



UNITED LEARNING SAFEGUARDING CHILDREN AND CHILD PROTECTION POLICIES AND PROCEDURES

For Corngreaves Academy

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. Corngreaves Academy is committed to Safeguarding and expects all Stakeholders to share in this commitment.

This is a draft policy, awaiting ratification from the local Governing Body.

CHANGES FOR SEPTEMBER 2016

KEY: - NEW SECTION

- ADDITIONS/AMENDMENTS TO PREVIOUS POLICY TEMPLATE
- INSERTS RELATED TO INDEPENDENT SCHOOLS – ISI REGULATIONS
- LINKS TO LIVE DFE GUIDANCE AND UNITED LEARNING HR AND ONLINE /ESAFETY POLICIES

General information:

- This template policy has been updated to ensure that it takes account of all updates to statutory guidance and is ISI compliant and in response to feedback from schools. Information that appears

in a different order within this updated template is highlighted; and all re-ordering is identified on the Contents Page.

- This document is now in six sections. These can be read independently, or viewed together. The document includes the Safeguarding Policy and Procedures, Child Protection Policy and Procedures, Online Safety(e-safety) and related policies, links to Safer Recruitment policies and procedures; reference other school based policies, such as Children Missing Education and a Staff Behaviour Policy (Code of Conduct); and essential information for training.
- Any further updates required to meet changing statutory requirements will be undertaken by Central Office and schools will be notified through the Heads' Weekly Bulletin and via Designated Safeguarding Leads' group email.
- All academies will be required to adopt this revised United Learning template policy from September 2016.
- All Independent Schools will be required to adopt this template policy once consultation has been completed with ISI. (Date to be confirmed).

Section 1 Safeguarding Children Policy

- This includes new information about which policies come under the umbrella term 'Safeguarding' and provides details of which central office policies schools should be complying with.
- Section 3 includes information from the original template written for academies in September 2015. It has been reordered to provide a better flow of information for staff.
- Information that now appears in a different order is highlighted; and all re-ordering is identified on the Contents Page.

Section 2 Safeguarding Children: A Whole School Approach

- Section 2 is new.
- Section 2 is written for all new and existing staff and volunteers. The emphasis is that: 'Safeguarding is everyone's responsibility'.
- This section of the policy can be provided to staff before they commence employment and schools are encouraged to support this by the provision of online training prior to the start date. (Induction training for new staff would then be supplemented with face to face training that includes the information provided in subsequent sections).
- Section 2 clarifies what must be covered during Safeguarding Induction Training; and what must be revisited with all staff in September 2016, and at least annually thereafter. (Due to the changes in Keeping Children Safe in Education - Statutory Guidance for Schools and Colleges - 5th September 2016).
- For ease, the link to this statutory guidance is included in Section 2.
- Part One, and Annex A are included in their entirety. (These were previously in Section 3: Annexes).
- This section also includes some general information for staff that was previously in Section 1 of the original template.

Section 3 Child Protection Policy

- Section 3 provides policy information that appeared in Section 1 of the original policy (2015).
- This includes updated information for children and parents, confidentiality and sharing information; and safeguarding training.
- Section 3 should be read in conjunction with Section 1 and referred to during face to face training.

Section 4 Child Protection: A Whole School Approach

- Induction training for new staff must include face to face training that provides the information detailed in Section 2. This information should also be used to provide updates to current staff, volunteers and contractors, as appropriate, forming part of the at least annual safeguarding training programme.



- Section 4 includes information from the original template written for academies in September 2015. It has been reordered to provide a better flow of information for staff.
- Section 4 also includes new information on e-safety and Prevent.
- Information that now appears in a different order is highlighted; and all re-ordering is identified on the Contents Page.
- Links to relevant HR policies and procedural guidance are included. These should be referred to by staff and governors involved in recruitment, to ensure Safer Recruitment practices are strictly adhered to.
- With the ever increasing emphasis on the importance of Online Safety (e-Safety), as part of school's child protection arrangements, direct links to the United Learning Online Safety (e-Safety) Policy and associated policies are now included in this section, for adoption by all schools.
- Online Safety (e-Safety) training should be delivered as part of the at least annual safeguarding/child protection training programme.
- Prevent training must also be delivered as part of the at least annual safeguarding/child protection training programme.

Section 5 Annex A: Induction and Whole School Safeguarding Training Materials

- Section 5 is new.
- Section 5 provides essential information to support Induction and Whole Staff Safeguarding Training.
- This section includes all mandatory United Learning safeguarding paperwork and policies that staff must receive and sign for at induction and as part of the annual safeguarding training programme.
- Some documents included here, were in 'Section 3: Annexes' of the original template and all re-ordering is identified on the Contents Page.
- Schools should include any school based or LSCB information that has relevance for all staff.

Section 6 Annex B: Supplementary Information

- Section 6 replaces Section 4 of the original template policy.
- Information that previously appeared somewhere else in the policy is identified on the Contents Page.
- Section 6 includes new information that will be of relevance to some schools.
- Schools should use this section for any additional information that is relevant to their specific circumstances.



