



Trinity School and College



CHILD PROTECTION POLICY

(Linked to the Safeguarding Policy)

Trinity puts children's rights at the heart of our provision in order to improve well-being and develop every child's talents and abilities to their full potential. Trinity recognises the United Nations Convention on the Rights of the Child putting it into practice within the school and beyond.

This policy promotes Article 3: all adults should do what is best for you; Article 19: you have the right to be protected from being hurt and mistreated; Article 33: you have the right to protection from harmful drugs and the drugs trade; Article 34: you have the right to be free from sexual abuse; Article 35: no one is allowed to kidnap or sell you; Article 36: you have the right to protection from any kind of exploitation; Article 39: you have the right to help if you've been hurt, neglected or badly treated.

September 2019

Introduction

[Keeping Children Safe in Education \(2019\)](#) promotes a child centred and coordinated approach to safeguarding stating that:

1. *Schools and Colleges and their staff are an important part of the wider safeguarding system for children. This system is described in statutory guidance [Working Together to Safeguard Children 2018](#).*
2. *Safeguarding and promoting the welfare of children is **everyone's** responsibility. **Everyone** who comes into contact with children and their families and carers has a role to play. In order to fulfil this responsibility effectively, all professionals should make sure their approach is child-centred. This means that they should consider, at all times, what is in the **best interests** of the child.*
3. *No single professional can have a full picture of a child's needs and circumstances. If children and families are to receive the right help at the right time, **everyone** who comes into contact with them has a role to play in identifying concerns, sharing information and taking prompt action.*
4. *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*
 - *taking action to enable all children to have the best outcomes*

Trinity School and College recognises that children with special educational needs and disabilities (SEND) can face additional safeguarding challenges. This Child Protection Policy and all other policies reflect the additional barriers that can exist when recognising abuse and neglect in this group of children. In addition to this, Trinity School and College recognises Looked after Children as having additional vulnerabilities and safeguarding needs based on their early life experiences in addition to their SEND

Assumptions must never be made that possible signs of abuse such as behaviour, mood or injury related to a child's difficulties without further exploration. Staff are alert to the communication difficulties many of our learners experience and the impact this may have on them being able to communicate concerns or difficulties to staff. All staff are committed to overcoming these barriers through our extensive pastoral support.

Guidance

[Keeping Children Safe in Education 2019](#)

[Working Together to Safeguard Children 2018](#)

[The Children Act 1989](#)

[The Equality Act 2010](#)

This policy should be read in conjunction with a range of Trinity Policies which aid to safeguarding children, young people and vulnerable adults.

1. Administration of Medicines Policy
2. Anti-Bullying Policy
3. Attendance Policy
4. Behaviour Policy
5. Child Protection Policy
6. Communication Policy
7. Complaints Policy
8. Critical Incident Response
9. Curriculum Policy including Curriculum for Life (Drugs and Sex) Policies
10. Data Protection Policy
11. De-escalation and Physical Restraint Policy
12. Equality and Diversity Policy
13. Exclusions Policy
14. First Aid Policy
15. ICT, Social Networking and Online Safety Policy
16. Inclusion Policy
17. Mental Health and Emotional Wellbeing
18. Preventing Extremism and Radicalisation Policy
19. Risk Assessment Policy
20. Safeguarding Children Policy
21. Safeguarding Vulnerable Adults Policy
22. Safer Recruitment
23. Special Educational Needs Policy
24. Staff Handbook, Confidentiality, Code of Conduct and Whistle blowing Policy
25. Student Voice Policy
26. Welfare, Health and Safety
27. Peer on Peer Abuse Policy
28. Incident Policy

INTRODUCTION

The [Education Act 2011](#) places a statutory responsibility on the governing body to have policies and procedures in place that safeguard and promote the welfare of children who are pupils of the school and college.

