Leverhulme
Church of England and Community Trust

LEVERHULME ACADEMY TRUST SAFEGUARDING FRAMEWORK

SAFEGUARDING GOVERNANCE STRUCTURE

TRUST LEVEL

Trust Board	Risk & Audit Committee	Safeguarding Trustee	Executive Lead	Filtering & Monitoring Trust Lead
• Retain ultimate legal liability for safeguarding across all Trust schools, ensuring compliance with Keeping Children Safe in Education (KCSIE). • Approves the Trust Safeguarding and Child Protection Policy.	• Steve McClean (Chair), Gill Waugh. • Monitors and reviews effectiveness of SG policies and processes in all the Trust's schools.	• Sarah Horan (Chair of Trustees). • Maintains focus on behalf of the board; point of contact for Executive Lead on safeguarding. • Provides support on developing a culture of safeguarding across the Trust.	• Vicki Guest (DoPE). • Leads SG and developing a culture of SG across the Trust • Maintains oversight of external factors that can impact on safeguarding policies and procedures and ensure policy	• Richard Pycroft (I.T Manager). • Implements and updates relevant filtering & monitoring solutions across the Trust.

			compliance with best practice.	

SCHOOL LEVEL

Head Teacher / Head of School	Designated Safeguarding Lead (DSL)	Local Governing Committee (LGC)	Safeguarding Link Governor
• HG – Sally Heppenstall • RBHS – Sam Walsh • Lostock – Hannah Barnes-Gray • Overall accountability for safeguarding in their school.	• HG – Jo Unsworth • RBHS – Andy Tipney • Lostock – Hannah Barnes-Gray • Leads safeguarding in their school. • Oversees filtering and monitoring in their school.	• Each school has a LGC. • Fosters a culture that prioritises the safety and wellbeing of all pupils and staff in school. • Nominates a Safeguarding Link Governor to focus specifically on child protection and safeguarding.	• HG – Shona Green • RBHS – Kevin McKeon • Lostock – Jill Clark • Maintains focus on behalf of the LGC; point of contact for monitoring visits with the school DSL

SAFEGUARDING TRAINING

TRUST LEVEL

Trust Board	Risk & Audit Committee	Safeguarding Trustee	Executive Lead	Filtering & Monitoring Trust Lead
• Certificate in safeguarding training for Trustees. • Certificate in Online Safety (upon induction). • Certificate in the Prevent Duty. • Read and understand KCSIE Part 2. • Safer Recruitment (at least one Trustee).	• Cyber Security Awareness training (Chair of the Committee).	• Certificate in the Role of the Safeguarding Link Trustee (or equivalent).	• DSL training. • Certificate in the Prevent Duty. • Cyber Security Awareness training. • Read and understand KCSIE • Safer Recruitment. • FGM. • Low Level Concerns.	• Basic safeguarding training. • Certificate in the Prevent Duty. • Read and understand KCSIE Part 1. • Cyber Security Awareness training.

SCHOOL LEVEL

Head Teacher / Head of School	Designated Safeguarding Lead (DSL)	All staff	Local Governing Committee (LGC)	Safeguarding Link Governor
• DSL training * (see notes section). • Certificate in the Prevent Duty. • Read and understand KCSIE. • Safer Recruitment. • FGM. • Low Level Concerns. • Equality, Diversity and Inclusion training (every 3 years). • Preventing sexual harassment in the workplace	• DSL training (also held by the Deputy DSL/s and pastoral team). • Certificate in the Prevent Duty. • Cyber Security Awareness. • Read and understand KCSIE. • Safer Recruitment. • Operation Encompass Key Adult Training . • FGM. • Low Level Concerns. • Equality, Diversity and Inclusion training (every 3 years). • Preventing sexual harassment in the workplace training (every 2 years).	• Basic safeguarding training. • Certificate in the Prevent Duty. • Read and understand KCSIE Part 1. • Cyber Security Awareness training. • FGM. • Low Level Concerns. • Equality, Diversity and Inclusion training (every 3 years). • Preventing sexual harassment in the workplace training (every 2 years). • Mental Health First Aid Training (Mental	• Certificate in safeguarding training for Governors. • Certificate in Online Safety (upon induction). • Certificate in the Prevent Duty. • Read and understand KCSIE Part 2.	• Certificate in the Role of the Safeguarding Link Governor (or equivalent).

training (every 2 years).		Health First Aiders only, every 3 years).		

