

Knox Academy

Safeguarding Policy

The policy applies to all staff, including senior managers, volunteers, partners, students or anyone working on behalf of Knox Academy.

The purpose of this policy is:

- To protect all children and young people who attend Knox academy;
- To provide staff and volunteers with the overarching principles that guide our approach to safeguarding and child protection.

Article 3 of the United Nations Convention on the Rights of the Child 1991 states that the best interests of the child must be a top priority when making decisions or taking actions affecting children. To that end Knox Academy is committed to promoting the welfare of all children and young people, and to keeping them safe. This is evident in our practice, ethos and values.

This policy is underpinned by laws and guidance designed to protect children and young people, including

- Children Act 1989
- United Nations Convention on the Rights of the Child 1991
- Data Protection Act 1998
- Human Rights Act 1998
- Sexual Offences Act 2003
- Children Act 2004
- Safeguarding Vulnerable Groups Act 2006
- Equalities Act 2010
- Protection of Freedoms Act 2012
- Children and Families Act 2014
- GIRFEC
- Children and Young People (Scotland) Act 2014
- Information Sharing: Advice for practitioners providing safeguarding services to children, young people, parents and carers; HM Government 2015
- Working together to safeguard children: a guide to inter-agency working to safeguard and promote the welfare of children; HM Government 2015

Our guiding principles are that:

- The welfare of children and young people is paramount, as enshrined in the Children Act 1989 and the values of GIRFEC.
- All children and young people regardless of age, disability, gender, nationality, race, religious belief, sexual orientation or identity, have the right to equal protection from all types of harm or abuse.
- Some children and young people are particularly vulnerable due to the impact of previous experiences, their level of dependency on adults, communications needs or other issues.

- Working with children, young people, their parents/carers, families and other agencies is essential in promoting the wellbeing of children and young people.

We will endeavour to keep children and young people safe by:

- Treating them with respect.
- Valuing their opinions and giving them a voice.
- Adopting child protection and safeguarding practices through our policies and procedures.
- Appointing a designated Child Protection and Safeguarding lead in school.
- Providing effective management for staff and volunteers through supervision, support, training, self-evaluation and quality assurance measures.
- Recruiting staff and volunteers safely, ensuring all necessary checks are made.
- Recording, storing and sharing information professionally and securely, with the dignity of the child or young person a top priority.
- The appropriate involvement of children, young people and parents/carers when information needs to be shared with other agencies.
- Sharing information about good practice with children, young people, families, staff and volunteers.
- Using the relevant procedures to manage any allegations against staff and volunteers appropriately.
- Using East Lothian Council's Respect for All policy to create an ethos built around positive relationships, and to deal with bullying incidents in line with East Lothian Council guidelines as laid out in the Anti-Bullying Policy (March 2017), including the recording and logging of incidents of bullying.
- Ensuring that we have effective complaints measures in place.
- Ensuring that we provide a safe physical environment for our children, young people, staff and volunteers, by applying health and safety measures in accordance with the law and regulatory guidance.
- Ensuring that all staff are aware of their statutory duties.
- Ensuring that relevant staff are kept up to date with safeguarding practice.

Safeguarding procedures

As per the GTC Standard for Full-registration the wellbeing of pupils is the responsibility of all staff. Pupil Support and Senior Leadership staff provide an added layer of support for children and young people where this is necessary.

As part of our Respectful Relationships policy staff are expected to carry out wellbeing scans as part of normal classroom practice. This is to identify for any concerns that may be as a result of wellbeing issues. Staff can address the issue within their own environment, utilising their relationship with the pupil and if the concern is more serious they should inform the relevant guidance teacher or the Safeguarding/Child Protection lead. All staff must ensure that they are up to date with Child Protection training as stipulated by the Local Authority and follow Knox Academy's Child Protection procedures.

Staff will use the referrals system to pass any relevant concerns on to the Guidance team for further relevant action. Where the concern is urgent is important to attempt to pass on the information in person. If a concern comes from outwith the school, e.g. from a parent, to someone other than the Guidance staff, the member of staff should share the concern with the relevant Guidance teacher.

Knox Academy operates a House system, with each Guidance teacher and the Head of House having responsibility for the pupils in their house. Pupils regularly see their Guidance teacher in PSE lessons, and may also arrange to have individual contact with the Guidance teacher or Head of House. Pupils and parents are encouraged to contact their Guidance teacher with any safeguarding or pastoral concerns, although pupils are free to go to any trusted member of staff who will then pass the information on if necessary.

The house team (Guidance staff, Head of House and a Pupil Support Worker) meet on a weekly basis to monitor the wellbeing and progress of their caseload. This meeting takes the individual characteristic of each pupil in to account, alongside other information such as attendance, late-coming, tracking and monitoring information and staff referrals.

The wider Pupil Support Team meets fortnightly as the Pupil Support Group (PSG) to discuss wider and more complex concerns as a result of referrals from the House team. The PSG will also consider any significant interventions required, the allocation of support resources and referrals on to partner agencies for further support.

Pupil Support staff at Knox Academy will operate with East Lothian's Child Planning Process, holding meetings where necessary and inviting all relevant partners to consider how to co-ordinate in order to best support our pupils. Where relevant a Child's Plan may be drawn up.

Knox Academy is committed to providing high quality pastoral care and support to our pupils, and putting their safety and wellbeing at the heart of what we do.

Designated Safeguarding Officer(DSO)

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Signed:



