

SAFEGUARDING PRINCIPLES

Date of issue:	September 2024
Responsible Sub Committee:	Learner Experience Quality of Inclusion
Linked Policies:	Keeping Children Safe in Education Child Protection & Safeguarding (school-specific) Code of Conduct Acceptable Usage Policy Lone Working Management of safeguarding allegations against Staff Disciplinary Whistleblowing Complaints Data Retention Recruitment and Selection Probationary Wellbeing
Review Date:	December 2025
Target Audience:	All stakeholders in TSAT
Dissemination Via:	SharePoint, school website and in-school training

Our mission includes **providing a safe place to be.**

We will work with families and the local community to achieve this.

Policy

We have school-specific safeguarding policies that meet the statutory requirements, including Keeping Children Safe in Education (KCSIE) and are tailored to the context of each school. School policies are updated annually, checked by the Trust Executive Safeguarding Lead and displayed on school websites.

Staff Training

All staff will complete:

- Face-to-face training every 3 years as a statutory requirement.
- Appropriate safeguarding and child protection training including child on child abuse and online safety which, includes an understanding of the expectations and applicable roles and responsibilities in relation to filtering and monitoring at induction, to provide them with the relevant skills and knowledge to safeguard children and young people effectively.
- An annual refresher delivered by their school Designated Safeguarding Lead (DSL).
- Training in-line with Sheffield Children's Safeguarding Partnership (SCSP) guidance (as appropriate).
- Early Years training in line with the Welfare Requirements (Early Years staff only).

The DSL from each school will keep an up-to-date training record and this will be reviewed by the Headteacher on a half termly basis. The training records of employees working across Trust sites is the responsibility of the school where their payroll is registered.

We will provide a framework for training and all DSLs will deliver agreed training in appropriate timescales, relevant to the school's context.

Staff Wellbeing

We are committed to ensure that all staff are safeguarded at work.

We will provide termly supervision for Designated Safeguarding Leads (DSLs)/Designated Safeguarding Deputies (DSDs) to ensure support, coaching and training is provided for practitioners and promotes the interests of children and young people.

For all other staff there is a continuing offer of supervision which can be requested through the Headteacher as per our Trust Wellbeing policy (internal policy).

Record Keeping

Tapton School Academy Trust (TSAT) schools use Child Protection Online Management System (CPOMS) for the recording of safeguarding information and storage and transfer of files.

All records will be kept in line with the statutory duties and the systems in place from SCSP. Our [Data Retention policy](#) provides more detail.

All documentation should be completed thoroughly, details of all telephone conversations must be recorded in the appropriate school system, all files must contain a chronology and copies of minutes from all meetings and phone calls held.

Individual schools should ensure all relevant documents are securely held in accordance with our [Data Protection policy](#).

All Trust schools use Child Protection Online Management System (CPOMS) and this system should be used for the storage and transfer of files wherever possible. The Trust's Executive Safeguarding Lead has access to all school's safeguarding records for young people.

Governance

We have a Trustee who has oversight of safeguarding, alongside the Trust Executive Team. See our the [governance structure](#) for more details. Each school also has a named safeguarding governor who has a school responsibility to ensure all statutory duties and best practice is in place.

Safer Recruitment

We will comply with our Recruitment & Selection Policy and [Keeping Children Safe in Education \(KCSIE\) statutory guidance](#) in particular Part 3 of KCSIE 'Safer Recruitment'. At least one member of the recruitment panel must have completed Safer Recruitment training and renew this training every 36 months.

An enhanced Disclosure and Barring Service (DBS) check including Children's Barred List information will be required for all staff who undertake 'regulated activity' which is unsupervised.

Where this is not possible, appointment will be delayed until satisfactory checks are received or arrangements are made for supervision of the employee at all times until they are received. Under no circumstances must an employee be unsupervised in school or in contact with children whilst awaiting confirmation of satisfactory checks.

All staff who are eligible for enhanced DBS checks including a check on the Barred List will have this check undertaken every 4 years and recorded on the Single Central Record (SCR).

Where a school wishes to allow an individual to commence work before the DBS certificate is available, then this must be risk assessed and authorised by Trust Executives. Individuals without a DBS certificate must not start work before this risk assessment is completed and agreed by a Trust Executive.

All pre-employment checks will be carried out before a candidate starts in the role.

There will be two references for each candidate, including one from a current or most recent employer where possible; and a satisfactory enhanced DBS check will be completed.

All posts are exempt from the [Rehabilitation of Offenders Act 1974](#) and so all applicants must declare any spent and unspent convictions, cautions and bind-overs, including those regarded as spent.

For any applicants who have lived or worked overseas we will request a certificate of good conduct check.

