

## SAFEGUARDING AND CHILD PROTECTION POLICY

### THE ETHOS OF IQRA ACADEMY

IQRA means 'Read'

**I**mprovement

**Q**uality

**R**espect

**A**chievement

**Child Protection** is an aspect of **Safeguarding**, but is focused on how we respond to children who have been significantly harmed or are at risk of significant harm. The term **staff** applies to all those working for or on behalf of the academy, either in a full time or part time capacity, or in either a paid or voluntary capacity. This also includes governors and any external partners working for the academy e.g. sports coaching, foreign language etc.

The term **child** refers to all young people who have not yet reached their 18th birthday. On the whole, this will apply to pupils of our academy; however the policy will extend to visiting children and students from other establishments.

The term **parent** refers to birth-parents and other adults in a parenting role, for example: adoptive parents, step-parents, guardians and foster carers.

### Statement of Intent

IQRA Academy is committed to safeguarding and promoting the welfare, both physical and emotional, of every pupil both inside and outside of the school premises. We believe that all children have the right to be protected from harm and schools play a key role in the prevention of abuse.

This policy sets out a clear and consistent framework for delivering this promise, in line with safeguarding legislation and statutory guidance.

It will be achieved by:

- Creating a culture of safer recruitment by adopting procedures which help deter, reject or identify people who might pose a risk to children. Iqra Academy will ensure that any new staff members and volunteers are only appointed when all the appropriate checks have been satisfactorily completed.
- Educating pupils on how to keep safe and to recognise behaviour that is unacceptable.
- Identifying pupils who are suffering or are likely to suffer significant harm at the earliest opportunity, and taking appropriate action with the aim of making sure they are kept safe at home and in our academy.
- Ensuring members of the governing board, the principal and staff members understand their responsibilities under safeguarding legislation and statutory guidance, and are alert to the signs of child abuse and know to refer concerns to the Designated Safeguarding Lead (DSL). Keeping Children Safe in Education (September 2016)
- Establishing a safe environment in which children feel safe and can learn and develop.

The Academics DSL is Shahnaz Anwar-Bleem (Principal). In the absence of the DSL, child protection matters will be dealt with by Mr Arif Khan (Learning Mentor), Mrs N Gilpin (Deputy Head Teacher) Mrs J Shovlin (Deputy Head Teacher) Mrs A Lindup (SENDCo) Mrs L Dodsworth (EYFS Manager). It is the role of DSL to ensure procedures are followed within the academy, and to make appropriate, timely referrals to Children's Social Care. Additionally it is the role of the DSL to ensure all staff within the academy is aware of the internal procedures and to advise staff and offer support.

The role of the nominated Safeguarding Governor is to ensure the academy has effective procedures and policies in place to safeguard children.

We recognise some children may be especially vulnerable to abuse, and children who are abused or witness violence are more likely to have low self-esteem and may find it difficult to develop a sense of worth. We will always take a considered and sensitive approach in order that we may support our pupils.

All pupils in our Academy are aware of a number of staff who they can talk to. All pupils know we have a DSL. We make pupils aware of this through PSHE lessons and 'circle time'.

## **Definition**

Safeguarding and protecting the welfare of children is defined as:

- Protecting pupils from maltreatment
- Preventing the impairment of pupils' health or development
- Ensuring that pupils grow up in circumstances consistent with the provision of safe and effective care
- Taking action to enable all pupils to have the best outcomes

## **Legal Framework**

This policy is in line with:

- The Children Act 1989 and Children Act 2004
- The Education Act 2002
- The Education (Health Standards) (England) Regulations 2003
- The Safeguarding Vulnerable Groups Act 2006
- School Staffing (England) Regulations 2009 (As amended)
- The Equality Act 2010
- The Protection of Freedoms Act 2012
- The Education (School Teachers' Appraisal) (England) Regulations 2012 (as amended)
- The Children and Families Act 2014
- The Sexual Offences Act 2003
- The Education (Pupil Registration) (England) Regulations 2006 (as amended)

## **Safeguarding is the Responsibility of All Academy Staff**

It is the role of the Governing Body and the academy leadership team to ensure the DSL and Named Persons for Child Protection are properly supported to carry out this task and that they are given time to fulfil the duties their role demands. It is the role of the DSL to ensure procedures are rigorously followed within the academy, and to make appropriate, timely referrals to Children's Social Care in accordance with the locally agreed procedures. Additionally, it is the role of the DSL to ensure all staff employed, including temporary staff and volunteers, within the academy are

aware of the academy's internal procedures, to advise staff and to offer support to those requiring this.

