Safeguarding and child protection – appendix

Walton Academy

September 2023

We empower | We respect | We care

Diverse Academies

Contents

1 Academy statement 3
2 Safeguarding personnel / key contacts 3
3 Responsibility for implementing the safeguarding policy in the academy 4
4 Working with parents / carers 7
5 Curriculum – safeguarding 8
6 Child-on-child sexual harassment and sexual violence 9
7 Local contextual safeguarding 11
8 Working with agencies 12
9 Reporting Processes 12

1 Academy statement

We follow all aspects of statutory safeguarding guidance outlined in the Trust policy: https://www.diverseacademies.org.uk/wp-content/uploads/sites/25/2018/10/Safeguarding-and-Child-Protection.pdf

1.1 Aim of the Policy and opening statement

In line with DAT Safeguarding and Child Protection Policy September 2022, Walton Academy acknowledges the trust vision: To inspire. To raise aspiration. To create brighter tomorrows and will cordially work towards the values: We empower. We respect. We care.

Our policy is to ensure all procedures are understood and acted on appropriately so that children are safeguarded, and their well-being promoted to the highest degree of integrity.

As an academy, we strive to ensure all adults who work with or on behalf of children within the trust uphold their statutory duties in relation to safeguarding and child protection. The safety of our community is paramount and reflected within the body of this policy.

Throughout the policy, when reference to pupils or students is made, this refer to any young person under the age of 18 who we have a safeguarding responsibility for.

2 Safeguarding personnel / key contacts

Staff contacts

Role	Name	Contact Details	Email Address
Designated Child Protection and LAC link Governor	Mrs Helen Ind		hind@dalpgov-ac.org.uk
Academy Principal	Mrs Jess Leonard	01476 563251	jleonard@walton-ac.org.uk
Designated Safeguarding Lead (MH lead)	Mrs Kim Dolby	01476 563251	kdolby@walton-ac.org.uk
Deputy Safeguarding Leads	Mr Mike Hoad (online safety) Mrs Anna Fields	01476 563251	mhoad@walton-ac.org.uk afields@walton-ac.org.uk
Safeguarding Team	Mrs Tanya Ashwin Mrs Tiff Bassan Mrs Jenny Sharp Mrs Andonia Searson	01476 563251	tashwin@walton-ac.org.uk tbassan@walton-ac.org.uk jsharp@walton-ac.org.uk asearson@walton-ac.org.uk
Looked After Children Lead (LAC) (SG team)	Mrs Helen Bingham	01476 563251	hbingham@walton-ac.org.uk
Academy Counsellor	Mrs Jo Roberts	01476 563251	jroberts@walton-ac.org.uk
ELSA Trained Staff (SG team)	Mrs June Tall	01476 563251	jtall@walton-ac.org.uk
LA Child Protection Contact / LADO	Rachael Powis Ildiko Kiss Kim Murray Jemma Parkinson	01522 554674 07733 307202	LSCP_LADO@lincolnshire.gov.uk A referral form must be completed for all concerns. www.lincolnshire.gov.uk/lscb/the-lscb/contact-us

3 Responsibility for implementing the safeguarding policy in the academy

3.1 Academy Principals and Designated Safeguarding Leads must:

Follow the procedures set out by the Lincolnshire Safeguarding Children's Partnership (LSCP) and take account of guidance issued by the DfE in Keeping Children Safe in Education 2023.

