



Inspire Teaching School Alliance Safeguarding Statement and Policies

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SECTION A - Safeguarding Statement and Policy

1. Our Safeguarding Statement

Inspire Teaching School Alliance is committed to safeguarding all children, young people and vulnerable adults who we encounter as part of the work of the Teaching School. We are also committed to ensuring that all of our Alliance Schools have necessary training to ensure that they are fully equipped to safeguard pupils within their own organisations. We believe that all children, young people and vulnerable adults have an equal right to protection from abuse, regardless of their age, race, religion, ability, gender, language, background or sexual identity and consider the welfare of the child/ young person / vulnerable adult is paramount.

We will take every reasonable step to ensure that children, young people and vulnerable adults are protected where our staff and associates are involved in the delivery of our work. All persons working on behalf of the Inspire Teaching School Alliance are expected to be aware fully aware of safeguarding our safeguarding practice. All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately.

Through training and access to up to date information, all persons working on behalf of Inspire will be able to make to make informed and confident decisions regarding safeguarding. We expect everyone (staff, associates, partners, volunteers and anyone working on behalf of the Teaching School) to have read, understood and adhere to this policy and related procedures.

Clarity of Terms Used with this Document

Employee/staff are people who are directly employed by Inspire and have an existing contract of employment with our Teaching School.

Associate is any person who works on behalf of Inspire this includes: Leads of other schools; Specialist Leaders of Education; National Leaders of Education; Local Leaders of Education; persons running training courses for Inspire; People who work in schools in a support capacity on behalf of Inspire; persons conducting reviews and audits on behalf of Inspire; teachers and support staff supporting the development of colleagues on the instruction of Inspire; any person who comes into contact with children and young people at the request of Inspire in relation to the work of the teaching school.

Volunteer is any person who does not receive financial remuneration for their work or association with Inspire and who does not have a contract with Inspire. This includes trustees and persons represented on the Development and Governance Boards. It also includes person who may volunteer in Inspire Alliance schools to gain work experience prior to a training course.

Partner is an organisation which Inspire works collaboratively with to deliver support or services to our schools. This may be a formal partnership or one which is forged for a specified period in order to fulfil project objectives or particular pieces of work. Partners may include: other Teaching Schools or training organisations who work with but independently of Inspire. Partners will be expected to have their own safeguarding regulations to govern practice or Inspire will not enter into a partnership with them.

Inspire runs a series of safeguarding courses. Safeguarding training is offered at no cost to Inspire employees and trustees. If you are an associate of Inspire, you may access these courses as cost price. It is considered to be the responsibility of all associates and partner organisations to keep their safeguarding training up to date.

2. Aims of the Safeguarding Policy

Inspire Teaching School will take every reasonable step to ensure that children, young people and vulnerable adults are protected where:

- our own staff are directly involved in a project or programme;
- we broker the relationship between a school/ young person's setting/community venue and an associate/ organisation;
- we contract an associate/ organisation to work with a school/ young people's/ community setting;
- we work in partnership with another organisation or agency.

We will endeavour to safeguard children, young people and vulnerable adults by:

- valuing them, listening to and respecting them;
- adopting this policy and adhering to our associated procedures and code of conduct for staff;
- recruiting all staff, volunteers and associates safely by applying the principles of Safer Recruitment and by ensuring that all the necessary DBS, and other necessary safeguarding, checks are made;
- sharing information about safeguarding and child protection with children, parents, school staff, community workers, carers, associates and staff;
- sharing concerns with agencies who need to know involving children, school staff, community workers, carers and parents appropriately.
- providing effective management of staff and associates through supervision, support and training.

3. Roles and responsibilities

The Designated Leads for Safeguarding within Inspire are the Head Teachers of our three Lead Schools. Each of **our alliance schools** will have appointed at least one Designated Safeguarding Lead within their own school. **IF YOU HAVE A CONCERN YOU MUST REPORT IT TO THE DESIGNATED SAFEGUARDING LEAD OF THE SCHOOL** and then advise Inspire that you

have done so. As part of our safeguarding auditing procedures we will gather data which identifies the Designated Safeguarding Leads within each school.

The role of our Designated Safeguarding Leads is to:

- assume overall responsibility for safeguarding and child protection for the Inspire and ensure that an annual review is reported to the Governance Board;
- help people working on behalf of Inspire to understand the key issues in relation to safeguarding and the education sector;
- establish contact with the Designated Officer for the Local Authority should this be necessary;
- be a point of contact within the organisation for staff, board, partners and associates in relation to safeguarding and child protection;
- be aware of local statutory safeguarding procedures and networks;
- make decisions about safeguarding and child protection;
- receive and assess information from staff and associates who have a child protection concern;
- report any issues to the Designated Safeguarding Lead within a school where concerns might be raised;
- make a formal referral to MASH or the police without delay if a concern is raised or requires escalation;
- record any concern and subsequent action in the Child Protection Records.

It is not the role of the Designated Safeguarding Leads or Inspire to decide whether abuse has taken place or not. The responsibility of the Designated Safeguarding Leads is to ensure that concerns are shared and appropriate action taken if required.

The overall Designated Safeguarding Lead, working directly for Inspire, is Lorraine Cullen. If you have had cause to bring a matter to the Head Teacher or Designated Safeguarding Lead of a school then you must report this to Lorraine Cullen at:

development@inspireteachingschools.org or office@inspireteachingschools.org

Telephone 01536 64 74 71. **PLEASE ENSURE THAT YOU PASSWORD PROTECT ANY INFORMATION THAT YOU SEND VIA EMAIL.** Please observe the following protocol:

1. Factually note the concerns raised on 'Raising a Safeguarding Concern' form.
2. Password protect the email.
3. Telephone 01526 647471 to inform the DSL of the password to open the email.

Safeguarding advice and reporting can also be referred to Mrs Gaynor Yates at The Grange School Daventry, telephone: 01327 705785, or Mrs Tania Watts at Hall Meadow School, telephone 01536 417627.

