

**Manchester Academy**

**SAFEGUARDING CHILDREN AND  
CHILD PROTECTION**

**POLICIES AND PROCEDURES**

Awaiting approval from governors – 15<sup>th</sup> November 2017

<b>Date of last central office review:</b>	Sept, 2016	<b>Review Period:</b>	1 year
<b>Date of next central office review:</b>	September, 2017	<b>Owner:</b>	DSL / DDSL
<b>Date of next Academy review:</b>	September 2018		
<b>Type of policy:</b>	United Learning Policy	<b>Local Governing Body</b>	Recommends school policy for Group Board approval
		<b>Group Board:</b>	Group Board approves United Learning Policy

Policy Signed off on:	Date:	Date:
Signed off by:	Name: Andy Griffin Signature: Role: Principal	Name: M Woodhouse Signature: 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 Academy's Equal Opportunities policy.

Manchester 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 Academy community. This includes all staff, governors and volunteers working in the Academy, 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 Academy.

Manchester Academy's 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](#)

In line with our Provision of Information Policy, 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 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.
- 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.

Manchester 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

Manchester Academy understands that safeguarding is intrinsic to all that we do and requires a consistent whole Academy 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.



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

Policies related to Safeguarding (Table 2)	Date	Owner	Renewal Date	Policies related to Safeguarding	Date	Owner	Renewal Date
<b>United Learning Mandatory Policies</b>				Intimate Care			
UL Safeguarding Children and Child Protection Policies and Procedures	Sept '16	Central Office	Sept '17	First Aid			
SEND				Mental Health			
Sex Education				Drug & Substance Abuse			
Pupil Behaviour				Self-Harm			
<a href="#">E-Safety</a>	Sept '16	Central Office	Sept '17	Well-being			
<b>Universal</b>				<b>Health &amp; Safety</b>			
Anti-Bullying				Transporting Pupils			
Exclusion				Educational Visits & Outdoor Activities			
Attendance				Supervision of Pupils			
EYFS				Site Security			
Register of Pupil admissions to Manchester Academy				CCTV			
Register of attendance				Evacuation			
Supervision of Staff				<a href="#">UL Behaviour of Visitors</a>	August '13	Central Office	
Safe Handling/Restraint				<b>HR – Safer Recruitment</b>			
<b>Technology (NB some aspects of technology do not sit within safeguarding. Those listed below do)</b>				<a href="#">UL Safeguarding Children - HR Procedural Guidance</a>	September '16	Central Office	August '17
<a href="#">Filtering, Monitoring &amp; Reporting Policy</a>	Sept '16	Central Office	Sept '17	<a href="#">UL Recruitment &amp; Selection</a>	August '16	Central Office	August '17
Procedures for responding to specific online incidents and concerns	Sept '16	Central Office	Sept '17	<a href="#">Annual Staff-Student Relationship Letter &amp; Guidance</a>	July '16	Central Office	July '17
<a href="#">Electronic Device Searching</a>	Sept '16	Central Office	Sept '17	<a href="#">Annual Acceptable Use of Technology</a>	July '15	Central Office	
<a href="#">Mobile Device and Phone Policy</a>	Sept '16	Central Office	Sept '17	<a href="#">UL Whistleblowing Policy</a>	February '16	Central Office	February '17
Annual Acceptable Use of Technology (See HR)	July '15	Central Office	August '16	<a href="#">UL Guidance on Dealing with Allegations of abuse against Teachers and other Staff</a>	August '16	Central Office	August '17
<a href="#">Images Policy</a>	Sept '16	Central Office	Sept '17				
<a href="#">Social Media Policy</a>	Sept '16	Central Office	Sept '17	Staff Behaviour/ Code of Conduct			
<b>Child Protection</b>				Central Record of Recruitment and Vetting			
Child Protection	Sept '16	Central Office	Sept '17	HR - Communication/ External			
Preventing Radicalisation				<a href="#">UL Equality guidelines</a>	May '16	Central Office	
Sexting / Cyberbullying				<a href="#">UL Disciplinary Policy</a>	May '15	Central Office	
Children Missing from Education				<a href="#">Group Guidelines for Professional Conduct</a>	May 15	Central Office	
Children Missing from Home/Care				<a href="#">UL Employee Data Protection Policy</a>	May '15	Central Office	
CSE				Freedom of Information			
FGM				<a href="#">UL Grievance Procedures</a>	May '15	Central Office	
FM				Complaints procedure			
<b>Medical</b>				Admissions arrangements			
Supporting Pupils with medical plans				Accessibility plan			

