

# POLICY

## POLICY TYPE

MAT Policy to adopted in full across all schools	✓
LGC Policy to be reviewed and approved locally	



*"called by Christ  
to be agents of change  
and apostles of hope"*

Approval Date:	2024/25 – SUMMER TERM
Review Date:	2025/26 – SUMMER TERM

## ST OSCAR ROMERO CATHOLIC ACADEMY TRUST

### SAFEGUARDING POLICY (CHILD PROTECTION POLICY & PROCEDURES)

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## **PART A**

### **1.1 Application**

This Safeguarding Policy applies to the Trust as a whole and to all the schools and service units in the Trust, to all paid and unpaid staff, volunteers, governors and Directors of the Trust and its schools, and to all contractors and other people using or visiting any of the premises of the Trust or its schools.

The Trust, including all the schools, their Directors, Governors and staff, must abide by this Trust Safeguarding Policy.

This Policy is subject to the Trust's Scheme of Delegation for Governance Functions. If there is any ambiguity or conflict, then the Scheme of Delegation and any specific alteration or restriction to the Scheme approved by the Trust Board takes precedence.

The Policy sets the framework within which the Trust's schools and Central Services Team operate under their respective safeguarding policies and procedures. Each school within the Trust and the Central Services Team will each maintain and abide by their own Safeguarding Policies and procedures that must be consistent with this Safeguarding Policy, and as qualified by this Policy in Section 3. Where there is any conflict, this Safeguarding Policy overrides, and if there is any doubt the Trust Designated Safeguarding Lead (Trust DSL) should be consulted.

In implementing this policy and associated policies and procedures the Governing Committee, Headteacher, School staff, and Central Services Team, must take account of any advice or instruction given to them by the Trust Designated Safeguarding Lead (Trust DSL), Trust CEO or Trust Board. If there is any question or doubt about the interpretation or implementation of this Policy, the Trust CEO should be consulted.

### **1.2. Approval and review**

Maintenance of this Policy is the responsibility of the Trust Designated Safeguarding Lead (Trust DSL). This Policy was approved by the Trust Board.

### **1.3. Terminology**

- The Trust means ST OSCAR ROMERO CATHOLIC ACADEMY TRUST.
- School means a school within the Trust.
- Headteacher means the Headteacher, Head of School or Principal of the school.
- CEO means the Chief Executive Officer of the Trust.
- Governors and Directors includes governors, Directors, non-governor members of Trust Committees and members of the Trust Panel and are covered by the category of 'staff' unless explicitly stated.
- Local Governing Committee means the committee of the Trust Board to which Directors have delegated appropriate powers and functions relating to the governance of the school.
- Staff means paid and unpaid staff with a contract of employment with the Trust.
- Volunteer means volunteers working in Trust premises or with children on the roll of a Trust school under some form of agreement with the Trust or school; volunteers are covered by the category of 'staff' unless explicitly stated.
- Visitors means casual visitors to and users of the Trust premises, including people working with children on a voluntary basis not covered by the category of formal 'volunteer'

- Contractors means people working in Trust premises under a formal contract with an external organisation.

With respect to the Central Services Team, references in this Policy to the responsibilities of the Headteacher and Local Governing Committee should be read as the Trust CEO.

#### **1.4 Responsibilities – Designated Persons**

It is the responsibility of the Local Governing Committee and Headteacher of each school, and the Trust Board and CEO for the Central Services Team, to ensure that their school/service and its staff adhere to the Trust Data Protection Policy; in implementing this Policy the Governing Body, Headteacher and Trust staff must take account of any advice given to them by the Trust Data Protection Officer, Trust CEO and/or Trust Board.

- **Designated Safeguarding Lead:**  
Lisa Farrow. Email: lfarrow@OscarRomero.co.uk Telephone: 07717 002499
- **Deputy Designated Safeguarding Lead**  
Paul Drake. Email: pdrake@OscarRomero.co.uk Telephone: 0789 9984803
- **Nominated Safeguarding & Child Protection Director:**  
Hilary Jarvis
- **Chair of the Board of Trust Board:**  
Allison MacQuire. Email: amacquire@OscarRomero.co.uk Telephone: 07984 435610
- **HR Operations Lead:**  
Chantelle Miller
- **Data Protection Officer:**  
Paul Drake

Each school within the Trust will have a Designated Safeguarding Lead (School DSL). Safeguarding concerns relating to a child at the school, relating to any adult employed by or visiting the school, or relating to an incident that took place at the school, should be raised with the School DSL in accordance with section 2 of this Policy and the School Safeguarding Policy. (Please refer to the School Safeguarding Policy that can be found on the school website or contact the school for further information.)

### 1.5 Associated policies and procedures

The following Trust policy and procedure is an integral part of this Safeguarding Policy:

- Each Trust school's School Safeguarding Policies and procedures.