At Iqra Academy we recognise all adults working with, or on behalf of children have a responsibility to protect them. We will do this by:

- Ensuring the academy complies with its duties under the above child protection and safeguarding legislation
- Establish and maintain an environment where children feel secure, are encouraged to talk and are listened to
- Ensure pupils are aware of behaviour towards them which is not acceptable and how they can keep themselves safe
- Be aware of and understand the academy's policies and procedures, in the event a child confides they are being abused or neglected
- Be aware of the signs of abuse and neglect
- Ensuring the DSL and Named Persons for Child Protection attend the required training and the training is refreshed annually. All other staff will receive an appropriate level of training and will undergo refresher training regularly
- Ensuring the Principal, other staff responsible for recruitment and one member of the Governing Body completes Safer Recruitment training.
- Ensuring the upkeep of a Single Central Record of all staff and regular volunteers in accordance with government guidance.
- Ensure there are procedures in place to handle allegations against staff and other pupils.
- Identified staff will receive 'Team Teach Training' to aid in intervention techniques. Staffs who have not received this training will request the assistance of a trained member of staff if a situation of this nature arises, for their own safety and protection
- Records are kept of all concerns, both in written form and on our online system (CPOMs), whether or not there is a need to refer the matter immediately, and that these records are kept securely
- If a child subject to a Child Protection Plan leaves the academy, records will be transferred to the new school without delay and the Social Worker will be informed.

## **Inter-agency Working**

IQRA Academy recognises that it is essential to establish positive and effective working relationships with external agencies. We will work with Children's Social Care, the Police, health services and other services to protect the welfare of our pupils, through the early help process and by contributing to inter-agency plans to provide additional support. We also recognise the particular importance of inter-agency working in identifying and preventing child sexual exploitation (CSE).

In light of the above, staff members are aware that whilst the Data Protection Act 1998 places a duty on schools to process personal information fairly and lawfully, it is not a barrier to sharing information where failure to do so would result in the pupil being placed at risk of harm.

## **Child Protection**

Staff within the academy are well placed to observe any physical, emotional or behavioural signs which indicate a child may have suffered significant harm. The Child Protection Policy details what

our academy would define as abuse (Working Together to Safeguard Children 2015) and Keeping Children Safe in Education (2016).

**Abuse:** A form of maltreatment of a child which involves inflicting harm or failing to act to prevent harm. Children may be abused in a family, institutional or community setting by those known to them, or, more rarely, by others, e.g. via the internet.

**Physical abuse:** A form of abuse which may involve actions such as hitting, throwing, burning, drowning and poisoning, or otherwise causing physical harm to a child. Physical abuse can also be caused when a parent/carer fabricates the symptoms of, or deliberately induces, illness in a child.

**Emotional abuse:** A form of abuse which involves the emotional maltreatment of a child such as to cause severe and adverse effects on the child's emotional development. This may involve telling a child they are worthless, unloved, inadequate, not giving them the opportunities to express their views, deliberately silencing them, or often making them feel as though they are in danger.

**Sexual abuse:** A form of abuse which involves forcing or enticing a child to take part in sexual activities, not necessarily involving a high level of violence, and whether or not the child is aware of what is happening. This may involve penetrative assault, such as touching, or non-penetrative actions, such as looking at sexual images or encouraging children to behave in inappropriate ways.

**Neglect:** A form of abuse which involves the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in serious impairment of a child's health or development. This may involve providing inadequate food, clothing or shelter, or the inability to protect a child from physical or emotional harm, or ensure access to appropriate medical treatment.

It is not the responsibility of the academy staff to investigate welfare concerns or determine the truth of any disclosure or allegation. All members of staff however, have duty to recognise signs or indicators that a child may be suffering abuse and ensure that any concerns are raised with the DSL.

## **Female Genital Mutilation (FGM)**

Iqra Academy is aware the Female Genital Mutilation Act 2003 requires its staff to report to the police any discovery, whether through disclosure by the victim or visual evidence, of FGM on a girl under the age of 18. Staffs are aware of the indicators of FGM and that they should apply the usual referral process and Child Protection procedures and pass this information to the DSL.

## **Forced Marriage**

A "forced marriage" is defined as a marriage which is entered into without the full and free consent of one or both parties, and where violence, threats or any other form of coercion is used to cause a person to enter into the marriage. Forced marriage is classed as a crime in the UK.

