

# Frank Field Education Trust



## Trust Child Protection and Safeguarding Policy

### Policy Information:

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|---------------------|-------------|
| Date prepared       | Autumn 2024 |
| Adopted by Trustees | Autumn 2024 |
| Implementation Date | Immediate   |
| Frequency of Review | Annually    |
| Review Date         | Autumn 2025 |

### Approved by CEO:

Tom Quinn

### Approved by Safeguarding Trustee:

Suzanne Finlay



Frank Field  
Education Trust

## **1 INTRODUCTION**

- 1.1 The Frank Field Education Trust's Child Protection and Safeguarding Policy provides an overview of how all Trust schools ensure the safeguarding of pupils in their care, and the requirements for all individual Trust schools' Child Protection and Safeguarding policies are in accordance with current statutory guidance. School policies provide more detail about the guidance, procedures and arrangements in place to secure the safety and welfare of pupils in their own setting. Although the structure of the school policies will be similar to ensure current statutory requirements are met, each school policy is tailored to best meet the needs of the individual school and should follow its own Local Safeguarding Children's Board arrangements.
- 1.2 FFET's Policy requires all Trust schools to ensure their policies are regularly updated to meet new statutory guidance and follow their LSCB arrangements, and that the policies are available on each school's website.

## **2. RESPONSIBILITIES**

- 2.1 All FFET schools appoint a Designated Safeguarding Lead (DSL) who is a member of the Senior Leadership Team (SLT), a Deputy DSL and a link Safeguarding and Prevent Governor. Depending on the needs of the school a Safeguarding Team of staff who works closely with the DSL may also be in place.
- 2.2 The Trust has appointed a named Safeguarding Trustee in accordance with its Scheme of Delegation. This will be reviewed annually by the Trust Safeguarding Lead: Suzanne Finlay.

## **3. AIMS OF THE POLICY**

- 3.1 To demonstrate the Trust's commitment to safeguarding the welfare of pupils and protecting them from harm.
- 3.2 To provide a framework for Child Protection and Safeguarding policies in all Trust schools, which brings a level of consistency whilst ensuring all schools make their own arrangements for promoting the welfare of pupils and protecting them from harm.

## **4. WHO THE POLICY APPLIES TO**

- 4.1 The policy applies to all Trust staff, Trustees and Local Governing Body.
- 4.2 Pupils and parents are also made aware of the arrangements set out in the policy, which is available on the Trust's website.

## **5. PRINCIPLES AND VALUES**

- 5.1 Any employee or governor of FFET believes that the welfare of all pupils is paramount. We endeavour to provide a safe and welcoming environment in all our schools where children are respected and valued, feel safe, and where their health and well-being is a priority.
- 5.2 We believe that safeguarding and promoting the welfare of all children is everyone's responsibility.
- 5.3 We believe in treating all pupils equally, and that they have the right to protection from abuse without exception, regardless of gender, ethnicity, disability, sexuality or beliefs.
- 5.4 British values are promoted and applied in all Trust schools.

## 6. LEGISLATION

6.1 All FFET schools are committed to fulfilling requirements as specified in Section 175 of the Education Act 2002 and 2011, requiring Local Authorities and governors of schools to make arrangements to ensure the safeguarding and promotion of the welfare of children. School policies set out how they will fulfil this function and have regard to the following safeguarding legislation and statutory guidance:

- The Children Act 1989 and 2004
- The Education Act 2002 and 2011
- Safeguarding Vulnerable Groups Act 2006
- Protection of Freedoms Act 2012
- Counter Terrorism and Security Act 2015
- Section 5B of the Female Genital Mutilation Act 2003 (as inserted by section of the Serious Crime Act 2015.)
- Working Together to Safeguard Children (2023)
- Keeping Children Safe in Education (2024)

## 7. CHILD PROTECTION STATEMENT OF INTENT

7.1 All FFET staff have a commitment and statutory responsibility to safeguard and promote the welfare of all pupils. All staff are alert to the signs of abuse and neglect and take any concerns and allegations seriously with appropriate response, following school procedures to ensure pupils receive effective support, protection and justice.

