



**Manchester**  
Communication  
Academy

# MANCHESTER COMMUNICATION ACADEMY

## CHILD SAFEGUARDING AND PROTECTION POLICY

## Child Safeguarding & Protection Policy

### Approval History

| Approved By:        | Date of Approval | Version Approved | Comments |
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### Revision History

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## **Child Safeguarding and Protection Policy and Associated Training**

The Government has defined the term 'safeguarding children' as:

*'The process of protecting children from abuse or neglect, preventing impairment of their health and development, and ensuring they are growing up in circumstances consistent with the provision of safe and effective care that enables children to have optimum life chances and enter adulthood successfully.'*

Christine Gilbert

Her Majesty's Chief Inspector

(The third joint chief inspectors' report on arrangements to safeguard children 2008)

The Manchester Communication Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

### **Introduction**

The Manchester Communication Academy recognises that because Academy staff are in regular and frequent contact with children, they are particularly well placed to observe signs of abuse or neglect.

The Academy is aware of the responsibilities which all staff have with regard to the protection of children from abuse and from inappropriate and inadequate care. Therefore, the Academy is committed to reacting in accordance with the Local Authority procedures in all cases where there is concern.

The Academy will register with the Independent Safeguarding Authority and act in accordance with the Vetting and Barring Scheme when required to do so.

### **Designated Child Safeguarding Manager**

The Principal will designate a member of staff to act as the Child Safeguarding Manager (CSM) for the Academy when the staffing structure has been finalised. The Principal shall advise the Governing Body and all members of staff and parents of the name of the Academy's CSM and inform them of any changes.

The Principal shall also ensure that all staff and Governors are aware that the CSM's responsibilities include:

- ensuring that effective communication and liaison takes place between the Academy and Children's Services, and any other relevant agencies, where there is a child protection concern in relation to an Academy student;
- ensuring that all staff have an understanding of child abuse, neglect and its main indicators; and
- advising staff on the Academy's and their own child safeguarding responsibilities and supporting staff in their child safeguarding role.
- responsibility to ensure that all documentation is up to date and kept in a secure environment

They should possess skills in recognising and dealing with child welfare concerns. Appropriate training and support will be given. The designated CSM will be the first person to whom education staff report concerns. It is then the responsibility of the designated CSM to discuss the situation with the relevant agencies.

The Academy has arrangements in place for when the designated CSM is absent.

The CSM is responsible for referring cases of suspected abuse or allegations to the relevant investigating agencies according to the procedures established by their Local Safeguarding Children Board and LA. They must initiate appropriate proceedings to address any allegations made against members of staff.

The CSM will act as a source of advice, support and expertise within the Academy and be responsible for co-ordinating action regarding referrals by liaising with Social Services and other relevant agencies over cases and allegations of abuse, regarding both children and members of staff.

The CSM will ensure each member of staff has access to, and is aware of, the Academy's Child Safeguarding and Protection policy. This is essential in respect of staff that are perhaps part time or work with more than one Academy, such as Connexions Personal Advisors, trainee teachers and supply teachers.

The CSM will liaise with the Principal to inform her of any issues and ongoing investigations and to ensure there is always cover for the role.

They will make sure the Academy's Child Safeguarding and Protection policy is updated and reviewed annually and work with the designated governor for Child Protection regarding this.

The CSM will ensure parents see copies of the Child Safeguarding and Protection policy in order to alert them to the fact that the Academy may need to make referrals. (Raising parents' awareness may avoid later conflict if the Academy does have to take appropriate action to safeguard a child).

Where children leave the Academy roll, the CSM will ensure their file is transferred to the new Academy or School as soon as possible (This can be done electronically). If a child leaves and the new Academy or School is not known, the DCSF should be alerted so that these children can be included on the database for lost pupils.

The CSM will also have an important role in ensuring all staff and volunteers receive appropriate training.

## **Training in Child Safeguarding and Protection**

All new staff are made aware of the Academy Child Safeguarding and Protection Policy and Procedures during their induction. The document is available to staff in the Staff Handbook and electronically.

All staff working at the Academy receive training adequate to familiarise themselves with safeguarding children including child protection issues, their responsibilities and the Academy procedures and policies with refresher training every 3 years.

