

Greenshaw Learning Trust

Safeguarding Policy

The Greenshaw Learning Trust (GLT) places the highest importance on its duty to safeguard and promote the welfare and safety of all its students.

All adults working with children and visiting school premises must be aware that children may be at risk of harm or abuse, are well placed to observe signs of abuse, have a duty to protect children from harm and abuse, and have a responsibility to take appropriate action in association with other Trust staff and visitors, families and other agencies.

Applicability

This Trust Safeguarding Policy applies to the Greenshaw Learning Trust as a whole and to all the schools and service units in the Trust, and to all paid and unpaid staff, volunteers, governors and Trustees of the Trust and its schools, and to all contractors and others using or visiting any of the premises of the Trust or its schools.

The Policy sets the framework within which the Trust's schools and central services operate under their respective safeguarding policies and procedures. Each school within the Trust and the Trust central services will each maintain and abide by their own Safeguarding Policies and procedures that must be consistent with this Trust Safeguarding Policy, and as qualified by this Policy in section 2. Where there is any conflict, this Trust Safeguarding Policy overrides, and if there is any doubt the Trust Designated Safeguarding Lead (GLT DSL) should be consulted.

Approval and review:

This Policy was agreed by the Board of Trustees on 19 July 2019

The responsible officer(s):

The GLT Designated Safeguarding Lead, the GLT Chief Executive Officer.

The Trust also appoints a Deputy Designated Safeguarding Lead and a Lead Trustee for Child Protection. (See page 3.)

This Policy is due for review by: 18 July 2020.

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1 Introduction

1.1 Principles - “The welfare of the Child is paramount”

The Greenshaw Learning Trust places the highest importance on its duty to safeguard and promote the welfare and safety of all children in its care.

Safeguarding and promoting the welfare of children is **everyone’s** responsibility. **Everyone** who comes into contact with children and their families and carers has a role to play in safeguarding children, and has a role to play in identifying concerns, sharing information and taking prompt action.

All Trust staff and volunteers have a responsibility to provide a safe environment in which children can learn and 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.

Safeguarding and promoting the welfare of children is defined for the purposes of this Policy as:

- protecting children from maltreatment;
- preventing impairment of children’s health or development;
- ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and
- taking action to enable all children to have the best outcomes.

Children includes everyone under the age of 18 (Education Act 2002 and Children Act 1989).

All people working with children and visiting school premises must be aware that children may be at risk of harm or abuse, are well placed to observe signs of abuse, have a duty to protect children from harm and abuse, and have a responsibility to identify and report child welfare concerns and take appropriate action in association with other Trust staff and volunteers, visitors, families and other agencies.

1.2 Context

This Policy and Procedure accords with:

- The Education Act 2002.
- The Children Act 2004.

- DfE guidance – “Keeping Children Safe in Education” (Sept 2019).
- “Working Together to Safeguard Children” (HM Government, July 2018).

If safeguarding concerns are raised with the Trust or one of its schools, the child protection procedures of the local authority within which the school is located, or where the issue arose or the incident took place, will be followed.

If lower level concerns or needs (i.e. not child protection) are identified about a particular student, the Trust will follow the model of Early Help that is used by the local authority within which the school is located, or where the issue arose or the incident took place.

1.3 Approval and review

The GLT DSL (see section 1.4 below) is responsible for and has delegated authority for ensuring that this policy and associated procedures are fit for purpose and kept up-to-date.

This Policy is formally reviewed by the GLT DSL at least annually, and approved by the Board of Trustees.

This Policy was approved by the Board of Trustees on 19 July 2019.

1.4 Designated persons

- **Chief Executive Officer (CEO) of GLT:**
William Smith. Email: wsmith@greenshawlearningtrust.co.uk, telephone: 07841 696922.
- **Designated Safeguarding Lead for Greenshaw Learning Trust (GLT DSL):**
GLT CEO, William Smith. Email: wsmith@greenshawlearningtrust.co.uk, telephone: 07841 696922.
- **Deputy Designated Safeguarding Lead for Greenshaw Learning Trust (GLT Deputy DSL):**
Sarah Vardy. Email: svardy@greenshawlearningtrust.co.uk, telephone 020 8715 1078.
- **Nominated Safeguarding & Child Protection Trustee:**
Mike Cooper. Email: mcooper@greenshawlearningtrust.co.uk, telephone: 07740 594496.
- **Chair of the Board of Trustees**
Mike Cooper. Email: mcooper@greenshawlearningtrust.co.uk, telephone: 07740 594496.
- **GLT Head of HR – lead for safer recruitment:**
Jennifer Cain. Email: jcain@greenshawlearningtrust.co.uk, telephone: 020 8715 1078.
- **GLT Attendance Officer:**
Julie Carrick. Email: jcarrick@greenshawlearningtrust.co.uk, telephone: 07969 157445.

Each school within the Trust will have a Designated Safeguarding Lead (School DSL). Safeguarding concerns relating to a child at the school, relating to any adult employed by or visiting the school, or relating to an incident that took place at the school, should be raised with the School DSL in accordance with section 2 of this Policy and the School Safeguarding Policy. (Please refer to the School Safeguarding Policy that can be found on the school website or contact the school for further information.)

