Safeguarding Policy

It was ratified by the Samuel Ward Academy Local Governing Body on:	October 2016
Review date:	Annually

SAMUEL WARD

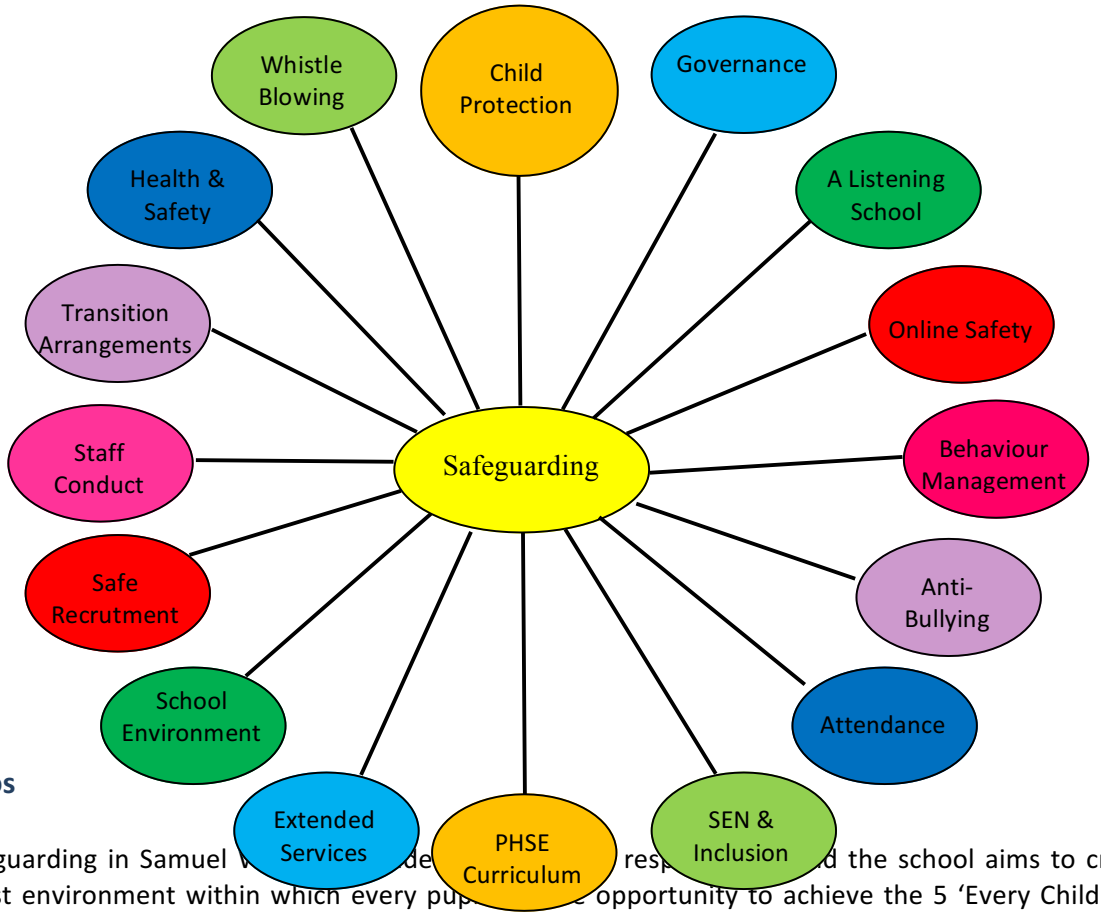
Everyone who comes into contact with children and their families has a role to play in safeguarding children. In order to fulfil this responsibility effectively, all professionals should make sure their approach is child-centred. This means that they should consider, at all times, what is in the best interests of the child.

(Keeping Children Safe in Education, 2016)

Purpose and Aims

The purpose of Samuel Ward Academy's safeguarding policy is to provide a secure framework for the school in safeguarding and promoting the welfare of those pupils who attend our school. The policy aims to ensure that:

- All our pupils are safe and protected from harm.
- All elements of provision and policies are in place to enable pupils to feel safe and adopt safe practices.
- Staff, both teaching and non teaching, pupils, governors, trainees, volunteers and parents are aware of the expected behaviours and the school's legal responsibilities in relation to the safeguarding and the welfare of all our pupils.