Staff involved in the recruitment and appointment of staff have refresher training every 2 years.

The designated person(s) for child protection will undertake specific training with a recognised body e.g. NSPCC or LSCB once every 2 years.

Every interview panel will contain at least one person who has undertaken the Safer Recruitment Training provided and assessed by the National College for School Leadership. This person will ensure that the 'Safeguarding Children and Safer Recruitment in Education (*ref: 04217-2006BKT-EN*)' guidance is adhered to throughout the recruitment process.

## **Reporting Concern**

In the event of a member of staff having a child protection concern about a student, they must immediately report that concern to the CSM. The member of staff will be asked by the CSM to document briefly the events which have given rise to the concern.

The Academy follows the Manchester City Council guidelines for Child Protection, liaising with the Social Services and other agencies, as appropriate. The action taken by the CSM will, therefore, be in line with the Manchester City Council Authority guidelines.

The CSM will report back to the member of staff who made the initial report on a 'need to know' basis but inform the member of staff that appropriate action has been taken.

## Record keeping

The CSM is required to manage the keeping of records in relation to safeguarding children matters. These records must be stored securely. Where a person makes an oral statement, a written record should be produced, signed and dated by the author.

Staff should be given as much information as necessary in order to help the child concerned. In general, this will mean that, where a child is on the Child Protection register, or where there are concerns about a child, the member of staff chosen by the student to provide support will be kept informed. It may be appropriate in some cases to inform other staff, giving few details but raising general awareness, that there are issues that may affect a student's behaviour and level of achievement at that time.

In the event of a student causing concern transferring to another school, the Academy will:

- find out the name of the receiving school;
- contact the relevant member of staff at that school to discuss the transfer;
- send all information relating to the student to the receiving school;
- check with the receiving school that the student has actually arrived there on the expected day; and
- inform all of the relevant agencies of the transfer.

## Listening to students

The Academy recognises the importance of listening to students at all times, particularly when they are distressed, worried or concerned. It is appreciated that at times students may feel stressed and confused. The Academy shall identify quiet areas and provide the opportunity for students to take respite from the normal day when necessary.

All staff shall be made aware that children who are not known to be the subjects of concern may, however, be experiencing ill treatment, neglect or abuse. This means that staff should be aware of the need for sensitivity when dealing with all students at all times.

The Academy recognises that students who are distressed through experiences outside the classroom may be less able to achieve their potential. While it is clear that such students need firm boundaries, staff will take into account the student's distress when managing behaviour.

## Confidentiality

The Academy's Confidentiality Policy is set out in the Sex and Relationship Education policy.

The right of the child to confidentiality and privacy will be respected and all communications about the case will be kept to a minimum on a 'need to know' basis.

Students should be reassured that their best interests will be maintained. **However, staff cannot offer or guarantee confidentiality and should ensure that the student understands that all disclosures made to the adult will be shared with the CSM.**

When confidentiality has to be broken, the student should be supported, as appropriate and reassured about the Academy's 'duty of care'.

The Academy shares a purpose with parents to educate and keep children safe from harm and to have their welfare promoted.

We are committed to working with parents positively, openly and honestly. We ensure that all parents are treated with respect, dignity and courtesy. We respect parents' rights to privacy and confidentiality and will not share sensitive information unless we have permission or it is necessary to do so in order to protect a child.

**The Academy will share with parents any concerns we may have about their child unless to do so may place a child at risk of harm.**

## Monitoring

The Academy will monitor pupils whose names are on the Child Protection Register in line with what has been agreed in the child protection plan.

Parents/carers should be made aware of the Academy's Child Safeguarding and Protection policy and the fact that this may require cases to be referred to the investigative agencies in the interests of the child.

## Guidelines for monitoring

### When?

- When there is concern in Academy about:
- Marks on the body
- Unusual/different behaviour (including academic functioning)
- Mood changes
- Puzzling statements or stories by a child
- Information from others
- If requested by another agency e.g. following a case conference

**Who?**

- Teachers
- Other Academy staff
- Other staff in regular contact with the child

**What?**

- Patterns of attendance
- Changes of mood
- Changes in classroom functioning
- Relationships with peers and adults
- Behaviour
- Statements, comments, stories, 'news', drawings
- General demeanour and appearance
- Parental interest and comments
- Home/family changes
- Medicals
- Response to PE/sport
- Injuries/marks, past and present

**People with a disability or Special Educational Needs**

Children with a disability are particularly vulnerable to abuse for several different reasons depending on the nature of their difficulties or disabilities. Dependency on others may make a young person feel powerless to report abusive treatment. Different communication methods or an individual's lack of vocabulary might also prove to be a barrier for a child wanting to communicate their concerns.

