



Positive Impact Academy

Policy Book

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(Reviewed Annually)

Contents

1. Administration of Medicines Policy.....	3
2. Anti-Bullying Policy.....	12
3. Attendance Policy.....	15
4. Curriculum Policy.....	19
5. Equality Objectives.....	22
6. E-Safety Policy.....	25
7. First-Aid Policy.....	31
8. Health and Safety Policy.....	38
9. Intimate Care Policy.....	44
10. Positive Relationship and Behaviour Policy.....	47
11. Pupil Admission and Induction Policy.....	54
12. Safeguarding and Child Protection Policy.....	56
13. SEND and Inclusion Policy.....	94
14. Transporting Pupils Policy.....	101
15. Wellbeing Policy.....	106

Administration of Medicine Policy

Introduction

Most pupils will, at some time, have a medical condition that may affect their participation in activities at The Positive Impact Academy and for many, this will be short-term. Other pupils have medical conditions that, if not properly managed, could limit their access to education. Most children with medical needs can attend school regularly and, with some support from The Positive Impact Academy, can take part in most normal school activities. The Positive Impact Academy is committed to ensuring that children with medical needs have the same right of access as other children.

There is no legal duty that requires schools and staff to administer medication, this is a voluntary role. The 'duty of care' extends to administering medication in exceptional circumstances and, therefore, it is for schools to decide their local policy for the administration of medication.

The Role of Parents/Carers

Parents/carers should, wherever possible, administer or supervise the self-administration of medication to their children. This may be by spacing the doses so that they are not required within school hours. However, this might not be practical and in such a case parents/carer may make a request for medication to be administered to the child whilst at The Positive Impact Academy.

If medicine needs to be administered during school time, then a parent or carer must bring it to The Positive Impact Academy and fill in the Administration of Medication Permission and Record form (Appendix 1). Medication must not be brought to The Positive Impact Academy by the child themselves. If medication is for a short-term condition, any remaining medication must be collected from The Positive Impact Academy by a parent or carer at the end of the day.

Prescription Medication

Prescription medicines should be administered at home wherever possible, for example medicines that need to be taken 3 times a day can usually be taken before school, after school and at bedtime. Parents are encouraged to ask the GP whether this is possible. Prescription medicines will only be administered by The Positive Impact Academy where it would be detrimental to a child's health if it were not done.

Medicines should always be provided in the original container as dispensed by a pharmacist and include the prescriber's instructions for administration. The exception to this is insulin which must still be in date. Schools should never accept medicines that have been taken out of the container nor make changes to dosages on parental instruction.

In all cases it is necessary to check:

- Name of child
- Name of medicine
- Dosage
- Written instructions provided by prescriber
- Expiry date

An Administration of Medicine Permission & Record form (Appendix 1) must be completed and signed by the parent/carer. No medication will be given without the parent's written consent. Prescribed medication, other than emergency medication, will be kept in the office, either in the cupboard or the refrigerator as appropriate. All emergency medicines (asthma inhalers, EpiPen etc.) should be kept with the young person's Education Mentor and be readily available. A second EpiPen for each child who requires one will be kept in the staff office, in a box clearly labelled with the child's name.

Long Term Medical Needs

It is important for The Positive Impact Academy to have sufficient information regarding the medical condition of any pupil with long term medical needs. The Local Authority will draw up a health care plan for such pupils, involving the parents and the relevant health professionals. Appropriate training will be arranged for the administration of any specialist medication (e.g., adrenaline via an EpiPen, Buccal midazolam, insulin etc.) Staff will only administer such medicines if they have been trained to do so.

Controlled Drugs

Controlled drugs, such as Ritalin, are controlled by the Misuse of Drugs Act. Therefore, it is imperative that controlled drugs are strictly managed between The Positive Impact Academy and parents. Ideally controlled drugs are only brought in daily by parents, but certainly no more than a week's supply and the amount of medication handed over to The Positive Impact Academy should always be recorded. Controlled drugs will be stored in a locked non-portable container, and only specific named staff allowed access to it. Each time the drug is administered it must be recorded, including if the child refused to take it. If pupils refuse to take medication, The Positive Impact Academy staff should not force them to do so. The Positive Impact Academy should inform the child's parents as a matter of urgency. The person administering the controlled drug should monitor that the drug has been taken.

As with all medicines, any unused medication should be recorded as being returned to the parent when no longer required. If this is not possible it should be returned to the dispensing pharmacist.

Non-Prescription Medication

Where possible, The Positive Impact Academy will avoid administering non-prescription medicine. However, we may do so, if requested by the parent, if it will facilitate the child attending school and continuing their learning. This will usually be for a short period only, perhaps to finish a course of antibiotics, to apply a lotion or the administration of paracetamol for toothache or other pain. However, such medicines will only be administered in school where it would be detrimental to a child's health if it were not administered during the day.

If non-prescription medication is to be administered, then the parent/carers must complete an Administration of Medicine Consent form (Appendix 1), and the same procedure will be followed as for prescription medication. The medicine must be provided in its original container, with dosage information on it. The parent's instructions will be checked against the dosage information, and this will not be exceeded.

Administering Medicines

Medicines will only be administered by members of staff who have been trained in the safe administration of medicines. This will usually be the SENDCO, but in their absence another appropriately trained member of staff may carry it out. Appropriate training will be arranged for the administration of any specialist medication (e.g., adrenaline via an EpiPen, Buccal midazolam, insulin etc.) Staff will not administer such medicines until they have been trained to do so. A list of all staff trained in administration of medicines will be maintained by the SENDCO. The SENDCO will maintain a record of staff trained in specialist medication for children and young people with Health Care Plans.

When a member of staff administers medicine, they will check the child's Administration of Medication Permission and Record form against the medication, to ensure that the dose and timing are correct. They will then administer the medicine as required, and record this on the form. For long-term medication, an Administration of Medication Continuation Sheet (Appendix 2) will be used as necessary.

Emergency Inhalers

The Positive Impact Academy will keep emergency reliever (blue) inhalers for the emergency use of children whose own inhaler is not available for any reason. They will be stored in the staff office, along with appropriate spacers. Parents must sign a "Consent Form: Use of Emergency Salbutamol Inhaler" (Appendix 4) to consent to their child being allowed to use the emergency inhaler.

Refusing Medication

If a child refuses to take medication, staff should not force them to do so, but note this in the records and inform parents of the refusal. If the refusal leads to a medical

emergency, The Positive Impact Academy will call the emergency services and inform the parents.

Off Site Visits

It is good practice for schools to encourage pupils with medical needs to participate in off-site visits. All staff supervising visits should be aware of any medical needs and relevant emergency procedures and all staff will have access to individual risk assessments. A member of staff who is trained to administer any specific medication will accompany the pupil and ensure that the appropriate medication is taken on the visit. Inhalers must be taken for all children who suffer from asthma.

Travel Sickness - Tablets can be given with written consent from a parent but the child's name, dosage, time of dose and any possible side effects (the child must have had the travel sickness preventative at home before the trip in case of side effects) should be clearly marked on the container, which must be the original packaging. Parents will need to complete an Administration of Medication Permission and Record form.

Disposal of Medicines

The Head will check all medicines kept at The Positive Impact Academy each term, to ensure that they have not exceeded their expiry date. Parents/carers will be notified of any that need to be replaced. Parents/carers are responsible for ensuring that date-expired medicines are returned to a pharmacy for safe disposal. If parents do not collect all medicines, they should be taken to a local pharmacy for safe disposal. Sharps boxes should always be used for the disposal of needles. There is a sharps box in the staff office, if any child requires regular injections (e.g., Insulin).

This policy is reviewed annually.

Overall responsibility lies with the Director, who liaises with the Senior Leadership Team to ensure a robust and sustainable model of Leadership.

Signed by Director



James Armson

Appendix 1

Administration of Medication Permission and Record

Name of child: _____

Date: _____

Details of illness:

Medicine:

Times and dosage of medicine:

Relevant side effects to be observed if any:

Medicine to be administered from: _____ to: _____

Parent/Carer:

I hereby give permission that the above medication, ordered by the doctor/dentist for my child _____ be administered by The Positive Impact Academy personnel.

I understand that I must supply The Positive Impact Academy with the prescribed medicine in the original container dispensed and properly labelled by the pharmacist..

I understand that this medication will be destroyed if it is not picked up on the day this order terminates.

Signature: _____ Relationship to child: _____

Appendix 2

Administration of Medication Continuation Sheet

Sheet no. _____

Name of child: _____

Class: _____ Date: _____

Name	Time Given	Dose Given	Member of Staff	Initials

Appendix 3

Example Consent Form for Off-Site Visit

Parental consent for trip to

Date of visit:

I agree to _____ taking part in the visit and am happy for them to participate on the activities described.

Medical

Has your child got any condition requiring medical treatment? YES/NO

Please list below:

Is your child allergic to any medication? YES/NO

Please list below:

I agree to my son/daughter receiving medication as instructed and any emergency treatment considered necessary by the medical authorities present. I understand the extent and limitations of the insurance cover provided.

Contact Numbers:

Mobile: _____ Home: _____

Home address:

Name of family doctor: _____ Telephone no: _____

Address:

Alternative emergency contact:

Name: _____ Telephone no: _____

Address:

Signed (Parent/Carer): _____ Date: _____

Prescribes Medicines:

Name of Medicine	Time to be Taken	Dosage	Route

Signed (Parent/Carer): _____ Date: _____

Appendix 4

Consent Form: Use of Emergency Salbutamol Inhaler

Child showing symptoms of asthma/having asthma attack

1. I can confirm that my child has been diagnosed with asthma/has been prescribed an inhaler [delete as appropriate].
2. My child has a working, in-date inhaler, clearly labelled with their name, which they keep at The Positive Impact Academy.
3. In the event of my child displaying symptoms of asthma, and if their inhaler is not available or is unusable, I consent for my child to receive salbutamol from an emergency inhaler held by The Positive Impact Academy for such emergencies.

Name (print): _____

Child's name: _____ Class: _____

Work: _____ Home: _____

Home address:

Signed (Parent/Carer): _____ Date: _____

Anti-Bullying Policy

Principles

- Pupils have the right to learn free from intimidation and fear
- The needs of the victim are paramount
- The school will not tolerate bullying
- Bullied pupils will be listened to
- Reported incidents will be taken seriously and investigated

Defining Bullying

Bullying is defined as the repetitive, intentional harming of one person or group by another person or group, where the relationship involves an imbalance of power.

Bullying is, therefore:

- Deliberately hurtful
- Repeated, with multiple incidents occurring over a prolonged period of time
- Difficult to defend against
- Perpetrated by individuals and/or groups
- Unintentional at times

Types of Bullying	Definition
Emotional	Being unfriendly, excluding, tormenting
Physical	Hitting, kicking, pushing, taking another's belongings, any use of violence
Prejudice-based and discriminatory, including: Racial Faith-based Gendered (sexist) Homophobic/biphobic Transphobic Disability-based	Taunts, gestures, graffiti or physical abuse focused on a particular characteristic (e.g. gender, race, sexuality)
Sexual	Explicit sexual remarks, display of sexual material, sexual gestures, unwanted physical attention, comments about sexual reputation or performance, or inappropriate touching
Direct or indirect verbal	Name-calling, sarcasm, spreading rumours, teasing

Cyber-bullying	Bullying that takes place online, such as through social networking sites, messaging apps or gaming sites
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Preventing Bullying

Our PSHE programme uses a range of opportunities to educate pupils about our antibullying ethos:

- Circle times
- PSHE lessons
- Targeted groups
- Friendship groups
- Anti-bullying ambassadors
- Sessions with the pastoral team

Roles and Responsibilities

Staff will:

- Develop pupils self-esteem, self-respect and respect for others
- Demonstrate high standards of personal and social behaviours
- Discuss bullying with classes, groups and individuals in an age appropriate manner
- Be alert to the signs of distress and other possible signs of bullying
- Listen to children
- Report suspected cases of bullying
- Follow up any issues raised by parents
- Deal with observed incidents promptly and effectively

Pupils will:

- Learn to understand that bullying is extremely serious and is unacceptable
- Refrain from bullying, even if there is strong peer pressure
- Intervene to protect other pupils unless it is unsafe to do so
- Report bullying to a member of staff
- Not suffer in silence and have the courage to speak out
- Have opportunities to speak to adults and to know who to speak to and how to get to speak to them

Parents should:

- Watch for signs of distress
- Advise their child/children to report bullying
- Advise not to retaliate violently
- Be sympathetic and supportive
- Understand that bullying consists of a number of incidents occurring over a close period of time, not a singular incident.

- Inform the school if they suspect that bullying is occurring
- Co-operate with the school Preventative Measures

Dealing with Incidents of Bullying

Positive Impact Academy will not tolerate bullying of any kind. Incidents of unkindness are recorded by members of staff and stored within pupil's weekly reviews. Where an incident occurs which requires staff intervention, details of this incident will be written in the format of an Incident Report - this will be shared with the referrer school and parents. This includes the location, time, lesson, type and names of any instigators, victims and/or witnesses involved. Education Mentors, and our SLT, then closely monitor these incidents.

If a case of bullying is suspected (there are multiple recorded instances of unkindness by a child/group of children towards another child), Education Mentors will contact the parents/guardians of all involved to discuss the concern and possible strategies to resolve.

This will then be monitored and reviewed by the team, usually for a period of two weeks. If the bullying concerns continue, this will then be referred to SLT, who will arrange a formal meeting with parents to highlight the severity of the situation and discuss further strategies and/or consequences that may be put in place if this continues. If for any reason a parent or student is unhappy about the way in which a bullying complaint has been responded to, they should contact the Director, who will investigate.

- Clear written reports, including investigations, are essential
- Records are kept to show incidents and behaviour patterns over time
- Logs are kept and updated to show the nature of the bullying and any trends
- Feedback from pupils and parents are valued and inform practices
- Contact with relevant professionals is embedded

This policy is reviewed annually.

Overall responsibility lies with the Director, who liaises with the Senior Leadership Team to ensure a robust and sustainable model of Leadership.

Signed by Director



James Armson

Attendance Policy

Principles

At The Positive Impact Academy, staff work collaboratively to encourage every pupil to strive for excellence. Every child will be supported, challenged, and valued. One way in which we strive to do this is by encouraging staff, parents, and children to maximise the learning experience, for all children to reach their maximum potential. We are determined in encouraging the development of high self-esteem and for our children to take pride and ownership of their learning. In conjunction with this, we will continuously provide a clear framework for parents and staff, as well as clear procedures for the involvement and effective communication with parents and/or external agencies where appropriate.

Regular and punctual attendance provides the means for children to take advantage of all educational opportunities. It ensures continuity, promotes responsibility and a purpose which can be carried into adult life. The purpose of this policy is to clearly state what our expectations are and that attendance and punctuality can only be achieved when home and school work together.

Aims & Objectives

This attendance policy ensures that all staff and governors in our setting are fully aware of and clear about the actions necessary to promote good attendance.

Through this policy we aim to:

- Improve pupils' achievement by ensure high levels of attendance and punctuality
- Achieve a minimum of 95% for all pupils, apart from those with chronic health issues
- Create an ethos in which good attendance and punctuality are recognised as the norm and seen to be valued by The Positive Impact Academy
- Raise awareness of parents, carers, and pupils of the importance of uninterrupted attendance and punctuality at every stage of a child's education
- Work in partnership with pupils, parents, staff, and external agencies so that all pupils realise their potential, unhindered by unnecessary absence
- Promote a positive and welcoming atmosphere in which pupils feel safe, secure, and valued, and encourage in pupils a sense of their own responsibility
- Establish a pattern of monitoring attendance and ensure consistency in recognising achievement and dealing with difficulties
- Recognise the key role of all staff in promoting good attendance

Promoting Attendance

Excellent attendance is promoted through the consistent messages delivered throughout our curriculum, school newsletters, pupil rewards, posters, letters home, parent information sessions, parent consultations and school reports. Attendance is everyone's responsibility and we use every opportunity to communicate this.

Rationale: The Legal Framework

It is the responsibility of parents to ensure that their children attend regularly.

- Regular attendance is an essential pre-requisite of effective schooling.
- The law requires that all children aged 5 to 16 years of age are required to attend full time education unless alternative provision is agreed for them.

Positive Impact Academy will support parents to improve attendance where it is of concern.

Register Procedure

It is the responsibility of the Head of Academy to log the attendance of each student on The Positive Impact Academy IRIS Portal. All students that fall within the cohort will have their attendance logged on IRIS. Students from other Local Authorities all have their attendance monitored by The Positive Impact Academy's online register. Attendance figures are shared with professionals working with the child, including the referrer school.

The Positive Impact Academy keeps and stores registers for all their students in line with GDPR standards.

Responsibility of Parents/Carers

Children who are persistently late or absent soon fall behind with their learning. Children who are absent from The Positive Impact Academy frequently develop large gaps in their learning which will impact on their progress and their ability to meet age related learning expectations. A child whose attendance drops to 90% each year will, over their time at school, have missed two whole terms of learning.

It is the parent/carers responsibility:

- To ensure that their children are ready for their pickup time
- To notify The Positive Impact Academy on the first day of absence as soon as possible. Parents can report an absence by emailing their child's education mentor or telephoning Head of Academy
- To provide medical evidence where possible, on the child's return.
- To ensure that as far as possible, medical appointments are arranged for outside The Positive Impact Academy hours. Where this is not possible, parents are expected to provide evidence of the appointment in advance, and the child should attend The Positive Impact Academy before/after the appointment.

- To liaise with The Positive Impact Academy as soon as possible regarding any specific issues that might cause absence or lateness, e.g., a sick parent/carer.

Parents/carers of children for whom we do not know the reason for absence will be contacted after 9:30am.

Illness and Medical Absences:

In addition to the points above, if a child is repeatedly absent due to illness, The Positive Impact Academy may request medical evidence for further absences. This can take the form of a GP appointment card, a consultant letter, a copy of a prescription etc.

Absence for Holidays

Parents/carers are expected to take their children on holiday during the school holidays to minimise the impact of missing education.

If there are exceptional circumstances, parents/carers must complete a leave of absence request form in advance of the trip (ideally at least 4 weeks prior). These requests will be considered on a case-by-case basis by the Director and Head of Academy, and they will use their discretion whilst applying government recommendations.

It is the parent/carer's responsibility:

- To obtain a leave of absence form from The Positive Impact Academy
- To complete and submit the form in advance of the period of absence (ideally 4 weeks prior)

If parents/carers decide to take a holiday without the Directors authorisation, the child's absences will be marked as unauthorised. Fixed Penalty Notices will be issued by the Education Welfare Service for unauthorised holiday absence during term time.

Absence for Other Reasons:

Absences for reasons such as religious observance (up to 2 days per year) or close family bereavement *may* be authorised by the Head. These requests must be discussed with The Positive Impact Academy. Absences for close family members' weddings or funerals will be limited to one day's authorised absence, if granted.

It is the parent/carer's responsibility:

- To inform the office, in writing, of the need for leave in circumstances which are known in advance.

Unexplained Absence

When a child is repeatedly absent and no satisfactory reason is given, the parent/carers will be investigated and may be liable for prosecution and/or a fine from the Local Authority. Local Education Authorities and Police are able to issue penalty notices for unauthorised absence from school and will do so in accordance with the local authority code of conduct relating to the issuing of penalty notices. Failure to pay the Penalty Notice may result in a prosecution under Section 444 of the Education Act 1996 for failing to ensure a pupil's attendance at school.

Regular monitoring is carried out by The Positive Impact Academy. Children who have repeated unauthorised absences, holidays or otherwise, will be contacted and may be invited into an attendance meeting to discuss absences and any appropriate support.

Children Missing in Education

If a child is absent (unexplained) for at least 5 consecutive days, a home visit will be carried out. If the pupil has not returned to school for 10 continuous days **and** The Positive Impact Academy have undertaken reasonable enquiries (see below) to locate the child, The Positive Impact Academy School will complete a CME referral. CME will then likely signpost to any other relevant teams / agencies and The Positive Impact Academy will continue to follow attendance procedures if absence continues.

First 1-20 school days of absence and whereabouts are unknown

Reasonable enquiries to be taken by school:

- Daily telephone calls to all known contacts whilst the child is absent
- Recorded delivery letters to the home
- Contact with other schools where siblings are registered
- Frequent home visits where safe to do so and, calling card left if no answer
- Enquiries with any other agencies/services known to have involvement with the family
- Recording all actions undertaken by way of a chronology

This policy is reviewed annually.