Ethos

Safeguarding in Samuel W de resp d the school aims to create the safest environment within which every pup opportunity to achieve the 5 'Every Child Matters' outcomes. All pupils at Samuel Ward must feel that they are listened to and appropriate action taken.
Samuel Ward works in partnership with other agencies and seeks to establish effective working relations with parents, carers and other colleagues. We provide activities and opportunities across the curriculum that encourage pupils to develop essential life skills and protective behaviours. Our school fully recognises the contribution it can make to protect children from harm by supporting and promoting the welfare of all children who are registered pupils at our school.

Responsibilities and Expectations

Samuel Ward Academy has a Governing body whose legal responsibility is to make sure that the school has an effective safeguarding policy and that appropriate safeguarding procedures are in place, that these are monitored and the school complies with them.

- The Governing body ensures that this policy is made available to parents and carers if requested.
- The Governing body ensures that all staff and volunteers are properly checked out to make sure that they are safe to work with pupils who attend Samuel Ward Academy.
- The Governing Body ensures that Samuel Ward has the procedures for handling allegations of abuse made against members of staff (including the Principal) trainees and volunteers.
- The Governing body will ensure that there is a Named Governor and a Designated Safeguarding Lead (DSL) who has lead responsibility for dealing with all safeguarding issues in our school including the Prevent Duty which are outlined in Keeping Children Safe in Education 2016.

The Governing Body has appointed Designated Safeguarding Lead (DSL) who have *lead responsibility* for dealing with all safeguarding issues in school.

The **Designated Safeguarding Lead(DSL)** is:	**Mrs Jenna Powell**
If she is not available the **DSL alternates** are:	**Mrs Mary Coe, Mrs Mel Hudson, Mrs Jo Rose**
The named **Safeguarding Governor** is:	**Mrs Kate McDowell**
The **Chair of Governors** is:	**Mrs Kate McDowell**

The Role of the SDLs

The Designated Safeguarding Leads (DSL) ensure that all safeguarding issues raised in school are effectively responded to, recorded and referred to the appropriate agency. This is currently through the Customer First procedures.

The DSLs arrange appropriate whole school safeguarding training for all staff and volunteers who work with pupils in the school. This training will take place at least every three years and is delivered in school and is linked to the support and quality assurance process offered by Suffolk County Council.

The DSLs ensure that a senior member of staff who has the relevant training and access to appropriate supervision attends, where appropriate, all conferences, core group meetings or meetings where it concerns a pupil at Samuel Ward and contributes to multi-agency discussions to safeguard and promote the pupil's welfare.

SDL must log all safeguarding and online safety concerns.

The DSLs complete an Annual Self-Assessment Report which demonstrates that the safeguarding arrangements within the school are being met.

All adults at Samuel Ward are made aware of Safeguarding procedures which are laid out in the Staff Handbook. Staff induction directs new members of staff to these pages and level 1 Safeguarding training is delivered as soon as feasibly possible.
All staff will be given copy of the most up-to-date "Keeping Children Safe in Education – Part 1" to read. Staff will be given regular updates and the key points will be reinforced in whole school staff meetings throughout the school year.

Visitors to reception are made aware of Samuel Ward's Safeguarding procedures as well as who the DSLs are when they sign into the building.

Whenever possible, a DSL accompanies staff and children on all school trips but when that is not possible, the DSL telephone number is taken, so they can be contacted immediately any safeguarding or child protection issues occur.

All Child Protection concerns need to be acted on **immediately** as early intervention is paramount in ensuring that any safeguarding concerns are dealt with expediently. In addition staff are suitably trained to identify any children that may benefit from early help. If school staff are concerned that a child may be at risk or is actually suffering abuse, they should tell the Designated Safeguarding Lead immediately. The Designated Safeguarding Lead will establish whether the child is a concern or at risk of immediate danger and act accordingly.
All staff are aware that confidentiality is required when dealing with safeguarding and reporting systems are in place to help to ensure confidentiality is maintained which are outlined in the Education Act 2002.