The Academy will ensure appropriate methods are used to communicate with and support all children and young people and will consult the Academy SENCo where necessary.

**Preventative approaches**

Children can be taught, through the curriculum, about the risks of different kinds of child abuse and neglect and equip them with the skills they need to help them stay safe.

A child safeguarding programme should seek to support the child's development in ways which will foster security, confidence and independence. It should be regarded as central to the well-being of the individual and is, therefore, seen to be an intrinsic part of all aspects of the curriculum. The most appropriate approach is skills-based, set alongside a knowledge component, with an emphasis on helping children to develop the personal and social skills they need to keep themselves safe and to become responsible and independent adults.

Child safeguarding can be interwoven with many aspects of the existing curriculum. It can help children to:

- Promote their understanding of relationships, the interaction between relationships and the key concepts
- Increase self-esteem and awareness
- Make judgements and solve problems
- Be assertive
- Recognise, accept and express feelings
- Explore the nature of trust
- Identify 'okay' adults within personal safety networks
- Take decisions and accept responsibility for self and others
- Be self-reliant and independent.

We will encourage children to feel safe and to talk about their feelings. It can:

- reduce isolation in the emotions they experience
- relieve tension by enabling children to talk and be listened to
- provide an opportunity to develop an appropriate vocabulary, making violence less likely as a way of expressing needs
- allow children to perceive situations more clearly for planning an action or change
- make children feel protected by a culture which actively promotes a 'listening environment'.

All children need to know what to do in case someone tries to harm them. Knowing that the vast majority of children are abused or harmed by someone they know, teaching children to avoid dangerous situations, to recognise inappropriate touching and comments, can encourage them to trust their own judgement and to feel safer, more aware and confident.

## **Use of photography, video recording, image recording and mobile phone cameras**

There is national evidence that some people have used events as an opportunity to take inappropriate photographs or film footage of young people.

When using professional photographers or inviting the press to an Academy activity, the Academy will;

- Provide a clear brief about what is considered appropriate in terms of content and behaviour
- Not allow unsupervised access to young people or one to one photo sessions at events
- Parents and spectators intending to photograph or video at an event will be required to register with the event organiser if they wish to use photographic equipment
- Individuals registered to use photographic equipment will be issued with identification
- Young people and their parents will be informed to report any concerns to the event organiser
- Concerns raised over inappropriate or intrusive photography will be reported to the event organiser and recorded as a child protection concern

## **Organised photographic opportunities**

The majority of promotional and press releases are organised through the Academy SLT. These are generally agreed by both parties in advance. We undertake not to use the young person's images unless we have written consent for both the taking and publication of films or photographs from the parent. Specific permission will be sought if the images are to be used on the Academy website.

When a media photographer arrives at our venue he/she will be required to have formal ID and have it to hand at all times.

If there is any doubt about the ID, the Principal of the Academy will be contacted. The Academy will ensure that the young person's names are not mentioned in publications if requested by the parents/guardians.

## **Internet**

Young people on work experience or others participating in one of our clubs may need supervised access to the internet. At the Academy there is a block through the Internet provider on inappropriate web sites and chat rooms. There are systems in place for monitoring usage of the internet and all employees have log in passwords, which can easily be traced.

Any employees discovered to have accessed or placed inappropriate material on the Internet will be subject to the ICT Policy and Procedures.

The Academy will follow the BECTA guidance on safe internet use and ensure all students are taught how to protect themselves when using the internet.

