
- Taking action to enable all children to have the best outcomes.

In order to do this, we will raise awareness of child protection issues, and equip children with the skills they need to keep themselves safe. We will develop and implement robust procedures for identifying and reporting cases, or suspected cases, of abuse; and will support pupils who have been abused. We will work in accordance with agreed child protection plans and will establish a safe environment in which children can learn and develop.

Northampton Academy will be vigilant in respect of the specific safeguarding issues highlighted in Keeping Children Safe in Education, September 2016 and ensure that the needs of Looked After Children and those with Special Education Needs or disabilities are recognised as being particularly vulnerable.

We will ensure that all staff, governors, volunteers; and contractors adhere to the school's child protection procedures. (See Annex A2: United Learning Staff Student Relationship Letter and Guidance, September 2016).

Northampton Academy recognises that it has both statutory and pastoral responsibilities for the well-being of its pupils; and, in keeping with our aims and ethos, the well-being and safety of pupils is of paramount importance, and it is the responsibility of everyone who comes in to contact with pupils to be vigilant and report any incidents of child abuse and other safeguarding concerns.

These responsibilities include having robust safeguarding and child protection procedures in place, to ensure:

- The identification of students at risk of suffering significant harm;
- Raising awareness of all staff through effective communication and training
- The referral of all disclosures to the appropriate agencies
- Effective working relationships with the local Police, Local Safeguarding Children Board, Social Care, Health, and other relevant external agencies; and
- The delivery of an effective curriculum which enables pupils to stay safe from harm.

United Learning Safeguarding Children – HR Procedural Guidance (September 2016) should be read in conjunction with other relevant United Learning HR policies, procedures and guidance and school based policies.

1.6 Monitoring and Evaluation

At **Northampton Academy** we monitor and evaluate our Safeguarding Children and Child Protection Policies and Procedures document and related policies via the following processes:

- Local Governing Body visits to the school
- Senior Leadership Team 'drop ins' and discussions with staff
- Pupil surveys and questionnaires
- Scrutiny of attendance data
- Scrutiny of a range of risk assessments
- Scrutiny of Local Governing Body minutes

- Logs of Bullying, Racist, and Behavioural Incidents
- Review of parental concerns and parent questionnaires
- Review of specific resources for all vulnerable groups, (Study support, internal exclusion area, lunch time groups, early help support, breakfast club, after school clubs, wellbeing team, attendance and admissions, special trips out.)

This analysis will be discussed during regular meetings between the **Principal/Head teacher, the Chair of Governors** and the United Learning Director and Education Advisers; and during Safeguarding Audits completed by the United Learning Lead Safeguarding Officer. Local Governing Body checks on the effectiveness of safeguarding will be reported in termly minutes of meetings.

1.7 Adoption of this Policy

1.8 This policy was considered and adopted by the Local Governing Body of Northampton Academy on Monday 25th September, 2017. It will be regularly reviewed by the Academy staff and the LGB.

Northampton Academy has adopted the **United Learning Group Safeguarding Children and Child Protection Policies and Procedures** document and has included details of the local arrangements, to ensure that this document meets the standards required.

Section 2: Safeguarding: A Whole School Approach

2.1 What is Safeguarding?

Safeguarding is everyone responsibility.

Safeguarding children is the action we take to promote the welfare of children and protect them from harm.

Everyone who comes into contact with children and families has a role to play.

Safeguarding and promoting the welfare of children is defined for the purposes of this guidance as:

- protecting children from maltreatment;
- preventing impairment of children's health or development;
- ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and
- taking action to enable all children to have the best outcomes.

(Working Together to Safeguard Children March 2015 – Page 5)

2.2 Safeguarding Induction

Northampton Academy recognises that safeguarding children is the single most important duty that we undertake.

To ensure that everyone working within our school understands their roles and responsibilities and always act in the best interests of the child, we provide a comprehensive safeguarding induction, which includes child protection, e-safety and Prevent duty information, school specific face to face training prior to commencing employment or the first day, prior to working with children.

This is provided to:

- all staff
- all volunteers
- all agency staff (e.g. supply teachers)
- all contractors

For agency staff and contractors, this is in addition to the training that they receive and is verified by their own agency or employer; and is provided to ensure that the safeguarding procedures within our school are followed.

2.3 Safeguarding Induction Programme and Whole School Training .

Northampton Academy ensures that everyone receiving safeguarding induction reads and understands Part One and Annex A of Keeping Children Safe in Education – Statutory Guidance for Schools and Colleges, September 2016; and considers the implications of it, in relation to the work undertaken within, and on behalf of the school.

- As appropriate to their role and responsibilities, senior staff and members of the safeguarding team and members of the local governing body will also be required to read the complete guidance.
- All staff and volunteers are required to sign to confirm:
 - Attendance at Safeguarding Induction Training, which includes Child Protection, Online Safety (e-Safety) and the Prevent duty.
 - 'Keeping Children Safe in Education, September 2016': Part One
 - 'Keeping Children Safe in Education, September 2016': Annex A
 - School's Safeguarding Children Policy and Child Protection Policy and Procedures document
 - School's Online Safety (e-Safety) Policy and related policies
 - School's Prevent documents (e.g. Prevent duty, statement, risk assessment or policy)
 - United Learning Whistleblowing Policy
 - United Learning Annual Staff Student Relationship Letter and Guidance
 - United Learning Annual Acceptable Use of IT agreement
 - Childcare Disqualification Requirements and Disclosure by Association (as appropriate).
 - School's Behaviour Policy/Code of Conduct
 - School's Children Missing Education Policy
- A copy of the signed documents will be retained by the school as part of our Safer Recruitment procedures.
- This Safeguarding Induction Programme will be followed up with at least annual safeguarding training.

2.4 Keeping Children Safe in Education Statutory Guidance for Schools and Colleges, September 16

For Keeping Children Safe in Education (whole document), [click here](#)

2.5 Keeping Children Safe in Education, Part One

For Part One, [click here](#)

2.6 Keeping Children Safe in Education, Annex A

For Annex A, [click here](#)

2.7 What to do if you are worried a child is being abused - Advice for practitioners

For What to do if you are worried about a child is being abused, [click here](#)

2.8 What to do when you have a safeguarding concern

- Details of the child protection procedures at **Northampton Academy** are provided in Section 4.

- These procedures should be followed by all staff, in the knowledge that all concerns, however small they may seem, will be taken seriously.
- In borderline cases informal advice will be sought from local agencies by a member of the safeguarding team.
- If concerns continue, staff should raise these through the appropriate channels.

2.9 What to do if a Child is at Risk of Immediate Harm

If you are seriously concerned about a child's immediate safety, always dial 999.

If, at any point, there is risk of immediate harm to a child a referral should be made to children's social care immediately. Anybody can make a referral. If the child's situation does not appear to be improving the staff member with concerns should press for re-consideration. Concerns should always lead to help for the child at some point.

(Keeping Children Safe in Education).

All referrals to the local social services department should be made within 24 hours (in writing or with written confirmation of a telephone call) of a disclosure or suspicion of abuse.

Section 3: Child Protection Policy

3.1 Safeguarding Children

Northampton Academy understands that safeguarding children is our single most important responsibility.