Reporting an Incident

For advice or to personally report a safeguarding incident please contact: **Agency Safeguarding Hub (MASH) - 0300 126 1000 (option 1)**

When you raise a concern about a child's welfare, your call or email goes to a dedicated team of child protection professionals, known as the Northamptonshire Multi-Agency

Safeguarding Hub (MASH). Over 60 people from different organisations work together in the team, including social care, police, NHS, education, and probation services.

Other Routes to Advice and Support

Northamptonshire Safeguarding Children's Board (NSCB) - 01604 364036

[The Northamptonshire Safeguarding Children Board](#) help safeguard and promote the welfare of children in Northamptonshire.

NSPCC - 0808 800 5000

If you are worried about a child, young person or vulnerable adult, even if you're unsure, contact MASH as they have professional counsellors to offer help, advice and support.

4. Recruitment and Training of Staff, Associates, Volunteers Working on Behalf of Inspire

1. Job Description/Person Specification, Advertising and Deployment of Existing Personnel

- A detailed job description and person specification will be drawn up. This will clearly define the role of the position, the tasks and skills needed and the type of person most suited to the role.
- An appropriate length of time will be required to place advertisements in local newspapers, to give applicants time to prepare for interview, to conduct background checks and to take up references.
- As part of the application process, all applicants must complete an application form where they are asked about previous experience of working with children, young people and vulnerable adults. Included in this form is a declaration stating that there is no reason why they should not be considered suitable for working with children, young people and vulnerable adults.
- All information is treated with total confidentiality and fairness.
- All School Teachers are required to undergo an enhanced DBS check. A check will be conducted annually to ensure that all teachers working on behalf of Inspire have full DBS clearance.
- A check will be undertaken by Inspire administration to ensure that any associate delivering training for Inspire and coming into direct contact with pupils, has undergone a full DBS check.
- Volunteers and Inspire ITT students will be subject to the same checks as employees and associates.

2. Pre-selection checks.

- Social media may be checked to ascertain applicants' capacity to protect their professional reputation in relation to personal conduct.

- Teacher Prohibitions checks where required and any other safeguarding checks required by 'Keeping Children Safe' documentation.
- Two confidential referees. These referees will be taken up and confirmed through telephone contact.
- Evidence of identity (passport or driving licence photograph), supported by original birth/marriage certificate, utility bill to confirm address and documents with National Insurance number for verifications.

3. Interview and induction.

All employees are required to undergo an interview prior to any appointment being made. Associates are required to engage in a formal discussion with the Development Lead. These activities are undertaken to establish acceptable protocols and recommendations. All employees and associates should receive formal or informal induction, during which:

- their qualifications should be substantiated;
- the job requirements and responsibilities should be clarified;
- they are made aware of the Inspire's Safeguarding Policy and procedures;
- training needs (if any) are identified;
- any associate working on behalf of Inspire will be made aware of any relevant protocols associated with their role. Written documentation, where relevant, will be provided.

4. Training

In addition to pre-selection checks, the safeguarding process includes training after recruitment to help staff to:

- ensure their good practise is likely to protect them from false allegations.
- recognise their responsibilities and report any concerns about suspected poor practice or possible abuse.
- respond to concerns expressed by a child, young person or vulnerable adult.
- work safely and effectively with children, young people and vulnerable adults.

Inspire may request that any staff member, volunteer or associate attend formal safeguarding training.

The Development Lead of Inspire must be trained as a Designated Safeguarding Lead and fully proficient in Child Protection; accessing regular updates and attending a biannual refresher and further training required by 'Keeping Children Safe' annually.

Inspire ITT students will undergo safeguarding training as part of their QTS and PGCE. It is the responsibility of employing schools to carry out safeguarding checks for Salaried ITT students. It is the responsibility of our partner Higher Education Provider to conduct safeguarding checks for Unsalaries ITT students.

5. Responding to allegations or suspicions

If a member of staff / associate, partner, or volunteer has any reason to suspect that a child, young person or vulnerable adult is being subjected to physical, emotional or sexual abuse, neglect or if they suspect that a child is the potential victim of Female Genital Mutilation, forced marriage, child sexual exploitation, peer on peer abuse, honour based violence or have been subjected to radicalisation or extremism, then these steps must be followed:

- report the matter to the Designated Safeguarding Lead of the School/Organisation;
- the Designated Safeguarding Lead will then assume responsibility for recording the matter and referring it to the appropriate authority;
- Staff must not attempt to investigate the matter themselves. This is the responsibility of MASH and / or the police;
- if an allegation is made against a member of Inspire staff / or Associates, the Board of Governance will act swiftly. They will first take advice from Alex Spriggs on telephone: 01604 362633 or Andy Smith on telephone: 01604 367862 to determine the appropriate course of action. There may be a criminal investigation, a child protection investigation and / or a disciplinary or misconduct investigation;
- any safeguarding Incident noted on site at a school/organisation should be formally recorded and reported to the Designated Safeguarding Lead of the school where the concern is raised and reported to development@inspireteachingschools.org or office@inspireteachingschools.org Additional recording forms are available from the office or can be completed on line at www.inspireteachingschools.org.

Please Password protect any emails sent.

5. Regulated Activity, Roles and Circumstances

A **regulated activity provider** is an organisation or individual that is responsible for the management or control of regulated activity, paid or unpaid, and makes arrangements for people to work in that activity. This will usually be an employer or a voluntary organisation. Inspire is a regulated activity provider therefore all persons working for and on behalf of Inspire need to be aware of the need to regulate their conduct to safeguard children, young persons and vulnerable adults.

The following are regulated roles within the organisation. These include:

- teaching, training or instruction, care or supervision of children or provided wholly or mainly to vulnerable adults;
- providing advice or guidance for children;
- providing advice, guidance or assistance wholly or mainly to vulnerable adults;
- any form of healthcare treatment or therapy provided to children or vulnerable adults;
- driving a vehicle that is being used for the specific purpose of conveying children or vulnerable adults;
- working in a specified place including:
 - schools (educational institutions exclusively or mainly for the provision of full-time education to under-18s)
 - childcare premises (including nurseries)
 - residential homes for children in care

- children's hospitals (hospitals exclusively or mainly for the reception and treatment of children)
- children's detention centres (institutions exclusively or mainly for the detention of children)
- children's centres (subject to Royal Assent of the Apprenticeships, Skills, Children and Learners Bill) in England and Wales, and
- adult care homes (residential care or nursing homes in Northern Ireland).