All adults including the DSL have a duty to refer all known or suspected cases of abuse. It is the policy of Samuel Ward that all staff apart from the DSLs should refer any disclosures to the members of the Safeguarding team. The DSLs in turn may have to refer to Children's Social Care or to the Police.
If a disclosure is made to a visiting staff member from a different agency (community worker, the school counsellor or the school nurse) it is the responsibility of that agency to formally report the referral to the school DSL. When visitors arrive at Samuel Ward and are registered, they are made aware of Safeguarding procedures and ***their*** expectations.
If the disclosure is made by a pupil attending a PRU or alternative provision, the referral should be recorded and referred to the relevant DSL at that institution and a formal notification made to Samuel Ward's DSL if the pupil is on our role, for information or appropriate action. Any records made will be kept securely on the child's main school child protection file.
Concerns about the welfare or safety of any pupil will be recorded on the agreed report form and given to the DSL. Reports of concern to the DSL (Appendix 1) Reports of concern to the DSL must be made in writing and signed and dated by the person with the concern.
All information recorded will be kept in a separate named file, in a secure storage place and not with the pupil's academic file. These files are the responsibility of the DSL and information will only be shared on a need to know basis for the protection of the pupil.
Any safeguarding information will be kept in the file and added to as appropriate. Copies of referrals, invitations to CP conferences, core groups and reports will be stored here. All safeguarding files will have a chronology and contents front cover. The Safeguarding filing system is colour coded and arranged alphabetically as follows:

Red = Child Protection

Yellow = Child who has, or has had Safeguarding concerns

Green = Child in Need

Blue = Looked After (LAC)

Recognising concerns, signs and indicators of abuse

Safeguarding is not just about protecting children from harm. At Samuel Ward it includes such things as pupil safety, bullying, racist abuse and harassment, education visits, intimate care, children missing education and online safety.

The witnessing of abuse can also have a damaging effect on those who are party to it, as well as the child subjected to the actual abuse, and in itself will have a significant impact on the health and emotional well being of the child.

Abuse can take place in any contexts in any family, institution or community setting, by telephone or on the internet.

Abuse can be difficult to recognise as children behave differently or seem unhappy for many reasons and this changes as they move through adolescence and family circumstances.

It is important to know the indicators of abuse and to be alert to the need to consult further. The following are listed under the categories of abuse but are not an exhaustive list *(from Keeping Children Safe in Education, 2016)*:

Physical Abuse

This can involve hitting, shaking, throwing, poisoning, punching, kicking, scalding, burning, drowning and suffocating. It can also result when a parent or carer deliberately causes the ill health of a child in order to seek attention through fabricated or induced illness. This was previously known as Munchausen's Syndrome by proxy.

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 o 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. It may involve seeing r hearing the ill-treatment of another. It may involve serious bullying (including cyberbullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone. Symptoms that indicate emotional abuse include:

- Excessively clingy or attention seeking
- Very low self-esteem or excessive self-criticism
- Withdrawn behaviour or fearfulness
- Lack of appropriate boundaries with strangers, too eager to please
- Eating disorders and self-harm

Sexual Abuse

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening. This may include physical contact, both penetrative and

non-penetrative, or viewing pornographic materials including through the use of the internet. Indicators of sexual abuse can include:

- Allegations or disclosures,
- genital soreness,
- injuries or sexually transmitted diseases,
- inappropriate sexualised behaviour including in play, words or drawing.

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 which can significantly harm health and 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 (include the use of inadequate care-givers) or ensure access to appropriate medical care of treatment
- respond to and meet a child's basic emotional needs

(Source HMSO: Working Together to Safeguard Children 2010)
http://media.education.gov.uk/assets/files/pdf/w/working%20together.pdf

What to do if you are concerned

If a child makes an allegation or disclosure of abuse against an adult or other person or young person it is important that you:

- **Do** let the child know that you will need to tell someone else
- **Do** stay calm and listen carefully
- **Do** reassure them that they have done the right thing in telling you
- **Do not** investigate or ask leading questions
- **Do** not promise to keep a secret or keep what you have been told a secret
- **Do** inform the Senior Designated Person immediately
- **Do** make a written record of the allegation, disclosure or incident and sign, date and record your position. Preferably use the pink recording sheet, copies available in the staff room trays and on T-drive.
- **Do not** include your opinion without stating it is your opinion
- **Do** refer without delay

If you have any concerns that a member of staff or adult in a position of trust poses a danger to a child or young person or that they might be abusing a child or young person report your concerns to the Principal. Where those concerns relate to the Principal this should then be reported to the Chair of Governors using the *Samuel Ward Whistle Blowing* policy.

