



Policy: Safeguarding Policy and Child Protection Procedures

Date of review: September 2024

Date of next review: September 2025

Lead professional: Stewart Cooke

Status: Statutory

Name of academy: Trinity Academy Halifax

Trinity Academy Halifax - Child Protection and Safeguarding Policy
2024/25

The Headteacher/Principal is...Sarah Case.....

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This policy was signed off by the Governing Body/IEB/Proprietors on
September 2024.

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The Designated Safeguarding lead (DSL) who takes the lead for Child Protection is Stewart

The Deputy Designated Safeguarding lead(s) is/are
Kate Wilson

The name of the Designated Teacher for Children who are Looked After is
Sally Lloyd

The named Member of the Governing Body for Safeguarding is
David Baker

Section 6 Role and Responsibilities

- 6.1 Governing Body
- 6.2 Principal
- 6.3 Designated Safeguarding lead
- 6.4 Staff and Volunteers

Section 7 Responding to concerns and follow up actions

- 7.1 Concerns that staff must immediately report
- 7.2 Responding to disclosure
- 7.3 Action by the Designated Safeguarding lead
- 7.4 Action following a child protection referral
- 7.5 Recording and monitoring

Appendices

- Appendix 1 Useful Contacts within the Local Authority
- Appendix 2 Body Map Guidance
- Appendix 3 Referral flowchart (KCSIE 2024)
- Appendix 4 Risk Assessment template for child on child abuse

Introduction

The policy is in line with:

[Bradford Safeguarding Children Partnership Policies and Procedures](#)

[West Yorkshire Consortium Inter Agency Safeguarding and Child Protection Procedures](#)

[Working Together to Safeguard Children \(2023\)](#)

[Keeping Children Safe in Education \(2024\)](#)

[Information Sharing \(2024\)](#)

[What to do if you are worried a child is being abused \(2015\)](#)

[Children Act 1989](#) and [Children Act 2004](#)

[Education Act 2002](#)

[Teaching Standards \(updated Dec 2021\)](#)

[Guidance for Safer Working Practice for those working with Children and Young People in Education Settings \(SR Consortium Feb 2022\)](#)

[Sharing nudes and semi-nudes: advice for education settings working with children and young people \(2024\)](#)

[Children Missing Education - Statutory Guidance 2016](#)

[Alternative Provision Statutory Guidance 2013](#)

[Behaviour in Schools - Advice for headteachers and school staff February 2024](#)

[Searching, Screening and Confiscation Advice to Schools July 2022](#)

[Keeping Children Safe in Out-Of-School settings September 2023](#)

[Meeting digital and technology standards in schools and colleges March 2022 \(updated 2024\)](#)

Safeguarding and promoting the welfare of children is defined as:

- Providing help and support to meet the needs of children as soon as problems emerge.
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- Ensuring that children are growing 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, 2023
(Keeping Children Safe in Education, 2024)

The term

We believe that:

Academies play a key role in the prevention of abuse, neglect and exploitation.

All children have the right to be protected from harm.

Children need support which matches their individual needs, including those who may have experienced abuse, neglect or exploitation.

Section 1 Academy Commitment

Equality legislation

The guidance sets out the significance of the [Equality Act 2010](#) to school safeguarding, including that schools and colleges:

1. must not unlawfully discriminate against pupils because of their protected characteristics
2. must consider how they are supporting pupils with protected characteristics
3. must take positive action, where proportionate, to deal with the disadvantages these pupils face. For example, by making reasonable adjustments for disabled children and supporting girls if there is evidence they are being disproportionately subjected to sexual violence or harassment.

Human Rights Act

The Human Rights Act 1998 (HRA) sets out the fundamental rights and freedoms that everyone in the UK is entitled to and contains the Articles and protocols of the European Convention on Human Rights (ECHR) (the Convention) that are deemed to apply in the UK. It compels public organisations to respect

Under the HRA, it is unlawful for schools and colleges to act in a way that is incompatible with the Convention. The specific Convention rights applying to schools and colleges are:

1. Article 3: the right to freedom from inhuman and degrading treatment (an absolute right)
2. Article 8: the right to respect for private and family life (a qualified right) includes a duty to psychological integrity.
3. Article 14: requires that all of the rights and freedoms set out in the Act must be protected and applied without discrimination, and Protocol 1, Article 2: protects the right to education.

