



Safeguarding at Ellowes Hall Sports College

Responsible Committee:	Ellowes Hall Governing Body
Policy Co-coordinating Officer:	Designated Safeguarding Lead
Safeguarding Board:	Dudley
Date revised and accepted by Governing body	October 2018
Next review date:	October 2019

What is our legal position?

Ellowes Hall Sports College, within the Invictus MAT has recognised its legal duties to work to the expectations of:

- The Children's Act 1989
- The Children's Act 2004
- The Education Act 2002
- Education Regulations 2014
- Working Together to Safeguard Children 2018
- Keeping Children Safe in Education 2018
- Dudley Local Safeguarding Board

In keeping with this statutory guidance alongside the expectations of the DFE and Ofsted, we are committed to our professional and legal duty to promote safeguarding and protect children from harm. This includes working with a wide variety of partners to create a child-centred approach to this care.

We understand that safeguarding is everyone's responsibility and anyone that comes into contact with our children and their families, has a role to play.

Ellowes Hall Sports College has ensured that all staff are well trained in safeguarding; that we have designated safeguarding leads to lead the promotion and protection of children; has protocols for staff to follow when there are concerns and that students are educated in how to keep themselves safe.

Ellowes Hall Sports College staff are committed to the belief that it could happen here and adhere to the Teaching Standards expectations where applicable.

What have we recognised as the key components for Safeguarding at this school?

In keeping with KCSIE 2018 we have identified the following aspects that make up effective safeguarding practice at Ellowes Hall Sports College.

1. Ensure that the school have the relevant policies in place to support Safeguarding that staff have read and agree to adhere to these policies.
2. Ensure we have an appropriate leadership team to direct Safeguarding
3. Ensure we have a dynamic and up to date training system to support staff and their professional development surrounding Safeguarding to include national and local issues that are prevalent
4. Ensure we have a selection of satellite guidance on matters that relate back to Safeguarding, to allow for staff to feel knowledgeable and supported in any situation that prevails
5. Ensure that staff that work in the school have provided the appropriate documentation and are registered on the Single Central Record, and in the event of an anomaly, this has been suitably challenged and accepted by the Headteacher.
6. Ensure that staff are aware of the protocols that we have in school for safeguarding and follow them
7. Ensure we have a safe environment for students to learn within including safer recruitment and designated leader for CLA's
8. Ensure students are made aware of how to keep themselves safe and ensure that behaviours reflect how to keep themselves and others safe

Our policy outlines what we adhere to in line with each of our key points.

1. Policy

There are four key policies that all staff members must be aware of and agree to adhere to. Staff members must also read and keep a copy of part one of the KCSIE 2018. Staff will sign a declaration each year to confirm that they agree to uphold the obligations to KCSIE 2018.

Invictus Education Trust has provided a code of conduct that all employees must adhere to. As from January 2017 all current members of staff must read and accept the terms of the code of conduct. The code of conduct outlines expectations in accordance to; promoting Safeguarding; a duty of care; professional boundaries and relationships; confidentiality; dress and appearance and behaviour outside the work place. Their acceptance and signature accepting this code is compulsory to school policy.

Should staff members carry out an act of misconduct then they must refer to the Staff Discipline Policy which will outline the actions that will be taken to investigate.

Certain staff will no longer be expected to sign a disqualification by association declaration as per the scrapping of this rule as part of the KCSIE 2018, however staff are asked to be mindful of their actions in Safeguarding students at Ellowes Hall Sports College.

The four policies are:

- Safeguarding Policy including the role of the Designated Safeguarding Lead
- Behaviour Policy
- Staff Code of Conduct
- Children Missing in Education

2. Appropriate Leadership Team

Designated Safeguarding Lead: Lianne Jones (Assistant Head)

Posting Date: 1st September 2016

Advanced Training Date: 18th October 2018

Contact Details: ljones@ellowes.dudley.sch.uk Telephone: 01384686580

Deputy Safeguarding Lead: Jonathan Marsh (Assistant Head)