This policy is supported by the recommendations within [Keeping Children Safe in Education 2019](#). We recognise that all adults at this school have a full and active part to play in protecting and safeguarding the children in our care, and that the pupils' welfare is our paramount concern. All staff have safeguarding and child protection training at least twice annually and are kept fully informed of any legislative or procedural changes as needed. Safeguarding and Child Protection training form part of the initial induction day for all new staff.

This policy takes into account the [Kent](#) and [Medway](#) Child Protection Procedures and works in conjunction with the Safeguarding Policy.

POLICY STATEMENT AND PRINCIPLES

The School's Safeguarding and Child Protection policy draws upon the principles of [Every Child Matters 2009](#), duties conferred by the [Children Acts 1989 and 2004](#), S175/157 of the [2011 Education Act](#), the [Independent schools inspection handbook \(EIF\)](#) and [Education Inspection Framework](#), Education & Inspections Act 2006 and the guidance contained in [Keeping Children Safe in Education 2019](#).

The policy is applicable to all on and off-site activities undertaken by pupils whilst they are the responsibility of the School or college.

CHILD PROTECTION STATEMENT

We recognise our moral and statutory responsibility to safeguard and promote the welfare of all pupils. We endeavour to provide a safe and welcoming environment where children and young people are respected and valued. Our school and college will establish and maintain an ethos where our students feel secure, are encouraged to talk and are listened to. Students at our school and college are given the best opportunity to talk freely to any member of staff if they are worried or concerned about something.

All staff and regular visitors will, either through training or induction, know how to recognise a disclosure from a child or will know how to manage this. We will not make promises to any child, for example, keep secrets. Every child will be told what happens to the information they provide.

We are alert to the signs of abuse and neglect and follow our procedures to ensure that children receive effective support, protection and justice.

Trinity School and College will endeavour to provide activities and opportunities within the curriculum that will equip our students with the skills they need to stay safe. At all

times we will work in partnership and endeavour to establish effective working relationships with parents, carers and colleagues from other agencies.

The procedures contained in this policy are consistent with the Safeguarding and Child Protection procedures and processes advocated by Medway Borough Council.

Trinity School and College

- takes the responsibility to safeguard and promote the welfare of children of paramount importance;
- is committed to providing a safe and secure environment for children, staff and visitors
- is dedicated to promoting a climate where children and adults will feel confident about sharing any concerns which they may have about their own safety or the well-being of others
- believes that safe and happy children make for more successful learners
- is committed to the safety of all children, regardless of age, gender, ability, culture, race, language, religion or sexual identify, ensuring equal rights to protection;
- staff have an equal responsibility to act on any suspicion or disclosure that may suggest a child is at risk of harm *and*
- provides appropriate support for children and staff involved in child protection issues.

Trinity School and College will

- provide all staff, volunteers, visitors and parent/carers with the necessary information to enable them to meet the expected behaviours and responsibilities with respect to safeguarding and child protection
- ensure consistent good practice in the ensuring the welfare of the child and indeed families
- demonstrate the school's commitment with regard to child protection to pupils, parents and other partners
- actively listen and respect the rights, wishes and feelings of children, young people and their families
- encourage full and supported disclosure in order to safeguard children and young people.

Everyone in our school has a responsibility to safeguard children. Every adult in our school will work in accordance with the interests of children and young people and follow the policy outlined below.

The Education Act 2011

- Safeguarding and promoting the welfare of children refers to the process of protecting children from abuse or neglect, preventing the impairment of health or development, ensuring that children grow up in circumstances consistent with the provision of safe and effective care and undertaking that role so as to enable those children to have optimum life chances and to enter adulthood successfully.
- Child protection refers to the processes undertaken to protect children who have been identified as suffering, or being at risk of suffering significant harm.
- Staff refers to all those working for or on behalf of the school, full time or part time, in either a paid or voluntary capacity.
- Child refers to all young people who have not yet reached their 18th birthday.
- Parent refers to birth parents and other adults who are in a parenting role, for example step-parents, foster carers and adoptive parents.

