

Trust Safeguarding and Child Protection Policy Part A - Trust Policy

Version 1.2

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Approval Responsibility	Trust Board of Directors
Safeguarding Lead Director	David Esmond
Review and Recommendation Committee	Safeguarding, Attendance and Wellbeing
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Target Audience:	Employees, agency workers, self employed workers and professional visitors.
Reference Documents:	KCSIE 2025 Each school to have their own Part B Child Protection Policy sitting under the guidelines of this document

VERSION CONTROL

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Signature Jo Everitt	Signature Mike Adnitt	Signature

Trust Child Protection

Overview

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1. Introduction

- 1.1** Our community of Schools fully recognise the contribution they can make to protect and support students in school. The aim of the policy is to safeguard and promote our students' welfare, safety and health by fostering an honest, open, caring and supportive climate.

Our Trust Vision of **"Stronger Together"** and our Mission Statement of **"Strength for Today and Bright Hope for Tomorrow"** are paramount in our work in keeping children safe and happy.

Our core values of **Community, Integrity, Hope and Aspiration** exemplify our expectations of the robust and caring approach that all staff in the Trust must adopt in their unrelenting high expectation for keeping children safe.

We accept and carry out our responsibility to act on any suspicion, disclosure, or belief that a child is suffering or at risk of suffering harm. This includes acknowledging that sexual violence and sexual harassment is happening within our school communities. We commit to supporting those who are at risk or may have been a victim and having a zero tolerance to any type of sexual violence or harassment. Zero tolerance means this type of behaviour will not be ignored and should the school become aware of sexual violence or sexual harassment this will be taken seriously and the school's behaviour policy will be followed.

- 1.2** Everyone in the St Lawrence Academies Trust shares an objective to help keep children and young people safe by contributing to:

- protecting children from maltreatment
- providing a safe environment for children and young people to learn in education settings
- preventing impairment of a child's health or development
- identifying children who are suffering, or likely to suffer, significant harm and taking appropriate action with the aim of making sure they are kept safe at home and at school (even in circumstances where they are not at immediate risk)
- safeguarding children's wellbeing and maintaining public trust in the teaching profession

- 1.3** All education settings must have in place systems designed to:

- prevent unsuitable people working with, or coming into contact with, children and young people within the setting for regulated or unregulated activity
- promote safe practice and challenge poor or unsafe practice
- identify instances in which there are grounds for concern about a child's welfare and take appropriate action to keep children safe
- contribute to effective partnership working between all those involved with providing services for children

2. The Policy

2.1 This policy is part of the Trust Safeguarding Framework and is supported by the following guidance:

- Keeping Children Safe in Education (2025)
- Working Together to Safeguard Children 2023
- Section 175 of the Education Act 2002

2.2 It should also be read in conjunction with other trust and school related policies including:-

- School Safeguarding Policy
- School Behaviour Policy
- School Anti-Bullying Policy
- School Sex and Relationship Policy
- School Educational Visits Policy
- School SEND (Special Educational Needs and Disability) Procedure
- Trust SEND (Special Educational Needs and Disability) Policy
- Trust Health and Safety Policy
- Trust Recruitment and Selection Policy
- Trust Expectations and Code of Conduct
- Trust Whistleblowing Policy

(Policies are displayed on The St Lawrence Academies Trust website and individual school's websites)

2.3 The policy is written to comply with the following legislation and guidance:

- Working Together to Safeguard Children
- Dealing with allegations of abuse against teachers and other staff
- What to do if you are worried a child is being abused
- Reasonable force
- Safer working practice for adults who work with young people

2.4 The policy is consistent with the following legislation and guidance:

- Working Together to Safeguard Children 2023
- Safeguarding Children and Safer Recruitment in Education 2012
- Sexual Violence and sexual harassment between children in schools and colleges (DfE 2021)
- 'What to do if you are worried a child is being abused' (2015 - DCSF/DfES)
- Care & Control Guidelines (2006 - ER CFAS)
- Reasonable Force (2025 - DfE)
- Searching, screening and confiscation at school (2023 - DfE)
- Dealing with Allegations of Abuse Against Teachers and Other Staff (DfE 2012)
- UK General Data Protection Regulation (ICO 2018)

2.5 The above list is not exclusive but when undertaking policy development the school will consider Child Protection and other safeguarding matters within each appropriate policy or guideline.

