

## Safeguarding and Child Protection Policy and Procedure – Academy-Specific Guidance September 2018

This should be read in conjunction with The University of Brighton Academies Trust's Safeguarding and Child Protection Policy and Procedure as well as TBPA Site Security and Safeguarding Policy

At The Baird Primary Academy we follow the over-arching policy for Safeguarding Children in Education and Child Protection from the University of Brighton Academies Trust, however we recognise the need to ensure that this guidance is specific to our own Academy and therefore the following guidance is provided to support staff in keeping children safe in education.

This guidance should be viewed in conjunction to the Safeguarding Children in Education and Child Protection Policy and in addition, all staff should read and understand Part One of Keeping Children Safe in Education and complete the questionnaire (which should be returned to the Safeguarding Officer).

### 8.1

At The Baird Primary Academy we understand the need to keep accurate and thorough records of incidents and concerns.

#### Reporting a Concern

All of our reporting of child protection, behavioural and pastoral concerns is completed electronically through CPOMS (Child Protection Online Management System). Our CPOMS page can be found at [baird.cpoms.net](http://baird.cpoms.net) and all staff are issued with a username and a unique password.

Where a concern arises regarding a pupil, staff should log in to CPOMS and complete an incident form online.

Staff must ensure that they provide as accurate and concise information as possible regarding the concern. When completing these forms, staff should ensure that they notify both DSLs (the Safeguarding Officer and the Principal), by typing their names into the alert box. In addition, staff should ensure that any sibling connections are made and the sibling name (if known) is listed.

There are a number of Senior Leaders who are Designated Safeguarding Leads however each day there is one nominated Lead (usually the Safeguarding Officer). In the event of this DSL's absence, the DSL will usually be the Principal but details for that day can be found on the staffroom board, which staff need to familiarise themselves with. CPOMS will notify the DSL who will then be able to view the incident and add details / take appropriate action.

Staff should also ensure that the online log is completed as quickly as possible after the event, to enable accurate records to be made.

Where staff log an incident that they deem places the child in immediate risk, they should additionally alert the Principal / Safeguarding Officer to ensure that rapid action is taken to protect the child.

#### Child Protection Filing System

All incident logs and child protection confidential paperwork are completed or uploaded electronically, through CPOMS to the Designated Safeguarding Lead. The Designated Safeguarding Lead will make a decision as to the action to be taken, annotate the incident form online with this and any actions. Each child's online file will then hold an up-to-date record, and chronology, at all times.

Each pupil file within CPOMS has a 'front sheet', detailing the child's basic information and a chronology detailing everything that is in the file.

Access levels within CPOMS are defined dependent on the staff member's role. Only the Safeguarding Officer and the Principal have full access to all pupil's files and all incidents within CPOMS. All other staff have varied levels of access, which is determined by the Principal.

When a child arrives from another school or academy, their Child Protection file (if paper based or electronic but not through CPOMS) will be uploaded into CPOMS (and held within the CPOMS Document Vault) by the Safeguarding Officer. If the previous school used CPOMS, it will be sent via CPOMS and downloaded into our CPOMS system. The Safeguarding Officer will also make contact with the previous school to ensure that rapid, up-to-date information is gained prior to any files arriving.

We would encourage class teachers to have an awareness of the history of the pupils in their class and therefore they are invited to meet with the Safeguarding Officer to discuss brief details of the case.

Where siblings both have confidential paperwork, individual child protection files are kept within CPOMS for each pupil and the electronic file is duplicated between children where relevant.

To notify class teachers and other staff that children have an electronic safeguarding file, a red sticker is placed on the corner of their buff file which is held in the school office.

All staff should ensure that no informal notes are kept on pupils and that any logs or notes are kept confidentially, through CPOMS.

## 10.1

Child protection and safeguarding training is given to all new staff and volunteers within the first two weeks of starting at The Baird Primary Academy, both through face-to-face training with the Safeguarding Officer as well as through Educare (an online training programme).

Face-to face training will cover the following elements:

- Issue and explain the safeguarding and child protection policy
- Issue and explain the behaviour policy
- Issue and explain the staff behaviour policy/code of conduct
- Issue and explain the policy/guidance which includes the safeguarding response to children who go missing from education
- Explain the role of the DSL and share the identities of the DSL and all DDSLs
- Issue Part One and Annex A of Keeping Children Safe in Education September 2018
- Child protection and safeguarding training (including online safety)
- All new members of staff are expected to read the safeguarding documents and to sign an acknowledgement of this.

In addition, staff should take note of the Code of Conduct and induction checklist to ensure that they are up to date with induction requirements.

### Additional Information

All staff working within the Academy must ensure that they adhere fully to the suite of safeguarding policies including e-safeguarding and as detailed within the overarching Trust's safeguarding policy.

Staff should be reminded that their personal mobile phones or cameras should be switched off when in the setting and locked in a locker or cupboard. Mobile phones should not be held on a staff member's person when working with children, except in extreme circumstances where consent has been sought from the Principal, and should never be used when with pupils. These should not be accessed within the setting, except for in communal staff areas, such as the staffroom. Staff are forbidden to use any personal equipment to take photos of pupils at any time.

Staff must ensure that any photos published on our website of pupils are not presented alongside the pupil's name and that consent has been gained for all use of images.

Staff should be reminded of the need to be cautious when using social media and that they should not mention the Academy or anything to do with the Academy on their personal social media pages. In addition, they should not post anything that will bring the Academy's name into disrepute. Staff should also ensure that they are not 'friends' with ex-pupils or current pupils and would be advised not to be in contact with parents on social media.

### Policy Status and Review

<b>Written by:</b>	Principal and Safeguarding Officer
<b>Owner:</b>	Principal and Safeguarding Officer
<b>Status:</b>	Approved
<b>Approval date:</b>	September 2018
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