- We teach children about safeguarding and how to keep safe.
- Children's wishes and feelings are taken into account when we are determining what action to take and what services to provide.
- We encourage children to express their views and give feedback; express their views through regular contact with staff in corridors and classes, Wellbeing team drop in every lunchtime, CYPS school nurse drop in once a week, breakfast club.
- We support vulnerable children to do this through Study support, internal exclusion area, lunch time groups, early help support, breakfast club, after school clubs, wellbeing team, attendance and admissions, special trips out
- Our governing body and United Learning Trustees ensure that:
 - Training is provided to all staff that clearly explains that staff must not agree confidentiality and must always act in the best interests of the child.
 - Safeguarding arrangements take into account the procedures and practice of the local authority as part of the inter-agency safeguarding procedures set up by the LSCB. This includes understanding and reflecting local protocols for assessment and the LSCB's threshold document along with supplying information as requested by the LSCB.
 - In accordance with the Data Protection Act 1998 **Northampton Academy** process personal information fairly and lawfully, it recognises that this is not a barrier to sharing information where the failure to do so would result in a child being placed at risk of harm. We understand that fears about sharing information cannot be allowed to stand in the way of the need to promote the welfare and protect the safety of children.

3.2 Safeguarding Information for Pupils

At Northampton Academy we believe that:

All children have the right to be listened to, the right to be heard.

All children have the right to feel safe, to be safe and protected from harm.

Northampton Academy promotes its belief that as children, our pupils have the right to achieve their full potential regardless of their ethnicity, religion, gender, orientation, ability, or disability.

We strive to ensure our pupils have the ability to:

- Be as physically and mentally healthy as possible
- Gain the maximum benefit possible from good education opportunities
- Live in a safe environment and be protected from harm
- Experience emotional well-being
- Feel loved and valued, supported by affectionate relationships
- Become competent at looking after themselves
- Have a positive self-image, a secure identity including cultural and racial identity
- Develop good interpersonal skills and confidence in social situations.

At **Northampton Academy** we will teach children to understand and manage risk, through our:

- PHSE lessons
- Other lessons, such as Drama
- Assemblies and Special Days
- E-Safety Programme
- Anti-Bullying Programme.

Confidentiality

As the pupils of **Northampton Academy** we want you to know that:

- **We will always take what you tell us seriously.**
- **We cannot agree to keep anything that you tell us secret, but we will only share information with the people that we need to, in order to ensure that you and others are kept safe from harm.**

Any pupil concerned about their safety can talk to one of the school's Safeguarding Team, or a member of staff who you feel able to talk to.

3.3 Working in Partnership with Parents/Carers/Guardians

At **Northampton Academy**:

- We are committed to working with parents/carers/guardians/external agencies positively, openly and honestly.
- We ensure that parents/carers/guardians are treated with respect, dignity and courtesy.
- We respect parents'/carers'/guardians' rights to privacy and confidentiality and will not share sensitive information unless we have permission; or it is necessary to do so in order to protect a child.
- We share a purpose with parents/carers/guardians to educate and keep children safe from harm and to have their welfare promoted.
- Any referral made to social care (**Northamptonshire County Council Multi Agency Safeguarding Hub(MASH)**) is shared with parents beforehand, unless it is inappropriate to do so; and as a school we will ensure regular contact with parents/carers/guardians of all pupils.
- All staff have the skills knowledge and understanding to keep safe children who are looked after by the Local Authority.
- All staff have the skills and understanding to keep children safe who have Special Education Needs or disabilities.

3.4 Confidentiality and Sharing Information

Northampton Academy

- Recognises and complies with its duties under current Data Protection legislation.
- Ensures the confidentiality of its pupils and their families.
- Ensures confidentiality so that evidence is not compromised.
- Will make every effort to maintain confidentiality and guard against unwanted publicity.

- Only shares information on a 'Need to Know' basis, and this decision is taken by the Designated Safeguarding Lead, or Deputy Designated Safeguarding Lead.
- Keeps all Child Protection information securely.
- Ensures that all information is processed for limited purpose, is adequate, relevant and not excessive, is accurate, retained and processed in accordance with data subject's rights.
- All child protection information is held both electronically and held hard copies in locked cabinets within a locked cupboard, in accordance with England (Pupil Information) (England) Regulations 2005. Electronic CP data has restricted access and is password protected
- Every effort is made to prevent unauthorised access and sensitive information is not stored on laptop computers, which, by the nature of their portability, could be lost or stolen. All laptops should have encrypted hard drives to prevent access to information should the device be lost or stolen.
- If it is necessary to store Child Protection information on portable media, such as a CD or flash drive, these items must be encrypted and kept in locked storage.
- Child Protection information is stored separately from the pupil's school file and the school file is 'tagged' to indicate that separate information is held. These CP files have restricted access
- Child Protection Records are normally exempt from the disclosure provisions of the Data Protection Act, which means that pupils and parents do not have an automatic right to see them. If a member of staff receives a request from a pupil or parent to see Child Protection Records, request will be referred to the **Principal / Head Teacher**, and to Alison Hussain at Central Office (Alison.Hussain@unitedlearning.org.uk).

The Data Protection Act does not prevent school staff from sharing information with relevant agencies where that information may help to protect a child and is in the child's best interests.

Northampton Academy recognises that:

- It is essential to establish positive and effective working relationships with outside agencies.
- There is a joint responsibility on all these agencies to share information to ensure that all children are safeguarded.
- We share information:
 - To ensure the fullest possible picture of the child's circumstances
 - To enable practitioners to assess the needs of the child properly
 - To co-ordinate and improve service provision to the child and family
 - To protect other adults and children.
- Examples of when it is necessary to share information include if:
 - A child seems hungry, or inappropriately dressed, or has hygiene concerns
 - A child's behaviour is concerning: aggressive, or withdrawn, or unhappy, or overly familiar, or sexually inappropriate
 - There is a suspicion or evidence that the child has an injury; e.g. the child has awkward or protective movement; has bruising, marks, cuts or burns
 - Things said by, or about the child that are concerning.
- Staff are aware that low level issues should be shared with support and/or senior teaching staff as soon as possible.

- In line with Keeping Children Safe in Education, September 2016 (Pages 7-8 Paragraphs 21-27) and the Prevent duty, July 2015.
 - Safeguarding and child protection concerns about the child will be reported to the Designated Safeguarding Lead and Designated Safeguarding Officers. This should be done within two hours, with the exception of a child who has already come to significant harm or is at risk from imminent harm which should be reported immediately. The Designated Safeguarding Lead (or equivalent) will decide who else needs to have this information.
 - However, if at any point, there is a risk of immediate serious harm to a child a referral should be made to MASH agency and the designated safeguarding officers can make this referral.
 - If staff have concerns about another staff member they will be referred to the Principal / Head Teacher.
 - Where the concerns are about the Principal / Head Teacher they will be referred to the Chair of Governors. (See also Keeping Children Safe in Education, September 2016, Part 4)
- In line with Working Together to Safeguard Children, March 2015 (Pages 16-17 & Page 71) we follow inter-agency information sharing protocols. We:
 - Discuss with the child and their family the involvement of other agencies and how and who you will share information with and gain their consent where appropriate. The only time we would not share information with the family would be if it could potentially put the child at further risk of harm to do so.
 - Share all appropriate information as early as possible with practitioners and organisations who are currently working with, or due to work with a child.
 - Discuss and share any assessments or reports with the child and their family and include their views even if they differ from our own.
 - Seek permission before expressing the views of another agency or practitioner to a child, parent/carer/guardian.
 - Notify Children's Services if a child subject to a Child Protection Plan has an unexplained absence from school.
 - Having confirmed that a child is changing school, the Designated Safeguarding Lead will confirm their safe arrival; and will transfer their child protection file as soon as possible, separately from the main pupil file and via secure transit, and confirm safe receipt thereof.

Northampton Academy recognises that:

- Staff may need to seek support themselves if they are distressed.
- Staff can speak with the Designated Safeguarding Lead/ Officers in confidence.
- If staff seek support from external agencies they must adhere to the requirements of strict confidentiality at all times.
- The Safeguarding Team have access to United Learning support and access to external agency supervision when required and CIC.