Regulated activity is the term used in the Safeguarding Vulnerable Groups Act (SVGA) 2006 and the Safeguarding Vulnerable Groups (Northern Ireland) Order (SVGO) 2007 to cover activities where people are working or volunteering with children or vulnerable adults.

Regulated activity includes:

- specified activities such as teaching, instructing, supervising, caring for or providing children/vulnerable adults with guidance or treatment
- fostering and childcare
- specified positions such as school governor or director of children's or adult
- social services
- all activity undertaken within the specified settings where there is the opportunity for
- contact with children or vulnerable adults. Activities include teaching, training and instruction, as well as catering, cleaning, administrative and maintenance workers or contractors, and
- roles that involve managing, on a regular basis, the day-to-day work of those carrying out specified activities or working in specified settings.

All persons working for, and on behalf of, Inspire must ensure that they do not engage in relevant conduct which may endanger a child, young person or vulnerable adult.

The Safeguarding Vulnerable Groups Act 2006 defines **relevant conduct** as:

- conduct which endangers a child or is likely to endanger a child;
- conduct which, if repeated against or in relation to a child, would endanger that child or would be likely to endanger him or her;
- conduct involving sexual material relating to children (including possession of such material);
- conduct involving sexually explicit images depicting violence against human beings (including possession of such images), if it appears to the safeguarding board that the conduct is inappropriate; or
- conduct of a sexual nature involving a child, if it appears to the safeguarding board that the conduct is inappropriate.

6. Images and Documentation

The collection of images for promotional purposes by Inspire employees, or those authorised to do so on the Inspire's behalf, is acceptable providing permission has been granted by the individuals who will be photographed/videoed. Permission from the Head Teacher of the School should always be sought. Adults and children (including parents / guardians of children below the age of consent) and young people (over the age of consent) should be aware of:

- the purpose for which the images will be used.
- the length of time that they will be used for or that the use may be for an indefinite period.
- good practice is that permission is not requested for any period longer than two years.

Images should not be stored on the hard drive of PCs or laptops beyond the duration of any project. Even during this period, it is recommended that they are stored on removable storage devices such as pen drives / CDs. Once the project has been completed, then the images should be dated and archived. They should be stored in a locked cabinet or drawer. They should be erased / destroyed as soon as there is no further use for them.

Mobile Technology

Under no circumstance should Inspire employees or associates working on behalf of Inspire, use their mobile phone to take images or recording of staff or children.

7. Recording Safeguarding

Please password protect any emails sent

Inspire Teaching School Alliance			
Raising a Safeguarding Concern			
Organisation/School address where incident/event that caused concern occurred:		Your contact details (these will remain confidential):	
Concern Raised (Please be factual when reporting and include times/dates etc.)			
Please list the names and contact details of any other person who you have reported this concern to:			
Name of person completing this form:			
Date:		Signed:	
Action of Inspire's Designated Safeguarding Lead			
Date		Signed	

Inspire – Safeguarding Procedures for Appointment for Employees, Associates, Volunteers			
Person's Name		Role within Inspire	
SAFEGUARDING CHECK	DATE	ACTION REQUIRED	SIGNED
Identity Check			
DBS			
Qualification Check			
References			
Disqualification by Association Declaration			
Employee/Associate Declared Safeguarding Training is up to date			
Monitoring Visit Undertaken			

Additional Notes:

Request for Reference

The person named below has requested to work on behalf of Inspire Teaching Schools to support the development of schools and the young people in their care. They will come into contact with children and vulnerable groups as part of their work. You have been identified as a suitable person to provide information about the quality of their work and their suitability to work with children and young people. I would be grateful if you would complete the form below and return it to: office@inspireteachingschools.org

Name of Applicant:	
Anticipated Role within Inspire	
Please tick the box that most aptly reflects your view	

This person is suitably qualified to fulfil the above role with Inspire							
Strongly Agree		Agree		Disagree		Unable to Comment	
Comment:							

The quality of this persons work is strong							
Strongly Agree		Agree		Disagree		Unable to Comment	
Comment:							

This person maintains a professional conduct when engaged in activities linked to their role							
Strongly Agree		Agree		Disagree		Unable to Comment	
Comment:							

This person is honest and is trustworthy							
Strongly Agree		Agree		Disagree		Unable to Comment	
Comment:							

I know of no reason why this person is unsuitable to work with children or vulnerable people							
Strongly Agree		Agree		Disagree		Unable to Comment	
Comment:							

Signed:		Date:	
Organisation:		Your Role:	

Thank you – Please return to office@inspireteachingschools.org



SECTION B – SAFEGUARDING POLICIES

Whistle Blowing Policy

The Board of Governance are committed to the highest standards of openness, probity and accountability. In line with this commitment Inspire encourages employees, volunteers and associates with serious concerns about the work of Inspire, or any person working on behalf of Inspire, to come forward and voice those concerns. This also applies to concerns about the activities of staff, governors, volunteers, and associates and external organisations in their dealings with the Inspire.

This policy:

- provides the basis on which any employee, volunteer or associate can raise any such concerns they may have, and receive feedback on action taken,
- allows employees, volunteers and associates to take the matter further if they are dissatisfied with the Inspire's response, and
- gives protection from reprisals or victimisation for 'whistle blowing' in good faith.

All staff, volunteers and associates are assured that they can disclose confidential information relating to unacceptable behaviour by other members of staff/associates/volunteers. In line with this commitment, If any staff member wishes to raise concern about the conduct of a staff member within a school or organisation, the school's policy for whistle blowing should be followed. This will be available on the school's website or on their visitor information given on entry to the school. Please notify Inspire if you have raised a concern with a school or if you wish them to act on your behalf.

