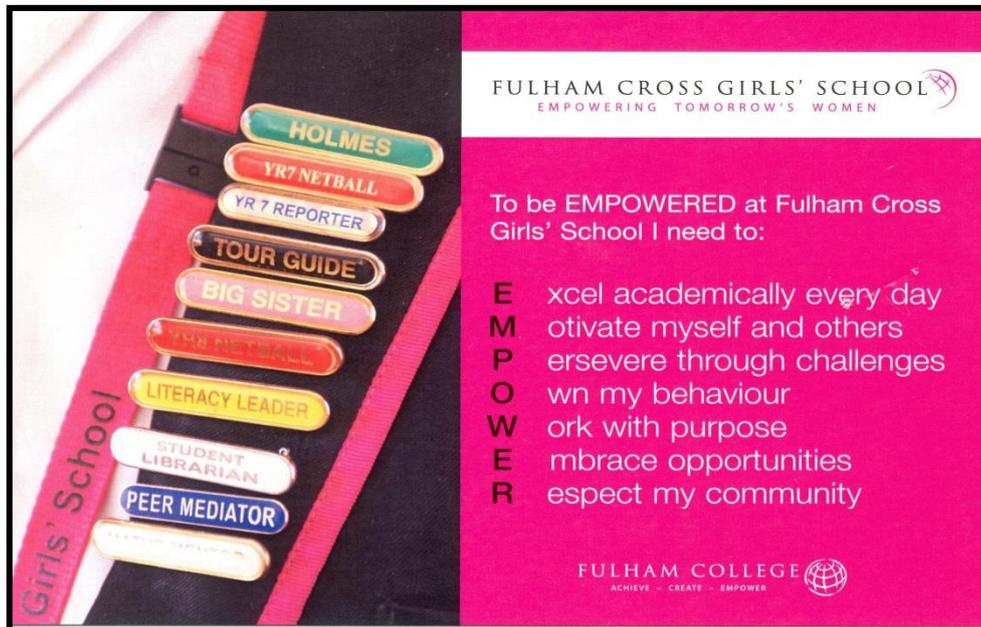


Child Protection and Safeguarding Policy

All Policies refer to the application of the Fulham Cross Vision statement which is:



Person Responsible	<i>Deputy Head teacher</i>
Review Frequency	<i>Annually</i>
Policy First Issued	<i>Sept 2013</i>
Last Reviewed	<i>July 2017</i>
Agreed by SLT	<i>July 2017</i>
Does this policy need to be ratified by Governors?	<i>Yes</i>
Ratified by Governors on	<i>July 2017</i>
This policy is communicated by the following means	<i>Staff Shared Area & Website</i>

APPENDICES

Appendix 1: London Borough of Hammersmith and Fulham Education Welfare Advisory Service Safeguarding Children in H&F Schools – April 2007

Appendix 2: Safeguarding & Child Protection parents' advice leaflet

1. INTRODUCTION

- a. What follows is derived from a number of sources including: relevant statute and statutory guidance; advice and guidance issued by the local authority, local safeguarding children's board, professional associations and other interested parties; and the knowledge and experience of staff, and the specifics of the Trust's sites.
- b. An overriding principle surrounding all of the Trust's activities is a full commitment to the health, safety and welfare of all children, and the proper discharge of all statutory responsibilities in a context of quality and best practice in service delivery.
- c. As a multi academy trust, Fulham College comprises of three entities, but only two of these maintain a management and administration structure and policies relevant to this policy. They are Fulham Cross Girls' School (FCGS) and Fulham College Boys' School (FCBS) which provides management and administration for the Fulham Enterprise Studio (FES). The policy and procedure that applies to FES is that of the FCBS where this is referred to in this policy. As one organisation the Trust accepts within its entities all evidence of identity and suitability for its staff, including the use of FCGS ID passes in FCBS / FES and vice versa, and the 'portability' of previous CRB and DBS disclosures throughout the Trust regardless of whether the source is FCGS or FCBS.

2. RECRUITMENT

- a. All advertisements contain the statement: *'The Fulham College Academy Trust is fully committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS disclosure will be requested for the successful candidate in accordance with relevant legislation and statutory guidance'*.
- b. All applicants for employment must complete the standard Trust teacher or support staff application form.

