

1 Context

The Foundation Bridge Academy is an independent school wholly owned by Stoke on Trent College. Its physical location is on the Stoke on Trent College Burslem campus, and the staff who operate the Academy are employees of Stoke on Trent College or its subsidiary Education Business Services. Policies and procedures for the Foundation Bridge Academy will have many similarities to those operating in the College, but have been specifically created for the distinctive nature of the alternative provision delivered by the Academy.

2 Policy Aim

2.1 The purpose of this policy is to provide a framework by which the Foundation Bridge Academy carries out its obligation to protect children from harm. The policy and supporting procedures and guidance will enable the Foundation Bridge Academy to deliver actions and services which are in accordance with the Children Act (1989 and 2004), The Education Act 2002, The Safeguarding Vulnerable Adults Act, The Protection of Freedoms Act 2012 and statutory working guidance Working Together to Safeguard Children issued in August 2013 (and updated in 2015), Keeping Children Safe in Education 2015 (and updated in September 2016), which set out how organisations should work together to safeguard and promote the welfare of children and young people.

a. Linked Foundation Bridge Academy Policies and Procedures

This policy should be used in conjunction with the following strategies, policies, procedures and guidance:

Strategies ○ Prevent Strategy

Policies

- Health Safety and Welfare Policy
- Equality and Diversity Policy
- Bullying and Harassment Policy
- Whistleblowing Policy
- Multi-Faith and Prayer Room Policy

Procedures

- Learner Safeguarding Procedure & Guidance
- IT Acceptable Use Procedure
- Learner Disciplinary Procedure
- Learner Criminal Records Disclosure Procedure
- Staff Disclosure and Barring Service Policy & Procedure

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- Managing Learner Disclosure Procedure
- When a Child Dies Procedure
- Mental Health and Wellbeing Procedure
- Procedure for External Speakers and Events **Guidance**
- Safer Working Practice

2.2 Staff / Pupil Safer Working Relationships

The Foundation Bridge Academy “Safer Working Practices” document for staff is designed to complement the Code of Practice, Values and Behaviours Guidance and gives clarification about key issues, which staff may come across in the course of their work with learners. It does not attempt to provide a complete checklist of what is, or is not appropriate behaviour but does highlight behaviour that is illegal, inappropriate or inadvisable. The “Safer Working Practices” Document covers personal conduct, appearance, language and attitude, relationships with staff or pupils and should be used in conjunction with the Foundation Bridge Academy’s IT Acceptable Use Procedure.

3 Policy Statements

- 3.1 The Foundation Bridge Academy will support anyone who, in good faith, reports his or her concerns that a child is at risk of, or may actually be, being abused.
- 3.2 The Foundation Bridge Academy recognises that it has a duty to promote and safeguard the welfare of children receiving education at the Academy.
- 3.3 The policy gives clear direction to all members of the Foundation Bridge Academy community to ensure any child protection concerns, referrals and monitoring of actions are handled appropriately.
- 3.4 *The Independent school does not have a responsibility to investigate incidents of alleged abuse. However, they do have a statutory duty to assist the Local Authority with child protection issues and this policy is in line with current and, national and local policies on the protection of children, young people and vulnerable adults*
- 3.5 *Accordingly, all staff will receive a copy of this Policy and Section 1 of “Keeping Children Safe in Education” September 2016*
- 3.6 Allegations against staff will be dealt with through staff disciplinary procedures. The responsibility of investigating such cases lies with the Director of Human Resources working in conjunction with other agencies to whom complaints, allegations and suspicions will be referred as and when appropriate.
- 3.7 This Policy applies to all those working in, studying and visiting the Foundation Bridge Academy including pupils, Foundation Bridge Academy staff, Governors, volunteers and visitors to the Academy, including contracted services such as agency staff, employers offering work placements, transportation companies and contractors with access to children.

