



## Safeguarding and Child Protection - Overarching Trust Policy

**(To be read in conjunction with each School's Safeguarding and Child Protection Policy)**

We are a family of primary and secondary schools across Derbyshire who share the vision that by working together as a team we can create schools that 'stand out' at the heart of their communities. Our trust has four core beliefs; Family, Integrity, Teamwork and Success which are integral to everything we do. The purpose is to enable everyone to be able to 'Love Learning, Love Life.' Our policies are underpinned by our vision, beliefs and purpose

<b>Version Control: V3</b>			
<b>Updated: Statutory Guidance documents (currents versions), Named Contacts and Responsibilities</b>			
Date approved:	5 February 2024	Review planned:	Dec 2024
<b>Signed: Sarah Armitage</b>			
<b>Name:</b>	<b>Sarah Armitage</b>	<b>Chair of Trustees</b>	

### Contents

1	Introduction .....	2
	Named Contacts & Responsibilities.....	3
3	Ethos .....	3
4	Trustees' Responsibilities .....	4
5	Governors' Responsibilities.....	4
6	Staff Responsibilities .....	4
7	Roles and Responsibilities of named persons.....	5
7.1	LADO Role .....	5
7.2	Designated Safeguarding Lead (DSL) Role .....	6
7.3	Parents .....	7
7.4	Community Users.....	7
7.5	Persons involved in recruitment and selection of staff .....	7
7.6	Headteacher .....	7
8	Working with partners and the safeguarding children's partnerships. ....	8
9	GDPR.....	8

This Trust-wide policy applies to all staff, including the Board of Trustees and Central Staff, paid staff, volunteers, agency staff, pupils or anyone working for and on behalf of the Embark Trust. This policy should be read in conjunction with the school-specific policies published by individual schools.

## **1 Introduction**

This policy has been developed in accordance with the principles established by

- The Children's Act 1989
- The Education Act 2002
- The Children's Act 2004
- The Education and Training (Welfare of Children Act) 2021
- The Prevent Duty: England and Wales (December 2023 edition)
- Keeping Children Safe in Education (KCSiE) (September 2023 edition)
- Working Together to Safeguard Children (December 2023 edition)
- Guidance for Safer Working Practice
- Sexual violence and sexual harassment between children in schools and colleges (September 2021)

The Embark Trust and the Local Governing Teams (LGTs) of all schools take seriously their responsibilities under section 175 of the Education Act 2002 to safeguard and promote the welfare of children and to work together with other agencies to ensure adequate arrangements within our Schools to identify, assess and support those children and young people who are suffering harm.

## **2 The purpose of this policy:**

The purpose of this safeguarding policy is to ensure every child who is a registered pupil at each School within the Trust is safe and protected from harm. This means we will always work to:

- Protect children and young people at our schools from maltreatment.
- Prevent impairment of our children's and young people's health or development.
- Ensure that children and young people at our schools grow up in circumstances consistent with the provision of safe and effective care.
- Undertake that role so as to enable children at our Schools to have the best outcomes.

This policy will provide the overarching principles that guide our approach to safeguarding and child protection for staff, governors, volunteers, visitors and parents.

The Trust fully recognises the contribution it can make to protect children from harm and to support and promote the welfare of all children who are registered pupils in our Schools.

This policy should be read in conjunction with

- *The Embark Safeguarding Strategy*
- *Each School's Policies and Safeguarding documents – Safeguarding Portfolio*
- *Embark Whistleblowing Policy*

- *Embark Allegations of Abuse Against Staff Policy including low-level Concerns*
- *Embark Recruitment Policy*
- *Embark Staff Code of Conduct for staff*
- *Embark Online Policy*
- *Embark Acceptable Use of Internet and E-mail*

## Named Contacts & Responsibilities

Trust Leader	Matthew Crawford <a href="mailto:matt.crawford@embarkfed.org.uk">matt.crawford@embarkfed.org.uk</a>
Chair of the Trust Board	Sarah Armitage <a href="mailto:chairoftrustees@embarkfed.org.uk">chairoftrustees@embarkfed.org.uk</a>
Trust Board – Safeguarding	Eleanor Hedley <a href="mailto:eleanor.hedley@embarkfed.org.uk">eleanor.hedley@embarkfed.org.uk</a>
Deputy Trust Leader (Safeguarding)	Anna Upton <a href="mailto:anna.upton@embarkfed.org.uk">anna.upton@embarkfed.org.uk</a>
Safeguarding Lead	Helen Jefferson <a href="mailto:H.Jefferson@embarkfed.org.uk">H.Jefferson@embarkfed.org.uk</a>

### 3 Ethos & Vision

Improving outcomes for all children and young people underpins all of the development and work within the Trust.

**Safeguarding is everyone’s business and we are committed to ensuring a strong culture of safeguarding across our trust**

Our Schools aim to create the safest environment within which every student has the opportunity to achieve. The schools recognise the contribution they can make in ensuring that all students registered or who use our facilities feel that they will be listened to, and appropriate action taken.

