

SUAT Policy	SUAT Safeguarding					
LGCS Appendix	LGCS Safeguarding 18-19					
Approved by	CEO/LAC	Issue Date	Sep 18	Review Date	Sep 19	
Audience	Trustees	✓	Staff	✓	Pupils	✓
	Local Academy Council	✓	Parents	✓	General Public	✓

This appendix includes:

- amendments to the SUAT policy that have been approved by Trustees/ LAC
- specific practices and/ or procedures that are used in LGCS
- additional information relevant to LGCS

Role of the designated safeguarding lead at LGCS

Governing bodies and proprietors should ensure that the school or college designates an appropriate senior member of staff to take lead responsibility for child protection. This person should have the status and authority within the school to carry out the duties of the post including committing resources and, where appropriate, supporting and directing other staff.

The broad areas of responsibility for the designated safeguarding lead are:

Managing referrals

- Refer all cases of suspected abuse to the local authority children's social care and:
- The designated officer(s) for child protection concerns (all cases which concern a staff member),
- Disclosure and Barring Service (cases where a person is dismissed or left due to risk/harm to a child); and/or
- Police (cases where a crime may have been committed).
- Liaise with the Headteacher or principal to inform him or her of issues especially on going enquiries under section 47 of the Children Act 1989 and police investigations.
- Act as a source of support, advice and expertise to staff on matters of safety and safeguarding and when deciding whether to make a referral by liaising with relevant agencies.

Training

- The designated safeguarding lead should receive appropriate training carried out every two years in order to:
- Understand the assessment process for providing early help and intervention, for example through locally agreed common and shared assessment processes such as early help assessments.
- Have a working knowledge of how local authorities conduct a child protection case conference and a child protection review conference and be able to attend and contribute to these effectively when required to do so.
- Ensure each member of staff has access to and understands the school's or college's child protection policy and procedures, especially new and part time staff.
- Be alert to the specific needs of children in need, those with special educational needs and young carers.
- Be able to keep detailed, accurate, secure written records of concerns and referrals.
- Obtain access to resources and attend any relevant or refresher training courses.
- Encourage a culture of listening to children and taking account of their wishes and feelings, among all staff, in any measures the school or college may put in place to protect them.

Raising Awareness

- The designated safeguarding lead should ensure the school or college's policies are known and used appropriately:
- Ensure the school or college's child protection policy is reviewed annually and the procedures and implementation are updated and reviewed regularly, and work with governing bodies or proprietors regarding this.
- Ensure the child protection policy is available publicly and parents are aware of the fact that referrals about suspected abuse or neglect may be made and the role of the school or college in this.
- Link with the local LSCB to make sure staff are aware of training opportunities and the latest local policies on safeguarding.
- Where children leave the school or college ensure their child protection file is transferred to the new school or college as soon as possible. This should be transferred separately from the main pupil file, ensuring secure transit and confirmation of receipt should be obtained.

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The Safeguarding Children Team at LGCS

Head Teacher/Principal/Senior Manager: responsible for implementing policies & procedures, allocating resources to the safeguarding team & addressing staff safeguarding concerns.

Name: Mrs L Small

Tel no: 01543 227582

Designated Safeguarding Lead (DSL): a member of the leadership team with appropriate authority, responsible for dealing with safeguarding issues, providing advice and support to other staff, liaising with the local authority, and working with other agencies.

Name: Mrs L Small

Tel no: 01543 227582

Designated Safeguarding Deputies (DSD): member of the teaching, support or pastoral staff, in a post which requires assessment of children, with sufficient status & authority to effectively deputise for the DSL role above. Cannot be an administrative or finance worker.

Name: Mr D Baker

Tel no: 01543 227577

Name: Mrs H Edmonds

Tel no: 01543 227579

Name: Mrs S Andrews

Tel no: 01543 227570

Special Educational Needs Coordinator (SENCo): staff member who provides advice, liaison & support for school staff and other agencies working with pupils with special education needs and their mothers, fathers or carers.

Name: Mrs H Edmonds

Tel no: 01543 511028

Looked After Children (LAC) Designated Teacher: promotes the educational achievement of 'looked after' children who are on the school roll, helps staff understand issues that affect how they learn and achieve and ensures appropriate staff have the information they need.

Name: Mrs L Small

Tel no: 01543 227577

Online-Safety Coordinator: develops and maintains an online-safety culture within a setting.

Name: Mrs L Small

Tel no: 01543 227582

Your Safeguarding Children Team also links in with the: Safeguarding/Child Protection Governor: ensures there are appropriate safeguarding children policies and procedures in place, monitors whether they are followed and, together with the rest of the governing body, remedies deficiencies and weaknesses that are identified.

Name: Mrs S Randle

Tel no: 01543 227570 (school main office)

Chair of Governors/Management Committee: takes the lead in dealing with allegations of abuse made against the Head Teacher/Principal/Senior Manager (and other members of staff when the Head Teacher is not available), in liaison with the Local Authority; and on safe recruitment practices with the Head Teacher/Principal/Senior Manager.

Name: Mr D Williams

Tel no: 01543 227570 (school main office)

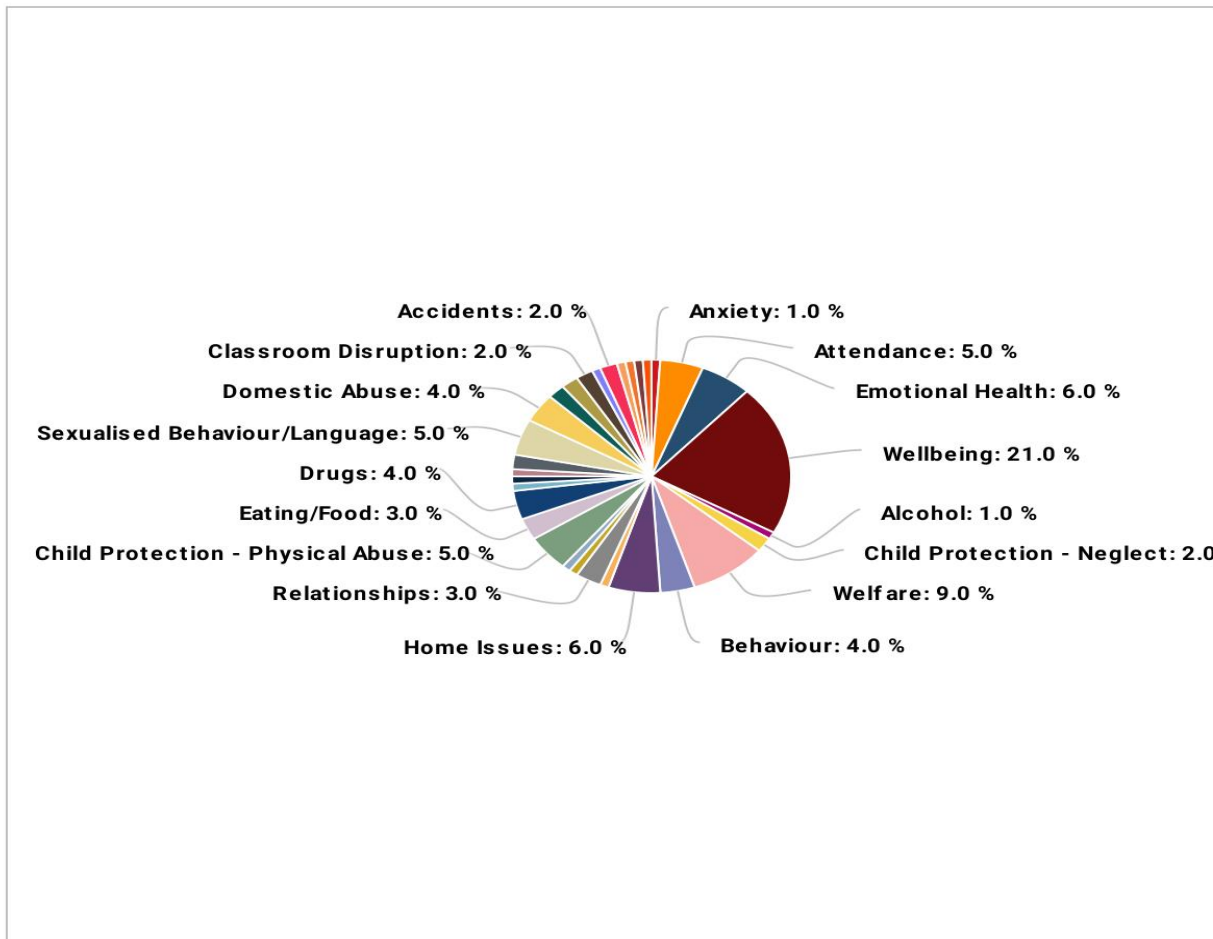
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Scheduled Keeping Children Safe in Education training at LGCS.2018-2019