3.4 Safeguarding Training

Northampton Academy provides safeguarding training that enables all staff to understand the roles and responsibilities that they have in relation to keeping children safe. Staff receive regular safeguarding updates, as required and at least annual training, to provide them with relevant skills and knowledge to safeguard children effectively.

3.5.1 Principal/Head teacher

The Principal/Head teacher has undergone safeguarding training

3.5.2 Designated Safeguarding Lead/s

- DSL/s complete appropriate training, on appointment and at least annual update training.
- This training will include child protection, Online Safety (e-safety) and Prevent, where there have been any changes in statutory requirements, or the local procedures have been updated.
- This training will be undertaken in accordance with Local Safeguarding Children Board (LSCB) procedures, and in line with Keeping Children Safe in Education, September 2016.

3.5.3 Deputy Designated Safeguarding Lead/s

Deputy DSLs will complete training to the same level as the Designated Safeguarding Lead, and will cover for them when they are unavailable.

3.5.4 All Existing Staff

All staff must undertake at least annual safeguarding training and receive any in year safeguarding updates. This training must equip all staff to demonstrate an understanding and the delivery of their safeguarding responsibilities.

Refresher training should include updates of child protection, Online Safety (e-safety) and Prevent procedures. The DSL delivers weekly safeguarding briefings.

3.5.5 All New Staff

All new staff and agency staff complete safeguarding induction training prior to, or on first day of employment. This one to one safeguarding induction with the Designated Safeguarding Lead on signs, indicators and procedures on reporting concerns.

3.5.6 Agency Staff and Periphetetic Staff

All agency and periphetetic staff complete safeguarding induction training. *Agency staff undertake child protection induction – Long term supply, on first day of employment; short term are inducted by the agency and designated safeguarding lead advised if agency staff have worked in our school for 5 days in total either consecutively or intermittently.*

3.5.7 Governors

Governors receive appropriate training which includes the *newly appointed safeguarding governor to undertake appropriate training, LGB have yet to identify training provision for the body as a whole. The LGB will identify two governors to undertake Safer Recruitment training.*

3.5.8 Volunteers

Currently we do not have volunteers on site

3.6 Safer Recruitment Training

Safer Recruitment training has been undertaken by 8 members of staff and two members of the LGB will undertake SRT. The LGB will be trained by 25 February.

3.7 Lettings

As part of our commitment to safeguarding all children and vulnerable adults in our community, **Northampton Academy** requires all lettings to provide details of the named child protection lead for any event involving under 18's; and confirmation that staff have undergone appropriate safer recruitment checks and training.

3.8 Safeguarding Training Records

All safeguard training is included on the Single Central Record under 'Training'. This is held for all staff on the Y drive and is updated and in the HR section on the UL system. See Appendix 13.

3.9 Peer on Peer Abuse:

Staff should recognise that children are capable of abusing their peers. Abuse is abuse and should never be tolerated or passed off as “banter” or “part of growing up”. Victims of peer abuse should be supported as they would be if they were the victim of any other form of abuse, in accordance with this policy. Children and young people who abuse others should be held responsible for their abusive behaviour, while being identified and responded to in a way that meets their needs as well as protecting others. Allegations of peer abuse will be taken as seriously as allegations of abuse perpetrated by an adult. Peer on peer abuse can manifest itself in many ways. Some forms of peer on peer abuse are:

- Bullying in all its forms
- CSE
- Gang Activity
- Sexual behaviour
- Domestic Violence

3.10 Sexting: Sexting is when someone sends or receives a sexually explicit text, image or video. This includes sending 'nude pics', 'rude pics' or 'nude selfies'. Pressuring someone into sending a nude picture can happen in any relationship and to anyone, whatever their age, gender or sexual preference. However, once the image is taken and sent, the sender has lost control of the image and these images could end up anywhere. By having in their possession, or distributing, indecent images of a person under 18 on to someone else, young people are not even aware that they could be breaking the law as stated as these are offences under the Sexual Offences Act 2003. Guidance on how to deal with sexting can be found at: https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551575/6.2439_KG_NCA_Sexting_in_Schools_WEB_1_.PDF

Section 4: Child Protection: A Whole School Approach

4.1 Safer Recruitment

Northampton Academy operates safer recruitment procedures and is committed to doing its utmost by complying with procedures set out in:

- Keeping Children Safe in Education, Information for all school and college staff, September 2016 (Part 3)
- United Learning Safeguarding Children – HR Procedural Guidance , September 2016
- United Learning Recruitment and Selection Policy, August 2016
- United Learning Whistleblowing Policy, February 2016

4.1.1 As identified in our Child Protection Policy (Section 3.7) the following staff and governors have undertaken Safer Recruitment training:

Name	Department/Role	Training provider	Date Completed	Date expires
Nat Parnell	Head Teacher	CWDC	13/02/2014	13/02/2019
Jed Queally	Business Manager	NSPCC	21/01/2012	20/01/2017
Debbie Reeve	Designated Safeguarding Lead Officer	NSPCC	19/03/2015	19/03/2020
Stuart Walton	Curriculum	NSPCC	22/03/2015	22/03/2020
Elaine Kristan	HR Manager	NSPCC	16/2/17	16/2/2020
Claire Spencer	Governor	NSPCC	19/3/17	19/3/2020

4.1.2 Safer recruitment means that all applicants are required to:

- Complete an application form
- Provide two referees, including at least one who can comment on the applicant's suitability to work with children
- Provide evidence of identity and qualifications
- Be checked through the disclosure and barring service as appropriate to their role
- Be subject to a Prohibition Order check if applying for a teaching position
- Provide evidence for right to work in the United Kingdom
- Assist in the completion of overseas checks, (as appropriate)
- Be subject to checks carried out to ensure that individuals are not disqualified under the Childcare (Disqualifications) Regulations 2009 including barred by association, as appropriate to the role, (as appropriate).
- Be subject to a Section 128, Prohibition from Management check, (as appropriate).
- Be subject to EEA check, (as appropriate)
- Be interviewed
- Provide evidence on medical fitness (mental and physical).

In addition, the school will:

- Obtain assurance that the appropriate child protection checks and procedures apply to any staff employed by another organisation and working with the school's students on other sites.

4.1.3 New members of staff will:

- Undergo an induction that includes familiarisation with the school's Safeguarding Children Policy and Child Protection Procedures, Online Safety (e-Safety) training and the Prevent duty; and assist with the identification of their further child protection training needs.
- Read and demonstrate an understanding of Part 1 of Keeping Children Safe in Education, September 2016

4.1.4 All staff are required to:

- Take part in at least annual safeguarding and child protection training
- Sign annual safeguarding agreements and disclosures, (as appropriate) as set out above.
- All offsite provision and external facilitators are advised in regards to child protection procedures.

4.2 Child Protection

- All members of staff are to use the appropriate proforma to share any concerns of a safeguarding nature with the Designated Safeguarding Lead/Officers to the group email Northampton-CPREFERRAL email address
- Relevant documents are referred to in Section 5 Annex A.

4.2.1 Northampton Academy is committed to safeguarding and promoting the welfare of our children.

- Where a child is suffering significant harm, or is likely to do so; or where a child is at risk of radicalisation or being drawn into terrorism/extremism, we will ensure that action is taken to protect that child.
- Action will also be taken to promote the welfare of a child in need of additional support even if they are not suffering harm or are not at immediate risk.
- We will respect all children and will work to promote their physical, material and psychological well-being.
- We recognise that some children may be especially vulnerable to abuse and recognise that children who are abused or neglected may find it difficult to develop a sense of self-worth and to view the world in a positive way; and know that some of their behaviours may be challenging.
- 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 of our children.
- Screening using a metal detecting wand will be carried out every day by SLT. The Academy has the right to refuse entry to any student who declines a search. This becomes an unauthorised absence from school rather than an exclusion.
- Any deficiencies or weaknesses in our child protection arrangements will be remedied without delay.