- Follow the procedures set out in the national guidance, 'Working together to safeguard children'
- Ensure that the Single Central Register is maintained accurately and reviewed at least full termly – in collaboration with HR and governors
- Ensure we have a designated safeguarding lead and a minimum of one deputy safeguarding lead for child protection who has received appropriate training and support for this role. (DSL – Kim Dolby: kdolby@walton-ac.org.uk, DDSL – Mike Hoad: mhoad@walton-ac.org.uk and Anna Fields: afields@walton-ac.org.uk
- Ensure we have a nominated governor for child protection and safeguarding (Helen Ind hind@gov.diverse-ac.org.uk)
- Ensure we have a designated lead for Looked After (LAC) and Previously Looked After (PLAC) children (Helen Bingham – hbingham@walton-ac.org.uk).
- Ensure, that in each academy, every member of staff and the governors know the name of the designated safeguarding lead (and their deputies) responsible for child protection.
- Ensure all staff and volunteers understand their responsibilities in being alert to the signs of abuse and responsibility for referring any concerns to the designated safeguarding lead or to children's social care/police if a child is in immediate danger.
- Communicate the need for accurate, objective reporting to all staff at the start of each academic year, and at appropriate times thereafter.
- Ensure all staff are aware of the process for making referrals to children's social care.
- Ensure all staff and volunteers are aware of the Early Help process.
- Ensure that there is a safeguarding whistleblowing culture where staff can raise concerns about unsafe practice and that these concerns are investigated.
- Ensure that parents understand the responsibility placed on the individual academy and their staff for child protection by setting out its obligations in the academy prospectus.
- Notify Children's Social Care if there is an unexplained absence of more than two school days for a pupil who is subject to a child protection plan (CPP).
- Develop effective links with relevant agencies and cooperate as required with their enquiries regarding child protection matters, including attendance at child protection conferences.
- Refer cases of suspected abuse or allegations to the relevant investigating agencies.
- Refer cases where a person is dismissed or left due to risk/ harm to a child to the DBS.

- Liaise with the case manager and the Multi-Agency Safeguarding Hub (MASH) where there are concerns regarding peer-on-peer disclosures / child / family only disclosures.
- Be alert to the specific needs of children in need, those with educational needs and young carers.
- Take part in strategy discussions or attend inter-agency meetings and/or support other staff to do so and to contribute to the assessment of children.
- Liaise with the local authority and other agencies in line with the latest version of 'Working Together to Safeguard Children'.
- Ensure that in exceptional circumstances, where the DSL / DDSL is not available, provision / staffing is in place so there is no delay in an academy undertaking appropriate action.
- Ensure that relevant child protection files are transferred to the child's new school or college should the child move on.
- Be aware of the arrangements for Looked After Children (LAC) and Previously Looked after (PLAC), in accordance with the relevant section of the latest version of KCSIE.
- Keep electronic records in My Concern, even where there is no need to refer the matter immediately; documenting and collating information on individual children to support early identification, referral, and actions to safeguard.
- Ensure all safeguarding and child protection records are kept securely ONLY in My Concern; separate from the main pupil file.
- Ensure that we follow robust processes to respond when children are missing from education (CME) or missing from home or care.
- Liaise with the case manager and the Local Authority Designated Officer (LADO) where there are concerns about a staff member – adult on child disclosure.
- Follow trust whistleblowing procedures where an allegation is made against a member of staff or volunteer – see Appendix 2 for protocol. Diverse Academies follow the guidance as laid out in Part 4 of KCSIE.
- Ensure Safer Recruitment practices are always followed – adhering to the guidance found in Part 3 of KCSIE.
- Apply the escalation protocol if there is any concern about the actions or inaction of social care staff or staff from other agencies.
- Safeguard Vulnerable year 11 and 13 leavers in the summer term until the official leavers date at the end of June, including those in care or subject to a Child Protection Plan (CPP) or a Child in Need (CiN).
- During term time ensure availability (during academy hours) of designated and appropriately trained staff.
- Ensure appropriate safeguarding arrangements for children on roll who are being home educated.

- Ensure appropriate safeguarding checks and arrangements for those children attending offsite alternative provision.
- Ensure appropriate arrangements will be made for any out-of-hours contact including holiday times. It is the expectation that during designated school holiday periods, the primary responsibility for safeguarding vulnerable children – those on CPP / CiN – is assumed by the respective social worker and local authority. Designated Safeguarding Leads should leave contact details with these agencies at these times in case of emergencies

3.2 Local academy committees and trustees must:

- Assess the impact of this policy in keeping children safe.
- Appoint a nominated governor to liaise with the respective academy Principal and Designated Safeguarding Lead (DSL) on safeguarding issues. Helen Ind is our Safeguarding Governor.
- Receive regular reports from the Principal (LAC) and the Trust Strategic Lead (Trustees) about the effectiveness of safeguarding and child protection in the setting or across the MAT.
- Ensure the complaints system is in place for children and families.
- Review and annually approve the safeguarding policy, ensuring it complies with all law, regulation, and good practice.

