

**Greenshaw Learning Trust
GLT Safeguarding Policy**

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If a member of Trust Shared Service staff, including a volunteer or Trustee, has a safeguarding concern relating to a child in or on the roll of a Trust school, or a member of staff, paid or unpaid, volunteer or contractor in, or a supply teacher or anyone visiting or using the premises of a Trust school, they should report the matter to the School DSL and it will be dealt with under the School Safeguarding Policy.

3.4. Requirements on schools

Each school in the Trust will have an approved and fit-for-purpose Safeguarding Policy and associated procedures as required to comply with all relevant legislative requirements and guidance, including the latest KCSIE and consistent with this Trust Safeguarding Policy.

The Governing Body of each school in the Trust will appoint a lead governor for safeguarding who is a member of the Governing Body.

The Headteacher of each school in the Trust will appoint a School DSL who is responsible for and has delegated authority for ensuring that the school Safeguarding Policy and associated procedures are fit for purpose and kept up-to-date.

The school Safeguarding Policy will be formally reviewed by the School DSL at least annually, and approved by the school's local Governing Body.

All staff employed by the school will be required to abide by the Trust Staff Code of Conduct.

Anyone who has a safeguarding concern relating to a child at the school or on the school roll, a member of staff, paid or unpaid of the school, a supply teacher, a volunteer or contractor at the school, or anyone visiting or using school premises; or relating to an incident that took place at the school, should report the matter to the School DSL and it will be dealt with in accordance with the School Safeguarding Policy

Where the subject of a safeguarding concern is a member of staff or volunteer of the school the School DSL must report the matter to the school Headteacher, and it will be dealt with under the Trust Staff Disciplinary Policy. The school Headteacher must inform and take advice from the GLT Head of HR.

Where the subject of a safeguarding concern is a member of staff or volunteer of the Trust Shared Service the School DSL must report the matter to the GLT CEO, and it will be dealt with under the Trust Staff Disciplinary Policy. The GLT CEO must inform and take advice from the GLT Head of HR.

Where the subject of a safeguarding concern is a supply teacher the Designated Safeguarding lead must report the matter to the Headteacher and to the **Designated Officer** (LADO) of the school's local authority.

Where the subject of a safeguarding concern is a member of a Governing Body the School DSL must report the matter to the Chair of the Governing Body, and inform the GLT CEO and the Chair of the Board of Trustees.