## 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, Executive Principal, Nominated Safeguarding Governor at Manchester Academy will also review the Policy annually, or as events, or legislation requires, ensuring that the content specific to the Academy 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
Academy 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 Executive Principal of Manchester Academy, and the Academy’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 Manchester Academy.

Responsibility for safer recruitment is delegated to the Executive Principal of Manchester 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 Manchester Academy; who, within his/her duties, will keep the Executive Principal 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 Manchester 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 Principals

This policy and its associated procedures will ensure that Manchester 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) Manchester 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.

Manchester 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 Academy's child protection procedures. (See Annex A2: [United Learning Staff Student Relationship Letter](#) and [Guidance, September 2016](#)).

Manchester 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 Manchester Academy-based policies.

## 1.6 Monitoring and Evaluation

At Manchester 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 Academy
- 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

This analysis will be discussed during regular meetings between the Executive Principal, 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

Manchester 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 Academy Approach

### 2.1 What is Safeguarding?

#### **Safeguarding is everyone's 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

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

To ensure that everyone working within Manchester Academy 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. 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 Academy are followed.

## 2.3 Safeguarding Induction Programme and Whole Academy Training

Manchester 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 Academy.

- 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
  - Academy's Safeguarding Children Policy and Child Protection Policy and Procedures document
  - Academy's Online Safety (e-Safety) Policy and related policies
  - Academy'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).
  - Academy's Behaviour Policy/Code of Conduct
  - Academy's Children Missing Education Policy
  - Academy to add anything else which is specific to your procedures.

A copy of the signed documents will be retained by the Academy 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 Manchester 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

Manchester 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
- We support vulnerable children to do this
- 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 Manchester Academy process personal information fairly and lawfully, it recognises that this is not a barrier to sharing information

### 3.2 Safeguarding Information for Pupils

**At Manchester 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.**

Manchester 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 Manchester Academy we will teach children to understand and manage risk, through our:



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

## Confidentiality

As the pupils of Manchester 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 Academy'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 Manchester Academy:

- We are committed to working with parents/carers/guardians 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 is shared with parents beforehand, unless it is inappropriate to do so; and as a Academy 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

Manchester 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 securely in a safe place in accordance with England (Pupil Information) (England) Regulations 2005.
- 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 file and the school file is 'tagged' to indicate that separate information is held.
- 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 Executive Principal, and to Alison Hussain at Central Office ([Alison.Hussain@unitedlearning.org.uk](mailto:Alison.Hussain@unitedlearning.org.uk)).

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

Manchester 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. This should be done as soon as possible and before the end of the day. The Designated Safeguarding Lead 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 social care immediately, and anybody can make this referral.
  - If staff have concerns about another staff member, they will be referred to the Executive Principal
  - Where the concerns are about the Executive Principal 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.
  - 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.

Manchester Academy recognises that:

- Staff may need to seek support themselves if they are distressed.
- Staff can speak with the Designated Safeguarding Lead or Deputy Designated Safeguarding Lead in confidence.



- If staff seek support from external agencies they must adhere to the requirements of strict confidentiality at all times.
- Counselling on-site can be accessed as required or appropriate.

### **3.5 Safeguarding Training**

Manchester 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. Training is regularly provided and records, validated by Ofsted September 2016, are kept centrally as of policy.

#### **3.5.1 Executive Principal and Chair of Governors**

The above colleagues will be trained at least to Level 1. Training is regularly provided and records, validated by Ofsted September 2016, are kept centrally as of policy.

#### **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. DSL was trained and accreditation provided in October 2016.
- 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. Training is regularly provided and records, validated by Ofsted September 2016, are kept centrally as of policy.

#### **3.5.5 All New Staff**

All new staff and agency staff complete safeguarding induction training.

