

## **SAFEG-01-SAFEGUARDING-03**

### **1 INTRODUCTION**

- 1.1 The Heart of England School Trust (the Trust) recognises its moral and statutory responsibility to safeguard and promote the welfare of all children, to protect young people who attend the Trust from harm. Safeguarding is everybody's responsibility and all those directly connected (staff, volunteers, Trustees, leaders, parents, families, and learners) are an important part of the wider safeguarding system for children and have an essential role to play in making this community safe and secure.
- 1.2 The Trust believes that the best interests of children always come first. All children (defined as those up to the age of 18) have a right to be heard and to have their wishes and feelings taken into account and all children regardless of age, gender, ability, culture, race, language, religion or sexual identity, have equal rights to protection.
- 1.3 The Trust recognises the importance of providing an ethos and environment that will help children to be safe and to feel safe. Students are respected and are encouraged to talk openly. The Trust will ensure children's wishes and feelings are taken into account when determining what safeguarding action to take and what services to provide.
- 1.4 The Trust aims to provide staff and volunteers, as well as students and their families, with the overarching principles that guide its approach to safeguarding.
- 1.5 The Safeguarding Policy is a core policy that forms part of the induction for all staff. It applies to everyone. It is a requirement that all staff have access to this policy and sign to say they have read and understood its contents.

### **2 ROLE OF TRUST BOARD AND COMMITTEES**

The role of the Trust Board and Committees is detailed within each of the Safeguarding Policies listed below.

### **3 ROLE OF PRINCIPAL AND SENIOR LEADERSHIP TEAM**

The role of the Principal and Senior Leadership Team is detailed within each of the Safeguarding Policies listed below.

### **4 DETAILS OF THE POLICY**

- 4.1 These follow from page 3 onwards.
- 4.2 The policy is written generically, by Solihull Metropolitan Borough Council (SMBC), for academies and schools within SMBC. For the purpose of its uses by the Trust it is important to make the following adjustments:
  - References to SMBC should be replaced by The Trust.
  - References to people's names should be replaced by the Principal or the Chair of Audit Committee, as appropriate.

**5 AUTHOR**

- 5.1 The author of this policy is **SMBC**. They should be contacted for any points of clarification or suggested future amendments.

**6 VERSION CONTROL**

<b>Policy Number</b>	SAFEG-01
<b>Policy Name</b>	Safeguarding
<b>Version Number</b>	03
<b>Publication Method</b>	External  A copy must be made available in U:\Staff Information\Policies\
<b>Approved by</b>	Full Trust Board
<b>Date of Approval</b>	October 2023
<b>Key changes since previous version</b>	1. Policy is no longer reformatted as bespoke to the Trust.
<b>Next review date</b>	Annual Check with the SMBC site, only update when that policy is updated.

# Safeguarding policy template for schools and colleges 2023-24

Version 03

September 2023

## 7 SMBC DOCUMENT CONTROL

### 7.1 Version control – Safeguarding-policy-template.docx

Version	Date	Owner	Notes
V01	12/10/21	NC	Final
V02	05/09/22	NC	2022-23 update
V03	14/08/23	NC	2023-24 update

### 7.2 Using the safeguarding policy template

### 7.3 Guidance notes

The purpose of this policy template is to provide a framework for schools to create a safeguarding policy that provides an overview of the school’s approach to safeguarding; the policies which guide this and the training undertaken to ensure that children’s welfare is safeguarded and promoted through all aspects of school life.

This template could be used to create a webpage where related policies are hyperlinked.

It is not a statutory requirement, unlike for the child protection policy, to have a standalone safeguarding policy. However, many of the policies are statutory and some are required to be shared on the school’s website. For more information please see the DfE website: [Statutory policies for schools and academy trusts](#).

Yellow highlighting indicates that the school/college should insert relevant information. Text boxes highlight suggestions to assist DSLs, leaders and managers in amending sample statements and ensuring content is appropriate. This content is provided as guidance notes and should not be left in individual policies.

Green highlighting indicates a change or addition to the 23-24 version.



# Safeguarding policy

Heart of England School

**This is a core policy that forms part of the induction for all staff and governors. It is a requirement that all members of staff have access to this policy and sign to say they have read and understood its contents.**

Date written	<b>September 2023</b>
Date of last update	<b>September 2023</b>
Date agreed and ratified by governing body or management committee	<b>October 2023</b>
Date of next full review	<b>October 2023</b>

This policy will be reviewed at least annually and/or following any updates to national and local guidance and procedures.

## 8 KEY CONTACTS

<b>Title</b>	<b>Name</b>	<b>Contact details</b>
Designated safeguarding lead (DSL)	Steve Hawkes	hawkes@heart-england.co.uk 01676 535222
Deputy designated safeguarding lead	Grace Theay	theayg@heart-england.co.uk 01676 535222
Deputy designated safeguarding lead	John Williams	williamsj@heart-england.co.uk 01676 535222
Headteacher or equivalent (Principal)	Jacqueline Hughes-Williams	office@heart-england.co.uk 01676 535222 01676 535222
Safeguarding governor or equivalent	Malcolm Halliday	01676 535222

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## 9 CHILD-FOCUSED APPROACH TO SAFEGUARDING

### 9.1 Introduction

The purpose of this policy statement is:

- to protect children and young people who attend Heart of England School (“The Trust”) from harm;
- to provide staff and volunteers, as well as children and young people and their families, with the overarching principles that guide our approach to safeguarding.

This policy applies to everyone.

## 10 POLICY CONTEXT

This policy is derived from a variety of legislative provisions and statutory guidance. In particular, it is based upon the requirements and best practice outlined in:

- Keeping Children Safe in Education 2023 (KCSIE)
- Working Together to Safeguard Children 2018 (WTSC)
- Ofsted: Education Inspection Framework’ 2023
- Framework for the Assessment of Children in Need and their Families 2000
- Solihull MBC Safeguarding Children Procedures
- Early Years and Foundation Stage Framework 2023 (EYFS)
- Digital and technology standards for schools and colleges (2023)

Section 157 of the Education Act 2002 requires school governing bodies, local education authorities and further education institutions to make arrangements to safeguard and promote the welfare of all children who are pupils at a school, or who are students under 18 years of age. Such arrangements will have to have regard to any guidance issued by the Secretary of State.

The duties for all academies – including all free schools and independent schools – to safeguard and promote the welfare of pupils at the school/college is set down in Part 3 of the schedule to the [Education \(Independent School Standards\) Regulations 2019](#).

The Trust’s policy reflects these duties and complies with our funding agreement and articles of association.

## 11 SAFEGUARDING STATEMENT

The Trust recognises our statutory responsibility to safeguard and promote the welfare of all children. Safeguarding is everybody’s responsibility and all those directly connected (staff, volunteers, governors, leaders, parents, families, and learners) are an important part of the wider safeguarding system for children and have an essential role to play in making this community safe and secure.

The Trust believes that the best interests of children always come first. All children (defined as those up to the age of 18) have a right to be heard and to have their wishes and feelings taken into account and all children regardless of age, gender, ability, culture, race, language, religion or sexual identity, have equal rights to protection.

The Trust recognises the importance of providing an ethos and environment within school/college that will help children to be safe and to feel safe. In our school children are respected and are encouraged to talk openly. We will ensure children’s wishes and feelings are taken into account when determining what safeguarding action to take and what services to provide.

Our core safeguarding principles are:

**Prevention:** positive, supportive, safe culture, curriculum and pastoral opportunities for children, safer recruitment procedures.

**Protection:** following the agreed procedures, ensuring all staff are trained and supported to recognise and respond appropriately and sensitively to safeguarding concerns.

**Support:** for all learners, parents and staff, and where appropriate specific interventions are required for those who may be at risk of harm.

**Working with parents and other agencies:** to ensure timely, appropriate communications and actions are undertaken when safeguarding concerns arise.

