

ANLABY

STUDIOS

Safeguarding Policy

CONTENTS

1. Introduction
2. Anlaby Studios Commitment

Section 3 - Providing a Safe and Supportive Environment

- 3.1 Safe Practice
- 3.2 Sharing Safeguarding Information with Students
- 3.3 Partnership with parents/carers
- 3.4 Staff Training and Induction
- 3.5 Support, Advice and Guidance for Staff
- 3.6 Roles and Responsibilities :
 - Principal
 - Designated Senior Person
 - All Staff and Volunteers
 - Dignity at Work

Section 4 - Identifying Children and Young People who may be suffering or are likely to suffer significant harm

- 4.1 Definitions

Section 5 - Taking Action to Ensure that Children and Young People are safe at Anlaby Studios

- 5.1 Staff will immediately report
- 5.2 Responding to Disclosure
- 5.3 Action by Designated Senior Person
- 5.4 Action following Child Protection referral
- 5.5 Recording and Monitoring
- 5.6 Supporting the Child and Partnership with Parents/Carers
- 5.7 Allegations Regarding Person(s) Working in or on Behalf of Anlaby Studios

Appendices

- Appendix A Safeguarding Incident Record Sheet
- Appendix B Allegations Against Anlaby Studios Staff Flowchart
- Appendix C Adult Access to Students
- Appendix D Child Sexual Exploitation

NAMED PERSONS WITH RESPONSIBILITY FOR CHILD PROTECTION:

Ms Chloe Sweeting

Mr Mark Pearce

1. INTRODUCTION

This policy is in response to:

- 1) Sections 157 and 175 of the Education Act 2002, implemented June 2004
- 2) 'Keeping Children Safe in Education' issued by the DfE in 2015

It is in line with the Local Safeguarding Children Board Child Protection Procedures and DfE guidance.

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

Everyone in the education service shares an objective to help keep children and young people safe by contributing to :

- Providing a safe environment for children and young people to learn in education settings;
and
- Identifying children and young people who are suffering or likely to suffer significant harm, and taking appropriate action with the aim of making sure they are kept safe both at home and in the education setting.

2. ANLABY STUDIOS COMMIT TO

Safeguarding and promoting the welfare of all its students. Each student's welfare is of paramount importance. We recognise that some children may be especially vulnerable to abuse e.g. those with Special Educational Needs, Those living in adverse circumstances. We 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. Whilst at the Studios, their behaviour 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 our students.

3. PROVIDING A SAFE AND SUPPORTIVE ENVIRONMENT

3.1 Safe Practice

Anlaby Studios has undertaken Child Safeguarding Training for all staff and updates this training at least every three years to ensure that staff are safe and aware of behaviours which should be avoided. In addition the Studios Staff Code of Conduct outlines acceptable and unacceptable behaviour towards children and young people. A summary of this is also provided in the Staff Induction Pack prior to taking up employment

Safe working practice ensures that students are safe and that all staff:

- Are responsible for their own action and behaviours and know how to avoid any conduct which could lead any responsible person to question their motivation or intentions;
- Work in an open and transparent way;
- Discuss and/or take advice from Anlaby Studios Management over any incident which may give rise to concern;
- Record any incidents or decisions made in relation to a child or young person;
- Apply the same professional standards regardless of gender or sexuality ;
- Are aware that breaches of the law and other professional guidelines could result in criminal or disciplinary action being taken against them.

3.2 Sharing Safeguarding Information with Students

Anlaby Studios is committed to ensuring that students are aware of behaviour towards them that is not acceptable and how they can keep themselves safe. All students know that we have a senior member of staff with responsibility for child protection and know who it is. We inform students heard and what steps can be taken to protect them from harm. Life lesson materials are used to help students learn how to keep safe.

Information is made available to students, including NSPCC AND Child line.