#### **3.5.6 Agency Staff and Peripatetic Staff**

All agency and peripatetic staff complete safeguarding induction training.

### **3.5.7 Governors**

Governors receive appropriate training at least to Level 1. Training is regularly provided and records, validated by Ofsted September 2016, are kept centrally as of policy.

### **3.5.8 Volunteers**

Volunteers receive appropriate training at least to Level 1.

### **3.6 Safer Recruitment Training**

Safer Recruitment training has been provided to senior staff and key governors and is up-dated in accordance with policy. Records, validated by Ofsted September 2016, are kept centrally as of policy.

### **3.7 Lettings**

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

### **3.8 Safeguarding Training Records**

Manchester Academy maintains a full training record for its employees. Training is regularly provided and records, validated by Ofsted September 2016, are kept centrally as of policy.

## Section 4: Child Protection: A Whole Academy Approach

### 4.1 Safer Recruitment

Manchester Academy operates safer recruitment procedures (including DBS checks and compliance with ISSRs);

- [Keeping Children Safe in Education](#), Information for all schools 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:

- See above.

**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, we will:

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

**4.1.3** New members of staff will:



- Undergo an induction that includes familiarisation with the Academy’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

## 4.2 Child Protection

### 4.2.1 Manchester 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.
- Any deficiencies or weaknesses in our child protection arrangements will be remedied without delay.

### 4.2.2 What To Do:

- If you suspect or become aware of an allegation of child abuse made against another pupil
- If you suspect or become aware of an allegation of child abuse made against a colleague, volunteer or Designated Safeguarding Lead
- If you suspect or become aware of an allegation of child abuse made against the Executive Principal
- When reporting cases to the Disclosure and Barring Service (DBS) and NCTL. (To save on duplication, schools can signpost to United Learning Safeguarding Children - HR Procedural Guidance; and United Learning Safer Recruitment Policy and Procedure).
- When notifying parents
- When referring pupils to Children’s Services or making a multi-agency referral



- When reporting directly to Child Protection Agencies; confirming what the Designated Safeguarding Lead will do. (See Flowchart: Action when a child has suffered or is likely to suffer harm ([Keeping Children Safe in Education](#), September 2016 - Page 10).
- When reporting a case of a child at risk of radicalisation or being drawn into terrorism/extremism.

N.B.:

- The Academy 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 Executive Principal or, in his absence, the Head of Independent Schools and the chair of the LGB.
- Allegations against the Executive Principal 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 Executive Principal.
- Allegations against another student must be reported to the designated person with responsibility for safeguarding (who will inform the Executive Principal 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 the Academy all unnecessary delays will be eradicated
- We will include details of the use of curriculum to reduce the risk of radicalisation.
- We will include details of visiting speakers log kept.
- Where a teacher has been dismissed (or would have been dismissed had he/she not resigned) and a prohibition order may be appropriate, we 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, we 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 will be given to an NCTL referral.
- We will report, as appropriate, to the Disclosure and Barring Service within one month of leaving the Academy 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.
- Failure to make such a report constitutes an offence, 'compromise agreements' cannot apply in this connection. Historical allegations will be referred to the police if they arise.
- Appropriate whistleblowing procedures, which are suitably reflected in staff training and staff behaviour policies, are in place for concerns about poor or unsafe practice and potential failures in the safeguarding regime to be raised with the management team.



### 4.2.3 Working in the best interests of the child

Manchester Academy works in the interests of all of its children; every child matters, including the most vulnerable.

This includes:

- Meeting the needs of Looked After Children and multi-agency work with the Head of Virtual School.
- Meeting the needs of Children with Special Educational Needs and disabilities; and
- Working to minimise the risk of peer to peer abuse in its different forms. (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).
- Procedures should evidence an understanding that additional barriers can exist when recognising abuse and neglect in this group of children. This can include:
  - Assumptions that indicators of possible abuse such as behaviour, mood and injury relate to the child's impairment without further exploration.
  - Children with SEN and disabilities can be disproportionately impacted by things like bullying- without outwardly showing any signs.
  - Communication barriers and difficulties in overcoming these barriers.

4.2.4 Manchester 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 Executive Principal, 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.