Managing allegations

Samuel Ward Academy is aware of the possibility of allegations being made against members of staff, trainees or volunteers that may be working in the school. Allegations will be that some kind of abuse has taken place. They may be made by children, young people or concerned adults.
Allegations are made for a variety of reasons:

- Abuse has actually taken place
- Something has happened to the child that reminds them of a past event

- Some children realise that allegations can be powerful and if they are angry about something they can make an allegation as a way of hitting out.
- An allegation can be a way of seeking attention.

If an allegation is made against an adult in a position of trust whether staff or volunteers this should be bought to the immediate attention of the DSL who will advise the Principal. In the case of an allegation against the Principal this will be brought to the immediate attention of the Chair of Governors. The Principal/Chair of Governors will need to discuss with the Local Authority Designated Officer the nature of the allegation in order for appropriate action to be taken.
The Principal will need to:

- Refer to the LADO immediately and follow up in writing within 48 hrs
- Consider safeguarding arrangements of the child to ensure they are away from the alleged abuser
- Contact the parents or carers of the child if advised to do so by LADO
- Consider the rights of the staff member for a free and equal process of investigation
- Ensure that appropriate disciplinary procedures are followed including whether suspending a member of staff from work until the outcome of any investigation is deemed necessary.
- Act on any decision made in a strategy meeting
- Advise the Independent Authority where a member of staff has been disciplined or dismissed as a result of the allegations being founded.

Training

All members of staff will have access to whole school safeguarding training at least every three years.
As part of Samuel Ward induction processes the school will issue information in relation to this safeguarding policy and any other policy related to safeguarding and promoting our pupils welfare to all newly appointed staff, trainees and volunteers.Staff are updated regularly throughout the year via whole school CPD and email.
The DSL and alternate will undertake (in addition to whole school training every two years), level 3 training which updates their awareness and understanding of the impact of the wide agenda of safeguarding issues. The DSL will also take part in multi-agency training in addition to Safeguarding training.
The governing body will have access to safeguarding training and our named governor for safeguarding will also undertake additional training at least every two years to support their employers' role in handling allegations against adults who work with children and young people, including our staff and volunteers.

Our Safeguarding arrangements are reported on a termly basis to our Governing body and this Safeguarding policy is reviewed annually.

A summary of the safeguarding policy is available to parents in our prospectus and on the website. Full copies of the policy are available at school. We can also arrange for our policy to be made available to parents whose first language is not English on request.

Safe Staff

All staff will have access to and be expected to know our school's policy for safe restraint. There will be occasion when some form of physical contact is inevitable, for example if a child has an accident or is hurt or is in a situation of danger to themselves or others around them. However, at all times the agreed policy for safe restraint must be adhered to. A list of personnel able to practice *school safe* is kept by the Principal.

If staff, visitors, volunteers or parent helpers are working with children alone they will, wherever possible, be visible to other members of staff. They will be expected to inform another member of staff of their whereabouts in school, who they are with and for how long. Doors, ideally, should have a clear glass panel in them and be left open.

Sometimes allegations are made against adults who come in to contact with children. We have a responsibility to ensure that the requirements of *Safeguarding Children in Education: Dealing Allegations of Abuse Against Teachers and Other Staff* are adhered to.

There are sensible steps that every adult should take in their daily professional conduct with children. This can be found in the Investigation, Referral and Support Coordinator guidance for *Safe Working Practice for the Protection of Children and Staff in Education Settings.* (www.teachernet.com)

All adults who come into contact with children will be made aware of the steps that will be taken if an allegation is made. At Samuel Ward Academy we adhere to the guidance laid down in the county council's guidance and will seek appropriate advice from our local Area Education Office. Neither the Principal nor any other member of school staff will investigate these matters. We will seek and work with the advice that is provided. Should an allegation be made against the Principal, this will be reported to the Chair of our governing body who will liaise with the Area School Support Officer. Dependent on the allegation being made, the Principal or Chair of Governors will need to:

- Refer to the Designated Officer immediately and follow up in writing within 48 hours. Consider safeguarding arrangements of the child or young person to ensure they are away from the alleged abuser.
- Contact the parents or carers of the child/young person if advised to do so by the Designated Officer.
- Consider the rights of the staff member for a fair and equal process of investigation.
- Ensure that the appropriate disciplinary procedures are followed including whether suspending a member of staff from work until the outcome of any investigation is deemed necessary.
- Act on any decision made in any strategy meeting or evaluation meeting.
- Advise the Independent Safeguarding Authority where a member of staff has been disciplined or dismissed as a result of the allegations being founded.

Information on whistleblowing can be found on the NSPCC Helpline, details of which can be found on: https://www.nspcc.org.uk/fighting-for-childhood/news-opinion/new-whistleblowing-advice-line-professionals.

Useful Contacts;
Suffolk Local Safeguarding children Board www.suffolk.org.uk
Customer First 0845 023023
Police 999
Child Exploitation and Online protection Agency www.ceop.org.uk; www.thinkuknow.co.uk

Current Safeguarding Issues
(The following Safeguarding concerns actual or suspected should be referred immediately to Children's Social Care. The concerns featured below are linked to guidance and local procedures which where available can be found on the Suffolk Safeguarding Children Board website at: www.suffolkscb.org.uk.

Some members of our communities hold beliefs that may be common within particular cultures but which are against the law of England. Samuel Ward Academy does not condone practices that are illegal and which are harmful to children. Examples of particular practices are:

Forced Marriage

Samuel Ward Academy does not support the idea of forcing someone to marry without their consent and will follow SCB procedures to refer any child and young person immediately to Children's social care. **http://extranet.onesuffolk.co.uk/scb/Shared%20Documents/2009-06-16%20SG%20chd%20-Forced%20Marriage%20Guidance1.doc**

Honour Based Violence

Honour based violence' is a crime or incident, which has or may have been committed to protect or defend the honour of the family and/or community'. It is important to be alert to signs of distress and indications such as self-harm, absence from school and truancy, infections resulting from female genital mutilation, isolation from peers, being monitored by family, not participating in school activities, unreasonable restrictions at home or forced marriage. Where it is suspected that a child/young person is at risk form Honour based violence, Samuel Ward Academy will report those concerns to the appropriate agency in order to prevent this form of abuse taking place.

Trafficked Children

Child trafficking involves moving children across or within national or international borders for the purposes of exploitation. Exploitation includes children being used for sex work, domestic work, restaurant/ sweatshop, drug dealing, shoplifting and benefit fraud. Where Samuel Ward Academy is made aware of a child who is suspected of, or actually being trafficked/exploited we will report our concerns to the appropriate agency.

http://extranet.onesuffolk.co.uk/scb/Shared%20Documents/2009-03-12%202009-03-04%20Dec%20SCB%20Children%20Who%20May%20have%20been%20trafficked%20%20(2)%20(2).doc

Female Genital Mutilation

This is against the law, yet for some communities it is considered a cultural requirement. It is illegal for someone to arrange for a child to have FGM either in the UK or to be sent abroad. Professionals in all agencies, and individuals and groups in relevant communities, need to be alert to the possibility of a girl being at risk of FGM, or already having suffered FGM. There is a range of potential indicators that a child or young person may be at risk of FGM, which individually may not indicate a risk but if there are two or more indicators present this could signal a risk to the child or young person. The SDLs have completed an on line training course which highlights the key indicators of FGM and the key indicators have been passed onto staff. Victims of FGM are likely to come from a community that is known to practise FGM. Girls at risk of FGM may not yet be aware of the practice or that it may be conducted on them. If any member of the school discovers that that an act of FGM has been carried out on a girl under the age of 18, the member of staff must report this to the police.

Ritualistic Abuse

Some faiths believe that spirits and demons can possess people (including children). What should never be considered is the use of any physical or psychological violence to get rid of the possessing spirit. This is abusive and will result in the criminal conviction of those using this form of abuse even if the intention is to help the child.

http://www.dcsf.gov.uk/everychildmatters/_download/?id=661

Radicalisation

The PREVENT strategy is a national strategy to stop people becoming terrorists or supporting violent extremism in all forms. The strategy has three objectives, (see appendix 2 – Practitioner's Quick Guide – Vulnerable to Radicalisation (VTR) or Influenced by Extremism)one of which is to prevent people from being drawn into extremism and ensure they are given the appropriate support and advice.