1.5 Terminology

This Trust Safeguarding Policy applies to the Greenshaw Learning Trust as a whole and to all the schools and service units in the Trust, to all paid and unpaid staff, volunteers, governors and Trustees of the

Trust and its schools, and to all contractors and other people using or visiting any of the premises of the Trust or its schools.

In this Policy and associated School and central service Safeguarding Policies, the term:

- i. 'Staff' means paid and unpaid staff with a contract of employment with the Trust.
- ii. 'Volunteer' means volunteers working in Trust premises or with children on the roll of a Trust school under some form of agreement with the Trust or school; volunteers are covered by the category of 'staff' unless explicitly stated.
- iii. 'Visitors' means casual visitors to and users of the Trust premises, including people working with children on a voluntary basis not covered by the category of formal 'volunteer'.
- iv. 'Contractors' means people working in Trust premises under a formal contract with an external organisation.
- v. 'Trustees' and 'governors' includes non-governor and non-trustee members of committees; Trustees and governors are covered by the category of 'staff' unless explicitly stated.

1.6 Associated policies and procedures

The following Trust policies and procedures are an integral part of this GLT Safeguarding Policy:

- School Safeguarding Policies and procedures.
- Trust Central Service Safeguarding Policy and procedures.

The following Trust policies are directly related to and complement this Trust Safeguarding Policy:

- Greenshaw Learning Trust Anti Radicalisation Policy.
- Greenshaw Learning Trust Staff Code of Conduct.
- Greenshaw Learning Trust Whistle-blowing Policy.
- Greenshaw Learning Trust Recruitment and Selection, HR and disciplinary policies and procedures..

In addition to their Safeguarding Policies and procedures, the Trust and its schools have policies and procedures to cover the roles of staff, students and parents in respect of health and safety, anti-bullying, racism and discrimination, and issues of child protection are raised with students through the Personal, Social and Health Education (PSHE) curriculum.

The Board of Trustees has approved a Model School Safeguarding Policy and Trust-wide / Model Safeguarding Procedures and guidance for staff.

Each school in the Greenshaw Learning Trust will agree and maintain its own School Safeguarding Policy and School Safeguarding Procedures and guidance for staff that comply with all relevant legislative requirements and guidance and are consistent with this Trust Safeguarding Policy. The School Safeguarding Policy will be reviewed and approved by the LGB annually.

Where a school does not have a School Safeguarding Policy that is consistent with this Trust Policy and has been approved by the LGB, the GLT Model School Safeguarding Policy will apply.

The Trust central service will have a GLT Trust Central Service Safeguarding Policy and GLT Trust Central Service Safeguarding Procedures and guidance for staff - approved by the Board annually.

The School Safeguarding Policy and Trust Central Service Safeguarding Policy are subject to, qualified by and over-ridden by the policies and procedures set out in section 2.

Where there is any conflict between a school or service safeguarding policy or procedure and this Trust Safeguarding Policy, this Trust Safeguarding Policy overrides. If there is any doubt or question about the application of this Policy, the Trust Designated Safeguarding Lead (GLT DSL) should be consulted.

2 Applicability and responsibilities

2.1. Requirements on individuals

All staff and volunteers working in Trust premises or with children on the roll of a Trust school, all contractors working on, visitors to and users of Trust premises, and all Trustees and governors of the Trust and its schools:

- Must comply with this Trust Safeguarding Policy and with the School or Trust Central Service Safeguarding Policy as appropriate for where they are employed, the Trust premises they are in, or where an incident takes place.
- Are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motives or intentions.

All staff of and visitors to a Trust school are subject to that school's School Safeguarding Policy.

Safeguarding concerns relating to a child at the school, to any member of staff or volunteer at the school or visitor to the school, or relating to an incident that took place at the school, should be reported to the School DSL and dealt with in accordance with section 2.4 below and the School Safeguarding Policy.

Safeguarding concerns relating to any member of staff of, volunteer at, or visitor to, the Trust Central Service should be reported to the GLT DSL and dealt with in accordance with section 2.3 below and the Trust Central Service Safeguarding Policy.

If the School or Trust central service DSL cannot be contacted promptly, the matter should be reported to the Deputy DSL if there is one; if there is no named Deputy DSL or the Deputy DSL cannot be contacted, the matter should be reported to the Headteacher. If the Headteacher cannot be contacted the matter should be reported to the GLT DSL.

In addition, all employees of the Trust are required to abide by the Trust Staff Code of Conduct.

2.2. Requirements on the Trust as a whole

The Board of Trustees will appoint:

- A DSL for the Trust – see section 1.4 .
- A Deputy DSL - see section 1.4.
- A Lead Trustee for Safeguarding & Child Protection - see section 1.4.

The Trust will have a 'Trust Staff Code of Conduct' (its staff behaviour policy) that all Trust staff, including paid and unpaid staff and formal volunteers, will be required to abide by.