#### 4.3 Online Safety (e-Safety)

Manchester Academy

- Understands that Online Safety (e-safety) is everyone’s responsibility and is viewed as an integral part of our 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.

Manchester 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 our 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, Manchester Academy has personalised and localised the United Learning Online Safety (e–Safety) Policy Template, June 2016.

Manchester 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](#)
- [United Learning Electronic Devices Search Policy](#)
- [United Learning Mobile Devices and Phone Policy](#)
- [United Learning Social Media Policy](#)



- [United Learning Use of Images Policy](#)

#### 4.4 Prevent Duty

Manchester Academy recognises its responsibilities in relation to the Prevent duty (July 2015). All Academy staff are trained in the Prevent duty as part of their annual Safeguarding training.

#### 4.5 FGM Reporting Duty

Manchester Academy recognises its responsibilities in relation to the FGM reporting duty (October 2015)

#### 4.6 Local Authority Safeguarding Services

##### 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.msca.gov.uk>

##### 4.6.2 Contact Details for Local Services

Local Services	Contact Name	Address	Telephone	Email
Police	PC K Needham	Longsight Police Station	0161 872 5050	
Local Safeguarding Children Board	Jenny Patterson			
Designated Officer(s) from the local authority				
Relevant front line social care teams				
Prevent/Channel				

#### 4.7 Key Safeguarding Personnel

- Deana Owen, DSL
- Colette Walker, DDSL

##### 4.7.1 The Local Governor Body

Local Governing Body	
Name	Role
Margaret Woodhouse	Chair of Governors
Walid Omara	Nominated Safeguarding Governor



#### 4.7.2 The Safeguarding Team

The Safeguarding Team			
Name	Role	Location	Contact Details
Andy Griffin	Principal	Manchester Academy	0161 232 1639
Deana Owen	Designated Safeguarding Lead	As above	As above
Collette Walker	Deputy Designated Safeguarding Lead	As above	As above
Cheryl Perez Rios	Assistant Principal Pastoral	As above	As above
Sinead Nelson	Attendance Officer	As above	As above

#### 4.7.3 Other Members of the Safeguarding Team

Other Key Staff			
Name	Role	Location	Contact Details
Nicola Capstick	Special Education Needs Manager	As above	As above
Helen Tutty	Health Adviser	As above	As above
Richard Wyatt/Shanaz Essafi	Counsellors	As above	As above
PC K Needham	Police Community Support Officer	As above	As above

And everyone else in the Academy - 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 policies and procedures and challenging to ensure best practice is followed.

The Child Protection (Safeguarding) policy is reviewed annually by the Academy'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 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 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 Executive Principal

The Executive Principal of Manchester 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 (31<sup>st</sup> 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 Deputy DSL in the absence of the DSL) for Manchester Academy are fully carried out.

#### 4.10 Roles and Responsibilities of the Safeguarding Team

At Manchester Academy

- Our Safeguarding Team is committed to ensuring that we deliver effective and sound 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.



#### 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.

These responsibilities will be carried out systematically and will be regularly reviewed and evaluated.

#### 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.

**These responsibilities will be carried out systematically and will be regularly reviewed and evaluated.**

#### 4.10.3 Other Key Staff

Our Attendance officer is Sinead Nelson. For other key front-line staff – see above.

#### 4.11 Roles and Responsibilities of 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 Executive Principal, 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

Manchester Academy uses control systems limiting access for Staff, Students, Visitors and Contractors.

- The perimeter has a 2.4 V-Mex fence with access gates controlled by swipe cards or padlocks, intercom and CCTV system.
- Internal access is controlled by door locks and in some areas a mag-lock swipe card system.
- The Facilities Manager controls the issuing and monitoring of keys and swipe cards to the appropriate persons as per Manchester Academy Security Procedure.
- Protocols to ensure that the visiting speakers, whether invited by staff or pupils are suitably supervised.

#### 4.13 Restraint

- Manchester Academy believes in working in partnership with pupils and families. Good, appropriate and meaningful relationships are at the heart of what we do. De-escalation strategies are used when required.



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## Section 5: Induction and Training Materials

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)

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: Behaviour Policy and/or Code of Conduct

[Click here](#) for link to Behaviour Policy.

