



EdStart - Specialist Education Ltd.

SAFEGUARDING POLICY

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1. INTRODUCTION

This policy has been developed to ensure that all adults with EdStart are working together to safeguard and promote the welfare of children and young people.

This policy describes the management systems and arrangements in place to create and maintain a safe learning environment for all children, young people and staff. It identifies actions that should be taken to redress any concerns about child welfare.

The Designated Safeguarding Lead for EdStart or, in their absence, the authorised member of staff, has the ultimate responsibility for safeguarding and promoting the welfare of children and young people. This policy is relevant to our other policies; Anti Bullying, E-Safety and Behaviour.

Designated Safeguarding Lead

Name	Designated Area	Contact No.
James Lowe	EdStart – all Centres	07502 095422
Samantha Jordison	EdStart – Salford Centre	0161 736 4087
Luke Willis	EdStart – Salford Centre	0161 736 4087
Simon Spencer	EdStart – Manchester Centre	0161 945 8940
James Lowe	EdStart – Bolton Centre	07502 095422
Luke Willis	EdStart – Bury	0161 761 1110

Safeguarding and promoting the welfare of children and young people goes beyond implementing basic child protection procedures. It is an integral part of all activities and functions of EdStart. This policy complements and supports other relevant schools and Local Authority policies.

Under the Education Act 2002 schools/settings have a duty to safeguard and promote the welfare of their pupils and, in accordance with guidance set out in 'Working Together to Safeguard Children' and 'Keeping Children Safe in Education 2018'. EdStart has developed this policy in accordance with the statutory guidance which also informs our practice and procedures. EdStart will work in partnership with other organisations where appropriate to identify any concerns about child welfare and take action to address them. Please see listed below the Local Safeguarding Children Board's:

Salford – The Bridge 0161 6034500
(For guidance visit www.partnersinsalford.org/sscb)

Manchester – Contact Centre 0161 2345001
(For guidance visit www.manchestersafeguardingchildrenboards.co.uk)

Bolton – Multi Agency Screening and Safeguarding Service (MASSS) 01204 331500

(For guidance visit www.boltonsafeguardingchildren.org.uk)
Bury – Multi Agency Safeguarding Hub (MASH) 0161 2536153
(For guidance visit www.bury.gov.uk/index.aspx?articled=10831)

2. ETHOS

EdStart aims to create and maintain a safe environment where all children and adults feel safe, secure and valued and know they will be listened to and taken seriously. Our organisation implements policies, practices and procedures which promote safeguarding and the emotional and physical well-being of children, young people and staff. The Continuum of Needs and Response and the Common Assessment Framework is embedded into everyday practice and procedures when responding to children's need. The children have access to appropriate curriculum opportunities, including emotional health and well-being, to support the development of the skills needed to help them stay safe and healthy, develop their self-esteem and understand the responsibilities of adult life.

3. CURRICULUM

All children have access to an appropriate curriculum, differentiated to meet their needs. This enables them to learn to develop the necessary skills to build self-esteem, respect others, defend those in need, resolve conflict without resorting to violence, question and challenge and to make informed choices in later life.

Children and young people are encouraged to express and discuss their ideas, thoughts and feelings through a variety of activities and have access to a range of cultural opportunities which promote respect and empathy for others. There is access to information and materials from a diversity of sources which promote social, spiritual and moral well-being and physical and mental health.

Personal Health and Social Education and Citizenship lessons will provide opportunities for children and young people to discuss and debate a range of subjects including lifestyles, forced marriage, family patterns, religious beliefs and practices and human rights issues. All children/young people will know that there are adults within EdStart whom they can approach in confidence if they are in difficulty or feeling worried and that their concerns will be taken seriously and treated with respect.

SEND

Pupils from poorest families are more than twice as likely to be identified as having SEND – but are less likely to receive the support they need in mainstream schools. At EdStart staff are aware of such issues and make sure SEND pupils have one to one sessions enabling the student to be listened to so we can cater for extra needs they may have or record any safeguarding issues.

4. BUILDINGS

EDSTART STAFF

It is the duty of all staff to:

- sign in and out of EdStart buildings at all times
- wear or carry EdStart identification at all times
- be vigilant in ensuring the security of EdStart buildings

Visitors – all visitors should be issued with an approved visitor pass. All visitors will be asked to sign in and out using the Centre’s visitor’s book.

