



The Federation of Holy Trinity Church of England Schools Safeguarding Statement September 2024

At The Federation of Holy Trinity Church of England Schools, safeguarding the safety and wellbeing health of all our children is everyone's responsibility. Parents send their children to our schools each day with the expectation that the Federation provides a secure environment in which their children can flourish. We recognise that safeguarding encompasses the duties of child protection and promoting the rights and welfare of children. The Federation of Holy Trinity Church of England Schools is committed to ensure that this expectation becomes reality. In order to achieve this, a range of measures are in place:

The Senior Designated Safeguarding lead person at The Federation of Holy Trinity Church of England Schools is Mrs Sue Sanderson (Executive Headteacher). The Designated Safeguarding Deputy Leader is Mrs Amanda Bell-Walker (Deputy Headteacher). The Designated Safeguarding Governor is Rev Chris Butler.

All adults who work in school have a responsibility to read and understand all safeguarding policies and to act within accordance of the school's Safeguarding and Child Protection policy at all times.

We aim to ensure our children are safe through:

Universal Safeguarding by creating safe environments. This includes site safety, safer recruitment of staff, school rules and codes of conduct and personal safety awareness taught across the curriculum. Our universal strategies include online safety.

Targeted Safeguarding by focusing on identified groups of pupils whose personal, social or economic circumstances may result in an increased risk to their safety. This may include children who are looked after, pupils with special educational needs or children who are vulnerable.

Responsive Safeguarding by responding quickly and appropriately to situations where pupils may potentially suffer or have suffered harm. All staff are required to follow our child protection procedures should there be any concerns regarding any pupil in our care.

The Health and Safety Policy

The Federation of Holy Trinity Church of England Schools' Health and Safety Policy is monitored each term by the Local Academy Council. A copy of this policy is available to all parents. LDLT Estates Manager and a National Compliance Manager from CRYSP visit both sites three times a year to audit H&S and Fire Risk. The Executive Headteacher, Site Superintendent and Health and Safety Governor scrutinise all reports and act on advice following these visits. Any concerns from staff are reported to any of the above staff and the Site Superintendent carries out an initial examination, assessing if remedial action is needed.

Each half term there is a fire drill that practises efficient evacuation from the buildings. The Federation conducts an annual Fire Risk Assessment. In addition, the school has a Crisis Management Policy that outlines procedures for staff and governors in case of a serious crisis in or out of school involving member of the school community. The school has Evacuation, Invacuation and Lockdown Policies and Procedures.

First Aid

In school, there is always a member of staff with a valid paediatric first aid qualification to advise and administer first aid. The Federation has a First Aider at Work on both sites, endorsed by a valid Emergency First Aid at Work certificate. There are 7 members of staff who are qualified Paediatric First Aiders. There are a number of first aid kits situated around school. The designated area for first aid treatment during the school day for both schools are the care suites situated by the school



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office. First Aid kits are also stored in classrooms. At break times, First Aid kits are available outside.

When a child is unwell or has suffered an accident whilst on the school site, there is a protocol for staff to follow:

- ✓ A trained first aider is consulted.
- ✓ First Aid is administered.
- ✓ The incident is logged on Medical Tracker - an online system that automatically informs parents by email.
- ✓ For head injuries, a parent contacted by telephone and Medical Tracker log emailed to the parent.
- ✓ If there is any doubt at all regarding illness or an accident a parent is contacted.

Medication

The school will administer prescription medicines with written parental consent. Parents must sign a Medical Consent Form, available at the school office, giving written consent and specific instruction before any medication will be administered. Non-Prescription medication will not be administered by any school staff.

For matters of an intimate nature, staff will care for a child with utmost sensitivity. Where needed, staff will seek and follow guidance from the Headteacher, Designated Safeguarding Lead or Deputy Designated Safeguarding Lead. In situations where there are on-going medical issues, parents will be invited into school to ensure that they are part of the decision-making process for such care. The school has an Intimate Care Policy which all staff adhere to when managing incidents. Activities such as close intimate care e.g. nappy changing, invasive medical procedures, assisting with feeding necessitate closer contact with pupils. Staff carrying out these activities should wear disposable gloves and aprons and may need IIR masks and eye protection. This would need to be assessed on a case by case basis.