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

Annex 7: Children Missing Education Policy

Annex A8: Reporting a Concern Form

[Click here](#) for link to the Manchester Academy form.

Annex 9: School's Prevent Policy/Statement/Risk Assessment

[Click here](#) for link.

Annex 10: N/A for 11-16 provision.

## Annex A11: Meet the Safeguarding Team

### The Designated Safeguarding Lead is:

Deana Owen, Vice Principal



Deana Owen is located at:

C Floor



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**The Deputy Designated Safeguarding Leads is:**

Colette Walker, Children's Trust Practitioner



Colette Walker is located at:

C Floor



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**Other people in the Safeguarding Team are:**

Sinead Nelson, Attendance Officer



Sinead Nelson is located at:

C Floor

and responsible for: Safeguarding and Attendance

Lolalee Thompson-Campbell, Safeguarding & Attendance Administrator



Lolalee Thompson-Campbell is located at:

C Floor

and responsible for: Safeguarding and Attendance

Richard Wyatt, Counsellor



Richard Wyatt is located at:

C Floor

and responsible for: Safeguarding and Counselling



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Shanaz Essafi, Counsellor



Shanaz Essafi is located at:

C Floor

and responsible for: Safeguarding and  
Counselling

PC K Needham, GMP



PC K Needham is located at:

INSERT LOCATION

and responsible for: Safeguarding



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## Annex A12: Reporting a Safeguarding Concern to United Learning

### Note to schools:

- Please refer to United Learning Safeguarding Children and Child Protection Policies and Procedures, at 1.4. Roles and Responsibilities of Trustees.
- The School's Designated Safeguarding Lead MUST complete the following form and submit it to the Executive Principal and to the Lead Safeguarding Officer for United Learning.

## Reporting a Safeguarding Concern to United Learning



**United Learning**  
The best in everyone™

Date:

Manchester Academy:

Name of Designated Safeguarding Lead completing form:

Nature of Concern:

*Delete/amend as applicable:*

I am informing you that there has been an incident which:

- 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.

*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).*

This form must be emailed to your Executive Principal, and to Fiona Lyon, Lead Safeguarding Officer, United Learning at [fiona.lyon@unitedlearning.org.uk](mailto:fiona.lyon@unitedlearning.org.uk)

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.

## Annex A13 Safeguarding Training Log

Safeguarding Training Log – Academic Year 2016-17		
Attendees	Type of training provided	Date undertaken
Executive Principal		
Designated Safeguarding Lead	DSL Level 3	September 17
Deputy Designated Safeguarding Lead	DDSL, Level 3	February 17
Senior Leadership Team	Cheryl Perez Rios – DDSL, NSPCC	August 16
Pastoral Leads	Level 2 Educare	October 17
Whole School	Level 2 Educare	October 17
e-safety Lead	Level 2 Educare	October 17
P.E. staff	Level 2 Educare	September 16
Paediatric First Aiders		
Health & Safety /COSH		
EVC		
Chair of Governors		
Nominated Safeguarding Governor	TBA	November 16
Local Governing Body		
Agency Staff/Peris.		
Volunteers		
Contractors		
Other		

## Section 5: Annex B – Supplementary Information

### Annex B1: Useful Agencies

- Non-Emergency Police: 111
- [www.samaritans.org](http://www.samaritans.org) – The Samaritans: 0845 790 9090
- [www.childline.org.uk](http://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](http://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](http://www.barnardos.org.uk) – (Barnardo's helps the most vulnerable children and young people transform their lives and fulfil their potential)
- [www.ceop.police.uk](http://www.ceop.police.uk) – The Child Exploitation and Online Protection Centre
- [www.thinkuknow.co.uk](http://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](http://www.anti-bullyingalliance.org.uk) – Anti-Bullying Alliance
- [www.beatbullying.org](http://www.beatbullying.org) – Beat Bullying
- [www.safechild.org](http://www.safechild.org)
- [www.missingpeople.org.uk](http://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](mailto:whistleblowing@ofsted.gov.uk) or by writing to: WBHL, Ofsted, Piccadilly Gate, Store Street, Manchester M1 2WD.

