

# Annex A to Safeguarding including Child Protection Policy

As part of the Eastern Multi-Academy Trust, Emneth Academy is committed to the shared ethos and aims on the safeguarding of young people as specified in the Safeguarding including Child Protection Policy.

# Key Contacts

The key contact regarding Safeguarding, including Child Protection, is

Barney Rimmer, Principal [barney.rimmer@ema.eastern-](mailto:barney.rimmer@ema.eastern-) [mat.co.uk](mailto:michael.taylor@ema.eastern-mat.co.uk)

# Roles

At Emneth Academy, it is the responsibility of every member of staff, all volunteers and visitors to ensure that they work in a way that will safeguard and promote the welfare of every child. This includes the responsibility to provide a safe environment in which children can learn.

Staff with details roles and responsibilities are as follows:

|  |  |  |
| --- | --- | --- |
| Role | Name | Contact |
| Designated Safeguarding Lead (DSL) | Barney Rimmer | 01945 583885 [barney.rimmer@ema.eastern-](mailto:barney.rimmer@ema.eastern-) [mat.co.uk](mailto:michael.taylor@ema.eastern-mat.co.uk) |
| Alternate DSL | Louise Shanks | 01945 583885  [louise.shanks@ema.eastern-](mailto:louise.shanks@ema.eastern-mat.co.uk) [mat.co.uk](mailto:louise.shanks@ema.eastern-mat.co.uk) |
| Alternate DSL | Lindzi Morgan | 01945 583885  [lindzi.morgan@ema.eastern-](mailto:lindzi.morgan@ema.eastern-mat.co.uk) [mat.co.uk](mailto:lindzi.morgan@ema.eastern-mat.co.uk) |
| Assistant DSL | Jonathan Parrish | 01945 583885  [jonathan.parrish@ema.eastern-](mailto:jonathan.parrish@ema.eastern-) [mat.co.uk](mailto:paula.merdith@ema.eastern-mat.co.uk) |
| Chair of Local Governing Body | Alan Culley | c/o Ementh Academy 01945 583885  [office@ema.eastern-](mailto:office@ema.eastern-mat.co.uk) [mat.co.uk](mailto:office@ema.eastern-mat.co.uk) |
| Safer Recruitment trained personnel | Barney Rimmer  Louise Shanks Tracy Hall | 01945 583885  [office@ema.eastern-](mailto:office@ema.eastern-mat.co.uk) [mat.co.uk](mailto:office@ema.eastern-mat.co.uk) |

# Curriculum

Our curriculum is used to promote safeguarding by teaching pupils how to stay safe, including online, how to protect themselves from harm and how to take responsibility for their own and other’s safety. This will be through dedicated Personal, Social and Health Education lessons and by embedding these principals in all other subjects.

All visits to external venues and activities involving external agencies undertaken on academy premises will have thorough risk assessments undertaken and shared with adults and children involved in these activities.

# Temporary Staff, Volunteers and Students

All temporary staff and volunteers will be required to complete induction training in conjunction EMAT procedures prior to joining Emneth Academy; students will have completed these checks with their teaching organisations.

Temporary staff, volunteers and students will be provided with induction training, including DBS checks and Safeguarding Training, upon starting at the academy. Training records will be added to academy’s Single Central Register, held by the Trust, to ensure these checks have been completed. Safeguarding training for temporary staff, volunteers and students will be updated annually.

# Visitor Information

All visitors to Emneth Academy will be required to sign-in at reception upon their arrival Key safeguarding information will be explained and they will be issued with a ‘Visitor’ badge and lanyard, which is to be worn at all time; key ‘Safeguarding Children’ information is provided on the reverse of the visitor badge – this information is update annually.

Visitors without DBS clearance will be escorted at all times and required to sign out and return their badges upon departure.

# Children Missing in Education

Children missing in education are children of compulsory school age who are not registered pupils at a school and are not receiving suitable education otherwise than at a school. Daily attendance, including first day calling, in undertaken by reception and the academy’s attendance co-ordinator will monitor each pupil’s attendance. Early intervention will be undertaken in cases of poor attendance and/or unexplained absence, through home calling, home visitors, correspondence and meetings with the principal.

# Contact with Pupils outside Academy Hours

In many cases contact outside academy hour is normal, for example where staff have their own children at Emneth Academy or their friends are visiting. Personal contact will not be undertaken other than in certain exceptional circumstances, between staff and current or former students outside the normal working environment. Examples of exceptional circumstances could include sporting activities, organised sports events, shared interests (clubs and activities) or scouts/guides. Staff should not establish or seek to establish social contact with students for the purpose of securing friendship or to pursue or strengthen a relationship.

Any proposed work-related contact outside of the normal working environment, for example tuition, must be agreed in writing with the Principal. If agreed, a record of this must be kept on the staff member’s personal file and the student’s file. The record must set out reasons for the proposed contact and be monitored by the Principal.

# Operation Encompass

At Emneth Academy we are working in partnership with Norfolk Constabulary and Norfolk Children’s Services to identify and provide appropriate support to pupils who have experienced domestic violence in their household; this scheme is called Operation Encompass. In order to achieve this, Norfolk Children’s Advice and Duty Service (CADS) will share police information of all domestic incidents where one of our pupils has been present with the Designated Safeguarding Lead(s). On receipt of any information, the Designated Safeguarding Lead will decide on the appropriate support the child requires, this could be silent or overt. All information sharing and resulting actions will be undertaken in accordance with the ‘*Norfolk Joint Agency Protocol for Domestic Abuse – Notifications to Schools*’. We will record this information and store this information in accordance with the record keeping procedures outlined in this policy.

# Safeguarding Referrals

All safeguarding referrals should be made on the academy branded Safeguarding Concern form and passed immediately to one of the named DSLs. In the unlikely event of all four being off site, staff should contact the following:

Mark Cresswell, Regional Director of Primary, EMAT 01553 779685

Any member of staff can contact the Norfolk Children’s Advice and Duty Service on their direct line: 0344 800 8021.

Policy Written By: Louise Shanks