Overall responsibility lies with the Director, who liaises with the Senior Leadership Team to ensure a robust and sustainable model of Leadership.

Signed by Director



James Armson

Curriculum Policy

This policy is a statement of aims and principles relating to the Positive Impact Academy's curriculum and education.

School Mission Statement

The Positive Impact Academy is here to help people find their limit, give them the knowledge to recognise it and the ability to exceed it.

The Aims of the Positive Impact Academy

The Positive Impact Academy provides an enriched learning environment that has helped countless students learn, develop, and grow. Our unparalleled curriculum and teaching methods help students take the next step in their education and approach the future with confidence.

With a diverse range of committed and passionate staff, we can build relationships with all students and engage them in all areas of the curriculum. The Positive Impact Academy will help them to set and achieve goals to encourage them down a brighter and a more prosperous path.

The Positive Impact Academy is not built as a short-term provision with a view to reinstate students back into mainstream education. Most of our students will be enrolled with us as their home school and regardless of their academic background, we will help them gain ground and take them further than they thought possible. As part of the provision, The Positive Impact Academy will help develop every student academically, socially, morally, and emotionally to give them the best possible start to training or employment.

- Excellence: Striving always for success.
- Integrity: Consistently acting with honesty, compassion, and respect.
- Empathy: Embracing and supporting the uniqueness of every individual.
- Creativity: Inspiring and challenging through invention.
- Equality: Ensuring fair opportunity for all.
- Safety: Providing a safe and nurturing environment.

The Curriculum

The Positive Impact Academy's curriculum is the way in which we are going to develop a broad band of knowledge that exposes young people to different ways of looking at the world. We aim to tailor education to individual needs, interest, and aptitude to fulfil every student's potential. Every young person will have access to a rich, broad, balanced and differentiated curriculum. We will use diverse teaching strategies to develop the talents of each student and education mentors will use the flexibilities that already exist to ally high standards in the basics with opportunities for enrichment and creativity.

Common Values and Purpose

The curriculum, whilst paying due regard to achieving high standards in English and Mathematics, is broad, exciting, and challenging.

The curriculum embraces the five outcomes set out in Every Child Matters – Stay Safe, Be Healthy, Enjoy and Achieve, Achieve Economic Well-Being and Make a Positive Contribution. The curriculum is used to increase children's knowledge for example, key concepts in Mathematics and English. Also, the ability to use the acquired knowledge, understanding as they grow and develop and become more aware of the world around them and fostering positive attitudes both in and out of the Positive Impact Academy.

The curriculum will be carefully planned and structured to ensure that learning is continuous, and that the students make good progress with the development of their learning, we ensure that the knowledge and skills gained are used across the whole curriculum and not simply in isolation and that meaningful links are made between subjects in our termly themes.

The curriculum will engage the young person's interest, encourage, and motivate them to want to learn. It will be exciting and offer young people first-hand experience to reinforce their learning and to underpin their growing knowledge, skills, understanding and attitudes. It will open their eyes to the wider world and educate them in acceptable behaviours and community cohesion.

Equal Opportunities

All young people, regardless of gender, race or disability are given full access to our curriculum. We have a policy of equal opportunities.

Broad Guidelines

The Positive Impact Academy delivers NCFE Functional Skill qualifications in English, Mathematics, and ICT, as well as a broad range of BTECs.

Our curriculum covers Entry Level 1, Entry Level 2, Entry Level 3, Level 1, and Level 2. There are mid-term plans and schemes of work highlighting the topics to be covered at each level.

Core subjects delivered at every level are:

- English
- Mathematics
- PSHE
- ICT
- Science
- Humanities
- SMSC

Reporting on Attainment

All work carried out by the students is monitored and evaluated. A written report is made available to parents annually in the summer term. Parents will be invited to Education Consultation meetings in the autumn and spring terms to also discuss termly reviews. The governors and parents/carers receive regular reports on the children's attainment.

Target Setting

All the Positive Impact Academy's students are set next step learning targets through education mentors marking, reviews and feedback and our use of assessment for learning. Curricular and personal targets are also set termly and agreed upon with students, education mentors and parents/carers.

Roles and Responsibilities

The Head of Academy takes overall responsibility for the curriculum. Curriculum Leaders monitor their subject to ensure that it is implemented consistently and effectively in line with the agreed policies. Consultation relating to the curriculum is facilitated from parents and carers through questionnaires, from children through pupil voice and from staff and governors at their regular meetings.

Inclusion - provision for all children

Education mentors plan to meet the needs of all children by ensuring learning is focused on the individuals needs and abilities. Outcomes from assessment for learning enable education mentors to set targets which reflect individual students' skills, abilities, and potential. Education Mentors are also supported by our SENDCo, who produces individual SEND profiles for learners based upon their EHCPs. The SENDCo meets regularly with each Education Mentor to discuss learner assessments and build a plan of action according to agreed specific outcomes. These meetings occur termly to ensure targets and provision is being reviewed according to the learners' needs. These targets are across academic and personal areas such as personal hygiene, communication, and interaction, preparing for adulthood and mental health/wellbeing.

Relationship Education

Relationships Education forms part of the science and PSHE curriculum and is taught using the Association for PSHE guidelines.

Spiritual, Moral, Social and Cultural Opportunities

The Positive Impact Academy has a set curriculum to deliver SMSC. The curriculum is structured to enable the development of social skills and independence whilst looking at the wider world and how each young person can contribute to society. Part of the curriculum will focus on British Values and PREVENT.

Self Esteem and Self Worth

Talents and achievements of individual young people are celebrated within The Positive Impact Academy and communicated via social media, in reviews and feedback. The PSHE curriculum aims to build each young person's self-esteem and confidence with intensive work.

The Positive Impact Academy's SENDCo also supports Education Mentors with incorporating specific behaviour interventions around SEMH needs – this enables all young people to seek advice, guidance, and support on The Positive Impact Academy site.

Students' work and achievement within the curriculum will be celebrated and displayed to enable it to make a significant impact on the visual appearance of the Positive Impact Academy and to contribute to the values and ethos.

Extra-curricular activities

The Positive Impact Academy offers a wide range of extra-curricular activities which are used as both educational and as a reward for outstanding effort and behaviour.

- Cooking – Health Eating Programme
- BTECs
- Baking
- Road Safety
- Work Experience
- Health and Exercise Programme
- Sports Leaders
- Sports – Physical Education
- Laser Quest
- Bowling
- Mini Golf

Signed by Director



James Armson

Equality Objectives

Principles

Nuneaton and Bedworth District has the highest levels of deprivation within Warwickshire and the Lower Level Super-Output Area (LSOA) within which The Positive Impact Academy is located is within the top 10 most deprived LSOAs nationally. This means that there is a high level of economic need within the area around the school. Ethnic groups are represented within the setting and there is similarly wide-ranging representation from a number of different faiths.

Our setting aims to create an environment where individuals feel confident and at ease by:

- Being respectful
- Always treating other members of the school community fairly
- Developing an understanding of diversity and the benefits it can have
- Adopting an inclusive attitude
- Adopting an inclusive curriculum
- Encouraging compassion and open-mindedness

Legislation and Guidance

- The Positive Impact Group has obligations under the Public Sector Equality Duty (PSED) (as set out in the Equality Act 2010) to have due regard to the need to: Eliminate discrimination, harassment, victimization and other conduct that is prohibited by the Equality Act 2010
- Advance equality of opportunity between people who share a protected characteristic and people who do not share it
- Foster good relations across all characteristics – between people who share a protected characteristic and people who do not share it

The protected characteristics within the Equality Act 2010 are: Sex; Race; Disability; Religion or belief; Sexual orientation; Gender reassignment; Pregnancy or maternity.

Roles and Responsibilities

The Head will:

- Promote knowledge and understanding of the equality objectives among staff and pupils
- Monitor success in achieving the objectives

All school staff:

- Are expected to have regard to this document and to work to achieve the objectives

Eliminating Discrimination, Harassment and Victimisation

We will not discriminate against, harass or victimise any pupil, prospective pupil, member of staff or any other member of the school community because of any protected characteristic. We will not tolerate any prejudice-related discrimination whether direct or indirect, and will treat any such incidents with the utmost seriousness.

All within the Positive Impact Group will challenge any type of discriminatory and/or bullying behaviour. We will explore concepts and issues relating to identity and equality throughout our curriculum and co-curricular activities.

New staff receive training on the Equality Act as part of their induction, and all staff receive refresher training every year.

Advancing Equality of Opportunity

Our setting aims to advance equality of opportunity by:

- Removing or minimising disadvantages suffered by people that are connected to a particular characteristic they have
- Taking steps to meet the particular needs of people who have a particular characteristic
- Encouraging people who have a particular characteristic to participate fully in any activities

We will therefore:

- Collate and regularly analyse information (e.g. safeguarding, behaviour, attendance and attainment data) related to specific groups within the school community to identify any trends or patterns, and ensure that appropriate steps are taken to address any issues identified

Fostering Good Relations

Positive Impact Academy instils in its pupils the importance of making a positive impact in the world, by showing empathy, respect and compassion to all. It is an intrinsic part of the education we provide our children, using the POSITIVE values to underpin the activities of the setting. We believe that our pupils should be exposed to ideas and concepts that may challenge their understanding, to help ensure that pupils learn to become more accepting and inclusive of others. This challenge will be delivered in a way that prevents discrimination, instead promoting inclusive attitudes.

Positive Impact Academy recognises the importance of the use of language and high-quality resources in setting a tone and culture within the school. We ensure that staff, children and resources:

- Use appropriate and accurate language referring to particular groups or individuals
- Do not consciously offend, transmit or reinforce negative stereotypes
- Use their words to lift others up, not pull each other down
- Reflect the reality of an ethnically and culturally diverse society and challenge negative stereotypes
- Provide balance to discussions
- Are accessible

Equality considerations in decision-making

The Positive Impact Group ensures it has due regard to equality considerations whenever significant decisions are made.

The setting always considers the impact of significant decisions on particular groups. For example, when a school trip or activity is being planned, the school considers whether the trip:

- Cuts across any religious holidays
- Is accessible to pupils with disabilities
- Has equivalent facilities for boys and girls

Equality Objectives

1. Increase understanding of the Equality Act amongst staff and instill an awareness of the impact of their actions in relation to meeting our equality aims.
2. Undertake an analysis of attainment data and trends with regard to race, gender and disability by July.
3. Adopt and implement an anti-racism approach.

This policy is reviewed annually.

Overall responsibility lies with the Director, who liaises with the SENDCo and Senior Leadership Team to ensure a robust and sustainable model of Leadership.

Signed by Director



James Armson

E-Safety Policy

Principles

This policy has been written for The Positive Impact Academy, in line with local and national guidance. This policy should be read in conjunction with the Safeguarding and Child Protection Policy, the Anti-bullying Policy and the Curriculum Policy.

At The Positive Impact Group, we recognise both the significant benefits and potential risks associated with using the Internet and digital technologies. This policy outlines clear procedures to ensure that our pupils use these tools safely, responsibly, and with discernment. We believe that the ability to navigate the Internet safely is an essential life skill. Our aim is to empower pupils to understand existing risks, make informed choices, and confidently manage future challenges in a rapidly evolving digital world.

We also acknowledge that adults—both in their personal and professional lives—can be vulnerable to online threats, such as cyberbullying, phishing, or reputational harm. This policy emphasises the importance of training and promoting best practices among staff to ensure safer and more effective use of technology. In addition, we are aware of broader safety concerns related to technology use, including screen overexposure, privacy issues, and the impact of social media. These concerns are addressed through ongoing education, support, and practical guidance for both pupils and staff.

As new opportunities and risks emerge daily in the digital landscape, this policy will be reviewed regularly to remain current and effective. Our goal is to equip our pupils with the knowledge, skills, and confidence to use technology positively and safely.

Our E-Safety Coordinator for The Positive Impact Group is David Strong (Director of Operations) - david.strong@positive-impactuk.com.

Teaching and Learning

As we move towards a more digital curriculum, we will actively promote the use of 'real-world' technologies to enhance and support learning.

Why Internet Use is Important

- The Internet is an essential element in 21st century life for education, business and social interaction. The school has a duty to provide pupils with quality Internet access as part of their learning experience.
- Internet use is a part of the statutory curriculum and a necessary tool for staff and pupils.

Internet Use Will Enhance Learning

- The Positive Impact Academy's internet access has been designed expressly for pupil use and includes filtering appropriate to the age of pupils.
- Pupils will be taught the differences between acceptable and unacceptable Internet use and given clear objectives for Internet use.
- The setting is vigilant in its supervision of pupils' use at all times, as far as is reasonable, and uses strategies in learning resource areas where older pupils have more flexible access.
- In the event of pupils trying to make inappropriate use of the internet, particularly using search engines, this is captured and reported in real time. Senior staff will follow these up with pupils, notify their families and keep an incident record on the pupil's file for future reference as required.
- Pupils will be educated in the effective use of the internet in research, including the skills of knowledge location, retrieval and evaluation throughout the curriculum.

Pupils will be taught how to evaluate internet content

- Pupils will be taught how to evaluate internet content
- The setting will ensure that the use of internet derived materials by staff and pupils complies with copyright law.
- Pupils are taught to be critically aware of the materials they read and shown how to validate information before accepting its accuracy.

Good Practice

- Teaching staff will update and check websites before accessing with the children to ensure that the content is appropriate. The curriculum is

planned in context for internet use to match pupils' ability, using child-friendly search engines where more open Internet searching is required; e.g. Yahoo for kids or Ask for kids

- Families provide consent for pupils to use the internet, as well as other ICT technologies.
- The setting makes clear all users know and understand what the 'rules of appropriate use' are and what sanctions result from misuse – through staff meetings and the curriculum plans.
- A record is kept of any cyberbullying or inappropriate behaviour in-line with the school behaviour management system. Parents/carers are informed of significant or repeated inappropriate behaviours.
- The setting ensures the Designated Safeguarding Lead Professional has appropriate training in E-Safety training.
- The setting provides advice and information on reporting offensive materials, abuse/ bullying etc and makes this available for pupils, staff and parents.
- E-Safety advice for pupils, staff and parents is provided annually.
- The setting ensures that when copying materials from the web, staff and pupils understand issues around plagiarism; how to check copyright and also know that they must observe and respect copyright / intellectual property rights.
- The setting ensures that staff and pupils understand the issues around aspects of the commercial use of the internet, as age appropriate. This may include risks in pop-ups, buying on-line, on-line gaming or gambling.
- The setting makes training on the E-Safety education available to staff
- The setting provides advice, guidance and training for parents, including information leaflets; in school newsletters; on the website.

Managing Internet Access

Information system security

- The Positive Impact Academy ICT systems capacity and security are reviewed regularly
- Virus protection is updated regularly

Email

- Pupils may only use approved school e-mail accounts on the school system.
- E-mails sent to an external organisation should be written carefully and authorised before sending, in the same way as a letter written on school headed paper.
- The forwarding of chain letters is not permitted.

Published Content and Website

- The contact details on the website are the school address, e-mail and telephone number. Staff, pupils' or governors personal information will not be published.
- The Director's nominee will take overall editorial responsibility and ensure that content is accurate, appropriate, up to date and aligned to statutory requirements.

Publishing pupil's images and work

- Photographs that include pupils will not refer to the pupil by name. Digital images/video of pupils stored in a teacher's documents or shared images folder on the network are deleted at the end of the year – unless specifically required for a key school publication or assessment information.
- Images of children and staff are not to be taken on or away from the setting premises by parents or visitors, unless prior permission is explicitly sought and given by the school or at scheduled school events.
- Pupils are not identified by their full name in online photographic materials in the credits of any published produced video materials.
- Parental agreement is obtained, through the specific confirmation of consent form signed at point of admission, before pupils' images are published on the website or other publications.

Social networking and personal publishing

- The setting blocks and filters access to social networking sites or newsgroups unless there is a specific, approved educational purpose.
- Pupils are advised to be very careful about placing any personal photos on any 'social' online network space. They are taught to understand the need to maintain privacy settings so as not to make public, personal information.
- Newsgroups will be blocked unless a specific use is approved.
- Pupils are advised never to give out personal details of any kind which may identify them or their location.
- Pupils and parents are advised that the use of some social network spaces, for example Facebook, Instagram, Tiktok, Snapchat, Whatsapp, outside school is inappropriate for aged pupils and that some of these sites have minimum age requirements.
- Pupils are taught that they should not post images or videos of others without their permission. They are taught about the risks associated with providing information with images (including the name of the file) that reveals the identity of others and their location, such as house number,

street name or school. They are taught the need to keep their data secure and what to do if they are subject to bullying or abuse.

Managing filtering

- The setting will work with relevant providers (in this case Warwickshire LA) to ensure systems which protect pupils are regularly reviewed and improved.
- If staff or pupils discover an unsuitable site, it must be reported to the E-Safety Leader.
- The school will immediately refer any material we suspect is illegal to the appropriate authorities e.g. Police, and the local authority.
- Senior staff will ensure that regular checks are made to ensure that the filtering methods selected are appropriate, effective and reasonable.

Managing emerging technologies

- Emerging technologies will be examined for educational benefit and a risk assessment will be carried out before use in school is allowed.
- Mobile phones will not be used during lessons or formal school time. The sending of abusive or inappropriate text messages is forbidden.

Protecting personal data

- Personal data will be recorded, processed, transferred and made available according to GDPR requirements.

Policy Decisions

Authorising Internet access

- The setting reserves the right to withdraw internet access from a pupil or member of staff in the event of misuse or infringement of policy.

Assessing risks

- The setting will take all reasonable precautions to ensure that users access only appropriate material. However, due to the international scale and linked nature of internet content, it is not possible to guarantee that unsuitable material will never appear on a school computer. The school can't accept liability for the material accessed, or any consequences of Internet access.
- The setting will audit ICT provision annually to establish whether the E-Safety policy is adequate and that its implementation is effective

Handling E-Safety complaints

- Complaints of internet misuse will be dealt with by a senior member of staff.
- Any complaint about staff misuse must be referred to the Director.
- Complaints of a child protection nature must be dealt with in accordance with school child protection procedures.

GDPR Compliance

The aim of GDPR legislation is to return control to individuals by allowing them to request deletion or disclosure of their data. As an educational setting, we have a responsibility to provide evidence of our data storage activities. In terms of E-Safety the implications of this are as follows:

- The setting must annually ensure that its digitally held (and paper based) storage of personal data is logged and that a list of the software used across school (including teacher selected APPs) are GDPR compliant.
- Staff need to check what data is being extracted by all online tools / APPs used and that this is in line with GDPR requirements
- The setting must have a lawful basis for processing personal data
- Parents must complete a data use consent form each year
- The setting must have a privacy policy on the website, which must be distributed to all staff
- There should be clear procedures in place to find, delete and disclose relevant data as required. Warwickshire IT services provide a helpdesk service for schools regarding the legal and timeliness of data deletion.
- The setting must appoint a Data Protection Officer (David Strong).

Communications Policy

Introducing the E-Safety Policy to Pupils

- E-safety rules are displayed in work areas and are discussed with the pupils on a regular basis.
- Pupils are informed that network and internet use will be monitored.
- Pupils are not allowed to use mobile phones in The Positive Impact Academy. Upon entering the site, children's mobile phones must be turned off and handed into the pupil's Education Mentor. They will be stored safely in the staff office and returned to the children at the end of the day.
- The use of a smartwatch is also not permitted.

Staff and the E-Safety Policy

- The E-Safety Policy is distributed to all staff and is included in child protection training sessions.
- Internet usage is able to be monitored and can be traced to the individual user.

- Discretion and professional conduct is essential.

Enlisting parents' support

- Parents/carers' attention will be drawn to the setting's E-Safety Policy in a variety of ways including: newsletters, open evening events and on the website.

This policy is reviewed annually.

Overall responsibility lies with the Director, who liaises with the Senior Leadership Team to ensure a robust and sustainable model of Leadership.

Signed by Director



James Armson

First-Aid Policy

Policy Statement

Positive Impact Academy is committed to providing emergency first aid provision, in order to deal with accidents and incidents affecting staff, pupils and visitors. The setting will take every reasonable precaution to ensure the safety and wellbeing of all staff, pupils and visitors.

This policy has been produced in accordance with The Positive Impact Academy's Health and Safety Policy to ensure that all health and safety issues relating to the provision of First Aid at work are adequately managed. The Positive Impact Academy is committed to protecting the health, safety, welfare and wellbeing of its employees and others who may be affected. It is essential therefore that everyone who works for or undertakes work on behalf of The Positive Impact Academy adheres to the requirements of this policy. The application of this policy will ensure that, so far as is reasonably practicable, The Positive Impact Academy meets all relevant statutory requirements regarding the general provision of first aid and duty of care.