**UNITED LEARNING SAFEGUARDING CHILDREN AND CHILD PROTECTION
POLICIES AND PROCEDURES**

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1.2	Policies that come under the umbrella term of Safeguarding	New Replaces 17 & 18
1.3	Review Process	2
1.4	Roles and Responsibilities of Trustees	3
1.5	Key Principles	4
1.6	Monitoring and Evaluation	15
1.7	Adoption of this Policy	16

SECTION 2 Safeguarding Children: A Whole School Approach

Para	Contents	Previously found at:
2.1	What is Safeguarding?	New
2.2	Safeguarding Induction	New
2.3	Safeguarding Induction Programme and Whole School Training	New
2.4	Keeping Children Safe in Education – Statutory guidance for Schools and Colleges, 5 th September 2016	Updated
2.5	KCSIE, Sept. '16, Part One	Annex 3
2.6	KCSIE, Sept '16, Annex A	Annex 2/3
2.7	What to do if you are worried a child is being abused - Advice for practitioners, September 2016	Updated
2.8	What to do when you have a safeguarding concern	New
2.9	What to do if a Child is at Risk of Immediate Harm	7.3

SECTION 3 Child Protection Policy

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3.1	Safeguarding Children	New
3.2	Safeguarding Information for Pupils	5
3.3	Working in Partnership with Parents/Carers/Guardians	6
3.4	Confidentiality and information sharing	14
3.5	Safeguarding Training	13 with some new info.
3.6	Safer Recruitment Training	13 with some new info.
3.7	Lettings	New
3.8	Safeguarding Training Records	13 with some new info.

SECTION 4 Child Protection: A Whole School Approach

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4.1	Safer Recruitment	19
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4.4	Prevent Duty	New
4.5	FGM Reporting Duty	New
4.6	Local Authority Safeguarding Services	7.0, 7.1, 7.2
4.7	Key Safeguarding Personnel	8.0, 8.1, 8.2, 8.3
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SECTION 5 Annex A: Induction and Whole School Safeguarding Training Materials

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A1	Keeping Children Safe in Education- Statutory Guidance for Schools and Colleges, September 2016 (Link), and Part One and Annex A in full	Links throughout document
A2	United Learning Annual Staff Student Relationship Guidance and Letter, September 2016 (Link)	Annex 2 (2015)
A3	United Learning Annual Acceptable Use of IT Agreement (September 2016) (Link)	New
A4	United Learning Online Safety (e-Safety) Policy	New
A5	School's Behaviour Policy and/or Code of Conduct	New
A6	United Learning Whistleblowing Policy (Link)	New
A7	School's Children Missing Education Policy	New
A8	School's Reporting A Concern Form (Template)	Previously included
A9	School's Prevent Policy/Statement/Risk Assessment (as applicable)	New
A10	Childcare Disqualification Requirements and Disclosure by Association (As applicable)	New
A11	Meet the Safeguarding Team (Template)	Annex 6
A12	Reporting a Safeguarding Concern to United Learning (Template)	Annex 1
A13	Safeguarding Training Log (Academic Year 2016-17) (Template)	13.2
A14	Record of Meeting between DSL and Nominated Governor for Safeguarding (Template)	New
A15	Other e.g Body maps etc.	

SECTION 6 Annex B Supplementary Information

Annex B	Contents	Previously found at:
B1	Useful Agencies	Annex 5
B2	School Flowchart	New
B3	School's Reporting Procedures	New
B4	School's Reporting Procedures-Body Map	New



**UNITED LEARNING SAFEGUARDING CHILDREN AND CHILD PROTECTION
POLICIES AND PROCEDURES
For Corngreaves Academy**

DATE: 5TH SEPTEMBER 2016

Date of last central office review:	September 2016	Review Period:	1 year
Date of next central office review:	September 2017	Owner:	Director with responsibility for Safeguarding
Date of next school level review:	September 2017		
Type of policy:	United Learning Policy	Local Governing Body	Recommends school policy for Group Board approval
		Group Board:	Group Board approves United Learning Policy

(Schools to insert date)**

Policy Signed off on	Date:	Date:
Signed off by:	Name:	Name:
	Signature:	Signature:
	Role: Principal/Head Teacher	Role: Chair of Governors



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A4	United Learning Online Safety (e-Safety) Policy	35
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**UNITED LEARNING SAFEGUARDING CHILDREN AND CHILD PROTECTION
POLICIES AND PROCEDURES**

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

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

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

Corngreaves Academy Safeguarding Children Policy and Child Protection Policy and Procedures (hereafter referred to as 'the Policy') has been drawn up on the basis of law and guidance that seeks to



protect children, namely:

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

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 school office. It should be read in conjunction with other relevant policies and procedures. (See Section 3).

The welfare of children is paramount:

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

Corngreaves 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

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



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

Policies related to Safeguarding (Table 2)	Date	Owner	Renewal Date	Policies related to Safeguarding	Date	Owner	Renewal Date
United Learning Mandatory Policies				Intimate Care			
UL Safeguarding Children and Child Protection Policies and Procedures	Sept '16	Central Office	Sept '17	First Aid	March '16	Corngreaves	March '17
SEND	Sept '14	Wendy Jackson	Sept '16	Mental Health			
Sex Education				Drug & Substance Abuse			
Pupil Behaviour	July '16	Gemma Hill	July '17	Self-Harm			
E-Safety	Sept '16	Central Office	Sept '17	Well-being			
				Lone Working			
Universal				Health & Safety			
Anti-Bullying	Oct '14	Gemma Hill	Oct '16	Transporting Pupils			
Exclusion	Feb '13	United Learning		Educational Visits & Outdoor Activities	Sep '14	Sandwell LA	TBC
Attendance	Jan '16	Helen Drinkwater	Jan '18	Supervision of Pupils			
EYFS				Site Security			
Register of Pupil admissions to School				CCTV			
Register of attendance				Evacuation			
Staff Induction				Health and safety	March '15	Stuart Males	June '17
Supervision of Staff				UL Behaviour of Visitors	August '13	Central Office	
Safe Handling/Restraint				HR – Safer Recruitment			
Technology (NB some aspects of technology do not sit within safeguarding. Those listed below do)				UL Safeguarding Children - HR Procedural Guidance	September '16	Central Office	August '17
Filtering, Monitoring & Reporting Policy	Sept '16	Central Office	Sept '17	UL Recruitment & Selection	August '16	Central Office	August '17
Procedures for responding to specific online incidents and concerns	Sept '16	Central Office	Sept '17	Annual Staff-Student Relationship Letter & Guidance	July '16	Central Office	July '17
Electronic Device Searching	Sept '16	Central Office	Sept '17	Annual Acceptable Use of Technology	July '15	Central Office	
Mobile Device and Phone Policy	Sept '16	Central Office	Sept '17	UL Whistleblowing Policy	February '16	Central Office	February '17
Annual Acceptable Use of Technology (See HR)	July '15	Central Office	August '16	UL Guidance on Dealing with Allegations of abuse against Teachers and other Staff	August '16	Central Office	August '17
Images Policy	Sept '16	Central Office	Sept '17				
Social Media Policy	Sept '16	Central Office	Sept '17	Staff Behaviour/ Code of Conduct			
Child Protection				Central Record of Recruitment and Vetting	Jan '14	United Learning	
Child Protection	Sept '16	Central Office	Sept '17	HR - Communication/ External			
Preventing Radicalisation				UL Equality guidelines	May '16	Central Office	
Sexting / Cyberbullying				UL Disciplinary Policy	May '15	Central Office	
Children Missing from Education				Group Guidelines for Professional Conduct	May 15	Central Office	



