



Star

NURTURING TODAY'S **YOUNG PEOPLE**,  
INSPIRING TOMORROW'S **LEADERS**

# SAFEGUARDING AND CHILD PROTECTION POLICY STATEMENT



## Document control

<b>This document has been approved for operation within:</b>	All Trust Establishments		
<b>Status</b>	Statutory		
<b>Owner</b>	Star Academies		
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## Key contacts

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## Introduction

1. Star Academies recognises its moral and statutory responsibility to safeguard and promote the welfare of all its pupils.
2. Section 157 of the Education Act 2002 and the Education (Independent Schools Standards) (England) Regulations 2003 require proprietors of independent schools (including academies) to have arrangements to safeguard and promote the welfare of children. In line with this requirement, Star Academies has systems in place which are designed to:
  - prevent unsuitable people working with or coming into contact with pupils within school
  - promote safe practice and challenge poor or unsafe practice
  - identify pupils who are suffering or likely to suffer significant harm<sup>1</sup> and take appropriate action with the aim of making sure they are kept safe both at home and at school
  - identify pupils who may be susceptible to messages of violence and radicalisation and take appropriate action to ensure early intervention challenges extreme ideologies and diverts young people from the risk they face before illegality occurs
  - contribute to effective partnership working between all those involved with providing services for pupils
3. This policy statement sets out the trust's approach to safeguarding and should be read in conjunction with the local Safeguarding and Child Protection policy of each Star school and establishment.

## The trust's commitment

4. Everyone who comes into contact with children and their families has a role to play in safeguarding children. School staff are particularly important as they are in a position to identify concerns early and provide help for children, to prevent concerns from escalating.
5. The trust is committed to providing safe, caring and welcoming environments where every child is able to reach their full potential free from harm, abuse and discrimination. All staff and volunteers are expected to discharge their safeguarding responsibilities effectively and recognise that high self-esteem, confidence, peer support and clear lines of communication with trusted adults helps all children, especially those at risk of or suffering abuse, to thrive.
6. All policies and procedures regarding safeguarding pupils are kept up to date and in line with the latest DfE guidance set out in Keeping Children Safe in Education. Policies and procedures are reviewed and revised on an annual basis as a minimum.

## Roles and responsibilities

7. The **Board of Trustees** has responsibility for the development and review of the Safeguarding and Child Protection policy and for ensuring compliance with the relevant statutory framework. The policy is designed to ensure that effective systems and procedures are in place to safeguard and promote the welfare of children and young people in all Star schools and Star Central.

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<sup>1</sup> Significant harm can be defined as 'the ill-treatment or impairment of health and development of a child or young person' where:

- development includes physical, intellectual, emotional, social or behavioural development;
- health includes physical and mental health;
- ill-treatment includes sexual abuse and other forms of ill-treatment which are not physical.



8. The day-to-day responsibility for the management of safeguarding is delegated to the trustee responsible for safeguarding, Star Central Safeguarding Team, the local accountability board and the principal at each trust school.
9. The **trustee responsible for safeguarding** supports and challenges the Star Central Safeguarding Team in ensuring compliance across the trust. This includes regular scrutiny of safeguarding data and casework.
10. Within Star Central, a **Trust Designated Safeguarding Lead (TDSL)** and **Regional Trust Deputy Safeguarding Leads (RTDSL)** support Star schools in the effective implementation of the Safeguarding and Child Protection policy.
11. Within each Star school there is a **Designated Safeguarding Lead (DSL)** and at least one **Deputy Designated Safeguarding Lead (DDSL)** who take lead responsibility for safeguarding and child protection (including online safety) within the school. This includes providing advice and support to other staff on child welfare, safeguarding and child protection matters, taking part in strategy discussions and interagency meetings, and/or supporting other staff to do so, and to contributing to the assessment of children.
12. **School principals** are expected to ensure the DSL and DDSL(s) are given the time, funding, training, resources and support they need to carry out the role effectively.
13. **Local Accountability Boards** in each Star school monitor the effectiveness of safeguarding and child protection practice, process, and policy at the school level. A **designated lead governor for safeguarding** is expected to meet with the school DSL on a regular basis to discuss, on a strictly confidential basis, any safeguarding and child protection issues, review the school's safeguarding practices (including recruitment and selection practice) and monitor compliance with the trust Safeguarding Checklist. A termly safeguarding report is provided to each local accountability board to ensure they maintain an oversight of the safeguarding culture at the school and awareness of the range and scope of child protection issues at the school.
14. **All staff** in each Star school and Star Central have a responsibility to provide and maintain a safe environment in which to learn. All staff have a responsibility to identify children who may benefit from early help, who are suffering, or are likely to suffer, significant harm or who express extremist ideologies and are thus vulnerable to radicalisation and to take appropriate action, working with other services as needed.