Visiting Professionals requiring access to Children or Young People - all visits should be pre-arranged, from a recognised agency working in partnership with EdStart. Visiting professionals will be asked to produce their identification with photograph on entry to EdStart buildings.

Staff should challenge any person who is unknown to them who does not have an approved visitor pass or is not accompanied by another member of staff.

A sign will be on display at the main reception that explains these standards to all visitors.

5. ATTENDANCE AND EXCLUSIONS – Independent School

In accordance with EdStart’s Attendance Policy, absences are rigorously pursued and recorded. The setting, in partnership with the appropriate agencies, takes action to pursue and address all unauthorised absences in order to safeguard the welfare of children and young people in its care.

The Attendance Policy identifies how individual cases are managed and how we work proactively with parents to ensure that they understand why attendance is important. In certain cases this may form or equivalent to the Local Authority part of a Common Assessment Framework (CAF) or a Parenting Contract.

The designated person will be informed when exclusion is being discussed and any safeguarding issues will be considered. Where it is felt that a child or young person is likely to be permanently excluded we will work with other agencies to ensure that there is improved understanding of the needs of the young person and their family and that the key agencies are involved.

6. KEEPING RECORDS

EdStart will keep and maintain up to date information on children, including where and with whom the child is living, attainment, attendance, referrals to and support from other agencies and any other significant event in a child’s life.

7. ROLES AND RESPONSIBILITIES

The Directors of EdStart will ensure that:

- The policies and procedures adopted by the Proprietors to safeguard and promote the welfare of children/young people are fully implemented and followed by all staff including volunteers
- Safe recruitment and selection of staff and volunteers is practiced

- A Designated Senior Member of staff for child protection is identified and receives appropriate on-going training, support and supervision
- Sufficient time and resources are made available to enable the Designated Member of staff to discharge their responsibilities, including attending inter-agency meetings, contributing to the assessment of children and young people, supporting colleagues and delivering training as appropriate
- All staff and volunteers receive appropriate training which is updated at least every two years
- All temporary staff and volunteers are made aware of EdStart safeguarding policy and arrangements
- All staff and volunteers feel confident and safe about raising concerns about poor or unsafe practice in regard to the safeguarding and welfare of the children and young people and such concerns will be addressed sensitively and effectively
- Parents/carers are aware of and have an understanding of the organisation's responsibilities to promote the safety and welfare of its students by making its obligations clear in the setting guidelines/information
- Provide support and training for staff and volunteers and make sure that the Designated Person receives MCSB approved refresher training every three years

The EdStart Board of Trustees will ensure that:

- A member of the Board is identified as the designated board member (DBM) for Safeguarding and receives appropriate training. The DBM will provide the proprietors with appropriate information about safeguarding and will liaise with the Designated Member of staff
- There is a senior member of EdStart's leadership team who is designated to take lead responsibility for safeguarding within the organisation
- EdStart's safeguarding policy is regularly reviewed and updated and the organisation complies with local safeguarding procedures
- EdStart operates safe recruitment and selection practices including appropriate use of references and checks on new staff and volunteers
- Procedures are in place for dealing with allegations of abuse against members of staff and volunteers and these are in line with Local
- Authority procedures

- All staff and volunteers who have regular contact with children and young people receive appropriate training which is up-dated by refresher training every 3 years
- The Designated Senior Member of Staff for Child Protection has a specific responsibility for championing the importance of safeguarding and promoting the welfare of children and young people registered with EdStart

The Designated Person will:

- Act as the first point of contact with regard to all safeguarding matters
- Immediately inform the referring school's Designated Senior Person, who is ultimately responsible for the young person and the concern
- Follow up any concerns with referring school's SDP to ensure appropriate level of action has been taken. If not satisfied, refer to EdStart reporting procedure
- Attend up-dated training as required
- Provide relevant information to the LA on how EdStart carries out its safeguarding duties
- Ensure that EdStart's actions are in line with the MCSB Safeguarding Inter-Agency Procedures. (Guidance on these procedures may be found on MSCB website at mscb.org.uk)
- Support staff to make effective referrals to the Children and Families Service and any other agencies where there are concerns about the welfare of a child
- Keep copies of all referrals to Children and Families Services and any other agencies related to safeguarding children
- Ensure that all staff and volunteers receive information on safeguarding policies and procedures from the point of induction
- Ensure that any staff with specific responsibility for safeguarding children receive Level 2 and above training
- Manage and keep secure EdStart's safeguarding records.
- Ensure that all staff and volunteers understand and are aware of reporting and recording procedures and are clear about what to do if they have a concern about a child
- Liaise with the Director about any safeguarding issues