Nothing in this policy will affect the ability of any person to contact the emergency services in the event of a medical emergency. For the avoidance of doubt, staff should dial 999 in the event of a medical emergency before implementing the terms of this policy and make clear arrangements for liaison with ambulance services on site.

Policy Aims

This policy aims to:

- Ensure that the school has adequate, safe and effective first aid provision for every pupil, member of staff and visitor to be well looked after in the event of any illness, accident or injury, no matter how major or minor.
- Ensure that staff and pupils are aware of the procedures in the event of any illness, accident or injury.
- Ensure that medicines are only administered at the school when express permission has been granted for this.
- Ensure that all medicines are appropriately stored.
- Promote effective infection control.

Legal Framework

This policy has due regard to legislation and statutory guidance, including, but not limited to, the following:

- Health and Safety at Work etc. Act 1974
- The Health and Safety (First Aid) Regulations 1981
- The Management of Health and Safety at Work Regulations 1999
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- DfE (2015) 'Supporting pupils at school with medical conditions'
- DfE (2000) 'Guidance on first aid for schools'
- DfE (2019) 'Automated external defibrillators (AEDs)'

The policy is implemented in conjunction with the following policies:

- Health and Safety Policy
- Positive Relationship and Behaviour Policy
- Safeguarding and Child Protection Policy

Definitions and Terminology

First aid at work – is the application of treatment for the purpose of preserving life and minimising the consequences of injury and illness, until medical help/treatment is obtained, where necessary.

- People at work can suffer injuries or be taken ill. It doesn't matter whether the injury or illness is caused by the work they do or not, it is important to give them immediate attention and call an ambulance in serious cases. First aid at work covers the arrangements we need to make to ensure this happens. It can save lives and prevent minor injuries becoming major ones.
- It is important to remember that accidents and illness can happen at any time. First-aid provision needs to be always available when people are at

work. It does not include giving tablets or medicines to treat illness as stated in The Positive Impact Academy's 'Administration of Medicine's Policy'.

First Aid Needs Assessment – is an assessment undertaken by managers to identify what first aid provision is required. It must be identified by an assessment because the provision is dependent on the circumstances within that workplace/ premise and the activities undertaken.

Emergency First Aider – A person holding a valid certificate in 'Emergency First Aid at Work' (EFAW) issued by an organisation whose training and qualifications are approved by the Health and Safety Executive (HSE). A certificate will be issued with details of level of competence and be valid for 3 years. Subject to risk assessment, in low level risk environments or where service delivery needs may be better supported, this will involve attendance on a 1-day (6 hours) Emergency First Aid at Work training course, which includes ongoing assessment throughout the day, but no practical assessment.

First Aider - A person holding a valid certificate in 'First Aid at Work' (FAW) issued by an organisation whose training and qualifications are approved by the Health and Safety Executive (HSE). This will involve attendance on a 3-day (18 hours) training course which includes a practical assessment. A certificate will be issued with details of level of competence and be valid for 3 years. A 2-day (12 hour) requalification course, including a practical assessment, must be taken before the certificate expiry date to demonstrate continuing competence.

- The FAW training includes EFAW and also equips the first aider to apply first aid to a range of specific injuries and illness.

Roles and Responsibilities

Directors, Managers and Line Managers must ensure that a first aid needs assessment is undertaken to ensure that first aid arrangements are adequate and appropriate in the circumstances. This means that enough suitably trained staff are available to:

- Give immediate help to casualties with injuries or illness that may occur at work; and call an ambulance or for other professional help.
- Sufficient suitable persons are available to provide first aid cover in accordance with the requirements of this policy and specific risk assessments made within individual departments.
- First aiders and Emergency First Aiders receive appropriate training to carry out their duties.
- First Aiders re-qualify before the expiry date of their Certificate, when still required to carry out this function.
- Inform employees about the first aid arrangements for their place of work on day one as part of their induction (this will include the location of equipment and personnel).

- Display at least one first aid notice, in a prominent place, to inform employees and visitors of the first aid arrangements.
- As part of the annual health and safety workplace inspection, ensure that the first aid box is being checked regularly by first aiders and it contains the required content.
- First-aid rooms are only provided when the first aid needs assessment determines one necessary. For The Positive Impact Academy, there must be a suitable room that can be used for medical treatment when required.

The Head of Academy must:

- Consider the first aid needs assessment as a building requirement rather than on an individual team basis for large, shared office buildings. This is to ensure adequate and proportionate cover for first aid across that building.
- Ensure there are adequate First Aid Notices indicating the names and location of First Aiders and/or Emergency First Aiders and First Aid boxes, around the premises, in a prominent place.
- Agree common first aid arrangements where a workplace is shared with other organisations.
- Ensure that contractors and others working temporarily on the premises are familiar with the first aid arrangements as part of the signing procedure.

First Aider must:

- Attend 3-day HSE approved First Aid at Work training (FAW) and 2-day requalification training prior to the 3-year expiry date.
- In accordance with the training, treat any minor injuries, preserve life in an emergency and prevent an injury from becoming worse.
- Call the emergency services to summon an ambulance or other professional help when necessary.
- Be responsible for the restock of first aid boxes.
- Ensure that a record of first-aid treatment is recorded of treatment given for injuries and ill health that are because of a workplace accident/incident.
- Only provide first aid in accordance with the training received.

Emergency First Aiders must:

- Attend the 1-day HSE Emergency First Aid at Work (EFAW) training that is delivered by a HSE approved training provider.
- Undertake an annual refresher where an assessment deems this necessary. Take charge of the first-aid arrangements.
- Ensure that those responsible restocking first aid boxes are informed when supplies are required.
- Call the emergency services to summon an ambulance or other professional help when necessary.
- Provide emergency first aid in accordance with the training received.

Employees will:

- Make themselves aware of the first aid provision within The Positive Impact Academy (First Aider/Emergency First Aider, and how to contact them).

- Seek first aid in accordance with their local arrangements if first aid is required and not provide first aid treatment at work unless trained to do so.

First-Aid Arrangements and Organisation

The First-Aid Needs Assessment depends on the circumstances of each workplace, premise or work activity. The designated member of the Senior Leadership Team and Managers must assess first aid needs on an annual basis. This assessment need will be reviewed by the Warwickshire County Council through a Health and Safety inspection on a three yearly basis.

The First aid Needs Assessment Record Sheet must be used in conjunction with individual departments risk assessments to ascertain the basic first aid provision requirement across The Positive Impact Academy, and then identify other considerations which may require that basic provision to be increased or provided in an alternative way.

The training required by the trained personnel is an integral part of The Positive Impact Group's CPD programme, with all courses being certified in accordance with HSE guidance. Nationally annual refresher training is not mandatory for FAW/EFaw certified first aiders. An opportunity is provided for those holding the certificates to retake the course as and when appropriate.

First-Aid Provision

The minimum level of first aid equipment is suitably stocked in a properly identified first aid box. Each work site should provide at least one first-aid box supplied with enough first aid materials suitable for the circumstances. All first-aid boxes must be checked regularly and restocked as soon as possible after use. This is the responsibility of the First Aider or Emergency First Aider. Depending on the findings of the first aid needs assessment, more than one box may be required on large sites, and the size of the box may differ. The boxes should be easily accessible and preferably placed near to hand washing facilities. The boxes should be identified by a white cross on a green background.

The first aid stock is determined by the findings of the first aid needs assessment in conjunction with subject risk assessments. However, as a minimum (for low hazard work activities) the following stock should be included in a standard first aid box:

- 20 individually wrapped sterile plasters (assorted sizes), appropriate to the type of work (for example, food handlers will need ones that can be easily seen; and hypoallergenic plasters can be provided, if necessary).
- 2 sterile eye pads.
- 4 individually wrapped triangular bandages, preferably sterile.
- 6 safety pins.

- Mouth guard.
- 2 large sterile individually wrapped unmedicated wound dressings.
- 6 medium-sized individually wrapped unmedicated wound dressings; and a pair of disposable (non-latex) gloves.

A travelling first aid box will include:

- a leaflet giving general guidance on first aid (for example, 'Basic Advice on First Aid at Work' from the HSE).
- 6 individually wrapped sterile plasters (hypoallergenic plasters can be provided, if necessary).
- 2 triangular bandages.
- 2 safety pins.
- Mouth guard.
- 1 large sterile unmedicated dressings.
- Individually wrapped moist cleansing wipes; and
- A pair of disposable (non-latex) gloves.

First aid at work does not include giving tablets or medicines to treat illness. The only exception to this is where aspirin is used when giving first aid to a casualty with a suspected heart attack in accordance with current medical advice and currently accepted first aid practice. Refer to the Administration of Medicine's Policy for guidance on the administration of medication in The Positive Impact Academy.

There is no specific legal requirement for employers to provide AEDs in the workplace.

Education (School Premises) Regulations 1996 require The Positive Impact Academy to have a suitable room that can be used for medical treatment when required, and for the care of the pupils during school hours. The area, which must contain a washbasin and be reasonably near to a WC, need not be used solely for medical purposes, but should be appropriate for that purpose and readily available for use when needed. The Positive Impact Academy should consider using this room for first aid.

The Positive Impact Academy Procedures

In the event of an accident resulting in injury:

- The closest member of staff present will seek the assistance of a qualified first aider. The pupil will either be moved to the medical room, if appropriate, or remain where they are to be assessed.
- The first aider will assess the injury and decide if further assistance is needed from a colleague or the emergency services. They will remain on scene until help arrives. If the first aider judges that a pupil is too unwell to remain in The Positive Impact Academy, parents will be contacted and asked to collect their child. If emergency services are called, a member of staff will contact parents immediately. In principle a member of staff will not travel with a student to hospital unless in exceptional circumstances.

- In the event of a student self-reporting for first aid/illness/injury, the pupil should report to a member of staff if feeling unwell or needing first aid.
- The member of staff will locate the nearest appropriate first aider who will assess the illness and/or injury.
- No over the counter medication will be given but the illness/injury will be treated as necessary; if it is deemed necessary the parent/carers will be contacted to collect the student (please refer to the Administration of Medicine Policy).

For all first aid/treatment the first aider will complete a report form on the same day or as soon as is practical.

Monitoring and review

To ensure the effective application of this policy, The Positive Impact Academy is required to have in place arrangements for monitoring and reviewing its implementation at regular intervals. The policy review needs to promote a cycle of continuous improvement; therefore, any actions identified to ensure this, should be considered and implemented where reasonably practicable. Successful monitoring and review; relies on commitment from managers at all levels and should therefore be included as an integral part of the annual Health and Safety review. The Positive Impact Academy also has a WCC inspection of Health and Safety, which also covers First Aid on a 3-year basis.

This policy is reviewed annually.

Overall responsibility lies with the Director, who liaises with the Senior Leadership Team to ensure a robust and sustainable model of Leadership.

Signed by Director



James Armson

Health & Safety Policy

Statement of Intent

Within the Positive Impact Academy, we will meet all the requirements set out in this Policy. We will demonstrate our commitment to health, safety, welfare, and wellbeing by recognising that effective health and safety management is equally as important as our other objectives.

Through this statement of intent and the implementation of The Positive Impact Academy Health and Safety Arrangements we will ensure that we are meeting the Policy aims, objectives and requirements. We will actively strive for continual health and safety improvement by complying with the Policy and by working in consultation with managers, employees, and other partners. We will achieve this by:

- Considering health and safety within The Positive Impact Academy planning activities.
- Establishing a proactive and positive health and safety culture.
- Encouraging ownership and responsibility at all levels.
- Ensuring that the health and safety related policies are complied with by having school documents, safe systems of work and arrangements that ensures the implementation of health and safety locally.
- Assessing and eliminating, reducing, or managing the risks that arise out of activities/ processes/and operations through the risk assessment process.
- Monitoring The Positive Impact Academy health and safety performance by reviewing arrangements and analysing accident trends to identify areas for improvement.
- Ensuring that health and safety is considered as part of our employee appraisal and supervision process.
- Ensuring that all employees within The Positive Impact Academy are made aware of this statement of intent and our arrangements.

Organisation and Responsibilities for Health and Safety

The Health and Safety at Work Act 1974 and accompanying legislation states that employers, persons in charge of premises and employees all have specific health and safety duties and responsibilities. This section details these specific health and safety roles and responsibilities and assigns them to the appropriate posts and functions.

Health & Safety Roles and Responsibilities

Successful health and safety management depends on a systematic approach throughout The Positive Impact Academy, so that health and safety become fully integrated with all other aspects of school management. A proactive health and safety culture will require strategic leadership from the Director (James Armson), with support from all other staff.

This policy assigns roles and responsibilities to The Positive Impact Academy post holders as specified below:

Director

The Director has been appointed as the responsible person for Health and Safety within The Positive Impact Group. The Director will promote the adequate and proper consideration of health and safety to senior managers and employees within The Positive Impact Academy. The designated staff members responsible for Health and Safety is Amelia Goodhew, Head of Primary/SENDCo, Kate Warren, Head of Academy for our secondary site and Ben Wood for Southam and Kineton.

The Director will present a report to the relevant Managers for Health & Safety and Safeguarding issues on a yearly and termly basis respectively on the health and safety performance of The Positive Impact Academy, which will include:

Health & Safety Manager (Amelia Goodhew) - Organising external professionals for setting performance related targets and objectives:

- Measuring health and safety performance Auditing.
- Inspection reporting via WCC - Fire, Security and Health & Safety.

Designated Safeguarding Leads (Amelia Goodhew and Gemma Lish) - Monitoring of Health and Safety to include:

- Accident statistics.
- Accident recording and investigation.
- Review of performance.
- First Aid Training.

Designated Emergency First Aiders:

- Amelia Goodhew
- Daisy Jones

Risk Assessment Appointed Persons:

- Amelia Goodhew
- Gemma Lish

The organisation's First Aid Kit can be found located in the Staff Room of the premises.

The Director (James Armson) will:

- Ensure that satisfactory health and safety standards are maintained through effective management and risk assessment processes.
- Ensure that when making decisions/arranging new projects for the service area, health, safety, welfare, and wellbeing issues are considered and dealt with fully.

- Ensure that adequate health and safety communication channels exist within their employee's area of control.
- Ensure that adequate resources are provided to maintain health, safety, and welfare, and manage these resources on a risk priority basis.
- Work proactively to promote a positive safety culture.
- Ensure that procedures exist and are effectively implemented to identify and provide the information, instruction, training, and supervision needed to ensure health and safety.
- Seek to proactively develop and improve Health and Safety within The Positive Impact Academy.
- Ensure procedures are in place for the reporting and recording of accidents and incidents, and near miss investigations and taking appropriate action to prevent recurrence within the statutory time scales.
- Review and monitor accidents and incident statistics to identify trends and areas of high risk. Provide support and resources to ensure adequate controls are put in place to prevent recurrence, and to ensure continual health, safety, and wellbeing improvement.
- Ensure that their employees understand and accept their individual responsibilities regarding health and safety and are adequately trained to carry out their responsibilities.
- In conjunction with the Senior Leadership Team/ Health and Safety Officer, monitor and review the health and safety targets and priorities in line with the overall school objectives; and ensure the provision of adequate resources to achieve compliance.
- Ensure that health and safety arrangements and performance are formally evaluated, monitored, and reviewed at least on an annual basis.
- Ensure that Warwickshire County Council is consulted, along with employees' representatives, and that professional health and safety advice is sought e.g., WES Safety and Premises, prior to changes in accommodation and working practices.
- Ensure that Warwickshire County Council is informed of any breach of health and safety statutory requirements; and immediately when there is Health and Safety Executive (HSE) involvement.
- Ensure that safe systems of work are fully discussed, recorded, implemented, and reviewed with the appropriate employees concerning:
 - Current work activities.
 - Planning new activities, methods of work etc.
 - Design/acquisition of new buildings, plant, and equipment.
- Ensure that informal tours of the workplace are carried out to proactively identify good and poor health and safety performance. This will demonstrate visible management commitment to health and safety within their service areas.
- Ensure that a formalised workplace inspection regime is in place to identify hazards and to take appropriate action.

- Ensure that contractors receive an induction to the premises/area they are working, including emergency evacuation. This will provide the contractors with information/ awareness of the hazards within the area of work, action to be taken, and the monitoring of their activities.
- Ensure consultation takes place between managers from other employers, organisations, and appropriate employees' safety representatives, when sharing premises.
- Consult and seek advice where necessary; and
- Provide clear leadership on health and safety and set a personal example.

The Director will delegate the day-to-day management and monitoring of Health & Safety practice and procedure to a nominated Health & Safety Officer who will, for the sake of clarity, be the responsible person on site.

Senior Leadership Team and Heads of Department

All managers are responsible for managing health and safety in their area of responsibility. Departmental policies will specify the roles and responsibilities required by managers to ensure legal compliance and best practice. They will:

- Comply with The Positive Impact Academy health and safety policies.
- Ensure that risk assessments are undertaken for work activities/ processes/and operations.
- Eliminate the risk or reduce to the lowest possible level by managing the risk effectively.
- Ensure that all employees are familiar with the relevant risk assessment findings, control measures, safe systems of work, and local arrangements.
- Set up and maintain safe, healthy working conditions.
- Provide all new starters with a health and safety induction.
- Audit and monitor safe working practices and procedures.
- Ensure that procedures and training programmes are set up and maintained for all employees.
- When designing, buying, and using new plants and equipment ensure that health, safety, and wellbeing is considered as part of the risk assessment process.
- Ensure that new, reviewed or changed processes and services are assessed for risks before they are put into practice.
- Ensure that accidents, incidents and near misses are reported and investigated, where necessary, so that appropriate action can be taken to prevent a recurrence.
- Ensure that contractors and other people's activities (for example, employees from other service areas) are monitored.
- Ensure that all employees can carry out their responsibilities and encourage them to work with managers to promote an attitude of safe working across The Positive Impact Academy.

- Ensure that a formalised workplace inspection regime is in place to identify hazards and to take appropriate action.
- Ensure that contractors receive an induction to the premise/area in which they are working. This will provide the contractors with information/awareness of the hazards within the area of work, action to be taken, and the monitoring of their activities.

Employees

All the Positive Impact Academy employees will include students, volunteers, agency workers and contract workers, for the terms and reference of this policy. All employees, including those with managerial responsibilities, have an important role to play in effective health and safety management. All employees have a responsibility to:

- Take reasonable care, while at work, to ensure that they do not endanger either themselves or anyone else who might be affected by their actions or omissions.
- Co-operate with their employer or other person in respect of their health and safety duties and follow all instructions (written and verbal) to protect their own and other people's health and safety.
- Not misuse or interfere with any safety equipment and/or protective clothing provided and avoid improvisation in any form, which could create unnecessary risks to health and safety.
- Ensure that plant and equipment is in a safe condition, before use and acquaint themselves with all relevant processes, materials and substances and use as advised. Report any defects, loss or damage to their manager.
- Be aware of their capabilities and competence, both physically and mentally and inform a manager if they feel unable to continue with their duties.
- Always behave appropriately in the workplace.
- Avoid taking shortcuts or changing work activities, which could create unnecessary risks to their health and safety. Use all safety equipment and/or personal protective equipment that is provided.
- Report all accidents, incidents (including incidents of violence, diseases, and dangerous occurrence), near misses, as well as unsafe methods of work, unsafe conditions/tools/plant/equipment/premises/appliances/practices, and concerns about health, safety or wellbeing to their manager, even if an injury was not sustained.
- Be familiar with any health and safety policies, procedures, risk assessments or any other health and safety documentation, applicable to them and their work. Follow all instructions therein (whether verbal or written).
- Be appropriately dressed for their working environment and activity.

- Be aware of the First Aid provision at their workplace and understand the fire/emergency evacuation and fire prevention procedures, position of fire alarms and equipment and participate in drills as required.
- Take part in health and safety training and development as necessary.
- Take part in health surveillance programmes, as required.
- Set a good personal example in respect of health and safety.

This policy is reviewed annually.

Overall responsibility lies with the Director, who liaises with the Senior Leadership Team to ensure a robust and sustainable model of Leadership.