There has been an increase in incidents of extreme sections of the community grooming our young people. Staff have been made aware that social media and internet gaming have been highlighted as conduits for radicalising young people. Students and staff have been made aware of the dangers of social media and with reference to radicalisation, in particular the gaming chat rooms.
It is the academy's policy that all staff have been trained to recognise the signs that a young person may be being radicalised or vulnerable to radicalisation, including discussing with parents the playing of inappropriate games online.
Any concerns about radicalisation or extremist behaviour should be referred to the SLD.
In line with the PREVENT strategy a radicalisation risk assessment is in place.

Children Missing Education

"Basic to safeguarding children is to ensure their attendance at school." (*OFSTED 2002*). Children are best protected by regularly attending school where they will be safe from harm and where there are professionals to monitor their well-being. At Samuel Ward Academy we will encourage the full attendance of all of our children at school. Where we have concerns that a child is missing education because of suspected abuse, we will report to Children Social Care and the Education Attendance Service to effectively manage the risks and to prevent abuse from taking place.

http://extranet.onesuffolk.co.uk/scb/Shared%20Documents/Policy-%20Procedure/CME%20SUFFOLK%20LOCAL%20AUTHORITY%20PROCEEDURES%20V3%20Final.pdf
http://www.dcsf.gov.uk/everychildmatters/_download/?id=720

Anti-bullying

Bullying may be defined as deliberately hurtful behaviour, usually repeated over a period of time, where it is difficult for those bullied to defend themselves. It can take many forms, but the three main types are:
Physical (e.g. hitting, kicking, theft)
Verbal (e.g. racist or homophobic remarks, threats or name calling)
Emotional (e.g. isolating an individual from the activities and social acceptance of their peer group)

Cyberbullying

Cyberbullying is the harassment, maltreatment or discrimination of another through the use of Mobile technology including text messaging, or social network sites or mobile phones. Samuel Ward Academy has a clear commitment to enable all children and young people in Suffolk to live, play, learn and socialise in environments that are free from victimisation, harassment and bullying and will vigorously enforce anti bullying policies and procedures that support this cross county strategy.

http://extranet.onesuffolk.co.uk/scb/Shared%20Documents/Procedures/Anti%20Bullying.pdf

Sexually Active under Eighteen years old

It is acknowledged by those working with young people that most young people under the age of 18 will have an interest in sex and sexual relationships. The Protocol for Sexually Active Young People under 18 years old has been designed to assist those working with children and young people to identify where these relationships may be abusive, and the children and young people may need the provision of protection or additional services. At Samuel Ward Academy we will ensure our policy for managing this issue links to the available protocol.

http://extranet.onesuffolk.co.uk/scb/Shared%20Documents/SSCB%20Working%20with%20sexually%20active%20young%20people%20protocol%20Final%20Version%2001%2002%2008.doc

Safeguarding Disabled Children

Disabled children have exactly the same human rights to be safe from abuse and neglect, to be protected from harm and achieve the Every Child Matters outcomes as non-disabled children.
Disabled children do however require additional action. This is because they experience greater risks and *'created vulnerability'* as a result of negative attitudes about disabled children and unequal access to services and resources, and because they may have additional needs relating to physical, sensory, cognitive and/ or communication impairment (*Safeguarding Children, DCSF, July 2009)* Samuel Ward Academy will ensure that our disabled children are listened to and responded to appropriately where they have concerns regarding abuse. In order to do this we will ensure that our staff and volunteers receive the relevant training to raise awareness and have access to specialist staff in the event they have concerns regarding abuse of a child.

http://www.dcsf.gov.uk/everychildmatters/_download/?id=6195

Safer Recruitment and Selection

It is a requirement for all agencies to ensure that all staff recruited to work with children and young people are properly selected and checked. At Samuel Ward Academy we will ensure that we have a member on every recruitment panel who has received the appropriate recruitment and selection training. That all of our staff are appropriately qualified and have the relevant employment history and checks to ensure they are safe to work with children in compliance with the Key Safeguarding Employment Standards.