- Ensure that the Safeguarding Policy is regularly reviewed and up-dated
- Keep up to date with changes in local policy and procedures and are aware of any guidance issued by the DfE concerning Safeguarding

8. SAFE RECRUITMENT – SELECTION OF STAFF/VOLUNTEERS

EdStart’s recruitment and selection policies and processes adhere to the DfE guidance set out in “Keeping Children Safe in Education Recruitment in Education’ (2018). For full details see EdStart Safer Recruitment Policy.

9. WORKING WITH OTHER AGENCIES

EdStart has developed effective links with other relevant agencies and co-operates as required with any enquiries regarding child protection issues.

The Designated person will notify the District Team if:

- A child subject to a child protection plan is about to be permanently excluded
- There is an unexplained absence of a young person who is subject to a child protection of more than two days from the education project
- It has been agreed as part of any child protection plan or core group plan

10. CONFIDENTIALITY AND INFORMATION SHARING

Staff ensure that confidentiality protocols are followed and information is shared appropriately. The Proprietors or Designated Member of Staff discloses any information about a pupil to other members of staff on a need to know basis only.

All staff and volunteers must understand that they have a professional responsibility to share information with other agencies in order to safeguard children. All staff and volunteers must be clear with children that they cannot promise to keep secrets.

11. TRAINING – STAFF & VOLUNTEERS

Training is provided for all staff and volunteers. Induction training includes basic safeguarding information about EdStart’s policies and procedures, signs and symptoms of abuse (emotional and physical), how to manage a disclosure from a child as well as when and how to record a concern about the welfare of a child.

All staff and volunteers who are in regular contact with children will receive basic Level 1 training which is up-dated by refresher training at least every 3 years. The Designated Person for Safeguarding will receive refresher training every two years as well as further training at Level 2 and above.

All staff will receive training or briefings on particular safeguarding issues, for example, Guns and Gangs, Forced Marriage, Domestic Abuse and Child Sexual Exploitation.

12. RECORDING AND REPORTING CONCERNS

All staff, volunteers and visitors have a responsibility to report any concerns about the welfare and safety of a child and all such concerns must be taken seriously. If a concern arises all staff, volunteers and visitors must:

- Speak to the Designated Person or the person who acts in their absence
- Agree with this person what action should be taken, by whom and when it will be reviewed
- Record the concern using the school's safeguarding recording system.

13. INFORMING PARENTS/CARERS

Our approach to working with parents/carers is one of transparency and honesty and our responsibility is to safeguard and promote the welfare of all the children in our care. We aim to do this in partnership with our parents/carers. In most cases parents and carers will be informed when concerns are raised about the safety and welfare of their child. Parents and carers should be given the opportunity to address any concerns raised.

Parents and carers will be informed if a referral is to be made to the Children and Families Service or any other agency.

Parents/carers will not be informed if it is believed that by doing so would put the child at risk. In such cases the Designated Person or Director will seek advice from the Children and Families Service's Initial Assessment Team.

14. DOMESTIC ABUSE

The school is aware that children and young people's development, as well as their social and emotional resilience, is affected by many factors including exposure to domestic abuse within the family situation and is a safeguarding issue.

Children and young people react to domestic abuse in similar ways to other types of abuse and trauma.

Information about Domestic Abuse and its effect upon children and young people will be incorporated into staff Safeguarding and Child Protection training and briefings and EdStart' Safeguarding and Child Protection's Policies and Procedures will be used to protect children and young people exposed to, and at risk from, domestic abuse.

Any child or young person thought to be at immediate risk will be reported without delay to the police service as a 999 emergency and the Manchester Children's Service contact Centre will be contacted as soon as possible.

15. FEMALE GENITAL MUTILATION

EdStart is sensitive to cultural traditions.

Female Genital Mutilation is child abuse, a form of violence against women and girls and is against the law.

Information about Female Genital Mutilation will be incorporated into staff Safeguarding and Child Protection training and briefings and the Safeguarding and Child Protection Policies will be used to protect a victim or potential victim of Female Genital Mutilation.

If a case of Female Genital Mutilation is suspected, parent(s)/carer(s) will not be approached or involved about a referral to any other agencies.