Scope of the Policy

There are existing procedures in place to enable employees to raise grievances about their own employment. This policy is intended to cover concerns that fall outside the scope of individual grievances. The concern may be about something that:

- is unlawful;
- is against School or Inspire's Policies.
- amounts to improper conduct;

- seems likely to harm a member of the school community, public or the environment; or
- Represents concealment of these sorts of issues.

Safeguarding from Harassment or Victimisation

The Board of Governors recognises that the decision to report a concern can be a difficult one to make, not least because of the fear of reprisals from those responsible for the malpractice. Inspire will not tolerate harassment or victimisation and will take all possible measures to protect employees who raise concerns in good faith.

Inspire has adopted the 'Lawrence Inquiry' definition of a racist incident for reporting and recording racial incidents, and as a starting point for investigating cases of racial harassment and discrimination in employment and the delivery of our services. This is the understanding that a racist incident is any incident which is perceived to be racist by the victim or any other person.

Confidentiality

Inspire will protect the identity of employees who raise concerns and do not want their name to be disclosed. It must be appreciated, however, that the investigation may reveal the source of the information, and statements made by the employees who raised the issue may be required as part of the evidence.

Inspire encourages employees to put their name to allegations made. Concerns expressed anonymously are much less powerful, but they will be considered at the discretion of the Inspire. In exercising this discretion, the factors to be taken account of will include:

- the seriousness of the issue raised;
- the credibility of the concern, and the likelihood of confirming the allegation from attributable sources;
- untrue allegations.

If an allegation is made in good faith, but is not confirmed by the investigation, no action will be taken against the employee, volunteer or associate. However, if employees make allegations that are malicious or vexatious, disciplinary action against them may be likely.

Raising a Concern

As a first step, employees, volunteers or associates should normally raise concerns with the Head of the organisation they are working with. If this is Inspire, this the Development Lead. This will depend on the nature of their concern. This depends, however, on the seriousness and sensitivity of the issues involved and who is thought to be involved in the malpractice. Persons who feel that they cannot approach management of the organisation should approach either:

- The Chair of the board of Trustees/Chair of Governors
- An Education Personnel Officer
- Trade Union or Professional Association (for advice)
- NSPCC Whistle Blowing Helpline on: 0800 028 0285

Concerns are better raised in writing. This should set out the background and history of the concern, giving names, dates and places where possible, and the reason why the employee, volunteer or associate is concerned about the situation. Persons who do not feel able to put their concerns in writing can telephone or meet the appropriate person identified for the organisation. Employees may invite their trade union or professional association to raise the matter in conjunction with them. Associates or volunteers may be accompanied by a trusted person.

If a concern is raised with an organisation that an associate or volunteer is working with, Inspire will investigate the concern.

Response of School or Inspire

When a concern is raised about the safety of a child, advice will firstly be sought and there will be a discussion with the Designated Officer. The action taken will depend on the nature of the concern. Any of the following may be considered appropriate action:

- an internal investigation;
- referral to the MASH or the police;
- referral to the External Auditor; or
- form the subject of an independent inquiry.

In order to protect individuals and the School, initial enquiries will be made to decide whether an investigation is appropriate and if so, what form it should take. Concerns or allegations which fall within the scope of specific procedures (for example, child protection or unlawful discrimination issues) will normally be referred for consideration under those procedures. If another school is handling procedures, Inspire will liaise with them to ensure that a follow up is fully compliant with expectations outlined in this policy.

Some concerns may be resolved by agreed action without the need for investigation. It is expected that within two weeks of a concern being received, Chair of Governor or appropriate School representative will write to the employee, associate or volunteer who raised the issue:

- acknowledging that the concern has been raised;
- indicating how it is proposed to deal with the matter;

- where possible, giving an estimate of how long it will take to provide a final response; and
- telling the employee, associate or volunteer whether further investigations will take place, and if not, why not.

It is anticipated that the amount of contact between the persons considering the issue and the employee, associate or volunteer who has raised the issue will depend on the nature of the matters raised, the potential difficulties involved and the clarity of the information provided. If necessary, further information may be sought from the employee, associate or volunteer, when any meeting is arranged with the employee, associate or volunteer, he or she will be given the right to be accompanied by a Union or professional association representative or a work colleague who is not involved in the area of work to which the concern relates.

Inspire accepts that employees need to be assured that the matter has been properly addressed. Thus, subject to legal or contractual constraints, employees, associates and volunteers will receive information about the outcomes of any investigations.

What happens if I am not satisfied with the action?

The policy is intended to provide employees with an avenue to raise relevant concerns within the Inspire and the schools and organisation which they serve. It is hoped that complainants will be satisfied with the action taken as a result. If employees, associates or volunteers are not satisfied, and feel it is right to take the matter outside, the following are possible contact points, some or all of which may be appropriate:

- The local Council Member (for employees who live in the area of the Council)
- The External Auditor KPMG (telephone number 0121 232 3000)
- The Internal Auditor on 01604 236842
- Relevant professional bodies or regulatory organisations
- The Police
- The charity Public Concern at Work (telephone 020 7404 6609)
- The National College for Teaching and Leadership
- The Department for Education

If employees, associates or volunteers do elect to take the matter outside of Inspire or a specific school, they need to ensure that they do not disclose otherwise confidential information.

Responsible Officer

The Chair of the Board of Trustees has overall responsibility for the maintenance and operation of this policy. That person maintains a record of concerns raised and the outcomes and will report as necessary to Board of Governors.



Equal Opportunities Policy

Statement of Policy

The aim of this policy is to communicate the commitment of the Board of Governance to the promotion of equality of opportunity in Inspire Teaching School.

It is our policy to treat equally all members, employees and associates, irrespective of:

- Gender, marital or family status
- Religious beliefs or political opinion
- Disability
- Race of ethnic origin
- Nationality
- Sexual Orientation or gender identity

We are opposed to all forms of unlawful and unfair discrimination. All full time and part time members, employees, associates and job applicants (actual and potential) will be treated fairly and selection for employment, promotion, training or any other benefit will be on the basis of aptitude and ability.

We are committed to the following.