Posting Date: 1st September 2016

Advanced Training Date: 18th October 2018

Contact Details: jmarsh@ellowes.dudley.sch.uk Telephone: 01384686581

Designated Safeguarding Governor: Bill Caldwell

Posting Date: 1st September 2016

Child Protection Training Date: 3rd November 2016

Contact Details: billcee365@aol.com Telephone via Karen Salt: 01384686525

Safeguarding Administrator: Caroline Shee

Posting Date: 31st October 2016

Child Protection Training Date: 27th November 2017

School LAC designated person: Mark Mckay

Contact Details: mmckay@ellowes.dudley.sch.uk

School E Safety Lead: Sue Jones

Contact Details: sjones@ellowes.dudley.sch.uk

School PREVENT designated person: Lianne Jones

Contact Details: ljones@ellowes.dudley.sch.uk

Designated Safeguarding Lead's Roles & Responsibilities

- Has responsibility, oversight and is accountable for all Safeguarding within the school alongside the Headteacher.
- When concerns or disclosures are raised, must be available and has the responsibility to decide which steps are to be followed and to act upon them.
- Be trained in contextualised Safeguarding to place the child at the centre of any concerns.
- Be aware of threshold guidance in determining whether a child is subject to section 47, section 17 or requires early help intervention. For further guidance see the colour chart within the appendices.
- Ensures that all concerns and disclosures are well documented and separate from ordinary school files. Ensures that files are updated and confidential and stored in a secure place.
- Makes sure that student files are kept confidential and restricted access is applied.
- Work with administration to ensure emergency contact information is held for each child.
- Work with administration to maintain the Child Missing in Education policy for the school.
- Keeps parents informed. (Not in the event that this may cause harm or place the child at risk)
- Passes on Safeguarding information in an appropriate manner to other schools or further education placements using recorded secure post only and to the appropriate people at that place only.
- Keeps staff up to date with Safeguarding matters and helps to coordinate a knowledge and confidence surrounding safeguarding
- Provides a Governors report each term on Safeguarding issues.

- Keeps abreast with local and national Safeguarding issues and manages the awareness within the students.
- Creates and maintains a successful link between external and internal agencies associated with Safeguarding.
- Adheres to Dudley Safeguarding Board and their protocols as supported by Working Together guidance 2018
- Includes Safeguarding within new school policies if applicable.

The Governing Bodies' Responsibilities

The governing body ensures that Safeguarding maintains a prominent position in school life and that the roles and responsibilities of those in charge of it are met successfully. The governing body agenda Safeguarding in their meetings and work together with the DSL to create a successful ethos around school and effective policies to put into practice.

3. Staff Training

According to 'Keeping Children Safe in Education' (2018), the Headteacher and all other staff who work with children will undertake child protection training to equip them to carry out their responsibilities for Child Protection effectively.

On successfully gaining an appointment at Ellowes Hall Sports College staff will be expected to attend a workshop on Safeguarding at Ellowes Hall Sports College as well as complete an online module to equip them with the knowledge and information needed to successfully safeguard.

All staff must make themselves available for training including face to face training and email updates relating to safeguarding and PREVENT.

All additional site staff such as Admin, Caretakers, Cleaners will receive basic training and annual updates via the DSL.

Both DSL and Deputy DSL receive advanced Safeguarding training and will repeat the training every two years.

All face to face training will take place every three years with Dudley Safeguarding Board.

Additional updates will be provided termly to staff via the DSL.

Governors receive annual training on basic Safeguarding with one governor completing a more advanced session on Safeguarding.

Governors will receive a termly report on Safeguarding at Ellowes Hall Sports College to include changes, trends and general updates on Safeguarding at the school.

Specific training for local or imminent Safeguarding issues will be completed at the discretion of the DSL and dependent on what services are available.

The Safeguarding board in the staffroom is accessible to all and provides all recent documentation and notifications on training that is available should the DSL deem this applicable.

Staff members are invited to a termly workshop on Safeguarding should they wish to renew their understanding.

It is the responsibility of the individual staff members to retain the knowledge gained from training and to seek further support in their own time if they deem it necessary. Information within the appendices reminds staff of the definitions of abuse and those students particularly susceptible to abuse

The DSL attends a termly forum where information is received on the local area. Updates from this are shared as the DSL sees fit and informs the governing body where necessary.