16. FORCED MARRIAGE

EdStart is sensitive to differing family patterns and lifestyles and child-rearing patterns that vary across different racial, ethnic and cultural groups. Forced marriage is a form of child, adult and domestic abuse and, in line with statutory guidance, is treated as such by EdStart. Child abuse cannot be condoned for religious or cultural reasons.

Information about Forced Marriage will be incorporated into staff Safeguarding and Child Protection training and briefings and EdStart's Safeguarding and Child Protection Policy will be used to protect a victim or potential victim of forced marriage.

If a case of forced marriage is suspected, parents and carers will not be approached or involved about a referral to any other agencies.

17. EXTREMISM AND RADICALISATION

EdStart is aware of the rise in cases of Extremism and Radicalisation and are committed to providing opportunities for cultural awareness and exploring diversity, through both targeted group work sessions and visits to external institutions. Edstart is committed to incorporating the Prevent Duty into its everyday practice with young people.

Staff training and knowledge on Prevent is regularly reviewed and monitored. Staff in this school are aware that Radicalisation refers to the process by which a person comes to support terrorism and forms of extremism. Staff know that there is no single way of identifying an individual who is likely to be susceptible to an extremist ideology but they are alert to the signs and changes of behaviour which may be indicators. Staff are confident to challenge and support young people who may be vulnerable. Staff also know what to do if they have concerns that a young person is being radicalised.

18. PEER TO PEER ABUSE

EdStart continue to ensure that any form of abuse or harmful behaviour is dealt with immediately and consistently to reduce the extent of harm to the young person, with full consideration to impact on that individual child's emotional and mental wellbeing.

We recognises that children are capable of abusing their peers. Our Governing Body understands that our approach will be in line with our response to any safeguarding concern.

19. GANGS AND DRUGS

There are a number of areas in which young people are put at risk by gang activity, both through participation in and as victims of gang violence which can be in relation to their peers or to a gang-involved adult in their household.

At EdStart any staff member who has concerns that a child may be at risk of harm as a consequence of gang activity will contact Children's Social Care and/or the police for the area in which the child is currently located.

At EdStart we have a statutory duty to promote pupils' wellbeing and hence have a clear role in preventing drug misuse as part of their pastoral care.

20. SUPPORTING CHILDREN REGARDING GENDER

Too often in discussions about gender identity the approach taken is extremely narrow. The discourse is largely dominated by the cisgendered, binary perspective that there is 'male' and that there is 'female' – and that both of these are biologically determined, stable categories. This is further reinforced when the discourse is situated in the context of children. The prevailing attitude is that any identity, theory or social group that destabilises such assumptions are too complicated and/or too 'subversive' to merit acknowledgement. It is therefore unsurprising that when school staff, policy makers and academics come to discuss gender identity within the classroom, that transgendered children are usually entirely ignored.

At EdStart staff are aware on gender and transgender issues and designated Safeguarding leads are able to work with young people and sign post them to the services available locally:

LGBT Foundation
5 Richmond Street
Manchester
M1 3HF
0161 234 5001

21. CHILD PROTECTION CONFERENCES & CORE GROUP MEETINGS

Members of staff are likely to be asked to attend a child protection conference or other relevant core group meetings about an individual pupil and will need to have as much relevant updated information about the child as possible. A child protection conference will be held if it is considered that the child/children are suffering or at risk of significant harm.

All reports for a child protection conference should be prepared in advance of the meeting and will include information about the child's physical, emotional, intellectual development and well-being as well as relevant family related issues. This information will be shared with the parents/carers.

22. MANAGING ALLEGATIONS AND CONCERNS AGAINST STAFF / VOLUNTEERS

Whenever it is alleged that a member of staff/volunteer has:

- Behaved in a way that has, or may have harmed a child
- Possibly committed a criminal offence against/related to a child
- Behaved toward a child in a way which indicates s/he is unsuitable to work with children/young people

The person receiving the allegation must take it seriously and immediately inform the Designated Senior Person.

If any member of staff/volunteer has reason to suspect that another member of staff/volunteer may have abused a child/young person at EdStart, or elsewhere, they must immediately inform the DSP.

They should also make a written record of the allegation using the informant's words - including time, date and place where the alleged incident took place, what was said and anyone else present. This record should be signed and dated and immediately passed on to the DSP who will consult with the LADO within one working day.

If the concerns are about the DSP the Directors need to be informed immediately or, where appropriate, the Proprietors.