To support the SUAT Safeguarding Policy 2018-2019, a program of training events will be held at Littleton Green Community School throughout the year. Training will be twofold:

Training that all staff and governors must complete annually	Training designed to increase stakeholders' knowledge of areas 'flagged' on My Concern over the last 365 days. (see LGCS Categories of Concern Chart June 2017-2018)
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LGCS Categories of Concern (June2017-June2018)



Who will receive the training? How will it be communicated? How will the impact be monitored?

Audience	All teaching and support staff (S)	Parents (Pa)	Pupils (Pu)	Local Academy Council/Governors (G)
Method of communication	E mail Team meetings	Newsletter Parent workshops	PSHE lessons	E mail Governor meeting
Monitoring	Survey/ quiz completed once a block	Survey/ quiz completed once a year	Survey/ quiz completed once a block	Survey/ quiz completed once a block

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Scheduled Training 2018-2019

Block 1 September 2018-December 2018	Audience				Completed
SUAT/LGCS- Staff Code of Conduct	S	Pa	Pu	G	Yes
SUAT/LGCS- Role of DSL	S	Pa	Pu	G	Yes
SUAT/LGCS- Whistleblowing	S	Pa	Pu	G	Yes
Level 1 Training updated for staff who require it	S	Pa	Pu	G	Yes
SUAT Safeguarding	S	Pa	Pu	G	Yes
KCSIE Part 1a and annex A	S	Pa	Pu	G	Yes
SUAT/LGCS Policies- Educational Visits and Visitors in School	S	Pa	Pu	G	Yes

Block 2 January 2019- April 2019	Audience				Completed
SUAT/LGCS- Information sharing (as part of level 1 update)	S	Pa	Pu	G	Yes
SUAT/LGCS- E safety	S	Pa	Pu	G	Yes
SUAT/LGCS Policies- Physical Intervention	S	Pa	Pu	G	Yes
Level 1 Training updated for staff who require it	S	Pa	Pu	G	Yes
Cyber Bullying (School Open Day)	S	Pa	Pu	G	Yes
PBIS (including Bullying)	S	Pa	Pu	G	Yes
Neglect	S	Pa	Pu	G	

Block 3 May 2019- July 2019	Audience				Completed
SUAT/LGCS- Prevent	S	Pa	Pu	G	
EHA	S	Pa	Pu	G	
Emotional health and emotional abuse	S	Pa	Pu	G	
Peer on peer/ CSE	S	Pa	Pu	G	
Toxic trio	S	Pa	Pu	G	
Fabricated illness	S	Pa	Pu	G	
Domestic violence and relationship abuse	S	Pa	Pu	G	

In addition to the scheduled briefings, training will also be provided in response to specific incidents which occur throughout the year.

Audience	How/ Where training will occur
All teaching and support staff (S)	Staff meetings, Diary Meetings, and Team meetings
Parents (Pa)	Newsletters, Parent workshops and Open Days
Pupils (Pu)	Class assemblies and PSHE lessons
Local Academy Council/Governors (G)	Full Governor meetings and Link Governor meetings