In particular matters that are prominent locally, additional sources of support may be disseminated. Current concerns surround FGM, CSE and Extremism. Staff have been provided with additional support and is included within the appendix.

4. Satellite Guidance

There is a wealth of material relating to safeguarding. The school make it a priority to keep their staff well informed and provide both school policies and access to government guidelines to do so. The safeguarding noticeboard holds copies of the most up to date government guidelines and below lists the key documentation that staff can access.

Government Guidelines

- <https://www.gov.uk/government/publications/working-together-to-safeguard-children--2>
Statutory guidance on how schools should work with a selection of different parties in the best interest of the young people. This document supports the needs for this to be a child-centred approach where their wishes and feelings are considered. It discusses the thresholds of support that the local authority utilize when assessing child protection including guidance on the early help strategy. The document helps to understand the assessment procedures for both Child in Need and Child Protection and gives guidance on what the school should do to support children than become subject of these assessments.
- <https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>
Statutory guidance that schools must follow on all aspects of Safeguarding. Provides signs of abuse and expected protocols when making a referral. Part one of KCSIE covers the expectations of all staff in a school regarding safeguarding and is the section that is read on induction or at the start of each school year.
- <https://www.gov.uk/government/publications/prevent-duty-guidance> Provides an outline of what PREVENT is and how it supports the counter-terrorist acts. Highlights the duty of schools to provide training, acknowledge risks and monitor ICT usage in line with PREVENT.
- <https://www.gov.uk/government/publications/multi-agency-statutory-guidance-on-female-genital-mutilation> Outlines the act of FGM and the criminality of it. Explains the backgrounds of those that could be at risk and how to act upon it. Reminds professionals that FGM is a significant breach of safeguarding and the actions that need to take place whether a child be at risk or have been subjected to FGM.
- <https://www.gov.uk/government/publications/preventing-and-tackling-bullying> Guidance to remind staff as to what bullying is, and the implications for a student that is subjected to bullying. Reminds staff that bullying is part of the safeguarding expectations and methods that can be applied to prevent and deal with bullying.
- <https://www.gov.uk/government/publications/children-missing-education> Advice on what is classed as a child missing in education and the time frames that school have to adhere to report to the local authorities. Explains that there are particular types of students that are more susceptible to being missing.
- <https://www.gov.uk/government/publications/children-who-run-away-or-go-missing-from-home-or-care> Provides an explanation of the protocols if a child runs away from home and the nature of what happens when they return to ensure they are safeguarded.
- <https://www.gov.uk/government/publications/child-sexual-exploitation-definition-and-guide-for-practitioners> Gives guidance surrounding CSE and what all staff should be aware of when recognising the signs of CSE. Explains the protocols that should be followed when dealing with CSE.
- <https://www.gov.uk/government/publications/what-to-do-if-youre-worried-a-child-is-being-abused--2> Is a basic explanation of the different signs of abuse that professionals should be identifying and the protocols that are followed when a referral is carried out.
- <https://www.gov.uk/guidance/domestic-violence-and-abuse> A comprehensive account of what domestic violence is with some leaflets that can be shared with those suffering domestic

violence.

- <https://www.gov.uk/government/publications/drugs-advice-for-schools> Guidance on how schools can handle the threat of drugs on school site including information on searches and methods of testing for drugs. Explains the use of parents and educational aspects that can be used to deter the use.
- <https://www.gov.uk/government/publications/sexual-violence-and-sexual-harassment-between-children-in-schools-and-colleges> New guidance on sexual harassment in schools, what the different aspects of this are and ways in which the school should deal with forms of harassment of a sexual nature.
- <https://www.gov.uk/government/publications/advice-to-schools-and-colleges-on-gangs-and-youth-violence> Home office advice and guidance on how to educate and deter the use of violence. Provides up to date information on the legalities of violence and the strategies that schools can adopt.

School Guidelines

The school equally have a range of policies that promote safeguarding.

As part of the Invictus Trust we adhere to all MAT policies however the following three are particularly specific to safeguarding.

- Recruitment and Selection Policy. This ensures that the necessary checks are carried out and the programme of safer recruitment is followed to lead to the successful appointment of well-safeguarded staff.
- E-Safety policy. To ensure that all staff follow the correct protocols for safe and appropriate use of the internet both within and outside of the classroom. This is also supported by the Social Media policy
- Complaints policy otherwise known as Whistleblowing. Guidance as to how staff report safeguarding concerns about other professionals within school.