If an allegation made to a member of staff concerns the Directors or Head teacher, the person receiving the allegation will immediately inform the **Chair of Governors - Kathryn Vereycken – kathrynvereycken@gmail.com** who will consult the LADO and HR services, without notifying the Head teacher first.

Local Area Designated Officer (LADO) contact details:

Salford Roisin Rafferty - 0161 6034350 / roisin.rafferty@salford.gov.uk
Patsy Molloy - 0161 6034445 / patsy.molloy@salford.gov.uk

Manchester Majella O'Hagan - 0161 2341214 / majella.ohagan@manchester.gov.uk

Bolton Paula Williams - 01204 337477 / boltonsafeguardingchildren@bolton.gov.uk

Bury Marc Gay - 0161 2535342 / 07583 877250 / m.gay@bury.gov.uk

23. ALLEGATIONS AGAINST THE HEADTEACHER

If the allegation made to a member of staff concerns the Head teacher, the person receiving the allegation will immediately inform the Proprietors who will consult the LADO and HR services, without notifying the Head teacher first.

Local Area Designated Officer (LADO) contact details:

Salford Roisin Rafferty - 0161 6034350 / roisin.rafferty@salford.gov.uk
Patsy Molloy - 0161 6034445 / patsy.molloy@salford.gov.uk

Manchester Majella O'Hagan - 0161 2341214 / majella.ohagan@manchester.gov.uk

Bolton Paula Williams - 01204 337477 / boltonsafeguardingchildren@bolton.gov.uk

Bury Marc Gay - 0161 2535342 / 07583 877250 / m.gay@bury.gov.uk

24. COMPLAINTS OR CONCERNS BY STAFF / VOLUNTEERS

Any concern or expression of disquiet made by a child or young person will be listened to seriously and acted upon as quickly as possible to safeguard his or her welfare.

We will make sure that the child or adult who has expressed the concern or made the complaint will be informed not only about the action to be taken but also where possible about the length of time required to resolve the complaint. We will endeavour to keep the child or adult informed about the progress of the complaint/expression of concern.

25. GROOMING AND CHILD SEXUAL EXPLOITATION

EdStart is aware of and will be vigilant to detect activities which may be linked to grooming. This will include; Undue attention and potential favouritism, offers of gifts and presents, unusual or suspicious contact, especially where this is linked to out of centre activities. Where there is any cause for concern related to grooming EdStart staff will report this to the Designated Safeguarding Lead and / or MSCB.

EdStart is also aware of the rise in cases of Child Sexual Exploitation in and around Manchester, Salford and Bolton areas. We will ensure that our staff have the knowledge to detect the signs of and know what, when and who to report to If we have information relating to or suspicion of the Sexual Exploitation of any child or young person.

26. ONLINE ABUSE

EdStart operates a forensic monitoring system to ensure that all online activity is routinely monitored and suspicious or actual incidents are identified and acted upon. This includes reporting occurrences to appropriate agencies. EdStart is guided by the recommendations and safeguards for reporting online abuse by CEOP.

‘Sexting’ is one of a number of ‘risk-taking’ behaviours associated with the use of digital devices, social media or the internet. It is accepted that young people experiment and challenge boundaries and therefore the risks associated with ‘online’ activity can never be completely eliminated. However EdStart takes a pro-active approach to help students to understand, assess, manage and avoid the risks associated with ‘online activity’. The school recognises its duty of care to its young people who do find themselves involved in such activity as well as its responsibility to report such behaviours where legal or safeguarding boundaries are crossed. Sexting disclosures should follow the normal safeguarding practices and protocols

27. PHOTOGRAPHY

EdStart has issued strict guidance that prohibits the taking of photographs by staff, volunteers, members of the public of any child or young person accessing EdStart activities. The only exception to this is where explicit permission has been given by parents / carers for photography for promotional purposes. Any photographs taken will be taken using EdStart equipment.