The Trust will have a standard safeguarding clause that all Trust schools and Trust central services will apply to any contractors working on Trust premises.

Trustees and governors are required to abide by the Governors' Code of Conduct.

The following policies and procedures complement this Safeguarding Policy and are part of the Trust's commitment to safeguarding and promoting the welfare of children:

- GLT Whistleblowing Policy.
- GLT Anti-radicalisation Policy
- Safer Recruitment Policies and Procedures.

Where the subject of a safeguarding concern is the GLT CEO, the matter must be reported to the Chair of the Board of Trustees, who will inform the appropriate Local Authority Designated Officer.

Where the subject of a safeguarding concern is a Trustee or member of a Trust committee, the matter must be reported to the Chair of the Board of Trustees, who will inform the GLT CEO.

Where the subject of a safeguarding concern is the Chair of the Board of Trustees, the matter must be reported to the appropriate Local Authority Designated Officer.

When on non-Trust educational premises, members of Trust staff, including volunteers, Trustees and governors, should in addition follow the safeguarding policy of the relevant institution.

Whenever any member of Trust staff or formal volunteer, including a governor or Trustee, intends to visit a Trust school they should ensure that they know the name of the current School DSL.

2.3. Requirements on Trust Central Services

The Trust Central Service will have an approved and fit-for-purpose safeguarding policy and associated procedures as required to comply with all relevant legislative requirements and guidance and consistent with this Trust Safeguarding Policy.

The lead governor for safeguarding for the Trust central service will be the Nominated Child Protection Trustee – see section 1.4.

The GLT DSL is responsible for and has delegated authority for ensuring that the Trust Central Service Safeguarding Policy and associated procedures are fit for purpose and kept up-to-date. The Trust Central Service Safeguarding Policy will be formally reviewed by the GLT DSL at least annually, and approved by the Board of Trustees.

All staff employed by the Trust Central Service will be subject to and required to abide by the Trust Staff Code of Conduct.

Anyone who has a safeguarding concern relating to a child in, member of staff, paid or unpaid, volunteer or contractor in, or visitor to the Trust Central Service should report the matter to the GLT DSL and it will be dealt with under the Trust Central Service Safeguarding Policy.

Where the subject of a safeguarding concern is a member of staff of the Trust central service the GLT DSL must report the matter to the GLT CEO, and it will be dealt with under the Trust Staff Disciplinary Policy. The GLT CEO must inform and take advice from the GLT Head of HR.

If a member of Trust central staff, including a volunteer or Trustee, has a safeguarding concern relating to a child in or on the roll of a Trust school, or a member of staff, paid or unpaid, volunteer or contractor in, or anyone visiting or using the premises of a Trust school, they should report the matter to the School DSL and it will be dealt with under the School Safeguarding Policy.

2.4. Requirements on schools

Each school in the Trust will have an approved and fit-for-purpose Safeguarding Policy and associated procedures as required to comply with all relevant legislative requirements and guidance and consistent with this Trust Safeguarding Policy.

The local governing body of each school in the Trust will appoint a lead governor for safeguarding who is a member of the local governing body.

The Headteacher of each school in the Trust will appoint a School DSL who is responsible for and has delegated authority for ensuring that the school Safeguarding Policy and associated procedures are fit for purpose and kept up-to-date.

The school Safeguarding Policy will be formally reviewed by the School DSL at least annually, and approved by the school's local governing body.

All staff employed by the school will be required to abide by the Trust Staff Code of Conduct.

Anyone who has a safeguarding concern relating to a child at the school or on the school roll, a member of staff, paid or unpaid of the school, a volunteer or contractor at the school, or anyone visiting or using school premises; or relating to an incident that took place at the school, should report the matter to the School DSL and it will be dealt with in accordance with the School Safeguarding Policy

Where the subject of a safeguarding concern is a member of staff or volunteer of the school the School DSL must report the matter to the school Headteacher, and it will be dealt with under the Trust Staff Disciplinary Policy. The school Headteacher must inform and take advice from the GLT Head of HR.

Where the subject of a safeguarding concern is a member of staff or volunteer of the Trust central service the School DSL must report the matter to the GLT CEO, and it will be dealt with under the Trust Staff Disciplinary Policy. The GLT CEO must inform and take advice from the GLT Head of HR.

Where the subject of a safeguarding concern is a member of a local governing body the School DSL must report the matter to the Chair of the LGB, and inform the GLT CEO and the Chair of the Board of Trustees.

Where the subject of a safeguarding concern is the Headteacher, the School DSL must report the matter to the GLT CEO and the CEO will inform the Chair of the local governing body and the appropriate Local Authority Designated Officer.

Where the subject of a safeguarding concern is the Chair of a local governing body, the School DSL must report the matter to the Chair of the Board of Trustees.

Where the subject of a safeguarding concern is a Trustee or member of a Trust committee other than a local governing body, the matter must be reported to the Chair of the Board of Trustees, who will inform the GLT CEO.

Where the subject of a safeguarding concern is a member of staff or volunteer of the Trust central service, **the School DSL must report the matter to the GLT CEO.**