- Preventing any form of direct and indirect discrimination or victimisation.
- Promoting equal opportunities for men and women.
- Securing fair participation for persons of all religious beliefs.
- Promoting equal opportunities for people with special needs or disabilities.
- Promoting equal opportunities for ethnic minorities.
- Promoting a good and harmonious working environment where all men and women are treated with respect and dignity and in which no form of intimidation or harassment will be tolerated.
- Fulfilling all legal obligations under relevant legislation and associated Codes of Practice.

- Taking any necessary positive/affirmative action to manage inequality.

Implementation of Policy

The Board of Governors has responsibility for the effective implementation of this policy. Each Trustee also has responsibility to abide by the policy and help create the environment which is its objective.

In order to implement this policy we will ensure that appropriate training and guidance will be provided for members, employees and associates and that adequate resources are made available to fulfil the aims of this policy. Associates working on behalf of Inspire have a personal responsibility to ensure that they maintain an up to date awareness of legislation linked to equality of opportunity and the implications that this has in relation to their role. They may access training, in respect of this, at cost price from Inspire.

Affirmative Action

Where appropriate, lawful positive action measures, such as special encouragement in advertisements or special training will be developed. These measures are available to us in certain circumstances, for example where there is an under representation of a particular group in specific areas of work that we undertake.

Monitoring and Review

Progress on implementing this policy will be reviewed annually by the Board of Governors.

Complaints

Employees and associates who believe that they have suffered any form of discrimination, harassment or victimisation as part of their work with Inspire Teaching Schools are entitled to raise the matter with a member of the Board of Governors, who will investigate the complaint confidentially, appropriately and without delay. When the Board has reached a decision on a complaint the complainant will be notified within 10 days of receipt of the complaint.

These internal procedures do not replace or detract from the right of employees or associates to pursue complaints under any relevant discrimination legislation. Every effort will be made to ensure that employees or associates making complaints will not be victimised. Any complaint or victimisation will be dealt with seriously, promptly and confidentially.



Child Protection Policy

Inspire recognises that awareness is the first step to protecting children. We expect all persons working for, and on behalf, of Inspire to take personal responsibility for ensuring that they are aware of the safeguarding policies and practices of the schools and organisation where they are deployed to work on behalf of Inspire.

- **Please ensure that you are familiar with the Child Protection Policy and procedures of the schools/organisations that you are working in. These can be downloaded from each school's websites.**
- **Please ensure that you are aware of the Designated Safeguarding Leads for each site where you are deployed to work on behalf of Inspire. This information should be given to you as you enter the school or will be readily available on display as you enter the school.**

Inspire Teaching School is committed to creating and maintaining the safest possible environment for children and young people involved in any of its activities and the work that it undertakes. We recognise the unique status of children and young people and seek to ensure that they are respectfully treated as individuals. All workers within our organisation, paid and voluntary, accept that the welfare of the child is paramount.

We do this by:

- Recognising that all children have the right to freedom from abuse.
- Ensuring that all our staff, associates, partners and volunteers are carefully selected and accept responsibility for helping to prevent the abuse of children in their care.
- Responding swiftly and appropriately to all suspicions or allegations of abuse, and providing schools, parents and children with the opportunity to voice any concerns they may have.
- All allegations of abuse are taken seriously and responded to appropriately.
- Each of our schools have an appointed Designated Safeguarding Lead who will take specific responsibility for child safety and act as the main point of contact for parents, children and outside agencies. Any employee or associate of Inspire must report any concerns to them as a first point of call. This must then be recorded with Inspire Office who will follow up any concerns with the School or organisation.
- Ensuring access to confidential information is restricted to the Designated Safeguarding Lead or the appropriate external authorities.

- Reviewing the effectiveness of our Child Protection Policy annually, and that it is endorsed and approved by the Board of Governors.
- The definition of ‘child’ or ‘young person’ relates to anyone under the age of 18, and also to those above the age of 18 who are vulnerable for reasons of mental and physical ability.

Please ensure that this is read alongside our ‘Staff Code of Conduct’ which is available on the Inspire website at: www.inspireteachingschools.org (under the safeguarding tab).

Code of Behaviour

The follow principles guide our actions.

Integrity

We are honest with ourselves and others.

Nobility

We work with dignity, respect and decency.

Sharing

We seek to disseminate innovative and effective practice.

Partnership

We actively promote collaboration locally, nationally and internationally.

Ingenuity

We seek creative opportunities to solve problems.

Responsibility

We accept responsibility and evaluate our work and actions.

Ethical

Our decision and actions are based on Inclusive and ethical practices.

What does this look like in practice?

Inspire Teaching Schools expects everyone who works with us (staff, associates, partners, volunteers) to follow the guidelines that follow in all aspects of their activities connected with the work of our Teaching School.

- Treat everyone with dignity, honesty and respect

- Provide a model of example that aligns with the professional code conduct of teachers
- Respect people's views and rights of others and their right to personal privacy
- Take time to listen and provide access for people to talk about any concerns they may have
- Support schools, children, young people and vulnerable adults to create a safe environment where they feel comfortable to talk about attitudes or behaviours that they do not like
- Avoid situations that compromise your relationship with children, young people and vulnerable adults, which are unacceptable within a relationship of trust.
- Seek to understand and be aware that someone else might misinterpret your actions, no matter how well intentioned.
- Recognise that caution is required even in sensitive moments of listening such as when dealing with bullying, bereavement or abuse.
- Avoid inappropriate physical or verbal contact with others.
- Avoid reaching conclusions about others or situations without checking the facts or seeking advice from others if needed.
- If you are concerned about an incident, verbal exchange or event that occurred while working on behalf of Inspire, discuss it with the Development Lead.
- Avoid any behaviours that may lead to the exclusion of others.
- Avoid making rude or suggestive remarks or gestures, even in fun.
- Always report and record suspicion, disclosure or allegation of abuse.

