



# SWB

SOUTH WOLVERHAMPTON & BILSTON ACADEMY



## Safeguarding Policy 2016-2017

**RESPONSIBILITY:** Jane Dickens, Deputy Vice Principal (Student Services and Safety)

**REVIEW DATE:** September 2017

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'LEARNING FOR LIFE, SECURING SUCCESS'

## 1.1 Policy Statement

At SWB Academy, we take seriously our moral and statutory responsibility to safeguard and promote the welfare of all students and endeavour to provide a safe and welcoming environment where children are respected and valued. We are alert to the signs of abuse and neglect and follow procedures to ensure that children receive effective support, protection and justice. Through our ethos and curriculum we promote a common sense of identity and support diversity showing our students how different communities can be united by common experiences and values. Strict adherence to the Safeguarding Policy is mandatory for all staff, governors, visitors and volunteers in the Academy and not subject to individual discretion.

## 1.2 Policy Aims

To ensure that all staff/stakeholders clearly understand the Academy's and their own responsibility to safeguard and promote the welfare of all of our students, ensuring all have the necessary information to enable them to meet their safeguarding responsibility and to ensure consistent best practice across the Academy.

## 1.3 Key Personnel

Roles	Responsibilities
<b>The Principal</b>	Be ultimately responsible for Safeguarding within the Academy; Ensure that the Safeguarding Policy and procedures are followed by all staff; Make the Safeguarding Policy available to stakeholders upon request; Ensure that all staff feel able to raise concerns about poor/unsafe practice and that such concerns are handled sensitively and swiftly Ensure that the Academy grounds and buildings are secure and safe; Be responsible for recruitment and appointment of staff and volunteers for the Academy, acting as the designated Safer Recruitment senior member of staff; Ensure Safeguarding and Child Protection arrangements are in place for visitors to the Academy.
<b>Child Protection Officer (CPO)</b> <b>Deputy Child Protection Officer</b>	Ensure own appropriate training and knowledge is up-to-date; Act as a source of support and expertise to the Academy community; Ensure that all staff receive appropriate Safeguarding training/updates so that at all times all staff are fully conversant with the Safeguarding Policy and understand their responsibility with regard to this; Ensure that students' safety and welfare is addressed through the curriculum and enrichment activities so that students understand their own responsibilities; Ensure all suspicions/allegations/concerns are taken seriously and responded to swiftly and appropriately, keeping written records of these and the response; Liaise with external agencies as appropriate and have effective links with relevant statutory and voluntary agencies; Ensure that the Safeguarding Policy is reviewed and updated in the light of new statutory or advisory guidance at least annually; Inform the Principal of any Safeguarding concerns arising in the Academy.
<b>Designated Governor for Safeguarding and Child Protection</b>	Be appropriately trained; Lead on Safeguarding issues when the Principal is the subject of an allegation; Report to the Academy Trust Board directly with regards to Safeguarding issues at the Academy; Challenge the Principal to demonstrate that the procedures within this policy and the associated guidance and protocols are being strictly adhered to by all staff.
<b>All SWB Academy staff</b>	To ensure student safeguarding is the utmost priority in your individual role; To ensure the Policy is read and understood in relation to individual responsibility and that appropriate training is undertaken; To be alert and vigilant at all times with regards to safeguarding, informing the CPO or Principal immediately of any concerns regarding a student's well-being;

	Follow academy security AND Health & Safety protocols at all times.
<b>Other Stakeholders</b>	To be alert and vigilant at all times with regards to safeguarding, informing the CPO or Principal immediately of any concerns regarding a student's well-being; Follow academy security AND Health & Safety protocols at all times when on academy premises.

## Policy Specific Statements and Principles

### Academy Security

A whole academy approach to maintaining security is essential, this includes:

- Systems such as ID Cards, visitor passes etc are strictly adhered to and only shared on a need-to-know basis;
- Access to our site and buildings is controlled, external access doors are kept closed, with fencing and gateways kept secure and regularly checked;
- Evacuation/Lock Down procedures are in place and practiced regularly, with identified issues being resolved as a matter of urgency;
- Visitors to the Academy are properly vetted, with any unaccompanied adult not wearing a staff or visitor lanyard with a green badge holder challenged and escorted to Reception (NB Red badge holders are not DBS cleared and should be accompanied at all times)

### Bullying

Bullying, in any form, will not be tolerated within SWB Academy and all members of our community are responsible for reporting any concerns/incidents to the CPO/Pastoral Teams as a matter of urgency. All staff should actively promote an environment of mutual respect and support.