Elowes Hall Sports College also have policies indicative to their own surroundings that relate to safeguarding. Policies that are of particular interest for effective safeguarding are:

- Attendance Policy. This references the protocol that is followed when chasing up children missing in education or patterns of attendance.
- Anti-Bullying Policy. Highlights our actions when dealing with all forms of discrimination including harassment.
- Confidentiality Policy. To ensure that all information and particularly that of children is suitably safeguarded and shared appropriately and with good reason.
- Substance misuse Policy. The actions that the school will take to deter students from substance misuse and the protocols that will be followed in line with government guidance on how this will be handled in school.

These are available via the link below:

- <https://ellowes.sharepoint.com/sites/TeacherToolkitmk2/SitePages/Policies.aspx>

Our Teacher Toolkit has a page dedicated to Safeguarding and the successful promotion of effective strategies surrounding Safeguarding. As part of this toolkit, information is also shared on:

- The PREVENT duty in school
- How safer use of technology is promoted with students

Whistleblowing Contact Details

In event that an allegation against a member of staff has been made or is to be made the following contact details will be needed.

Local Authority Designated Officer (LADO): Yvonne Nelson Brown

Contact Telephone Number: 01384813110

Contact email: allegations@dudley.gcsx

5. Staff Records

Prior to successful appointment, all staff must agree to personal records being kept on file to support our completion of the Single Central Record.

All staff must provide photographic ID in the form of a passport preferably.

Birth Certificates may be requested

Proof of address via a utility bill dated in the last three months – Staff that move home during their time at Ellowes Hall Sports College are responsible for updating details

Marriage certificates/ Decree Absolute are requested when a change of name is requested

Professional qualification certificates are required

In the event that an applicant is considered a foreign national, additional checks are required. This may include a letter of good conduct from a professional from the residing country. Ellowes Hall Sports College will adhere to KCSIE 2018 and follow the guidance from the home office.

Ellowes Hall Sports College work diligently to ensure that all files are confidential and suitably stored in a secure place.

Staff DBS, Employment History and References

The school insists that all staff members complete an enhanced DBS and barred screening and that their employment resides on the successful return of their DBS. In most cases DBS will be asked for before employment commences.

Staff members may be asked to update their DBS if it is deemed necessary.

Copies will not be kept on file for longer than six months and only in cases where further checks are necessary.

Teaching staff will complete a prohibition check and those in the leadership team will be checked against section 128 in accordance with guidance from Secretary of State regarding academies.

Foreign nationals will receive an additional EEA check and in the event that a member of staff has been out of the country for longer than one year, further checks may be required.

All staff must now provide two references which will ordinarily be gathered at interview stage.

Employment history will be scrutinised and unexplained gaps in employment history will be questioned as part of the safer recruitment process.

Should any of the above be incomplete or is returned with concerns, a risk assessment will be conducted. It is at the discretion of the Headteacher as to how employment is continued in light of the risk assessment.

Supply and Trainee Teachers

In the event of short term supply, the agency being used will provide all appropriate documentation to ensure the staff they are providing meet the expectations of Ellowes Hall Sports College. In the event of Trainee Teachers, it is the responsibility of their mentor to ensure that at the earliest opportunity they provide their DBS and two forms of identification to Human Resources. Until this point Trainee Teachers must not be left unattended and should refer to supervised visitor's regulations.

Volunteers

Ellowes Hall Sports College occasionally use the goodwill of volunteers. Volunteers will be asked to complete an application form as well as provide identification documents. Where necessary volunteers will be risk assessed before commencement.

6. Staff Protocol within Safeguarding

Expectation

All staff must read part 1 of the new KCSIE 2018 documentation and provide a signature as proof of their acknowledgement and adherence to this.

Staff are expected to read this policy and be aware of its contents.

Staff are expected to remain vigilant and know how to spot signs of abuse and know what to do in the case of a concern or disclosure.

All staff must know who the Designated Safeguarding Leads are within the school. They should access the staffroom Safeguarding noticeboard regularly.