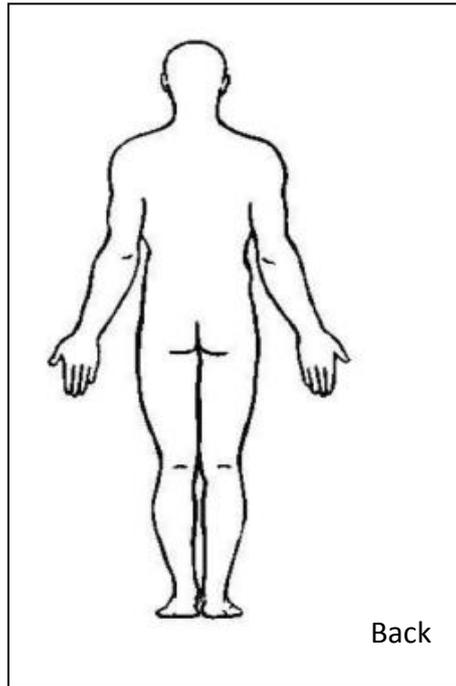
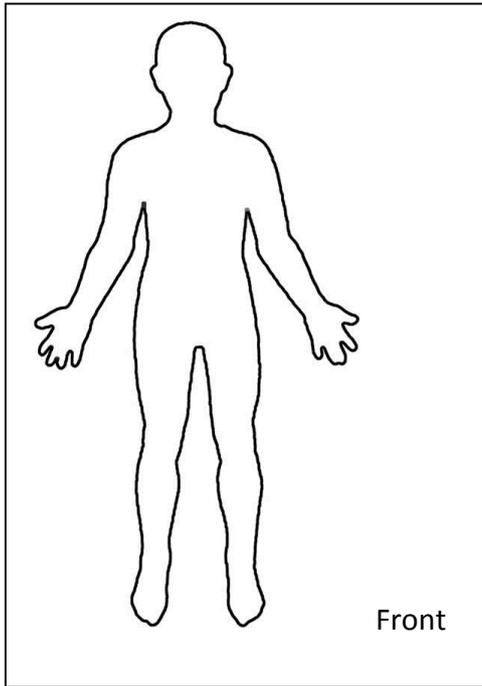
All persons working on behalf of Inspire are expected to have current knowledge of Child Protection and for their training to have been updated within a two year period. Associates and volunteers can access child protection training through Inspire at cost price.

All Child Protection concerns must be RECORDED and REPORTED to the School where the concern was first noted and sent via a password protected email to Inspire Teaching School at: office@inspireteachingschools.org

Reporting Child Protection Concerns – Please complete this form and return it to the office at Inspire Teaching School. **Please ensure that the email sent is password protected.**

Inspire Teaching School Alliance	
Cause for Concern -Child Protection	
Organisation/School address where incident/event that caused concern occurred:	Your contact details (these will remain confidential):
Name of child/young person whom you have child protection concerns about:	
Concern Raised (Please be factual when reporting and include times/dates etc.)	
Please factually record anything the child may have reported to you	

Please indicate any cuts, marks or bruises that you observed on the child



Please list the name/s and contact details of any other person/s who you have reported this concern to:

Name of person completing this form:

Date:

Signed:

Action of Inspire's Designated Safeguarding Lead

Date

Signed

Further Advice

If a member of staff / associate, partner, or volunteer has any reason to suspect that a child, young person or vulnerable adult is being subjected to physical, emotional or sexual abuse, neglect or if they suspect that a child is the potential victim of Female Genital Mutilation, forced marriage, child sexual exploitation, peer on peer abuse, honour based violence or have been subjected to radicalisation or extremism, then these steps must be followed:

- report the matter to the Designated Safeguarding Lead of the School/Organisation
- the Designated Safeguarding Lead will then assume responsibility for recording the matter and referring it to the appropriate authority.
- Inspire staff must not attempt to investigate the matter themselves. This is the responsibility of MASH and / or the police.
- if an allegation is made against a member of Inspire staff / or associates, the Board of Governance will act swiftly and there will either be a criminal investigation, a child protection investigation and / or a disciplinary or misconduct investigation.
- any safeguarding Incident noted on site at a school/organisation should be formally recorded and reported to office@inspireteachingschools.org Additional recording forms are available from the office or can be completed on line at www.inspireteachingschools.org

For further advice please telephone Designated Officers:

Alex Spriggs: Telephone: 01604 362633

Andy Smith: Telephone: 01604 367862



Confidentiality, Complaints and Grievance Procedures

Confidentiality Policy

Inspire Teaching School works with many other organisations to deliver high-quality advice, training, support and services. As part of our work, it is vital to share relevant information – but this must be done in the proper way. It is not appropriate for persons working on behalf of Inspire to generally discuss the contents of reports or analysis that they may have undertaken as part of their work with persons other than those who are directly relevant to the support or improvement of the school/organisation.

The principle of confidentiality is followed in all the work of Inspire Teaching School. This means that we treat all information safely and professionally.

A policy of confidentiality allows us to be open about our own work, and improve our training and services, while protecting those who work with us, those who see and take part in our work, and other organisations.

Complaints Procedure

Inspire Teaching School strives for high standards in all aspects of our work, and using the policies and procedures in place, aims to be fair at all times and provide satisfaction to anyone using the services it provides. The staff, trustees and associates who represent the organisation are committed to high standards of conduct and service at all times. This policy will be made available to members of the public on request.

Should complaints arise it is Inspire Teaching School's policy to deal with these complaints quickly and efficiently.

A complaint is defined as a user of Inspire Teaching School or its services, being unhappy with the service they have received and the user wishing to make their unhappiness known to a representative of the organisation either verbally or in writing.

Complaints may be made verbally or in writing, and the procedures are as follows:-

Verbal Complaint

The complainant should ask to speak to the most senior member of staff available. The member of staff will take details of the complaint, identifying both the nature of the complaint and, if appropriate, the individual against whom the complaint is being made. Any complaint against an individual will be dealt with in a confidential manner.

Written Complaint

The complainant should write to the Development Lead giving full details of their complaint and, if appropriate, who their complaint relates to.