3. Purpose of a Safeguarding Policy

- 3.1** An effective Safeguarding Policy and Procedure provides a clear direction to staff and others about expected codes of behaviour in dealing with safeguarding issues.
- 3.2** An effective policy also makes explicit the school's commitment to the development of good practice and sound internal services and procedures. This ensures that safeguarding concerns and referrals may be handled sensitively, professionally and in ways which support the needs of the child.
- 3.3** The aim of this policy is to safeguard and promote our students' welfare, safety, health and guidance by fostering an honest, open, caring and supportive climate. The student's welfare is of paramount importance.
- 3.4** Our schools fully recognise the contribution we can make to protecting children and supporting learners in school.
- 3.5** There are four main elements to our Safeguarding Policy:
- **Prevention** - positive school atmosphere, pastoral support to students and safe and appropriate working practice by staff, and the staying safe and PSHE elements in the formal and informal curriculum. Educating children about areas for support and guidance and identifying 'at risk' children and families and intervening early
 - **Protection** - by following agreed procedures, ensuring staff are trained and supported to identify and respond appropriately and sensitively to safeguarding concerns and that there are clear systems of internal information sharing and record keeping. To ensure our students know what unacceptable behaviour is, in relation to sexual violence and sexual harassment and feel confident to report it and that action will be taken, and they will be supported
 - If at any point there is a risk of immediate serious harm to a child a referral must be made to the relevant local authority safeguarding/children services point of contact immediately, Whilst usually this would be done by the Designated Safeguarding Lead, staff should have the confidence and knowledge that anyone can make a referral
 - **Support** - to students and school staff and to children who may have been abused or are in other ways vulnerable
 - **Collaboration** with children and young people, parents and other agencies to promote Safeguarding and Wellbeing for all of our children and young people
- 3.6** This policy applies to all staff (teaching and non-teaching), governors, trustees and visitors on our sites. We recognise that child protection is the responsibility of all staff within our school. We will ensure that all parents and other working partners are made aware of our child protection policy and procedures. All staff new to the school will be made aware of the school safeguarding procedures as part of their initial induction process.

The policy will be reviewed by the Safeguarding, Attendance and Wellbeing Committee annually. The committee will make updates and make recommendations to the Full Board of Directors for approval

- The Trust staff and the Board of Directors will review this policy each year. The views of the children, parents, lunchtime staff, extended school staff and other support staff may be sought and taken into account in this review
- If at any time deficiencies or weaknesses in the Safeguarding policy and procedures are identified they will be addressed by the Trust and staff immediately and remedied

4. The St Lawrence Academies Trust Commitment

4.1 The Trust adopts an open and accepting attitude towards children as part of its responsibility for pastoral care. Staff strive to ensure that children, vulnerable adults and parents feel free to talk about any concerns and will see school as a safe place when there are difficulties. Children's worries and fears will be taken seriously and children are encouraged to seek help from, or confide in, members of staff.

4.2 We recognise that high self-esteem, confidence, supportive friends and clear lines of communication with a trusted adult help all children, and especially those at risk of, or who are suffering from, abuse.

