

# Safeguarding Policy for Al Aziz Academy

## Date of Policy

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Organisation's Name:	Al Aziz Academy
Designated Child Protection Officer:	Sara Jama
The Headteacher :	Farhana Zaman
The Chair of the committee:	Farhana Zaman
Date of Policy\Review of policy:	27/01/2019 Review on 27/01/20

## Introduction

This policy aims to provide all members of staff (paid and unpaid), children and young people, and their families with a clear and secure framework for ensuring that all children in the organisation are protected from harm, both while at our premises or when off the premises and still in our care.

Practitioners who work with children in this organisation will read this policy within the framework of:

- Working Together to Safeguard Children (2015)
- Keeping Children Safe in Education (2017)

As an organisation, [**Al Aziz Academy**] believes in supporting all aspects of children and young people's development and learning and keeping children safe.

We understand that emotional and social aspects of learning create a foundation for all academic learning. If a child has not been supported to understand, express and resolve their feelings, they may not have the ability to share with other children, resolve the small conflicts that arise in day-to-day classroom life, or concentrate on learning. Their frustrations may cause a range of antisocial, disruptive, overly compliant or withdrawn behaviours.

All staff will work to ensure that:

- Children and young people feel listened to, valued and respected
- Staff are aware of indicators of abuse and know how to share their concerns appropriately
- All paid and unpaid staff are subject to rigorous recruitment procedures
- All paid and unpaid staff are given appropriate support and training

All Faith Communities education staff play a crucial role in helping to identify welfare concerns, and indicators of possible abuse or neglect, at an early stage. [**Al Aziz Academy**] is committed to referring those concerns via the Designated Child Protection Officer (DCPO) to the Local Authority Safeguarding Hub to receive appropriate advice or to allow for assessment of a child's needs and, where appropriate to take appropriate action to meet those needs. If during out of normal working hours the DCPO feels urgency for an appropriate action s/he should contact the police directly or Out of Hours social work

In order to ensure children are adequately protected, we will ensure that:

- We have a designated child protection officer (DCPO) (Sara Jama) and a deputy DCPO ( Farhana Zaman), who attend multi-agency training at least once every two years
- All staff are trained in basic Child Protection awareness every three years

- All staff have read and understand the Child Protection Policy and are aware of the indicators of child abuse and how to respond to concerns or disclosures of abuse by children
- All children, young people and their families are familiar with the Child Protection Policy
- The child protection policy is reviewed on an annual basis by the DCPO and the committee

## **Recognising Abuse**

In the Children Acts 1989 and 2004, a **child** is anyone who has not yet reached their 18th birthday.

Safeguarding and promoting the welfare of children is defined in Working Together to Safeguard Children as:

- protecting children from maltreatment;
- preventing impairment of children's health or development;
- ensuring that children are growing up in circumstances consistent with the provision of safe and effective care;
- undertaking that role so as to enable those children to have optimum life chances and to enter adulthood successfully.

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting, by those known to them or, more rarely, by a stranger for example, via the internet. They may be abused by an adult or adults, or another child or children.

The Children Act 1989 introduced the concept of **significant harm** as the threshold that justifies compulsory intervention in family life in the best interests of children, and gives local authorities a duty to make enquiries to decide whether they should take action to safeguard or promote the welfare of a child who is suffering, or likely to suffer, significant harm.

## **Physical abuse**

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child.

Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

## **Emotional abuse**

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development:

- It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person.
- It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate.
- It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. This can also occur when a child is a young carer for a

parent who is disabled, has mental health problems or misuses alcohol or drugs.

- It may involve seeing or hearing the ill-treatment of another – for example where there is fighting or violence in the home.
- It may involve serious bullying (including via electronic media), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children.

### **Sexual abuse**

Sexual abuse involves forcing or encouraging a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening.

The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing.

They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet).

Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

### **Neglect**

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development.

Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- provide adequate food, clothing and shelter (including exclusion from home or abandonment);
- protect a child from physical and emotional harm or danger;
- ensure adequate supervision (including the use of inadequate caregivers); or
- ensure access to appropriate medical care or treatment.
- It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

### **Special Circumstances**

- Bullying
- Domestic violence
- Fabricated or induced illness
- Female genital mutilation (FGM)
- Foreign exchange visits
- Gangs, serious youth violence and violent extremism
- 'Honour'-based violence

- Information and communication technology (ICT)-based forms of abuse
- Missing from care and home
- Not attending school
- Parental lack of control
- Parental mental illness
- Parents who misuse substances
- Pregnancy
- Private fostering
- Self-harming and suicidal behaviour
- Sexually active children
- Sexually exploited children
- Spirit possession or witchcraft
- Trafficked and exploited children

## **The Designated Child Protection Officer**

The DCPO takes the lead responsibility for child protection, including support for other staff and information sharing with other agencies, developing policies and staff training.