http://www.dcsf.gov.uk/everychildmatters/_download/?id=801

Domestic Abuse

The Government defines domestic abuse as "Any *incident of threatening behaviour, violence or abuse (psychological, physical, sexual, financial or emotional) between adults who are or have been intimate partners or family members regardless of gender or sexuality"*
Children may suffer both directly and indirectly if they live in households where there is domestic violence. Domestic abuse is likely to have a damaging effect on the health, development and welfare of children, and it will often be appropriate for such children to be regarded as Children in Need under the Children Act 1989.
Where there is evidence of domestic violence, Samuel Ward Academy will report our concerns to the appropriate agency including children's social care and the police in order to prevent the likelihood of any further abuse taking place.

http://extranet.onesuffolk.co.uk/scb/Shared%20Documents/Policy-%20Procedure/Dealing%20with%20Domestic%20Incidents%20and%20Violence%20.pdf

Private Fostering

Private fostering is an arrangement made between the parent and the private foster carer, who then becomes responsible for caring for the child in such a way as to safeguard and promote his/her welfare.
A privately fostered child means a child under the age of 16 (18 if a disabled child) who is cared for and provided with accommodation by someone other than:

- A parent.
- A person who is not a parent but has parental responsibility.
- A close relative.
- A Local Authority.

for more than 28 days and where the care is intended to continue. It is a statutory duty for us at Samuel Ward Academy to inform the Local Authority where we are made aware of a child or young person who may be subject to private fostering arrangements.

http://extranet.onesuffolk.co.uk/scb/Shared%20Documents/Policy-%20Procedure/Private%20fostering%20Protocol%20.pdf

International Students

The families who host our International Students who are 16 years old and under are vetted by Social Services prior to the students' arrival and the documentation relating to the Social Services visit is stored under a separate folder 'International Students'. The Head of Internationalism is responsible for informing Social Services and passing the completed documentation to the Safeguarding Administrator.

Child Exploitation and Online Safety

Children and young people can be exploited and suffer bullying through their use of modern technology such as the internet, mobile phones and social networking sites. In order to minimize the risks to our children and young people Samuel Ward Academy will ensure that we have in place appropriate measures such as security filtering, and an acceptable use policy linked to our Online Safety policy. We will ensure that staff are aware of how not to compromise their position of trust in or outside of the school and are aware of the dangers associated with social networking sites.

Our **Online Safety** policy clearly states that mobile phone or electronic communications with a student at our school is not acceptable other than for approved school business e.g. coursework, mentoring. Where it is suspected that a child is at risk from internet abuse or cyber bullying we will report our concerns to the appropriate agency.

Samuel Ward Academy utilizes the filter systems which are designed to block any inappropriate information or sites being accessed by children or staff. In addition, internet use by staff and children is regularly monitored. The IT team will notify the Principal of any inappropriate or suspicious activity. If there are concerns about the Principal's use of IT, then this will be reported to the Chair of Governors. More explicit information about on-line safety is outlined in the school's Online Safety Policy.

http://extranet.onesuffolk.co.uk/scb/Shared%20Documents/Policy-%20Procedure/Children%20Abuse%20through%20Sexual%20Exploitation%20.pdf

The above list is not exhaustive and as new policy guidance and legislation develops within the remit of Safeguarding we will review and update our policy as appropriate and in line with the Local Safeguarding Children Board and Local Authority *to ensure* Samuel Ward Academy *is a safe place to learn and work.*

Further information and guidance on the above can be found on the NSPCC website: www.nspcc.org.uk, via the GOV.UK website or on the Suffolk Safeguarding Children Board website: www.suffolkscb.org.uk.

Suffolk Safeguarding Children Board www.suffolkscb.org.uk
NSPCC: www.nspcc.org.uk
Customer First: 0808 800 4005
Police: 999

Ratified by the Governing Body on:	

SAMUEL WARD ACADEMY **Appendix 1**

RECORDING FORM FOR SAFEGUARDING CONCERNS

Name of student / person making the disclosure	Date of Birth	Tutor / Form Group	Your name and position in school

Nature of concern / disclosure
Only record what was actually said DO NOT add your own opinion Your signature: Date:
Injury - Yes / No Describe
Was anyone else with you? Who?
Who are you passing this information to: Name: Date: Time:
Your signature: Date:

Action taken by DSL:

Referred to:

Education Attendance Service

Police

School Nurse

Social Services

Connexions

Parents

Other

Parents informed? Yes / No (If No – state reason)

Feedback given to……?

Learning School d

Tutor

Student

Person who recorded