Procedures and Responsibilities

School procedures for safeguarding children are in line with Kent and Medway Safeguarding Children Procedures, which may be accessed at www.msrb.org.uk

1. *That is children and young people up to the age of 18 years*
2. *All paid staff and volunteers*

A copy of 'What to do if you are worried about a child being abused' is available for all staff to read.

This may also be downloaded from www.teachernet.gov.uk/publications.

The Safeguarding Team

Designated Safeguarding Lead	Paula Brett	Safeguarding and LAC Manager – School and College
Deputy Designated Safeguarding Leads	Carol Sargeant	Safeguarding and LAC Coordinator - College
	Peter Morley	Safeguarding and LAC Coordinator - School
	Emily Stone	Deputy Head – School
Safeguarding DSL trained staff	Thomas Furnell	Head of College
	Kieren Martin	Assistant Deputy Head - College
	Angela Fowler	Head of Pastoral Care – School and College
	Gary Hunsley	SEN Specialist Teacher – School and College
Safeguarding Panel	Elizabeth Baines	Executive Principal
	Georgina Moorcroft	Lead Executive for Pastoral, Welfare and Safeguarding

Trinity School and College have a safeguarding team lead by the Designated Safeguarding Lead who oversees safeguarding and child protection across the school and college sites. The Designated safeguarding Lead and the school and college LAC and Safeguarding coordinators meet weekly to discuss cases and analyse emerging trends. This is in addition to full safeguarding team meetings held termly. All members of the safeguarding team are able to deputise the role of designated safeguarding lead if required. All members of the safeguarding team have undergone Medway's DSL training course.

PREVENT Single Point of Contact Personnel : Paula Brett, Georgina Moorcroft, Elizabeth Baines

Graded Care Profile Training Trainer: Georgina Moorcroft

The names and roles of the safeguarding team are displayed in the school and college reception areas.

All staff are informed of the review of any Safeguarding or Child Protection Policy and have access to the Policy on the school secure online staff area.

The safeguarding team ensures that all adults follow the school and college internal child protection procedures and record keeping procedures. This is reinforced through training sessions and regular communications from the safeguarding team.

All child protection records will be kept in a secure place away from school files within the school and college safeguarding offices. The responsibility for the safeguarding files rests with Carol Sargeant in the College and Paula Brett in the School.

Whilst the Designated Safeguarding Lead will normally take the responsibility to make any necessary referrals, through the extensive training, all staff are aware that everyone is responsible for safeguarding within Trinity and are able to make direct referrals. In the event of an emergency, any member of staff can make a referral following the Safeguarding and Child Protection Policy procedures. The Senior Designated Safeguarding Professional will, wherever possible, consult on the action of referral and support each other in this task.

All adults who work in the school or college, whether paid or voluntary, are legally required to participate in child protection training and this is provided regularly throughout the year. The training schedule will highlight the training opportunities throughout the academic year.

All members of staff, volunteers and Directors know how to respond to a pupil who discloses abuse, and they are familiar with procedures to be followed (see below).

If a child chooses to tell a member of staff about alleged abuse, there are a number of things that must be done to support the child:

- Do not make promises e.g. to keep secrets
- Stay calm and be available to listen.
- Listen with the utmost care to what the child is saying.
- Question minimally, without pressurising, using open questions only.
- Do not put words in the child's mouth but note the main points carefully and accurately.
- Keep a full record - date, time, what the child did, said etc; on 'Record of Concern' form, using a body map if appropriate.
- Re-assure the child and let them know that they were right to inform us.
- Inform the child that this information will now have to be passed on.
- Immediately inform the Designated Safeguarding Lead in school or the Safeguarding and LAC Coordinator in the College.

The appendices to this policy have the internal referral form for incidences and concerns where the secure online reporting system is unavailable. The Safeguarding policy also has these appendices.