Preventing possible radicalisation or violent extremism

SWB Academy staff work together to ensure any potential risks to students and the wider Academy community are dealt with effectively and swiftly by reporting immediately to the Deputy Vice Principal (Engagement and Safety).

The Academy follows the Prevent Strategy with the support from PC Ruby Aston, Wolverhampton Prevent Officer.

The Academy responds effectively through regular review and education of knowledge to all students on local, national and global events which could have an impact on students or the Academy community.

The Academy staff are updated as necessary on guidance from the DfE including Teachers' standards stating that staff must;

- Show tolerance of and respect for the rights of others
- Not undermine fundamental British values
- Ensure that personal beliefs are not expressed in ways that exploit students' vulnerability or might lead them to break the law

## Child Protection

Child Protection is a specific and distinct area of Safeguarding which is detailed in our Child Protection Policy.

## Children from Overseas

SWB Academy has a significant number of New Arrival students (ie students arriving from overseas with no previous education within the UK). It is vital that we are aware of the care and living arrangements for these children, and this is known by the CPO and other relevant staff. For the purposes of general safeguarding specific measures are taken to ensure that children from overseas are kept safe:

- Ensure relevant documentation is available in the home language and made available to the child and parents;
- Contact the Local Authority to ensure that all circumstances of the child's arrival in the UK is known, and to ensure that we are aware of any special circumstances;
- Work with other agencies to identify any specific home country practices which may place the child's safety at risk and act as appropriate to ensure the child and parents are aware of UK safeguarding practices;
- Designated Pastoral Leaders ensure regular safeguarding checks are made with the child concerned until they are established members of the academy community.

## Curriculum

The PSHCEE/SMSC Curriculum (known as Learning For Life, assemblies and form time) includes promoting Safeguarding and aims to teach students how to recognise risks and keep themselves safe, this is delivered by SWB Academy staff and external experts/agencies as appropriate. In addition to this, staff are expected to identify opportunities within subject lessons to promote safeguarding where appropriate.

## Enrichment

Staff are expected to follow the Trips and Visits Policy and complete all paperwork required within set timescales. The principles of Safeguarding down in this policy document apply equally to activities which take place during the usual school day and on academy premises and during out of hours activities at external venues and we expect that all guidance and protocols will be followed as diligently.

When using external providers for activities it is the responsibility of the organising member of staff to ensure that safeguarding and child protection measures are in place and that students are fully briefed as to any potential risks. Some children (eg students identified as having SEND) may need additional support to participate in enrichment activities, the organising member of staff must ensure the appropriate staffing levels, information and support.

During Work Experience, appropriate Risk Assessments must be in place for every student. Those classed as vulnerable have an additional risk assessment which will, in appropriate circumstances be shared with the work experience placement. All students have a dedicated member of staff who is responsible for their welfare whilst on work experience and appropriate information is shared with this member of staff.

## Equal Opportunities

SWB Academy is committed to ensuring all our students and staff are treated equally and have equal access to all facilities and opportunities that the Academy provides. This is particularly important with regards to Safeguarding to ensure that all our students are growing up in circumstances consistent with the provision of safe and effective care and have optimum life chances to enter adulthood successfully. Please see our Equal Opportunities Policy for full details.

## E-Safety

The increasing use of technologies/social networks should be approached responsibly, we must consider risks and ensure that we can mitigate against those risks. Concerns should be raised quickly with the CPO who will ensure that incidents are dealt with quickly. Advice regarding E-Safety can be sought from the academy Digital Safeguarding Manager. Staff must promote E-Safety at all times, being aware of the following four areas:

- Contact - Being aware that people are not always who they say they are.
- Content - This could include inappropriate/illegal content, which includes indecent images of children, material that incites racial hatred, and criminally obscene content. The inappropriate public posting of material applies to staff and students, and includes the inappropriate and potentially unsafe posting of personal data, or the posting of material that brings the member of staff, student or the Academy into disrepute.
- Commerce- Risk issues are exposure to inappropriate advertising, online gambling, financial (or 'phishing') scams, and inappropriate commercial use of equipment and systems.
- Conduct - Activities carried out by or against students and members of staff. This includes anti-social or illegal behaviour, and cyber bullying.

Our Guidance on E-Safety and related Acceptable User Protocol and Protocol for Dealing with an E-Safety Safeguarding Child Protection Issue detail in full aspects of E-Safety to be considered.