All staff should understand Dudley Safeguarding strategy and the levels of threshold.

Recognising the Signs of Abuse and areas of concern

There are four traditional areas for recognising abuse. Physical Abuse, Emotional Abuse, Sexual abuse and Neglect. The appendix outlines what to look for in relation to these four areas of abuse as well as supporting guidance from the government

Locally there are 3 areas of concern. FGM, Self Harm and CSE. See the appendix for guidance however statutory safeguarding procedures should be followed.

More recently peer on peer abuse and sexual violence and harassment between children have become national areas of concern. Staff are reminded that neither are acceptable behaviours.

Within the appendix is a copy of brook family centre's guidance on acceptable and non-acceptable sexual behaviours to support staff in being vigilant. The school also ask staff to refer to the bullying policy for actions to minimise peer on peer abuse.

Safeguarding covers a whole host of potential concerns. Staff are reminded of these in their annual training.

Pupils with SEN and disabilities

Students with SEN or a disability are more vulnerable to abuse and yet there are additional barriers that may prevent them from communicating these concerns. Students with SEN are indicated via our learning platform and all have help sheets that relay to teachers strategies that may allow this student to flourish. Staff are expected to be more vigilant to the safeguarding needs of these students and continue to report as with any other student.

What to do

Staff have a sheet (Appendix) which highlights what they need to do and know. It is the responsibility of each and every staff member to know the contents of this sheet.

In the event of a cause for concern surrounding a student, staff members must complete the cause for concern document and give this to the DSL's.

In the event of a student disclosing a Safeguarding matter, staff members must complete the safeguarding document and return to DSL's.

It is the responsibility of all staff members to report these without delay.

It is the Headteacher's responsibility to ensure the DSL's have the time and cover to carry out their duties when incidents and issues are reported.

In the event of the concern surrounding the conduct of a member of staff this should be reported to the Headteacher in the first instance and should follow the escalation process as stated in part one of the KCSIE document. The complaints policy also supports this.

Should a staff member not be satisfied with the outcome of a Safeguarding concern again in the first instance they should contact the Headteacher.

Children missing from Education

A student missing from education for eight sessions or more is a potential indicator of abuse and neglect. Should a student go missing from school (education) the Attendance officer will inform the Designated Lead and contact the Educational Welfare service; the Designated Lead will consider further actions/support should it be required. We will inform the LA of any student removed from our roll so that the LA can identify and safeguard children missing from education. For further guidance staff should refer to the Children Missing in Education policy.

Record Keeping

As with all confidential documentation, files and forms completed for students will be kept in a secure and safe place away from their admissions file. Access to these files is limited to the DSL and their immediate counterparts.

Should files need transferring this is done via secure post and recorded delivery and copies of requests are kept by the school.

Whilst the school adhere to GDPR practice the school will not delay action should it potentially cause risk of harm for the student to do so.

Additional Support

Safeguarding is a minefield of information, staff will receive updates via the noticeboard and termly email bulletins that are released.

7. Safe Environment

Ellowes Hall Sports College has a responsibility to ensure that students are kept safe whilst attending school and have access to environment that suits effective learning.

Actions

- All visitors must report to reception and sign in. Dependent on the necessary checks visitors receive a supervised or unsupervised pass. Supervised passes means that the visitor must be accompanied by a member of staff at all times whilst on school site.
- All staff members carry a photographic print card or wear an Ellowes pin. This is recognisable to students and staff.
- Reception doors are coded and do not allow access into the school.
- The school has a lockdown procedure to ensure the safety of its students in the event of an emergency
- 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. Every effort should be made to ensure that confidentiality is maintained for all concerned. Information should be handled and disseminated on a need to know basis only.
- Information will be stored in a secure place with restricted access to designated people and be maintained in line with data protection laws (e.g. that information is accurate, regularly updated, relevant and secure).
- Staff members are regularly trained on recognising signs of abuse and know the appropriate channels to report if applicable.
- New staff members receive in depth training on arrival.
- Students receive their own training via the PSHE and Core Studies curriculum on how to conduct themselves safely. Periodically changes are made to the PSHE programme to help educate students in pressing safeguarding matters. This is done by the head of PSHE and the DSL.
- Students are welcome and have the necessary procedures to report concerns of their own via the cause for concern or peer contact forms. Ellowes Hall Sports College have a reporting app to allow students to raise their concerns in a safe and suitable manner.
- Members of SLT are trained in safer recruitment to ensure that all avenues are explored when hiring new staff.
- In the event a concern needs to be raised surrounding a member of staff, staff are advised to alert the Headteacher. The headteacher will decide on the course of action and report via the necessary whistleblowing channel as mentioned previously. Staff can equally alert the LADO themselves if they feel it necessary to do so. The school take all allegations seriously and a case manager will investigate. If necessary the barring service will be notified.
- In the event a student is deemed to be at risk of harmful behavior, a risk assessment is completed by the inclusion team to ensure the safety and well-being of all involved.
- As part of the school behavior policy, staff are aware of the rule of reasonable force, search and confiscation. A log of any act is kept with the headteacher.