## Disclosure and reporting

### Star schools

15. Each school is responsible for the implementation of the Safeguarding and Child Protection policy at the school level. The policy is accessible to all parents and staff through the school website.
16. All staff who are employed by Star Academies follow the school's Staff Code of Conduct and Safeguarding and Child Protection policy for the school in which they are working. It is the responsibility of each individual member of staff to be familiar with all of the safeguarding policies and procedures for their school.
17. Where a school member of staff becomes aware of a pupil safeguarding concern or disclosure, they report it to the school DSL immediately.
18. Concerns about members of staff are reported to the school DSL and the information is shared with the principal. On receipt of a concern about a member of staff, the principal seeks guidance from the RTDSL and trust HR lead for their school. With support from Star Central HR, the principal acts as case manager.



19. Where a concern/disclosure is made about the school DSL (or deputy DSL) this is reported to the principal who then consults with the RTDSL and trust HR lead for their school. With support from Star Central HR, the principal acts as case manager.
20. Where a concern/disclosure is made about the principal, this is reported to the RTDSL and trust HR lead for their school. The RTDSL and/or HR lead report to a senior member of the education team. A member of Star Central Education team acts as case manager with support from Star Central HR. The chair of the local accountability board is informed that the concern/disclosure has been made.
21. Concerns/disclosures about any member of the Star Central team are raised with the TDSL and the Head of HR. A member of Star Central Education team acts as case manager with support from Star Central HR.
22. All concerns, suspicions and disclosures are recorded by the school in an online record keeping system. Use of the system enables the DSL to monitor child protection concerns, keep ongoing records of actions and store relevant paperwork. The system also allows trust oversight ensuring responsiveness to risks as soon as they occur.

### **Star Central**

23. All staff who are directly employed by Star Academies follow the trust Staff Code of Conduct and Safeguarding and Child Protection Policy. It is the responsibility of each individual member of staff to be familiar with all of the safeguarding policies and procedures for a school in which they are working.
24. Where a Star Central member of staff becomes aware of a pupil safeguarding concern or disclosure while on site, this is reported to the school DSL immediately and followed in writing to the RTDSL.
25. Where a concern/disclosure is made to a member of Star Central about a member of school staff, this is reported to the principal, who then takes advice from the RTDSL and trust HR lead for their school. With support from Star Central HR, the principal acts as case manager.
26. Where a concern/disclosure is made to a member of Star Central about the school DSL (or deputy DSL) this is reported to the principal who then consults with the RTDSL and trust HR lead for their school. With support from Star Central HR, the principal acts as case manager.
27. Where a concern/disclosure is made to a member of Star Central about the school principal, this is reported to the RTDSL and trust HR lead for that school. trust RTDSL and/or HR lead will report the matter to a senior member of the Star Central education team. A member of Star Central Education team acts as case manager with support from Star Central HR. The chair of the local accountability board is informed that the concern/disclosure has been made.
28. Concerns/disclosures made to Star Central about any member of the Star Central team are raised with the TDSL and Head of HR. A member of Star Central Education team acts as case manager with support from Star Central Human Resources.
29. The trust RTDSL maintain a records of all reports and actions taken by Star Central and the school.
30. Procedures for reporting concerns are summarised in the table below.