Children Missing from Home/Care				UL Employee Data Protection Policy	May '15	Central Office	
CSE				Freedom of Information			
FGM				UL Grievance Procedures	May '15	Central Office	
FM				Complaints procedure		Corngreaves	Sep '17
Medical				Admissions arrangements			
Supporting Pupils with medical plans	March '16	Sarah Green	March '17	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: **Head of School** and the Nominated Safeguarding Governor at **Corngreaves Academy** will also review the Policy annually, or as events, or legislation requires, ensuring that the content specific to their school and local authority is accurate, prior to approval by their Local Governing Body.
- These documents will then be ratified by the United Learning Group Board, (USCT Trustees).
- Any deficiencies or weaknesses identified will be remedied without delay.

1.3.2 Review Timescales

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

1.3.3 In Year Policy Review Dates

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



1.4 Roles and Responsibilities of Trustees

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

- **Darran Lee**, Primary Director, and United Learning's Designated Senior Person.

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

Responsibility for safer recruitment is delegated to the **School Business Manager at Corngreaves Academy** supported by the central office HR team. Responsibility for ensuring that policies and procedures are complied with is delegated to the Designated Safeguarding Lead at **Corngreaves 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 **Corngreaves Academy** judges may result in disciplinary action being taken.

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

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

1.5 Key Principles

This policy and its associated procedures will ensure that **Corngreaves 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), **Corngreaves 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.

Corngreaves Academy will be vigilant in respect of the specific safeguarding issues highlighted in



[Keeping Children Safe in Education, September 2016](#) and ensure that the needs of Looked After Children and those with Special Education Needs or disabilities are recognised as being particularly vulnerable.

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

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

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

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

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

1.6 Monitoring and Evaluation

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

- Local Governing Body visits to the school
- Senior Leadership Team 'drop ins' and discussions with staff
- Through all aspects of monitoring (book looks, conversations, observations etc)
- 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 **such as breakfast club and the SEND provision allocated within and across school.**

This analysis will be discussed during regular meetings between the **Executive Headteacher, The Head of School, 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.

Corngreaves 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.



1.7 Adoption of this Policy (Previously at 16)

Corngreaves 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.

UNITED LEARNING SAFEGUARDING CHILDREN AND CHILD PROTECTION POLICIES AND PROCEDURES

Section 2: Safeguarding: A Whole School Approach

Note to Schools:

From September 2016, schools must email or print off Sections 2 and 3 of their personalised and localised version of this policy for all new staff as part of the safeguarding induction training programme. This information should also be provided to all staff, volunteers and contractors, as appropriate, when providing whole school safeguarding update training for September 2016.

Section 4: Annex A provides information to support the delivery of training. Section 4 Annex A: Please add any further local or school based information that will be provided to all staff (e.g. templates of cards or leaflets and other local information) to this section of the document. This material should provide school arrangements and local context.

2.1 What is Safeguarding?

Safeguarding is everyone responsibility.

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

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

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

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

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

2.2 Safeguarding Induction

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

To ensure that everyone working within our school understands their roles and responsibilities and



always act in the best interests of the child, we provide a comprehensive safeguarding induction, which includes child protection, e-safety and Prevent duty information.

Before employment commences;

Staff are invited into school to meet with the Designated Lead Office.

They have the opportunity to spend time in school prior to the commencement of their employment.

A pack of documents are provided.

If staff are joining school in September, face to face safeguarding updates take place.

Training is provided in accordance with the training schedule relating to safeguarding.

If gaps in training are identified, these are addressed as soon as possible.

This is provided to:

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

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

2.3 Safeguarding Induction Programme and Whole School Training

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

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



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

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

2.5 Keeping Children Safe in Education, Part One

For Part One, [click here](#)

2.6 Keeping Children Safe in Education, Annex A

For Annex A, [click here](#)

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

What to do if you are worried about a child is being abused?

Please speak to the DSL or any other member of the school's Safeguarding Team. Advice can be found on the school's website (<http://www.corngreavesacademy.org.uk/Safeguarding>). Any member of staff can make a direct referral to Children's Services at any time if it is felt that a child is at immediate risk (0121 569 3100).

2.8 What to do when you have a safeguarding concern

- Details of the child protection procedures at **Corngreaves Academy** are provided in Section 4. They are also provided in the flow charts attached to, and included as part of this policy.
- 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.



UNITED LEARNING SAFEGUARDING CHILDREN AND CHILD PROTECTION POLICIES AND PROCEDURES

Section 3: Child Protection Policy

N.B. This should be read alongside Section 1: Safeguarding Policy.

3.1 Safeguarding Children

Corngreaves 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 through class teaching, Class Council and Pupil Voice.
- We support vulnerable children to do this through allocation of a named supporting adult, and the explicit communication that children can approach any adult in school. As part of e-safety teaching, children are made fully aware of how to report concerns.
- 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, **Corngreaves Academy** processes personal information fairly and lawfully. It recognises that this is not a barrier to sharing information where the failure to do so would result in a child being placed at risk of harm. We understand that fears about sharing information cannot be allowed to stand in the way of the need to promote the welfare and protect the safety of children.

3.2 Safeguarding Information for Pupils

At Corngreaves 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.

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

- PSHE lessons
- Other lessons, such as Drama
- Assemblies and Special Days
- E-Safety Programme
- Anti-Bullying Programme
- Participation in, and contribution to risk assessments within school, and for external visits.
- Class Councils and Pupil Voice/Pupil Leadership
- Visiting roadshows and theatre groups
- The EYFS curriculum

Confidentiality

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

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

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

3.3 Working in Partnership with Parents/Carers/Guardians

At **Corngreaves 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 , **the MASH, COG or the Designated LADO** is shared with parents beforehand, unless it is inappropriate to do so; and as a school we will ensure regular contact with parents/carers/guardians of all pupils.
- All staff have the skills, knowledge and understanding to keep safe children who are looked after by the Local Authority.
- All staff have the skills and understanding to keep children safe who have Special Education Needs or disabilities.

3.4 Confidentiality and Sharing Information

- **Corngreaves 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 in paper form, some of which is also electronic. The management section of the server is only accessible to Designated Safeguarding Lead or the Deputy Designating Safeguarding Lead, and all paper documentation is kept in a locked cupboard within the Leadership office. The school will shortly be moving to the use of a purely electronic system such as CPOMS. This is 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 school 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 **Head of School**, and to Alison Hussain at Central Office (Alison.Hussain@unitedlearning.org.uk).

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

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

Corngreaves 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.
- Staff are able to access support from a confidential helpline to United Learning.

3.5 Safeguarding Training

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

3.5.1 Principal/Headteacher

Note to schools:

It is strongly advised that the Principal/Headteacher and Chair of Governors are trained to the



*same level as the Designated Safeguarding Lead.
School should indicate level of training completed by the Principal/Headteacher.*

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. Currently the DSL and DDSL at Corngreaves Academy have up to date Level 3 training. E- safety is due for renewal in the Spring term 2017, Prevent training is due for renewal at the end of the Spring term 2017 and Level 1 training for all staff should be renewed at the end of the Summer term.
- 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. Currently staff at Corngreaves Academy have up to date Level 1 training. E- safety is due for renewal in the Spring term 2017, Prevent training is due for renewal at the end of the Spring term 2017 and Level 1 training for all staff should be renewed at the end of the Summer term. All staff have recently received Threshold training and a number of staff are also trained in Positive handling. The majority of class based Teachers have also received Visit Leader training.

3.5.5 All New Staff

All new staff and agency staff complete safeguarding induction training. They receive packs containing relevant documents and policies which relate specifically to safeguarding. If staff are new to the profession, safeguarding training is arranged as soon as possible. There may, however be some flexibility if new staff have received training relevant to safeguarding or their role in school in their previous settings. Class teachers are able to spend time in school with their new classes in the term before they take up post. School endeavours to undertake this for Teaching Assistants and Support Staff, although this is not always possible given the relatively short timeframes and notice periods. Induction materials include:

- **Subject policies**
- **Staff handbook**
- **Access to policy documents and RM Staff**
- **Termly planning**
- **Assessments advice**
- **Class lists and care plan information.**
- **Child protection and safeguarding policies**
- **Behaviour policy**
- **Health and safety, including fire evacuation information.**
- **E-safety, documentation, in addition to annual training**
- **Information on whole group resources**
- **Timetables**



- **PPA arrangements**
- **SEND information**
- **Staff Roles and responsibilities.**
- **United Learning Compliance letter**
- **Disqualification by Association checklist.**

3.5.6 Agency Staff and Periphetetic Staff

All agency and periphetetic staff complete safeguarding induction training, which is provided by the agency they work for before commencing work at Corngreaves Academy. DBS reference numbers are recorded on the Single Central Record. In terms of induction, agency and periphetetic staff are provided with the following information:

- **An overview of the Child protection policy.**
- **They are directed to the main safeguarding display board, located in the staffroom.**
- **Fire evacuation plans**
- **Assessment, marking and feedback policy.**
- **Behaviour policy**

3.5.7 Governors

Governors receive appropriate training which includes:

- **Safer Recruitment**
- **Child Protection Level 1.**
- **Preventing Radicalisation**

Governors are invited to staff training sessions.

3.5.8 Volunteers

Before Volunteers begin placements at Corngreaves Academy, they are asked to....

- **Complete a registration form.**
- **Attend an informal interview.**
- **Provide two references.**
- **Complete DBS checking procedures.**
- **Meet with the Designated Safeguarding Lead to discuss safeguarding.**
- **Read Keeping children safe in Education part 1.**

3.6 Safer Recruitment Training

Safer Recruitment training has been undertaken by four members of staff and one Governor:

Sarah Green

Michelle Green

Natalie Shaw

Helen Drinkwater

Andrew Burns (Chair of Governors)

Nb

- *It is a requirement that one person on any interview panel has safer recruitment training.*
- *There is currently no statutory guidance on how frequently Safer Recruitment training needs to be updated. As all safeguarding training has to be undertaken at least annually, it may be that a common sense approach to this would be that it needs updating annually.*

3.7 Lettings

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



checks and training. Currently the school does not have any lettings.

3.8 Safeguarding Training Records

Note to Schools:

The training record can be found in Annexe A13.

This table is to be amended as required.

Training identified here should be included on the Single Central Record under 'Training'.

Reminders:

- *DSLs must undertake at least annual training.*
 - *Deputy DSLs must be trained to the same standard as the DSL.*
 - *The Principal/Headteacher and all staff must receive at least annual training.*
 - *All governors must receive at least annual training.*
 - *Specific training provided that relates to the roles and responsibilities of staff.*
 - *Schools should identify what information/training is provided to volunteers.*
 - *Schools should identify what information/training provided to agency staff and contractors.*
- **All training relating to safeguarding is completed on a face to face basis, rather than online. All training is logged in a safeguarding training record and on the Single Central record.**

UNITED LEARNING SAFEGUARDING CHILDREN AND CHILD PROTECTION POLICIES AND PROCEDURES

Section 4: Child Protection: A Whole School Approach

4.1 Safer Recruitment

- **Corngreaves Academy** operates safer recruitment procedures (including DBS checks and compliance with ISSRs); It also operates safer recruitment procedures and is committed to doing its utmost by complying with procedures set out in:
 - [Keeping Children Safe in Education](#), Information for all school and college staff, September 2016 (Part 3)
 - [United Learning Safeguarding Children – HR Procedural Guidance](#), September 2016
 - [United Learning Recruitment and Selection Policy](#), August 2016
 - [United Learning Whistleblowing Policy](#), February 2016

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

Sarah Green

Michelle Green

Natalie Shaw

Helen Drinkwater

Andrew Burns (Chair of Governors)



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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).
- Obtain assurance that the appropriate child protection checks and procedures apply to any staff employed by another organisation and working with the school's students on other sites.
- In addition, the school will: Provide a rigorous and effective induction programme.
- Following appointment, new appointees will be subject, where relevant to a period of probation, monitored by a member of SLT.

4.1.3 New members of staff will:

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

4.1.4 All staff are required to:

- Take part in at least annual safeguarding and child protection training
- Children from Congreaves Academy attending an offsite provision attend on the proviso that the service is reputable/ part of Sandwell local authority or provided by United Learning MAT.
- Before Children attend such provision, rigorous risk assessments must be carried out in relation to the provision or transport. Alternatively the school must obtain copies of risk assessment for that particular organisation.
- Organisations providing a regular service at Congreaves Academy are required to provide ID of staff and confirmation that all necessary safeguarding checks have been carried out and details are entered onto the Single Central record.
- All visitors to school are subject to the school signing in procedures and their attention is drawn to safeguarding displays, located at the entrance to school.

4.2 Child Protection

- Congreaves Academy adheres to Sandwell Local Authority safeguarding procedures. These are summarised in the flow chart attached to this policy.

4.2.1 Congreaves 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

Please also see the flowchart attached to this policy

- 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 Principal /Head Teacher
- 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.

- If a pupil makes a disclosure about abuse, staff must not ask leading questions or agree to maintain confidentiality.
- The school will not undertake their own investigations of allegations without prior consultation with the LADO.
- Allegations against staff, volunteers, visitors or the designated person with responsibility for safeguarding must be reported to the Head of School or, in the Head's absence, the Chair of the LGB.
- Allegations against the Head of School must be reported directly to the Chair of the LGB, and the LADO by the person receiving the allegation without informing the Head of School.
- Allegations against another student must be reported to the designated person with responsibility for safeguarding (who will inform the Head of School and the LSCB in accordance with local procedures).
- In cases of serious harm, the police will be informed from the outset.
- If an allegation is made against anyone working with children in a school, all unnecessary delays will be eradicated
- Schools will include details of the use of curriculum to reduce the risk of radicalisation.
- Schools will include details of visiting speakers log kept by the school.
- Where a teacher has been dismissed (or would have been dismissed had he/she not resigned) and a prohibition order may be appropriate, the school will make a referral to the National



College for Teaching and Leadership (NCTL). The reasons such an order would be considered are 'unacceptable professional conduct', 'conduct that may bring the profession into disrepute' or 'a conviction, at any time, for a relevant offence.

- Where a referral has been made to the DBS, the school will not make a referral to the NCTL, as information is shared between the two bodies. Where a dismissal does not reach the threshold for DBS referral, separate consideration by the school will be given to an NCTL referral.
- The school will report, as appropriate, to the Disclosure and Barring Service within one month of leaving the school any person (whether employed, contracted, a volunteer or student) whose services are no longer used because he or she is considered unsuitable to work with children.
- 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 schools and safeguarding regime to be raised with the management team.

4.2.3 Working in the best interests of the child

*Schools **must** include how they work to serve the best interests of children, especially those who are 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.*

Corngreaves Academy strives to meet the needs of all vulnerable children, including Looked After Children, Children with Additional Needs and those with Disabilities. The systems and processes in place often overlap for children who are vulnerable in terms of safeguarding, and in relation to educational needs. For this reason, and in recognition of this, the Designated Lead Officer is also the School SENCO.

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

The Principal/Headteacher, 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)

Corngreaves Academy

- Understands that Online Safety (e-safety) is everyone's responsibility and is viewed as an integral part of our whole school safeguarding and child protection procedures.
- As it is a constantly developing field, we are committed to providing a comprehensive programme of advice, support, teaching and training to parents/carers/guardians, children and staff.