4.2.2 What To Do

If a pupil makes a disclosure about abuse staff must not ask leading questions or agree to maintain confidentiality.

The school will not undertake their own investigations of allegations without prior consultation with the LADO.

Allegations against staff, volunteers, visitors or the designated person with responsibility for safeguarding must be reported to the Head or, in the Head's absence, the Head of Independent Schools and the chair of the LGB.

Allegations against the Head must be reported directly to the Head of Independent Schools, the chair of the LGB, and the LADO by the person receiving the allegation without informing the Head.

Allegations against another student must be reported to the designated person with responsibility for safeguarding (who will inform the Head and the LSCB in accordance with local procedures)

In cases of serious harm the police will be informed from the outset.

If an allegation is made against anyone working with children in a school all unnecessary delays will be eradicated

Schools will include details of the use of curriculum to reduce the risk of radicalisation.

Schools will include details of visiting speakers log kept by the school.

Where a teacher has been dismissed (or would have been dismissed had he/she not resigned) and a prohibition order may be appropriate, the school will make a referral to the National College for Teaching and Leadership (NCTL). The reasons such an order would be considered are 'unacceptable professional conduct', 'conduct that may bring the profession into disrepute' or 'a conviction, at any time, for a relevant offence.

Where a referral has been made to the DBS, the school will not make a referral to the NCTL, as information is shared between the two bodies. Where a dismissal does not reach the threshold for DBS referral, separate consideration by the school will be given to an NCTL referral.

The school will report, as appropriate, to the Disclosure and Barring Service within one month of leaving the school any person (whether employed, contracted, a volunteer or student) whose services are no longer used because he or she is considered unsuitable to work with children.

4.2.3 Working in the best interests of the child

Northampton Academy works to serve the best interests of Young Person especially those who are the most vulnerable.

This includes:

- LAC lead coordinates and attends all PEP and LAC reviews and ensures appropriate support in place for young person
- Young people open to social care and other agencies to be afforded appropriate support as identified in action plan

- SENDCO ensures that all needs are met and appropriate support is in place for those with Special Educational Needs and disabilities;
- Any bullying issues are addressed as per Northampton Academy bullying policy. All vulnerable young people are made aware of a single point of contact to ensure that all barriers are overcome and that they are supported. (Ref: Regulation 9 of the School Staffing Regulations (England) 2009; Section 35 of the Safeguarding Vulnerable Groups Act 2006; and Section 38 of the Safeguarding Vulnerable Groups Act 2006).
- The SENDCO/LAC Lead has familiarised themselves during training on recognising abuse and neglect in this group of children and what additional support can be put in place to overcome these barriers.

4.2.4 Northampton Academy will be vigilant in respect of types of abuse and neglect; and the specific safeguarding issues highlighted in Keeping Children Safe in Education, September 2016 (Pages 11-13)

The Principal/Head teacher, together with the Designated Safeguarding Lead will ensure that staff and governors have at least annual safeguarding training and access to up to date relevant information in relation to the following:

- Child missing from Education
- Child missing from home or care
- Child Sexual Exploitation (CSE)
- Bullying, including Cyber-bullying
- Domestic Violence (DV)
- Drugs
- Fabricated or Induced Illness
- Faith Abuse
- Female Genital Mutilation (FGM)
- Forced Marriage (FM)
- Gangs and Youth Violence
- Gender Based Violence/Violence against Women and Girls (VAWG)
- Mental Health
- Private Fostering
- Preventing Radicalisation
- Sexting
- Teenage Relationship Abuse
- Trafficking

See also pages 16 and 17 for Prevent duty and reporting to Channel programme.

4.2 Online Safety (e-Safety)

[Link to policy](#)

Northampton Academy

- Understands that Online Safety (e-safety) is everyone's responsibility and is viewed as an integral part of our whole school safeguarding and child protection procedures.

- As it is a constantly developing field, we are committed to providing a comprehensive programme of advice, support, teaching and training to parents/carers/guardians, children and staff.

Northampton Academy recognises that:

- As we increasingly work online, the safe use of information and communication technologies bring significant challenges.
- We have a responsibility to understand online safety issues and plan accordingly to ensure appropriate, effective and safer use of electronic communications and associated devices.

It is therefore essential that we:

- Teach children about safeguarding
- Safeguard children from potentially harmful and inappropriate online material.
- Ensure that appropriate filters and appropriate monitoring systems are in place; so that children are not able to access harmful or inappropriate material via the school's IT system.
- Ensure that systems are in place that will identify children accessing, or trying to access harmful and inappropriate content online.
- Are careful that "over blocking" does not lead to unreasonable restrictions as to what children can be taught with regards to online teaching and safeguarding.

To ensure that our online safety arrangements are robust, **Northampton Academy** has personalised and localised the **United Learning Online Safety (e-Safety) Policy Template, June 2016**. Which can be found in full by following [this link](#).

Northampton Academy is further committed to doing its utmost to ensure robust Online Safety (e-Safety) procedures by complying with procedures set out in the following additional policy and procedural documents:

- [United Learning Filtering, Monitoring and Reporting Policy, September 2016](#)
- [United Learning Electronic Devices Search Policy, September 2016](#)
- [United Learning Mobile Devices and Phone Policy, September 2016](#)
- [United Learning Social Media Policy, September 2016](#)
- [United Learning Use of Images Policy, September 2016](#)

4.4 Prevent Duty

Northampton Academy recognises its responsibilities in relation to the Prevent duty (July 2015). The Local authority Police officer to be advised of all concerns re Prevent and advise sought, the subsequent referral made in a timely fashion.

4.5 FGM Reporting Duty

Northampton Academy recognises its responsibilities in relation to the FGM reporting duty (October 2015). Individual members of staff if concerned should refer in the usual manner to the Designated Safeguarding Lead/Officers, in the event a female student discloses that they have undergone FGM or at significant risk, that member of staff should call the police to report then complete the proforma concern form with details of police incident number and detailed account of disclosure.

4.6 Local Authority Safeguarding Services Northampton County Council/MASH

4.6.1 Web Address for Local Procedures

Full local procedures on what to do if you have a concern are available at

<http://www.northamptonshire.gov.uk/en/councilservices/children/pages/default.aspx>

4.6.2 Contact Details for Local Services

Local Services	Contact Name	Address	Telephone	Email
Police	Various	Police HQ Wootton Hall Northampton NN4 0JK	(999 Emergency) (101 OPTION 5 OPTION 4)	Mail@northants.police.uk
Local Safeguarding Children Board	Various	Northampton Safeguarding Children's Board John Dryden House 8-10 The Lakes Northampton NN4 7YD http://www.northamptonshirescb.org.uk/	01604 364036	nscb@northamptonshire.gcsx.gov.uk
Designated Officer(s) from the local authority	Christine York	http://www.northamptonshirescb.org.uk/about-northamptonshire-safeguarding-children-board/who-is-who/designated-officer/		mash@northamptonshire.gcsx.gov.uk
Relevant front line social care teams Or if allocated social worker	MASH Various	Century House Various	0300126100 Option 1 Option 3 or if already allocated a social worker 0300126100 Option 1, Option 1	Various
Prevent/Channel	Various	Special Branch Police HQ Wootton Hall Northampton NN4 0JK	101 option 5 option 4	Mail@northants.police.uk

4.7 Key Safeguarding Personnel

4.7.1 The Local Governor Body

Local Governing Body

Name	Role
Michael George	Chair of Governors
Richard Tice	Vice Chair of Governors
Barry Evans	Governor
Claire Spencer	Nominated Safeguarding Governor