Site Security

The Federation of Holy Trinity Church of England Schools comprises of two secure sites, which are controlled by precise management directives. All people on the site have to adhere to the rules, which govern it.

Infants

Entry to the school for pupils is via the main gates on Trinity Lane and Coltsgate Hill. Visitors to the school enter by the main school office entrance and must identify themselves with identity card where appropriate.

- Doors should be closed to prevent intrusion but to facilitate smooth exits.
- Visitors, volunteers and students must only enter through the main entrance after identifying themselves and signing in at the office window. On arrival, visitors will be given a School Visitor Information leaflet and a visitor lanyard which must be worn whilst on site.
- Children will only be allowed home with adults with parental responsibility or confirmed permission.
- Empty classrooms must have closed windows and external doors.
- Children should never be allowed to leave school alone during school hours, and if collected by an adult, must be signed out.



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Juniors

Entry to the school is via the main gate. Visitors to the school are to identify themselves with an identity card where appropriate.

- Doors should be closed to prevent intrusion but to facilitate smooth exits.
- Visitors, volunteers and students must only enter through the main entrance after identifying themselves via the intercom and after signing in at the office window. On arrival, visitors will be given a School Visitor Information Leaflet and a visitor lanyard which must be worn whilst on site.
- Children will only be allowed home with adults with parental responsibility or confirmed permission.
- Empty classrooms must have closed windows and external doors.
- Children should never be allowed to leave school alone during school hours, and if collected by an adult, must be signed out.

Should a child leave the school premises without permission, then staff have been informed never to chase after a child, but rather to report immediately to the office and inform the headteacher; this is detailed in the school Policy on Dealing with Pupils Who Abscond.

Attendance

Excellent attendance is expected of all children. When children are unwell parents are expected to confirm pupil absence by telephone before the start of the school day. If there is no notification, school has a policy of contacting the primary carer by 9.15am to ascertain each child's whereabouts.

The Executive Headteacher is the School Attendance Champion and has responsibility for attendance and will raise any concerns with the Designated Child Protection staff if an absence or punctuality raises Safeguarding concerns. All concerns must be logged on CPOMS. The Federation works closely with relevant outside agencies whenever a child's attendance or punctuality causes concern. Attendance rates are reported each term to LDLT, annually to the government and to all parents. Positive measures are in place to encourage children to attend regularly and punctually, and the school is aware of its right to take legal action against parents who do not ensure good attendance and punctuality. The school has an Attendance Policy which clearly sets attendance management procedures within school.

Appointments of staff and induction of newly appointed staff and work placements

The Federation of Holy Trinity Church of England Schools has rigorous recruitment Safeguarding procedures, detailed in the Safer Recruitment Policy, which are effective in all post appointments. All appointments are made subject to an enhanced Disclosure Barring Service Check. If staff are found to have a criminal record, the appointment is reconsidered by the Executive Headteacher and LDLT and the LADO informed.

A Safer Recruitment Governor sits on all appointment panels where the candidates are external applicants. The Executive Headteacher, Deputy Headteacher, Office Manager, Vice Chair of Governors and one other governors have undertaken Safer Recruitment Training.

New staff are inducted into safeguarding practices and are assigned a mentor for the induction period. It is the responsibility of the mentors to familiarise new staff with procedures and policy, which affect the health and safety of all at school but especially the children.



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Induction of volunteers and work placement students

All Volunteers over eighteen years old must also have Disclosure Barring Service Check. All volunteers will complete an induction and sign to acknowledge they understand key policies and procedures.

Visitors who do not yet have clearance will under no circumstance be left alone with a child or group of children.

Welcoming visitors

All visitors with a professional role i.e. Social Care, medical professionals or members of the police, already have relevant clearance, but the office will verify before admittance is granted. All visitors are asked to read a welcome leaflet which outlines appropriate safeguarding procedures.

Child Protection Policy

The Federation has a comprehensive Child Protection Policy. It is the Local Academy Council's duty to ensure the policy is reviewed annually and any deficiencies within the policy addressed immediately. All governors and all staff have had appropriate child protection training, which is updated at least every three years. [Clennell Education Services](#) provide safeguarding training and support for all staff and governors. Everyone at Holy Trinity has a personal log in and access to Safeguarding advice and training materials.

The Child Protection Policy includes a statement on physical restraint. This school follows DfE guidelines 10/98 which asserts that physical restraint may be used if there is the possibility that a child may be about to cause harm to him/herself or to another. It also asserts that on no occasion should such physical contact be used as a punishment. The Federation has a Physical Restraint and Reasonable Force Policy.

All allegations of abuse or complaints about a teacher will be dealt with following the Area Child Protection Committee procedures. A copy of this is available at 24 hours' notice. For any complaints about the Executive Headteacher, the Chair of Governors should be contacted directly via the school office; any approach will be managed in the strictest confidence.

The Design of the Curriculum

The curriculum deals with safeguarding in two ways. Firstly, the curriculum, in subjects such as Personal, Social and Health Education, discusses relevant issues with the children. Topics include such themes as Drugs, Sex and Relationships and Stranger Danger. Children are encouraged to explore and discuss these issues at a level appropriate to their age and understanding.

Secondly, the curriculum is designed so that safety issues within the subject are discussed and safe practices taught, such as using equipment properly in PE and Design and Technology. At all times there has to be appropriate staffing levels and when the curriculum is taken out of school, appropriate and agreed pupil/adult ratios are maintained. The lead adult always assesses the level of risk for a visit, and all trips are finally authorised by the Executive Headteacher.

Visiting speakers, with correct clearance, are always welcome into school so that they can give specialist knowledge to the children.

Equality of Opportunity

The Federation of Holy Trinity Church of England Schools is fully committed to equality of opportunity. We offer high quality education for all; when children have specific needs we make arrangements to work with children and families in designing specific programmes to support learning. We promote diversity in our workforce. Applications to work in school are welcome from



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all, irrespective of age, disability, gender reassignment, marriage/civil partnership, pregnancy/maternity, race, religion/belief, sex or sexual orientation.

Internet Safety

Use of the internet is part of our school curriculum and internet will form part of our curriculum. Teachers regularly discuss e-safety strategies with children. Advice and information for parents supporting e-safety at home is sent out through the newsletter and is available on the school website. Parents are asked each year if they agree to their child using the internet. Pupils will never be unattended whilst online and teachers should ensure that this does not happen. If teachers know of misuse, either by a teacher or child, the issue will be reported to the Headteacher without delay.

All of our staff and governors have completed online training with Clennell Education Solutions. The Federation uses Securly to filter and monitor the internet. Alerts are sent to the Headteacher when there has been a breach, and this is recorded on an incident log along with the action taken. To support schools and colleges to meet this duty, the Department for Education has published filtering and monitoring standards.

If pupils or staff discover unsuitable sites or material, they are required to:

- ✓ turn off monitor / screen
- ✓ report the concern immediately to the Executive headteacher or DSL
- ✓ report the URL of the site to technical staff / services.

Pupils learn about keeping safe online and how to protect themselves through the PSHE curriculum alongside a calendar of whole school assemblies and theme weeks. Our safeguarding responsibilities include protecting pupils from radicalisation and extremism. This is known as the Prevent duty, and all of our staff and governors have completed the e-learning training via the government portal.

Filtering & Monitoring

The Federation of Holy Trinity Church of England Schools is committed to providing a safe environment to learn and work, including when online. Filtering and monitoring are both important parts of safeguarding pupils and staff from potentially harmful and inappropriate online material.

Clear roles, responsibilities and strategies are vital for delivering and maintaining effective filtering and monitoring systems. It's important that the right people are working together and using their professional expertise to make informed decisions.

The Federation LAC has a strategic responsibility for filtering and monitoring and need assurance that the standards are being met. They have identified and assigned a member of the senior leadership team and a governor to be responsible for ensuring these standards are met. They have also identified the roles and responsibilities of staff and third parties, for example, external service providers.

Roles and Responsibilities

LAC	SLT	DSL	IT Provider
Overall strategic responsibility for filtering and monitoring and assurance that the standards are being met.	Procurement of filtering and monitoring systems	Lead responsibility for safeguarding and online safety.	Technical responsibility for maintaining filtering and monitoring systems.
Identify and assign a member of the senior leadership team and a	Documenting decisions on what is blocked or allowed and why	Overseeing and acting on filtering and monitoring reports	Technical responsibility for providing filtering and monitoring reports.