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*Education providers may wish to insert their mission statement or vision and values in line with their procedures for other policies. The safeguarding policy statement should also be referenced within your child protection policy.*

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## 12 SAFEGUARDING POLICIES AND PROCEDURES

We have a number of policies and procedures in place that contribute to our safeguarding commitment, including our child protection policy which can be viewed [in the policies section on our website.](#)

Policies, procedures and requirements	On Website	Internally, where you will find the policy/procedure
Child protection (including online safety, low level concerns policy and child-on-child abuse as required by <b>KCSiE '23</b> )* Looked after and previously looked after children – designated teacher* Pupil premium statement* Mental health and wellbeing	All of these policies are available on our website.	U:\Staff Information\Policies\SAFEGuarding Policies U:\Staff Information\Policies\EXAMS Policies U:\Staff Information\Policies\ SEND and PP Policies U:\Staff Information\Policies\HSaWE Policies
Equality information and objectives* Special educational needs and disabilities* Accessibility plan*	All of these policies are available on our website.	U:\Staff Information\Policies\EXAMS Policies U:\Staff Information\Policies\ SEND and PP Policies
Premises management documents* Healthy and safety* Risk assessments* First aid* Lettings	Many of these policies are available on our website.	U:\Staff Information\Policies\HSaWE Policies Safety Cloud 2 U:\Staff Information\Policies\FINANcE Policies



<p>Attendance Behaviour in schools (which should include measures to prevent bullying, including cyberbullying, prejudice-based and discriminatory bullying)* Behaviour principles written statement*(maintained) Exclusions*</p>	<p>All of these policies are available on our website.</p>	<p>U:\Staff Information\Policies\ SAFEGuarding Policies U:\Staff Information\Policies\BEHAVIOUR Policies</p>
<p>Online safety (including how school is meeting the filtering and monitoring requirements of the Digital and technology standards for schools) Acceptable use of social media Mobile and smart technology Data protection and information sharing* Protection of biometric information*</p>	<p>Many of these policies are available on our website.</p>	<p>U:\Staff Information\Policies\COMmunications and DATA Policies</p>
<p>Children with health needs who cannot attend school* Supporting children with medical conditions in school/Medicines in school* Personal and intimate care</p>	<p>All of these policies are available on our website.</p>	<p>U:\Staff Information\Policies\SAFEGuarding Policies U:\Staff Information\Policies\Health Safety and WELL being Policies</p>
<p>Staff discipline, conduct and grievance (procedures for addressing)* Staff behaviour/code of conduct (including reference to low level concerns, managing allegations against staff and whistleblowing, acceptable use of technologies (including the use of mobile devices), staff/pupil relationships and communications including the use of social media policies as required by KCSiE (23)) Statement of procedures for dealing with allegations of abuse against staff* Safer recruitment Single central record of recruitment and vetting checks*</p>	<p>Any policy can be provided on request.</p>	<p>U:\Staff Information\Policies\STAFF Policies U:\Staff Information\Policies\GOVERNance Policies U:\Administration\Personnel U:\Staff Information\Policies\Procedures for Policies</p>

<p>Visitors' protocol Trustee code of conduct Trustee training record</p>		
<p>Relationships and sex education* Drug and alcohol education/managing substance related incidents</p>	<p>Many of these policies are available on our website.</p>	<p>U:\Staff Information\Policies\CURRICulum Policies U:\Staff Information\Policies\STAFF Policies U:\Staff Information\Policies\WHOLE School Policies U:\Staff Information\Policies\COMmunications and DATA Policies</p>
<p>Educational visits</p>	<p>This policy can be provided on request.</p>	<p>U:\Staff Information\Policies\CURRICulum Policies</p>
<p>School complaints* Whistleblowing*</p>	<p>All of these policies are available on our website.</p>	<p>U:\Staff Information\Policies\STAFF Policies U:\Staff Information\Policies\WHOLE School Policies</p>
<p>Confidentiality</p>	<p>This policy is available on our website.</p>	<p>U:\Staff Information\Policies\COMmunications and DATA Policies</p>