4.3 Our partner schools will, therefore:

- establish and maintain an ethos where children feel secure and are encouraged to talk, and are listened to
- ensure that children know that there are adults in the school who they can approach if they are worried or are in difficulty
- include in the curriculum activities and opportunities which equip children with the skills and knowledge they need to stay safe from abuse and which will help them develop resilience and an awareness of possible grooming or influence by violent extremist ideas and the dangers and consequences in engaging in inappropriate behaviour on-line
- ensure that all forms of bullying and harassment including allegations of child on child abuse including sexual violence and sexual harassment, hate incidents and online bullying and abusive behaviour are dealt with at the appropriate level and in line with national and local guidance and procedures and not dismissed as immature behaviour or banter
- educate all students and staff in relation to sexual violence and sexual harassment and ensure everyone knows this is not okay and will not be tolerated in our schools or communities
- ensure that wherever possible every effort will be made to establish effective working relationships with parents and colleagues from other agencies
- ensure that staff have an understanding of when to make referrals to the Designated Safeguarding Leads when there are indicators or concerns of possible neglect, sexual, physical or emotional harm and indicators of possible child sexual or criminal exploitation, female genital mutilation, radicalisation, school attendance concerns, child on child sexual violence and sexual

harassment and forced marriage and that they have access to additional advice and support

- embed a restorative ethos across the organisation
- fulfil the 'Duty of Care' towards staff by providing appropriate safeguarding guidance, induction and continuous training and support as required by Keeping Children Safe in Education
- ensure that appropriate filtering and monitoring systems are in place and regularly review their effectiveness.

5. Child Protection Procedure

5.1 The St Lawrence Academies Trust will:

- Establish and maintain an ethos where children feel secure and are encouraged to talk, and are listened to
- Ensure that staff are aware that children may not feel ready or know how to tell someone that they are being abused, exploited or neglected, and/or they may not recognise their experiences as being abusive or harmful. This should not prevent staff from having a professional curiosity and speaking to a DSL if they have any concerns about a child
- Ensure that children know there are adults in the school whom they can approach if they are worried or are in difficulty
- Include in the curriculum activities and opportunities which equip children with the skills they need to stay safe from abuse and develop resilience
- Ensure every effort is made to establish effective working relationships with parents and colleagues from other agencies
- Operate safe recruitment procedures and make sure that all appropriate checks are carried out on new staff and volunteers who will work with children
- Ensure that staff are aware of how and when to act on concerns that they have and work in a safe and appropriate manner at all times
- Ensure that all staff are updated on Keeping Children Safe in Education on an annual basis
- Support schools with safeguarding training, conduct safeguarding checks and support visits and offer advice and support on safeguarding concerns and cases of high concern.

5.2 Confidentiality

'Confidentiality is an issue which needs to be discussed and fully understood by all those working with children, particularly in the context of child protection. The only purpose of confidentiality in this respect is to benefit the child'.

- We recognise that all matters relating to child protection are highly confidential and the Safeguarding Leads will share information on a 'need to know, what and when' basis
- Staff are made aware that these concerns or other matters relating to pupils should never be discussed elsewhere, inside or outside the school unless in confidential meetings organised for that purpose. This includes the passing of written information or discussion in any media.

5.3 Where it is believed that a child is suffering from, or is at risk of, significant harm, we will follow the Safeguarding Children Partnership Guidelines and Procedures for each local authority.

- New staff induction days involve input from Designated Safeguarding Lead on basic signs and symptoms and internal procedures
- Child Protection information is given to all staff via staff training and/or updates. It is also available on our school websites with supporting materials easily available
- Basic principles of the Child Protection Policy are given to all staff as part of the September training provision (this includes e-safety and the schools' code of conduct)
- Training and inset days are organised throughout the academic year to increase the level of safeguarding expertise across teaching, pastoral and inclusion staff
- All new starters (teaching and non-teaching) complete a safeguarding induction and on-line core safeguarding training
- Training needs of all staff and governors are audited annually
- Key support staff are given external training around safeguarding issues utilising specialist providers who have the most up to date information and strategies

5.4 Roles and responsibilities

- All adults working with or on behalf of children have a responsibility to safeguard and promote the welfare of children. This includes a responsibility to be alert to possible abuse and to record and report concerns to staff identified with child protection responsibilities within the school
- It is unacceptable for any member of staff to keep such concerns to themselves, including concerns about the conduct of another member of staff. Failure to report such concerns may be considered an act of misconduct or gross misconduct within the school's Disciplinary Policy
- There are key people within the school and the relevant local authority who have specific responsibilities

The Schools' Designated Safeguarding Leads (DSL) are designated to take the lead responsibility for Child Protection.