Being subjected to harassment, violence and or abuse, including that of a sexual nature, may breach any or all of these rights, depending on the nature of the conduct and the circumstances. Further information (including on absolute and qualified rights) can be found at Human Rights - [Equality and Human Rights Commission](#)

This policy applies to all adults, including volunteers, working in or on behalf of the academy.

The academy considers it essential that everybody working in our academy understands their safeguarding responsibilities.

The purpose of this policy is:

To inform staff, parents, volunteers and governors about the academy responsibility for safeguarding children and to develop awareness and identification of abuse, neglect and exploitation.

To establish and maintain an environment where children are and feel safe, can learn, and are encouraged to talk and are listened to.

Everyone working in or for our academy shares an objective to help keep children and young people safe by:

Reading and understanding Part 1 of Keeping Children Safe in Education 2024 (or Annex A as directed by SLG*). Staff are asked to read Part 5 also.

providing a safe environment for children and young people to learn and develop in our academy setting, and

**Annex A: Safeguarding information for academy and college staff, is a condensed version of KCSIE Part 1. It can be provided (instead of Part one) to those staff who do not directly work with children, if the governing body think it will provide a better basis for those staff to promote the welfare and safeguard children.*

Section 2 Providing a Safe and Supportive Environment

2.1 Safer Recruitment and Selection

4.

the checks have been made.

(other)

Any

The above people have undertaken

Whistleblowing is the mechanism by which staff can voice their concerns, made in good faith, without fear of repercussion.

No disciplinary action will be taken against any member of staff who acts in good faith in reporting concerns about a colleague. If the staff member or volunteer feels unable to raise a concern within academy, or feels that their genuine concerns are not being addressed or taken seriously they can contact the NSPCC Whistleblowing Helpline (0800 028 0285: 8.00am – 8.00pm Mon to Fri; email address: help@nspcc.org.uk).

2.3 Risk Assessments

Risk assessments are taken seriously and used to good effect to promote safety. Risk assessments are

Manager, member of the Student Wellbeing Team or member of the Senior Leadership Group. Parents know that this policy and others are accessible at all times via the academy website.

Posters and displays also ensure that Safeguarding has a high profile within the whole academy community.

2.6 Partnerships with others

Information sharing is vital in identifying and tackling all forms of abuse and neglect, and in promoting

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

The academy has both a duty and clear powers to share, hold and use information for these purposes.

Further detail can be found in the following HM Govt guidance: [Information sharing - advice for practitioners](#)

Our academy recognises that it is essential to establish positive and effective working relationships with other agencies. The academy works closely, but not exclusively, with agencies such as the Local Authority, the Local Authority screening team, CAMHS, Police, Health and NSPCC. There is a joint responsibility on all these agencies to share information to ensure the safeguarding of all children.

As an academy we will cooperate with Social Care where they are conducting child protection enquiries. Furthermore, academy will endeavour to attend appropriate multi-agency meetings such as Early Intervention Panels, Early Help Pathways, Team Around the Child meetings, Child In Need reviews, Initial and Review Child Protection Case Conferences, and Children Looked After (CLA) reviews. We will provide written reports as required for these meetings and, wherever possible, these reports will be shared with parents prior to the meetings. We appreciate that attendance and contribution to these meetings may require key members of staff to be contactable and available during academy holidays.

Where partner agencies such as the police and/or social care attend academy to conduct enquiries under section 47 of The Children Act 1989, staff will inform the headteacher or principal as to the nature of the enquiries. Consideration will always be given to the requirement for children to have an Appropriate Adult present. Further information can be found in the DfE guidance:

[Searching, Screening and Confiscation - Advice to schools July 2022](#)

2.7 Academy Training and Staff Induction

Designated Safeguarding Lead undertakes refresher training at 2 yearly intervals. The DSL also attends other opportunities such as DSL Network events and Multi-Agency Training to ensure that they are up to date with current practices and procedures and in order to further their continuous professional development.