ANNUAL CALENDAR

DSL/SCHOOL

Autumn	Spring	Summer	Ongoing
• Ensures compliance with the new Keeping Children Safe in Education document (KCSIE) and provide training for staff. • Shares and implements the Trust Safeguarding and Child Protection Policy (updated annually in line with KCSIE changes). • Reviews key policies (any that are impacted by KCSIE update e.g. behaviour, code of conduct, online safety etc.) and posters etc for relevance and compliance and shares with staff and	• Reviews any safeguarding trends from previous term. • Conducts section 175 audit (statutory self-assessment) in partnership with LGC/Safeguarding Governor. • Audit of the school's Single Central Record by the SBM and DSL (January – internal/external alternate years). • Audit of the school's Low Level Concerns and LADO logs by the Head and DSL (January –	• Reviews any safeguarding trends from previous term. • Audit of the school's Single Central Record by the Head of School/Headteacher (April). • Mid-Year Audit of the school's Low Level Concerns and LADO logs by the Trust's Executive Lead and HR Lead (April). • Ensures appropriate filtering and monitoring systems are in place, review effectiveness and report to LGC.	• Regular safeguarding briefings for staff. • Continuous monitoring of safeguarding resources, training logs, CPOMS files up to date etc. • Identifies and supports students with safeguarding needs (e.g. child protection; child in need; child in care; Early Help; attendance etc.). • Regular communication with parents and staff on safeguarding updates through newsletters etc.

governors and publish on the school website. • Ensures Designated Safeguarding Leads (DSLs), Deputy Designated Safeguarding Leads (DDSLs) and designated teachers for LAC and PLAC are clearly identified and trained (DSL training every 2 years). • Ensures appropriate staff are identified and trained in safer recruitment, with at least one safer recruitment trained member of staff on every appointment panel. Training should be refreshed regularly (currently every three years) and interim updates provided where safeguarding guidance or statutory requirements change. • Ensures the administrator of the school's SCR completes National College training (annually).	internal/external alternate years). • Plans student safeguarding assemblies and awareness initiatives, including Safer Internet Day (February) and Children's Mental Health Week (February). • Reviews safeguarding impact through student/staff/parent feedback. • Ensures appropriate filtering and monitoring systems are in place, review effectiveness and report to LGC. • Conducts a school safeguarding walk (with, for example, headteacher, safeguarding governor) to assess visibility of support resources. • Provides termly safeguarding updates to the LGC.	• Conducts a school safeguarding walk (with, for example, headteacher, safeguarding governor) to assess visibility of support resources. • Provides termly safeguarding updates to the LGC. • Reviews transition plans for incoming and outgoing students. • Analyses safeguarding data, referrals log and impact across the year, identifying any next steps for the year ahead. • Ensures new staff safeguarding training is planned for September.	• Ensures safeguarding policies are visible, accessible and up to date. • Ensures safeguarding information is transferred for in year new/leaving students. • Ensures adequate and appropriate arrangements for the safeguarding of pupils during any out of term time activities (e.g. senior staff to continue to check Encompass, ensure pupils with a safeguarding plan have a key contact from a service they can always contact, e.g. social worker, provide 'emergency contact' information to the local SET etc). • Updates school Low Level Concerns and LADO logs (as applicable) and checks for patterns/trends,