4.7.2 The Safeguarding Team

The Safeguarding Team		
Name	Role	Location
Debbie Reeve	Designated Safeguarding Lead Officer	Top of G Block
Chris Clyne	Designated Safeguarding Lead Officer, Vice Principal	Vice Principal 's Office
Kirsty Davis	Designated Safeguarding Officer, Assistant Principal	H Block
John Atkinson	Designated Safeguarding Officer, Director of KS4	IE Room
Maxine Butt	Deputy Designated Safeguarding Officer, Early Help	Wellbeing office, near the library

4.7.3 Other Members of the Safeguarding Team

Other Key Staff		
Name	Role	Location
Nat Parnell	Principal	Principal's Office
Owen Jones	Vice Principal	Vice Principal 's Office in E Block
Matt Sleight	SEND Co	Wellbeing Office, near library
Sherill Cason	First Aid Nurse	First Aid Room
Elaine Kristan	HR	HR Office
Paul Cummins	Assistant Principle and E-Safety lead	Senior Corridor
Claire Spencer	E-safety governor	Contact the Academy
And everyone else in the school - because safeguarding is everyone's responsibility.		

4.8 Roles and Responsibilities of the Local Governing Body

The Local Governing Body and United Learning adhere to their responsibilities as set out in Keeping Children Safe in Education, September 2016, Part 2: The Management of Safeguarding; and the Prevent duty, July 2015.

Statutory responsibility does not pass to the Local Governing Body or any of its members; however it performs a vital role in monitoring compliance with the law, and the school's policies and procedures and challenging the school to ensure best practice is followed.

The Child Protection (Safeguarding) policy is reviewed annually by the School's Local Governing Body to ensure that it reflects local procedures. The policy is also reviewed and approved annually at a United Learning Group Board.

The Local Governing Body will:

- Require the Designated Safeguarding Lead to report on measures that are being taken to ensure compliance.
- Confirm annually in writing to United Learning and the Local Safeguarding Children Board that they have reviewed the school level policy against practice and that this has been discussed at a full Local Governing Body meeting.
- Ensure that it completes and returns the response for the school's annual Section 175 or 157 Safeguarding Audit to United Learning and to the Local Safeguarding Children Board, where this is a local requirement.
- Ensure that regular updates and at least annual safeguarding training, which includes Child Protection, Online Safety (e-Safety) and Prevent are delivered in accordance with Section 3.5 of this policy.

4.9 The Principal/Head teacher

The **Principal/Head teacher** of **Northampton Academy** will ensure that:

- The policies and procedures adopted by the United Learning Group Board and the Local Governing Body associated with protecting children are fully implemented, understood and adhered to by all staff. This includes the implementation of the Prevent duty, July 2015; and the FGM reporting duty (31st October 2015).
- Regular updates and at least annual safeguarding training, which includes Child Protection, Online Safety (e-Safety) and Prevent are delivered in accordance with this policy.
- The nominated local Safeguarding Governor is made known to all staff.
- Sufficient resources and time are allocated to enable the Designated Safeguarding Lead and other staff to discharge their responsibilities.
- All staff and volunteers feel able to raise concerns about poor or unsafe practice in regard to children, and such concerns are addressed sensitively and effectively in a timely manner in accordance with agreed policies.
- All responsibilities assigned to the Designated Safeguarding Lead (or to the DSL officers in the absence of the DSL) for **Northampton Academy** are fully carried out.

4.10 Roles and Responsibilities of the Safeguarding Team

At Northampton Academy

- Our Safeguarding Team is committed to ensuring that we deliver effective and sound whole school safeguarding and child protection procedures in adherence with our policy.
- Through our procedures and training we will provide clear direction to staff and others about expected codes of behaviour in dealing with child protection issues.
- We ensure that child protection concerns and referrals are handled sensitively, professionally and in ways which prioritise the needs of the child.
- We receive and participate in supervision when required.

4.10.1 The Designated Safeguarding Lead/s

In line with Keeping Children Safe in Education, September 2016 (Annex A) the Designated Safeguarding Lead (DSL):

- Is a senior member of staff.
- Is provided with dedicated time to carry out the duties intrinsic to the role.
- Takes lead responsibility for child protection; managing referrals, including any referrals made to Channel, in line with the Prevent duty; and in relation to FGM.
- Takes lead responsibility for the school's safeguarding programme and provides regular updates to raise awareness.
- Completes at least annual training, which includes Child Protection, Online Safety (e-Safety) and Prevent.
- The Designated Safeguarding lead is dedicated solely to managing concerns and subsequent referrals to MASH and ensuring that young people affected receive appropriate support.

4.10.2 The Deputy Designated Safeguarding Lead/s

- Deputy DSLs are to be trained to the same standard as the DSL in order that they can cover for them at any time.
- Deputy DSLs are required to complete at least annual training, which includes Child Protection, Online Safety (e-Safety) and Prevent.
- The Designated Safeguarding Officers are all trained to DSL level.

4.10.3 Other Key Staff

- Refer to sections 4.7.2 and 4.7.3

4.11 Roles and Responsibilities of School Staff

Staff must ensure that they:

- Understand and comply fully with the school's policies and procedures.
- Attend at least annual appropriate safeguarding training, which includes Child Protection, Online Safety (e-Safety) and Prevent.
- Report concerns to the Designated Safeguarding Lead, the **Principal /Head Teacher**, or the Chair of Governors; as appropriate, dependent on the circumstances (see Keeping Children Safe in Education, September 2016. This includes reporting any concerns related to any children who may be at risk of radicalisation or being drawn into terrorism/extremist activity.
- The mandatory duty to report 'known' cases of FGM under 18's which they identify in the course of their professional work. (from 31.10.15)
- Ensure that appropriate action is taken if a child is at immediate risk of harm. **This may include contacting social care or the police directly.**

4.12 Site Security

There is a secure perimeter; intercom system to gain entry to the site and a secure reception, where all visitors must report. All visitors are checked at reception, providing proof of ID as required, visitors without checks are escorted at all times. Presentations of visitors are checked prior to them being delivered to staff or students.

Screening using a metal detecting wand will be carried out every day by SLT. The Academy has the right to refuse entry to any student who refuses a search. This becomes an unauthorised absence from school rather than an exclusion.

4.13 Positive Handling

- Please refer to Positive handling policy. A copy can be requested via reception.

Section 5: Induction and Whole School Training Materials

Refer to Induction materials on T Drive

Annex A1: Keeping Children Safe in Education (September 2016)

For KCSIE Whole Document, [click here](#)

Annex A1.1 Keeping Children Safe in Education (September 2016) – Part One

For KCSIE Part One, [click here](#)

Annex A1.2 Keeping Children Safe in Education (September 2016) – Annex A

For Annex A, [click here](#)

Annex 2: [United Learning Annual Staff-Student Relationship Letter](#) and [Guidance](#) (September 2016)

[Staff name]

[Department]

[Independent School/Academy]

September 2017

[Location]

Dear *[Name]*

Every one of us working within United Learning, whatever our role, is acutely aware that the protection of children is of the highest possible importance. Trust underpins everything that we do in schools. The parents of our pupils entrust the care of their children to us and together we are all responsible for their wellbeing. United Learning also has a responsibility to ensure that those working in our schools are themselves protected - against putting themselves in a vulnerable position and against the possibility of false accusation.

This letter has also been prompted by the isolated actions of a tiny handful of employees who have acted improperly or who have found themselves – or who have put themselves – in a vulnerable position. Increasingly, this is in relation to the inappropriate use of social media. These instances have all led to disciplinary action including in the most serious cases dismissal for gross misconduct. The United Learning Board have asked me to write to every person employed directly by United Learning or working in our schools to remind us all just how serious these matters are but also to offer some advice as to how to respond in potentially difficult situations.