Staff Induction

All new staff receive a school-based safeguarding induction during their first week in line with our Trust Probationary policy (internal policy).

Meetings

All DSLs in the Trust will meet regularly to share good practice, plan future work and generally support each other. This meeting will be chaired by a member of the Trust Executive Team and all members of the meeting can request agenda items.

The Trust Executive Safeguarding Lead, Trust IT Director and Trust Systems Manager meet half termly to quality assure safeguarding system efficiency and effectiveness.

Online Safety

All schools have Smoothwall systems in place that monitor all internet usage within school. The Smoothwall system sends instant alerts to the school's safeguarding team when an inappropriate site or search term is used. All school-owned PCs and laptops in school are monitored for keystrokes in all applications. These incidents will be investigated thoroughly by the appropriate person. The Trust IT Director has access to all Smoothwall monitoring and filtering systems in all TSAT schools. The Trust Executive Safeguarding Lead alongside the IT Director quality assures this element.

Alternative Provision

Schools may use alternative provision as an appropriate curriculum pathway for young people to fulfil their life chances and dreams. Alternative provision is designed to be of an appropriate length to support effective engagement, progress and achievement in a young person's education. Schools ensure that all safeguarding principles and processes are in place in accordance with KCSIE, SCSP procedures and the individual school's safeguarding policy.

Safeguarding Staff Directory

School/Trust	Role	Name	Contact number*	Email
Bradfield	DSL	Tom Carrington	0114 2863861	tcarrington@bradfield.sheffield.sch.uk
Bradfield	Safeguarding Governor	Lauren Johnstone	0114 2863861	Ljohnstone@taptontrust.org.uk
Chaucer	DSL	Emmeline Scott	0114 2322338	escott@chaucer.sheffield.sch.uk
Chaucer	Safeguarding Governor	Susie Lupton	0114 2322338	slupton@taptontrust.org.uk
Forge Valley	DSL	Helen Jackson	0114 2348805	hjackson@forgevalley.sheffield.sch.uk
Forge Valley	Safeguarding Governor	Helen Alderson	0114 2348805	halderson@taptontrust.org.uk
Hallam	DSL	Nicola Sewell	0114 2304430	sewelln@hallam.sheffield.sch.uk
Hallam	Safeguarding Governor	Paula Harris	0114 2304430	pharris@taptontrust.org.uk
Hillsborough	DSL	Emma Kay	0114 2347898	ekay@hillsborough.sheffield.sch.uk
Hillsborough	Safeguarding Governor	Catherine Jewkes	0114 2347898	cjewkes@taptontrust.org.uk
Meynell	DSL	Hannah Lomas	0114 2311425	hlomas@meynell.sheffield.sch.uk
Meynell	Safeguarding Governor	Leah McInnis	0114 2311425	lmcinis@chaucer.sheffield.sch.uk
Southey Green	DSL	Emma Howard	0114 2326879	ehoward@southeygreen.sheffield.sch.uk
Southey Green	Safeguarding Governor	Julie Burkinshaw	0114 2326879	jburkinshaw@taptontrust.org.uk
Tapton	DSL	Kath Tabani & Esther Jackson	0114 2671414	ktabani@taptonschoo.co.uk ejackson@taptonschoo.co.uk
Tapton	Safeguarding Governor	Rhona Leadbetter	0114 2671414	rleadbetter@taptontrust.org.uk
Wisewood	DSL	Ben Ramsden	0114 2343304	headteacher@wisewood.sheffield.sch.uk
Wisewood	Safeguarding Governor	Katie Eyre	0114 2343304	keyre@taptontrust.org.uk
Trust	Executive Safeguarding Lead	Lynn Wood	0114 2863861	lwood@taptontrust.org.uk
Trust	Director of Inclusion	Scott Burnside	0114 2865027 (PA)	sburnside@taptontrust.org.uk
Trust	Director of Quality of Education	Martin Finch	0114 2865027 (PA)	mfinch@taptontrust.org.uk
Trust	HR & Compliance Manager	Ben Purvis	0114 2347898	bpurvis@taptontrust.org.uk
Trust	Director of IT	Lewis Askin	0114 2326879	laskin@taptontrust.org.uk
Trust	Director of Facilities & Estates	Tommie Barker	0114 2326879	tbarker@taptontrust.org.uk
Trust	Deputy CEO	Julia Delaney	0114 2671414	jdelaney@taptontrust.org.uk
Trust	CEO	Lee Barber	0114 2671414	lbarber@taptontrust.org.uk
Trust	Safeguarding Trustee	Liz Winders	0114 2671414	lwinders@taptontrust.org.uk

*TSAT employees can obtain a further contact number for a DSL/DSD by telephoning the school office.