Procedure

All complaints, written or verbal, are logged and the Development Lead and she will formally acknowledge receipt of the complaint, and provide a written response to the complainant within 4 working days, detailing where necessary the further course of action to be taken. Where it is not possible to provide a full response within this time frame, a letter will be sent to the complainant outlining progress and indicating when a response is likely to be forthcoming.

If the complainant is satisfied with the response, the matter will be considered to have been closed. If the complainant remains dissatisfied with the explanation, or course of action, he/she can appeal to the Chair of the Board of Trustees.

The Chair will review the complaint and either decide that the action proposed is adequate or that a different course of action should be adopted. The outcome of this review will normally be communicated in writing to the complainant within 15 working days of the appeal being lodged.

If the matter remains unresolved, he/she has the right to consult a third party arbitrator and an agreed process will be put in place.

This complaints procedure is reviewed annually by the Board of Governance or at shorter interval should legislation of good practice require it.

Grievance Procedure

Inspire Teaching Schools has a Grievance Procedure in place to ensure all staff are given a fair hearing concerning any grievance that they may wish to raise. The scope of this policy understands a grievance to be an actual or supposed circumstance regarded as just cause for complaint by persons employed by Inspire.

All persons claiming a grievance have the opportunity to state their case and to have the right to appeal against any decision or action.

Inspire will aim to find an equitable solution to any grievance and will work with all parties concerned to ensure the correct action is taken.

- An employee with a grievance will raise the matter with the Development Lead formally, in writing.
- The employee will be invited to a meeting to discuss the issue, usually, where circumstances allow, within three working days of notification.
- The employee and the Development Lead may explore the issues raised by the person making the claim at the meeting by speaking to other employees, or external contacts.
- Following the meeting, the Development Lead will respond to the grievance in writing within three working days. If it is not possible to respond within this time, the employee must be given an explanation for the delay and told when a response can be expected.
- If the employee raising the grievance is unhappy with the outcome of the investigation or if the grievance is against the Development Lead, the employee can appeal by raising the grievance in writing to the Board of Governance. This will then be investigated by the Chair of the Board of Trustees.
- The employee will be invited to a meeting to discuss the issue, usually, where circumstances allow, within five working days of notification.
- The Chair may explore the issues raised by speaking to other employees, or external contacts.
- Following the meeting the Chair will respond to the grievance in writing within three working days. If it is not possible to respond within this time, the person claiming a grievance must be given an explanation for the delay and told when a response can be expected.
- Where the employee raising the grievance is still unhappy with the outcome they can appeal by raising their grievance in writing with an external organisation, such as a legal institution, or employment specialist.



On Line Safety Policy

This policy applies to all members of Inspire Teaching Schools including, staff, associates, partners, visitors and volunteers who have access to and are users of Inspire ICT infrastructure, both within and outside the organisation.

Roles and Responsibilities

Board of Governance

The Board of Trustees are responsible for the approval of the E-Safety Policy and for reviewing the effectiveness of the policy. This will be carried out by the Trustees receiving regular information about e-safety incidents and quality assurance monitoring linked to the work of the Teaching School. When reporting to Governance, the Development Lead will comment on the following.

- The development of the Inspire website
- Training linked to e-safety
- Security of data
- Any incident

Development Lead

The Development Lead, as a teacher assumes a duty of care for ensuring safe practices (including e-safety) of members across our alliance network of schools. While there is no direct duty of care for each schools there is a responsibility to ensure that Inspire's practices meet the legal requirements expected of schools and the maintains practices which support e- safety across our alliance. Day to day responsibility for e-safety within each alliance school rest with the Head Teacher of the school and might will be delegated to the E-Safety Co-ordinator/Designated Senior Person.

The Development Lead and (at least) another member of the Inspire's Lead Schools of should be aware of the procedures to be followed in the event of a serious e-safety allegation being made against a member of staff.

The Development Lead is responsible for ensuring that the employees of Inspire have a clear understand of e-safety practices and receives suitable training to enable them to carry out their roles.

The Development Lead will ensure that there is a system in place to allow for monitoring e-safety and take advice from appropriate bodies and persons to ensure that practice reflects changes in legislation.

Network and Web Support

Persons working Inspire to assist with Inspire's ICT infrastructure are not employees of Inspire. Under the direction of the Development and the Lead School/s, the IT Technician and The Web Master is responsible for providing sound advice to ensure the following:

- there are appropriate levels of password protection to manage access to potentially sensitive information;
- Inspire sites are monitored for misuse or attempted misuse and that they are reported to the Development Lead;
- that advice is current and reflects best practice and current legislation.

Employees, Associates, Partners and Volunteers

Person working for, and with, Inspire are responsible for ensuring that:

- they have an up to date awareness of e-safety matters and of current practice for schools in respect of e-safety policy and practices;
- they have read, understood and acknowledged Inspire's 'Acceptable Use Agreement';
- they report any suspected misuse or problem to the Development Lead for investigation/action/sanction;
- all digital communications with students/parents/carers should be on a professional level and only carried out with professional systems and not retained for personal use;
- e-safety issues are embedded in all aspects of their work and associations linked to Inspire;
- they monitor the use of digital technologies, mobile devices, cameras etc. when in a classroom environment and other school activities (where allowed) and implement current policies with regard to these devices;
- there is an awareness of individual school practices in relation to e-safety and that if there is any doubt about the use of a device, permission is sought from the Head Teacher of the school before the device is used;
- where internet use is anticipated when in a context with children and young people, it should be guided to sites checked as suitable for potential viewing by minors and that processes are in place for dealing with any unsuitable material that is found in internet searches;
- all communications on behalf of Inspire, or concerning activity linked to Inspire, are professional, polite and open to scrutiny at the discretions of the Board of Governance.