Heads will discuss this issue with their staff at appropriate times during the school year. This letter reinforces those statements and ensures that no-one associated with our schools is in any doubt that child protection is an issue that must be treated with the utmost seriousness. Acts of child abuse may be blatant and incontrovertible. However, they may also be more subtle. It must be understood that the following are almost always inappropriate within the professional context of schools and can easily be construed as child abuse in some circumstances:

- touching and physical contact, other than for staff working with very young children in primary or nursery settings, where it is expected that they will have necessary physical contact and display affection to properly fulfil their role to nurture, support and care for those children;
- personal emails/text messages or contact through social and personal networking websites.

Against this background, we must ensure that no situation could arise which is or could reasonably be construed as acting against the safety of each child. This is not always an easy line to draw but crossing that line, or being in a position where it appears that the line has been crossed, is unacceptable. Some adults within the school undertake roles where this is even more important because of the ease with which the proper execution of

their duties might be misinterpreted or because the vulnerability of the young people in their care might be more easily exploited. These might include those:

- working in boarding houses or residential situations, including, for example, school trips and excursions;
- whose work requires them to interact in a one to one situation, particularly when that work takes place behind closed doors as is often the case with peripatetic music lessons;
- whose work by its nature requires some physical contact with children, for example, those working with very young children and those involved in the coaching of sport or other practical subjects where a correct technique may need to be demonstrated;
- who have high levels of access to ICT systems and, indeed, all who use the internet, email, text messaging and other forms of electronic communication;
- young employees and workers whose duties require them to work with older pupils (e.g. sixth formers) where the age differential is quite small;
- who work with especially vulnerable children for example those with special educational needs, disabilities, mental illness or those that require intimate care.

Within each school, Head Teachers will issue both verbal and written guidance from time to time and will make available appropriate training to help everyone deal with this difficult issue. A statement of guidance follows this letter. The DfE has published updated guidance for all schools on their duties to safeguard and promote the wellbeing of children, ['Keeping Children Safe in Education' \(DfE, September 2016\)](#). It is important that you are familiar with this guidance and, as a statutory minimum, have read and can demonstrate your understanding of your responsibilities in relation to Keeping Children Safe in Education Part 1 and Annex A.

Finally, having said all this, it is still important for all of us to retain an appropriate balance. The United Learning Board greatly appreciate the devotion and commitment of all of you who work in our schools. We know that your work is effective because every day you respect and care for children, enjoy their company and celebrate their achievements. The trust placed in us as we guide young people through their formative years is huge; we all need to help each other shoulder this responsibility to the very best of our ability.

Yours sincerely



Jon Coles
Chief Executive
United Learning

(Head Teacher)

Location)

UNITED LEARNING NOTES OF GUIDANCE FOR STAFF-STUDENT RELATIONSHIPS 2017

This guidance is not exhaustive and is designed to set out principles rather than to give detailed and specific advice. Clearly, the circumstances in which staff work vary (e.g. working with very young children, boarding staff, sports staff, etc.); this guidance is meant to give general principles only. Indeed, for staff working with very young children in primary or nursery settings it is expected that they will have necessary physical contact and display affection to properly fulfil their role to nurture, support and care for those children. Although this advice applies primarily to teachers and to other adults with educational roles, all adults working within schools relate to students during the course of their duties; again, the general principles apply equally to all who are involved in the school. Staff should be aware that departure from this guidance could result in disciplinary action.

- 1 The relationship between staff and students is a professional one. It is fully expected – and, indeed, hoped – that staff in the school have a friendly and caring relationship with students; nevertheless, the basis of that relationship is professional not personal. It is suggested that a good test to apply is to reflect on whether the child’s parents would be happy with the relationship if they were standing with you.
- 2 A personal relationship between staff and a student is inappropriate unless it is with the full knowledge and consent of the student’s parents or guardians. Circumstances in which such a personal relationship may arise might be when your own children are friends with those in the school or when you have a personal relationship with parents of children in the school. It is not normally appropriate for a member of staff to meet with a student out of school hours or off school premises except with the prior knowledge and consent of parents and the school.
- 3 In general, unnecessary physical contact with students must be avoided. In some circumstances, physical contact between a member of staff and a student is necessary and beneficial; it might be, for example, that a Reception teacher might need to pick up a 5 year old who has fallen over in the playground, a sports coach may need to demonstrate to a student how to hold a racket or a secondary teacher may give a student a gentle pat on the back as encouragement. In rare circumstances it may be appropriate for members of staff to use reasonable restraint in circumstances where a student is behaving in a manner which endangers him or herself or other people. In these situations, staff are advised to be very sensitive to the student’s likely reaction and to watch out for signs that the student is apprehensive or uncomfortable. We all have our own personal space that needs to be protected.
- 4 Over-familiar words and actions, displays of affection, discussion of one’s personal life or the personal life of the student are almost always inappropriate. Sexual innuendo is wrong in all circumstances. Staff must avoid actions, words or expressions that could be interpreted as suggesting that they have an emotional relationship with any student. In the professional staff-student relationship it is not appropriate to single a student out for favours or to suggest to a student that he or she is a special friend.
- 5 Occasionally it is necessary for professional academic reasons for staff to communicate with students out of school. Except where absolutely necessary, personal email addresses, home, mobile phone numbers or text based messaging aliases must not be given, asked for or used. A staff mobile phone number might be given to students for use during an educational visit; where possible, the school’s

mobile phone (if there is one) should be used for this purpose. Pastoral matters should not normally be dealt with by personal email or using personal phone contacts. Only in the most exceptional circumstances, for instance, where there is well-founded concern for the unexplained whereabouts of a student, should pastoral matters be dealt with by personal email, using personal phone contact or other personal communication tools. In any event, records of all contacts must be kept on the student file so that if it is necessary to use email or personal contact, the reason why will be specified in the written record. It is very difficult to envisage circumstances under which individual texting is appropriate except through official school channels.

- 6 It is not normally appropriate for students to visit a member of staff in their own home. Such a visit might be more likely within a boarding context where staff live on site and so might invite a group of students– say, a tutorial group – to their house for a meeting or for a celebration. Where such a visit does take place, it must be with the full knowledge and consent of the School and parents/guardians. If possible, more than one adult should be present on such an occasion.
- 7 With older students, where a gathering is held as part of a celebration, it is generally advisable if that is held on school premises. It is essential that professional criteria (e.g. all the students in a particular teaching or tutorial group) rather than personal criteria (e.g. selected students only) are used for inviting students, that the event is held openly, and that senior colleagues are aware of it. Staff on such an occasion have a particular duty to ensure that the supply and consumption of alcohol is appropriate, is responsible and falls within the law and the school's guidelines on alcohol. As a rule, staff should not consume alcohol whilst in the company of children. This includes educational visits and celebratory functions. There will be occasional situations where alcohol is served either at a meal or school function and in these instances should be approved by the Head Teacher in advance.
- 8 Wherever possible when working with students, other people (adults, colleagues or students) should be present or the door should be open. All members of staff who, in the course of their professional duties, need to work on a one-to-one basis with a student (e.g. a piano lesson, a maths tutorial, etc.), must take care to ensure that the circumstances of the meeting or lesson are always entirely professional. Staff are advised to use a room which has vision panels in the door or keep the door open and ensure that colleagues know that the meeting or lesson is taking place. It is helpful if the meeting or lesson can be arranged during normal school hours or immediately before or after school when there are plenty of other people about. Similarly, where it is necessary for staff to drive students in their own cars, e.g. to sporting fixtures, drivers should ensure they are not alone with just one student, written parental consent should be obtained and a central dropping off point arranged rather than home drops.
- 9 Staff must avoid threatening words, raised voices and any aggressive contact such as holding, pushing, pulling or hitting, which could amount to or which could be interpreted as a criminal assault.
- 10 Members of staff do have the right to use reasonable physical force to restrain students in order to prevent them from committing a criminal offence, injuring others or themselves, damaging property or behaving in such a way as to compromise good order and discipline. Current DfE guidance is contained in [‘Using Reasonable Force: Advice for head teachers, staff and governing bodies’](#) which can be found on the United Hub. Members of staff must also ensure they are familiar with the Independent School's/Academy's physical restraint policy and procedures document.

