

Trinity Academy – Safeguarding Procedures

All staff are expected to know the following information regarding safeguarding and child protection.

Key Personnel

- Trinity Academy's **Designated Safeguard Lead** (DSL) is Dr Wade Nottingham. The deputy DSL is Mr Eiron Bailey. From March 2020, Ms Harriet Garrad and Mr Jordan McKenzie will become deputy DSL.
- The DSL also acts as the **Prevent Officer** and **E-Safety Officer**.
- The **Designated Teacher for Looked After Children** is Jo Thurston.
- The school's **Link Governor for Safeguarding** is Anne Burrell.

The DSL's email contact email address is wnottingham@trinityacademybristol.org.

Key Documents for Staff

All staff must have read:

- KCSIE 2019 (part 1) and have signed that they have read it
- CST Employment Manual 2019-2020
- CST Safeguarding and Child Protection Policy

Reporting Concerns

Trinity Staff can find details of how to report concerns in Part 2 of the CST Safeguarding and Child Protection Policy. Below are important points in relation to reporting at Trinity Academy:

Safeguarding Concerns: A member of staff who has a safeguarding concern should complete an incident alert on CPOMS for the attention of relevant members of staff, including the DSL. If, for whatever reason, a member of staff doesn't have access to CPOMS he or she should fill out a Safeguarding Disclosure or Observation Form available in the school office.

Child Protection Concerns: A member of staff who has a child protection concern must find the DSL or deputy DSL to raise a concern immediately. If neither is available, he or she must act – by calling First Response (and calling 101 Police if appropriate). First Response contact details are found in Appendix B of the CST Safeguarding and Child Protection Policy. Within 24 hours, the member of staff with the concern should then record the incident on CPOMS.

Prevent Referrals: If a member of staff suspects a child is either being radicalised, or at risk of being radicalised, please raise the concern with the DSL through CPOMS or, if urgent, in person.

Female Genital Mutilation: If a **teacher** discovers that an act of FGM has been carried out on a girl under the age of 18, the teacher must **ring the police on 101 and report the incident**. He or she must then report the incident to the DSL. If a member of staff suspects that a child is at risk of FGM, he or she must relay their concerns immediately to the DSL.

Immediate Danger: If a child is in immediate danger, a member of staff must ring 999 immediately and report the concern. He or she must inform the DSL and other relevant members of staff of the situation. Within 24 hours, the member of staff should record the incident on CPOMS.

Recording Incidents on SIMS

As outlined in the school's behaviour policy, all staff are expected to record behaviour incidents on SIMS. Some behaviours may be early indicators of intolerant or extremist views – including homophobia and racism. Staff should be careful to record any of the following incidents on SIMS and, where appropriate, alert the DSL and Head of Year to the incident using CPOMS:

C3 Bullying – for severe or persistent bullying

C3 Homophobia – for incidences of homophobia

C3 Racism – for incidences of racism

C3 Intolerance – for other serious incidences not covered by the above categories

Reporting Concerns about Staff

If any member of staff has concerns about the conduct of another member of staff, he or she should:

- Speak to the Headteacher without delay or contact the Local Authority Designated Officer (LADO), Nicola Laird, on 01179037796.
- If you have concerns about the conduct of the Headteacher, you must contact the Chair of Governors (**contact details to follow**) or the LADO on the above contact number.

Children Missing in Education (CMIE)

Please see guidance in the attendance procedures.

Visitors to Trinity

Trinity Academy encourages its staff to organise guest speakers, external workshops and organisations to provide opportunities for learning. However, to ensure the safety of children:

- The Headteacher should be aware of any visitors who are to come into contact with students.
- Any visitors who are not DBS checked must not be left alone with children at any time. If staff are unsure if a visitor is DBS checked, they must assume they are not.
- Any visitors must sign in at the school office. Once the Inventory system is up and running at SPP reception, visitors will sign in there.

- Staff must add any planned visitors (including parent meetings) onto the visitor calendar when a meeting is arranged.
- If a visitor raises a concern about the welfare of a child, they should be directed to complete a Safeguarding Disclosure or Observation Form available in the school office.
- No member of staff is compelled to meet any unannounced visitors (for example, a disgruntled parent) if they are busy fulfilling other parts of their professional duties. Please refer such situations to OnCall/ SLT.

Lone Working

Lone working is defined by working away from immediate contact with other individuals. This usually involves working on site in remote areas and/ or outside of normal working hours. Doing so can expose oneself to increased risks of violence and threatening behaviour, encountering intruders and delay in raising alarm in the event of illness or accident. To reduce these risks, members of staff should:

- Not stay on site beyond 6pm unless directed to do so for an evening event.
- Speak to the Headteacher if entry to the site is required out of hours (6.30am to 6pm Monday to Friday).
- Take responsibility for their own health and safety and assess their own working practice.
- Ask for support or advice if they are unsure whether or not their working routine is safe.
- Only operate equipment they are qualified or trained to use.

Home visits

Specific members of staff, especially those in the pastoral team may need to visit the home of a student. This may occur for a student who is excluded from school, for a student who has a long-term illness, for a student whose attendance is a concern or is refusing to come to school or when parents or carers are persistently unable to come to school for a meeting.

Before carrying out a home visit, the staff member must:

- Agree a time for the meeting with a parent or carer.
- Inform their line manager of the visit and its purpose. This should include student and address details and the context of the visit.
- Confirm how the member of staff can be contacted whilst on the visit – typically by confirming their mobile phone number. An expected return time should also be agreed.
- Sign out when leaving the site and have their school lanyard with them.

During the visit the discussions must be professional and focussed on the initial reason for the home visit. Staff should only enter the home when invited to do so and after showing their staff lanyard. If there are any concerns or unexpected situations on arrival or during the meeting, the staff member should consider if it is safe to continue.

After the meeting, the member of staff should return to school, sign in and discuss the outcome with relevant colleagues, including the line manager.