The Principal and all other academy staff, including non-teaching staff and volunteers, undertake appropriate induction training to equip them to carry out their responsibilities for child protection effectively, which is kept up to date by refresher training in Basic/Foundation Safeguarding Awareness on an annual basis. Trinity Academy ensures that this takes place by the DSL providing face-to-face training and regular safeguarding updates. Staff who join the academy during the academic year receive the same training as part of their induction.

All staff follow the
to Safeguard Children 2023

It is **not** the responsibility of the academy staff to investigate welfare concerns or determine the truth of any disclosure or allegation. All members of staff however, have a duty to recognise concerns and maintain an open mind. Accordingly, all concerns regarding the welfare of students will be recorded and discussed with the Designated Safeguarding Lead with responsibility for child protection (or the deputy

When identifying missing episodes, the victim may have been trafficked for the purpose of transporting drugs. The academy will therefore consider whether a referral to the National Referral Mechanism (NRM) should be undertaken in order to safeguard that child and/or other children.

[National Referral Mechanism - Guidance 2023](#)

Child Sexual Exploitation

The academy is aware that; Child Sexual Exploitation (CSE) is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology.

[CSE - A Guide for Practitioners](#)

CSE can occur over time or be a one-knowledge. CSE can affect any child who has been coerced into engaging in sexual activities including 16 and 17 year olds who can legally consent to have sex. Some children may not realise they are being exploited.

Staff have been made aware of some of the key indicators of CSE. In addition, the academy appreciates that it has a role to play in the prevention of CSE within its Safeguarding curriculum.

referrals to MAST and the Police as per their mandatory reporting duty. Staff will not undertake any examination of a student.

[Multi-Agency Guidance on FGM - DfE 2020](#)

3.6 Domestic Abuse (DA) and Relationship Conflict

Healthy relationships between parents and carers are critical to the holistic wellbeing of children. Where conflict is frequent and unresolved it can be harmful to both adults and children. Staff working with children may be the first to identify signs of

Once identified as a concern, the academy will work with the Local Authority Education Welfare Service and other partner agencies as necessary to support children and their families to achieve high academy attendance following the below DfE guidance:

DfE Guidance: [Working Together to Improve School Attendance August 2024](#)

The academy appreciates that the Local Authority has a statutory duty to ensure that all children and young people of compulsory academy age receive suitable and appropriate education. The academy will therefore support the Authority in ensuring that this duty is carried out effectively.

There are specific duties in respect of Children Missing Education (CME) and there are strict guidelines in respect of both the definition of CME and the legalities of deleting a student from a academy roll.

The Local Authority will be informed of any children who have been added or removed from the missions register at non-standard transition times, within five days of them joining.

Where a

Staff awareness training also includes:

not recognising, acknowledging, or understanding the scale of harassment and abuse and/or

The academy are aware that being homeless or being at risk of becoming homeless presents a real risk to the welfare of a child. Indicators that a family may be at risk of becoming homeless include household debt, rent arrears, Domestic Abuse and Anti-Social Behaviour. The academy recognises that referrals to the Local Authority Housing Options Service may be necessary. Concerns around homelessness may identified, or a child has been harmed or is at risk of harm. In some cases, children over the age of 16 could be living independently of their parents or carers for example through exclusion from the family home. Where

Lead at academy will ensure that an appropriate referral has been made to the Local Authority screening team in the first instance.

~~The Academy is a charity registered with the Charity Commission. It is a company limited by guarantee and registered in England. The Academy is a company limited by guarantee and registered in England. The Academy is a company limited by guarantee and registered in England.~~

3.16 Private Fostering

Whilst we acknowledge such allegations may be false, malicious, or misplaced, we also acknowledge that they may be founded and shall therefore be treated with respectful uncertainty, investigated properly and in line with agreed procedures of the Local Authority Designated Officer (LADO).

