



## Child Protection and Safeguarding Policy Summary

Start date: November 2017  
Review date: October 2018

Granville Academy fully recognises its responsibilities for Child Protection and Safeguarding and the full policy can be found on staffdocshare, on the staffroom safeguarding noticeboard and also on the school website. This is an overarching policy where a child is written in this policy as anyone under the age of 18 and of statutory school age. This policy is to be read by all Staff, Governors and Volunteers in conjunction with “**Keeping Children Safe in Education**” (September 2016) and Guidance for Safer Working Practices (2015) and all must sign to say they have read and understood these documents.

### Our Principles

Safeguarding arrangements at Granville Academy are underpinned by four key principles:

- **Safeguarding is everyone's responsibility: all Staff / anyone who has contact with a child or young person including Governors and volunteers should play their full part in keeping children safe;**
- We will aim to protecting children using national, local and school child protection procedures;
- That all Staff / anyone who has contact with a child or young person including Governors and Volunteers have a clear understanding regarding abuse and neglect in all forms; including how to identify, respond and report. This also includes knowledge in the process for allegations against professionals. Staff, (Governors and Volunteers) should feel confident that they can report all matters of Safeguarding in the Granville Academy where the information will be dealt with swiftly and securely, following the correct procedures with the safety and wellbeing of the children in mind at all times.
- That we operate a child-centred approach: a clear understanding of the needs, wishes, views and voices of children.

### Our Safeguarding Commitment to Children at Granville Academy

All Staff, Governors and Volunteers will be trained annually and on an ongoing basis in safeguarding and child protection in line with the latest government guidance and DCSB requirements.

The child's voice is paramount and if anyone who comes into contact with children at Granville has a concern about a child, it is important that they are aware of who to report the concern to and record it in the correct way. The school operates a Designated Senior Lead (DSL) Safeguarding Rota system which is shared with all Staff, Governors and Volunteers and a copy can be found on the staffroom safeguarding noticeboard. Once a concern is raised with the DSL they will take appropriate action and record actions and follow up on the MyConcern

database. The DSL will feedback to the member of Staff, Governor or Volunteer that the concern has been followed up and appropriate action taken. If the member of Staff, Governor or Volunteer still has concerns about a child, they can go back to the DSL or escalate this to Mr Tilley, Mrs Kingswood, “Starting Point”, the de Ferrers Trust or the Child protection manager for Derbyshire, Debbie Peacock (Tel 01629 531079) . In the unlikely scenario that no DSL is available to report a concern to, the member of Staff, Governor or Volunteer can report the concern to “Starting Point” themselves **(Tel 01629 533 190)**.

If a concern is about a member of Staff, Governor or Volunteer, all concerns will go straight to the Principal Mrs Kingswood and the management of allegations policy will be followed, which may include taking advice from the LADO (Local Authority Designated Officer) Miles Dent.

## Safeguarding DSL Rota

### Safeguarding Duty Rota 2017 / 2018

All Safeguarding initial concerns to be reported to the safeguarding lead (DSL) for the day and recorded on MyConcern:

Lead	Day
Mrs S Brassington	Monday
Mr R McCarter	Tuesday
Mrs G Jackson	Wednesday
Mrs C Metters	Thursday
Mrs S Smith	Friday

Other support DSL/Safeguarding Admin: Mrs F Greenfield / Mr W Rea

Senior Safeguarding Leads to contact to escalate:

Mr R Tilley & Mrs J Kingswood

## Recruitment of All Staff, Governors and Volunteers

Granville Academy will ensure that Safer Recruitment practices are always followed and that the requirements outlined in the statutory guidance ‘Keeping Children safe in Education’ are followed in all cases.

All interview panels will have at least one member who has undergone Safer Recruitment training. We will in all cases for example check on; the identity of candidates; a check of professional qualifications; the right to work in the UK; make overseas checks where relevant; ask for and follow up at least two references; scrutinise applications for gaps in employment.

We have a Single Central Record which covers all Staff, including Governors, and Volunteers, frequent visitors, agency and supply, and others according to their role and responsibility. We ensure this record is regularly updated and reviewed in line with National and Local requirements.