Awareness

Person working for, or on behalf of Inspire should be trained and be aware of the potential for serious child protection/safeguarding issues to arise from:

- sharing of personal data
- access to illegal/inappropriate materials
- inappropriate on-line contact with adults/strangers
- potential or actual incidents of grooming
- cyber bullying

If any person working for or on behalf of Inspire have any concerns in relation to e-safety, they should complete a 'Raising a Safeguarding Concern' form or a 'Cause for Concern – Child Protection' form and sent it, **via password protected email**, to office@inspiretachingschools.org



Inspire Teaching Schools –On Line Safety Acceptable Use Agreement: Staff, Associates, Partners and Volunteers

ICT (including data) and the related technologies such as email, the internet and mobile devices are an expected part of our daily working life in schools. This Agreement is designed to ensure that all persons work for, and with, Inspire are aware of their professional responsibilities when using any form of ICT. All persons are expected to have read this policy. In acknowledging receipt of this agreement it is assumed that it is read and understood. This Agreement must be adhered to at all times. Any concerns or clarification should be discussed with the Development Lead of Inspire Teaching School.

- ✓ I will only use email/ Internet / Intranet / Learning Platform and any related technologies for professional purposes when representing Inspire.
- ✓ I will comply with the ICT system security and not disclose any passwords provided to me by Inspire, an alliance school or other related authorities.
- ✓ I will ensure that all electronic communications with pupils and staff are compatible with my professional role.
- ✓ I will not give out my own personal details, such as mobile phone number, personal email address, personal Twitter account, or any other social media link, to pupils.
- ✓ I will only use the professional email system(s) for any Inspire business.
- ✓ I will only share information with the intended audience and ensure that confidentiality is protected.
- ✓ I will ensure that personal data (such as that linked to pupil data) is kept secure and is used appropriately, whether in school, taken off a school premises or accessed remotely. Personal or sensitive data taken off site will be encrypted, e.g. on a password secured laptop or memory stick and destroyed when no longer in use.
- ✓ If I am an employee of Inspire, I will not install any software without permission from the Development Lead and I will seek the advice of our IT support agencies before- hand.
- ✓ I will not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory.
- ✓ Images of pupils and/ or staff will only be taken, stored and used for professional purposes in line with a school's policy and with written consent of the parent, carer or staff member and Head Teacher of the School.
- ✓ Images will not be distributed outside the school network without the permission of the parent/ carer, member of staff or the Head teacher
- ✓ I will support Inspire's approach to online safety and not upload or add any images, video, sounds or text linked to or associated with a school or its community'
- ✓ If I am an employee of Inspire, I understand that all my use of the Internet and other related technologies can be monitored and logged and can be made available, on request, to the Development Lead.
- ✓ I will respect copyright and intellectual property rights.
- ✓ I will ensure that my online activity, both in school and outside school, will not bring Inspire, my professional reputation, or that of others, into disrepute.
- ✓ I will not use personal electronic devices (including smart watches) in public areas of a school between the hours of 8.30am and 4.00pm, except in the staff room and where there are signs to indicate this is acceptable use. If Unsure, I will seek permission from the Head Teacher.
- ✓ I will not use my mobile phone to record or photograph staff or pupils when on school sites
- ✓ I understand that if I breach this agreement, I will breach the terms of my association with Inspire.

Please send an email with the words 'I accept Inspire's Acceptable Use Agreement for e-safety' to office@inspireteachingschools.org to notify us that you have read and accept the terms of this agreement. Please identify with an electronic signature.

Action in Response to Breach of On Line Safety Protocols

INSPIRE E- SAFETY Staff, associates, partners or volunteers should avoid any of the following when working for, or on behalf , of Inspire Teaching School Alliance	Refer to Development Lead	Refer to Local Authority / HR	Refer to Police	Refer to Technical Support agents for action re filtering etc	Warning	Suspension from working with Inspire	Disciplinary /legal action action
Deliberately accessing or trying to access material that could be considered illegal (see list in earlier section on unsuitable / inappropriate activities).	X	X	X				
Inappropriate personal use of the internet on school sites / social media / personal email	X				X		
Unauthorised downloading or uploading of files	X				X		
Allowing others to access password protected networks by sharing username and passwords or attempting to access or accessing any schools network, using another person's account	X			X	X		
Careless use of personal data e.g. holding or transferring data in an insecure manner	X				X		
Deliberate actions to breach data protection or network security rules	X	X					X
Corrupting or destroying the data of other users or causing deliberate damage to hardware or software	X	X		X			X
Sending an email, text or message that is regarded as offensive, harassment or of a bullying nature	X	X				X	X
Using personal email / social networking / instant messaging / text messaging to carrying out digital communications with pupils	X				X		
Actions which could compromise the staff, associate or volunteer member's professional standing	X				X		
Actions which could bring the Inspire into disrepute or breach the integrity of the ethos of the Teaching School	X				X		
Using proxy sites or other means to subvert the Inspire's filtering system	X			X	X		
Accidentally accessing offensive or pornographic material and failing to report the incident	X			X	X		
Deliberately accessing or trying to access offensive or pornographic material	X	X		X		X	X
Breaching copyright or licensing regulations	X				X		
Continued infringements of the above, following previous warnings or sanctions	X	X			X	X	X

Further Help and Support for E-Safety

Inspire has a legal obligation to protect sensitive information under the Data Protection Act 1998. For more information visit the website of the Information Commissioner's Office <https://ico.org.uk/>

Advice on E-Safety - <http://www.thegrid.org.uk/eservices/safety/index.shtml>

Further guidance - <http://www.thegrid.org.uk/info/dataprotection/index.shtml#securedata>

School's toolkit is available - Record Management Society website – <http://www.rms-gb.org.uk/resources/848>

Test your online safety skills <http://www.getsafeonline.org>

Information Commissioner's Office – www.ico.org.uk

Cloud (Educational Apps) Software Services and the Data Protection Act – Departmental advice for local authorities, school leaders, school staff and governing bodies, October 2015. This is an advice and information document issued by the Department for Education. The advice is non-statutory, and has been produced to help recipients understand some of the key principles and their obligations and duties in relation to the Data Protection Act 1998 (the DPA), particularly when considering moving some or all of their software services to internet-based "cloud" service provision –

<https://www.gov.uk/government/publications/cloud-software-services-and-the-data-protection-act>



Review

Inspire Teaching School is committed to reviewing these policies and procedures annually, updating policy and practice as appropriate. Periodic updates may be undertaken on a needs basis.

Contact details for Development Lead

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