(The DCPO should be a senior member of staff with the authority and seniority to carry out the functions of the role.)

### **DCPO Responsibilities**

- Refer suspected abuse and neglect to the Safeguarding Hub.
- Report allegations made against members of staff to the LADO.
- Develop and update safeguarding policies, ensuring that staff and children/families/parents are aware of them
- Provide support and advice to all members of staff within the setting regarding child protection concerns
- Keep the Headteacher informed about any issues that arise
- Ensure that cover is provided for the role when absent from the setting
- Ensure that all staff receive appropriate Safeguarding Training, and maintain training records
- Cooperate with any requests for information from the local authority in compliance with Section 11, Children Act 2004

### **Other Staff's Responsibilities**

It is the responsibility of all other members of staff to ensure that all safeguarding concerns, both minor and serious, are reported to the DCPO as soon as reasonably possible.

The DCPO may have other information regarding a child, young person or their family of which other staff may not be aware. Minor concerns may take on greater significance within the wider context of knowledge of a child or family that the DCPO may have.

## Child Protection Procedures

1. **You have a concern about a child / young person's wellbeing**, based on:
  - a. Something the child / young person / parent has told you
  - b. Something you have noticed about the child's behaviour, health, or appearance
  - c. Something another professional said or did

Even if you think your concern is minor, the DCPO may have more information that, together with what you know, represents a more serious worry about a child.

It is never your decision alone how to respond to concerns – but it is always your responsibility to share concerns, no matter how small.

2. **Decide whether you need to find out more** by asking the child / young person, or their parent to clarify your concerns, being careful to use open questions:

...beginning with words like: 'how', 'why', 'where', 'when', 'who'?

3. **Let the child / young person / parent know what you plan to do next** if you have heard a disclosure of abuse or you are talking with them about your concerns. Do **not** promise to keep what s/he tells you secret.

...for example, 'I am worried about your bruise and I need to tell Mrs Smith so that she can help us think about how to keep you safe'

4. **Inform the DCPO immediately**. If the DCPO is not available, inform their Deputy. If neither are available, speak to the Head or another senior member of staff. If there is no other member of staff available, you must contact the LADO yourself.

5. **Make a written record** as soon as possible after the event, noting:
  - a. Name of child
  - b. Date, time and place
  - c. Who else was present

- d. What was said / What happened / What you noticed  
... speech, behaviour, mood, drawings, games or appearance
- e. If child or parent spoke, record their words rather than your interpretation
- f. Analysis of what you observed & why it is a cause for concern

6. The DCPO may **take advice from the Safeguarding Hub**
7. The DCPO makes the **referral to the Safeguarding Service**
8. The **DCPO shares information with other relevant professionals such as Social Workers and Police**
9. The **DCPO informs parent that they have made a referral unless to do so would cause delay or endanger the child or compromise a police investigation ( if in doubt seek advice from the Safeguarding Hub)**
10. The **DCPO remains in close communication professionals around the child / young person** and with the family, in order to share any updates about the child / young person

If a child protection investigation is pursued, the DCPO and other key staff may:

- Work closely and collaboratively with all professionals involved in the investigation, to keep the child / young person safe
- Attend a child protection conference when invited and provide updated information about the child
- Attend any subsequent child protection review conferences.
- Attend core group meetings and take an active role in the implementation of the protection plan.

## **Safe Practice**

### **Safer Recruitment**

Safeguarding Children and Safer Recruitment in Education (2007) outlines Safer Recruitment processes in education settings. At least one member of staff on every recruitment panel has undertaken training in Safer Recruitment.

Safer Recruitment processes aim to:

1. Deter potential abusers by setting high standards of practice and recruitment.
2. Reject inappropriate candidates at the application and interview stages
3. Prevent abuse to children by developing robust policies and agreeing on safe practice

### **Allegations Against Staff**

Allegations of abuse can be made by children and young people and they can be made by other concerned adults.

All allegations against staff or volunteers should be immediately brought to the attention of the Headteacher.

If an allegation is made against the Headteacher, this should be brought to the attention of the Chair of the committee or organisation.

In all cases, the LADO should be notified.