We will do this by working in partnership with other agencies and seeking to establish effective working relationships with parents, carers and other colleagues to develop and provide activities and opportunities throughout our curricula that will help equip our students with the skills they need. This will include materials and learning experiences that will encourage our students to develop essential life skills and protective behaviours.

## **4 Trustees' Responsibilities**

All Trustees need to understand their safeguarding duties and should be kept up to date with legislation and regulation. The Trust Board has a legal responsibility to make sure that the schools have effective safeguarding policies and procedures in place and monitors the implementation of these policies regularly. The Trust Board will do this by:

- Undertaking safeguarding audits of each School once per year
- receiving regular reports from the Safeguarding Lead to the Trust board
- delegating operational responsibilities to LGTs as defined below receiving and approving this policy once per year

Trustees will be provided with Part 1 and Part 2 (the management of safeguarding) of KCSIE at the start of each School year (or on joining if later) and are required to familiarise themselves with the contents, particularly any changes. All Trustees need to have an understanding and be effective in safeguarding along with Embark schools and complete the relevant FLICK Training Modules to support this. Child Protection Level 1, KCSIE, Online Safety, Cyber Security and Prevent

## **5 Governors' Responsibilities**

The LGT of each School has appointed a named Safeguarding Governor who has lead responsibility for overseeing and monitoring all safeguarding issues in each School.

The LGT will ensure that the named governor for Safeguarding & Child Protection attends the required training and that they refresh their training every two years.

The LGT must receive at least annually a Safeguarding Report, prepared by the DSL through the Embark Safeguarding Audit, and be notified of any significant concerns that may impact on safeguarding duties and responsibilities.

Governors will be provided with Part 1 and Part 2 (the management of safeguarding) of KCSIE at the start of each School year (or on joining if later) and are required to familiarise themselves with the contents, particularly any changes. All Governors need to have an understanding and be effective in safeguarding along with Embark schools and complete the relevant Governor Training Modules to support this. Child Protection Level 1, KCSIE, Online Safety, Cyber Security and Prevent

## **6 Staff Responsibilities**

The Trust and our LGTs recognise that for this policy to be effective, it is essential that School staff understand what safeguarding is, know how to access safeguarding information, know of any possible contribution that they may be required to make to safeguard our students and how to access further advice, support, or services. Each School will appoint at least one Designated Safeguarding Lead (DSL) and one Deputy Safeguarding Lead who will have day to day responsibility for dealing with safeguarding in the school.

All designated staff will undergo training to provide them with the knowledge and skills required to carry out the role and will update their training every 2 years.

All will receive appropriate safeguarding and child protection which is regularly updated. In addition, all staff will receive safeguarding and child protection updates (e.g. via email, ebulletins and staff meetings), as required, and at least annually to provide them with the relevant skills and knowledge to safeguard children effectively.

All staff will be updated on changes to legislation and procedure as necessary.

All members of staff, volunteers, governors, and trustees must know how to respond to a student who discloses abuse, and the procedure to be followed in appropriately sharing a concern of possible abuse or a disclosure of abuse. All staff are responsible for ensuring that they know or are familiar with their respective school's Child Protection and Safeguarding Policy.

Well-kept records are essential to good child protection practice. All staff understand the need to report and record concerns about a child or children within each school. All records of concerns and behaviour are written onto an online system- My Concern, an online recording system. The Embark Federation has regular contact with My Concern directors to assist Embark schools with consistent practices.

All staff will be provided with Part 1 of KCSiE at the start of each School year (or on joining if later) and are required to sign to familiarise themselves with the contents, particularly any changes. All staff need to have an understanding and be effective in safeguarding and complete the annual Safeguarding training allocated through FLICK Learning.

All staff are entitled to raise concerns directly with Children's Social Care Services.  
All staff within the Embark Schools agree to abide by;

- *Acceptable Use of IT, the Internet and Electronic Communication Policy*
- *Code of Conduct for Staff policy, including Whistle blowing*

Please see - [Embark Federation](#) Website

## **7 Roles and Responsibilities of named persons**

### **7.1 LADO Role**

A Local Authority Designated Officer (LADO) works within each Local Authority area and is there to support staff across all organisations who work with children and young people if any concerns arise regarding any practitioner, who works with children and young people.

The LADO should be alerted to all cases in which it is alleged that a person who works with children has:

behaved in a way that has harmed a child, or may have harmed a child  
and/or;

- possibly committed a criminal offence against or related to a child and/or;
- behaved towards a child or children in a way that indicates he or she may pose a risk of harm to children; and/or

- behaved or may have behaved in a way that indicates they may not be suitable to work with children.

This may also mean a referral to the Police. A referral to the Police will also apply to:

- Regardless of whether the school/setting is where the alleged abuse took place.
- Allegations against a Teacher who is no longer teaching
- Historical allegations of abuse taking place in the school/setting.

