

An Daras Multi Academy Trust	ADMAT Safeguarding Policy and Procedure - Overview All ADMAT staff must know where to access the academy policies/protocols - please note individual schools within the MAT may have slightly different terminology in use for many of these policy and practice documents.		
ADMAT Key Roles and Responsibilities:	ADMAT CEO – W. Hermon ADMAT Child Protection and Safeguarding Manager – C. Paul St Stephens Community Academy Designated Child Protection Officer – T. Mills (Deputy DCPO – C.Paul) Windmill Hill Academy Designated Child Protection Officer – A. Terry (Deputy DCPO – J. Carew)		
Policy/Practice/Protocol:	Available on:	Who needs to know?	Related Policy/Practice/Protocol:
1. Child Protection and Safeguarding Policy	School website	All staff/LGAB	<ul style="list-style-type: none"> E-Safety/Acceptable Use Policy Low Level Concern Protocol Exclusion Policy Attendance Policy Keeping Children Safe in Education Guidance Child Protection Handbook
2. Child Protection Procedures Handbook	School website	All staff/LGAB	<ul style="list-style-type: none"> E-Safety/Acceptable Use Policy Low Level Concern Protocol Child Protection and Safeguarding Policy Keeping Children Safe in Education Guidance
3. Child Protection Record Keeping Guidance	School website	CP/SLT	<ul style="list-style-type: none"> Keeping Children Safe in Education Guidance Child Protection Handbook Low Level Concern Protocol My Concern – Record keeping
4. E-Safety Policy	School website	All staff/LGAB	<ul style="list-style-type: none"> Acceptable Use Policy Social Media Policy Staff Disciplinary Policy Mobile Device Guidance
5. Acceptable Use Policy (Pupil/Staff)	School/ADMAT website	All staff/LGAB	<ul style="list-style-type: none"> E- Safety Policy Social Media Policy Staff Disciplinary Policy
6. Physical Restraint Policy	School website	All staff/LGAB	<ul style="list-style-type: none"> Positive Handling Policy Moving and Handling Policy Behaviour Policy Health and Safety policy
7. Intimate Care Policy	School website	All staff	<ul style="list-style-type: none"> Positive Handling Policy Moving and Handling Policy SEND Policy Inclusion Policy
8. Transport Policy (including use of mini-bus)	School website	All staff	<ul style="list-style-type: none"> Health and Safety Policy Insurance/driving qualification Child Protection Policy

9. Health and Safety Policy	School/ADMAT website	All staff/LGAB	<ul style="list-style-type: none"> • All policy and practice
10. Data Protection Policy	School/ADMAT website	All staff	<ul style="list-style-type: none"> • Acceptable Use Policy • Use of Images Policy • Staff Disciplinary Policy • Staff Code of Conduct • Staff Induction Procedures
11. School Visitors Policy	School website	All staff	<ul style="list-style-type: none"> • Security Policy • Lettings Policy
12. Safer Recruitment Policy	ADMAT Website	SLT/LGAB	<ul style="list-style-type: none"> • DBS System • Staff Induction Procedure
13. Sex and Relationship Policy (SRE)	School website	All staff	<ul style="list-style-type: none"> • Teaching and Learning Policy • Curriculum SoW • SMSC Policy
14. Fire Drill Procedures	School office	All staff	<ul style="list-style-type: none"> • Fire Drill termly log • Class exit/evacuation procedure • Annual fire alarm system check • Lettings Policy
15. Security Policy	School website/office	All staff	<ul style="list-style-type: none"> • Health and Safety Policy • School Visitors Policy • Emergency Evacuation Plan • Fire Drill Procedures • Lettings Policy
16. SEND Policy	School website	All staff	<ul style="list-style-type: none"> • Positive Handling Policy • Moving and Handling Policy • Physical Restraint Policy • Use of Medicines Policy • Behaviour Policy • Inclusion Policy • Behaviour/Care Plans • EEC Risk Assessment • Young Carers Policy/Charter
17. Outdoor Education Policy	School website	All staff	<ul style="list-style-type: none"> • EEC Risk Assessments • PE Policy • Wild Tribe/Forest School Policy • Insurance Policy/driving qualification
18. Use of Medicines Policy	School website	All staff	<ul style="list-style-type: none"> • Inclusion Policy • EEC Risk Assessment • Health and Safety Policy • Asthma Policy • Drug Awareness Policy and Practice
19. Anti-Bullying Policy	School website	All staff/LGAB	<ul style="list-style-type: none"> • Inclusion Policy • SMSC Policy • Behaviour Policy