- 11 Social networking sites used for personal use, such as Facebook, Twitter, Instagram and other social media, pose risks for all staff in terms of professional integrity and the welfare of students.
- (a) Staff must not use these sites to contact or communicate with current students, students who have recently left, or ex-students under the age of 18 or who are still in full time education. Employees wishing to befriend students who are over 18 and who have left school should do so with extreme caution and with the knowledge that any content posted on either ex-students or their own social network, may not only compromise their own position but that of any colleagues with whom they are also friends and who may not want their content to be seen by any ex-student. Unfortunately, some students post information on their social networking sites which is inappropriate in language or visuals. To view such pages may alter your judgement of students, to be known to be viewing them may alter a student's view of you, and to comment to students about what you have seen is likely to have an impact on your professional reputation, as well as possibly causing distress to students concerned.
 - (b) Social media should not be used to address concerns regarding a student's welfare, which should instead be raised with an appropriate member of the school's SLT or safeguarding team.
 - (c) Caution should also be taken when staff become friends with parents of children at the school, or staff with children at the school, when posting or commenting on posts within social media and ensure that they do not put themselves at risk of any accusations or bring their school into disrepute.
 - (d) Should you become aware of material about yourself, the school, a student, a colleague or the Group, which is inappropriate, the Senior Leadership Team must be informed and they will instruct a member of staff to check the allegations and inform the appropriate authorities. You must not check it out yourself.
- 12 Social networking sites used for professional use, such as LinkedIn, Twitter, YouTube, and other social media, also pose risks for all staff in terms of professional integrity and the welfare of pupils.
- (a) Before using social media for professional purposes, or as part of their teaching, staff should seek guidance and training on the risks associated with using social media.
 - (b) Staff should not follow students' personal twitter feeds even though it is likely that students will be following them. It may be appropriate to follow students if done as part of an educational activity but this should be properly risk assessed and not using students' personal accounts.
 - (c) Staff are advised not to accept connection requests on sites such as LinkedIn from students. Accepting requests from ex-pupils post 16 or 18 should be used with care and thought given to how much information is visible to connections – phone numbers, email addresses etc.
 - (d) When uploading images or posting content on social media platforms, you should not link to children's online personas through tagging or mentions as this will increase the risk to them from online threats. You should also ensure you comply with the school image use policy; such as not including names with pictures and ensuring parental permission has been given before posting a child's image.
 - (e) All content posted will be linked to you and your employer. Should you become aware of material about yourself, the school, a pupil, a colleague or the Group, which is inappropriate, the Senior Leadership Team must be informed and they will instruct a member of staff to check the allegations and inform the appropriate authorities. You must not check it out yourself.

- 13 If you are at all concerned about anything which has occurred or which has made you uncomfortable, you must discuss the matter with a senior colleague at the earliest opportunity, even if it turns out that nothing untoward has happened. You must make a written record, dated and signed, of any such incident.
- 14 Where any allegation of abuse is made against a teacher, other member of staff or volunteer, the Group is committed to dealing with the allegation fairly, quickly and consistently, in a way that provides effective protection for the child and at the same time supports the person who is the subject of the allegation.
- 15 Staff will also find information relevant to staff-student relationships in the policies and procedures in their school or academy which they should make themselves familiar with and cover the following:
 - (a) Safeguarding Policy and Child Protection Policy and Procedures;
 - (b) Behaviour and Discipline;
 - (c) Physical Restraint;
 - (d) Email and Internet Acceptable Use Policy;
 - (e) Social Media Policy.

Annex A3: [United Learning Annual Acceptable Use of IT Agreement](#) (September 2016)

Annex A4: [United Learning Online Safety \(e-Safety\) Policy](#) (September 2016)

Annex A5: School's Behaviour Policy and/or Code of Conduct

[Hyperlink](#)

Annex A6: [United Learning Whistleblowing Policy](#) (February 2016)



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Annex 7 School's Children Missing Education Policy
[The School policy link](#)



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Annex 9: School's Prevent Policy/Statement/Risk Assessment (as applicable)
[Hyperlink](#)

Annex A10:
N/A



Annex A11:


Meet the Safeguarding Team

The Safeguarding Team			
Name	Role	Location	Pictures
Debbie Reeve	Designated Safeguarding Lead Officer	Top of G Block, near G16	
Chris Clyne	Designated Safeguarding Lead Officer, Vice Principal	Vice Principal 's Office	
Kirsty Davis	Designated Safeguarding Officer, Assistant Principal	H Block	
John Atkinson	Designated Safeguarding Officer, Director of KS4	IE Room	
Maxine Butt	Designated Safeguarding Officer and Early Help Coordinator	Wellbeing office, near the library	

Other people in the Safeguarding Team are:

Name	Role	Location	Pictures
Nat Parnell	Principal	Principal's Office	
Owen Jones	Vice Principal	Vice Principal 's Office	
Matt Sleight	SENDCo/LAC Lead	SENDco Office, near library	
Sherill Cason	First Aid Nurse	First Aid Room	
Elaine Kristan	HR	HR Office	
Paul Cummins	Assistant Principal and E Safety Coordinator	Senior Corridor	
Clare Spencer	ESafety Governor	Via the Academy	

Annex A12: Reporting a Safeguarding Concern to United Learning (Template form for use by schools)

<p>Reporting a Safeguarding Concern to United Learning</p>	
<p>Date:</p>	
<p>Name of School:</p>	
<p>Name of Designated Safeguarding Lead completing form:</p>	
<p>Nature of Concern:</p> <p><i>Delete/amend as applicable:</i></p> <p>I am informing you that there has been an incident which:</p> <ul style="list-style-type: none"> • Could result in, or has resulted in, a strategic case meeting being called by a Designated Officer(s) from the Local Authority. • Relates to a member of staff and, without prejudice to the case, the Designated Safeguarding Lead for the School judges may result in disciplinary action being taken. <p><i>Add any other essential information here: i.e. type of case (e.g. Child Sexual Exploitation) but do not include names of staff or children).</i></p>	
<p>This form must be emailed to your Principal /Head Teacher, and to Fiona Lyon, Lead Safeguarding Officer, United Learning at fiona.lyon@unitedlearning.org.uk</p> <p>Please call Fiona Lyon on 07889 645086 if you would like to discuss this case in confidence. Alternatively, she will contact you, on receipt of this form.</p>	