Corngreaves Academy recognises that:

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

It is therefore essential that we:

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

To ensure that our online safety arrangements are robust, **Corngreaves Academy**

has personalised and localised the **United Learning Online Safety (e-Safety) Policy Template, June**



2016. Which can be found in full by following this link:

<http://www.corngreavesacademy.org.uk/Portals/0/Documents/Policies/UL%20E%20Safety%20Policy%202016.pdf?ver=2016-12-01-090841-370>

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

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

4.4 Prevent Duty (New)

Corngreaves Academy recognises its responsibilities in relation to the Prevent Duty (July 2015).

Information on local arrangements in Sandwell can be found on the Sandwell Safeguarding website. If staff have any concerns about pupils, relating to the PREVENT duty, then these should be logged and followed up in the same way as a safeguarding concern would be reported. The local PREVENT Team are contactable by phone for support, and the school has its own preventing Radicalisation and Extremism policy. A fundamental part of our work in this respect revolves around the teaching of British values and SMSC (Spiritual, Moral, Social and Cultural education) through the wider curriculum.

4.5 FGM Reporting Duty (New)

Corngreaves Academy recognises its responsibilities in relation to the FGM reporting duty (October 2015). Local arrangements can be found on the Sandwell Safeguarding website.

<http://www.sandwellscb.org.uk/>

Information on local arrangements in Sandwell can be found on the Sandwell safeguarding website. If staff have any concerns about pupils, relating to the FGM reporting duty, then these should be logged and followed up in the same way as a safeguarding concern would be reported.

4.6 Local Authority Safeguarding Services

4.6.1 Web Address for Local Procedures

Local procedures on what to do if you have a concern are available at:

<http://www.sandwellscb.org.uk/>

4.6.2 Contact Details for Local Services (Previously at 7.2)

Local Services	Contact Name	Address	Telephone
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Police			0345 113 5000
Local Safeguarding Children Board	MASH Team	Sandwell Council House, Oldbury B69 3DE	0121 569 3100
Designated Officer(s) from the Local Authority	LADO: Uzma Bhatti		0121 5446033
Relevant Front Line Social Care teams	COG Team	Payne Street Blackheath B65 0DH	0121 569 2461
Prevent/Channel	Prevent Co-ordinator: Safraz Khan		0845 352 2322

4.7 Key Safeguarding Personnel

4.7.1 The Local Governor Body

Local Governing Body	
Name	Role
Andrew Burns	Chair of Governors
Andrew Burns	Nominated Safeguarding Governor

The Chair of Governors and the Nominated Safeguarding Governor can be contacted via the school office.

4.7.2 The Safeguarding Team

The Safeguarding Team			
Name	Role	Location	Contact Details
Miss Sarah Green	Designated Safeguarding Lead / Head of School	Corngreaves	01384 569333
Mrs Gemma Hill	Deputy Designated Safeguarding Lead/SENCO	Corngreaves	01384 569333
Mrs Bal Gil	Attendance Officer	Corngreaves	01384 569333

And everyone else in the school - because safeguarding is everyone's responsibility.

4.7.3 Other Members of the Safeguarding Team

Other Key Staff			
Name	Role	Location	Contact Details
Michelle Green	Executive Head	Corngreaves	01384 569333

4.8 Roles and Responsibilities of the Local Governing Body (Previously at 12)

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

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



challenging the school to ensure best practice is followed.

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

The Local Governing Body will:

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

4.9 The Principal/Headteacher

The **Head of School at Corngreaves Academy** will ensure that:

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

4.10 Roles and Responsibilities of the Safeguarding Team (Previously at 10 – Some New)

At **Corngreaves Academy**

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

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.

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.

4.10.3 Other Key Staff: Attendance Officer

- Monitor absence
- Contacts parents .
- Liaise with attendance and prosecution services.
- Manages referrals to attendance and Prosecution service.

4.11 Roles and Responsibilities of School Staff (Previously at 11)

Staff must ensure that they:

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

4.12 Site Security

- **The Site Manager undertakes a safe to open check daily.**
- Reception procedures, relate to:
 - Visitors
 - Volunteers
 - Contractors
 - Supply Teachers and Agency Workers
 - Local Governing Body Members
 - United Learning, Central Office Staff; and United Learning Trustees
 - Visiting speakers, whether invited by staff or pupils are suitably supervised. All presentations



are checked prior to them being delivered to children or staff.

- All visitors and contractors must sign in at Reception.
- Visitor ID badges and their own organisation ID badge must be clearly visible.
- Supply teachers, coaches and regular visitor or volunteers' details are recorded on the single central Record.

4.13 Restraint

At Corngreaves Primary, 6 members of staff have been trained in Positive Handling (DfE guidance for Headteachers and Governors). Legal provisions on school discipline also provide for members of staff to use reasonable force to prevent pupils committing an offence, injuring themselves or others, causing serious damage to property and to maintain good order and discipline.

While staff would ordinarily prefer not to, school staff have legal power to use reasonable force, which is usually used to control or restrain. Reasonable means 'using no more force than is necessary.'

Control means either passive, physical contact, such as standing between pupils or blocking a pupil's path, or active physical contact such as leading a pupil by the arm.

Restraint means holding a pupil back physically to bring a pupil under control. It is typically used in more extreme circumstances. Schools do not require parental consent to do this.

School staff should try to avoid acting in a way that may cause injury, but in extreme cases it may not always be possible to avoid injury to pupils, particularly if they resist. The decision to intervene is down to professional judgment of staff and circumstances. Where possible, the school will endeavour to ensure that staff who have been trained in restraint, restrain pupils, but this is not always possible. SCHOOL CANNOT use force as a punishment; it is unlawful.