20. Social Media Policy	School website	All staff	<ul style="list-style-type: none"> • Acceptable Use Policy • E Safety Policy • Staff Code of Conduct • Anti-Bullying Policy
21. Inclusion Policy			<ul style="list-style-type: none"> • Behaviour Policy • Attendance Policy • SEND Policy • Exclusion Policy • SRE Policy
22. Sun Safety Policy	School website	All staff	<ul style="list-style-type: none"> • Health and Safety Policy • Outdoor Learning Policy • Wild Tribe/Forest Schools Policy • EEC Risk Assessment
23. Signing in Procedures	In school (office)	All staff/LGAB	<ul style="list-style-type: none"> • School Visitors Policy • EEC Risk Assessment
24. Moving and Handling Policy	School website	All staff	<ul style="list-style-type: none"> • Positive Handling Policy • Inclusion Policy • EEC Risk Assessment • Physical Restraint (incl. Team Teach)Policy
25. Behaviour Policy	School website	All staff	<ul style="list-style-type: none"> • Attendance Policy • Child Protection and Safeguarding Policy • SEND Policy • Inclusion Policy
26. Exclusion Policy	School website	SLT/LGAB	<ul style="list-style-type: none"> • Behaviour Policy • Attendance Policy • Child Protection and Safeguarding Policy • SEND Policy • Inclusion Policy
27. Use of Images Policy	School website	All staff	<ul style="list-style-type: none"> • Data Protection Policy • Child Protection and Safeguarding Policy
28. Attendance Policy	School website	SLT/LGAB	<ul style="list-style-type: none"> • Inclusion Policy • Exclusion Policy
29. EEC Risk Assessments	School IT System	All staff	<ul style="list-style-type: none"> • All activities and procedures as required
30. Playground supervision	School rota/timetable	All staff	<ul style="list-style-type: none"> • Behaviour Policy • EEC Risk Assessment • Inclusion Policy • First Aid Policy • Asthma Policy • Physical Contact Policy • Sun Safety Policy
31. Low Level Concern Protocol	In school (see CP)	All staff	<ul style="list-style-type: none"> • Child Protection and Safeguarding Policy • Child Protection Handbook • Keeping Children Safe in Education Guidance

			<ul style="list-style-type: none"> • My Concern – Record Keeping • Whistle Blowing Policy
32. Bullying and Racial Incidents log	In school (See CP)	SLT/LGAB	<ul style="list-style-type: none"> • Child Protection and Safeguarding Policy • Child Protection Handbook • Keeping Children Safe in Education Guidance • Whistle Blowing policy • Low Level Concern Log • Attendance Policy • Anti- Bullying Policy
33. Start/end of school day procedure	School rota/timetable	All staff	<ul style="list-style-type: none"> • Child Protection and Safeguarding Policy • Keeping Children Safe in Education Guidance • Behaviour Policy • EEC Risk Assessment • Inclusion Policy
34. S175 form	In school (see CP)	SLT	<ul style="list-style-type: none"> • Judgement on all Child Protection and Safeguarding activities and procedures
35. Staff Code of Conduct/Dress Code	In school	All Staff	<ul style="list-style-type: none"> • Child Protection and Safeguarding Policy • Staff Disciplinary Policy • Whistle Blowing Policy
36. Staff Induction Procedure	In school (see CP)	SLT/LGAB	<ul style="list-style-type: none"> • Child Protection and Safeguarding Policy • Keeping Children Safe in Education Guidance • Behaviour Policy • Low Level Concern Log • Whistle Blowing Policy
37. Single Central Record (SCR)	In school (see CP)	SLT/LGAB	<ul style="list-style-type: none"> • Child Protection and Safeguarding Policy • Keeping Children Safe in Education Guidance • S175
38. Disclosure and Barring (DBS)	In school (see CP)	CP/SLT/LGAB	<ul style="list-style-type: none"> • Child Protection and Safeguarding Policy • Keeping Children Safe in Education Guidance • S175 • Safer Recruitment Policy • Single Central Record
39. 1 to 1 Provision Policy	School website	All staff	<ul style="list-style-type: none"> • Child Protection and Safeguarding Policy • Keeping Children Safe in Education Guidance • Teaching and Learning policy • SMSC Policy • Inclusion Policy
40. Behaviour/Care Plans	In school (see DB)	All staff	<ul style="list-style-type: none"> • Behaviour Policy • Intimate Care Policy • Positive Handling Policy • Moving and Handling Policy • Physical Contact Policy • Asthma Policy

			<ul style="list-style-type: none"> • Young Carers Policy/Charter • My Concern – Record Keeping • Use of Medicines Policy • Sun Safety Policy
41. Emergency Closure Protocol – severe weather	School website	All staff/LGAB	<ul style="list-style-type: none"> • First Aid Policy • Transport Policy • LA Emergency Closure Guidance • EEC Risk Assessments • Emergency Evacuation Plan
42. Young Carers Policy/Charter	School/ADMAT website	All staff/LGAB	<ul style="list-style-type: none"> • Inclusion Policy • SEND Policy • Access to Education Policy
43. Physical Contact Policy	School website	All staff/LGAB	<ul style="list-style-type: none"> • Behaviour Policy • Intimate Care Policy • Positive Handling Policy • Moving and Handling Policy
44. Asthma Policy	School website	All staff	<ul style="list-style-type: none"> • Use of Medicines Policy • Outdoor Education Policy • First Aid Policy • Parental Permission Guidance
45. Staff Disciplinary Policy	ADMAT website	All staff/LGAB	<ul style="list-style-type: none"> • Child Protection and Safeguarding Policy • Keeping Children Safe in Education Guidance • Child Protection Handbook • Health and Safety Policy • Acceptable Use Policy • Whistle Blowing Policy • Staff Code of Conduct • Staff Induction Policy • Staff Dress Code
46. Whistle Blowing Policy	School/ADMAT website	All staff/LGAB	<ul style="list-style-type: none"> • Child Protection and Safeguarding Policy • Keeping Children Safe in Education Guidance • Child Protection Handbook • Health and Safety Policy • Acceptable Use Policy • Staff Code of Conduct • Staff Disciplinary Policy
47. Lettings Policy	In School (see Office)	Admin/SLT	<ul style="list-style-type: none"> • Security Policy • Health and Safety Policy • School Visitors Policy • Fire Drill Procedures
48. Keeping Children Safe In Education – Guidance	School website	All staff/LGAB	<ul style="list-style-type: none"> • Applicable to all policies and practices
49. My Concern – Record keeping software	In school (see CP)	All staff	<ul style="list-style-type: none"> • Child Protection and Safeguarding Policy • Keeping Children Safe in Education Guidance

			<ul style="list-style-type: none"> • Child Protection Handbook • Low Level Concern Procedures
50. Resolving Professional Differences Policy	ADMAT/School website	CP/SLT	<ul style="list-style-type: none"> • Staff Code of Conduct • Staff Disciplinary Policy • Allegations Against Staff Policy
51. Allergies Management Guidance	School website	All staff	<ul style="list-style-type: none"> • First Aid Policy • Use of Medicines Policy • EEC Risk Assessments • Health and Safety Policy • Asthma Policy • Outdoor Education Policy • Food Science Policy
52. First Aid Policy	School website	All staff/LGAB	<ul style="list-style-type: none"> • Child Protection and Safeguarding Policy • Use of Medicines Policy • Health and Safety Policy • Drug Awareness Policy and Practice
53. Mobile Device (phones/tablets) Guidance	School website	All staff/LGAB	<ul style="list-style-type: none"> • Acceptable Use Policy • E-Safety Policy • Staff Code of Conduct
54. Allegations Against Staff Policy	ADMAT/school website	All staff/LGAB	<ul style="list-style-type: none"> • Staff Disciplinary Policy • Staff Code of Conduct • Whistle Blowing Policy
55. Parental Permission Guidance	ADMAT/school website	All staff	<ul style="list-style-type: none"> • Insurance Policy • EEC Risk Assessment • Outdoor Education Policy • Allergies Policy • Use of Medicines Policy • First Aid Policy • Asthma Policy
56. Emergency Evacuation Plan	School website	SLT/LGAB/All staff	<ul style="list-style-type: none"> • Emergency Closure Guidance – Severe weather • Lettings Policy • Fire evacuation procedures • EEC Risk Assessments • Health and Safety Policy
57. Drug Awareness Policy and Practice	School website	All staff/LGAB	<ul style="list-style-type: none"> • SRE Policy • Use of Medicines Policy

W. Hermon (CEO/EHT)

May 15