Signed by Director



James Armson

Intimate Care Policy

Introduction

The Positive Impact Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and visitors to share this commitment. Intimate care is any care which involves washing, touching or carrying out an invasive procedure (such as cleaning up a child after they have soiled themselves) to intimate personal areas. In most cases such care will involve cleaning for hygiene purposes, as part of a staff member's duty of care. In the case of a specific procedure, only a person suitably trained and assessed as competent should undertake the procedure. The issue of intimate care is a sensitive one and requires staff to be respectful of the child's needs. The child's dignity should always be preserved with a high level of privacy, choice and control. There will always be a high awareness of child protection issues. Staff behaviour must be open to scrutiny and staff must work in partnership with parents/carers to provide continuity of care to children/young people wherever possible. The following policy is a model based on best practice.

Aims of this Policy

This policy sets out the procedures for dealing with toileting and personal/intimate care tasks with the utmost professionalism, dignity and respect for the child and the maintenance of the highest health and safety standards possible. The aim being to safeguard children, parents, staff and the school by providing a consistent approach within a framework which recognises the rights and responsibilities of everyone involved.

Approach to Best Practice

The Positive Impact Academy is committed to ensuring that all staff responsible for the intimate care of children will undertake their duties in a professional manner at all times. Any child with intimate care needs will be supported to achieve the highest level of autonomy that is possible given their age and abilities. Staff will encourage each child to do as much for him/herself as they can. This may mean, for example, giving the child responsibility for washing and dressing themselves. Individual intimate care plans will be drawn up for particular children as appropriate, to suit the circumstances of the child.

- Each child's right to privacy will be respected.
- Careful consideration will be given to each child's situation to determine how many carers might need to be present when a child is toileted.
- Where possible one child will be catered for by one adult unless there is a sound reason for having more adults present. If this is the case, the reasons should be clearly documented.
- Wherever possible the same child will not be cared for by the same adult on a regular basis; ideally there will be a rota of carers known to the child who will take turns in providing care.

- Intimate care arrangements will be discussed with parents on a regular basis and recorded on the child's care plan.
- The needs and wishes of children and parents will be taken into account wherever possible within the constraints of staffing.

The Protection of Children

The Positive Impact Academy's Safeguarding and Child Protection Policy and procedures will be adhered to. All children will be taught personal safety skills carefully matched to their level of development and understanding. If a staff member has any concerns about a child's physical changes (bruises, marks etc.) they will immediately report concerns.

If a child becomes distressed or unhappy regarding being cared for by a particular member of staff, the matter will be looked into, parents will be consulted and outcomes recorded. Staffing schedules will need to be altered until the issue is resolved as the child's needs remain paramount. If a child makes allegations against a member of staff, necessary procedures will be followed. (See Safeguarding Policy for further information).

All adults carrying out intimate care or toileting tasks will be employees of the school and enhanced DBS checks will be in place to ensure the safety of the children. Students on work placement, voluntary staff or other parents working at the school will not be permitted to attend to toileting or intimate care tasks.

Children Wearing Nappies

Any child wearing nappies will have an intimate care plan which must be signed by the parent/carer. This plan will outline who is responsible in the setting for changing the child, and where and when this will be carried out. This agreement allows the setting and parents to be aware of all issues surrounding the task from the outset.

Health & Safety Guidance

Staff should always wear an apron and disposable gloves when dealing with a child who is soiled or when changing a nappy. Any soiled waste should be placed in a polythene waste disposal bag and sealed. The bag should then be placed in a bin, (with a liner) specifically designed for such waste. This bin should be collected on a weekly basis as part of the usual refuse. It is not classed as clinical waste.

In reference to any requests from the parents for use of medical ointments/creams, these should be prescribed by the GP and clearly labelled with the child's name. These should not be shared between other children and should be stored in a locked storage facility in line with the Administration of Medicine Policy.

Special Educational Needs and Disability (SEND)

Children with SEND have the same rights to privacy and safety when receiving intimate care. Additional vulnerabilities (any physical disability or learning difficulty) must be considered when drawing up care plans for individual children. Regardless of age and ability, the views and emotional responses of children with SEND should be actively sought when drawing up or reviewing a care plan.

Physical Contact

All staff engaged in the care and education of children and young people need to exercise caution in the use of physical contact. Staff must be aware that even well-intentioned contact might be misconstrued by the child or an observer. Staff must always be prepared to justify actions and accept that all physical contact is open to scrutiny. The expectation is that when staff make physical contact with children it will be:

- For the least amount of time necessary (limited touch)
- Appropriate, given their age, stage of development and background
- In response to the pupil's needs at the time

Arrangements must be understood and agreed by all concerned, justified in terms of the child's needs and consistently applied and open to scrutiny. Where possible, consultation with colleagues should take place where any deviation from arrangements is anticipated. Any deviation from the agreed plan must be documented and reported.

This policy is reviewed annually.

Overall responsibility lies with the Director, who liaises with the Senior Leadership Team to ensure a robust and sustainable model of Leadership.

Signed by Director



James Armson

Positive Relationship and Behaviour Policy

Principles

At Positive Impact Academy, we believe that the adult–child/young person relationship is vital when developing the child/young person's social and emotional skills, which are essential for life and learning. We strive to demonstrate a relational approach to support social and emotional development and behaviour based on the following six principles:

- We understand that behaviour communicates unmet needs, and we can separate the child/young person from their behaviour.
- We understand that each developmental stage has a range of typical behaviours, which provides opportunities for adults to role-model and explicitly teach appropriate behaviours.
- We provide containment, predictability and routine to build a sense of safety in the emotional and physical environment.
- We encourage children/young people at our setting to become accountable for their actions and realise the impact they may have on themselves and others, promoting a solution-focused approach to changing future behaviours.
- We keep in mind that we are the adults and the children/young people are still growing, learning and developing.
- We seek to restore relationships and change behaviours rather than punish the actions a child/young person may have taken. Although this does not exclude the use of sanctions, we seek the most appropriate way of supporting children/young people to develop robust stress-regulation systems and therefore the skills of self-control, empathy and emotional management.

Policy Aims

This policy aims to:

- share the approach the school takes to promote good behaviour and relationships, ensuring that children and young people are in a calm, safe and supportive environment
- share how the school community is committed to promoting and supporting positive behaviour and relationships across the school
- provide guidance to staff in their role of supporting positive behaviour and relationships
- provide information on what support and training opportunities are on offer for staff, parents and carers

Whole-School Approach

We ensure that our school has a culture, ethos and practice that strengthens relational approaches and inclusion, recognising the importance of psychological safety. Our school implements Thrive – a trauma-informed whole-school approach to improving the mental health and wellbeing of children and young people.

Our school embeds Thrive into our curriculum, where children and young people are taught to:

- develop their stress-regulation system
- recognise and verbalise a range of feelings and emotions
- build their emotional resilience so they can effectively manage stress
- keep themselves safe
- develop healthy coping strategies and regulation skills.

All staff are committed to supporting and promoting positive behaviour and healthy relationships. All staff will:

- take the time to recognise and record positive behaviours and attitudes and reward success
- try to catch children and young people doing the right thing and enhance this
- engage in establishing the non-negotiable and negotiable rules at the start of the academic year, and revisiting these regularly and at least half-termly
- focus on the values, rights and responsibilities of the school when establishing boundaries with children and young people
- remind children and young people that their actions impact on others and that they have a responsibility to safeguard others' rights
- seek both resolution and learning when dealing with incidents
- consider how our actions and words help and give children/young people time and space to resolve the situation
- keep in mind that children and young people benefit from a clear structure (containment) within which to learn
- use sanctions only as a form of appropriate, proportionate and positive intervention
- keep in mind that any sanction used is to resolve rather than escalate a situation while preserving the dignity of all involved
- keep in mind that sanctions must be applied compassionately in a fair and consistent way
- Be supported closely by the SENDCo regarding any pupils with additional needs, to ensure pupils' behaviour is appropriately supported

Alongside the above, we also use the stance of PACE and the communication skills of the Vital Relational Functions (VRFs) to support children and young people.

PACE is the acronym used by psychologist Dan Hughes to describe the optimal adult stance when working with children to reduce stress, enhance connection, promote safety and engender the learning of new social and emotional skills. PACE stands for:

- Playfulness – sensitive and appropriate playfulness helps the child feel safe and promotes positivity
- Acceptance – unconditionally accepting the child makes them feel safe, secure and loved
- Curiosity – genuine and non-judgemental interest in the child helps them become aware of their inner life
- Empathy– demonstrating compassion for the child and their feelings supports the child’s sense of self-worth The VRFs represent the key techniques that we consciously apply in relationship

The VRFs include:

- Attunement – matching the energy of the child with non-verbal, prosodic, energetic and behavioural communication
- Validation – acknowledging the validity of the child’s feelings and experiences
- Containment – predictability, routine and experiencing safety and security, both relationally and environmentally
- Regulation – transforms what was too much to bear alone into an experience that can be tolerated together.

Special Educational Needs and Disabilities (SEND)

We recognise the important role of positive relationships with our children who have SEND. Our staff have an instrumental knowledge of the children and their needs. Our Positive Relationships Policy is tailored around the needs of our children as we recognise that our approach must be adapted to each child.

Our relationships with our families are fundamental and we pride ourselves on the level of support that we offer. Often, our families can also have additional needs, and we endeavour to make reasonable adaptations to make them feel comfortable and ensure their needs are also met.

Due to rising special educational needs, school refusers are a priority in the holistic care that we provide. We work closely with families to ensure that children are making academic progress alongside meeting SEMH milestones.

Positive Rewards

To promote intrinsic motivation, rewards will be given for the process of learning (behaviours for learning) rather than the output of an activity (which may promote extrinsic motivation).

Our classroom awards and certificates are designed to recognise children/young people doing the right thing, including:

- Students earn 'Stars' daily, which students can then choose an item out of the reward box every Friday, depending on how many stars they have earned that week
- 'Caught being kind' postcards
- THRIVE Postcards
- Phonecalls home
- Certificates of Recognition, based on our POSITIVE values:
 - Persevere
 - Optimistic
 - Safe
 - Inclusive
 - Teamwork
 - Inspire
 - Valued
 - Empathetic

Sanctions and Consequences

When an incident occurs, we understand that this will cause a rupture in relationships and we seek to repair this rupture. We describe the behaviour as 'distressed' rather than 'challenging', because we understand that the behaviour is communicating a level of need within the child/young person.

At Positive Impact Academy, our sanctions are designed to support children/young people to be accountable for their actions, encouraging them to develop skills to change their behaviour rather than to punish the actions taken by the child. For example:

- Help to rectify something they have done – for example, help to tidy up the mess they have made, turn the chairs back up if they have been tipped over, etc
- Use sanctions to help the pupil and others learn from mistakes and recognise how they can improve behaviour
- Hold restorative sessions between students following an incident, encouraging both accountability and empathy
- Use the Thrive assessment tool to help gain a better understanding of the child or young person's social and emotional needs
- Hold Thrive one-to-one or group sessions to help promote positive behaviour and develop regulation techniques

Partnership with Parents and Carers

At Positive Impact Academy, we work as a team to support the children/young people in our setting as they grow and develop socially and emotionally. We actively promote a partnership with parents/carers and other agencies, where appropriate.

We believe that clear and open communication is key to ensure that we all work together as a team to meet the needs of the child/young person. We make sure parents/carers are supported to understand and help children/young people to be accountable for their actions. We encourage rejoicing in the positives and develop skills to change unacceptable behaviour rather than to punish the actions taken by the child.

Our school is committed to supporting parents, carers and families with their child or young person's behaviour. We aim to do this by:

- Communicate with parents, to update parents and carers with messages and news, throughout the week
- encouraging parents and carers to inform the school if they have any concerns regarding their, or another child's behaviour
- discussing any behaviour concerns we have with parents and carers
- keeping parents and carers well-informed regarding where they can seek support through the school website, social media pages, posters in the main entrance, letters home, etc
- providing Thrive home action plans so that parents and carers can support their child/young person at home
- holding regular review meetings with parents and carers, school and professionals
- holding drop-in sessions each term
- hosting parent/carer coffee mornings

Supporting Staff

At Positive Impact Academy, we provide high-quality training and ongoing continual professional development for staff in relation to behaviour and relationships to support the school's implementation of the Thrive Approach, which helps with children and young people's social, emotional and mental health.

All staff will be given training so that they:

- understand what children/young people's mental health needs are
- understand how to promote good mental health and wellbeing
- know how to recognise warning signs of poor mental health
- have a clear process and know what to do if they identify a child or young person in need of support
- Understand the impact of SEND upon young people's social and emotional development

Staff are provided with a range of ongoing support when supporting children and young people with their mental health and wellbeing. This includes the following:

- access to Thrive-Online for all colleagues, which enables all staff to profile classes and groups, ensuring that pupils' social and emotional skills are on track
- 'Introduction to Thrive' training module for all colleagues, which includes an overview of the Thrive Approach, basic theory and how to use Thrive-Online to profile a class or group
- regular social media updates to provide support and guidance for staff
- training and tailored support delivered and provided by our SENDCo

Some key staff will receive additional training to provide them with the skills and knowledge to support children, young people, families and staff with their mental health and wellbeing:

- Thrive Licensed Practitioner training
- Mental Health Lead training (DfE quality assured)

We recognise that dealing with a child demonstrating distressed behaviour can be upsetting, therefore at our school we ensure support for staff is available if they have had to support a child or young person who is dysregulated.

Roles and Responsibilities

All staff in school are responsible for:

- promoting positive behaviour
- role-modelling positive behaviour and relationships
- supporting children and young people who may be displaying distressed behaviours .

There are key adults who have the responsibility for overseeing and managing behaviour within the school:

Name	Role	Contact Details
Amelia Goodhew	Head, SENDCo and DSL (Senior Leadership Team)	amelia.goodhew@positive-impactuk.com 07857668332
Gemma Lish	Deputy DSL and Licensed THRIVE Practitioner	gemma.lish@positive-impactuk.com 07857668292
Daisy Jones	Education Mentor and Licensed THRIVE Practitioner	daisy.jones@positive-impactuk.com

Our setting may use other professionals to draw upon their expertise, make referrals or carry out further assessments. This list of professionals may include the following:

- Educational Psychologists
- Child and Adolescent Mental Health Services
- Speech and Language Therapists
- Doctor / GP
- Family Connect

This policy is reviewed annually.

Overall responsibility lies with the Director, who liaises with the Senior Leadership Team to ensure a robust and sustainable model of Leadership.

Signed by Director



James Armson

Pupil Admission and Induction Policy

Policy Statement

At Positive Impact Academy, we strive to ensure that every child feels welcome. It is essential to have a smooth transition from one establishment to another, in order to ensure that children who arrive new to our setting feel confident, happy and secure in their new surroundings.

Policy Aims

- To provide children and young people with a secure and happy start to their education placement at Positive Impact Academy, while causing minimal disruption to existing pupils.
- To involve parents and carers in the life of Positive Impact Academy and to begin a partnership that will be long lasting.
- To ensure teaching staff receive the information pertinent to each individual pupil.

Procedure

1. When approached by a Referrer School or the Warwickshire Education Entitlement Team regarding capacity for an education placement, initial contact with the referrer school will be made by Head, Kate Warren - kate.warren@positive-impactuk.com. To begin the referral process, we must receive a Learner Information Form (LIF) by the school and any supporting documentation, such as an Education, Health and Care Plan (EHCP).
2. If The Positive Impact Academy has capacity, an observation of the pupil at their named school will be arranged between the Head & SENDCo, to ensure we can meet need based upon the observation and supporting documentation provided by the referrer school.
3. If deemed that The Positive Impact Academy can meet need and has capacity, a site visit will be arranged for the referrer school, parent/carer and pupil. A tour of the setting will be provided by a member of staff as well as an introduction to members of the team.
4. Depending on the needs of the pupil and referrer school, The Positive Impact Academy will then timetable each young person individually for our morning academic cohort, or afternoon nurture cohort.
5. Parents/Carers will be provided with a transition pack, including transition resources and consent forms.
6. New pupils can be provided with multiple site visits, taster sessions in the class they are joining. In some cases, an extended transition is offered.
7. SEND Transport is to be arranged and applied for by the referrer school or Education Entitlement Team.

Delivering Induction

Induction is scheduled to take place prior to the commencement of learning and is an integral part of the preparation of both pupil and teaching practitioner for success. As such, it is a key element of the learner journey and provides valuable opportunities, alongside initial enrolment, to establish learner needs and aspirations. These elements may all be delivered together or separately, but all must be completed prior to the commencement of learning, with sufficient time allowed between these activities and the formal course start to allow teaching staff to evaluate and plan for everyone's needs.

Induction should be carried out for every new course commenced by a learner, regardless of how many previous courses may have been completed, to ensure that in each instance, there is the best possible preparation of and for the learner to commence learning.

Accordingly, the following principles underlie the approach to induction:

- That there is consistency of approach across the whole The Positive Impact Academy provision, to ensure that all learners are aware of universal policies, whilst still addressing any course-specific issues.
- Induction takes place before learning starts, and directly informs the planning of all subsequent learning opportunities.
- Induction will be appropriate and proportionate to the nature of the learning taking place, whilst still ensuring that all relevant information is shared.
- Those delivering induction will understand the purpose and remit of the approach and be properly supported to deliver it effectively.

This policy is reviewed annually.

Overall responsibility lies with the Director, who liaises with the Senior Leadership Team to ensure a robust and sustainable model of Leadership.

Signed by Director



James Armson

Safeguarding and Child Protection Policy

1. Policy Introduction

The Positive Impact Academy recognises and takes seriously its responsibility to safeguard and promote the welfare of children. We endeavour to provide a safe and welcoming environment where children are respected and valued. We are committed to working together with other agencies to ensure adequate arrangements are in place to identify, assess, and support those children who are suffering harm. We recognise that all adults within the Positive Impact Group have a full and active part to play in protecting and safeguarding the children in our care, and that the pupil's welfare is our paramount concern.

This policy has been developed in accordance with the principles established by the Children Act 2004; the Education Act 2011; The Childcare Act 2006; The Prevent Duty 2015; The Human Rights Act 1998 the Equality Act 2010, and in line with relevant government publications such as Working Together to Safeguard Children 2023 and Keeping Children Safe in Education 2025.

Safeguarding and Child Protection Key Personnel	
Director	James Armson
Designated Safeguarding Leads	Amelia Goodhew (Nuneaton) Kate Warren (Coventry) Jordan Scobbie (Coventry) Ben Wood (Southam & Kineton) Other DSLs James Armson David Strong Gemma Lish
Local Authority Designated Officer (LADO)	lado@warwickshire.gov.uk 01926745376
Local Authority Children's Services	Family Connect 01926414144 triagehub@warwickshire.gov.uk
Prevent Officer at Warwickshire County Council	geoffthomas@warwickshire.gov.uk
Warwickshire Safeguarding Children Partnership	01926746982 wscp@warwickshire.gov.uk

2. Policy Aims

- Support the child's development in ways that will foster security, confidence, independence and resilience
- Provide an environment in which children and young people feel safe, secure, valued, respected, feel confident and know how to approach adults if they are in difficulties, knowing that they will be effectively listened to
- Raise the awareness of all teaching and non-teaching staff of the need to take a full and active role in safeguarding children and of their responsibilities in identifying and reporting possible cases of abuse
- Ensure all staff are aware that they have equal responsibility to act in accordance with this guidance on any suspicion or disclosure that may suggest a child is at risk of harm
- Provide a systematic means of monitoring children known or thought to be at risk of harm, and ensure we contribute to assessments of need and support plans for those children
- Acknowledge and encourage the need for good levels of communication between all members of staff in relation to safeguarding pupils
- Develop a structured procedure within the setting which will be followed by all members of the school community in cases of suspected abuse
- Develop and promote effective working relationships with other agencies
- Ensure that all adults within the Positive Impact Group who have access to children have been checked as to their suitability, including verification of their identity, qualifications, and a satisfactory DBS check and where necessary, a barred-list check.

3. Scope

Safeguarding and promoting the welfare of children is everyone's responsibility. Everyone who comes into contact with children and their families has a role to play. In order to fulfil this responsibility effectively, all practitioners should make sure their approach is child centred. This means that they should consider, at all times, what is in the best interests of the child.

Safeguarding and promoting the welfare of children is defined as:

- providing help and support to meet the needs of children as soon as problems emerge
- protecting children from maltreatment, whether that is within or outside the home, including online
- preventing impairment of children's mental and physical health or development

- ensuring that children grow up in circumstances consistent with the provision of safe and effective care
- promoting the upbringing of children with their birth parents, or otherwise their family network through a kinship care arrangement, whenever possible and where this is in the best interests of the children
- taking action to enable all children to have the best outcomes in line with the outcomes set out in the Children's Social Care National Framework

Child Protection is defined as the activity that is undertaken to protect specific children who are suspected to be suffering, or likely to suffer, significant harm. This includes harm that occurs inside or outside the home, including online. Effective safeguarding means practitioners should understand and be sensitive to factors, including economic and social circumstances and ethnicity, which can impact children and families' lives.