3.3 Partnership with Parents

Anlaby Studios share a purpose with parents/carers to keep children safe from harm and to have their welfare promoted. All new parents/carers are provided with the following statement prior to their child starting with Anlaby Studios:

' Anlaby Studios takes child protection and safeguarding very seriously We have a very comprehensive child safeguarding policy which we are happy to share with you upon request. If your child informs staff members at the studios of any issue which cause us concern . we may request the help of outside agencies. Depending on the nature of the concern and severity of the issue , we may or may not contact parents/carers regarding the disclosure the child has made . We would in this instance contact the relevant professional body and seek their advice . Please be aware that our aim is always to act professional with the child's safety and best interest at the forefront'

We are committed to working positively, open and honestly with parents/carers. We ensure that all parents/carers are treated with respect and dignity and courtesy. We respect parents/carers rights to privacy and confidentiality and will not share sensitive information unless we have permission or it is necessary to do so to protect a child. Anlaby Studios will share with parents/carers any concerns we may have about their child unless to do so may place the child at risk of harm.

Anlaby Studios follows each Local Safeguarding Children Board (LSCB) procedures when dealing with any matters of a child protection nature. Anlaby Studios will endeavour to discuss all concerns with parents/carers about their child/ren . However, there may be exceptional circumstances when Anlaby Studios will discuss concerns with Social Care and/or the Police without parental knowledge (in accordance with LSCB Child Protection Procedures). Anlaby Studios will, of course, always aim to maintain a positive relationship with all parents/carers. Anlaby Studios Child Safeguarding Policy is available to all parents/carers upon request.

3.4 Training and Staff Induction

Anlaby Studios Designated Person and Deputy Person with Responsibility for Child Protection undertake basic child protection and safeguarding training on a 2 yearly basis. Anlaby Studios Principal and all other staff, including associate staff, undertake appropriate induction training to equip them to carry out their responsibilities for child protection effectively, which is up dated at least every 3 years.

All staff (including temporary and volunteers) are provided with a written child safeguarding Induction prior to taking up appointment and are provided with a copy of this and other relevant polices during induction.

Anlaby Studios aims to provide training on a termly basis via Learning and Performance time on specific and relevant Child Safeguarding issues e.g. e-safety, safe practice, Record Keeping.

3.5 Support Advice and Guidance for Staff

Staff will be supported by the Designated Person and Deputy Designated Person with Responsibility for Child Protection, who will provide guidance and training where appropriate.

3.6 Roles and Responsibilities

Anlaby Studios will ensure that:

- Anlaby Studios has a Child Safeguarding policy and procedures in place that are in accordance with the Local Safeguarding Children Board guidance and locally agreed interagency procedures, and the policy is available to parents/carers upon request;
- Anlaby Studios operates safe recruitment procedures and makes sure that all appropriate checks are carried out on staff and volunteers who work with children;
- Anlaby Studios has procedures for dealing with allegations of abuse against staff and volunteers that comply with guidance from Local Authority and locally agreed inter-agency procedures;
- A senior member of Anlaby Studios Team is designated to take lead responsibility for Child Protection (and a deputy);
- Staff undertake appropriate child protection training;
- They remedy, without delay, any deficiencies or weaknesses regarding child protection arrangements;
- A Anlaby Studios Member is nominated to be responsible for liaising with the LADO and/or partner agencies in the event of allegations of abuse made against an Anlaby Studios Principal for all other colleagues it will be a member of the Local Academy Council.
- Where services or activities are provided on Anlaby Studios premises by another body, the body concerned has appropriate policies and procedures in place in regard to safeguarding children and child protection and liaises with the Studios on these matters where appropriate;
- Ensure the Child Safeguarding Policy is updated and reviewed annually and work with the Local Academy Council regarding this;
- They review their policies and procedures annually and provide information to CS about them and about how the above duties have been discharged.

The Principles will ensure that:

- The Policies and procedures adopted by Anlaby Studios are fully implemented, and followed by all staff;
- Sufficient resources and time are allocated to enable the designated person and other staff to discharge their responsibilities; and
- All staff and volunteers feel able to raise concerns about poor or unsafe practice in regarding to children and such concerns are addressed sensitively and effectively in a timely manner in accordance with the agreed Whistle blowing Policy.

Each Designated Person with Responsibility for Child Protection will:

Referrals

Refer of suspected or alleged abuse to the relevant investigating agencies:

- Act as a source of support, advice and expertise within the educational establishment;
- Liaise with the studio principal to inform him/her of any issues and ongoing investigations and ensure there is always cover for this role.