• Transfers safeguarding information for new and leaving students. • Ensures safeguarding training is up-to-date for all staff, including all new staff. • Audit of the school's Single Central Record by the Trust's Executive Lead and HR Lead (September). • Audit of the school's Low Level Concerns and LADO logs by the Trust's Executive Lead and HR Lead (September). • Publishes safeguarding updates for parents. • Ensures appropriate filtering and monitoring systems are in place, review effectiveness and report to LGC. • Ensures up-to-date risk assessments (including Prevent and Online Safety) compliance. • Updates online safety curriculum planning, to equip pupils with the skills and knowledge to stay safe			escalating when appropriate. • DSLs notify Executive Lead of any concerns involving central staff for the Trust Low Level Concerns and LADO logs (as applicable). • Updates Harmful Sexual Behaviour log (as applicable). • Updates Referrals log (as applicable).

online, and PSHE planning (as applicable). • Audits medical display board/s, care plans, and training logs (those resources containing school community medical needs and procedures). • Reviews SEND needs and any additional safeguarding issues associated with SEND. • Plans student safeguarding assemblies and awareness initiatives, including World Mental Health Day (October) and Anti-Bullying Week (November). • Conducts a school safeguarding walk (with, for example, headteacher, safeguarding governor) to assess visibility of support resources. • Provides termly safeguarding updates to the LGC.			

*Created using a combination of the DfE example safeguarding calendar (St Barnabus CE First and Middle School, Worcestershire) and the National College safeguarding calendar.

LGC

Autumn	Spring	Summer	Ongoing
• Receives termly safeguarding report from the DSL. • Receives and notes the Trust Safeguarding and Child Protection Policy. • Completes Safeguarding Link Governor mandatory visit 1: Safer recruitment / Filtering and Monitoring / HR Lead and Executive Lead's audit of SCR.	• Receives termly safeguarding report from the DSL. • Receives annual Section 175 audit Conduct section 175 audit (statutory self-assessment). • Completes Safeguarding Link Governor mandatory visit 2: Review of Section 175 audit.	• Receives termly safeguarding report from the DSL. • Considers Safeguarding Link Governor supplementary visit: Agree focus of visit with DSL appropriate to school needs (e.g. pupil safety, AI, conduct pupil voice etc.).	• During school visits, governors complete the safeguarding section on the Governor Visit Form, recording any observed evidence of safeguarding practice. • Regular safeguarding and F & M updates on agendas and via the Governance Bulletin. • Access to NGA safeguarding resources.

EXECUTIVE LEAD

Autumn	Spring	Summer	Ongoing
• Updates the Trust Safeguarding and Child Protection Policy (annually in line with KCSIE changes) with Trust HR Lead. • Updates Trust templates. • Updates Trust template for Low Level Concerns and LADO logs. • Audit of the schools' Single Central Records with HR Lead (September). • Annual Audit of the schools' Low Level Concerns and LADO logs with HR Lead (September). • Termly SG written report to Risk & Audit Committee.	• Coordinates and participates in Trust-wide external safeguarding audits every other year, with internal follow-up audits completed in alternate years. (Internal audit to include CPOMS review/case sampling, review of training records and pupil voice). • Termly SG written report to Risk & Audit Committee.	• Termly SG written report to Risk & Audit Committee. • Analyses safeguarding reports from across the Trust to review trends/patterns. • Mid-Year Review of Trust Staff Low Level Concerns and LADO logs with HR Lead (as applicable) and review trends/patterns (April). • Reviews the Leverhulme Safeguarding Framework and updates, if applicable.	• Ensures own training up to date. • Keeps abreast of local/national updates. • Coordinates safeguarding support for schools, including DSL supervision and access to safeguarding training and newsletters. • Updates Trust Staff Low Level Concerns and LADO logs with HR Lead (as applicable) and review trends/patterns.

• Annual update to Risk & Audit Committee on KCSIE.			

HR LEAD

Autumn	Spring	Summer	Ongoing
• Updates the Trust Safeguarding and Child Protection Policy (annually in line with KCSIE changes) with Trust Executive Lead. • Reviews and updates other key policies impacted by KCSIE e.g. Recruitment Policy, Staff Code of Conduct, Allegations Against Staff. • Reviews and updates Trust SCR template. • Audit of the schools' Single Central Records with Executive Lead (September).	• Participates in Trust-wide external safeguarding audits every other year, with internal follow-up audits completed in alternate years.	• Mid-Year Review of Trust Staff Low Level Concerns and LADO logs with Executive Lead (as applicable) and review trends/patterns (April). • Any KCSIE change implementation planning for the academic year ahead.	• Updates Trust Staff Low Level Concerns and LADO logs with Executive Lead (as applicable) and review trends/patterns. • Supports and advises on safeguarding-related employment matters, including allegations against staff, suspension risk assessments, disciplinary matters with safeguarding crossover, DBS referrals and Teaching Regulation

• Annual Audit of the schools' Low Level Concerns and LADO logs with Executive Lead (September).			Agency referrals where appropriate. • Provides ongoing advice, and quality assurance to staff responsible for maintaining the SCR, ensuring statutory requirements are understood and applied. • Provides advice on safer recruitment processes, statutory safeguarding checks and employment vetting requirements.

FILTERING & MONITORING TRUST LEAD

Autumn	Spring	Summer	Ongoing
• Reviews filtering and monitoring settings and provider reports. • Briefs school/Trust leaders on responsibilities and compliance (as required).	• Shares guidance and best practice.	• Completes annual evaluation of online safety, filtering and monitoring across the Trust.	• Provides trust wide online safety and filtering and monitoring solution updates. • Monitors national guidance and statutory requirements.

			• Support schools preparing for audits, reviews or accreditation.

RISK & AUDIT COMMITTEE

Autumn	Spring	Summer	Ongoing
• Reviews safeguarding risks via the Risk register on a termly basis. • Receives termly Trust SG report including key info, policies & procedures, audit and QA, training and school data. • Any identified SG risks are escalated to the relevant committee, Trust Board or LGC.	• Reviews safeguarding risks via the Risk register on a termly basis. • Receives termly Trust SG report including key info, policies & procedures, audit and QA, training and school data. • Any identified SG risks are escalated to the relevant committee, Trust Board or LGC.	• Reviews safeguarding risks via the Risk register on a termly basis. • Receives termly Trust SG report including key info, policies & procedures, audit and QA, training and school data. • Any identified SG risks are escalated to the relevant committee, Trust Board or LGC.	• Safeguarding Trustee: Strategically develops and co-ordinates the effectiveness of safeguarding oversight across the Trust including links between tiers of governance.

TRUST BOARD

Autumn	Spring	Summer	Ongoing
• Approves the Trust Safeguarding and Child Protection Policy. • Receives update within termly CEO report, which reports on Trust SG compliance and priorities. • Receives annual training report in the CEO report. • Challenge the Executive Lead to ensure DSLs receive appropriate training and support.	• Receives update within termly CEO report, which reports on Trust SG compliance and priorities. • Receives School Safeguarding Audit reports (when applicable).	• Receives update within termly CEO report, which reports on Trust SG compliance and priorities.	• Safeguarding Trustee: Strategically develops and co-ordinates the effectiveness of safeguarding oversight across the Trust including links between tiers of governance. • Regular SG and F & M updates on agendas and via the Governance Bulletin. • Access to CST and NGA resources.

NOTES

*****In primary schools it is good practice for the Head Teacher to be trained to the same level as the DSL as they may be more involved in safeguarding incidents. In secondary schools, the Head Teacher should have more training than an ordinary staff member but not necessarily the same level as the DSL. However, it is good practice for one other member of the SLT to be trained to the same level i.e. Deputy DSL (Source – The Key Safeguarding Feb 2024).

Trustees and Governors complete certificated training via The National College. Safeguarding and Prevent training every two years – next due Autumn 2027.

KEY POLICIES

The Trust safeguarding policy is reviewed annually and is shared on each school website.