If a practitioner has concerns regarding the conduct and behaviour of a colleague then they should in the first instance report this to the senior Designated Safeguarding Lead within their own organisation, who is required to report this concern to the LADO, if it is believed to be meeting the threshold as described in KCSiE part four. However, it is important to note that anyone can contact the LADO if they need to do so for advice or support, especially if concerns are regarding the conduct with children and young people of management or holistic organisational practice.

Please see the following policy;

- *Allegations and concerns raised in relation to staff, supply staff, contractors and volunteers September 2021*

Please see - [Embark Federation](#) Website

## **7.2 Designated Safeguarding Lead (DSL) Role**

The DSL is the person appointed to take lead responsibility for child protection issues in school. The person fulfilling this role must be a senior member of the school's leadership team, and the DSL role must be set out in the post holder's job description.

It is good practice to nominate a deputy to cover the role of the designated safeguarding lead when they are unavailable. In large schools it is advisable to have other senior staff who can also take on this role and work as part of a 'designated safeguarding team'. The lead responsibility for safeguarding and child protection remains with the DSL. Schools should consider that they have an adequate number of designated leads to fulfil the role of safeguarding and pastoral care including the duties under SEND, for previously looked after and looked after children, and children with a Social Worker.

The DSL should consider whether to:

- refer cases of suspected abuse to Children's Social Care (CSC), and support staff who have raised concerns about a child or have made a referral to CSC
- where there are concerns about radicalisation, to make referrals to the Channel programme and offer support to other staff who have concerns about radicalisation (England and Wales only)
- refer cases to the Disclosure and Barring Service (DBS), Disclosure Scotland, or Access NI where a member of staff has been dismissed following concerns, they posed a risk to a child.
- refer cases to the police where a crime has been or may have been committed.

If a practitioner has concerns regarding the conduct of a colleague, then they should in the first instance report this to the Designated Safeguarding Lead within their own organisation, who is required to report this concern to the LADO. However, it is important to note that anyone can contact

the LADO if they need to do so for advice or support, especially if concerns are regarding the conduct with children and young people of management or holistic organisational practice.

All referrals and decisions are to be recorded and if a decision is made not to refer this must also be recorded, and along with any rationale.

### **7.3 Parents**

All parents/carers are made aware of the school's responsibilities in regard to child protection procedures through publication of the individual School Safeguarding and Child Protection Policy. This should be accessible to all parents/ carers and in an accessible format, including where English is not the first language.

### **7.4 Community Users**

Community users organising activities for children are to be made aware of and understand the need for compliance with the Trust and School child protection guidelines and procedures. This is to be carried out with the organiser during the planning stages for events and activities.

### **7.5 Persons involved in recruitment and selection of staff**

Staff responsible for Trust selection and recruitment procedures must have completed the appropriate training and must follow safer recruitment practices. They are responsible for making all appropriate checks as required by the Department of Education's guidance on Keeping Children Safe in Education on staff suitability, including Disclosure and Barring Service checks. (The Disclosure Barring Service (ISA) merged with the Criminal Records Bureau (CRB) to form the Disclosure and Barring Service (DBS) in December 2012) and for ensuring that we hold and upkeep a Single Central Record of all staff and regular volunteers in accordance with government guidance.

Our child protection and safeguarding policy and procedures are reviewed and updated annually.

### **7.6 Headteacher**

Headteachers in each School throughout the Trust are required to ensure all staff, volunteers and visitors are provided with up-to-date guidance, in line with the publications from the Department for Education's guidance on Keeping Children Safe in Education. They must ensure that the

In addition to the basic requirements and good practice provided within this Child Protection policy, the Trust requires each Headteacher to implement a bespoke Child Protection policy which is contextualised. A copy of the school policy is to be forwarded to the Trust upon publication.

Each Headteacher has the duty to ensure their own Child Protection policy is up-to-date and is displayed on the school website and will communicate to all parents/carers how to access this.

The headteacher or a member of the trust leaderships team manages performance of the DSL if this is the headteacher.

The headteacher is responsible for ensuring the requirements of KCSIE are met and use the safeguarding audit to review provision across school.

## **8 Working with partners and the safeguarding children's partnerships.**

The trust works within one local authority. The Derby and Derbyshire Safeguarding Children Partnership. This was set up in response to the government legislation contained within the Children and Social Work Act 2017 for new safeguarding partner arrangements to be in place by September 2019. The new partner arrangements include the local authority, a clinical commissioning group and the police.

Agencies will work together to promote the welfare of local children including identifying and responding to their needs.

More information can be found here: <https://www.staffsscb.org.uk> <https://www.ddscp.org.uk>

Embark will work with these local arrangements and follow the safeguarding procedures and arrangements of both.

## **9 GDPR**

Ensure the trustees and governing body, and where all staff in Embark schools who have any contact with children are aware of the GDPR 2018 regulations, and the Data Protection Act. That they share information about a child where there are safeguarding concerns and they do not use GDPR as a reason for not sharing that information.