Training

To recognise how to identify signs of abuse and when it is appropriate to make referrals;
Have a working knowledge of how child protection cases operate, the conduct of a child protection case conference and be able to attend and contribute to these;

- Ensure all staff have access to and understand the Safeguarding policy
- Ensure all staff have induction training
- Keep detailed and accurate secure written records and concerns

- Obtain access to resources and attend any relevant or refresher training courses at least every two years.
- Raising Awareness
- Ensure parents are made aware of child safeguarding policy which alerts them to the fact that referrals may be made and the role of the studios in this to avoid conflict later;

All staff and volunteers will:

- Fully comply with the studios policy and procedures
- Attend appropriate training
- Inform the designated person of any concerns
- Record any potential safeguarding incidents appropriately.
-

4. Identifying children and young people who may be suffering significant harm

Teachers are well placed to observe any physical, emotional or behavioural signs which indicate that a child may be suffering significant harm. The relationship between staff, students, parents and the public which foster respect, confidence and trust can lead to disclosures of abuse and the studios being alerted to concerns.

Safeguarding children is defined as:

The actions we take to promote the welfare of children and protect them from harm are everyone's responsibility. Everyone who comes into contact with the children and families has a role to play.

Safeguarding and promoting the welfare of children is defined 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. Taking action to enable all children to have the best outcome.

Working Together to Safeguard Children 2015

Safeguarding is not just about protecting children from deliberate harm. It is also relates to aspect of learning, including;

- Pupils health and safety
- The use of reasonable force
- Meeting needs of children with medical conditions
- providing first aid
- Appropriate arrangements to ensure studio security.

Safeguarding can involve a range of potential issues such asL:

- Bullying, including cyber bullying (by text, social media sites etc)
- Racist or homophobic transphobic abuse
- Extremist behaviour
- CSE
- Sexting
- Substance misuse
- Gang activity/Youth violence
- Domestic violence, FGM, Forced marriages.

Definitions

Children's Act 2004, a child is defined as anyone who has not yet reached his/her 18th birthday.

Harm means ill treatments or impairment of health and development, including, for example impairment suffered from seeing or hearing the ill treatment of another; development means physical, intellectual, emotional, social or behavioural development; health includes physical and mental health; ill treatment includes sexual abuse and other forms of ill treatment, which are not physical.

Abuse and neglect are forms of maltreatment. Somebody may abuse or neglect a child by inflicting harm or failing to act to prevent harm. Children may be abused in a family or in an instructional or community setting; by those known to them, or more rarely, by a stranger. They may be abused by an adult or adults or another child.

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to that child. Physical harm may be also caused when a parent or carer fabricates the symptoms of or deliberately induces illness in a child.

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, including prostitution, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative (eg rape, buggery or oral sex) or non penetrative acts. They may include non contact activities, such as involving children in looking at or in the production of pornographic material or watching sexual activities or encouraging children to behave in sexually inappropriate ways.

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, inadequate or valued only insofar as they meet the needs of the another person. It may feature age or developmentally inappropriate expectations being imposed on children.

These may include interactions that are beyond the child's developmental capability, as well as over protection and limitation of exploring and learning or preventing the child participating in normal social interactions. It may involve seeing or hearing the ill treatment of another. It may involve serious bullying, causing children frequently to feel frightened or in danger or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

Neglect is the persistent failure to meet a child's basic physical and psychological needs, likely to result in the serious impairment of the child's health or development.

Neglect may occur during the pregnancy as a result of maternal substance abuse.

Once a child is born, neglect may involve a parent or carer failing to provide adequate food clothing and shelter (including exclusion from home or abandonment) protect a child from physical and emotional harm or danger ensure adequate supervision (including the use of inadequate care givers)

Ensure access to appropriate medical care or treatment

It may also include neglect of or unresponsiveness to a child's basic emotional needs.

Whilst the above are legal definitions, staff must also be aware of other forms of harm including forced marriage, radicalisation, honour based violence and FGM.

It is not the studios responsibility to investigate welfare concerns or determine the truth of any disclosure or allegation. All 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 senior person with responsibility for child protection prior to any discussion with parents.

Staff will immediately report:

- Any suspicion that a child is injured, marked or bruised in a way which is not readily attributable to the normal knocks or scrapes received in play.
- Any explanation given which appears inconsistent or suspicious
- Any behaviour which give rise to suspiciousness that a child may have suffered harm. (eg. worrying drawings, writing or acts)
- Any concerns that a child may be suffering from inadequate care, ill treatment or emotional maltreatment
- Any concerns that a child is presenting signs or symptoms of abuse or neglect
- Any significant changes in a child's presentation, including non attendance.
- Any hint or disclosure of abuse from any person
- Any concerns regarding person who may who may pose a risk to children (eg living in a households with children present)

Responding to disclosure

Disclosures of information may be received from students, parent or other members of the public. The studios recognises that those who disclose such information may do so with difficulty, having chosen carefully to whom they will speak. Accordingly staff will handle disclosures with sensitivity.