Corngreaves Academy does not have a no contact policy. According to DfE guidance, there is a real risk that such a policy might place a member of staff in breach of their duty of care towards a pupil or prevent them from taking action to prevent a pupil causing harm. The school will also contact parents and carers whenever restraint or control has been used, and documented using the school's agreed proformas.

At Corngreaves Academy, control and/or restraint will be used, only as a last resort in the following circumstances:

1. To remove disruptive children from the classroom if they have refused to follow instructions to do so.
2. To prevent pupils from behaving in a way that disrupts a school event or visit, or which would damage school property.
3. To prevent a pupil leaving the classroom or school, where allowing the pupil to leave would risk their safety, the safety of others or lead to behaviour that disrupts the behaviour of others (if staff feel that allowing a disruptive pupil to leave a room would not cause such an issue, then they must not prevent the pupil from leaving the room, but carefully ensure that movement is monitored).
4. To prevent a pupil from attacking a member of staff or another pupil, or to stop a fight.
5. To prevent a pupil from harming themselves through physical outbursts.
6. When all other strategies have been used by the class teacher to ensure good behaviour and restore order.
7. Only 6 staff who have received training will be called upon to use Positive Handling , control and restraint .



**UNITED LEARNING SAFEGUARDING CHILDREN AND CHILD PROTECTION
POLICIES AND PROCEDURES**

Section 5: Induction and Whole School Training Materials

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

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

All staff, volunteers and members of the local governing body must receive a copy of: Part One and Annex A, which includes further information on: Missing Children, Child Sexual Exploitation, 'Honour –Based Violence', FGM Mandatory Reporting Duty, Forced Marriage, Preventing Radicalisation, Prevent and Channel.

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 A2: [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: School's Behaviour Policy and/or Code of Conduct

<http://www.corngreavesacademy.org.uk/Portals/0/Documents/Policies/Behaviour%20Policy%20July%202016.pdf?ver=2016-10-10-105930-610>

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

Annex A7 School's Children Missing Education Policy- See staff policy file for specific policy

Annex A8: Reporting a Concern Form – attached to policy

Annex A9: School's Prevent Policy/Statement/Risk Assessment (as applicable)- See staff policy file for specific policy

Annex A10: Childcare Disqualification Requirements and Disclosure by Association – This document is available in the school office from the School Business Manager



Annex A11: Meet the Safeguarding Team

Our Designated Safeguarding Leaders are...



Safeguarding Governor:

Ormiston Forge Academy Principal

Mr Andrew Burns



Designated Safeguarding Lead:

Head of School

Miss Sarah Green



Deputy Designated Safeguarding Lead:

Personal Development and Wellbeing Lead.

Mrs Gemma Hill




Executive Head Teacher

Miss Michelle Green.



Annex A12: Reporting a Safeguarding Concern to United Learning

- *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 Principal / Head Teacher and to the Lead Safeguarding Officer for United Learning.*

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

All safeguarding Training for Congreaves Academy is recorded in the school Safeguarding Training File. Relevant training has also been recorded on the Single Central Record.



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

Agenda for Meeting between DSL and Nominated Governor for Safeguarding

Date:

Period covered:

Agenda Item	Update Provided:	Agreed Actions/Information to be provided to LGB:
SCR – compliance and sign off Any issues? Matters rectified?		
Are any amendments required to CP policy due to legislative changes?		
Has the policy on website been updated?		
Staffing (e.g. are there any new staff, updates in relation to personnel files, confirmation of checks on contractors etc.).		
Staffing – Number of allegations, any cases reported to the LADO?		
Numbers of children on plans (LAC, CP, CiN...)		
Numbers of children on EHC plans, number of SEN/D pupils.		
Numbers of children who currently have social care involvement/ or in receipt of Early Help.		
Numbers of children in receipt of Child and Adolescent Mental Health Service (CAMHS) or equivalent; any other cases of concern.		



Any serious incidents (include any incidents of self-harm, drugs, alcohol, pupils going missing, radicalisation etc. ...) <i>(Provide numbers not details and confirm if risk assessment has been established/updated following the incident).</i>		
Are there any trips, sporting fixtures, other events which require specific thought in relation to safeguarding arrangements?		
In relation to trips and visits, have any vulnerable children needed specific risk assessments in order to attend?		
Any planned safeguarding training in this period?		
Attendance summary – with particular reference to attendance of vulnerable pupils, and those that are PA.		
Progress of any pupils attending alternative provision (attendance/support provided/attainment).		
Exclusion data		
Site security (Have there been any breaches? If so, what action has been taken? <i>(This may be covered within H&S reporting).</i>		
Numbers and types of accidents etc. <i>(This may be covered within H&S reporting).</i>		
Where applicable: Any specific safeguarding issues related to Boarding?		
Other		
Other		