Responsibilities for each of these officers include:

- providing advice and support and information to staff as appropriate
- liaising with the LA and other agencies
- maintaining CP records for individual children

- ensuring the preparation of appropriate reports for and attendance at Case Conferences and other multi agency meetings
- arranging appropriate training for all staff
- liaising with the Headteacher, Deputy DSL and Safeguarding Officer
- **All concerns and referrals are to be recorded on the appropriate child protection systems used by each individual school**
- Pastoral staff are likely to be the first line of contact for CP issues identified for individual students. They will liaise with the DSL on all CP issues
- Management and leadership by the Headteacher and the Trustees/Governors ensures that the time, resources and training are adequate to ensure that the CP / Safeguarding responsibilities of the school, as outlined in Safeguarding Children & Safer Recruitment in Education, are carried out. Any allegations of abusive or inappropriate behaviour against a member of staff should be passed immediately to the Headteacher. If the allegation is against the Headteacher it should be referred to the Chair of the Local Governing Body, a senior member of staff or the Local Authority Designated Officer (LADO)
- The CEO/Deputy CEO must be informed of any referrals to the LADO as soon as they are made.
- The CP Governor acts as a 'Champion' of the safeguarding role of the school and liaises with the Headteacher and Designated Safeguarding Lead in order to report to and advise the Local Governing Body
- The Local Governing Body has the responsibility to monitor and ensure that all CP procedures, policies and training are in place and appropriate. The DSL and CP Governor prepare a CP termly report to be discussed by the Local Governing Body.

5.5 Records and Monitoring

- Well-kept records are essential to good child protection practice. All staff are made clear about the need to record and report concerns about a child or children within our school. The schools DSL is responsible for such records and for deciding at what point these records should be shared with, or transferred to other agencies or schools, in consultation with the Head of School.
- Parents may request to read their child's file. School will seek advice from the relevant Local Authority Designated Officer (LADO) if such a request is made in order to ensure that only appropriate information is disclosed depending on the circumstances and any third party information
- The DSL and Headteacher decide what information needs to be shared with whom and when on a case by case basis. Confidentiality is essential but staff working with children can only provide effective support and monitor concerns if they are made aware of concerns or at least that the individual child is being monitored

The most appropriate member of staff will attend case conferences, core group meetings and other multi-agency meetings to ensure a coherent approach to promoting the welfare of children and protecting them from harm.

A Single Central Register (SCR) is maintained and updated as required by schools and monitored and reviewed at least termly by the DSL. The LGB designated safeguarding governors ensures that a school based review of the SCR takes place annually. This SCR is also reviewed at least annually by the trust safeguarding lead.

All DSLs and at least one Governor have completed the appropriate safer recruitment training and it is ensured that the appropriate expertise is updated as required.

5.6 Induction

When new long term staff start at the school they are briefed on the school CP and Safe Working procedures and given a copy of and access to:

- This policy
- Trust Expectations and Code of Conduct
- Trust ICT Acceptable Use Policy
- School E-safety Policy
- Keeping Children Safe in Education – statutory guidance for schools and colleges
- School Behaviour Policy
- School arrangements for Children Missing in Education

Other temporary or visiting staff are made aware of the CP reporting procedures in the school and given a written statement including the contact details of the DSL.

6. Glossary and Guidance Sources

For the purpose of this policy:

- The term '**staff**' or '**member of staff**' refers to all adults paid or unpaid, working in any capacity in the school or in activities organised by the school, which brings them into contact with the children of the school
- **Parent/s** - refers to adults with parental responsibility for a particular child
- **DSL** - Designated Safeguarding Lead
- **DDSL** - Deputy Designated Safeguarding Lead
- **LADO** – Local Authority Designated Officer (first contact for allegations against Staff and Volunteers)
- **DBS** – Disclosure and Barring Service (formerly CRB)
- **SCR** - Single Central Record
- **KCSIE** - Keeping children safe in education