Allegations made against a member of staff will be dealt with by the Principal.

Where an allegation is made against the Principal the matter will be dealt with by the Chair of the Governing Body.

The needs of the child or children will remain at the centre of all action taken. With this in mind, any referral to the Local Authority Designated Officer should also be accompanied by consultation with the Local Authority screening team. This is to establish from the outset whether the concerns identified meet the threshold for a Section 47 child protection investigation and/or the police in respect of any criminal investigation.

4.2 Managing concerns that do not meet the harm threshold

Where lower-level concerns and allegations that do not meet the harms test are reported or identified, the academy will ensure that they are shared responsibly and with the right person and that they are appropriately dealt with and recorded.

The academy will encourage an open and transparent culture; to identify concerning, problematic or inappropriate behaviour early; minimising the risk of abuse; and ensuring that adults working in or on behalf of the academy are clear about professional boundaries and act within these boundaries, and in accordance with the ethos and values of the academy.

Concerns identified at the lower level indicate that an adult may have acted in a way that:

- is inconsistent with the staff code of conduct, including inappropriate conduct outside of work, and

- does not meet the allegations threshold or is otherwise not considered serious enough to consider a referral to the LADO.

Where considered relevant, the academy will ensure parents/carers are informed.

4.3

names, contact details and relationship to the child of any persons with whom the child normally lives.

names and contact details of all persons with parental responsibility (if different from above)

emergency contact details (if different from above), ensuring that if the person(s) with parental responsibility is unable to collect this person, who could collect the child and keep them safe until either the person(s) with parental responsibility is available or a more suitable arrangement is made. The academy encourages all parents and carers to provide more than one emergency contact, providing the academy with additional options to make contact with a responsible adult when a child missing education is identified as a welfare and/or safeguarding concern

details of any persons authorised to collect the child from academy (if different from above)

(e.g. Residence Order, Contact Order, Care Order, Injunctions etc.)

if the child is or has been subject to a Child Protection Plan

if the child is or has been subject to the Early Help Pathway or Child In Need (CIN) processes.

If the child is a Child Looked After (CLA)

name and contact detail of G.P.

any other factors which may impact on the safety and welfare of the child

The academy will collate, store and agree access to this information, ensuring all information held electronically is stored securely with due regard to meeting the requirements of the Data Protection Act 2018 and safeguarding requirements.

where services or activities are provided on the academy premises by another body, the body concerned has appropriate policies and procedures in place with regard to safeguarding children and liaises with the academy on these matters where appropriate;

Details about how to make a referral to the Teaching Regulation Agency can be found on <https://www.gov.uk/guidance/teacher-misconduct-referring-a-case>

6.3 The Designated Safeguarding Lead

The Designated Safeguarding Lead (DSL) as stated in Keeping Children Safe in Education (2024) will ensure that they:

Manage referrals

The designated safeguarding lead is expected to refer cases:

of suspected abuse and neglect to the local authority

to the Channel programme where there is a radicalisation concern as required and support staff

Availability

during term time the designated safeguarding lead (or a deputy) will always be available for staff

any concerns that a child is presenting signs or symptoms of abuse or neglect;

-attendance;

any hint or disclosure of abuse from any person;

any concerns regarding person(s) who may pose a risk to children (e.g. living in a household with children present);

any potential indicators of Child Exploitation (CE);

any potential indicators of FGM;

any potential indicators of Radicalisation;

any potential indicators of living in a household with Domestic Abuse.

7.2 Responding to Disclosure

Disclosures or information may be received from students, parents or other members of the public. The academy recognises that those who disclose such information may do so with difficulty, having chosen carefully to whom they will speak. Accordingly, all staff will handle disclosures with sensitivity. Where students find communicating difficult a suitable member of staff will be provided with the necessary skills.

Such information cannot remain confidential, and staff will immediately communicate what they have been told to the designated safeguarding lead and make a contemporaneous record.