- c. All selection interviews include interviewers trained in child protection and include questioning designed to test applicant's responses to child protection considerations.
- d. No appointment is confirmed until satisfactory completion and / or receipt of: two satisfactory references where the identity of the referee has been verified as far as possible and the reference is specific to the job description; an enhanced DBS disclosure application; checks to confirm the right to live and work in the UK; checks of occupational qualifications where specified by statute or job description; checks on mandatory registration with bodies; checks on medical fitness to work.
 - i. In the event of deployment in the absence of a current Trust DBS disclosure and the applicant has one (or a prior CRB one), consideration of the usability of a previous enhanced disclosure will be made by the Executive Principal as long as it is no more than 3 years old and the applicant has worked in a school in England within the last 3 months. The relevant registered body will be contacted to ascertain whether their copy contains any detail not included on the applicant copy where available. A policy of no sole supervision will apply pending receipt of a satisfactory Trust disclosure. For applicants to whom consideration of a previous disclosure does not apply, the rest of this paragraph applies.
 - ii. In the event of concerns arising from references the Chair of the Appointment Panel will set those out in writing to the appointee, meet with them, and may involve senior colleagues, to discuss them further and determine an appropriate course of action as a result.
 - iii. In the event of a DBS disclosure containing detail of note the Executive Principal will meet with the appointee, and may involve senior colleagues, to confirm the record, establish context and any aggravating or mitigating factors surrounding the record, and determine an appropriate course of action as a result.
- e. Full use is made of online access to the DBS (disclosure tracking) website, to support the recruitment and ongoing safeguarding processes. Where employees/potential employees have given their consent the DBS application process outlined here is superseded by the Update Service, which the Trust encourages and makes full use of providing added, regular reviews which enhance the safeguarding strategy.
- f. All new staff are given Child Protection Training and their behaviour and performance in this respect are managed through induction, probation, line management and performance management. This also applies to existing staff who have annual child protection refresher training at the beginning of each academic year. Child protection procedures and policies are also part of the staff handbook.

- g. All staff and line managers are made aware of the need to report any concerns immediately to the DMS, or in their absence the Executive Principal, or in the absence of both, the Head of School or identified deputy. Instructions for staff in this respect are contained in the staff handbook, and a process and responsibility flowchart (as well as appearing in the handbook) is given to each teacher and line manager of support staff. This procedure is also underpinned through the Trusts' Whistleblowing Policy which deals with both safeguarding and non-safeguarding issues and provides immunity from negative action provided issues are reported in good faith.

3. IDENTIFICATION

- a. All students wear school uniform and all established staff wear Trust ID badges. All visitors are required to wear visitors' ID badges and are accompanied at all times. Staff ID badges from Trust, LA, and PCT partners are accepted. Staff and students are regularly informed to be aware of and report and escort any strangers on site not wearing ID, to Reception.

4. EXISTING / CONTINUING STAFF

- a. The Trust and the LA operate a three year DBS re-check cycle. It is contractually incumbent upon staff to inform the school in the event that they are convicted of any offence whilst in employment. Interim DBS checks are available to help address any concerns during the cycle. This process is enhanced where the Update Service is available as per 2.e. above.
- b. Output from line management and performance management is used to assess staff's continuing capability to discharge CP and safeguarding responsibilities.

5. SUPPLY / AGENCY STAFF

- a. All such staff are co-ordinated, inducted and monitored by the Cover Manager, who receives biographies of staff prior to their deployment which include evidence of: photo ID (or in its absence staff bring photo ID with them); DBS (or previous CRB) disclosure; qualifications and registration checks. ID is checked against the biography upon arrival. For all matters, including CP, the Cover Manager is the first point of contact and it is they who would raise any CP concern with the DMS for CP.

6. OTHER AD HOC STAFF OR THOSE SELF-EMPLOYED: VISITING TEACHERS, CONSULTANTS, COACHES, LECTURERS, TRAINERS.

- a. Deployment of individuals in this respect is usually limited to specific areas of the curriculum, usually specialist support to students of one form or another, or sports

coaching. Such individuals are subject to the same documentation checks as established staff and a policy of no sole supervision will apply.