Staff refers to all those working for or on behalf of the school, full time or part time, in either a paid or voluntary capacity.

Child refers to all young people who have not yet reached their 18th birthday. All children, regardless of age, gender, ability, culture, race, language, religion or sexual identity, have equal rights to protection.

Parent refers to birth parents and other adults who are in a parenting role, for example stepparents, foster carers and adoptive parents.

4. Roles and Responsibilities

The Director, James Armson, has overall responsibility for the internal strategic management of a whole school approach to safeguarding and the policy within the Positive Impact Group's settings.

The Designated Safeguarding Leads and the Deputy Designated Persons have undertaken the appropriate training required by this role. The name of the Designated Safeguarding Leads and other members of staff responsible for Child Protection will be clearly advertised in the school, with a statement explaining the school's role in referring and monitoring cases of suspected abuse.

Child protection concerns or allegations against adults working in the school are referred to the Local Authority Designated Officer for advice, contact details are listed at the beginning of this document. Where there are 'low level' concerns about staff conduct, these will be addressed using procedures in the staff code of conduct. Any member of staff found not suitable to work with children will be notified to the Disclosure and Barring Service (DBS) for consideration for barring, following resignation, dismissal, or when we cease to use their service as a result of a substantiated allegation, in the case of a volunteer. Please refer to our DBS Policy for further guidance on this area. The Local Authority Children's Services contact details are listed at the beginning of this document.

The Prevent Duty Partner details are listed at the beginning of this document. Please see the section of this policy relating to radicalisation for more information on this.

Parents/carers are made aware of this policy and their entitlement to have a copy of it via the website.

A Local Safeguarding Children Board/Local Safeguarding Partnership (LSCB/LSP) brings together organisations responsible for Safeguarding and agree on how they will cooperate with one another to safeguard and promote the welfare of children. The main responsibilities of the LSCB/LSP are to co-ordinate and quality assure the safeguarding children activities of member agencies.

5. The Designated Safeguarding Lead (DSL) and Deputy Designated Person (DDP)

The Designated Safeguarding Lead holds ultimate responsibility for Child Protection and Safeguarding in the school.

- The DSL will act as a source of support and expertise to the school community and ensure child protection and safeguarding records are kept up-to-date and confidential.
- The DSL will refer a child if there are concerns about possible abuse, neglect or exploitation to the Children's Services Social Care Team and act as the main point of contact for staff to discuss concerns.
- The DSL will ensure that the social worker is notified when a child with a Child Protection Plan in place is absent without explanation for two days and that a notification is made when a child on a plan changes school. The DSL will inform the social worker.
- The DSL will develop effective links with relevant external agencies and liaise frequently with the Director. The DSL will also maintain effective links with the LSCB/LSP and ensure that local practice requirements are adopted.
- Staff training in relation to Safeguarding will be provided regularly and co-ordinated by the DSL who will take lead responsibility for safeguarding and child protection, including online safety. The impact of this training will be monitored.
- The DSL will help promote educational outcomes by sharing information about the welfare, safeguarding and child protection issues that children (including those with a Social Worker) are experiencing, or have experienced, with staff. This could be done by, for example, making sure that staff know who these children are, understand their academic progress, and maintain a culture of high aspirations for them.
- The DSL will evaluate any instances regarding the Prevent Duty and report to the Channel Programme as applicable. Please see the section of this policy relating to radicalisation for more information on this.

In the absence of the DSL, the Deputy Designated Person will carry out the role as outlined above.

If, at any point, there is a risk of immediate serious harm to a child a referral should be made to children's social care immediately. Anyone can make a referral.

The DSL will undergo updated child protection training at least every 2 years, with regular refresher training to keep updated with the national and local initiatives.

List of DSL's

Primary DSL: Amelia Goodhew

Secondary & Post 12 DSLs: Kate Warren & Jordan Scobbie

Southam Site DSL: Ben Wood

Kinton Site DSL: Ben Wood

Other DSLs: James Armson, David Strong, Gemma Lish

6. Good Practice Guidelines and Staff Code of Conduct

To meet and maintain our responsibilities towards pupils we identify standards of good practice and set out our expectations of staff in the Staff Behaviour Policy, which all members of staff and volunteers are required to read and sign before starting work at The Positive Impact Group. In summary, our expectations include:

- Treating all pupils with respect.
- Setting a good example by conducting ourselves appropriately.
- Involving pupils in decisions that affect them.
- Encouraging positive, respectful, and safe behaviour among pupils.
- Being a good listener.
- Being alert to changes in pupils' behaviour and to signs of abuse and neglect and exploitation.
- Recognising that challenging behaviour may be an indicator of abuse.
- Reading and understanding The Positive Impact Academy's child protection policy, staff behaviour policy (Code of Conduct and guidance documents on wider safeguarding issues, for example bullying, behaviour, physical contact, sexual exploitation, extremism, e-safety, and information-sharing.)
- Asking the pupil's permission before initiating physical contact, such as assisting with dressing, physical support during Physical Education or administering first aid.
- Maintaining appropriate standards of conversation and interaction with and between pupils and avoiding the use of sexualised or derogatory language.
- Being aware that the personal and family circumstances and lifestyles of some pupils lead to an increased risk of abuse.
- Applying the use of reasonable force and physical intervention only as a last resort and in compliance with The Positive Impact Academy's procedures and WSCB guidance, where all staff supporting in such circumstances are Team Teach trained.

- Referring all concerns about a pupil's safety and welfare to the DSL or, if necessary, directly to the Police or Children's Social Care.
- Following The Positive Impact Group's rules regarding communication and relationships with pupils, including via social media.
- Referring all allegations against members of staff, volunteers or other adults that work with children and any concerns about breaches of the Staff Behaviour Policy directly to the Director.

Please also refer to The Positive Impact Academy's Code of Conduct for all staff and volunteers.

7. Abuse of trust

All The Positive Impact Academy staff are aware that inappropriate behaviour towards pupils is unacceptable and that their conduct towards pupils must be beyond reproach.

In addition, staff should understand that, under the Sexual Offences Act 2003, it is an offence for a person over the age of 18 to have a sexual relationship with a person under the age of 18, where that person is in a position of trust, even if the relationship is consensual. This means that any sexual activity between a member of The Positive Impact Academy staff and a pupil under 18 may be a criminal offence, even if that pupil is over the age of consent.

The Positive Impact Academy's Staff Behaviour (Code of Conduct) sets out our expectations of staff and is signed by all staff members.

8. Definitions and Guidance

Different Forms of Abuse

To ensure that our children are protected from harm, we need to understand what types of behaviour constitute abuse, neglect or exploitation. Abuse, neglect and exploitation are forms of maltreatment. Somebody may abuse or neglect a child by inflicting harm, for example by hitting them, or by failing to act to prevent harm, for example by leaving a small child home alone, or leaving knives or matches within reach of an unattended toddler. There are four categories of abuse: physical abuse, emotional abuse, sexual abuse and neglect.

- Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces illness in a child.
- Emotional abuse is the persistent emotional maltreatment of a child, such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or

unloved, inadequate or valued only for meeting the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying, causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, although it may occur alone.

- Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, , whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative and non-penetrative acts. They may include non-contact activities, such as involving children in looking at, or in the production of, pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse. Sexual abuse can take place online, and technology can be used to facilitate offline abuse. Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children. The sexual abuse of children by other children is a specific safeguarding issue in education.
- Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance misuse. Once a child is born, neglect may involve a parent or carer failing to provide adequate food and clothing or shelter, including exclusion from home or abandonment; failing to protect a child from physical and emotional harm or danger; failure to ensure adequate supervision, including the use of inadequate care-takers; or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Child on Child sexual violence and sexual harassment

The Positive Impact Academy recognises that children are capable of abusing their peers, and that this abuse can include: bullying (including cyberbullying); physical abuse such as hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm; sexual violence, such as rape, assault by penetration and sexual assault; sexual harassment, such as sexual comments, remarks, jokes and online sexual harassment, which may be stand-alone or part of a broader pattern of abuse; up-skirting, which typically involves taking a picture under a person's clothing without them knowing, with the intention of viewing their genitals or buttocks to obtain sexual gratification, or cause the victim humiliation, distress or alarm; sexting (also known as youth produced sexual imagery); initiation/hazing type violence and rituals. The values, ethos and behaviour policies provide the platform for staff and students to clearly recognise that abuse is

abuse and it will never be tolerated or diminished in significance. It should be recognised that there is a gendered nature to child on child abuse i.e. that it is more likely that girls will be victims and boys perpetrators. Schools should recognise the impact of sexual violence and the fact children/young people can, and sometimes do, abuse their peers in this way.

As an alternative education provider:

- We will not tolerate instances of child on child abuse and will not pass it off as “banter”, “just having a laugh” or “part of growing up”.
- We will follow both national and local guidance and policies to support any children/young people subject to child on child abuse, including sexting (also known as youth produced sexual imagery) and gang violence.
- We will follow the guidance on managing reports of child on child sexual violence and sexual harassment in schools.
- We will always record episodes of ‘up-skirting’.
- We will monitor, act, analyse and report on this and all forms of child on child abuse (prejudice & bullying).

While bullying between children is not a separate category of abuse, neglect or exploitation, it is a very serious issue that can cause considerable anxiety and distress. All incidences of bullying should be reported and will be managed through our anti-bullying procedures. If the bullying is particularly serious, or the anti-bullying procedures are deemed ineffective, the Head/DSL will consider implementing child protection procedures.

The management of children and young people with sexually harmful behaviour is complex and the setting will work with other relevant agencies to maintain the safety of the whole school community. Young people who display such behaviour may be victims of abuse themselves and the child protection procedures will be followed for both victim and perpetrator.

Child on Child Sexual Violence and Sexual Harassment

Sexual violence reports from children is important. A culture of vigilance, of being proactive and a zero-tolerance approach ensures that children are confident to report concerns. Victims are reassured that they are being taken seriously and that they will be supported and kept safe. A victim should never be given the impression that they are creating a problem by reporting sexual violence or sexual harassment, nor should a victim ever be made to feel ashamed for making a report. It is important to explain that the law is in place to protect children rather than criminalise them. Staff must inform the DSL (or Deputy), as soon as practically possible, if the DSL (or Deputy) is not involved in the initial report. The DSL (or Deputy) will manage the report in line with current guidance in KCSIE. When taking down details of any harassment, the staff member devotes their full attention to the child and listens to what they are saying. All children are reassured, supported and taken seriously, they are never made to feel ashamed. When making notes, staff should be conscious of the need to remain engaged with the

child and not appear distracted by the note taking. Nevertheless, it is essential that a written record is made.

Confidentiality

The victim may ask the school not to tell anyone about the sexual violence or sexual harassment. Staff taking a report should never promise confidentiality. The DSL (or a DDSL), should consider the following:

- parents or carers should normally be informed (unless this would put the victim at greater risk)
- the basic safeguarding principle is: if a child is at risk of harm, is in immediate danger, or has been harmed, a referral should be made to local authority children's social care, and
- sexual assaults are crimes. Whilst the age of criminal responsibility is ten, if the alleged perpetrator is under ten, the starting principle of referring to the police remains.

If a referral to local authority children's social care and/or a report to the police is made against the victim's wishes, this should be handled extremely carefully, the reasons should be explained to the victim and appropriate specialist support should be offered. Additional information on confidentiality and information sharing is available at Safeguarding Practitioners Information Sharing Advice and NSPCC: Information sharing and confidentiality for practitioners.

Risk Assessments

Report of sexual violence or sexual harassment should include the time and location of the incident. Subsequent risk assessments will include any actions required to make the location safer. It is also important to understanding intra-familial harms and identify any necessary support for siblings following incidents of sexual violence or sexual harassment.

Child Sexual Exploitation (CSE) and Child Criminal Exploitation (CCE)

CSE involves exploitative situations, contexts and relationships where young people receive something as a result of engaging in sexual activities. Sexual exploitation can take many forms. What marks out exploitation is an imbalance of power in the relationship. The perpetrator always holds some kind of power over the victim which increases as the exploitative relationship develops. Sexual exploitation involves varying degrees of coercion, manipulation, intimidation or enticement, including unwanted pressure from peers to have sex, sexual bullying including cyberbullying and grooming. However, it is also important to recognise that some young people who are being sexually exploited do not exhibit any external signs of this abuse and may not see themselves as a victim and may resent interference. However, this should not influence whether or not a referral is made. Some of the following signs may be indicators of

CSE: children appear with unexplained gifts, who may have an older boyfriend or girlfriend, who misuse drugs and alcohol, who are absent for periods of time or suffer changes in their emotional well-being.

Child sexual exploitation is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology.

Indicators of child sexual exploitation may include:

- Acquisition of money, clothes, mobile phones, etc. without plausible explanation;
- Gang-association and/or isolation from peers/social networks;
- Exclusion or unexplained absences from school, college or work;
- Leaving home/care without explanation and persistently absent or returning late;
- Excessive receipt of texts/phone calls;
- Returning home under the influence of drugs/alcohol;
- Inappropriate sexualised behaviour for age/sexually transmitted infections;
- Evidence of/suspicious of physical or sexual assault;
- Relationships with controlling or significantly older individuals or groups;
- Multiple callers (unknown adults or peers);
- Frequenting areas known for sex work;
- Concerning use of internet or other social media;
- Increasing secretiveness around behaviours; and
- Self-harm or significant changes in emotional well-being.

Potential vulnerabilities include:

Although the following vulnerabilities increase the risk of child sexual exploitation, it must be remembered that not all children with these indicators will be exploited. Child sexual exploitation can occur without any of these issues.

- Having a prior experience of neglect, physical and/or sexual abuse;
- Lack of a safe/stable home environment, now or in the past (domestic abuse or parental substance misuse, mental health issues or criminality, for example);
- Recent bereavement or loss;
- Social isolation or social difficulties;
- Absence of a safe environment to explore sexuality;
- Economic vulnerability;
- Homelessness or insecure accommodation status;
- Connections with other children and young people who are being sexually exploited;
- Family members or other connections involved in adult sex work;
- Having a physical or learning disability;

- Being in care (particularly those in residential care and those with interrupted care histories); and
- Sexual identity.

CCE is where an individual or a group takes advantage by power to coerce, manipulate or deceive a child or young person into committing a criminal act. CCE of children/young person can involve force/enticement based methods of compliance, which can involve threats of violence or actual violence and may include:

- Travelling outside of the area they live in on public transport - County lines
- Committing crimes on behalf or requested by others because friends/family are being threatened with violence to settle debts or fabricated debts
- Being forced to commit crimes so they can be part of a gang
- Being encouraged or manipulated to commit crimes by social media
- Receiving food, money, status in return for storing weapons or drugs
- Participating in 'cuckooing', a form of crime in which drug dealers take over the home of a vulnerable person in order to use it as a base for drug dealing.

Some of the following signs may be indicators of CCE:

- Wearing new clothes, having money, mobile phones etc. without a reasonable excuse;
- gang association or isolation from friends, different friends/social network;
- exclusion or periods of absence from school;
- going missing from home/care without explanations;
- receiving lots of texts or calls.

The abuse can be perpetrated by individuals or groups, males or females, and children or adults. The abuse can be a one-off occurrence or a series of incidents over time, and range from opportunistic to complex organised abuse. Victims can be exploited even when activity appears consensual and it should be noted exploitation as well as being physical can be facilitated and/or take place online.

Female Genital Mutilation (FGM)

All staff need to be alert to the possibility of a girl being at risk of FGM, or already having suffered FGM. There is a range of potential indicators that a child or young person may be at risk of FGM, which individually may not indicate risk but if there are two or more indicators present this could signal a risk to the child or young person. It should be noted that girls at risk of FGM may not yet be aware of the practice or that it may be conducted on them, so sensitivity should always be shown when approaching the subject.

For more information on the warning signs in relation to FGM, please visit the government advice link: <https://www.gov.uk/government/publications/female-genital-mutilation-guidelines>

There is a statutory duty upon teachers to report to the police where they discover that FGM appears to have been carried out on a girl under 18. Section 5B of the Female Genital Mutilation Act 2003 places a statutory duty upon teachers along with regulated health and social care professionals in England and Wales, to report to the police where they suspect that FGM appears to have been carried out on a girl under the age of 18.

In addition to FGM, the African practice of “ironing” a girl’s chest with a hot stone to delay breast formation which is spreading in the UK. This is a practice whereby mothers, aunties or grandmothers use a hot stone to massage across the breast repeatedly in order to “break the tissue” and slow its growth. The perpetrators, usually mothers, consider it a traditional measure which protects girls from unwanted male attention, sexual harassment and rape. Medical experts and victims regard it as child abuse which could lead to physical and psychological scars, infections, inability to breastfeed, deformities and breast cancer.

Mental Health

Mental health problems can, in some cases, be an indicator that a child has suffered or is at risk of suffering abuse, neglect or exploitation and school has an important role to play in supporting the mental health and well-being of our pupils.

Whilst only appropriately trained professionals should attempt to make a diagnosis of a mental health problem, staff are well placed to observe children day-to-day and identify those whose behaviour suggests that they may be experiencing a mental health problem or be at risk of developing one.

Where children have suffered abuse, neglect or exploitation, or other potentially traumatic adverse childhood experiences, this can have a lasting impact throughout childhood, adolescence and into adulthood. It is key that staff are aware of how these children’s experiences can impact on their mental health, behaviour and education.

If staff have a mental health concern about a child that is also a safeguarding concern, immediate action should be taken, following the Safeguarding policy and speaking to the DSL or a Deputy.

Additional information, advice and guidance has been published by the DFE, Public Health England and NSPCC.

Radicalisation

Radicalisation refers to the process by which a person comes to support terrorism and forms of extremism.

From 1 July 2015 all schools are subject to section 26 of the Counter-Terrorism and Security Act 2015 to have due regard to the need to prevent people from being drawn into terrorism. This duty is known as the Prevent duty. The statutory Prevent guidance

summarises the requirements on schools in terms of four general themes: risk assessment, working in partnership, staff training and IT policies.

It is possible to prevent vulnerable people from being radicalised during this process. However, there is no single way of identifying those individuals who are vulnerable. Radicalisation can occur in many different ways including specific background factors or specific influences such as family and friends. Social media and the internet is also a major factor in the radicalisation of young people.

Risk Assessment requires a general understanding of the risks affecting children and young people in the community and how to identify individual children who may be at risk of radicalisation.

As with other safeguarding risks, staff should be alert to changes in behaviour which could indicate that children may be in need of support or protection. Staff should use their professional judgement and act proportionately, which may include making a referral to the Channel programme.

Channel is a programme which focuses on providing support at an early stage to those who are identified as being vulnerable to being drawn into terrorism. An individual's engagement with the programme is entirely voluntary at all stages. Following a referral to Channel an assessment will be made to the extent to which identified individuals are vulnerable to being drawn into terrorism, and, where considered appropriate and necessary consent is obtained, arrangements made for support to be provided to those individuals.

For more information on this guidance please visit the government advice link below:
<https://www.gov.uk/government/publications/channelguidanceple>

Absent from Education

We recognise that full attendance at school is important to the well-being of all our pupils and enables them to access the opportunities made available to them at school. Attendance is monitored closely as patterns of absence are sometimes a cause for concern. Absence may be linked to overlapping issues and contextual safeguarding should be re-enforced.

A child absent from education is a potential indicator of abuse, neglect or exploitation. Where a child has been absent from school with no explanation for 2 days a home visit should be made to ensure the child's wellbeing. The DSL will monitor unauthorised absence, particularly where children are absent on repeated occasions. Where a pupil has 10 consecutive school days of unexplained absence and all reasonable steps* have been taken by the school to establish their whereabouts without success, the school should make an immediate referral to your local Councils Children Missing Education (CME) Service. Home visits will be conducted when appropriate.

Reasonable steps may include:

- Telephone calls to all known contacts
- Letters home (including recorded delivery)
- Contact with other schools where siblings may be registered
- Possible home visits, where safe to do so
- Enquiries to friends, neighbours etc. through school contacts
- Enquiries with any other Service known to be involved with the pupil/family
- All contacts and outcomes to be recorded on the pupils file.