All parents/carers are made aware of the school's responsibilities in regard to child protection procedures through publication of the school's child protection policy on the

school website. Visitors to the school will be alerted to the Safeguarding and Child Protection Policy on their visitor's card.

The Designated Safeguarding Lead and safeguarding team will ensure a systematic means of monitoring children known or thought to be at risk of harm; they will ensure that we contribute to assessments of need and support plans for those children.

We acknowledge the need for effective and appropriate communication between all members of staff in relation to safeguarding pupils. Our Designated Safeguarding Lead and the safeguarding team will ensure a structured procedure within the school, which will be followed by all of the members of school community in cases of suspected abuse.

Our policy and procedures will be reviewed annually and updated by the Directors together with the Headteacher and the Senior Professional Safeguarding Team.

Supporting children

We recognise that a child or young person who has been abused or neglected, who witnesses abuse or lives in an abusive environment, may feel helpless and, or humiliated. They may blame themselves, have low self-esteem and find it difficult to see the world as a positive place.

We accept research has demonstrated that the behaviour of a child in these circumstances may range from that which is perceived to be normal to that which is aggressive or withdrawn. We accept that signs of abuse may appear differently in Trinity students due to their SEND. All staff are alert to this.

We will provide, across the curriculum, opportunities which equip children with the skills they need to stay safe from harm and to know to whom they should turn for help. We will promote a school and college ethos that is positive and supportive and a secure environment which provides all pupils and adults with a sense of being respected and valued.

Supporting staff

We recognise that staff working in the school, who have become involved with a child who has suffered harm, or who appears likely to suffer harm, may find this situation stressful and upsetting.

We will support such staff by providing an opportunity to talk through their anxieties with the safeguarding team and to seek further support.

We understand that staff should have access to advice on the boundaries of appropriate behaviour. This is covered within training throughout the year and within induction, through the staff handbook and code of conduct.

Confidentiality

We recognise that all matters relating to child protection are confidential, however, a member of staff must never guarantee confidentiality to a pupil, nor should they agree to keep a secret. Where there is a Child Protection concern it must be passed immediately to Designated Child Protection Coordinator, immediately.

The Headteacher and safeguarding team will disclose personal information, including the level of involvement of other agencies, about a pupil to other members of staff only on a 'need to know' basis.

All staff, through high quality training, are aware that they have a professional responsibility to share information with other agencies in order to safeguard children.

Safe staff

Checks will be undertaken on all adults working in the school to establish the suitability of a person to work with children. These records are maintained in line with the guidance within [Keeping Children Safe in Education 2019](#).

All school staff should take care not to place themselves in a vulnerable position with a child. Wherever practical it is advisable for work with individual children or parents to be conducted with or in view of other adults. For example, Emotional Wellbeing Room door will have a notice to inform staff of a mentoring session taking place, and the door will be kept slightly ajar if possible. For specific students, specific lone working policies are in operation which must be followed accurately. Further information on working safely with students can be found in the pupil's risk assessment.

All staff understand that they are employed in a 'Position of Trust' and that inappropriate behaviour with or towards children is unacceptable. It is an offence for a person in a position of trust to have a sexual relationship with a child under 18, even if the relationship is consensual. This applies where the child is in full-time education and the person works in the same establishment even if s/he does not teach the child.

Sexual Offences Act 2003

If an allegation is made against another member of staff, the member of staff receiving the allegation will immediately inform the Headteacher, Lead Executive for Pastoral, Welfare and Safeguarding or the designated safeguarding lead. If none of these staff are onsite, the staff member must take responsibility for one of these staff members of the allegation, even if this means contacting the person offsite.

The Headteacher or most Senior Safeguarding Professional will then consult with the [Local Authority Designated Officer](#).

If the allegation made to the member of staff concerns the headteacher, the person receiving the allegation will immediately inform the Directors who will consult the Local Authority, (as above) without notifying the headteacher first.