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- 3.8 A “child” is defined as a young person aged up to 18. “Looked After Children” and pupils with special educational needs may also need additional services, assistance, protection and consideration.
- 3.9 Pupils attending the Foundation Bridge Academy whilst on roll at another school are covered by all aspects of this Policy when at the Foundation Bridge Academy. In accordance with agreed partnership protocols, there is a separate procedure for Child Protection referrals as sponsor schools retain accountability for external referrals. Should there be an emergency and the Foundation Bridge Academy is unable to contact the sponsor school, the Academy will apply its referral procedures to the situation to ensure a child is safe.
- 3.10 Employers offering work placements will be asked to co-operate with the Foundation Bridge Academy in putting in place and subscribing to appropriate safeguards. Where appropriate The Foundation Bridge Academy will ensure that additional safeguards are in place, these may include staff, who will have had training in child protection and completing risk assessments and arranging placements.

4 Principles The Foundation Bridge Academy has a statutory responsibility:

- 4.1 At all times, and by all means, seek to create a safe environment for the entire Academy community.
- 4.2 Operate the policy to encompass pupils who may be temporarily vulnerable.
- 4.3 Acknowledge that abuse may take many forms, for example: physical, sexual, female genital mutilation, forced marriage, radicalisation and risk to self and/or others.
- 4.4 Work with others, in particular, the Local Children’s Safeguarding Board and the Local Authority Designated Officer, whilst always placing the welfare of the child at the centre of any actions taken.
- 4.5 Comply with the regulations and guidance provided on the vetting of staff, including temporary staff and volunteers to minimise the risk of recruiting unsuitable people as laid out in the guidance from the Independent Safeguarding Authority and “Keeping Children Safe in Education” September 2016.
- 4.6 Undertake Disclosure and Barring Checks, to ensure that all staff and workers under the terms of engagement are suitable to work in the Foundation Bridge Academy.
- 4.7 Develop and implement procedures for identifying, reporting cases or suspected cases of abuse and make appropriate referrals to the Disclosure Barring Service.
- 4.8 Seek to educate pupils on how to be safe and healthy.
- 4.9 Consult with pupils on the effectiveness of safeguarding policies and procedures (Learner Voice).
- 4.10 Encourage an atmosphere in which pupils find trained staff approachable to enable communication of any problems, which may be affecting their lives.

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- 4.11 Provide appropriate mandatory training and development in accordance with the requirements of the Staff Development programme and induction, raising awareness of all staff and governors of the need to safeguard children and their responsibilities in identifying and reporting possible cases of abuse.

5 Roles and Responsibilities

5.1 The Governing Body

There is a designated governor for safeguarding. It is their responsibility to liaise with the local authority and/ or partner agencies on issues of child protection and where allegations of abuse are made against the Head Teacher. The Governing Body must consider and approve the Foundation Bridge Academy’s policy and annually review its implementation.

5.2 Designated Person (member of SLT)

The Director of Learner Support is the senior lead on safeguarding. It is their responsibility to ensure standardisation and parity between areas of safeguarding practice and policy]. This member will report at least annually to the governing body regarding the appropriate policies and procedures and will provide a statistical analysis of safeguarding incidents and all training and related CPD undertaken.

5.3 The Designated Safeguarding Officers (DSOs)

The role of the Designated Safeguarding Officers is to ensure that the procedures are followed throughout the Foundation Bridge Academy and that referrals are made to Social Services in accordance with local authority procedures.

5.4 The CPD Coordinator is responsible for arranging safeguarding training for staff and ensuring opportunities exist for refresher training on a 3-year cycle in addition to ongoing CPD opportunities including online.

5.5 The Director of Human Resources is responsible for staff recruitment, DBS and barred checklists, central record and staff safeguarding training.

5.6 The Head of Health Safety and Security is responsible for a number of policies including Health, Safety and Welfare and Managing Learner Disclosure.

5.7 The Head Teacher is responsible for ensuring pupils are taught about safeguarding, including e learning tutorials and through teaching and learning opportunities.

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- 5.8 The Head of IT Services has responsibility for E- Safety and is responsible for updating acceptable use policies. He/she is the investigator in safeguarding issues that involve IT.
- 5.9 All Staff have a responsibility to report safeguarding issues to the Designated Safeguarding Officer

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All Foundation Bridge Academy Staff will undertake an appropriate level of training to raise awareness and highlight key issues. This will take place as a minimum every three years.

6.0 Approval

Approved by the Leadership Team

Signed: 
(Principal & Chief Executive)

Endorsed by the Corporation

Signed: 

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(Chair)

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