7.2 School policies are revised and updated annually according to any changes in legislation and statutory guidance. Schools ensure that all stakeholders are informed of the policy and procedures as appropriate, and that staff receive annual training and regular updates. School policies are published on each of the schools' websites.

7.3 FFET schools contribute to inter-agency working to ensure best provision and communication regarding the safeguarding of children in line with statutory guidance *Working Together to Safeguard Children 2023*. Schools comply with current legislation and their Local Safeguarding Children Board's procedures.

## 8. ROLES AND RESPONSIBILITIES

8.1 Designated Safeguarding Lead (DSL)

The Trust's schools' DSLs are members of SLT and take lead responsibility for safeguarding and child protection as summarised in the schools' policies and stated in their job descriptions. The DSL, deputies and other Safeguarding Team staff receive updated relevant training every two years and attend local authority briefings and conferences whenever possible; they also receive regular supervision throughout the year.

8.2 Local Governing Body (LGB)

Trust school policies summarise the role each LGB plays in ensuring that suitable arrangements are in place for effective safeguarding and welfare of pupils in each school. There is a named link Child Protection, safeguarding and Prevent governor in each school who works closely with the DSL. Governors receive regular safeguarding training and reports from the Principal / Headteacher / DSL which enables them to effectively discharge their responsibilities. This is in accordance with the Trust's Scheme of Delegation.

**EPC Safeguarding Governor: Rev Canon Gordon McGuinness**

**BHA: Safeguarding Governor: Suzanne Finlay**

**HGPS: Safeguarding Governor: Sarah Milward**

### 8.3 The Trust Board

The Trust's Safeguarding Representative will ensure the the Trust Safeguarding Policy is updated annually in line with statutory guidance and is shared with all trustees and schools.

The Trust Safeguarding Representative will meet regularly with Safeguarding Governors and will discuss relevant issues and promotion of welfare of children, alert to changes or updates, and ensure statutory compliance in order to report back to trustees.

The representative will also meeting regularly with the Trust's HR officer to ensure compliance regarding SCR and report back to trustees.

### The Headteacher / Principal

Headteachers / Principals ensure that:

- The school's policy and procedures are implemented and followed by all staff
- Sufficient time and resources are allocated to enable the DSL and Safeguarding Team to carry out their roles effectively
- All staff feel able to raise concerns about poor or unsafe practice and that such concerns are handled sensitively and in accordance with whistleblowing procedures
- Pupils' welfare and safety is addressed through the curriculum.

### 8.4 Staff

Each school policy summarises the role of staff and each school provides a Staff Code of Conduct which all staff are expected to follow to ensure professional conduct of all staff in all Trust schools.

## 9. STAFF TRAINING

- 9.1 All FFET staff, including the Headteacher / Principal, and governors receive regular safeguarding training and updates from their DSLs. New staff receive training as part of their induction. Staff from FFET are welcome to attend training provided in any of our schools.
- 9.2 The DSLs update their training every two years at the level for their role and responsibility, currently 'Level 3'.
- 9.3 All staff have been issued with Part one and Annex one of *Keeping Children Safe in Education (2024)*.
- 9.4 Schools make arrangements for the training of supply staff, temporary staff and volunteers.

## 10. WORKING TOGETHER IN THE TRUST

- 10.1 Designated Safeguarding Leads from each of the Trust schools meet regularly with their Safeguarding Governor link to discuss a range of safeguarding related topics and policy. These meetings enable the schools to share best practice and gain support from each other, as well as developing consistency of policy and practice across the Trust.

## 11. RECORD KEEPING AND INFORMATION SHARING

- 11.1 All Trust schools keep up to date and accurate records of all concerns, which are stored confidentially. Schools decide on the most effective method of record keeping.
- 11.2 Schools make arrangements with other schools for confidential information sharing of a child protection nature regarding pupils transferring between schools.
- 11.3 School policies make clear that any safeguarding concerns are shared with the DSL or Safeguarding Team immediately, that promises of confidentiality can never be made to pupils, and should not be discussed with other staff except on a need to know basis as advised by DSL.