The Headteacher should take the following actions:

- Ensure that the child reporting the allegation is safe and away from the member of staff against whom the allegation is made
- Make a referral to the Children's Service where the child resides, if appropriate
- Contact the LADO in Sheffield immediately
- Contact the parents/carers of the child, following advice from the LADO
- Consider suspending the member of staff or review his/her working arrangements, pending the investigation, following advice from the LADO
- Attend strategy meetings convened by the LADO and act upon the decisions made at these meetings

Suspension should be considered when:

- There is a cause to suspect children are risk of significant harm or
- The allegation warrants investigation by the police or
- The allegation is so serious that it might be grounds for dismissal

Any disciplinary investigation should be carried out once the child protection investigation has been completed.

For more information, see *Keeping Children Safe in Education* (2017).

## **Visitors**

- No visitors, including tradespeople, should be allowed to wander around the premises unaccompanied when children and young people are present
- Staff should be alert to strangers frequently waiting outside a venue with no apparent purpose.
- Children should not be collected by people other than their parents unless written notification has been received in advance;
- If a child is not collected after a session it is reasonable to wait approximately half an hour for a parent or carer to arrive. If the parent or carer cannot be contacted, staff should contact the relevant authority.

## **Use of Force, Restraint and Positive Handling**

The law forbids a teacher or other members of staff from using any degree of physical contact that is deliberately intended to punish a pupil, or that is primarily intended to cause pain or injury or humiliation.

Any concerns or allegations that a member of staff may have acted inappropriately should be brought to the headteacher's attention immediately, in confidence. The Headteacher, in turn, will contact the LADO.

## **Staff Conduct**

In order to protect children, young people and members of staff, we encourage staff to follow professional code of conduct. This covers appropriate dress, the use of appropriate boundaries, social contact outside setting (including on social networking sites), the receiving and giving of gifts and favouritism, and the safe use of technology.

All relevant information can be accessed via Sheffield Local Safeguarding Children Board's website.

## **Child Protection Training**

The Organisation will keep detailed records of all staff's child protection training and will issue reminders when training updates are required. It is good practice to include a safeguarding and child protection agenda item in all staff meetings.

All paid and unpaid members of staff, including committee members, undertake single-agency, basic awareness child protection training once every three years.

In addition, the designated members of staff will undertake multi-agency training every two years.

## **Implementation & Review Strategies**

This policy is reviewed annually by the DCPO and is approved by the committee.

All members of staff read and agree to the child protection policy before the start of their employment.

All children, young people and their families will be made read and agree to the policy before enrolment. It is important for families to be aware of actions staff may take if there are any concerns for a child or a young person's safety, and for them to understand that they might not be consulted before action is taken. Knowing about child protection procedures ahead of time helps parents to engage better in the process, meaning that change is more likely to take place.

## **Appendices**

1. Key Contacts
2. Staff acknowledgement form
3. Parent acknowledgement form

## **Appendix 1: Key Contacts**

Safeguarding Hub: 0114 2734855

Domestic Abuse: 08088082241

Drug Support: 0114 27231481

Alcohol Support: 01142 263000

UK Anti-Terrorist Hotline Number: 0800 789 321

## Appendix 2: Staff acknowledgement form

Name	<input type="text"/>
Job Title	<input type="text"/>
I have read this Safeguarding Policy and I understand my role with regards to Child Protection in this setting	<input type="checkbox"/>
Signature	<input type="text"/>
Date	<input type="text"/>

### Appendix 3: Parent / Carer acknowledgement form

[ **Al Aziz Academy** ] has a child protection policy which means that staff will do everything they can to make sure that all the children in the school are free from harm, either in school or when the children are away from school.

To help staff keep your child safe, every member of staff must have training in child protection at least once every three years, and the school has a Designated Child Protection Officer who looks into any worries about children in the school, and who looks out for children who are thought to be at risk.

The school will inform the local authority if there are any significant reasons to be worried about your child's wellbeing. The school may become worried about a child if they notice behaviour and mood changes, physical marks, worrying play or social behaviour, or if a family member or a child says something that makes the school think that the child might be at risk of harm.

The school will usually inform you that they are making a child protection referral, but they are not required to tell you, nor do they need your consent to make a referral.

Name of Child	<input type="text"/>
Child's Date of Birth	<input type="text"/>
Name of Parent / Carer (1)	<input type="text"/>
Relationship to Child	<input type="text"/>
I have read this Child Protection Policy and I understand the actions that might be taken if there are any concerns about my child	<input type="checkbox"/>
Signature	<input type="text"/>
Date	<input type="text"/>
Name of Parent / Carer (2)	<input type="text"/>
Relationship to Child	<input type="text"/>
I have read this Child Protection Policy and I understand the actions that might be taken if there are any concerns about my child	<input type="checkbox"/>
Signature	<input type="text"/>
Date	<input type="text"/>