Safeguarding Concern	Reporting Procedures	
	For School Staff	For Star Central Staff
Pupil disclosure/safeguarding concern raised on site	Report to school DSL.	Report to school DSL and the RTDSL.
Safeguarding concern about a member of school staff	Report to school DSL. The school's DSL reports to the principal. The principal seeks guidance from the RTDSL and trust HR Lead for their school.  <i>(Principal acts as case manager with support from Star Central HR.)</i>	Report to school DSL. The school's DSL reports to the principal. The principal seeks guidance from the RTDSL and trust HR Lead for their school.  <i>(Principal acts as case manager with support from Star Central HR.)</i>
Safeguarding concern about the school DSL (or DDSL)	Report to principal. The principal reports to the RTDSL and the trust HR lead for their school.  <i>(Principal acts as case manager with support from Star Central HR.)</i>	Report to principal. The principal reports to the RTDSL and the trust HR lead for their school.  <i>(Principal acts as case manager with support from Star Central HR.)</i>
Safeguarding concern about the school Principal	Report to the RTDSL and trust HR lead for that school. RTDSL and/or HR lead report to a senior member of the education team.  The chair of the local accountability board is informed that the concern/disclosure has been made.  <i>(Star Central Education team acts as case manager with support from Star Central HR.)</i>	Report to the trust RTDSL and trust HR lead for that school. Trust RTDSL and/or HR lead report to a senior member of the education team.  The chair of the local accountability board is informed that the concern/disclosure has been made.  <i>(Star Central Education Team acts as case manager with support from Star Central HR.)</i>
Safeguarding concern about a member of Star Central staff	Report to TDSL and Head of HR.  <i>(Star Central Education team acts as case manager with support from Star Central HR.)</i>	Report to TDSL and Head of HR.  <i>(Star Central Education team acts as case manager with support from Star Central HR.)</i>



## Safer recruitment and selection

31. The trust pays full regard to the DfE statutory guidance 'Keeping Children Safe in Education.' The trust Recruitment and Selection policy sets out the appropriate checks on prospective staff or others who work (paid or unpaid) within Star schools and Star Central to safeguard against people who pose a risk of harm and to ensure that all prospective employees are treated consistently and fairly and without discrimination.
32. Each Star school and Star Central is responsible for maintaining an up-to-date single central record (SCR) for staff who work at their establishment. Single central records are stored in a shared area which can be accessed by relevant Trust leads for audit purposes.

## Training and support

33. All staff and volunteers are required to undertake relevant safeguarding training outlined below:
  - designated safeguarding leads (DSLs) refresh their DSL training every two years. This training focuses on identifying abuse, local reporting arrangements and dissemination of training to school staff
  - all new members of staff undergo induction that includes familiarisation with the Safeguarding and Child Protection policy and identification of their child protection training needs
  - all staff participate in training on safeguarding on a regular basis. All staff are made aware of any safeguarding and child protection updates as required. Staff undertake training at least once a year which focuses on identifying and reporting abuse and neglect and following safe working practices
  - on entry into the school, supply staff and other visitors are given the school's visitor guide, which outlines core safeguarding measures
  - all members of the local accountability board complete safeguarding training in accordance with the Star governance training schedule
  - appropriate members of staff undertake safer recruitment training to enable them to participate in the recruitment of staff
34. A training record is maintained at a school and trust level.

## Monitoring safeguarding arrangements

35. A regular programme of audit ensures that safeguarding systems and process are working effectively at each Star school. At the start of each academic year, Star schools scrutinise their safeguarding practice by completing a self-assessment of the trust's Safeguarding Checklist. Following a validation process led by the RTDSLs, a joint action plan for improvement is agreed and monitored as required. A trust-led termly HR audit also includes a detailed scrutiny of each school's single central record and personnel files.
36. Safeguarding is a standard agenda item at governance and executive meetings at school and trust level.
37. Safeguarding reports are produced each half term as part of a vulnerability dashboard to ensure pupils' safety and welfare remain at the heart of our core business. Reports are shared with local accountability board, Star Executive, Academic Board and the Board of Trustees.





## Concerns and complaints about safeguarding practices

38. The trust endeavours to create a culture where its staff and volunteers feel comfortable to raise concerns about poor or unsafe practice and potential failures in the school's safeguarding regime.
39. Where school staff or volunteers wish to raise concerns, they are advised to express these with the school's management team. Where a staff member feels unable to raise the issue with the school or feels that their genuine concerns are not being addressed, they may report their concerns to the RTDSL and/or Trust HR lead for the school.
40. Where Star Central team members have concerns about trust safeguarding practices, they should raise these with the TDSL or Head of HR.
41. In the event that concerns are not addressed, the trust's Whistleblowing policy is available for any staff member to use.
42. Where matters remain unaddressed, the NSPCC provides an alternative route for reporting concerns via email [help@nspcc.org.uk](mailto:help@nspcc.org.uk) or helpline **0800 028 0285**.
43. The trust's complaints procedure is followed where a pupil or parent raises a concern about unsafe practice towards a pupil.