## **12. PREVENTING ABUSE**

- 12.1 All Trust schools are committed to providing early intervention to prevent abuse. Schools ensure they deliver an outstanding all-round education which prepares all pupils for life in modern Britain. This includes providing a curriculum which promotes health and well-being and addresses key safeguarding issues; it also means providing opportunities for pupils of all ages and abilities to be reflective and inquisitive learners who are confident to ask questions and discuss controversial issues.
- 12.2 Schools ensure that pupils know where to find information and advice and who they can speak to.
- 12.3 Schools ensure that vulnerable pupils can fully benefit from the curriculum, support, information and opportunities provided to enable them to become confident and self-assured individuals, able to protect themselves from harm.
- 12.4 Schools are committed to working closely with parents and carers to prevent any concerns escalating to more serious safeguarding matters. Schools should provide an 'Early Help Offer' to parents and carers which outlines what the school does to promote the welfare of pupils and how the school works with families to prevent escalation of concerns.
- 12.5 Schools work closely with their local Early Help Team and Children's Social Care, together with other agencies as appropriate.

## **13. TYPES OF ABUSE AND REPORTING PROCEDURES**

- 13.1 All Trust staff, including temporary, supply and voluntary workers, should know the 4 categories of abuse and specific safeguarding issues within these categories. Through training they should know the signs of abuse and what to do if they have a concern.
- 13.2 All Trust staff and pupils should be fully aware of safeguarding issues to which all children are vulnerable especially in today's world of technology, such as child-on-child abuse (including sexual violence and harassment), Child Sexual Exploitation (CSE), Child Criminal Exploitation (CCE), radicalisation and extremism, County Lines, domestic abuse, gangs and youth violence, child missing education and mental health. Other safeguarding issues such as so-called 'honour' based abuse and forced marriage Honour-based Abuse (HBA) and their effects on a child or young person's mental health as per KCSIE 2024 should also be addressed in all Trust schools although the risks of these abusive practices is likely to be higher in some schools than others due to the demographic of those schools.
- 13.3 Parents and carers should be made aware of the school's stance on abuse and how the school will take action if they have concerns.
- 13.4 School policies clearly state what to do if anyone has a concern about the safety of a child.
- 13.5 Multi-agency working should refer to schools working with the 3 safeguarding partners and should be referenced in the trust schools' policies. Schools should include in their policies contact details of Children's Social Care, Prevent Duty Officer, Channel, LSCB, and relevant agencies and professionals who can provide advice, consultation and training on a range of safeguarding issues.
- 13.6 Where allegations are made or concerns raised in relation to members of staff, volunteers or contractors they will be handled in line with KCSIE 2024 (Part Four).

## **14. SAFER WORKING PRACTICES**

- 14.1 All FFET teachers are expected to meet the Teacher Standards 2012 and all staff should fulfil their obligations to comply with their school's Staff Code of Conduct.
- 14.2 The Trust has a complaint and disciplinary procedures which all schools follow. We take seriously any concern raised by parents, staff or pupils regarding poor practice towards pupils. School policies should inform staff what to do if they have a concern about another member of staff.
- 14.3 The Trust operates a filtering and monitoring system which identifies any online activity and data storage connected to pupils or staff which raises concerns. All staff are required to follow the Trust's Acceptable Use Policy and parents are required to complete an agreement form on their child's entry

to school to comply with the school's IT policy.

14.4 The Trust ensures only appropriate images of pupils are used for school publication purposes after gaining consent from parents. The Trust follows the terms and guidelines set out in the Data Protection Act 2018 and UK GDPR.

14.5 The Trust ensures that the appropriate level of security protection and procedures are in place in order to safeguard systems, staff and learners. These are reviewed periodically to keep up with evolving cyber-crime technologies.

## **15. SAFER RECRUITMENT**

15.1 The Trust ensures a secure recruitment process and pre-employment vetting in accordance with statutory guidance, including KCSIE 2024 (Part Three).

15.2 Headteachers / Principals are responsible for ensuring that the Single Central Record is accurate and complete.

15.3 Headteachers / Principals are responsible for ensuring that all new staff undertake safeguarding training upon induction and are provided with the following policies:

- a copy of the school's Staff Handbook
- a copy of the school's Child Protection policy
- the Staff Code of Conduct
- a copy of the School's Acceptable Use policy (AUP)
- the identity of the DSLs and information about their role
- a copy of Part 1 Keeping Children Safe in Education (September 2024) including a requirement to read Annex A
- the Trust's Whistleblowing Policy.