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governor to be responsible for ensuring these standards are met.			
Identify and assign the roles and responsibilities of staff and third parties, for example, external service providers.	Reviewing the effectiveness of provision. (half termly)	Overseeing and acting on safeguarding concerns	Technical responsibility for completing actions following concerns or checks to systems.
	Overseeing all filtering and monitoring reports.	Overseeing and acting on checks to filtering and monitoring systems	Working with the senior leadership team and DSL to <ul style="list-style-type: none"> ✓ procure systems ✓ identify risk ✓ carry out reviews ✓ carry out checks.
	Responsible for making sure that all staff <ul style="list-style-type: none"> ✓ understand their role are appropriately trained. ✓ follow policies, processes and procedures act on reports and concerns 		

Behaviour Policy

Our school is a community of faith where each day opens up horizons of hope, aspiration and joy. This is core to our positive approach to managing behaviour. We are a caring community, whose values are built on mutual trust and respect. The school behaviour policy is therefore designed to support the way in which the members of the school can live and work together in a supportive way.

The school Behaviour Policy is one that seeks to lead pupils towards high self-esteem and self-discipline. Consequently, good discipline arises from relationships built on trust and respect and from setting expectations of good behaviour. We believe that self-esteem affects all thinking and behaviour and impacts on learning and performance. We aim to provide positive everyday experiences so that our pupils are more likely to reach their full potential. We believe that celebrating success helps pupils to achieve and succeed, therefore we endorse the use of praise and a system of rewards to encourage good behaviour rather than blaming and punishing. We use a positive system of rewards to increase pupil's self-esteem and help them to achieve more.

We aim to create a healthy balance between rewards and sanctions with both being clearly specified. Pupils should learn to expect fair and consistently applied sanctions for inappropriate behaviour. All systems are flexible to take account of individual circumstances.

Anti-Bullying Policy

The Federation of Holy Trinity Church of England Schools works hard to promote positive and respectful relationships and does not tolerate any form of bullying behaviour.

Photographing and Videoing

The Federation of Holy Trinity Church of England Schools acknowledges safeguarding concerns regarding photographing and recording school events. We believe this requires a sensible, balanced approach, which allows parents to photograph and film providing they follow certain guidelines:

- ✓ Parents are given the option to consent for school to take photographs of their child on the admission form upon entry to school and permissions are then reviewed annually.



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- ✓ School photographs that are for use outside of school are anonymous unless specific permission has been received from parents.
- ✓ At whole school events, parents are informed that they are welcome to take photographs of their children for their personal use; photographs which include other children are not to be shared on social networking sites without the permission of other parents.

Whistleblowing

If any member of staff has any concerns about people working in school, paid or unpaid, they have a professional duty to inform a school leader accordingly. This can be done in writing or verbally but staff should be prepared to discuss issues in the confidence that any such matter will be dealt with sensitively and with the necessary degree of confidentiality. As a member of the Leeds Diocesan Learning Trust, the Federation adheres to the LDLT Whistleblowing Policy. A copy of this is available on the school website.

Complaints

The Federation of Holy Trinity Church of England Schools is a welcoming community of faith where each day opens up horizons of hope, aspiration and joy. It is important that the Federation and parents work together to address any concerns, worries or anxiety about any aspect of school life. All staff and governors want to work in partnership with parents, and families to ensure that every child achieves their full potential. Should parents have any complaints, staff will listen to your concerns and will follow up any issues arising. There is a clear procedure in place, which is outlined in the LDLT Complaints Procedure. This is available on the school website. The headteacher will always be happy to meet with you and help resolve any issues. The school is committed to working closely with parents for the benefit of the children.

Who to contact

Designated Safeguarding Lead (DSL):	Mrs S Sanderson headteacher@htceschools.co.uk
Location of office:	Junior School Entrance
Contact number:	01765 602858
Deputy designated safeguarding lead:	Mrs A Bell-Walker Deputy Headteacher a.bellwalker@htceschools.co.uk
Location of office:	Below infant staffroom stairs
Contact number:	01765 602858
Chair of governing board	Adam Kitching
Email	cofg@htceschools.co.uk
Contact number:	01765 602858 / ask Office Manager for contact number.