The Academy runs daily e-safety audits of all online usage and a report is received on key concerns. This is overviewed by the Safeguarding Team.

## Radicalisation and Extremism

Our guidance on radicalisation is within the Child Protection policy and E-safety Policy. The Academy takes seriously the prevent agenda, ensuring Academy stakeholders are not being drawn into terrorism and being kept safe from radicalisation.

## Health & Safety

The Academy has a robust Health & Safety Policy. The duty is upon Academy staff to ensure that the environment for which they are responsible for is kept safe at all times. Where applicable, staff are made aware of any students with serious medical conditions and are informed of how to respond in an emergency. The First Aid Station is manned throughout the day with fully trained First Aiders. Risk Assessments for individuals are in place as appropriate, for example in the case of a student with a disability or injury, to ensure safety whilst at the academy. All visitors to the Academy are requested to talk through and evidence the resources and processes of working with students before they deliver activities.

## Raising Concerns

Staff are expected to complete a "Welfare Concern Form" and return to the CPO if they have any concerns, no matter how small. In addition, the Academy operates a RASP System (Report a Student Problem) giving 24 hour access to support for parents and students; this is accessed through the academy website. Students are aware of who they can go to if they wish to report a concern and staff are take concerns seriously and pass the information to the appropriate Year Leaders or CPO as a matter of urgency.

## Safer Recruitment

SWB Academy will do our utmost to ensure we employ "safe" staff by following the guidance in the *DfE Keeping Children Safe in Education*. All interviews include a safeguarding question or activity to show the applicants understanding of safeguarding and fundamental values/safer communities.



## Staff Code of Conduct

All staff within the Academy are expected to behave in a highly professional manner at all times and particularly when dealing with students. Staff must remember that they are the adults and that, although students may sometimes present challenging behaviour, it is the responsibility of the member of staff to maintain control of the situation. Staff must read and follow procedures in the Restraint guidelines. Staff who are feeling under pressure when dealing with students will be offered support through the Line Management. Any member of staff who feels they are becoming overly frustrated by an individual or group of students must inform their Line Manager without delay so that effective action can be taken to avoid the member of staff and students being at risk.

## Staff Training

All staff are fully trained so that they understand their responsibility with regards to Safeguarding, can recognise possible Safeguarding issues and know what to do if they have a concern. All staff, receive training that is updated at least every three years and the CPO/Deputy CPO receive training updated at least every two years, including training in inter-agency procedures. Supply staff and other visiting staff will be given the SWB Academy Safeguarding and Child Protection Information Booklet for Visitors. In addition, there may be instances when staff need specific incident training, this is done during regularly scheduled Academy Staff Meetings, calendared CPD sessions or as the need arises. The Principal will call and Emergency Academy Staff Meeting if required.

## Transport

The Academy provides a daily transport service through a contracted transport company. Prior to appointment the company must pass thorough vetting through the City of Wolverhampton Academy Trust procurement procedures. All drivers are DBS checked. Students are registered onto academy transport and all coaches are accompanied by a fully trained member of staff. The servicing and checking of Academy Minibuses is the responsibility of the Facilities Manager, all drivers have to be in possession of appropriate certification and license. On occasion the academy will use a local taxi service, sourced from the Local Authority approved list of providers.

## Monitoring and Review

The Safeguarding Policy will be reviewed annually by the Principal and Assistant Principal (Behaviour & Safety) unless an incident or new legislation or guidance suggests the need for an interim review.

## Key Personnel

<b>Principal</b>	Kerry Inscker (KIN)
<b>Deputy Vice Principal (Student Engagement) and Child Protection Officer</b>	Jane Dickens (JDI)
<b>Safeguarding and Family Support Officer</b>	Chris Simpson (CSI)
<b>Deputy Child Protection Officer</b>	Julie Jones (JJO)
<b>Designated Governor for Safeguarding</b>	Steph Harris
<b>Digital Safeguarding Manager</b>	Iain Smith (ISM)

## External Contacts

<b>Wolverhampton Local Children's Safeguarding Board</b>	01902 550477
<b>NSPCC Helpline for Children</b>	0800 1111
<b>NSPCC Help and advice for Adults</b>	0808 800 5000

## Useful External Publications

Working Together to Safeguard Children (HM Government 2013)

Guidance for Safer Working Practice for Adults who work with Children and Young People in Education Settings (DCSF 2009)

Keeping Children Safe in Education (DfE September 2016)

Prevent Guidance

Equality Act 2010