4 Working with parents / carers

In order to safeguard and protect our students from harm/danger, we continue to forge strong links with our parents. From September 2023, all parents will be welcome onto academy site for parents evenings. In additional to this, other community events that are held at Walton Academy encourage a positive and safe environment for all.

At regular intervals in the academic year, parent view surveys are shared and themes are addressed with the efficiency they require.

Regular communication to parents is shared via ‘Reach More Parents’ and other avenues where necessary.

We have a strong social media outlet whereby members of our local and wider community can access updates and events that are being recognised in our academy.

We encourage parents to contact the academy if they have concerns about their children or of others. Parents can contact us via our academy enquiries email address or alternatively they can call our reception team who will inform the safeguarding team as a matter of urgency.

We would happily discuss a child's welfare with parents/carers, unless we deem this communication will inevitably cause further distress or harm to the individual (child and/or parent) or jeopardises any legal proceeding relating to police or social care involvement.

5 Curriculum – safeguarding

5.1 Relationships and Sex Education (RSE)

- All students have a bespoke curriculum lesson on a weekly basis that includes reference to relationships and sex education. From September 2023, KS4 and KS5 will also have PD lessons with specific curriculum lessons delivered.
- Miss S Hopkins is our academy RSE lead and co-ordinate the curriculum to meet the requirements of the National Curriculum.
- The staff delivering the SRE curriculum are supported extensively and offered additional training when necessary.
- Further information on what Walton Academy offers in relation to RSE can be found here: https://www.walton-ac.org.uk/wp-content/uploads/sites/17/2021/04/Relationships-and-Sex-Education-academy-appendix.pdf

5.2 Online safety

- Walton Academy's Online Safety lead is Mr Mike Hoad. He is responsible for overseeing the online provision we have on offer at Walton and co-ordinates the most appropriate curriculum alongside out Computing team in the academy.
- KS3 students have a weekly Computing lesson designed to incorporate online safety alongside other curriculum based content.
- KS4 and KS5 students will have computing lessons as part of their PD curriculum offer.
- On admission to the school, including mid-year admission, all students and parents read and sign to confirm they will abide by the IT Acceptable User Policy.
- Termly Safeguarding Assemblies, led by the DSL, often include reference to online safety and have reminders for students.
- Walton Academy share a monthly Online Safety newsletter to parents via 'Reach More Parents'.
- Further information on what Walton Academy offers in relation to Online Safety can be found here: https://www.walton-ac.org.uk/wp-content/uploads/sites/17/2021/05/Online-safety-academy-appendix.pdf
- For further information on how Walton Academy approach the use of electronic devices can be found in our Behaviour Policy Annex (page 10 and page 11) https://www.walton-ac.org.uk/wp-content/uploads/sites/17/2021/04/Behaviour-academy-appendix.pdf

5.3 Mental Health

In response to the links provided in the guidance in Part 1 of KCSIE; Walton Academy is committed to providing additional support and intervention to our young students when they display mental health conditions.

- Our RSE/PD curriculum is strategically mapped out to ensure elements of mental health is clear and consistently delivered to our KS3 students and mapped into our new PD curriculum for KS4 and KS5 students.
- The tutorial programme for all year groups allows tutors to explore mental health issues in line with he cultural calendar and the current themes in the academy.
- We have established a Mental Health and Well-being Principles document and a Whole Academy Approach with a tiered system of support that is offered.
- We proactively promote and acknowledge national events during the academic year as part of our Cultural Calendar offer. Events include: Children Mental Health Week, Time to Talk etc.
- Our Pastoral Team, including Pastoral Mentors in each year group and Academy Counsellor (part time) play an integral part in offering our students the necessary support and work with them and their parents to embed coping strategies.
- Walton Academy also welcome support from other outside agencies, for example Kooth and SHOUT and proactively promote them during assemblies and tutor time activities.
- In student planners, there are dedicated pages to sign post students to specific agencies for support if and when it is necessary.