The school will follow the Local Authority procedures for managing allegations against staff, a copy of which can be found in the school reception area.

Whistle blowing

All staff should be aware of their duty to raise concerns about the attitude and actions of colleagues.

If necessary, they should speak to the delegated “whistleblowing” Director/Governor (Mrs Elizabeth Baines) or consult with the Local Authority Designated Officer, if he/she is not available contact Education Safeguarding Co-ordinator.

Links to other policies

The Child Protection Policy should be read alongside and in conjunction with other policies regarding the safety and welfare of children and these together make up the suite of policies to safeguard and promote the welfare of children in this school.

- Safeguarding Children: Our policy on safeguarding children is to make sure that the actions of any adult in the context of the work carried out by Trinity are transparent in safeguarding and promoting the welfare of all the children and young people at the School and College.
- Safeguarding Vulnerable Adults: Our policy on safeguarding vulnerable adults ensures that all staff who work with students in the college and gateway provision 18 and over are able to have joint responsibility for the safeguarding of learners with the safeguarding lead professionals.
- Anti-bullying: Our policy on the prevention and management of bullying is set out in a separate policy and acknowledges that to allow or condone bullying may lead to consideration under child protection procedures.
- Prevent Extremism and Radicalisation: Our policy provides a focus and procedure for safeguarding our learners from this potential harm. Trinity has an action plan which includes improving knowledge and understanding through training for staff.
- Racist incidents: Our policy on racist incidents is set out in a separate anti-racism or equal opportunities policy and acknowledges that repeated racist incidents, or a single serious incident, may lead to consideration under child protection procedures.
- Health and safety: Our health and safety policy, set out in a separate document, reflects the consideration we give to the protection of our children both physically, within the school environment.

- Online Safety: The Online Safety policy ensures that staff and students are safe when using technology.
- Learning Outside the Classroom (LOtC) Policy: when away from the school undertaking school trips and visits.
- Safer recruitment: Our policy, which sets the vetting requirements for all staff that wish to work in our school whether paid or voluntary. All staff will have an Enhanced DBS check before working with children and young people, and these are regularly reviewed and monitored by the Director and the Trinity Administrative and Personnel Manager.
- Peer on Peer abuse Policy: Our policy, sets out the commitment Trinity has in recognising, identifying and taking action around peer on peer abuse. The policy encourages parents and carers to hold the school and college to account regarding our action in stamping out peer on peer abuse.

Date: November 2019

Review Date: September 2020



Elizabeth Baines, Executive Principal/Governor

Ratified 18th November 2019

Appendix 1

SchoolBase - Record of Incident (INC) / Cause for Concern (CFC)

(Grey areas are for safeguarding team use only so should not be accessible to staff)

Name of student(s):		Date of INC/ CFC:		
Name of victim(s):		Time of INC/CFC:		
Location INC happened or CFC raised:		Body map completed?	Yes	No
Name of staff member completing form:		Signature of staff member:		

Concern/ Incident: *(state what the student said, what you observed or the nature of your concerns. Use the student's own words where possible and avoid including opinions/assumptions)*

Witnesses/ those with other information:

Action taken by staff member before reporting to safeguarding:

INC				Disruption	Verbal abuse	Physical abuse	Bullying school	Bullying Home	Peer on peer abuse	Racism	Substance misuse school	Absconded school	Weapons	Sexualised behaviour	
1	2	3	4												
CFC				Disruption	Self-harm	Emotional Wellbeing	Emotional abuse	Neglect	Domestic abuse	Self-neglect	Substance misuse home	Absconded home	Reported abuse	Reported offender	MIE
1	2	3	4												

Action taken by safeguarding professional: *(include time and date of actions)*

SLT intervention
Team teach
Restorative practice
Parent meeting

Name of safeguarding member:

Risk updated?

Yes / No

Referrals made/ ongoing action:

Internal exclusion

Exclusion

Social care

Early Help

Agency

Police

Monitor

EWB

Other