The following Trust policies are directly related to and complement this Safeguarding Policy:

- Trust Anti Radicalisation Policy.
- Trust Staff and Governors respective Codes of Conduct.
- Trust Whistleblowing Policy.
- Trust Recruitment and Selection, HR and disciplinary policies and procedures.

In addition to their Safeguarding Policies and procedures, the Trust and its schools have policies and procedures to cover the roles of staff, students and parents in respect of health and safety, anti-bullying, racism and discrimination and data protection. Issues of child protection are raised with students through the Personal, Social and Health Education (PSHE) curriculum. The Trust Board has approved a Model School Safeguarding Policy and procedures and guidance for staff. Each school in the Trust will agree and maintain its own School Safeguarding Policy and School Safeguarding Procedures and guidance for staff that and all relevant legislative requirements and guidance including the latest KCSIE and are consistent with this Safeguarding Policy.

The School Safeguarding Policy will be reviewed and approved by the Local Governing Committee annually.

Where a school does not have a School Safeguarding Policy that is consistent with this Policy and has been approved by the Local Governing Committee, the Trust Model School Safeguarding Policy will apply.

The School Safeguarding Policy is subject to, qualified by and over-ridden by the policies and procedures set out in section 2. Where there is any conflict between a school safeguarding policy or procedure and this Safeguarding Policy, this Safeguarding Policy overrides.

If there is any doubt or question about the application of this Policy, the Trust Designated Safeguarding Lead (Trust DSL) should be consulted.

## **PART B**

### **1 Principles**

“The welfare of the Child is paramount” the Trust places the highest importance on its duty to safeguard and promote the welfare and safety of all children in its care. Safeguarding and promoting the welfare of children is everyone’s responsibility.

Everyone who comes into contact with children and their families and carers has a role to play in safeguarding children, and has a role to play in identifying concerns, sharing information and taking prompt action.

All Trust staff and volunteers have a responsibility to provide a safe environment in which children can learn and should make sure their approach is child centred. This means that they should consider, at all times, what is in the best interests of the child. Safeguarding and promoting the welfare of children is defined for the purposes of this Policy as:

- protecting children from maltreatment;
- preventing impairment of children’s mental and physical health or development;
- ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and
- taking action to enable all children to have the best outcomes.

Children includes everyone under the age of 18 (Education Act 2002 and Children Act 1989). All people working with children and visiting school premises must be aware that children may be at risk of harm or abuse, are well placed to observe signs of abuse, have a duty to protect children from harm and abuse, and have a responsibility to identify and report child welfare concerns and take appropriate action in association with other Trust staff and volunteers, visitors, families and other agencies.

### **2 Legal Context**

This Policy and Procedure accords with:

- The Education Act 2002.
- The Children Act 2004.
- “Keeping Children Safe in Education” (KCSIE - DfE guidance).
- “Working Together to Safeguard Children” (HM Government).
- “Sexual violence and sexual harassment between children in schools and colleges” (DfE guidance).
- “What to do if you’re worried a child is being abused Advice for practitioners” (DfE guidance).
- “Mental health and behaviour in schools” (DfE guidance).

If safeguarding concerns are raised with the Trust or one of its schools, the child protection procedures of the local authority within which the school is located, or where the issue arose or the incident took place, will be followed. If lower-level concerns or needs (i.e., not child protection) are identified about a particular student, the Trust will follow the model of Early Help that is used by the local authority within which the school is located, or where the issue arose, or the incident took place.

### **3 Requirements of the Policy**

#### **3.1 Requirements on individuals**

All staff and volunteers working in Trust premises or with children on the roll of a Trust school, all contractors working on, visitors to and users of Trust premises, and all Directors and governors of the Trust and its schools:

- Must comply with this Safeguarding Policy and with the School or Trust Central Service Safeguarding Policy as appropriate for where they are employed, the Trust premises they are in, or where an incident takes place.
- Are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motives or intentions. All staff of and visitors to a Trust school are subject to that school's School Safeguarding Policy.

Safeguarding concerns relating to a child at the school, to any member of staff or volunteer at the school or visitor to the school or relating to an incident that took place at the school, should be reported to the School DSL and dealt with in accordance with section 3.4 below and the School Safeguarding Policy.

Safeguarding concerns relating to any member of staff of, volunteer at, or visitor to, the Central Services Team should be reported to the Trust DSL and dealt with in accordance with section 3.3 below and the Trust Safeguarding Policy.

If the DSL cannot be contacted promptly, the matter should be reported to the Deputy DSL if there is one; if there is no named Deputy DSL or the Deputy DSL cannot be contacted, the matter should be reported to the Headteacher. If the Headteacher cannot be contacted the matter should be reported to the Trust DSL.

In addition, all employees of the Trust are required to abide by the Trust Staff Code of Conduct.