If staff members have any concerns regarding a child who may have undergone, is currently undergoing, or is at risk of, forced marriage, they must speak to the DSL and local safeguarding procedures will be followed.

## **Child Sexual Exploitation (CSE)**

For the purpose of this policy, “child sexual exploitation” is defined as: a form of sexual abuse where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person into sexual activity.

Academy staff members are aware of the key indicators of CSE through regular refresher training. In addition Iqra Academy appreciates it has a role to play in the prevention of CSE and children are made aware of through PSHE curriculum e.g Healthy Relationships etc. Where CSE, or the risk of it is suspected, staff will report concerns to the DSL.

## **Preventing Radicalisation**

Protecting children from the risk of radicalisation is part of the academy's wider safeguarding duties. IQRA Academy will actively assess the risk of pupils being drawn into terrorism. The academy will ensure that we engage with parents/carers and families, to spot signs of radicalisation.

All staff will undertake Prevent training to ensure they are aware of the risk indicators and their duties regarding preventing radicalisation. Any concerns over radicalisation will be referred to the DSL.

## **A Child Missing From Education**

Iqra Academy is aware that a child going missing from the academy is a potential indicator of abuse or neglect and, as such, these children are increasingly at risk of being victims of harm, exploitation or radicalisation.

Staff will monitor pupils who go missing from the academy, particularly on repeat occasions, and report them to the DSL following normal safeguarding procedures. This includes children who have not returned from extended leave on the agreed date.

Iqra Academy will inform the Education Social Work Service (ESWS) of any pupil who is believed to have left the academy without suitable education provision being provided. Iqra Academy will also report any pupil who is repeatedly absent from the academy without a reason being provided to the ESWS.

## **Pupils with Special Educational Needs and Disabilities (SEND)**

Iqra Academy recognises that pupils with SEND can face additional safeguarding challenges, and understands that further barriers may exist when determining abuse and neglect in this group of pupils.

Staff will be aware of the following:

Certain indicators of abuse such as behaviour, mood and injury may relate to the pupil's disability without further exploration.

Pupils with SEND can be disproportionately impacted by things like bullying, without outwardly showing any signs

Communication barriers may exist, as well as difficulties in overcoming these barriers

When reporting concerns or making referrals for pupils with SEND, the above factors will always be taken into consideration.

## Concerns About a Pupil

- When identifying concerns, staff members will use their professional judgement and decisions will be made on a case-by-case basis.
- All staff members are aware of the procedure for reporting concerns and understand their responsibilities in relation to confidentiality and information sharing.
- If a staff member has any concerns about a pupil, they will raise them with the DSL as soon as possible or, if necessary, refer the case to specialist or early help services.
- Where the DSL is not available to discuss the concern with, staff members will contact one of the named persons for child protection within our academy.
- If a referral is made about a child by anyone other than the DSL, the DSL will be informed as soon as possible.
- Staffs are required to monitor a referral if they do not receive information from the Local Authority regarding what action is necessary for the pupil.
- If the situation does not improve after a referral, the DSL will ask for reconsideration to ensure their concerns have been addressed and that the situation improves for the pupil.
- If early help is appropriate, the case will be kept under constant review. If the pupil's situation does not improve, a referral will be considered.
- All concerns, discussions and decisions made, as well as the reasons for making those decisions, will be recorded on CPOMs
- If a pupil is in immediate danger, a referral will be made to Childrens Social Care (CSC) and/or the police straight away.
- Where there are safeguarding concerns, the academy will ensure the pupil's wishes are always taken into account, and there are systems available for pupils to provide feedback and express their views.
- When responding to safeguarding concerns, staff members will act calmly and supportively, ensuring that the pupil feels like they are being listened to and believed.

## Managing Referrals

The reporting and referral process will be followed accordingly.

- All staff members, in particular the DSL, will be aware of the Local Authority's arrangements in place for managing referrals.
- The DSL will provide staff members with clarity and support where needed.
- When making a referral to CSC or other external agencies, information will be shared but will only be shared where necessary to do so.
- The DSL will work alongside external agencies, maintaining continuous liaison, including multi-agency liaison where appropriate, in order to ensure the wellbeing of the pupils involved.
- Where a pupil has been harmed, is in immediate danger or at risk of harm, within one working day of a referral being made, the referrer will be notified of the action which will be taken. Where this information is not forthcoming, the referrer will contact the assigned social worker for more information.
- Where CSC decides that a statutory investigation is not appropriate, the academy will give consideration to referring the incident again if it is believed that the pupil is at risk of harm.