UNITED LEARNING SAFEGUARDING CHILDREN AND CHILD PROTECTION POLICIES AND PROCEDURES

Section 6: Annex B - Supplementary Information

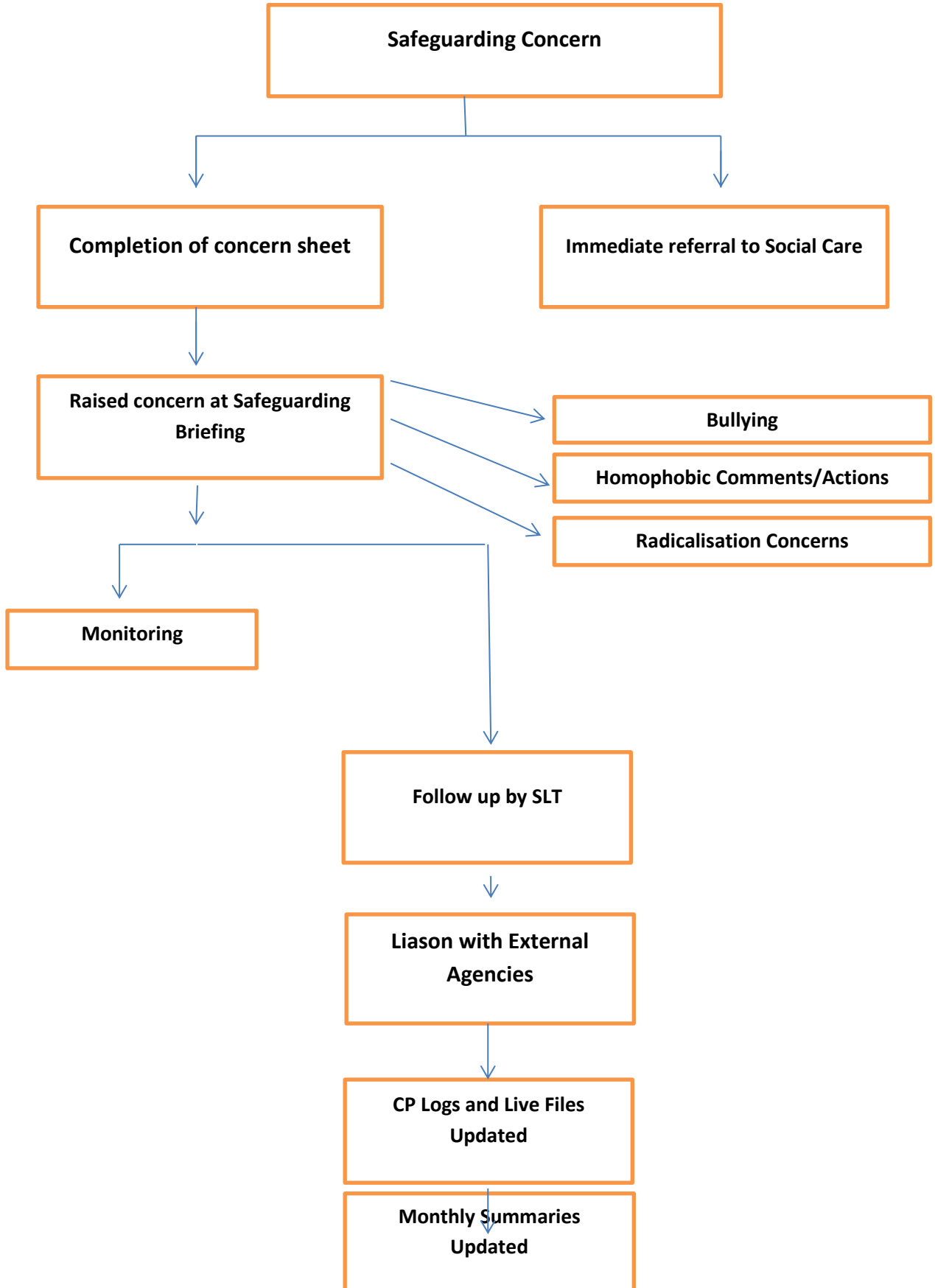
Annex B1: Useful Agencies

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

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



Annex B2: School Flowchart



Annex B3: School's Reporting Procedures

**Record of Concern**

Pre - school	Reception	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
<i>Please tick the box below for the current year the child is in</i>							

Name of Child			
Date of Birth			
Date of Concern		Time	
Name of any other staff or child present			
<p>Record disclosures using the child's own words. Do not be tempted to record words that you would use. Clarify information using only:</p> <p style="text-align: center;">Tell – Explain – Describe – Outline (TEDO)</p> <p style="text-align: center;">RECORD ANY QUESTIONS USED AND THE RESPONSE GIVEN.</p> <p>This form constitutes a first disclosure for evidential purposes and may form the basis of any future enquiries.</p>			
Detail why you are concerned about this child?			
Detail anything you have observed and when?			



Detail anything you have you been told, by whom, and when?

Detail anything you have overheard and when?

What was the child's response, thoughts and feelings about your concerns? (include verbal/non-verbal responses)

PASS THIS RECORD TO THE DESIGNATED SAFEGUARDING LEAD ON COMPLETION



Name (Print):	Date:
Designation:	Signature:



Continuation Sheet (if required)



Record of Concern Action

TO BE COMPLETED BY THE DESIGNATED SAFEGUARDING LEAD

Name of DSL Record of Concern handed to:											
Date and time form handed to DSL:											
Action to be Taken											
<table border="1" style="margin-left: auto; margin-right: auto; border-collapse: collapse;"> <tr> <td style="padding: 2px 5px;">Monitor the situation</td> <td style="width: 50px;"></td> </tr> <tr> <td style="padding: 2px 5px;">Contact the parent/carer</td> <td></td> </tr> <tr> <td style="padding: 2px 5px;">Add to CAR file</td> <td></td> </tr> <tr> <td style="padding: 2px 5px;">Refer to Early Help</td> <td></td> </tr> <tr> <td style="padding: 2px 5px;">Complete a MARF</td> <td></td> </tr> </table>		Monitor the situation		Contact the parent/carer		Add to CAR file		Refer to Early Help		Complete a MARF	
Monitor the situation											
Contact the parent/carer											
Add to CAR file											
Refer to Early Help											
Complete a MARF											
Outcomes of Actions											
Name (Print):	Date:										
Designation:	Signature:										



Annex B4: School's Reporting Procedures-Body Map

Child Protection Record of Concern - Body Map (Attach to Record of Concern Form)

Name of Child :

Date:

Name and signature of Adult making record:

