

STAMFORD ACADEMY

Child Safeguarding

CODE OF CONDUCT

This Code of Conduct must be followed by all Stamford Academy employees, clients, contractors, host families, volunteers and third-party suppliers over the age of 18 who are likely to come into contact with Academy students under the age of 18.

It is available to parents on request and is published on the Academy website. We can make this document available in large print or other accessible format if required. It applies wherever staff or volunteers are working with students under 18 years of age, even where this is away from Stamford Academy (the school), for example at an activity centre or on an educational visit.

Stamford Academy is committed to ensuring that every young student in its care should feel safe and protected from any form of abuse which, in this instance, means any kind of neglect, non-accidental physical injury, sexual exploitation or emotional ill-treatment.

We take our duty to safeguard and promote the welfare of children and young people in our care very seriously and by extension we expect all staff, hosts and volunteers engaged by us to share this commitment. The School will therefore take all reasonable measures to:

- ensure that we practise safer recruitment in checking the suitability of staff and volunteers (including staff employed by another organisation) to work with children and young people in accordance with the guidance given in Safeguarding Children and Safer Recruitment in Education, the Education (Independent School Standards) (England) Regulations 2010. An on-line eLearning awareness tool is used for all new applicants.
- ensure that where the School ceases to use the services of any person (whether employed, contracted, a volunteer or pupil) because that person was considered unsuitable to work with children, a prompt and detailed report is made to the Independent Safeguarding Authority (ISA);
- ensure that where staff from another organisation are working with our pupils on another site, we have received assurances that appropriate child protection checks and procedures apply to those staff;
- follow the local inter-agency Children's Accommodation and Support Service of LINCOLNSHIRE COUNTY COUNCIL and Ursula Morton Safeguarding Manager (LADO);
- protect each pupil from any form of abuse, whether from an adult or another pupil;
- be alert to signs of abuse both in the School and from outside;
- deal appropriately with every suspicion or complaint of abuse;
- design and operate procedures which promote this policy;
- design and operate procedures which, so far as possible, ensure that teachers and others who are innocent are not prejudiced by false allegations;
- be alert to the medical needs of children with medical conditions;
- operate robust and sensible health & safety procedures;
- take all practicable steps to ensure that School premises are as secure as circumstances permit;
- operate clear and supportive policies on drugs, alcohol and substance misuse;
- consider and develop procedures to deal with any other safeguarding issues which may be specific to individual children in our School or in our local area; and

- have regard to guidance issued by the Secretary of State for Education (DfE) in accordance with section 157 of the Education Act 2002 and associated regulations.

Every complaint or suspicion of abuse from within or outside the School will be taken seriously and in all proper circumstances will be referred to the appropriate external agency such as the Children's Social Care department of the local authority, the child protection unit of the police without further investigation within the School. Allegations of abuse against a member of staff or volunteer will be referred to the Local Authority Designated Officer for Lincolnshire (LADO), Ursula Morton. Any doubts or concerns over apparently borderline cases will be discussed informally with the LADO, initially on a "no names" basis.

Stamford Academy Designated Safeguarding Lead/Safeguarding Officer

The School has appointed a senior member of staff with the necessary status and authority (Chris Brock - Managing Director) as its Designated Safeguarding Lead/Safeguarding Officer responsible for all matters relating to child protection and welfare. Parents are welcome to approach Chris if they have any concerns about the welfare of any child in the school, whether these concerns relate to their own child or any other. If preferred, parents may discuss concerns in private.

The main responsibilities of the Designated Safeguarding Lead are:

- to be the first point of contact for parents, pupils, teaching and non-teaching staff and external agencies in all matters of child protection;
- to co-ordinate the child protection procedures in the School;
- to maintain an on-going training programme for all School employees;
- to monitor the keeping, confidentiality and storage of records in relation to child protection;
- to liaise with the Local Authority Designated Officer ;
- to keep parents informed of action to be taken under these procedures in relation to their child;
- to monitor records of pupils in the School who are subject to a child protection plan to ensure that this is maintained and updated as notification is received;
- to liaise with other professionals to ensure that children who are subject to child protection plans are monitored;
- where appropriate, to take part in the child protection conferences or reviews/core groups;
- to inform the Children's Social Care Department in writing when a child who is subject to a child protection plan moves to another school and to inform the new school of the child protection plan as advised by the Children's Social Care department; and
- keep and maintain records of staff training on child protection and safer recruitment procedures.

If Chris is unavailable, his duties will be carried out by Geoff Brock, who has received appropriate training. Geoff can be contacted on 01780 489400 /geoff@stamfordacademy.co.uk

Chris has undertaken the Level 2 course in Child Safeguarding as well as basic child protection training and will attend a refresher course bi-annually. Geoff has undertaken a course in safeguarding awareness.

Dos and Don'ts for Working with Children

Do:

- Remember the child comes first
- Behave professionally
- Treat everyone with respect and communicate at their level
- Listen to children
- Be aware of policies and procedures
- Report any suspicion within Stamford Academy guidelines
- Be aware, approachable and understanding.

Do not:

- Touch inappropriately
- Use inappropriate language
- Harm or frighten a child
- Be alone with a child, if avoidable
- Threaten, shout or be aggressive
- Mistreat, demean, ignore or make fun of a child
- Force a child to do something they do not want to do
- Let a child expose him/herself to danger
- Take photos of children without the consent of Stamford Academy senior staff.

Additionally, all students must remain under the supervision of Stamford Academy staff or nominated persons who have undergone a similar screening process that can be sufficiently evidenced.

You have a strict duty never to subject any child to any form of harm or abuse. Failure to honour this will be treated as gross misconduct. This means that it is unacceptable, for example, to:

- Distress a child by shouting at them or calling them derogatory names
- Slap a child
- Hold a child in such a way that it causes pain, or to shake them
- Physically restrain a child except to protect them from causing harm to themselves or others
- Take part in horseplay or rough games
- Allow or engage in inappropriate touching of any kind
- Do things of a personal nature for children that they can do for themselves, this includes going to the toilet with a child unless another adult is present
- Allow or engage in sexually suggestive behaviour within a child's sight or hearing, or making suggestive remarks to or within earshot of a child
- Give or show anything to a child that could be construed as pornographic
- Seek or agree to meet a child outside of their visit/stay with Stamford Academy without the full prior knowledge and consent of the parents/guardians
- Seek or agree to have any electronic form of contact with a child during or after their visit/stay with Stamford Academy without the full prior knowledge and consent of Stamford Academy and the child's parents/guardians.

Safeguarding Contacts

To report or refer a suspected safeguarding issue or incident involving a student at Stamford Academy the following contacts are all Designated Safeguarding Leads.

Stamford Academy - Mr. Christopher Brock – T 01780 489400 E chris@stamfordacademy.co.uk
Lincolnshire Local Authority Designated Officer (LADO) - Ursula Morton - T 01522 554674
Stamford High School (Girls) - Dominique Evans T 01780 484216 E deevans@ses.lincs.sch.uk
Stamford Schools (Boys) - Kendall Mills T 01780 750362 E kjmills@ses.lincs.sch.uk
FootballCV - Ann Dyte T 01933 420000 E adyte@internationalfootball.academy

Reporting an Incident

1. In the first instance, any concerns should be highlighted and reported to Stamford Academy's Designated Safeguarding Lead, Mr. Christopher Brock.
2. If for any reason there is a conflict of interest, reports of Safeguarding issues involving students at Stamford Academy under 18 years of age should be made to Lincolnshire's LADO, Ursula Morton who will record the incident and advise you accordingly.
3. Throughout the year, we have a number of students, under 18 years of age, who are also enrolled as full-time students at either Stamford Endowed Schools or FootballCV International Academy. Should there be a conflict of interest whereby an incident cannot be reported to Stamford Academy's Designated Safeguarding Lead, the relevant Designated Safeguarding Lead at Stamford Endowed Schools or FootballCV International Academy should act as your initial contact.

Incidents that must be Reported/Recorded

If any of the following occur you should report this immediately to Stamford Academy's Designated Safeguarding Lead who will record the incident.

- If you accidentally hurt a child or young person
- If he/she seems distressed in any manner
- If a child or young person appears to be sexually aroused by your actions
- If a child or young person misunderstands or misinterprets something you have done.

If a child has an accident which does not require hospital treatment:

- Management should be notified and the individual should be monitored
- The child's parent should be notified of the incident at an appropriate time
- The accident/incident book should be completed
- A member of Stamford Academy staff should be informed immediately.

Responding to Allegations or Suspicions

It is not the responsibility of anyone working in Stamford Academy in a paid or unpaid capacity to decide whether or not child abuse has taken place. However, there is a responsibility to act on any concerns through contact with the appropriate authorities.

Stamford Academy will fully support and protect any members of staff/volunteers who report in good faith their concerns that a colleague may be abusing a child.

If you notice any suspicious signs, report this to Stamford Academy's Designated Safeguarding Lead (Mr. Christopher Brock) or the appropriate DSL as listed above under 'Reporting an Incident'.

If a child tells you they are being abused, react as follows.

| What to do | What to avoid |
|--|---|
| Stay calm | Don't panic. Don't over-react. It is unlikely that the alleged victim is in immediate danger. |
| Listen and be child-focused | Don't probe for more information or ask leading questions. Questioning the participant may affect how the disclosure is received at a later date. |
| Give the person the chance to say what they want to say. Use TED to help you: Tell me, Explain to me, Describe to me | Don't assume, don't paraphrase and don't offer alternative explanations |
| Reassure that they have done the right thing by telling you. Explain that you will need to inform your manager in order to provide the best possible help. | Don't promise to keep secrets or suggest that everything will be OK. You can't guarantee this. |
| Act immediately in accordance with the procedure in this policy | Don't wait or try to deal with it yourself: listen and refer |
| Record in writing exactly what the student said as soon as possible. | Don't make negative comments about the alleged abuser. Don't 'gossip' with colleagues about what has been said to you. Don't make a child repeat a story unnecessarily. |

If there is, or seems to be, immediate risk to a child or children, contact the police directly. The parents or carers of the child will be contacted as soon as possible following advice from the relevant local authority department.

The Designated Safeguarding Lead or Director responsible should only notify other members of Stamford Academy of events on a need to know basis, see confidentiality below.

Internal enquiries and suspension

The Stamford Academy manager responsible will immediately remove the adult from contact with students pending further police and social services inquiries. In accordance with the findings of the social services or police inquiries the Stamford Academy management team will assess all individual cases to decide whether a member of staff or volunteer can be reinstated and how this can be sensitively handled. *The welfare of the child should remain of paramount importance throughout.*

Allegations of previous abuse

Allegations of abuse may be made some time after the event (e.g. by an adult who was abused as a child, or by a member of staff who is still currently working with children).

Where such an allegation is made, the school will follow the procedures as detailed above and report the matter to the local authority or the police. This is because other children, either within or outside the organisation, may be at risk from this person.

Anyone who has a previous criminal conviction for offences related to abuse is automatically excluded from working with children. This is reinforced by the details of the Protection of Children Act 1999.

Action if bullying is suspected

If bullying is suspected, the same procedure should be followed as that set out in the table above.

Action to help the victim and prevent bullying

- Take all signs of bullying very seriously
- Encourage all children to speak and share their concerns. If anyone talks about or threatens suicide, seek professional help immediately. Help the victim to speak out and tell the person in charge or someone in authority.
- Investigate all allegations and take action to ensure the victim is safe.
- Speak to the victim and the bully/bullies separately.
Reassure the victim that you can be trusted and will help them, although you cannot promise to tell no-one else.
- Keep records of what is said (what happened, by whom, when).
- Report any concerns to the person responsible for welfare or a senior staff member.

Action towards the bully/bullies

- Talk with the bully/bullies, explain the situation, and try to get the bully/bullies to understand the consequences of their behaviour. Seek an apology for the victim(s) with a staff member present to keep a written record.
- The School will inform the parents of the bully/bullies and of the victim(s).
- The School will impose sanctions as necessary.
- Encourage and support the bully/bullies to change their behaviour.
- The School will hold meetings to monitor progress.
- The School will inform all relevant staff members of action taken.
- Keep a written record of action taken.
- Look at supporting the bully/bullies with any issues they may have.
- Further incidents of bullying may result in the bully/bullies being sent home.

Concerns outside the immediate environment (e.g. about a parent or carer)

- Report your concerns to the person responsible for welfare or the designated person, who should contact the local authority or the police as soon as possible.
- See below for the information that social services or the police will need.
- If the relevant manager is not available, the person being told of or discovering the abuse should contact social services or the police immediately.
- The local authority and the relevant DSL will decide how to involve the parents/carers.
- Maintain confidentiality, disseminating information on a need-to-know basis only.

Information for Social Services or the police about suspected abuse

To ensure that this information is as helpful as possible, a detailed record should always be made at the time of the disclosure/concern, which should include the following:

- The child's name, age and date of birth
- The child's home address and telephone number
- Whether or not the person making the report is expressing their own concerns or those of someone else
- The nature of the allegation. Include dates, times, any special factors and other relevant information
- Clear distinction made between what is fact and what is opinion or hearsay.
- A description of any visible bruising or other injuries, and also any indirect signs, such as behavioural changes
- Details of witnesses to the incidents
- The child's account, if it can be given, of what has happened and how any bruising or other injuries occurred
- Whether the parents have been contacted, and if so, what has been said

- Whether anyone else has been consulted, and if so, the relevant details
- If the child was not the person who reported the incident, whether the child has been spoken to, and if so, what was said
- Whether anyone has been alleged to be the abuser, and if so, the relevant details
- Where possible, referral to the police or social services should be confirmed in writing within 24 hours and the name of the contact who took the referral should be recorded.

If you are worried about sharing concerns about abuse to a senior colleague, you can contact social services or the police direct, or the *NSPCC Child Protection Helpline on 0800 800 5000, or Childline on 0800 1111*.

Confidentiality

Confidentiality shall be maintained at all times. Information shall be handled and disseminated on a need-to-know basis only.

This includes the following people:

- The senior staff member responsible for the alleged abuser
- The parents of the student who is alleged to have been abused
- The person making the allegation
- Social services/police
- The alleged abuser (and parents if the alleged abuser is a child).

Social services will advise on who should approach the alleged abuser. This will rarely be someone from the company itself.

Information must be stored in a secure place with limited access to designated people, in line with data protection laws (e.g. the information must be accurate, relevant, secure and, where necessary, regularly updated).

Support to deal with the aftermath of abuse

Consideration should be given to the kind of support that children, parents and members of staff or volunteers may need. Use of help-lines, support groups and open meetings will maintain an open culture and help the healing process. The British Association for Counselling directory is available from The British Association of Counselling, 1 Regent Place, Rugby, CV21 2PJ, Tel: 01788 550899, Fax: 01788 562189, E-mail: bac@bacp.co.uk, Internet: www.bacp.co.uk

Consideration should be given to what kind of support may be appropriate for the alleged perpetrator.

Other Welfare Considerations

Alcohol and Illegal Drugs

If there appears to be underage drinking in or around Stamford Academy or you see anyone apparently taking drugs, giving them to others or being given them you should:

In the event that they are a student:

- Immediately take them to a senior member of staff
- Complete a detailed incident report
- Be alert and aware to any other similar incidents amongst their peers
- As a Host Family, contact the Designated Safeguarding Lead or Group Leader immediately

In the event that they are a visitor:

- Stay within reasonable distance as a barrier between them and the children
- Usher away any students discreetly
- Contact the police
- Contact a senior member of staff

In the event that they are a staff member:

- Stay within reasonable distance, preventing them from making contact with any students
- Immediately contact a senior member of staff

Protecting yourself from false accusation

It is important, when working with children, to also ensure your own personal safety. This includes protecting yourself from false accusation. The following guidelines exist to protect you.

- Avoid being alone with a child wherever possible
- Never enter a student's room without reasonable cause
- Never enter a student's room without another member of staff. At least one staff member must be of the appropriate gender.
- Never agree to keep a secret for a student
- Complete incident reports – any inappropriate behaviour of any nature should be recorded on an incident report

Use of photographic/filming equipment

Stamford Academy staff are strictly prohibited from taking photographs or film footage of students unless authorised by a senior staff member. This includes taking photographs as keepsakes. Media footage of students under 18 for publicity purposes may only be recorded upon completion of a media consent form by a parent, guardian or group leader with parental consent.

Communication with students including use of mobile phones, email, social media etc.

Staff may join the Stamford Academy Facebook group and other related social media forums to message students collectively. However, no **personal** messaging of any kind is allowed during or following employment. This includes, but is not limited to, texting, emailing, messaging through social media and telephone calls. Stamford Academy staff are in a position of authority and therefore relationships with students should remain strictly professional. You are role models to the students and not friends regardless of age.

Promoting Good Practice

Child abuse, particularly sexual abuse, can arouse strong emotions in those facing such a situation. It is important to understand these feelings and not allow them to interfere with your judgment about the appropriate action to take.

Abuse can occur within many situations including the home, school and other youth sector environments. Some individuals will actively seek employment or voluntary work with young people in order to harm them.

All suspicious practice shall be reported following the guidelines in this document.

Recruitment and Training of Staff

All reasonable steps are taken to ensure unsuitable people are prevented from working with children.

Pre-selection Checks

All new staff must provide details of two professional referees. References must be taken up in writing.

All employees working with children should complete an enhanced Disclosure and Barring Service (DBS) check application form.

Interview and Induction

All employees and volunteers will be required to undergo an interview carried out to acceptable protocol and recommendations. During the recruitment process:

- The individual's identity should be verified and copies of proof of identity taken
- A check should be made that the DBS check application form has been completed in full
- Their qualifications should be substantiated where necessary

All employees should receive a formal or informal induction, during which they should receive, or be directed to, copies of the following documents, policies and procedures:

- Risk assessments
- Staff Handbook
- Provision of Service contract
- Child Safeguarding Code of Conduct
- Safeguarding Policy

The job description and responsibilities should also be clarified during this induction.

Stamford Academy requires:

- All contractors and employees to attend any meetings or training sessions relating to child protection awareness, to encourage good practice and to facilitate the development of a positive culture towards good practice and child protection.
- Senior members of staff to have sufficient and up-to-date knowledge on child protection legislation and issues.
- Relevant, nominated personnel to hold recognised and appropriate first aid qualifications.
- Staff to sign to say that they have read and understood the Academy's Safeguarding Policy and agree to the Code of Conduct. All staff will undertake a Level 1 Safeguarding Basic Awareness online training course from North Yorks Training Board at <http://www.safeguardingchildren.co.uk/course-signup.html>. Further clarification on Safeguarding / Child Protection is given at induction.

Useful Contact Details

L.A.D.O Lincolnshire 01522 554668 – Ursula Morton 01522 554674

The NSPCC (National Society for the Prevention of Cruelty to Children) 0207 825 2500 Helpline: 0808 800 5000 www.nspcc.org.uk

Childline UK 0800 1111 www.childline.org

DBS 0870 909 0811 www.crb.gov.uk

Social Services Lincolnshire 01522 782111

Emergency Out Of Hours Social Services 01522 782333

Samaritans: 08457 909090 www.samaritans.org.uk