7. VOLUNTEERS

- a. These, including Governors, are assessed on the nature and frequency of their contact with students in the context of the definitions of regulated activity, and are required to undergo an enhanced DBS disclosure where contact is three or more times in a 30 day period, or once a month or more, or overnight. The Executive Principal reserves the right to conduct such other enquiries as are deemed necessary to further establish and background and suitability of volunteers. With all volunteers a policy of no sole supervision applies.

8. CONTRACTORS

- a. Contractor deployment mainly falls into one of two categories, outside of the school day (including a consideration of extended day or community activities) or during the school day in non-pupil areas, or areas which are secured to prevent contact between students and contractors. Outside of this context a policy of no sole supervision applies and contractors are chaperoned by members of the Site Care Team throughout the duration of their stay on site. In advance of each visit the Site Care Manager undertakes a risk assessment, and a contractors' induction which includes relevant aspects of this policy takes place. In addition, regular contractor visitors come from suppliers who subscribe to safeguarding and child protection procedures and who are DBS checked and whose DBS details are known.

9. VISITORS

- a. For FCBS / FES, once pupil arrival and departure time is over the only access to the site (aside from major deliveries) is via reception which includes a containment area, and which has limited and supervised access to the rest of the site. Visitors identities are verified as far as possible and they are held here while the relevant member of staff is sourced, and the visitor is accompanied at all times by a relevant member of staff. If the visit is for pupil contact the pupil record is reviewed to ensure that there are no visitation restrictions and no pupil contact is allowed without staff supervision. For employees or officers of other agencies, evidence of ID is sourced and recorded at reception (warrant cards and badge numbers of police officers or ID badges of social workers, for example). All visitors are expected to sign in via the school's electronic identification system. Visitors must wear their photographic identification at all times.

- b. For FCGS, once pupil arrival and departure time is over the only access to the site is via the Munster Road gate. Visitors identities are verified as far as possible and they are held here while the relevant member of staff is sourced; the visitor is accompanied at all times by a relevant member of staff. If the visit is for pupil contact the pupil record is reviewed to ensure that there are no visitation restrictions and no pupil contact is allowed without staff supervision. For employees or officers of other agencies, evidence of ID is sourced and recorded at reception (warrant cards and badge numbers of police officers or ID badges of social workers, for example). All visitors are expected to sign in via the school's electronic identification system. Visitors must wear their photographic identification at all times.

10. ACCESS CONTROL

- a. For FCBS / FES, outside of pupil arrival and departure times the pupil areas of the site are secured and access limited to entry via Reception, or the Childerley Street entrance for major deliveries controlled by CCTV and the site care team. During pupil arrival and departure times access is controlled by staff. Outside of these times the site is secured and monitored by CCTV, and other access control and alarm systems.
- b. For FCGS, outside of pupil arrival and departure times the pupil areas of the site are secured and access limited to entry via Reception. During pupil arrival and departure times access is controlled by staff. Outside of these times the site is secured and monitored by CCTV, and other access control and alarm systems.

11. STUDENTS OFF SITE

- a. KS3 & 4 students are not allowed off site during the school day, unless this is in the context of being educated at the Fulham Enterprise Studio, a school trip or sporting event. In these circumstances students are escorted at all times by suitably vetted members of staff. To events where the destination or context is new or unknown to the staff member leading the trip, they will undertake a suitable risk assessment. In all other circumstances an existing risk assessment is reviewed. Please also see the school trip procedures.

12. EXTENDED PROVISION

- a. Where any activity is under the supervision or management of a member of Trust staff the full Trust policy will apply. Where any activity does not fall under this category the Trust will seek assurances and evidence that the organisation providing the activity fulfils all statutory obligations and good practice in this respect, and will keep this under termly review.

13. SINGLE CENTRAL RECORD

- a. The two that exist within the Trust are maintained by the Business Manager (FCBS / FES) and Chief Operations Officer (FCGS) respectively, and access is limited by password protection to the Executive Principal, each Executive PA, HR Officer and Business Manager / Chief Operations Officer.
- b. The record stores relevant information on an excel spreadsheet which contains standard functionality to interrogate, sort and filter individual records as appropriate. The Business Manager / Chief Operations Officer/HR officer deals directly with staff where relevant detail is missing, coming up to expiry, or out of date.
- c. The Business Manager / Chief Operations Officer/HR Officer attends regular briefings with the local authority's HR Schools' Relationship Manager, other business managers, and professional associations to keep informed of latest developments.