15.4 Headteachers / Principals are responsible for ensuring that visitors working directly with pupils should meet with a member of SLT prior to the visit to discuss format and content of delivery, and that a staff member is present at the event to intervene if necessary.

## **16. SITE SECURITY, AFTER SCHOOL AND OFF-SITE ARRANGEMENTS**

16.1 Principals / Headteachers are responsible for ensuring that regular security checks of the building and health and safety checks are conducted.

16.2 Principals / Headteachers are responsible for conducting regular fire evacuation and lockdown drills (see lockdown policy) and that procedures are efficient and maximise the safety of everyone in the school.

16.3 All Trust schools operate a secure system when welcoming visitors into schools, including contractors and parents. Visitors, including governors, wear easily identifiable lanyards which are recognisable by all staff and pupils.

16.4 All Trust schools provide a wealth of after school activities and as such safeguards are in place to ensure pupils' safety after school hours. Pupils are always supervised, registers are taken of pupils present, and access to the building is restricted to ensure their safety at all times.

16.5 All pupils have opportunity to learn outside the classroom. To ensure safety of pupils on school trips and visits, Principals / Headteachers ensure that safeguards are in place through completion of robust risk assessments and safety checks prior to any activity.

16.6 For Trust schools who extend their facilities to the community, Principals / Headteachers ensure that safeguarding checks are fully in place, including site security.

## **Early Life Group Safeguarding Addendum for Cheshire West and Chester**

### **Introduction:**

This safeguarding addendum is an integral part of the Early Life Group's commitment to ensuring the safety and well-being of all children, young people, and vulnerable adults we serve as well as staff. Early Life Workers are expected to adhere to the safeguarding policies & procedures of Cheshire West and Chester, including the i-ART framework.

### **Purpose:**

This addendum outlines specific guidelines and procedures that Early Life Workers must follow in line with the safeguarding policies of Cheshire West and Chester. It aims to provide a safe and nurturing environment for all individuals under our remit.

### **1. Reporting Concerns:**

Early Life Workers are responsible for reporting any safeguarding concerns promptly. Use the "Raising Concerns Template" available in the Early Life Group folder on the computer. Follow the i-ART principles:

- **Identify:** Recognise signs of abuse, neglect, or harm. (Forms of abuse can be found in FFET safeguarding policy)
- **Assess:** Evaluate the severity and urgency of the situation.
- **Respond:** Take immediate action to ensure the safety of the individual.
- **Talk:** Engage with the appropriate authorities and share information as necessary.

### **2. Awareness and Training:**

All Early Life Workers must undergo regular safeguarding training to stay updated on current policies and procedures. Training ensures that they are aware of the signs of abuse and neglect and can take appropriate actions when needed. All Early Life Workers must have Level 3 safeguarding training and complete TAF (Team Around the Family) training and Paediatric First Aid certification.

### **3. Record Keeping:**

Maintain accurate records of any safeguarding concerns, actions taken, and communication with relevant authorities, following the guidelines of Cheshire West and Chester. Ensure that all information is objective and factual.

### **4. Confidentiality:**

Respect the confidentiality of safeguarding concerns, sharing information only on a need-to-know basis in line with data protection laws/GDPR.

### **5. Child Protection Plan:**

If a child or young person is subject to a child protection plan, cooperate fully with the relevant agencies and professionals involved in the plan.

### **6. Code of Conduct:**

Early Life Workers are expected to uphold the highest standards of professional conduct. They should not engage in any behaviour that could be considered harmful to children, young people, or vulnerable adults.

### **7. Safe Environment:**

Ensure that the physical environment is safe and secure, with appropriate risk assessments and safety measures in place. All resources must be age-appropriate and risk-assessed.

### **8. Communication with Parents and Guardians:**

Maintain open and transparent communication with parents and guardians, involving them as appropriate in safeguarding concerns while respecting confidentiality. Contact can happen via the work phone, and all evidence, including text messages, must be retained, and no messages should be deleted.

### **9. Allegations Against Staff:**

If there are allegations against staff, the line manager will be informed, and FFET procedures will be followed.