Prevent Duty

From the 1 July 2015 all schools are subject to a duty under section 26 of the Counter- Terrorism and Security Act 2015, in the exercise of their functions, to have 'due regard to the need to prevent people from being drawn into terrorism'.

WRAP training as well as the general Channel awareness module has been completed by staff to safeguard all members of our community.

In September 2018 the local area was not listed as an area of concern for PREVENT. General safeguarding practices should be applied in the event of anything of a PREVENT risk.

Where there is a concern it will be reported directly to LEA Prevent coordinator and police.

prevent_inbox@west-midlands.pnn.police.uk).

Ellowes Hall Sports College has a designated PREVENT lead who is a member of Senior Management to keep abreast of changes and maintain up-to-date PREVENT policy and practice.

Ellowes Hall Sports College maintain a prevent risk assessment which is updated with local contextual information if necessary.

8. Student Awareness

Ellowes Hall Sports College is committed to equipping students with their own understanding of their safety and Safeguarding.

All students have access to the pastoral system via their tutor and head of house.

Students are aware of the cause for concern, disclosure and peer on peer protocols that protect them and have access to staff members as and when they need them.

Through both PSHE and Core Studies students build a wide range of knowledge on key safeguarding issues. They are:

- Year 7
 - How to securely and safely access emails and online communications such as IM and chatrooms.
 - How to keep personal information secure online
 - Appropriate use of images and videos and what to do in the event of inappropriate images.
 - Safety issues and advice within social networking and online gaming
 - How to report concerns over the internet
 - Cyberbullying and how to deal with it
 - Digital Footprints
 - Types of peer on peer abuse
 - Strategies for dealing with peer on peer abuse
 - Anti-bullying week

- Year 8
 - Drug awareness including the types and effects of alcohol, tobacco and drugs
 - The law surrounding drugs
 - Drug awareness
 - Healthy Lifestyles

- Year 9
 - Online safety
 - Online crime
 - Safety threats within ICT

- KS4
 - Sexting and inappropriate images
 - Healthy and unhealthy relationships
 - Sex Education with the support of School Nurse
 - Risk awareness and CSE
 - Cybercrimes
 - Emotional Health via the School Nurse
 - Mental Health concerns
 - Managing Mental Health

- KS5
 - As part of the tutor schedule, the head of sixth form selects a range of pertinent issues that help keep our 16-18 students self-aware and safe from potential safeguarding threats. Local and National issues are discussed alongside mental health, keeping safe online and CSE.

At set times throughout the year there are opportunities for the timetable to be collapsed to offer further training for students. These may include visits from the local police, drug awareness groups, relationship counselling. A regular audit takes place within the PSHE team (see appendix) to ensure that relevant training is offered throughout the year and matches the key issues nationally and locally at the time.

Each week students have access to an onsite counselling service offered by the school chaplains who can offer further Safeguarding support. Chaplains are led by the Safeguarding governor and follow the same protocols instigated by the school should there be any concerns or disclosures.

Should students become more vulnerable; with the support of internal and external agencies, Ellowes Hall Sports College should work hard to promote an awareness of students staying safe and having a sense of responsibility for their own safety.

This policy will be reviewed on an annual basis and when deemed appropriate by DSL and the Headteacher. Next review date scheduled for October 2019.