



VISION

Our central belief is that everyone is a learner and everyone is a teacher.

PURPOSE

At The Bourne Academy we develop literate, numerate global citizens who ASPIRE:
Ambitious, **S**elf-confident, **P**hysically Literate, **I**ndependent Learners, **R**esilient, **E**motionally Literate

RATIONALE

At The Bourne Academy we put Safeguarding first. The Academy believes that students have the right to learn in a supportive, caring and safe environment, which includes the right to protection from all types of abuse, where staff are vigilant for signs of any student in distress and are confident about applying the processes to avert and alleviate any such problems. The Academy recognises that because Academy staff are in regular and frequent contact with children, they are particularly well placed to safeguard and promote the welfare of students. The Academy is aware of the responsibilities which all staff have with regard to the welfare of students.

This policy should be read in conjunction with the Academy's Child Protection Policy.

Safeguarding is not just about protecting children from deliberate harm. It is:

- Protecting students from maltreatment
- Preventing impairment of students' health or development
- Ensuring that students are growing up in circumstances consistent with the provision of safe and effective care
- Undertaking that role so as to enable those students to have optimum life chances and to enter adulthood successfully.

It includes issues such as:

- Student health and safety
- Bullying
- Racist abuse
- Harassment and discrimination
- Use of physical intervention
- Meeting the needs of students with medical conditions
- Providing first aid
- Drug and substance misuse
- Educational visits
- Intimate care
- Internet safety
- Issues which may be specific to a local area or population, for example gang activity
- Academy security

OBJECTIVES

- Ensure that all students are safe through the provision of clear support systems to safeguard and promote the welfare of students
- Ensure all students feel safe
- Raise the awareness of all Academy staff of the importance of safeguarding students and / or their responsibilities for identifying and reporting actual or suspected abuse, and provide regular, quality training for all staff
- Ensure student and parents/carers are aware that the Academy takes the safeguarding agenda seriously and will follow the appropriate procedures for identifying and reporting abuse and for dealing with allegations against staff
- Promote effective liaison with other agencies in order to work together for the protection of all students
- Develop access to support services that support students, parents/carers and staff in dealing with Child Protection matters, ensuring that contact details are readily and easily available to all
- Support students' development in ways which will foster security, confidence and independence
- Integrate a safeguarding curriculum within the existing curriculum, allowing for continuity and progress through all years
- Take account of, and inform policy, in related areas, such as discipline and bullying
- Set out procedures to avoid accusations of staff misconduct
- Ensure all recruitment procedures follow safeguarding best practice.

PROCEDURES

It is the responsibility of everyone in the Academy community to be vigilant about safeguarding and student welfare.

The Academy will:

- Ensure that everyone knows what safeguarding is and that it is taken seriously
- Ensure that the Vice Principal is the Designated Safeguarding Person (DSP) and receives appropriate training
- Ensure that the SENDCO, with the EWO and Disadvantaged Student Coordinator, is the Designated Person in Charge of Looked After Children and receives appropriate training
- Ensure that there is an appropriately trained Designated Governor for Safeguarding
- Encourage students and parents/carers to inform the Academy of any concerns
- Ensure that the development of the use of new and existing media technologies do not expose students to any potential harm
- Work with the IT Manager to ensure safeguarding when using digital media and education of students in safe use of the Internet
- Ensure that the Academy has access to the external and internal resources to offer extensive support
- Monitor the processes for promoting student welfare and safeguarding to ensure that adequate resources are given to it
- Work with the Governors to put mechanisms in place to ensure that students requiring safeguarding measures are monitored in relation to their situation and progress with their learning
- Prepare a termly report for Governors
- Follow safeguarding best practice in all recruitment procedures
- Ensure that all publicity materials and requests for information are dealt with appropriately, taking the issue of safeguarding into account

- Ensure that the Academy fulfils its statutory duty to co-operate with other agencies and that there are clear lines of accountability.

Staff will:

- Always be aware of the needs of young people and be vigilant for any possible signs of abuse
- Not spend time alone with young people, especially away from others. Meetings with individual young people should take place as openly as possible. If privacy is needed, the door should be left partly open and other staff present or informed of the meeting
- Not have unnecessary physical contact with young people. There may be occasions when physical contact is unavoidable or necessary, such as providing comfort or reassurance, or for physical support. Contact may also take place during sports. Physical contact should, however, only take place with the consent of the child and the purpose of the contact should be made clear. Staff/student sports events should be considered carefully and agreed with LT before they take place
- Understand that physical contact should only be made to restrain youngsters in danger of hurting either themselves or someone else
- Not take young people alone in a car journey, however short. Where this is unavoidable, it should be with the full knowledge and consent of the parents/carers, and someone in charge of the activity. Staff should be able to state the purpose and anticipated length of the route and will have checked insurance liability
- Not contact or meet with young people outside organised activities, unless it is with the knowledge and consent of parents/carers and someone in charge of the activity
- Plan residential experiences in accordance with safeguarding best practice
- Be aware of the impact of domestic violence on young people
- Ensure that their personal relationships do not affect the young people around them
- Remember that, on rare occasions, young people themselves can be responsible for abusing their peers
- Be circumspect in their communications with children so as to avoid any possible misinterpretation of their motives or any behaviour that could be construed as grooming. They should not give their personal contact details to children and young people, including e-mail, home or mobile telephone numbers, unless the need to do so is agreed with senior management and parents/carers. E-mail or text communications between an adult and a child young person outside agreed protocols may lead to disciplinary and/or criminal investigations. This also includes communications through internet based web sites
- Not give their personal contact details to children or young people, including their mobile telephone number (unless agreed as part of your organisation's policy e.g. for off-site trip leaders)
- Use equipment e.g. mobile phones, provided by the organisation to communicate with students wherever possible
- Only make contact with students for school related matters and in accordance with any organisation policy
- Delete student numbers (and record the fact this has taken place) following a trip or the event for which the student number was required

- Not use internet or web-based communication channels to send personal messages to a young person.

Staff should never:

- Engage in sexually provocative or rough physical games
- Allow students to use inappropriate language unchallenged (eg racist, sexist or homophobic comments)
- Make sexually suggestive comments in front of, about, or to a young person, even in fun
- Use sarcasm
- Let allegations made by a young person go without being addressed and recorded
- Deter young people from making allegations through fear of not being believed
- Jump to conclusions without checking facts
- Rely on their own good name to protect them (everyone regardless of position should adhere to these guidelines)
- Share personal information with a young person. They should not request, or respond to, any personal information from the young person, other than that which might be appropriate as part of their professional role. Adults should ensure that all communications are transparent and open to scrutiny.

Students should:

- Understand the need to help keep individuals safe and their impact upon others
- Be aware of other people's feelings and sensitivities
- Understand that some 'jokes' are not commonly understood or appreciated and may cause offence
- Encourage each other to report any concerns or issues
- Be prepared to accept that people make mistakes and can learn from them.

Monitoring, Evaluation and Review

- The Governing Body will review this policy at least every two years and assess its implementation and effectiveness. The policy will be promoted and implemented throughout the Academy.

Policy written by the Principal in consultation with staff on 09.06.10

Signed off by Governing Body on 17.06.10

Updated by the Principal in consultation with the staff on 13.01.14

Reviewed by the Governing Body on 20.01.14

Next Review Date: March 2018