### **Conclusion:**

This safeguarding addendum is binding for all Early Life Workers, and adherence to Cheshire West and Chester safeguarding policies, including i-ART, is mandatory. Failure to comply may result in disciplinary action. All Early Life Workers are responsible for reviewing and understanding this addendum, and any updates to the safeguarding policies and procedures of Cheshire West and Chester.

## **Early Life Group Safeguarding Addendum for Cheshire East**

### **Introduction:**

This safeguarding addendum is an integral part of the Early Life Group's commitment to ensuring the safety and well-being of all children, young people, and vulnerable adults we serve as well as staff. Early Life Workers are expected to adhere to the safeguarding policies & procedures of Cheshire East Safeguarding Children's Partnership (CESCP). Staff take notice of indicators of possible abuse or neglect and refer them to Children's Services (in Cheshire East or in neighbouring authorities dependent upon the child's area of residence). We recognise that we form part of the wider safeguarding system for children. This responsibility also means that we are aware of the behaviour of staff in the school; we maintain an attitude of 'it could happen here' where safeguarding is concerned.

### **Purpose:**

This addendum outlines specific guidelines and procedures that Early Life Workers must follow in line with the safeguarding policies of Cheshire East Safeguarding Children's Partnership (CESCP). It aims to provide a safe and nurturing environment for all individuals under our remit.

### **1. Reporting Concerns:**

Early Life Workers are responsible for reporting any safeguarding concerns promptly using the "Raising Concerns Template" available in the Early Life Group folder on the computer. Our recording procedures are in line with those outlined in Cheshire East's "Recording and Reporting Guidance."; the Designated Safeguarding Lead and the Deputy Lead are aware of this document.

Where a member of staff is concerned that a child is in immediate danger or is at risk of harm they should report this to the Designated Safeguarding Lead, or their Deputy, without delay. A written record should be made of these concerns as soon as possible following the disclosure/concern being raised; this must be on the same working day. As with any safeguarding allegation, we will follow safeguarding policies and procedures outlined in detail within the Handforth Grange Child Protection and Safeguarding Policy.

### **2. Awareness and Training:**

All Early Life Workers must undergo regular safeguarding training to stay updated on current policies and procedures. Training ensures that they are aware of the signs of abuse and neglect and can take appropriate actions when needed. All Early Life Workers must have completed the Basic Awareness safeguarding training every 3 Years, delivered by SCiES team and an annual refresher delivered by the DSL. In addition they will complete family hub training and hold a Paediatric First Aid certification.

### **3. Record Keeping:**

Maintain accurate records of any safeguarding concerns, actions taken, and communication with relevant authorities, following the guidelines of Cheshire East Safeguarding Children's Partnership (CESCP). Ensure that all information is objective and factual.

### **4. Confidentiality:**

Respect the confidentiality of safeguarding concerns, sharing information only on a need-to-know basis in line with data protection laws/GDPR.

### **5. Child Protection Plan:**

If a child or young person is subject to a child protection plan, cooperate fully with the relevant agencies and professionals involved in the plan.

### **6. Code of Conduct:**

Early Life Workers are expected to uphold the highest standards of professional conduct. They should not engage in any behaviour that could be considered harmful to children, young people, or vulnerable adults.

### **7. Safe Environment:**

Ensure that the physical environment is safe and secure, with appropriate risk assessments and safety



measures in place. All resources must be age-appropriate and risk-assessed.

**8. Communication with Parents and Guardians:**

Maintain open and transparent communication with parents and guardians, involving them as appropriate in safeguarding concerns while respecting confidentiality. Contact can happen via the work phone, and all evidence, including text messages, must be retained, and no messages should be deleted.

**9. Allegations Against Staff:**

If there are allegations against staff, the line manager will be informed, and FFET procedures will be followed.

**Conclusion:**

This safeguarding addendum is binding for all Early Life Workers, and adherence to Cheshire East Safeguarding Children's Partnership (CESCP) policies and procedures, is mandatory. Failure to comply may result in disciplinary action. All Early Life Workers are responsible for reviewing and understanding this addendum, and any updates to the safeguarding policies and procedures of Cheshire East Safeguarding Children's Partnership (CESCP).