Annex A13 Safeguarding Training Log

Safeguarding Training Log – Academic Year 2016-17		
Attendees	Type of training provided	Date undertaken
Principal/Headteacher	DSL	See staff training List
Designated Safeguarding Lead	DSL	See staff training List
Designated Safeguarding Officers	DSL	See staff training List
Senior Leadership Team	In house DSL training delivered by Debbie Reeve	See staff training List
Pastoral Leads	In house DSL training delivered by Debbie Reeve	See staff training List
Whole School	In house DSL training delivered by Debbie Reeve	See staff training List
e-safety Lead	In house DSL training delivered by Debbie Reeve	See staff training List
P.E. staff	In house DSL training delivered by Debbie Reeve	See staff training List
Medical Needs Officer	In house DSL training delivered by Debbie Reeve	See staff training List
Paediatric First Aiders	N/A	See staff training List
Health & Safety /COSH	In house DSL training delivered by Debbie Reeve	See staff training List
EVC	In house DSL training delivered by Debbie Reeve	See staff training List
Chair of Governors	To be arranged	See staff training List
Nominated Safeguarding Governor	To be arranged	See staff training List
Local Governing Body	To be arranged	See staff training List
Agency Staff /Peris.	In house via agency	See staff training List
Volunteers	N/A	See staff training List
Contractors	N/A	See staff training List
Other	N/A	See staff training List

Annex A14 Record of Meeting between DSL and Nominated Governor for Safeguarding –Template

Agenda for Meeting between DSL and Nominated Governor for Safeguarding

Date:

Period covered:



Agenda Item	Update Provided:	Agreed Actions/Information to be provided to LGB:
SCR – compliance and sign off Any issues? Matters rectified?		
Are any amendments required to CP policy due to legislative changes?		
Has the policy on website been updated?		
Staffing (e.g. are there any new staff, updates in relation to personnel files, confirmation of checks on contractors etc.).		
Staffing – Number of allegations, any cases reported to the LADO?		
Numbers of children on plans (LAC, CP, CiN...)		
Numbers of children on EHC plans, number of SEN/D pupils.		
Numbers of children who currently have social care involvement/ or in receipt of Early Help.		
Numbers of children in receipt of Child and Adolescent Mental Health Service (CAMHS) or equivalent; any other cases of concern.		
Any serious incidents (include any incidents of self-harm, drugs, alcohol, pupils going missing, radicalisation etc. ...) (<i>Provide numbers not</i>		



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<i>details and confirm if risk assessment has been established/updated following the incident).</i>		
Are there any trips, sporting fixtures, other events which require specific thought in relation to safeguarding arrangements?		
In relation to trips and visits, have any vulnerable children needed specific risk assessments in order to attend?		
Any planned safeguarding training in this period?		
Attendance summary – with particular reference to attendance of vulnerable pupils, and those that are PA.		
Progress of any pupils attending alternative provision (attendance/support provided/attainment).		
Exclusion data		
Site security (Have there been any breeches? If so, what action has been taken? <i>(This may be covered within H&S reporting).</i>		
Numbers and types of accidents etc. <i>(This may be covered within H&S reporting).</i>		
Where applicable: Any specific safeguarding issues related to Boarding?		
Other		
Other		



**UNITED LEARNING SAFEGUARDING CHILDREN AND CHILD PROTECTION
POLICIES AND PROCEDURES
(TEMPLATE FOR ACADEMIES AND INDEPENDENT SCHOOLS)**

Section 5: Annex B - Supplementary Information

Annex B1: Useful Agencies

- Non-Emergency Police: 111
- www.samaritans.org - The Samaritans: 0845 790 9090
- www.childline.org.uk - Childline (This is the free helpline for children and young people in the UK. Children and young people can call 0800 1111 to talk about any problem)
- www.nspcc.org.uk - The NSPCC (National Society for the Prevention of Cruelty to Children is the UK's leading charity specialising in child protection and the prevention of cruelty to children)
- www.barnardos.org.uk – (Barnardos helps the most vulnerable children and young people transform their lives and fulfil their potential)
- www.ceop.police.uk - The Child Exploitation and Online Protection Centre
- www.thinkuknow.co.uk – CEOP's Thinkuknow (Information and age appropriate resources about protecting children from on line child exploitation and abuse)
- www.anti-bullyingalliance.org.uk - Anti-Bullying Alliance
- www.beatbullying.org - Beat Bullying
- www.safechild.org
- www.missingpeople.org.uk – 24 hr helpline for those who are thinking of running away

Any member of staff, pupil, parent or carer may report concerns or allegations about abuse at the school directly to Ofsted using the whistle-blower hotline on 0300 123 3155 (Monday to Friday from 8.00am to 6.00pm) or via whistleblowing@ofsted.gov.uk or by writing to: WBHL, Ofsted, Piccadilly Gate, Store Street, Manchester M1 2WD.



SECTION 7 DBS NON EMPLOYEES TRACKING PROCESS

Details of all current external contractors, along with their DBS number, will be held on the SCR. The following guidelines have been issued to staff and will be followed at all times:

Casual visitors that do not fall under the following categories and will be accompanied at all times, will be entered onto the Entrysign system, prior to them being on site and they do not require a DBS. They will be issued with a red lanyard upon arrival. HR do not need to be notified in advance of these people.

We **do** require a DBS check under the following circumstances:

- Anyone who is working here for more than 3 occasions in 30 days (therefore not a casual visitor)
- Anyone working 1:1 with any student, even on just one occasion
- Anyone lone-working with one or multiple students in any capacity

HR are to be notified, in advance and prior to the person being admitted to the Academy, of any visitors that fulfil any of the above 3 criteria, regardless of how long they have worked with Northampton Academy and how often they have been to site. The responsible staff member, will need to complete the "Non-employee tracking form" and submit to HR, prior to the person attending site. Realistic timescales are required to ensure that this process can be completed before any individual comes to site. Failure to do this may result in the person being turned away at reception. Once HR have confirmed to the responsible staff member that the individuals have been given the required clearance, their DBS number will be added to Entrysign. This will mean that any future visits do not have to be declared and they can be booked in on Entrysign by the responsible staff member on each occasion they visit.

Copies of the Non-employee tracking form can also be found on the T Drive: 1.Staff Information/Non Employee Tracking Form or alternatively, hard copies are also available in the documents box outside the Finance office.

The DBS **MUST** be of the following format, anything outside of this is unacceptable:

1. Our own DBS, conducted through CAPITA - the DBS number must be entered onto the Single Central Register (SCR)
2. An umbrella body or provider DBS and a corresponding letter of assurance. The DBS number on the DBS that is presented must match the specific number referred to on the letter of assurance. Both DBS number and letter of assurance must be recorded on the SCR by HR.

If a DBS is required, this must be obtained and the information entered onto the SCR before anyone begins any role or comes into contact with any students.

Please note: a DBS provided by a person without a corresponding letter of assurance with matching DBS number is to be completely disregarded for the purposes of vetting. HR will manage this process, DBS certificates should not be viewed by anyone other than HR or the Principal (or the Cover Manager in respect of Supply Teachers). DBS numbers should only be added to Entrysign by HR.

Supply Teacher Arrangements:

These rules apply to all supply teachers, 1:1 staff and other people engaged through agencies:

1. All supply agencies that we use will have provided a letter of assurance, detailing the DBS checks that have been completed for any person they send to Northampton Academy.
2. All supply teachers who we engage will have a DBS check completed through the agency. We will be provided with a written copy of the exact DBS number before they arrive.
3. When each supply teacher first works, they will bring with them a copy of the DBS certificate that they were given as a result of the DBS check completed by the agency that we engaged them through.
4. When each supply teacher first works, the Cover Manager will check the number on the DBS certificate they bring with them against the number provided, in writing, by the agency.
5. Any adverse entries will be reported immediately to the Principal and the supply teacher will not begin work until the Principal has agreed.
6. The Cover Manager will sign and date this check and return this to the HR Office within 24 hours.
7. This record will be immediately placed with the corresponding letter of assurance in the non-employee checks folder.

Long Term Supply or 1:1 or other agency staff:

Any person who is engaged for a continuous period of a month or longer will require our own United Learning/Northampton Academy DBS check to be completed. This is in addition to the DBS arrangements through the agency, as outlined above. For any unusual patterns of work please seek advice from HR.