- Where CSC decides that a statutory investigation is not appropriate and the academy agrees with this decision, the academy will give consideration to the use of other support mechanisms, such as early help and pastoral support.
- At all stages of the reporting and referral process, the pupil will be informed of the decisions made, actions taken and reasons for doing so.
- Discussions of concerns with parents will only take place where this would not put the pupil or others at potential risk of harm.
- The academy will work closely with parents to ensure the pupil, as well as their family, understands the arrangements in place, such as in-school interventions, are effectively supported and know where they can access additional support.

## **Confidentiality**

All staff are aware they must promise not to keep 'secrets' with children and if children disclose abuse this must be passed on to the DSL or Named Persons for Child Protection as soon as possible and the child should be told who their disclosure will be shared with.

Staff will be informed of relevant information in respect of individual cases regarding child protection on a 'need to know' basis only. All staff must be aware that they have a professional responsibility to share information with other relevant agencies where necessary to safeguard and promote the welfare of children.

## **Young Carers**

In many families, children contribute to family care and well-being as part of normal family life. A young carer is a child who is responsible for caring on a regular basis for an adult or a sibling who has an illness or disability. Caring responsibilities can significantly impact upon a child's health and development. At Iqra Academy we will make a referral where a young carer is:

- Unlikely to achieve or maintain a reasonable standard of health or because of their responsibilities
- At serious risk of harm through abuse or neglect
- Providing intimate body care

## **Safe Working Practice**

All staff at Iqra Academy are responsible for their own actions and behaviour, and should avoid any conduct which could be seen as inappropriate. Identified staff will receive 'team teach training' to aid in intervention techniques. Staffs who have not received this training will request the assistance of a trained member of staff if a situation of this nature arises, for their own safety and protection.

If a staff member has concerns about another member of staff then this will be raised with the Principal/ line manager or raised with the Chair of Governors.

Any concerns regarding the safeguarding practices at Iqra Academy will be raised with the Senior Leadership Team, and the necessary whistleblowing procedures will be followed, as outlined in the Whistleblowing Policy.

# Managing Allegations

## Allegations against members of staff

There are occasions where a pupil at the academy, a parent or another person may make an allegation against a member of staff. The term **allegation** refers to concerns raised or reported which might indicate a person would pose a risk of harm if they continue to work in regular or close contact with children in their present role, or in any capacity. This means it has been alleged that a teacher or member staff (including volunteers) in an academy/school or college which provides education for children under 18 years of age has:

- Behaved in a way that has, or may have, harmed a child;
- Possibly committed a criminal offence against or related to a child
- Behaved towards a child or children in a way that indicates he or she would pose a risk of harm if they work regularly or closely with children.

In this event, the Principal (or Chair of Governors if the allegation is against the Principal) must be informed and the Procedures for Managing Allegations for Staff followed.

All staffs are expected to recognise the need for absolute confidentiality in such situations.

## Allegations against other pupils

Iqra Academy is aware that peer-on-peer abuse can be manifested in many different ways, including sexting, gender based violence and bullying (including cyber-bullying). Allegations of abuse made against other pupils and the disciplinary action necessary, will be dealt with in accordance with the procedures outlined in the academy's Anti-Bullying Policy and through behaviour management.

Members of staff will also consider whether the complaint raises a safeguarding concern. If there is a safeguarding concern the DSL should be informed. The DSL will take appropriate action. Records of the concern, the discussion and any outcome will be retained and entered on CPOMs.

Iqra Academy will also ensure that pupils are taught about safeguarding, including online safety, as part of a broad and balanced curriculum in PSHE lessons and group sessions.

## Supporting Staff

We recognise that child protection is a difficult subject for those who work with children. Working with a child who has suffered harm may be stressful. We are committed to supporting such staff to seek further help as appropriate. All staff and volunteers must feel able to raise concerns about poor or unsafe practice; such concerns will be addressed in accordance with the agreed Whistleblowing Policy.

## Safer Recruitment

An enhanced DBS check with barred list information will be undertaken for all staff members engaged in regulated activity. A person will be considered to be in 'regulated activity' if, as a result of their work, they:

- are responsible on a daily basis for the care or supervision of children.
- regularly work in the academy at times when children are on the premises.