Such information cannot remain confidential and staff will immediately communicate what they have been told to designated person and make a record.

Principals

Staff will not investigate but will wherever possibly elicit enough information to pass on to the designated person in order that s/he came make an informed decision of what to do next.

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 the studios staff.
- Try to keep questions to a minimum and of open nature. 'can you tell me what happened?'
- Try not to show signs of shock, horror or surprise.
- Not express feelings, judgements regarding any person alleged to have harmed the child.
- Explain sensitively to the child that they have responsibility to refer the information to the senior designated person.
- Reassure and support the child as far as possible.
- Explain that only those who need to know will be told.
- Explain what will happen next and that the child will be involved as appropriate.

5.3 Action by the designated senior person

Following any information raising concern the senior designated person will consider:

- Any urgent medical needs of the child
- Making enquiries to the central database - Child Protection Register
- Discussing the matter with other agencies involved with the family.
- Consulting with appropriate persons eg. Police, Social Care etc
- The child's wishes.

Wherever possible to talk to parents/carers, unless to do so may place a child at risk of significant harm, impede any police investigation and /or place the member of staff or others at risk.

Whether to make a child protection referral to social care because a child is suffering or is likely to suffer significant harm and if this needs to be undertaken immediately.

or

Not to make a referral at this stage

If further monitoring is necessary

If it would be appropriate to undertake a common assessment and /or make and referral for other services.

All information and actions taken will be fully documented.

5.4 Actions following a child protection referral

The designated senior person or other appropriate stage will:

Make regular contact with social services.

Contribute to the Strategy Discussion and Initial Assessment

Provide a report for, attend and contribute to any subsequent Child Protection Conference.

If the child or children have Child Protection Plan, contribute to the Child Protections Plan and attend core group meetings and review child protection conferences

share all reports with parents prior to meeting

Where in disagreement with a decision made eg not to apply Child Protection Procedures or not to convene a child Protection Conference, discuss this with the educational Safeguarding Manager.

Where a child is having child protection plan moves from academy or goes missing immediately inform the key worker in social services.

5.6 Supporting the child and Partnership with Parents/Carers

The studios recognises that the child's welfare is paramount, however, good child protection practise and outcomes rely on a positive, open and honest working partnership with parents/carers

Whilst we may, on occasion, need to make referrals without consultation with parents/carers, we will make every effort to maintain a positive working relationship with them whilst fulfilling our duties to protect any child

We will provide a secure, caring, supportive and protective relationships for the child

Children will be given a proper explanation of what action is being taken

We will endeavour always to preserve the privacy, dignity and right to confidentiality of the child and parents/carers. The designated senior person will determine which members of staff need to know personal information and what they need to know for the purpose of supporting and protecting the child.

5.7

Where an allegation is made against any parson working in or behalf of the trust, that he or she has:

- Behaved in a way that has harmed a child a may have harmed a child
- Possibly committed a criminal offence against or related to child or
- Has behaved towards a child or children in a way that indicated she is unsuitable to work with children.

The studios will follow local safeguarding children board procedure for dealing with allegations against a person who works with children. Whilst we acknowledge that such allegations may be false, malicious or misplaced, we also acknowledge that they may be founded. It is therefore, essential that all allegations are investigated properly and in line with agree procedures.

Initial Action

The person who has received the allegation or witness an event will immediately inform the principal and make a record.

The principal will take steps where necessary to secure the immediate safety of the children and any urgent medical needs

- The member of staff will not be approached at this stage unless it is necessary to address the immediate safety of the children
- The principal may need to clarify any information regarding the allegation, however, no person will be interviewed at this stage.
- The principal will consult with the local authorities in order to determine if it is appropriate for the allegation to be dealt with by the academy or if there needs to be a referral to social services and police for investigation
- Consideration will be given throughout to support and information needs of the students parents and staff
- The principal will inform the chief operating officer of any allegation.