## **Bullying by text message and mobile phones**

- Students will be warned about the need for care when giving out their mobile phone number
- A record will be kept of the date and time of any offensive messages
- Students will be encouraged to show the messages to a member of Academy staff
- Students who report bullying by text message will be taken seriously
- The student's family may need to contact the police
- If such bullying is carried out on a persistent basis or if there is threat of violence, it will be treated as any other serious bullying incident
- Malicious e-mails will be dealt with in the same manner
- Students who take photographs on their phones with malicious intent will be dealt with in the same manner

## **The role of the Governing Body**

The governing body will review this policy annually, monitor and evaluate its effectiveness and be satisfied that it is complied with.

They will ensure that a designated teacher and a nominated governor for child safeguarding and protection are in place.

Governors will ensure that there are safe and effective recruitment policies and disciplinary procedures in place which adhere to 'Safeguarding Children and Safer Recruitment in Education DCSF 2007'.

Governors will recognise the contribution the Academy can make in helping children keep safe through the teaching of self-protection skills and encouraging responsible attitudes to adult life through the PSHE and Citizenship programmes of study.

## **The role of the Principal**

The principal will;

- Establish procedures for handling cases of suspected abuse (including allegations against staff and volunteers) which are consistent with those agreed by the MCC. These will be accessible to all staff.
- Liaise with the nominated governor on child safeguarding and protection issues and Academy policy
- Appoint a designated CSM to co-ordinate action within the Academy and liaise with other agencies on suspected abuse cases
- Ensure that the CSM receives appropriate training and support
- Ensure that all staff recognise, and are alert to, signs of possible abuse and know what to do if they have any concerns or suspicions
- Make parents aware of the Academy's Child Safeguarding and Protection policy
- Work with local partners such as the Children's Services to create a safe environment for children at the Academy

## **Monitoring, Evaluation and Review**

The Trust Board will review this policy at least every two years and assess its implementation and effectiveness. The policy will be promoted and implemented throughout the Academy.

**Adopted by the Manchester  
Communication Academy on** .....

**Chair of Academies Trust Board** .....

**Principal** .....

**Review date** .....

## Appendix 1 - Logging a Concern about a Child's Safety and Welfare – all staff and other Academy personnel

|  |      |           |  |
|--|------|-----------|--|
| Pupil's Name:                                  |      | d.o.b.    |  |
| Date:  |      | Time:     |  |
| Name:<br>Print                                 |      | Signature |  |
| Position:                                      |      |           |  |
| Note the reason(s) for recording the incident. |      |           |  |
| Record the following factually:                | Who? |           |  |

|   |        |
|---|--------|
| Use dates<br>and times if<br>known  | What?  |
|   | Where? |
|   | When?  |
| Offer an opinion where relevant (how and why might this have happened?)                                     |        |
| Substantiate the opinion. Note action taken, including names of anyone to whom your information was passed. |        |

Check to make sure your report is clear now - and will also be clear to another professional reading it next year.

**PLEASE PASS THIS FORM TO YOUR DESIGNATED PERSON FOR CHILD SAFEGUARDING**

## Appendix 2 - Auditing Child Safeguarding Files Kept by the Academy

The CSM will, as good practice, carry out an occasional audit of the Academy's safeguarding children files to ensure that adequate records are being kept in an appropriate manner.

The check should cover the following:

- Facing sheet with name, address, d.o.b., family members and name, address and contact number of Social Services (if the child is on the child protection register this should be the key worker).
- Note on child's regular Academy file
- File cross-referenced with other family members, if appropriate
- Cross reference to additional files, if appropriate
- Records and notes typed or written in legible handwriting
- Incident date (including year!), time, place
- Name, address and d.o.b. of child(ren) concerned recorded on each sheet
- Factual outline of incident /concern/allegation/disclosure
- Opinion substantiated, if given
- Clear names, job titles of staff involved
- Signature, printed name, job title of person making record
- Note of action taken, and with whom information was shared
- Note of copy sent to Children's Services Social Care and Education.



## Front Sheet : Child Protection Record

|   |
|---|
| Date file started   |
| Name of child   |
| Any other names by which this child is known, if relevant   |
| Date of birth   |
| Address   |
| Other family members<br>(include full name, relationship e.g. mother, stepfather etc. For U18s, include age, if known)                      |
| Are any other child protection files held in Academy relating to this child or another child closely connected to him or her? <b>YES/NO</b> |
| If yes, which files are relevant?   |
| Name and contact number of key worker (Social Services), if known   |
| Name and contact number of GP, if known   |