



Safeguarding Academy Information

Havercroft Academy

Safeguarding Academy Information

Trust Academies to Support the WCAT Safeguarding Policy

Academy: Havercroft Academy
Headteacher/Principal: Karen Wakefield

Named Personnel with Designated Responsibility for Safeguarding and Child Protection

Academic Year	Designated Safeguarding Lead (DSL)	Deputy Designated Safeguarding Lead (DDSL)	Nominated Governor	Designated Lead for Child Protection
2016/17	Helen Carter	Karen Wakefield	Carol Connelly	Helen Carter

Role	Name
Designated Senior Lead (DSL) for Safeguarding is:	Helen Carter
and the person/s who deputise/s (Deputy DSL) in his/her absence is/are:	Karen Wakefield
The designated person with responsibility for Child Protection is:	Helen Carter
The nominated governor for Safeguarding is:	Carol Connelly
The designated person with responsibility for Looked After Children (LAC) is:	Helen Carter
The designated Lead for PREVENT is:	Karen Wakefield

Policy Review dates

Review Date	Changes Made	By Whom	Date Shared with Staff
Oct 2015	Policy rewritten as new Headteacher came into post	Karen Wakefield	2/11/15
Dec 2016	WCAT Policy Issued to all Academies	WCAT Core Team	4/1/17
Jun 2017	Policy updated to reflect needs of Havercroft Academy	Karen Wakefield	5/7/17

Dates of Staff Training and details of course title and training provider

Whole School	Designated Safeguarding Lead	Deputy Designated Safeguarding Lead
5/09/2016 – Safeguarding and prevent -VEN	4/11/14- CAF training – Wakefield Council	15/06/15 – DSL- Wakefield Council
PREVENT Channel online training (November 2016)	25/06/15- Signs of Safety- Wakefield Council	7/10/15 Prevent Training – Wakefield Council
KCSiE Questionnaire (April 2017)	15/06/15 – DSL- Wakefield Council	15/4/16 Safer Recruitment Training
	22/04/16- Positive Handling React UK	Managing Allegations Against Staff - 13/6/17 Wakefield LA
	14/08/16 FGM – Home Office	DSL Refresher - 3/7/17 Wakefield LA
	19/6/17 DSL Refresher, Wakefield LA	

Since 01 January 2010 it has been mandatory that any appointments of maintained school staff are made by a recruitment panel that includes at least one person who has been trained in Safer Recruitment. Ofsted will request evidence as part of their inspections that each recruitment panel meets this requirement.

.....Karen Wakefield..... (Headteacher) and

.....Jo White (Academy Governor) and/or

.....Chris Johnson..... (Academy Governor)

have undertaken training in Safer Recruitment training.

The DSL ensures that there is always cover for this role including arrangements during academy holidays as follows:
(insert arrangements)

Vicky Maybin has DSL mobile number as do all current social workers All calls are passed onto Karen Wakefield if DSL is on holiday. However, DSL phone is always on unless flying.

Disclosures or information may be received from pupils, parents or other members of the public. The Academy recognises that those who disclose such information may do so with difficulty, having chosen carefully to whom they will speak. Accordingly all staff will handle disclosures with sensitivity.

- Children have access to Worry Box where they can post their worries and a member of the Inclusion Team will follow up on it.
- We have staff trained in sign language
- Parent may come in at any time to talk to a member of the Inclusion Team
- Home visits are carried out if necessary
- 1:1 Pupil Meeting carried out by a member of the Inclusion team
- Warm and welcoming environment provided in Inclusion Room
- DSL does introduction assembly to whole school
- DSL carries out personal meeting with all new pupils
- Safeguarding training on disclosure given to all staff
- On the staff safeguarding noticeboard there is a reminder of the steps to take should a child disclose to them
- Clear Safeguarding Policy for Staff
- Use of Child Advocates

DEALING WITH CONCERNS

Members of staff and volunteers are not required by the academy to investigate suspicions; if somebody believes that a child may be suffering, or may be at risk of suffering significant harm, they must always refer such concerns to the designated person, who will refer the matter to the relevant Children's Services.

To this end, volunteers and staff will follow the procedures below;

- Upon the receipt of any information from a child, or if any person has suspicions that a child may be at risk of harm, or
- If anyone observes injuries that appear to be non-accidental, or
- Where a child or young person makes a direct allegation or implies that they have been abused,
- Makes an allegation against a member of staff.

They must record their concerns on a Cause of Concern sheet kept in class safeguarding files what they have seen, heard and know accurately

the time the event occurs, and share their concerns with the Designated Deputy Person immediately. A Safeguarding referral sheet may be used to alert the designated staff in initial minor issues, which may contribute to a fuller long term picture.

We will ensure that all members of staff and employees are familiar with the procedures for keeping a confidential written record of any incidents in accordance with the requirements of Wakefield and District safeguarding Children Board.

Where any member of staff fails to report their concerns, this may be dealt with as a disciplinary matter.

Allegations regarding person(s) working in or on behalf of academy provision (including volunteers)

Detailed and accurate records will be made to include decisions, actions taken, and reasons for these. Records of all incidents and concerns about staff will be kept in order that historical patterns can be detected. All records will be retained securely in a locked cupboard in the Headteacher's office. Historical records are kept locked with restricted access.

Whilst we acknowledge such allegations, (as all others), may be false, malicious or displaced, we also acknowledge they may be founded. It is, therefore, essential that all allegations are investigated properly and in line with agreed procedures.