Principles:

Staff will not investigate but will, wherever possible, elicit enough information to pass on to the designated safeguarding lead in order that s/he can make an informed decision of what to do next.

account when determining what action to take and what services to provide. Child protection processes will operate with the best interests of the child at their core.

Staff will:

listen to and take seriously any disclosure or information that a child may be at risk of harm;

try to ensure that the person disclosing does not have to speak to another member of academy staff;

clarify the information;

try not to show signs of shock, horror or surprise;

not express feelings or judgements regarding any person alleged to have harmed the child;

explain sensitively to the person that they have a responsibility to refer the information to the designated safeguarding lead, children need to know that staff may not be able to uphold confidentiality where they are concerned about their safety or someone

reassure and support the child as far as possible;

explain what will happen next and who will be involved as appropriate;

signs, injuries or bruises on a Body Map (Example available in Appendix 2).

record the context and content of their involvement, and will distinguish between fact, opinion and hearsay.

7.3 Action by the Designated Safeguarding Lead (or deputy DSL in their absence)

Appendix 1

Useful Contacts within the local authority

Childrens.enquiries@bradford.gov.uk

01274 433999

DCIS@bradford.gov.uk 01274 437503

Appendix 2

Body Map Guidance for Academies

Body Maps should be used to document and illustrate visible signs of harm and physical injuries.

Always use a black pen (never a pencil) and do not use correction fluid or any other eraser.

Do not remove clothing for the purpose of the examination unless the injury site is freely available because of treatment.

***At no time should an individual teacher/member of staff or academy take photographic evidence should be reported and recorded without delay to the appropriate safeguarding services, e.g. eady an open case to social care.**

When you notice an injury to a child, try to record the following information in respect of each mark identified e.g. red areas, swelling, bruising, cuts, lacerations and wounds, scalds and burns:

Exact site of injury on the body, e.g. upper outer arm/left cheek.

Size of injury - in appropriate centimetres or inches.

Approximate shape of injury, e.g. round/square or straight line.

Colour of injury - if more than one colour, say so.

Is the skin broken?

Is there any swelling at the site of the injury, or elsewhere?

Is there a scab/any blistering/any bleeding?

Is the injury clean or is there grit/fluff etc.?

Is mobility restricted as a result of the injury?

Does the site of the injury feel hot?

Does the child feel hot?

Does the child feel pain?

Importantly the date and time of the recording must be stated as well as the name and designation of the person making the record. Add any further comments as required.

BODYMAP

(This must be completed at time of observation)

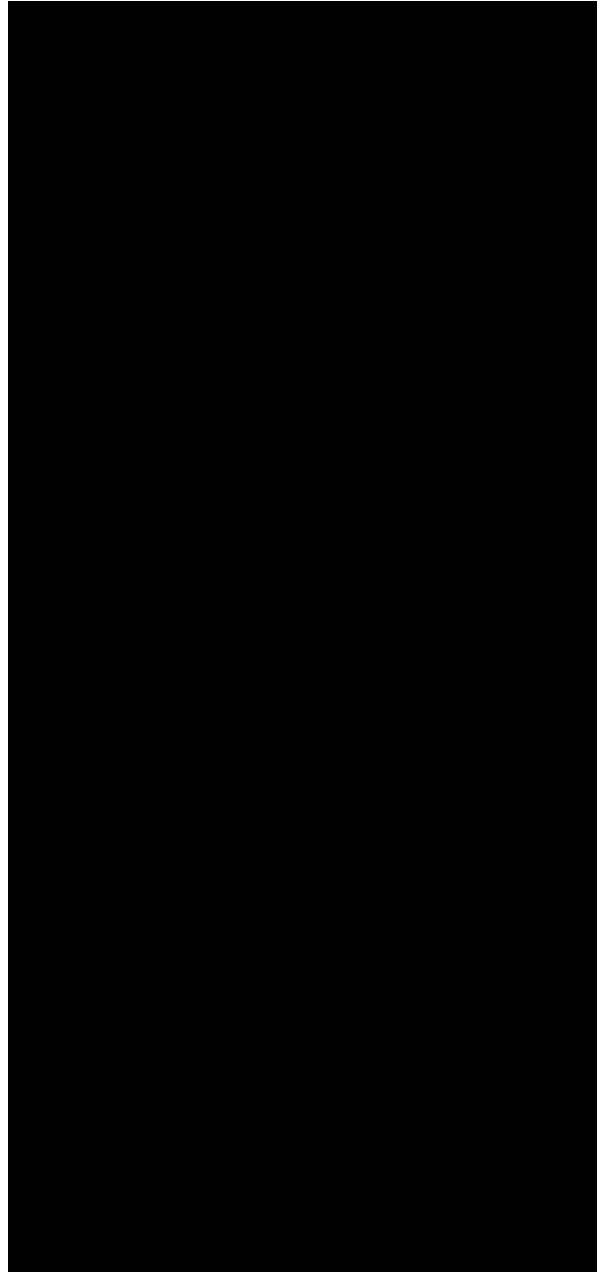
Name of Student:

Date of Birth:

Name of Staff:

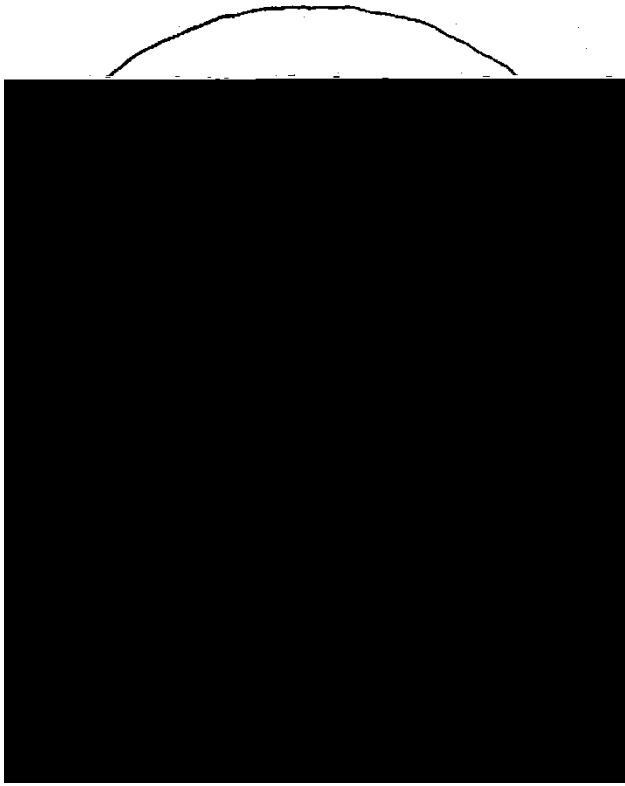
Job title:

Date and time of observation:

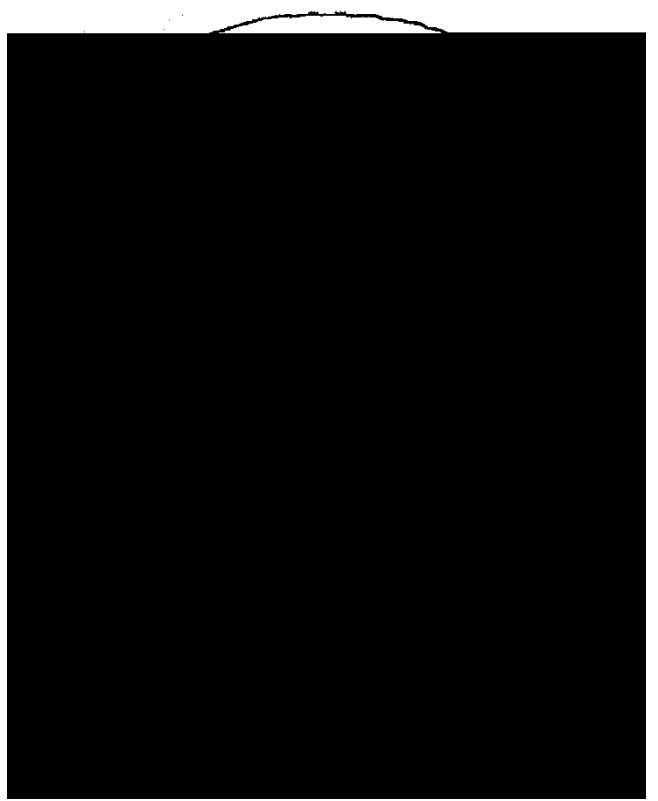


Name of student:

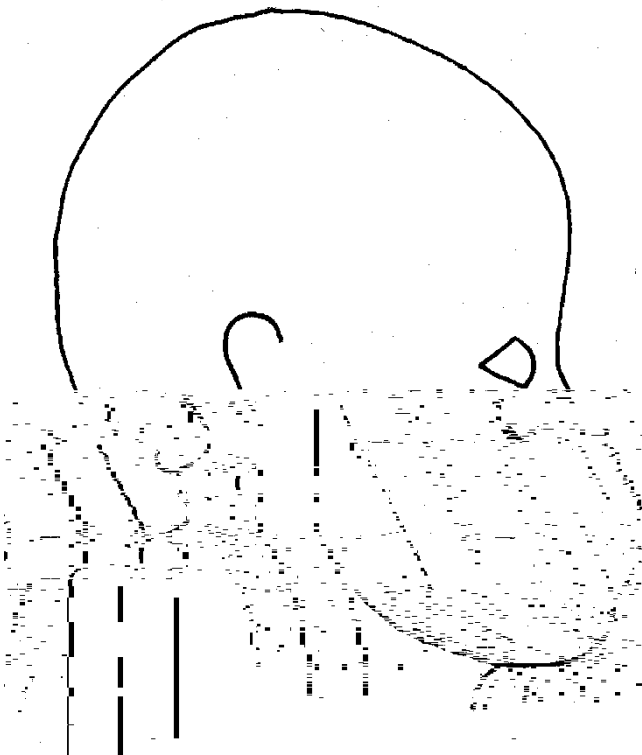
Date and time of observation:



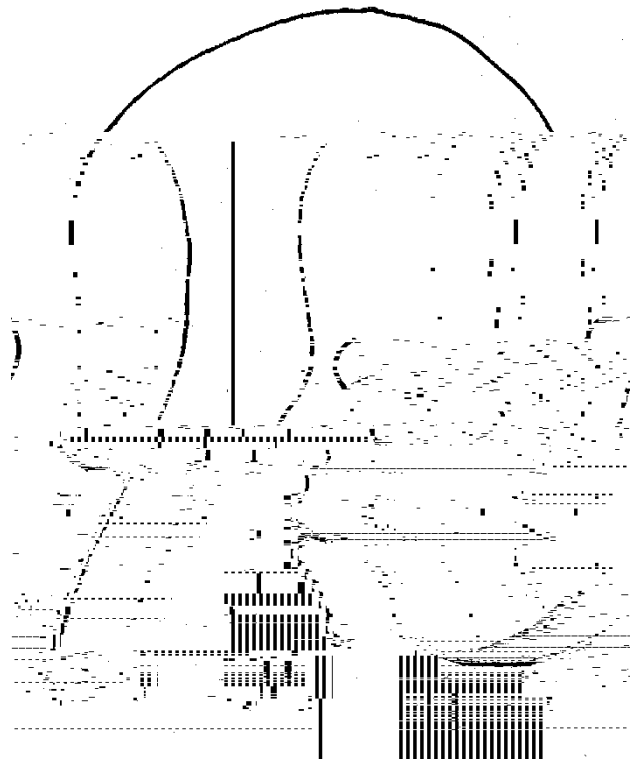
FRONT



BACK



RIGHT



LEFT

Name of student: _____

Date and time of observation: _____

Appendix 4