#### **3.2 Requirements on the Trust as a whole**

The Trust Board will appoint:

- A DSL for the Trust – see section 1.4.
- A Deputy DSL - see section 1.4
- A Lead Director for Safeguarding & Child Protection - see section 1.4.

The Trust will have a 'Trust Staff Code of Conduct' (its staff behaviour policy) that all Trust staff, including paid and unpaid staff and formal volunteers, will be required to abide by.

The Trust will have a standard safeguarding clause will apply to any contractors working on Trust premises.

Directors and governors are required to abide by the Governors' Code of Conduct.

The following policies and procedures complement this Safeguarding Policy and are part of the Trust's commitment to safeguarding and promoting the welfare of children:

- Trust Safeguarding Policy
- Trust Whistleblowing Policy
- Trust Anti-radicalisation Policy
- Safer Recruitment Policies and Procedures.

Where the subject of a safeguarding concern is the Trust CEO, the matter must be reported to the Chair of the Trust Board, who will inform the appropriate Local Authority Designated Officer.

Where the subject of a safeguarding concern is a Director or member of a Trust committee, the matter must be reported to the Chair of the Trust Board, who will inform the Trust CEO.

Where the subject of a safeguarding concern is the Chair of the Trust Board, the matter must be reported to the appropriate Local Authority Designated Officer.

When on non-Trust educational premises, members of Trust staff, including volunteers, Directors and governors, should in addition follow the safeguarding policy of the relevant institution.

Whenever any member of Trust staff or formal volunteer, including a governor or Director, intends to visit a Trust school they should ensure that they know the name of the current School DSL.

### **3.3 Requirements on Trust Central Services Team**

The Trust Central Services Team will be subject to and required to abide by the Trust Staff Code of Conduct. Anyone who has a safeguarding concern relating to a child, member of staff, paid or unpaid, volunteer or contractor in, or visitor to the Central Service Team should report the matter to the Trust DSL.

Where the subject of a safeguarding concern is a member of staff of the Central Services Team the Trust DSL must report the matter to the Trust CEO, and it will be dealt with under the Trust Staff Disciplinary Policy. The Trust CEO must inform and take advice from the Trust HR Operations Lead.

If a member of Central Services Team, including a volunteer or Director, has a safeguarding concern relating to a child in or on the roll of a Trust school, or a member of staff, paid or unpaid, volunteer or contractor in, or a supply teacher or anyone visiting or using the premises of a Trust school, they should report the matter to the School DSL and it will be dealt with under the School Safeguarding Policy.

### **3.4 Requirements on schools**

Each school in the Trust will have an approved and fit-for-purpose Safeguarding Policy and associated procedures as required to comply with all relevant legislative requirements and guidance, including the latest KCSIE and consistent with this Trust Safeguarding Policy.

The Local Governing Committee of each school in the Trust will appoint a lead governor for safeguarding who is a member of the Governing Committee.



The Headteacher of each school in the Trust will appoint a School DSL who is responsible for and has delegated authority for ensuring that the school Safeguarding Policy and associated procedures are fit for purpose and kept up to date.

The school Safeguarding Policy will be formally reviewed by the School DSL at least annually and approved by the school's Local Governing Committee.

All staff employed by the school will be required to abide by the Trust Staff Code of Conduct. Anyone who has a safeguarding concern relating to a child at the school or on the school roll, a member of staff, paid or unpaid of the school, a supply teacher, a volunteer or contractor at the school, or anyone visiting or using school premises; or relating to an incident that took place at the school, should report the matter to the School DSL and it will be dealt with in accordance with the School Safeguarding Policy.

Where the subject of a safeguarding concern is a member of staff or volunteer of the school the School DSL must report the matter to the school Headteacher, and it will be dealt with under the Trust Staff Disciplinary Policy. The school Headteacher must inform and take advice from the HR Lead.

Where the subject of a safeguarding concern is a member of staff or volunteer of the Central Services Team the School DSL must report the matter to the Trust CEO, and it will be dealt with under the Trust Staff Disciplinary Policy. The Trust CEO must inform and take advice from the Trust HR Operations Lead. Where the subject of a safeguarding concern is a supply teacher the Designated Safeguarding lead must report the matter to the Headteacher and to the Designated Officer (LADO) of the school's local authority.

Where the subject of a safeguarding concern is a member of a Local Governing Committee the School DSL must report the matter to the Chair of the Local Governing Committee, and inform the Trust CEO and the Chair of the Trust Board.

Where the subject of a safeguarding concern is the Headteacher, the School DSL must report the matter to the Trust CEO and the CEO will inform the Chair of the Local Governing Committee and the appropriate Local Authority Designated Officer.

Where the subject of a safeguarding concern is the Chair of a Local Governing Committee, the School DSL must report the matter to the Chair of the Trust Board.

Where the subject of a safeguarding concern is a Director or member of a Trust Board committee the matter must be reported to the Chair of the Trust Board, who will inform the Trust CEO.