Illegal Drugs

When there is evidence or reasonable cause to believe that a young person is using illegal drugs appropriate action and support will be taken.

Further enquiries and/or further action will be taken when the school receives reliable information about drug and alcohol abuse by a child's parents/carers.

Youth Produced Sexual Imagery (sexting)

The practice of children sharing images and videos via text message, email, social media or mobile messaging apps has become commonplace. However, this online technology has also given children the opportunity to produce and distribute sexual imagery in the form of photos and videos. Such imagery involving anyone under the age of 18 is illegal.

Youth produced sexual imagery refers to both images and videos where;

- a person under the age of 18 creates and shares sexual imagery of themselves with a peer under the age of 18
- consensual and non-consensual taking and sharing nude photographs of U18s is a criminal offence
- a person under the age of 18 shares sexual imagery created by another person under the age of 18 with a peer under the age of 18 or an adult
- a person under the age of 18 is in possession of sexual imagery created by another person under the age of 18
- all incidents of this nature should be treated as a safeguarding concern and in line with the UKCCIS guidance 'Sexting in schools and colleges: responding to incidents and safeguarding young people'
- cases where sexual imagery of people under 18 has been shared by adults and where sexual imagery of a person of any age has been shared by an adult to a child is child sexual abuse and should be responded to accordingly.

If a member of staff becomes aware of an incident involving youth produced sexual imagery they should follow the child protection procedures and refer to the DSL as soon as possible. The member of staff should confiscate the device involved and set it to flight mode or, if this is not possible, turn it off. Staff should not view, copy or print the youth produced sexual imagery.

The DSL should hold an initial review meeting with appropriate school staff and subsequent interviews with the children involved (if appropriate). Parents should be informed at an early stage and involved in the process unless there is reason to believe that involving parents would put the child at risk of harm. At any point in the process if there is concern a young person has been harmed or is at risk of harm a referral should be made to Children's Social Care or the Police as appropriate.

Early information sharing is vital. Immediate referral at the initial review stage should be made to Children's Social Care/Police if;

- the incident involves an adult;
- there is good reason to believe that a young person has been coerced, blackmailed or groomed or if there are concerns about their capacity to consent (for example, owing to special education needs);
- what you know about the imagery suggests the content depicts sexual acts which are unusual for the child's development stage or are violent;
- the imagery involves sexual acts;
- the imagery involves anyone aged 12 or under;
- there is reason to believe a child is at immediate risk of harm owing to the sharing of the imagery, for example the child is presenting as suicidal or self-harming.

If none of the above apply then the DSL will use their professional judgement to assess the risk to pupils involved and may decide, with input from the Director, to respond to the incident without escalation to Children's Social Care or the police.

In applying judgement, the DSL will consider if;

- there is a significant age difference between the sender/receiver;
- there is any coercion or encouragement beyond the sender/receiver;
- the imagery was shared and received with the knowledge of the child in the imagery;
- the child is more vulnerable than usual i.e. at risk;
- there is a significant impact on the children involved;
- the image is of a severe or extreme nature;
- the child involved understands consent;
- the situation is isolated or if the image been more widely distributed;
- there are other circumstances relating to either the sender or recipient that may add cause for concern i.e. difficult home circumstances;
- the children have been involved in incidents relating to youth produced imagery before.

If any of these circumstances are present the situation will be escalated according to our child protection procedures, including reporting to the police or children's social care. Otherwise, the situation will be managed within the school.

The DSL will record all incidents of youth produced sexual imagery, including both the actions taken, actions not taken, reasons for doing so and the resolution in line with safeguarding recording procedures. Youth refers to anyone under the age of 18.

Online Safety

Our pupils increasingly use electronic equipment on a daily basis to access the internet and share content and images via social media sites such as Facebook, Twitter, Instagram and Snapchat. Schools have appropriate filtering and monitoring on all school devices and school networks. All staff will undertake training to understand the process of the filtering and monitoring system.

Unfortunately, some adults and other children use these technologies to harm children. The harm might range from sending hurtful or abusive texts or emails, to grooming and enticing children to engage in sexual behaviour such as webcam photography or face-to-face meetings. Pupils may also be distressed or harmed by accessing inappropriate material such as pornographic websites or those which promote extremist behaviour, criminal activity, suicide or eating disorders.

Where pupils are learning remotely, staff will encourage parents to provide their child/ren with age appropriate supervision and have the necessary parental controls in place on all devices. Parents/carers should be informed about who the child is likely to be interacting online with and which sites they will be asked to access. Remote teaching includes both recorded and live direct teaching time.

Schools are aware that the balance needs to be struck between 'overblocking' sites and hence limiting access to needed information and the safeguarding of children from unsafe information. The Director ensures that appropriate filters and monitoring systems are in place and that staff review their effectiveness. The School has an online safety policy which explains how we try to keep pupils safe online in school and at home and how we respond to online safety incidents. Staff take online training to combat cyber bullying and internet safety. The school has appropriate filters and monitoring systems in place, however the school is aware that "over blocking" does not lead to unreasonable restrictions as to what children can be taught with regard to online teaching and safeguarding.

Pupils are taught about online safety throughout the curriculum and all staff receive online safety training which is regularly updated. Risk Assessments are carried out annually alongside the policy review.

Forced Marriage

A forced marriage is a marriage in which one or both people do not (or in cases of people with learning disabilities cannot) consent to the marriage but are coerced into it. Coercion may include physical, psychological, financial, sexual and emotional pressure. It may also involve physical or sexual violence and abuse.

Forced marriage is an appalling and indefensible practice and is recognised in the UK as a form of violence against women and men, domestic/child abuse and a serious abuse of human rights. Since June 2014 forcing someone to marry has become a criminal offence in England and Wales under the Anti-Social Behaviour, Crime and Policing Act 2014.

A forced marriage is not the same as an arranged marriage which is common in several cultures. The families of both spouses take a leading role in arranging the marriage but the choice of whether or not to accept the arrangement remains with the prospective spouses.

Staff should never attempt to intervene directly as a school or through a third party. Contact should be made with social care or the Forced Marriage Unit 200 7008 0151.

Honour-Based Abuse

Honour based abuse (HBA) can be described as a collection of practices, which are used to control behaviour within families or other social groups to protect perceived cultural and religious beliefs and/or honour. Such abuse, including violence, can occur when perpetrators perceive that a relative has shamed the family and/or community by breaking their honour code.

Honour based abuse might be committed against people who;

- become involved with a boyfriend or girlfriend from a different culture or religion;
- want to get out of an arranged marriage;
- want to get out of a forced marriage;
- wear clothes or take part in activities that might not be considered traditional within a particular culture.

It is a violation of human rights and may be a form of domestic and/or sexual abuse. There is no, and cannot be, honour or justification for abusing the human rights of others.

Private Fostering Arrangements

A private fostering arrangement occurs when someone other than a parent or close relative cares for a child for a period of 28 days or more, with the agreement of the child's parents. It applies to children under the age of 16 or 18 if the child is disabled. Children looked after by the local authority or who are placed in residential schools, children's homes or hospitals are not considered to be privately fostered.

Private fostering occurs in all cultures, including British culture and children may be privately fostered at any age. The school recognises that most privately fostered children remain safe and well but are aware that safeguarding concerns have been

raised in some cases. Therefore, all staff are alert to possible safeguarding issues, including the possibility that the child has been trafficked into the country.

By law, a parent, private foster carer or other persons involved in making a private fostering arrangement must notify children's services as soon as possible. However, where a member of staff becomes aware that a pupil may be in a private fostering arrangement they will raise this with the DSL and the DSL will notify their local authority Children's Social Care of the circumstances.

Children with family members in prison

Children with a parent or family member in prison are at risk of poverty, stigma and bullying, isolation and poor mental health. Performance at school may drop and they may have to take on extra responsibilities at home, including becoming young carers in some situations. The school is aware of which children have a parent or family member in prison, maintaining confidentiality where necessary.

Gangs, Organised Crime and County Lines

A gang is typically a noticeable group of individuals that spends time in public and engages in criminal activity and violence. The group may also be territorial or in conflict with other gangs. Young people involved in gangs have an increased risk of experiencing violence and other types of abuse. Gang crime and serious youth violence is also often synonymous with knife crime and Child Criminal Exploitation (CCE).

County lines is a term used to describe gangs and organised criminal networks involved in exporting illegal drugs (primarily crack cocaine and heroin) into one or more importing areas [within the UK], using dedicated mobile phone lines or other form of "deal line".

Exploitation is an integral part of the county lines offending model with children and vulnerable adults exploited to move [and store] drugs and money. Offenders will often use coercion, intimidation, violence (including sexual violence) and weapons to ensure compliance of victims.

Children can easily become trapped by this type of exploitation as county lines gangs create drug debts and can threaten serious violence and kidnap towards victims (and their families) if they attempt to leave the county lines network.

Teachers have the power to search pupils without consent for 'prohibited items' such as knives and weapons, alcohol, illegal drugs, tobacco, and any item that staff reasonably suspect has been, or is likely to be, used to commit an offence, cause personal injury or damage to property. Parents should be informed and a witness should be present.

Anyone worried about a student involved in, or at risk from, gangs can call the NSPCC on 0808 800 5000.

Up Skirting

Up Skirting is now a criminal offence. This typically involves taking a picture under a person's clothing without them knowing, with the intention of viewing their genitals or buttocks to obtain sexual gratification, or cause the victim humiliation, distress or alarm.

Serious Violence

Signs of serious violence may include increased absence from school, a change in friendships or relationships with older individuals or groups, a significant decline in performance, signs of self-harm or a significant change in wellbeing, or signs of assault or unexplained injuries. Unexplained gifts or new possessions could also indicate that children have been approached by, or are involved with, individuals associated with criminal networks or gangs.

Children and the Court System

Children are sometimes required to give evidence in criminal courts, either for crimes committed against them or for crimes they have witnessed. Making child arrangements via the family courts following separation can be stressful and entrench conflict in families. This can be stressful for children.

Domestic Abuse

Domestic abuse can encompass a wide range of behaviours and may be a single incident or a pattern of incidents. That abuse can be, but is not limited to, psychological, physical, sexual, financial or emotional. Children can be victims of domestic abuse. They may see, hear, or experience the effects of abuse at home and/or suffer domestic abuse in their own intimate relationships (teenage relationship abuse). All of which can have a detrimental and long-term impact on their health, well-being, development, and ability to learn.

The Domestic Abuse Act 2021 (Part 1) defines domestic abuse as any of the following behaviours, either as a pattern of behaviour, or as a single incident, between two people over the age of 16, who are 'personally connected' to each other:

- (a) physical or sexual abuse;
- (b) violent or threatening behaviour;
- (c) controlling or coercive behaviour;
- (d) economic abuse (adverse effect of the victim to acquire, use or maintain money or other property; or obtain goods or services); and
- (e) psychological, emotional or other abuse.

People are 'personally connected' when they are, or have been married to each other or civil partners; or have agreed to marry or become civil partners. If the two people have been in an intimate relationship with each other, have shared parental responsibility for the same child, or they are relatives.

The definition of Domestic Abuse applies to children if they see or hear, or experience the effects of, the abuse; and they are related to the abusive person.

Types of domestic abuse include intimate partner violence, abuse by family members, teenage relationship abuse and child/adolescent to parent violence and abuse. Anyone can be a victim of domestic abuse, regardless of sexual identity, age, ethnicity, socio-economic status, sexuality or background and domestic abuse can take place inside or outside of the home.

The National Domestic Abuse helpline can be called free of charge and in confidence, 24 hours a day on 0808 2000 247.

Operation Encompass alerts when sent to the school are immediately acted upon. Details are gathered by relevant staff and recorded. Patterns are monitored and discussions are had with social care when relevant.

'Harm can include ill treatment that is not physical as well as the impact of witnessing ill treatment of others. This can be particularly relevant, for example, in relation to the impact on children of all forms of domestic abuse.'

This policy is reviewed annually.

Overall responsibility lies with the Director, who liaises with the Senior Leadership Team to ensure a robust and sustainable model of Leadership.

9. Safeguarding and Child Protection Procedures

Creating a culture of safeguarding within school requires all staff to adopt an approach where they are professionally curious, regarding any concerns about children and that they maintain an attitude that 'it could happen here'.

Indicators of abuse and what you might see

Physical signs define some types of abuse, for example, bruising, bleeding or broken bones. The identification of physical signs is complicated, as children may go to great lengths to hide injuries, often because they are ashamed or embarrassed, or their abuser has threatened further violence or trauma. It is also quite difficult for anyone without medical training to categorise injuries into accidental or deliberate with any degree of certainty. For these reasons it is vital that staff are also aware of the range of behavioural indicators of abuse and report any concerns to the DSL. This should not prevent staff from having a professional curiosity and speaking to the DSL if they have

concerns about a child. It is also important that staff determine how best to build trusted relationships with children and young people which facilitate communication.

Remember, it is your responsibility to report your concerns. It is not your responsibility to investigate or decide whether a child has been abused. A child who is being abused and/or neglected may:

- have bruises,
- bleeding, burns, fractures or other injuries
- show signs of pain or discomfort
- keep arms and legs covered, even in warm weather
- be concerned about changing for PE or swimming
- look unkempt and uncared for
- change their eating habits
- have difficulty in making or sustaining friendships
- appear fearful
- be reckless with regard to their own or other's safety
- self-harm
- frequently miss school or arrive late
- show signs of not wanting to go home
- display a change in behaviour – from quiet to aggressive, or happy to withdrawn
- challenge authority
- become disinterested in their school work
- be constantly tired or preoccupied
- be wary of physical contact
- be involved in, or particularly knowledgeable about drugs or alcohol
- display sexual knowledge or behaviour beyond that normally expected for their age.

Children with special educational needs and disabilities (SEND) can face additional safeguarding challenges of which staff need to be aware. Disability and special educational needs children may be more prone to be persistently absent from education, involved in 'honour based' abuse, have a parent in prison or be involved in county lines. Additional barriers can exist when recognising abuse, neglect and exploitation in this group of children. These can include:

- assumptions that indicators of possible abuse such as behaviour, mood and injury relate to the child's disability without further exploration;
- being more prone to peer group isolation than other children;
- the potential for children with SEND being disproportionately impacted by behaviours such as bullying, without outwardly showing any signs;
- communication barriers and difficulties in overcoming these barriers.
- the duty to make reasonable adjustments for disabled children and young people.

Individual indicators will rarely, in isolation, provide conclusive evidence of abuse. They should be viewed as part of a jigsaw, and each small piece of information will help the DSL to decide how to proceed. It is very important that you report your concerns.

Safeguarding incidents and/or behaviours can be associated with factors outside the school and/or can occur between children outside of this environment. All staff, but especially the DSL (and Deputies) will consider whether children are at risk of abuse or exploitation in situations outside their families. Extra-familial harms take a variety of different forms and children can be vulnerable to multiple harms including (but not limited to) sexual exploitation, criminal exploitation, and serious youth violence.

Taking Action

Key points to remember for taking action are:

- in an emergency take the action necessary to help the child, for example, call 999
- report your concern to the DSL as quickly as possible and if they are not available ensure the information is shared with the most senior person in the school that day and ensure action is taken to report the concern to children's social care
- do not start your own investigation
- share information on a need-to-know basis only, do not discuss the issue with colleagues, friends or family
- complete a record of concern
- seek support for yourself if you are distressed.

If you suspect a child is at risk of harm

There will be occasions when you suspect that a child may be at serious risk, but you have no 'real' evidence. The child's behaviour may have changed, their artwork could be bizarre or you may have noticed other physical but inconclusive signs. In these circumstances, you should try to give the child the opportunity to talk. The signs you have noticed may be due to a variety of factors and it is fine to ask the child if they are alright or if you can help in any way.

Ensure these concerns are recorded and reported to the DSL. If the child does begin to reveal that they are being harmed you should follow the advice in the section 'If a child discloses to you'. If, following your conversation, you remain concerned, you should discuss your concerns with the DSL.

The Department for Education has produced advice titled "What to do if you are worried a child is being abused 2015 - Advice for practitioners" to help practitioners identify child abuse, neglect and exploitation and take appropriate action in response.

If a child discloses information to you

It takes a lot of courage for a child to disclose that they are being neglected or abused. They may feel ashamed, particularly if the abuse is sexual, their abuser may have threatened what will happen if they tell, they may have lost all trust in adults, or they may believe, or have been told, that the abuse is their own fault.

If a child talks to you about any risks to their safety or wellbeing you will need to let them know that you must pass the information on, you are not allowed to keep secrets. The point at which you do this is a matter for professional judgement.

During your conversation with the child allow them to speak freely. Remain calm and do not over react as the child may stop talking if they feel they are upsetting you. Give reassuring nods or words of comfort and do not be afraid of silences, remembering how hard this must be for the child. Do not automatically offer any physical touch as comfort. It may be anything but comforting to a child who has been abused.

Under no circumstances ask leading or investigative questions – such as how many times this has happened, whether it happens to siblings too, or what the child's mother thinks about all this.

Tell the child what will happen next. The child may agree to go with you to see the DSL. Otherwise let them know that someone will come to see them before the end of the day.

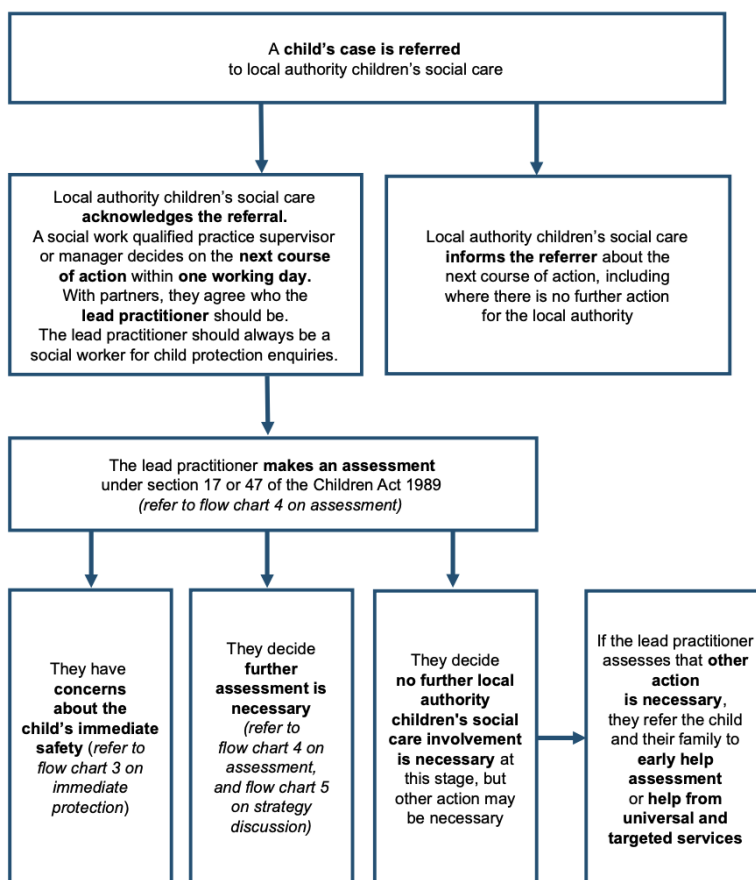
Report verbally to the DSL and write up your conversation as soon as possible on the agreed record keeping system e.g. IRIS. Ensure you seek support if you feel distressed.

Notifying parents

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Referral to children's social care

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When practitioners refer a child, they should include any information they have about the child's developmental needs, the capacity of their parents, carers or family network to meet those needs and any external factors that may be undermining their capacity to parent. This information may be included in any assessment, including an Early Help assessment, which may have been carried out prior to a referral into the local authority Children's Social Care. An Early Help assessment is not a prerequisite for a referral but where one has been undertaken, it should be used to support the referral.

When sharing information about a child or family with Children's Social Care, it is good practice for practitioners to be transparent about their concerns and to seek to work cooperatively with parents or carers. Practitioners should therefore usually inform parents or carers (and the child depending on their age and level of understanding) that they are going to make a referral.

However, referrals should be made without first informing parents or carers where to do so would place a child at risk. Where a practitioner makes a referral without informing the parents or carers this should be recorded in the child's file with reasons and confirmed in the referral to Children's Social Care.

As good practice, all referrals from practitioners should be confirmed in writing, by the referrer, within 48 hours. If the referrer has not received an acknowledgement within three working days, they should contact Children's Social Care again.

At the end of the referral discussion, the referrer and Children's Social Care should be clear about the proposed action, who will be taking it, timescales and whether no further action will be taken.

Decisions on the nature and level of the child's needs, and the level of actual or likely significant harm, if any, should be reviewed by a social work qualified Practice Supervisor or manager.

Referral outcomes about a child, where there may be concerns, typically fall into four categories and pathways:

- No further action, which may include information to signpost to other agencies;
- Early Support - referrals for intervention and prevention services;
- Family Help services - assessment to be undertaken under Children's Social Care (Section 17 Children Act 1989). This will be led by the Lead Practitioner;
- Child Protection services – assessment and child protection enquiries to be undertaken by Children's Social Care (Section 47 CA 1989) with active involvement of other agencies such as the police.

Feedback should be given by local authority Children's Social Care to the referrer on the decisions taken. Where appropriate, this feedback should include the reasons why a case may not meet the statutory threshold and offer suggestions for other sources of more suitable support. Practitioners should always follow up on their concerns if they are not satisfied with the local authority Children's Social Care response and should escalate their concerns in line with local procedures if they remain dissatisfied under the local Complaint Procedure/Local Professional Disagreement/Escalation Procedure.

Language we may use to describe need

- Universal
- Thriving
- Community based
- Low level
- Emerging needs
- Primary prevention
- Universal Plus
- Inclusion
- Getting advice
- Secondary prevention
- Additional need
- Early help
- Early support
- Getting help
- Targeted
- Multiple needs
- Family Help
- Complex
- Child in need
- Getting more help
- Statutory
- Specialist
- Acute
- Child protection

Responses to need

Universal

Children and young people are supported by their family and universal services to meet all of their needs. Some examples may include services provided routinely and available to all children and families by schools, nurseries, health providers – including 0-19 Healthy Child Programme, GP, acute trusts, and voluntary and community organisations.

Early Support

Consider initiating an Early Support Assessment plan or requesting a consultation with an Early Support Officer. Both families and professionals (with family consent) can request Early Support advice. Families can also access this support by asking a community professional for assistance.

Family Connect

Family Connect is a team of multi-disciplinary workers who have received training to coach and empower workers in responding to concerns about a child's welfare. Their goal is to provide the right support to children and families from the outset. By discussing concerns and solutions with professionals, we can collaborate more effectively and ensure families receive the appropriate support.

10. Supporting Children - Opportunities to teach Safeguarding

The Positive Impact Academy will ensure that children are taught about safeguarding, including online safety. This will be considered as part of providing a planned broad and balanced curriculum. This will include covering relevant issues for school through Relationships Education (for all primary pupils) and Relationships and Sex Education (for all secondary pupils) and Health Education (for all pupils in state-funded schools).

The DSL will ensure that the curriculum covers all the information a child needs to keep themselves safe related to age and stage of development.

Schools are required to provide a co-ordinated approach to early help. We recognise that providing early help and early information sharing are more effective in promoting the welfare of children, than reacting later. Early Support means providing support as soon as a problem emerges, at any point in a child's life and we are particularly alert to the potential need for early help for a child who:

- is disabled or has certain health conditions and has specific additional needs;
- has special educational needs (whether or not they have a statutory Education, Health and Care plan);
- has a mental health need;
- is a young carer;
- is showing signs of being drawn in to anti-social or criminal behaviour, including gang involvement and association with organised crime groups or county lines;
- is frequently missing/goes missing from education, home or care;
- has experienced multiple suspensions, is at risk of being permanently excluded;
- is at risk of modern slavery, trafficking, sexual and/or criminal exploitation;
- is at risk of being radicalised or exploited;
- has a parent or carer in custody, or is affected by parental offending;
- is in a family circumstance presenting challenges for the child, such as drug and alcohol misuse, adult mental health issues and domestic abuse;
- is misusing alcohol and other drugs themselves;
- is at risk of so-called 'honour'-based abuse such as Female Genital Mutilation or Forced Marriage;
- is a privately fostered child.

When a child requires support from more than one agency (e.g. education, health, housing, police), the school will follow local procedures e.g. by completing an Early Support Assessment (ESA) and identify what help the child/ family require, to prevent their needs escalating to a point where intervention via a statutory assessment under the Children Act 1989 is needed.

We recognise that a child who is abused, who witnesses violence or who lives in a violent environment may feel helpless and humiliated, may blame themselves, and find it difficult to develop and maintain a sense of self-worth. We recognise that the school may provide the only stability in the lives of children who have been abused or who are at risk of harm.

Our setting will support all children by:

- Encouraging the development of self-esteem and resilience in every aspect of school life, including through the planned curriculum
- Promoting a caring, safe and positive environment within the school by vigilance and explicitly promoting children's welfare

- Ensure that all children know there is an adult in the school who they can approach if they are worried or in difficulty
- Include regular consultation with children e.g. through safety questionnaires, participation in anti-bullying week, asking children to report whether they have had happy/sad playtimes
- Liaising and working together with all other support services and those agencies involved in the safeguarding of children
- Notifying Children's Services as soon as there is a significant concern
- Ensuring that a named teacher is designated for Looked After Children (LAC) and that an up to date list of children is regularly reviewed and updated
- Providing continuing support to a child (about whom there have been concerns) who leaves the school, by ensuring that such concerns and school medical records are forwarded under confidential cover to the Head at the pupil's new school as a matter of urgency
- Listening to a child's wishes and feelings and understanding their lived experience.

Children potentially at greater risk of harm

Children who need a social worker (Child in Need and Child Protection Plans)

Children may need a social worker due to safeguarding or welfare needs. Children may need this help due to abuse, neglect or exploitation and complex family circumstances. A child's experiences of adversity and trauma can leave them vulnerable to further harm, as well as educationally disadvantaged in facing barriers to attendance, learning, behaviour and mental health.

Local authorities should share the fact a child has a social worker, and the DSL should hold and use this information so that decisions can be made in the best interests of the child's safety, welfare and educational outcomes. This should be considered as a matter of routine. There are clear powers to share this information under existing duties on both local authorities and schools and colleges to safeguard and promote the welfare of children.

Where children need a social worker, this should inform decisions about safeguarding (for example, responding to unauthorised absence or missing education where there are known safeguarding risks) and about promoting welfare (for example, considering the provision of pastoral and/or academic support, alongside action by statutory services).

Vulnerable children and those who need a social worker are at risk of poorer educational outcomes, and the school will recognise this by ensuring relevant educational support is provided. The Virtual Head Teacher within the Local Authority also has oversight of attendance, attainment and progress of looked after children and children in need.

Findings from the Children in Need review, 'Improving the educational outcomes of Children in Need of help and protection' contains further information; the conclusion of the review, 'Help, protection, education' sets out action the Government is taking to support this.

Children who are LGBTQ+

The fact that a child or a young person may be LGBT is not in itself an inherent risk factor for harm. However, children who are LGBT can be targeted by other children. In some cases, a child who is perceived by other children to be LGBT (whether they are or not) can be just as vulnerable as children who identify as LGBT. Risks can be compounded where children who are LGBT lack a trusted adult with whom they can be open. It is therefore vital that staff endeavour to reduce the additional barriers faced, and provide a safe space for them to speak out or share their concerns with members of staff.

11. Supporting Staff

We recognise that staff who have become involved with a child who has suffered harm, or appears to be likely to suffer harm, may find the situation stressful and upsetting. We will support such staff by providing regular sessions to talk through their anxieties and to seek further support.

12. If you have concerns about a colleague (including supply staff and volunteers)

The Positive Impact Group creates a culture where all concerns about adults are shared, recorded and dealt with. Our 'low level' concerns policy describes how we deal with concerns that do reach the threshold for safeguarding. This approach promotes a culture of safety and transparency for all.

Staff who are concerned about the conduct of a colleague (including supply staff and volunteers) towards a child are undoubtedly placed in a very difficult situation. They may worry that they have misunderstood the situation and they will wonder whether a report could jeopardise their colleague's career. All staff must remember that the welfare of the child is paramount. All concerns of poor practice or concerns about a child's welfare brought about by the behaviour of colleagues should be reported to the Head. Complaints about a Head should be reported to the Director.

13. If you have concerns about the safeguarding practices within the school or have a complaint

Staff and volunteers should feel able to raise concerns about poor or unsafe practice and potential failures in the school's safeguarding regime. Appropriate whistleblowing procedures are in place to raise such a concern with the school's management team. Please refer to the Whistleblowing Policy for full details.

Our complaints procedure will be followed where a child or parent raises a concern about poor practice towards a child that initially does not reach the threshold for child protection action. Complaints from staff are dealt with under the school's grievance procedures.

14. Allegations made against staff (including supply staff, volunteers and Contractors)

All staff (including supply staff, volunteers and Contractors) should take care not to place themselves in a vulnerable position with a child. It is always advisable for interviews or work with individual children or parents to be conducted in view of other adults.

We understand that a pupil or parent may make an allegation against a member of staff. If such an allegation is made, the member of staff receiving the allegation will immediately inform the Director or the most senior teacher if the Director is not available.

If the allegation meets any of the following criteria it should be reported by the Director to the Local Authority Designated Officer as soon as possible on that day:

- Staff have behaved in a way that has harmed a child, or may have harmed a child and/or
- Staff have possibly committed a criminal offence against or related to a child and/or
- Behaved towards a child or children in a way that indicates he or she may pose a risk of harm to children and/or
- Staff have behaved or may have behaved towards a child or children in a way that indicates s/he is unsuitable to work with children.

Any member of staff who believes with reasonable cause that allegations about staff are not being referred to the Local Authority Designated Officer or handled appropriately may refer the matter directly to the Local Authority Designated Officer.

Under no circumstances will we send a child home, pending such an investigation, unless this advice is given exceptionally, as a result of a consultation with the Local Authority Designated Officer.

Suspension of the member of staff against whom an allegation has been made, needs careful consideration, and the Director will consult in making this decision.

If an allegation is made directly to the police, they will co-ordinate with the Local Authority Designated Officer. The Local Authority Designated Officer will then discuss the allegation with the Director and, where necessary, obtain further details of the allegation. *The Director should not investigate the allegation at this stage. The discussion should also consider whether there is evidence/information that establishes that the allegation is false or unfounded.*

If the allegation is not definitively false and there is cause to suspect that a child is suffering or is likely to suffer significant harm, the Local Authority Designated Officer will immediately refer to Children's Social Care and request a strategy discussion with the Head.

If there is no cause to suspect that significant harm is an issue, but a criminal offence might have been committed, the Local Authority Designated Officer will immediately inform the police and convene a similar discussion to decide whether a police investigation is needed. That discussion will also involve other agencies involved with the child.

After this initial consideration, if it is decided that the allegation does not involve a possible criminal offence, it will be for the school to deal with. In such cases, the Director will decide if a Disciplinary process is required and if so, will handle the matter in line with the current disciplinary policy. In a case in which Children's Social Care has undertaken enquiries, the Head should take account of any relevant information obtained in the course of those enquiries when considering disciplinary action.

The Local Authority Designated Officer will continue to liaise with the school to monitor progress of the case and provide advice and support.

If a criminal investigation is required, the police will aim to complete their enquiries as quickly as possible consistent with a fair and thorough investigation and will keep the progress of the case under review.

If the police and/or Criminal Prosecution Service (CPS) decide not to charge the individual with an offence, or decide to administer a caution, or a Court acquits the person, the police aim to pass all information they have which may be relevant to a disciplinary case to the school as quickly as possible after the decision. The school will then consider the matter in line with the current disciplinary policy.

The outcome of the investigation of the allegation should be recorded as malicious, unfounded, false, unsubstantiated or substantiated.

If the person is convicted of an offence the police will inform the employer straight away so that appropriate disciplinary action can be taken.

Referral to the DBS will be made at the conclusion of the disciplinary process where the threshold for referral is met. See also <https://www.gov.uk/guidance/making-barring-referrals-to-the-dbs>

Staff, parents and governors are reminded that publication of material that may lead to the identification of a teacher who is the subject of an allegation is prohibited by law. Publication includes verbal conversations or writing including content placed on social media sites.

15. Allegations against pupils

In most instances, the conduct of pupils towards each other will be covered by the Behaviour Policy. However, some serious allegations may raise safeguarding concerns including physical abuse, child on child abuse, emotional abuse, sexual abuse and sexual exploitation. It is likely to be considered a safeguarding allegation if the allegation:

- is made against an older pupil and refers to their behaviour towards a younger or more vulnerable pupil
- is of a serious nature, possibly including a criminal offence
- raises risk factors for other pupils in the school
- indicates that other pupils may have been affected by this student
- indicates that young people outside the school may be affected by this student
- is made by a staff member against a pupil.

Examples of safeguarding issues against a pupil could include:

- violence, particularly pre-planned
- forcing others to use drugs or alcohol
- blackmail or extortion
- threats and intimidation
- indecent exposure, indecent touching or serious sexual assaults
- forcing others to watch pornography or take part in sexting
- encouraging others to attend inappropriate parties
- photographing or videoing other children performing indecent acts.

When an allegation is made by a pupil, staff will need to consider if the complaint raises a safeguarding concern. If there is a safeguarding concern the Head/DSL should be informed immediately.

A factual record should be made of the allegation, but no attempt at this stage should be made to investigate the circumstances.

The DSL will contact the social care to discuss the case and will follow through the outcomes of the discussion. The DSL will make a record of the concern, the discussion and any outcome and keep a copy in the files of both pupils' files.

A risk assessment must be made to ensure that the pupils are kept safe, and separated if necessary. A supervision plan should be put in place to ensure pupil safety.

If the allegation indicates a potential criminal offence has taken place, the police should be contacted at the earliest opportunity and both sets of parents informed.

It may be appropriate to exclude the pupil being complained about for a period of time according to the Behaviour Policy.

Where neither Children's Social Care nor the police decide to investigate the complaint, a thorough school investigation should take place, with a risk assessment prepared and a supervision plan implemented, if required.

16. Confidentiality

All matters relating to child protection are confidential. The Head/DSL will disclose any information about a child to other members of staff on a need-to-know basis only.

All staff must be aware that they have a professional responsibility to share information with other agencies such as Social Care, Local Authority, Channel etc, in order to safeguard children.

All staff must be aware that they cannot promise a child to keep secrets that might compromise the child's safety or wellbeing, or that of another.

The Positive Impact Group always undertakes to share our intention to refer a child to Social Care with their parents unless to do so could put the child at greater risk of harm, or impede a criminal investigation.

All confidentiality will take into account the requirements to notify agencies of safeguarding concerns under the Children Act 1989, Working together to Safeguard Children and the Prevent Duty.

The Data Protection Act 2018. DPA and UK GDPR do not prevent the sharing of information for the purposes of keeping children safe and promoting their welfare. Fears about sharing information must not be allowed to stand in the way of the need to safeguard and promote the welfare and protect the safety of children.

17. Physical Intervention

We acknowledge that staff must only ever use physical intervention as a last resort, when a child is endangering him/herself or others, and that at all times it must be the minimal force necessary to prevent injury to another person. Such events should be recorded and signed by a witness.

We understand that physical intervention of a nature that causes injury or distress to a child may be considered under child protection or disciplinary procedures.

We recognise that touch is appropriate in the context of working with children, and all staff have been given training and guidance to ensure they are clear about their professional boundaries.

It is up to the DSL to ensure that every staff member in the school, that may be called upon to use physical intervention, has been appropriately trained to deal with any potential scenarios that may arise.

18. Staff training

It is important that all staff have training to enable them to recognise the possible signs of abuse, neglect and exploitation and to know what to do if they have a concern. New staff, Governors and Trustees will receive training during their induction. All staff will receive training that is updated annually with refreshers throughout the year.

All members of staff:

- are provided with child protection awareness information at induction so that they know who to discuss a concern with
- are trained in and receive regular updates in e-safety and reporting concerns
- have child protection awareness training every year, to maintain their understanding of the signs and indicators of abuse
- know how to respond to a pupil who discloses abuse and the procedure to be followed in appropriately sharing a concern of possible abuse or disclosure of abuse
- are expected to have read at least Section One of Keeping Children Safe in Education 2025
- will have been notified of the details of the Local Safeguarding Children Board/LSP and Prevent partners
- have an understanding of the expectations, applicable roles and responsibilities in relation to filtering and monitoring

19. Safer Recruitment

The Positive Impact Group endeavours to ensure that we do our utmost to employ 'safe' staff by following the guidance in Keeping Children Safe in Education 2025. Please refer to the Safer Recruitment Policy for further information.

The Designated Persons who are involved in recruitment, will be trained in complete Safer Recruitment Training.

20. Use of Mobile Phones and Cameras

Where appropriate, the Positive Impact Group may provide a work mobile for staff to use to record images and videos, as well as make professional calls. At no time should a staff's personal camera or personal mobile phone be used to record children. Staff mobile phones should not be used, unless being used for Health & Safety reasons, and should be locked away when in a classroom.

All recorded images should only be downloaded onto our school-based system, and should be deleted once printed.

Parental consent will be sought for the use of photographs or videos in school and outside of school, such as on school trips and for promotional reasons. If images are used with consent, only first names or anonymised titles will be used.

Our policy on E-safety outlines the expectations of pupils regarding mobile phones and cameras.

Parents may bring mobile phones into the setting but may only take photographs of their own child/ren, during events such as plays, concerts or sporting events for personal use. Parents should be reminded that the publications of such images might be unlawful.

We are vigilant to ensure the appropriate use of social media.

21. Extended school and off-site arrangements

Where extended school activities are provided this policy will still apply for example school lettings. The provider will provide a copy of their own safeguarding and child protection policy as part of contractual arrangements. When our children attend off-site activities, we will check that effective child protection arrangements are in place.

22. Site Security

Visitors to the setting, including contractors, are expected to sign in and are given an identity (visitor) badge, which confirms they have permission to be on site. Parents who are simply delivering or collecting their children do not need to sign in. All visitors are expected to observe the school's safeguarding and health and safety regulations to ensure children in school are kept safe. The Head will exercise professional judgement in determining whether any visitor should be escorted or supervised while on site.

23. Record Keeping

The DSL will maintain child protection records and ensure they:

- Have details of at least two emergency contacts on every child's file
- Keep a clear and comprehensive summary of the concern about children even when there is no need to refer the matter
- Keep details of how the concern was followed up and resolved
- Keep a note of any action taken, decisions reached and the outcome
- Keep records in meticulous chronological order
- Keep all records in secure and in locked locations
- Send all relevant records to the receiving school, college or education establishment when a pupil moves and that safe receipt is confirmed.

Child protection records will be maintained independently from the pupil's school files and the school file will be 'tagged' to indicate that separate information is held. Such records will only be accessible to the DSL and any school leader that needs to be aware.

Such records will include, in addition to the name, address and age of the child, timed and dated observations describing the child's behaviour, appearance, statements/remarks made to staff or other children and observations of interactions between the child, other children, members of staff and/ or parents/ carers that give rise to concern. Where possible and without interpretation, the exact words spoken by the child or parent/carer will be recorded. Records will be signed, dated and timed by the member of staff making the record.

Child protection records are normally exempt from the disclosure provisions of the Data Protection Act, which means that children and parents do not have an automatic right to see them. If a request is received, please refer to the Head/Head of School, who will advise them to submit a Freedom of Information request for consideration. The Data Protection Act does not prevent school staff from sharing information with relevant agencies, where that information may help to protect a child.

This policy is reviewed annually.

Overall responsibility lies with the Director, who liaises with the Senior Leadership Team to ensure a robust and sustainable model of Leadership.

Signed by Director



James Armson

SEND and Inclusion Policy

Principles

At our Academy, we welcome you into our Positive Impact Group Family. The staff, pupils and parents work collegiately to ensure our setting is a safe and friendly environment where children can achieve their full potential and develop as confident individual learners. This means that equality of opportunity is fundamental to our children and we make this possible by the attention we pay to different groups of children within our school community. Our positive learning environment creates a comfortable, inclusive and empowering atmosphere which helps to open doors for increased engagement. Our values-based curriculum highlights and promotes a sense of belonging for all.

We endeavour to create positive links with our parents by operating an 'open door policy'. Pupils and parents are at the heart of decision making, helping to personalise education pathways around the specific needs of the child. If your child has special educational needs and/or a disability and you would like to know more about what we offer at Positive Impact Group, please contact Amelia Goodhew (SENDCo) on 07857668332, or email amelia.goodhew@positive-impactuk.com.