6 Child-on-child sexual harassment and sexual violence

Following the 2021 review on Sexual Harassment and Sexual Violence (SH/SV) in Schools, it was apparent that we needed to ensure we raised awareness to all stakeholders, including student, staff, governors, and parents.

At Walton, we have acknowledged that this type of violence could happen here, but most importantly we have been working together to ensure that appropriate support and intervention is in place when it occurs.

- Within our annual Safeguarding refresher training, reference to this type of abuse is highlighted.
- Staff are all required to respond promptly to any concerns related to SH/SV by recording this on My Concern and/or reporting it to the safeguarding team.
- Half termly assemblies, led by the DSL, include reference to SH/SV in a timely fashion and incorporate any reference to academy based surveys etc.

- Within the RSE curriculum, students are made aware of aspect of SV/SH and reminded on how to report any concerns that they have.
- Students are regularly reminded how to report concerns that they have in and outside of school.
- We have a dedicated email address for students to use if they do not feel safe to talk initially.
- We will work in conjunction with outside agencies, including the police to ensure a wrap around provision is offer to our students.
- We have links with the Stay Safe Partnership (Lincolnshire) who will deliver specific sessions to our students, making them age appropriate and interactive for students to engage with.

Walton Academy have utilised Diverse Academies Child on Child survey to gather the thoughts of our students. This survey is carried out at least twice per academic year. Following the survey:

- The Safeguarding Team will scan all results and highlight specific students who may need additional support – these concerns are logged on My Concern and followed up efficiently.
- Analysis of the results are shared with curriculum leaders, including HOY in relation to the tutorial programme and changes are implemented to ensure coverage of the relevant topics are explored.
- Assemblies are led by the DSL to students highlighting the results of the survey and any changes that are relevant.

7 Local contextual safeguarding

7.1 Supporting children, including those who are vulnerable

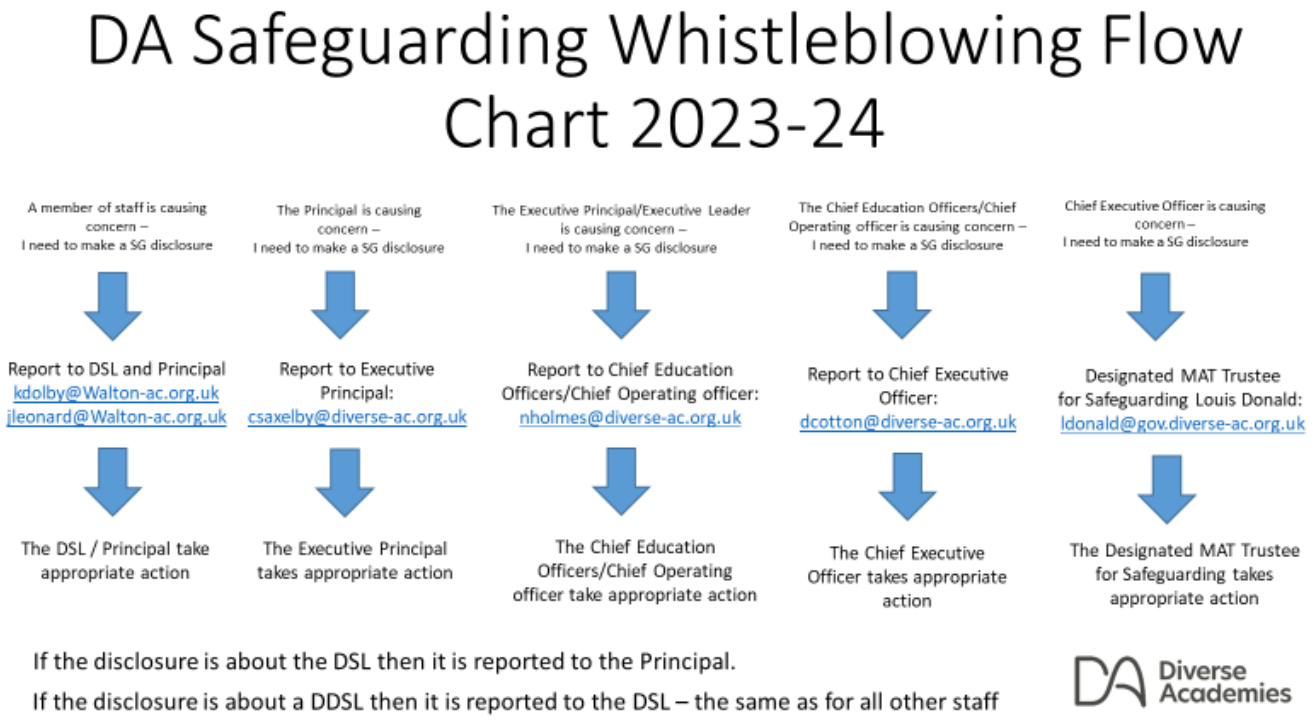
In addition to the DAT Safeguarding and Child Protection Policy, Walton Academy also offer the following:

Our well-established SEND team work hard in ensuring students with SEND are supported and educated effectively on safeguarding matters.

- We have a designated team of Pastoral Mentors who continue to support our students and offer additional bespoke intervention.
- Bespoke packages around safeguarding our vulnerable students are developed in a timely fashion and shared with key staff.
- Our Personal Development curriculum, including the tutorial programme, promotes resilience, positive mental health, self esteem and self motivation, including how to stay safe online.
- Walton Academy consistently works in conjunction with the LSCP in ensuring the right support is given to our students un a time efficient manner.
- Support from the pastoral team is readily available. The team include Pastoral Mentors, Heads of Year, Attendance Team, ELSA trained staff, Mindfulness trained staff and Academy Counsellor.

7.2 Whistleblowing

At Walton Academy, we acknowledge that safeguarding is the responsibility of all members of staff. We all play an integral part in ensuring our students we protected from harm and where staff are in any doubt that this has been jeopardised then they are aware of who to report concerns to and how.



8 Working with agencies

PCSO	Patrick.Welby-Everard@lincs.police.uk
Early Help Team	tacadmin@lincolnshire.gov.uk
Stay Safe Partnership	https://www.lincolnshire.gov.uk/school-pupil-support/stay-safe-partnership/1

9 Reporting Processes

9.1 My Concern

All staff who come into direct contact with students have access to My Concern. This is an online portal that records all safeguarding concerns that are reported.

Invigilators, catering, cleaning and other agencies that may have limited contact with our students do not have access to My Concern, however are reminded to report any concerns to their line manager or a member of the safeguarding team. Their concerns are then logged retrospectively.

The DSL and DDSL's have direct access to the concerns that are logged. These are monitored throughout he day and prioritised and/or disseminated to the correct channels for support.

At Walton Academy, we have designated administrative support to upload and save files related to students.

9.2 My Voice

From September 2023, Walton Academy will be launching a student friendly version of the electronic reporting system called My Voice. Students will have access to the QR code whereby they can scan and log their specific concern, whether it be concerning a friend or themselves.

Concerns raised this way will be shared via the main My Concern portal whereby the DSL and DDSL can access and assess depending on concern raised.

9.3 Other reporting systems

Parents, carers and other stakeholders are encouraged to contact the academy if they have any concerns related to a Walton Academy student.

Telephone: 01476 563251

Email: enquiries@walton-ac.org.uk

DSL email: kdolby@walton-ac.org.uk

All of the above details are including in the student planners and are on the academy website for reference purposes.

This policy appendix is reviewed annually to reflect national guidance and local academy strategies to managing attendance.