Iqra Academy is committed to keeping an up to date Single Central Record (SCR) for all staff and anyone engaged in regulated activities. Staff members who are involved in recruitment will receive Safer Recruitment training.

## Domestic Abuse

Domestic abuse is defined as "all acts of physical, sexual, psychological, economic and emotional violence" which may be committed by a family member or intimate partner. If staff identify any children whom domestic abuse may be a concern, they should refer to the DSL.

## Cross Reference To Other Academy Policies

We recognise a number of other policies and procedure developed and operated by the academy form part of the wider agenda of Safeguarding and Promoting Children’s Welfare and this policy should be read in conjunction with the policies listed below:

- Anti Bullying Policy
- Health and Safety Policy
- Safer Recruitment Policy
- Safeguarding Staff and Pupils – Staff Code of Conduct
- Policies which recognise specific vulnerable groups (SEND, Inclusion Policies)
- Child Protection Policy

## Declaration of Responsibility

This Safeguarding and Child Protection Policy was reviewed and formally adopted by Iqra Academy on

..... Date

..... Signed Named Governor

..... Signed Principal

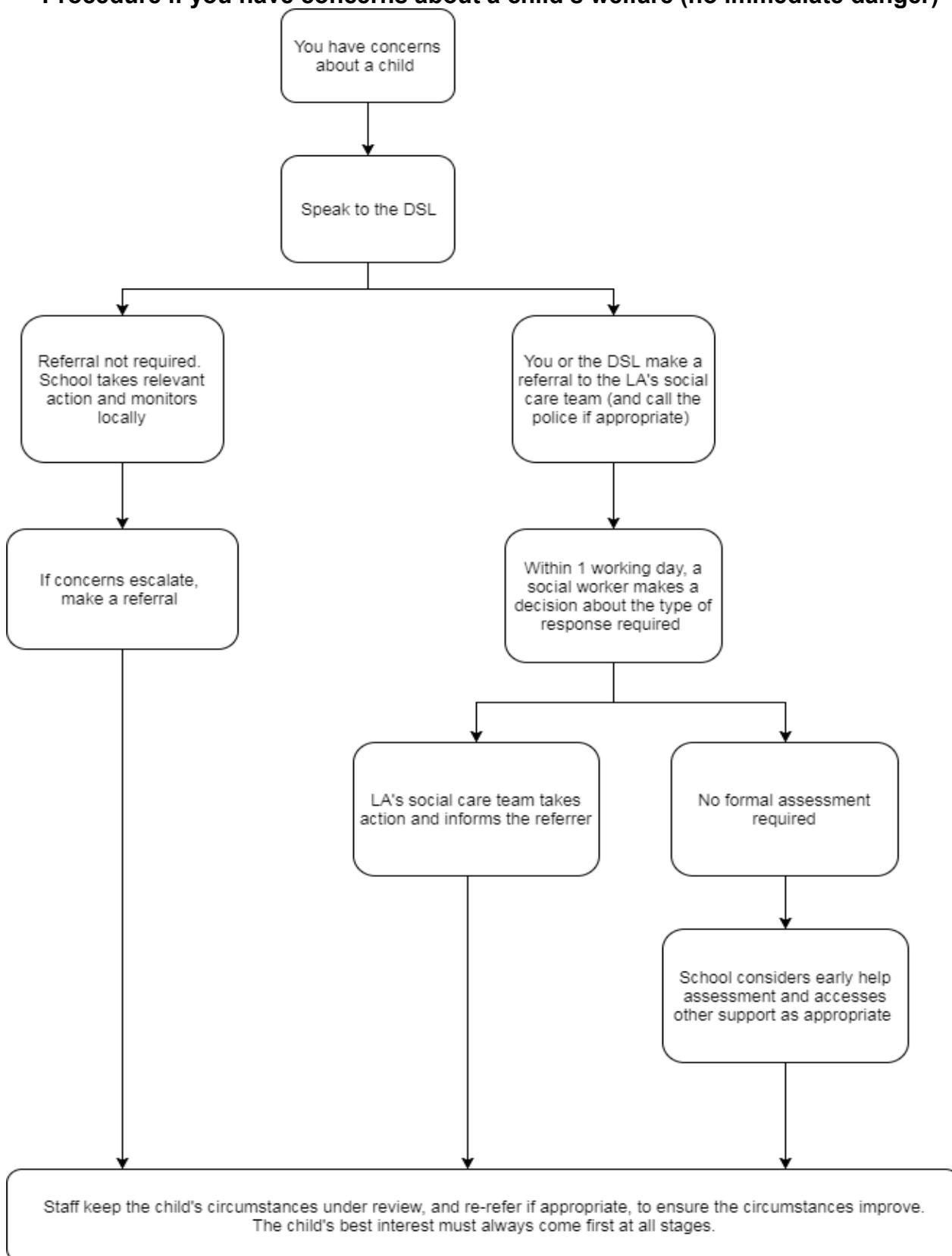
<b>Named Governor:</b>	Parwaiz Bashir
<b>Monitoring the Policy:</b>	Principal
<b>Reporting to:</b>	Governors (Full)
<b>Next Review Date:</b>	June 2019