Aims

- Set out the Positive Impact Academy's commitment to support and make provision for pupils with special educational needs and disabilities (SEND)
- Outline the roles and responsibilities for members of staff involved in providing for pupils with SEND

Definitions

A child or young person has '*special educational needs*' if they have a learning difficulty or disability which calls for special educational provision to be made for them (Section 20, Children and Families Act 2014). Special educational provision is provision that is additional to or different from that which would normally be provided for children or young people of the same age in a mainstream education setting (Section 21, Children and Families Act 2014).

We refer to the term 'Special Educational Needs' if a child has one or more of the following:

- Has significantly greater difficulty in learning than the majority of children of his or her age in one or more areas of learning.
- Has a disability which either prevents or hinders him/her from making use of general educational facilities within the Local Authority.
- Has learning difficulties, medical conditions or higher/greater ability than their peers.

The Equality Act 2010 defines ‘*disability*’ as a person with a physical or mental impairment which has a substantial long-term adverse effect on their ability to carry out normal day-to-day activities. Thus, the legal definition of disability is not the same as the definition of special educational needs. It is therefore possible to be disabled under the Equality Act 2010 and not have SEN, and vice versa. It is also possible to be both disabled under the Equality Act 2010 and have SEN. The Positive Impact Academy accepts that a medical diagnosis may mean that a child is disabled but does not necessarily have SEN. Schools will always consider the pupil’s educational needs as well as a medical diagnosis or disability.

Pupils with SEND could have difficulties with one or more of the following four areas of need:

- Cognition and learning - for example, moderate/severe/profound and multiple learning difficulties, dyslexia, dyspraxia, dyscalculia
- Communication and interaction - for example, autistic spectrum conditions, speech, and language difficulties
- Social, emotional, and mental health difficulties (SEMH) - for example, attention deficit hyperactivity disorder (ADHD), depression, anxiety
- Sensory and/or physical needs - for example, visual impairment, hearing impairment, physical disability

Our Commitments

All children are entitled to an education that enables them to advance as independent and confident learners. We are committed to being an inclusive setting with equal opportunities being a reality for all our children. We will work in partnership with pupils and families to identify children with additional needs. The SENDco will consult with outside agencies and referring schools to guarantee that a consistent approach is provided. Our whole school attitude and fluid dialogue in training and developing our staff ensures that the needs of all children are met. Adaptations to both the environment and our curriculum are constantly developing to provide tailored and inclusive resources. We aim to maximise their chances to achieve academically, morally, socially and culturally.

At The Positive Impact Group, we promote the education of all pupils by supporting respectful, inclusive learning environments which enable advancement of the ‘whole’ learner. We recognise as an education setting that we are to comply with and deliver the requirements of the Education Act 1996, the Equality Act 2010, the SEN regulations, the SEN Code of Practice 2014 and other statutory guidance.

This policy and procedure are based upon the statutory Special Educational Needs and Disability (SEND) Code of Practice and the following legislation:

- Part 3 of the Children and Families Act 2014, which sets out schools’ responsibilities for pupils with SEN and disabilities

- The Special Educational Needs and Disability Regulations 2014, which set out schools' responsibilities for education, health, and care (EHC) plans, SEN co-ordinators (SENCOs) and the SEN information report

Identifying and Assessing SEND

At The Positive Impact Academy, we will assess each pupil's current skills and levels of attainment on entry, building on previous settings and key stages, where appropriate. Education Mentors will make regular assessments of progress for all pupils and identify those whose progress:

- Is significantly slower than that of their peers starting from the same baseline
- Fails to match or better the pupil's previous rate of progress
- Fails to close the attainment gap between the pupil and their peers
- Widens the attainment gap (this may include progress in areas other than attainment, for example, social needs)

Slow progress and low attainment will not automatically mean a pupil is recorded as having SEND. When deciding whether special educational provision is required, the setting will begin with the determining desired outcomes, including the expected progress and attainment, and the views and the wishes of the pupil and their parents/carers. The setting will use this to determine the support that is needed and whether they can provide it through Quality First Teaching, or whether something different or additional is needed.

The SENDCo will work with Education Mentors to carry out a clear analysis of the pupil's needs and performance. This will draw on:

- Assessment data
- Their previous progress, attainment, and behaviour
- Other professionals' assessments, where relevant
- The individual's development in comparison to their peers and national data
- The views and experience of parents/carers
- The pupil's own views
- Advice from external support services, if relevant

The SENDCo will have regular meetings with all Education Mentors regarding the progress of pupils with SEND.

Provision

Our highly tailored provision enables pupils with SEND the opportunity to develop key life skills and gain self-confidence with their learning, whilst enabling them to maximise their full potential to work independently. We are committed to narrowing the gap between pupils with SEND and their peers. Our bespoke curriculum offers a broad array of opportunities formulated to help implement and support these children, both on a one to one basis and small groups. This is arranged and managed by our SENDCo who ensures the highly tailored provision is delivered through:

- Small class sizes
- Flexible and personalised timetabling for all pupils
- Bespoke and personalised nurture curriculum
- One to One support both in and outside of the classroom where applicable
- Tailored small group interventions
- THRIVE Action Plans delivered for all pupils
- Individual Support Plans
- Referrals to external counselling services
- Early Support Plans

At Positive Impact Academy, we also have substantial links with external agencies, such as:

- Specialist Teaching Service (STS)
- Education Entitlement Team, Warwickshire Education Services
- Child and Adolescent Mental Health Service (CAMHS/RISE)
- Primary Mental Health Team
- Compass
- SENDAR

Our bespoke curriculums are enriched to provide pupils with quality real-life experiences and we are committed to ensuring all children are fully included. All lessons are differentiated and staff employ a variety of teaching and learning styles. Staff work closely with the members of the Senior Leadership Team to track progress, set realistic targets and evaluate the impact of our classbased interventions. At Positive Impact Academy, we are dedicated to ensuring that pupils with SEND are identified, assessed and provided for within a broad and balanced curriculum.

Our 'whole school approach' to identifying children with SEND is pivotal, where our rigorous procedures to track children's progress are continuously used. If a child is highlighted as making limited progress, strategies are used at the discretion of our SENDCo and mentors whilst continuing to liaise with parents:

- Individual Support Plans (ISP)
- Pupil Profiles

These plans and profiles are reviewed and shared with parents and the SENDCo every term and adjusted based on the child's progress.

Our setting provides a graduated approach to the Assess, Plan, Do, Review process. We recognise there is a continuum of SEND and where necessary, increase the use of specialist expertise to highlight any difficulties the child may be experiencing.

The SENDCo will evaluate the effectiveness of provision for pupils with SEND by:

- Reviewing pupil's individual progress towards desired outcomes
- Reviewing the impact of interventions
- Consulting with pupils who have SEND
- Using the graduated approach to monitor effectiveness of provision
- Holding annual reviews for pupils with EHC plans

Roles and Responsibilities

The Positive Impact Group will appoint a SEND Coordinator, to organise and lead SEND provision across the Academy and Foundation. A newly appointed SENDCo must have a recognised and relevant qualification, with extensive experience in the field.

There are key adults who have the responsibility for overseeing and managing SEND within our setting:

Name	Role	Contact Details
James Armson	Director	james.armson@positive-impactuk.com
Amelia Goodhew	Head, SENDCo and DSL (Senior Leadership Team)	amelia.goodhew@positive-impactuk.com 07857668332
Daisy Jones	Education Mentor and Licensed THRIVE Practitioner	daisy.jones@positive-impactuk.com

The SENDCo will:

- Determine the strategic development of the SEND policy and provision in our setting
- Have day-to-day responsibility for the operation of the SEND policy and the coordination of specific provision made to support individual pupils with SEND, including those who have EHC plans
- Consult pupils with SEND to involve them in their education, consider their wishes and feelings in relation to their provision
- Provide professional guidance and training to colleagues and members of staff, parents/carers, and other agencies to ensure pupils with SEND receive appropriate support and high-quality teaching

- Advise on the graduated approach to providing SEND support
- Advise on the deployment of the schools' delegated budget and other resources to meet the pupils' needs effectively
- Be the point of contact for external agencies, especially the local authority and its support services
- Consult with parents of pupils with SEND and involving them in their education
- Liaise with potential next providers of education to ensure the pupils and their parents/carers are informed about options and a smooth transition is planned
- Ensure that the academy meets its responsibilities under the Equality Act 2010 regarding reasonable adjustments and access arrangements
- Ensure that the Academy keeps records of all pupils with SEND up to date

Education Mentors are responsible for:

- The progress and development of every pupil in their class. Quality First Teaching (QFT) is the first step in responding to pupils with SEND, which will be tailored for individual pupils where necessary
- Working closely with any specialist staff to plan and assess the impact of support and interventions and how they can be linked to classroom teaching
- Working with the SENDCo to review each pupil's progress and development and decide on any changes to provision
- Ensuring they follow the SEND policy

The Positive Impact Academy aims to involve parents/carers and pupils are involved in decisions about what SEND provision should be made. We recognise that parents/carers hold key information, knowledge, and experience to contribute to the shared view of the best way to support learning.

The aim is to have a productive partnership between home and school by:

- Ensuring parents/carers are kept informed of the provision in place for pupils
- Providing opportunities to share concerns that parents/carers may have and to discuss the progress of pupils
- Discussing ideas and materials for parents/carers to support learning at home
- Everyone understands the agreed outcomes sought for the pupil and what the next steps are

Complaints about SEND provision

Complaints about SEND provision within our setting should be made to the Head/SENDCo in the first instance. They will then be referred to the complaints policy.

The parents/carers of pupils with disabilities have the right to make disability discrimination claims to the first tier SEND tribunal if they believe that an individual academy has discriminated against their children.

They can make a claim about alleged discrimination regarding:

- Exclusions
- Provision of education and associated services
- Making reasonable adjustments, including the provision of auxiliary aids and services

This policy is reviewed annually.

Overall responsibility lies with the Director, who liaises with the SENDCo and Senior Leadership Team to ensure a robust and sustainable model of Leadership.

Signed by Director



James Armson

Transporting Pupils Policy

Introduction

The Positive Impact Academy recognises and takes seriously its responsibility to safeguard and promote the welfare of children. We endeavour to provide a safe and welcoming environment where children are respected and valued. We recognise that all adults within the Positive Impact Group have a full and active part to play in protecting and safeguarding the children in our care, and that the pupil's welfare is our paramount concern.

The issue of transporting children/young people in cars, particularly members of staff's own cars is one which causes concern to some staff. It is, however, a necessary part of the work that some staff carry out. These guidelines aim to give advice to those staff who undertake this task to keep themselves and the pupils they are transporting, safe.

Principles

The guiding principle should be that transporting children/young people in staff cars should be the exception to the rule, rather than the norm, unless it is an accepted part of a member of staff's role and included in their job description. Any journeys undertaken should always be planned and necessary.

In certain circumstances, children/young people may need to be transported in an emergency where management cannot be contacted to approve this. It is anticipated that these by the nature of them being emergencies would be very rare. This guidance, however, still needs to be followed to ensure the safety of staff and young people. Services should therefore put plans in place for such situations that will allow workers to carry out such transport functions with delegated management approval to ensure we act in the best interests of the child/young person.

In situations that have not been planned for or where a section has not agreed its procedures, staff will act in the best interest of young people. If this means they must be transported in a car then, as long as the worker is acting in accordance with their job role, is following this guidance and associated risk assessment and is not breaking any road traffic legislation, then they will be covered by the local authority for this action.

Drivers and their Vehicles

Drivers are responsible for their own vehicle's roadworthiness and appropriateness for the task to be undertaken and their fitness to drive. Managers are responsible for monitoring and verifying this. All staff who drive as part of their role and their managers must be fully familiar with the Councils Management of Occupational Road Risk Policy and Guidelines and ensure that these are complied with.

Key features of this document include drivers must ensure that they:

- Have an appropriate valid driving license
- Are insured for the journey (Business Use)
- Have a valid MOT certificate
- Have a valid Excise licence (TAX)

- Have checked the vehicle is in a roadworthy condition
- Are not excessively tired, fatigued or under the influence of alcohol or drugs.
- Meet minimum eyesight standards for driving. If they need to wear glasses or contact lenses to meet minimum standards, these must be always worn.
- Have no medical condition including the taking of medication or infirmity that may affect their ability to drive safely.

Additionally, all drivers should ensure that they have regular eyesight tests to ensure that their eyesight remains within minimum standards for driving.

Drivers should also ensure that if their health changes and this could affect their ability to drive then they inform their manager of this immediately.

Drivers are also obliged to notify their manager of any driving convictions, endorsements, or disqualifications immediately.

Managers

Managers of those who transport children/young people in their cars must ensure that the staff being asked to carry out this role have the necessary competence and experience. Whilst defining driver competence is always a subjective decision, drivers will not normally be deemed competent unless they are between the ages of 18 and 70 and have at least 1 years driving experience after passing their driving test. Managers deeming staff competent to drive outside their parameters will need to fully justify and record the reasons for this decision, equally where a member of staff meets the criteria, but the manager has concerns regarding their competence to drive the reasons a member of staff is not deemed competent and therefore not allowed to transport children/young people, should be recorded.

In making any such decision the needs of the service need to be balanced against the safety of the children/young people and members of staff, and where there is any doubt the safety of the children/young people and staff should take priority.

Managers should check the documentation of their drivers and vehicles before they have staff driving for them in the first instance and then periodically at an interval relevant to the service after that, for the staff who regularly transport children/young people as part of their role, an annual check may well be appropriate and for staff who only carry this out very infrequently a check each time this happens may be more appropriate.

Children and Young People

Before children and young people are transported in staff cars, the need and reasons for this method of transportation should be clearly established. Once this has been established, a full picture of the needs of the child/young person (including physical, emotional, behavioural, and medical) and the risks that this may present to them, or the staff involved when transporting them needs to be established. This should involve

gathering and sharing information with all agencies involved with supporting the child/young person. This information is required to inform specific risk assessment for transporting the child/young person. The information will need to be reviewed regularly to ensure it remains valid.

Risk Assessment

The Positive Impact Academy should produce a risk assessment for transporting children/young people based on their circumstances and way of working. The generic risk assessment for this activity can be adapted and used for this. Over and above this where information gathered on a child/young person or staff members safety poses significant risk to the child/young person or staff members safety during transportation, then a specific risk assessment relating to this activity must be carried out. It is not possible to give full detailed control measures for such risk assessments as they will relate to the needs of the individual and the specific circumstances involved.

However, when considering children/young people with medical conditions their transport and any control measures required during transport if this is to be a regular occurrence, should be included in their individual care/treatment plan. This should be used to inform any risk assessment. A second person, trained in administering medication or the relevant medical procedure should always be provided where necessary.

For children/young people who present with behavioural difficulties, a range of control measures could be considered; from not transporting the person if it is felt their behaviour is such that doing so is not safe, providing an escort to ensure the driver can concentrate safely on driving, placing the child/young person so they cannot easily distract the driver (diagonally across from the driver in the back seat) amongst others.

Child locks should be used when transporting children/young people as a control measure.

Travelling

Only pre-planned journeys should be undertaken and these should always be pre-approved by a manager. All journeys should have a fixed start and finish time, and these should not be altered without authorisation.

Staff must ensure an appropriate response and action is taken in the event of an accident or emergency during transport. All staff who transport children/young people as part of their role should have access to a mobile phone or the appropriate means of communication.

All journeys should only be for named children/young people and their family, if necessary, other people should not be transported with the child/young person if they are not named and part of the arrangement.

The law makes drivers responsible for ensuring those under 14 years of age wear an appropriate seatbelt or child restraint. Restraints should also be checked before use to ensure that they are well-maintained and fit for purpose, with no defects. Where staff are transporting children/young people as part of their job, they will always be responsible for ensuring the children/young people they are transporting are wearing a suitable restraint irrespective of their age. As there are very clear dangers to passengers and drivers if restraints are not worn then if a driver becomes aware of this, they should stop the journey as soon as it is safe to do so. If the passenger continues to refuse to wear a seatbelt/restraint, then the journey ceases until a solution is found.

Drivers must not use mobile phones, drink, or smoke while transporting children/young people and should be aware of the highway code and drive appropriately and within speed limits. To facilitate this when planning journey's adequate time for the journey must be allowed.

Parents and/or Carers

Parents must give their permission for children/young people to be transported in a staff member's vehicle, where this is necessary. Every effort should be made to gain written consent but where this is not practically possible; details of the verbal consent should be recorded. If no type of consent is obtained, transportation should not be permitted.

If the child/young person has a medical condition that is likely to require additional support/medication, a copy of their Education, Health and Care Plan plus appropriate medication must be available. A parent or member of staff who has received training in administering support/medication should accompany the young person in the vehicle.

Accidents/Incidents

In the case of a road traffic accident, these must be reported by the driver, to their own insurance company and passengers must be advised of the name and address of the insurance company, if wishing to make a claim.

This policy is reviewed annually.

Overall responsibility lies with the Director, who liaises with the Senior Leadership Team to ensure a robust and sustainable model of Leadership.

Signed by Director



James Armson

Wellbeing Policy

Principles

At The Positive Impact Academy, we are passionate about making a meaningful difference in the lives of young people. We believe in the power of teamwork - working collaboratively with each other, with staff across the school, with families, and with the wider community. Most importantly, we work alongside The Positive Impact Group in our care, placing their needs and potential at the heart of everything we do.

We act with determination. Whatever challenges our pupils, their families, the setting, our team, or our community may face, we respond with support, resilience, and unity. And above all, we are committed to making a difference. We are active, engaged, and purposeful in our mission to help them grow, thrive, and succeed.

What Inclusion and Effective Mental Health Interventions Means To Us

- We prioritise those who need our help most, but we intervene with all.
- We support and educate pupils – attendance matters.
- By building positive relationships, pupils are supported to make the right choices and develop a positive approach to learning.
- Build positive relationships between staff, pupils and parents.
- Staff encourage positive self-esteem in pupils, which is further embedded within our curriculum.
- We use evidence-based practice for all our interventions.

Expectations of Each Other

- All communication to be shared through IRIS in a timely manner.
- To attend Whole School Safeguarding & Child Protection Training annually.
- Have read and understood Keeping Young people Safe in Education each time it is updated.
- Ensure that all relevant policies and protocols are read and understood by all.
- Attend duties to support the wider school community.
- Attend meetings on time and prepare.
- Ensure all pastoral work is evidenced.
- Speak to pupil's, staff and each other with courtesy, respect and understanding.

Safeguarding

- Safeguarding pupils comes above everything else we do.
- All staff across the setting have training annually with reminders throughout the year at briefings, staff meetings and inset days.
- All new staff have safeguarding training as part of their induction.
- All staff at The Positive Impact Group recognise that safeguarding is everyone's responsibility, that they should have read and understood section one of Keeping Young people Safe in Education 2025, that early intervention is key and that context matters.
- All notes are kept securely.

Attendance

- All staff have a role to play in ensuring each pupil attends.
- Mentors support by providing first wave support, checking in with pupils who have poor or low attendance.
- All staff work to remove barriers to good school attendance.
- We work together with external agencies to address and remove barriers to school attendance.
- We prioritise pupils who are classed as disadvantaged, SEMH or SEND, however, we are passionate about providing the same support to all pupils, irrespective of background.
- We follow the protocols which are in place, acknowledging that each pupil and situation is different and adjusting as required.
- We provide a welcoming 'from home, to home' environment for our pupils.

Behaviour

- We have a moral obligation to prepare pupils for the rigours of work and life beyond education.
- We are here to educate the whole pupil, helping with moral and personal development.
- We apply the protocols for each pupil, acknowledging that each pupil and their situation is different and adjusting as required.
- We prioritise pupils who are classed as disadvantaged, SEMH or SEND, however, we are passionate about providing the same support to all pupils, irrespective of background.
- We make reasonable adjustments for pupils with special educational needs or vulnerable pupils.
- We have a Positive Relationship Policy that enables pupils to be supported.
- We involve parents in supporting their pupils to improve their behavior.

Pastoral Care and Mental Health

- Pastoral support is driven by moral purpose.
- We do not give up on pupils and constantly look for ways to support them.
- Our interventions are directed by evidence-based practice.
- Our team are passionate about becoming experts in their field
- We work with numerous external agencies to support our pupils.
- We recognise that early intervention is vital.
- We involve parents as appropriate in the support that we put in place.
- Our interventions are assessed and evaluated.
- The mental health of our pupils and staff is of the highest priority.

This policy is reviewed annually.

Overall responsibility lies with the Director, who liaises with the Senior Leadership Team to ensure a robust and sustainable model of Leadership.

Signed by Director



James Armson