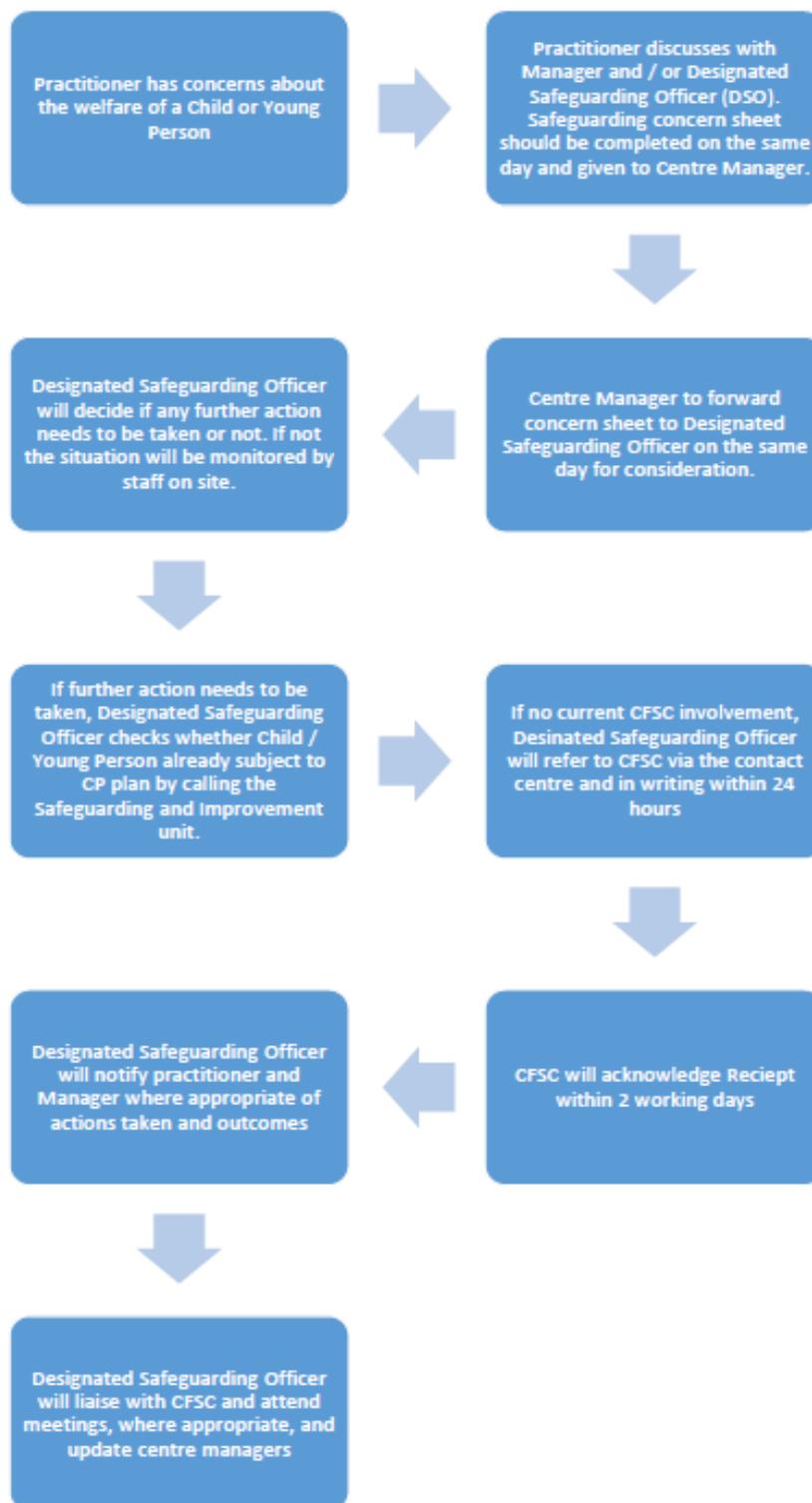
28. SERIOUS CASE REVIEWS

The Manchester Safeguarding Children Board will always undertake a serious case review when a child or young person dies (including death by suicide) and abuse or neglect is known or suspected to be a factor in their death. The purpose of the serious case review is to:

- Find out if there are any lessons to be learnt from the case about how local professionals and agencies work together to safeguard and promote the welfare of children and young people.
- Identify what those lessons are, how they will be acted on and what is expected to change as a result of the serious case review.
- Improve inter-agency working to better safeguard and promote the welfare of children and young people.

- If required EdStart will provide an individual management report for a serious case review and will cooperate fully with implementing outcomes of the review including reviewing policy, practice and procedures as required.

APPENDIX A
REFERRAL FLOWCHART



Version 2

Amendments:

3 – Curriculum – SEND

17 – Extremism & Radicalisation

18 – Peer on Peer Abuse

19 – Gangs & Drugs

20 – Supporting Children Regarding Gender

22 & 23 – LADO updates