## Handling Disclosures of Child Abuse

- Be welcoming, even if the time isn't convenient for you. It may have taken a great deal of courage for a child to approach you and they may not do so again.
- It is important that you **remain calm** and in control of your feelings. Do not make any comments about the abuser or try to guess who they are. If the child discloses that their carer is culpable, speak to your safeguarding lead immediately.
- Actively **listen** carefully to the child. Avoid expressing your own views and allow the child to tell you at their own pace. Do not allow your shock, surprise, anger, distaste, dismay or any other negative emotions to show, although it is OK to show that you're sorry that this has happened to them and empathise.
- Communicate with the child in a way that is appropriate to their age and ability to understand.
- **Do not make promises you cannot keep**, such as promising confidentiality. Indicate that you will have to pass on the information to a Safeguarding Lead to get them the help to stop the abuse. If as a result they refuse to say anything further, make an immediate report to the safeguarding lead.
- **Do not** ask leading questions, make any judgements or seek details beyond those the child freely wants to tell you. You may need to ask questions to clarify details. Following a referral, it is a safeguarding professional's role to investigate and you could compromise any subsequent investigations.
- **Reassure** the child that to disclose was the right thing to do, emphasising that, whatever happened, was **not their fault** and you will do all you can to help them.
- **Express your belief** that the child is telling the truth.
- **Record** all the information the child has disclosed in their own words. The more specific your notes, the more useful they will be in forming a well-rounded picture for child protection professionals to act on.
- Explain what you will do next.

### Immediately inform a Designated Safeguarding Lead.

## Procedure if you have concerns about a child's welfare (no immediate danger)



## CHILD PROTECTION PROCEDURES FLOW CHART

On discovery or suspicion of child abuse  
**If in doubt – ACT**



Inform your Designated Safeguarding Lead (DSL): Mrs S Anwar-Bleem (Principal)  
Or a deputy DSL: Mr A Khan (Learning Mentor) Mrs N Gilpin (Deputy Head Teacher) Mrs J Shovlin  
(Deputy Head Teacher) Mrs A Lindup (SENDCo) Mrs L Dodsworth (EYFS Manager)  
Who should then take following steps:



Where it is clear that a child protection referral is needed contact Children's Social Services Initial  
Contact Point without delay Tel No: 01274 437500 (office Hours)  
Out of hrs Social Services Emergency Duty Team Tel No: 01274 431010.  
**If it is believed a child is at IMMEDIATE RISK OF HARM contact the police on 999**  
Where the DSL is not sure whether it is a child protection issue they may seek advice from the  
Children's Specialist Service Tel No: 01274 435600



If you are asked to monitor the situation, make sure you are clear what you are expected to monitor,  
for how long and how and to whom you should feedback information to



Remember **always make and keep a written record of all events and action taken, date and  
sign each entry to this record. Keep records confidential and secure separate from the  
child's curriculum file. Update CPOMs**



Ensure immediate completion and dispatch of the Child Protection Referral Form  
Retain a copy in the academy. Send copies to:

- Children's Social Care to the Area Office you made your referral to through secure email (GalaxyKey)
- Lead Child Protection Officer – Margaret McMillan Towers, Princes Way, Bradford, BD1 1NN or through secure email (GalaxyKey)

### *USEFUL TELEPHONE NUMBERS*

Emergency Duty Team: 01274 431010  
Children's Social Care: 01274 437500  
Children's Specialist Services: 01274 435600  
Principal Education Social Worker, Education Bradford: 01274 439651  
Duty Safeguarding Coordinators (LADO): 01274 434343  
Lead Officer Education Safeguarding Children Team: 01274 437043  
Police: Javelin House, Child Protection Unit: 01274 376061