Contacts

Please add all relevant numbers

Advice and Support

PREVENT Team

Area Prevention Managers : PC Gary Blezard (CTU)

wd.prevent@westyorkshire.pnn.police.uk

101 Non-emergency number

Counter Terrorism Hotline 0800 789321

Advice and Referral

Children's Social Care: 03458503503

social_care_direct@wakefield.gov.uk

Emergency Duty Team (Golden Number): 003458 503503

Police 101 (Ask for the Serious Crime Team in your area)

Safeguarding Unit

Safeguarding / Designated Officers for Managing Allegations (LADOs): Jane McCann 01924 302155

Customer Service Contact numbers for referral to Children's Social Care: 03458503503

Customer Service Contact numbers for referral to Children's Social Care in neighbouring Local Authorities:

Bradford – 01274 437 500

Kirklees- 01484 456 848 (out of hours 01484 414933)

Calderdale- 01422 393 336 (out of hours 288 000- MAST)

Leeds – 0113 376 0336

East Yorkshire – 01482 395 500

Rotherham- 01709 33 60 80 (MASH)

Sheffield- 0114 273 4925

Wakefield – 0345 8503 503

Doncaster – 01302 736 000

York – 01904 551 900

North Yorkshire – 01609 780 780

Curriculum Support for Safeguarding

The Academy is committed to ensuring there are opportunities in the academy curriculum, for example through the Personal, Social, Health Education (PSHE) curriculum and by providing an age-related, comprehensive curriculum, for pupils to be taught about aspects of safeguarding in order to develop the knowledge and skills they need to recognise and stay safe from abuse, including on-line safety

Parents /carers are invited to view any resources and discuss any concerns they have over any curriculum content within our PSHE curriculum provision. Arrangements can be made by contacting Helen Tate PSHE leader in the first instance.

Methods of Support for Pupils and Parents

The following information is made available to pupils:

Child Help Line Posters and assemblies

Regular assemblies with PC Blunt on how to stay safe eg Fire works, on the street

Links on website

Bike ability – road safety

PHSE Lessons

EWO

School nurse assemblies and workshops

Child advocates

School is a member of the Wakefield Young People's Safeguarding Charter

Child Friendly Safeguarding Policy

Child Friendly Anti Bullying Policy

Assemblies

The Academy's arrangements for consulting with and listening to pupils are:

Worry Box

School Council

Restorative Practise

Pupil Meetings

Anti Bullying Week

EWO

Fire service

School nurse assemblies and workshops

PHSE lessons

School is a member of the Wakefield Young People's Safeguarding Charter

We make pupils aware of these arrangements by:

Assemblies

Letters home to parents

Newsletter

Posters

I:I meetings

PHSE lessons

Partnership with Parents

The Academy shares a purpose with parents to keep children safe from harm and to have their welfare promoted. There are signs around school, inform who the Designated Safeguarding Leads are. E-Safety information is available for parents on the school website. Details about how parents can report concerns and who the Designated Leads are, included in the first newsletter of each half term. We encourage parents to discuss any concerns they may have with class teachers, the Headteacher/Deputy Headteacher and the Parent Support Advisor. The Child Protection Policy should be available publicly

either via the academy website or by other means. We make parents aware of our Policy by including it on the Academy website. Parents are also informed that they can come into school and read a printed copy.

NSPCC www.nspcc.org.uk

CEOP <https://www.thinkuknow.co.uk/parents/>

Internet Matters <http://www.internetmatters.org/>

Parent Zone <http://www.theparentzone.co.uk/parent>

Childnet <http://www.childnet.com/resources/know-it-all-for-parents>

Parents Protect www.parentsprotect.co.uk

<http://www.direct.gov.uk/en/Parents/Schoolslearninganddevelopment/YourChildsWelfareAtSchool/index.htm>

Links on Website

Parent workshops with PC Blunt

Parent Workshops with NSPCC

Parent workshops on how to keep their children safe on line

Newsletter

Parent mail

Parent text

School part of Round Robin alert group

We encourage parents to discuss any concerns they may have with **Helen Carter**

The Child Protection Policy should be available publicly either via the academy website or by other means.

We make parents aware of our policy by publishing it on the website. Also parents can request printed copy if they so require.

Partnerships with other Agencies

The Academy recognises that it is essential to establish positive and effective working relationships with other agencies such as the local Prevent Team, Children and Families Service including Multi-Agency Support Hub, Education Welfare Service, Barnardo's, Community Police, Health/School Nursing, Wakefield District Council, NSPCC, ChildLine and Schools' Service Oral Health.

Police

Fire

School Nurse

Social services

Family in Crisis Team

Hub

School is a member of the Wakefield Young People's Safeguarding Charter

District Council

Parish Council

BEAM

CHAM

Speech and Language

EWO
NSPCC

Pupil Information

In order to keep children safe and provide appropriate care for them the Academy requires accurate and up to date information regarding names, contact details of those with parental responsibility, emergency contact details, persons authorised to collect child from school, any relevant court orders, care orders etc, CP Plan, contact details of agencies involved with family, GP details etc.

The Academy will collate, store and agree access to this information. Contact details, parental responsibility, emergency contact details and GPs, on the Integris System. Records of a more sensitive and confidential nature are kept securely on Integris and historical records are kept in a locked filing cabinet in the DSLs office.