Safeguarding roles and responsibilities summary

L.E.A.D. Academy

Safeguarding

L.E.A.D. Academy Trust is committed to safeguarding children. All staff, visitors, volunteers, governors and trustees are expected to share this commitment. All staff and volunteers are expected to take welfare concerns seriously and encourage children to speak out about anything that worries them, always acting in the best interests of the child.

At L.E.A.D. Academy Trust, we will ensure that all employees and volunteers receive appropriate safeguarding and child protection training to ensure that this commitment is fulfilled. The training will equip individuals with the knowledge to provide strategic oversight and implement policies and procedures that protect pupils across the network of academies.

Strategy

We believe that having a clearly defined strategy in place to consistently deliver safeguarding excellence on a day-to-day basis is critical at L.E.A.D Academy. Our approach is based on research, lessons learned, and future-proofing by staying up to date on local and national governmental intelligence and using smart data to enable continuous development.

Our three-year strategy, led by the Trust DSL team and supported by the safeguarding trustee, focuses on six key areas. The six key areas are:

- **Policy, systems and processes**
- **Leadership, management and reporting**
- **Knowledge transfer and people development**
- **Relationships and engagement with stakeholders**
- **Safeguarding data and intelligence**
- **Audit, quality assurance and external review**

Reporting

At L.E.A.D. a variety of reporting and auditing mechanisms are in place. These include termly compliance returns, quality assurance visits, safeguarding audits and a yearly review of the section 175/157 safeguarding return. These reports are routinely summarised and reported to Trustees and Academy Governing Bodies.

Reporting Flow at L.E.A.D. academy
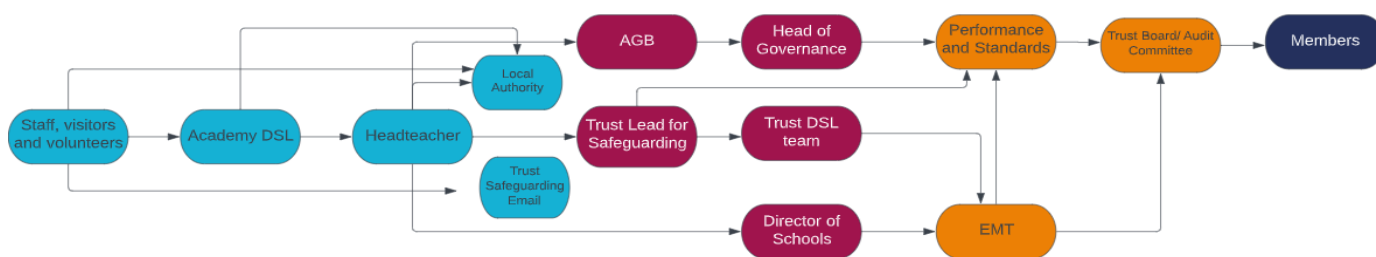
*Accountability for safeguarding operates in the opposite direction to the reporting structure.

Members

Members hold the trust board to account for the effective governance of the trust.

Trustees

Trustees have strategic leadership responsibility for the safeguarding arrangements across the Trust. Trustees must ensure that academies comply with their duties under legislation. They must have regard for KCSIE, ensuring policies, procedures, and training across the Trust are effective and comply with the law at all times. The Trust Board must appoint a Trustee to take leadership responsibility for safeguarding arrangements.

Training

To fully undertake the safeguarding strategic responsibility, Trustees are required to receive training on legal duties and a yearly update on KCSIE. Further to these training elements, Trustees also will receive yearly over-arching safeguarding training to ensure that they can measure the implementation of safeguarding procedures across the Trust. The named safeguarding Trustee must receive additional training to enable them to fully undertake the role.

Reporting

Trustees will receive reports from a range of sources. These include the Head of Governance, the Performance and Standards Committee, the EMT, and the Trust lead for safeguarding. Trustees will be expected to complete an annual safeguarding statement of assurance.

EMT

It is the CEO's responsibility to ensure that academies discharge their duties under the law at an operational level and to ensure that Trustees have access to the right information and training to feel confident that children are safe across our network of academies. The CEO is responsible for appointing Trust DSLs, who operate at a senior level within the organisation.

The Deputy CEO (Education) and Deputy CEO (Business) are responsible for ensuring that the CEO has the right information to be able to assure the board that pupils are safe. They are responsible for discharging monitoring arrangements of safeguarding in the education team and within central services, including governance.

Training

In order to fulfil this role, the CEO/ Deputy CEO for Education will need to undertake biannual DSL training. It is essential that all EMT receive yearly KCSIE training, safer recruitment training and wider safeguarding professional development, including compliance and understanding the role of the CEO and Trustees in safeguarding pupils.

Reporting

EMT will receive information on safeguarding from a range of sources, including the Trust DSL team, the Lead for Safeguarding, HR, Estates and Directors of Schools. This information will be reported to Trustees through the Performance and Standards Committee and to the Trust Board.

Directors

Directors are responsible for promoting the values and principles of safeguarding, as set out in KCSIE and the L.E.A.D. policy. Directors of Schools are responsible for developing safeguarding policies and practices on the ground. Operationally, they will do this by monitoring academy safeguarding performance and the effectiveness of safeguarding practice. Directors will ensure that all academies provide staff with the correct training to fully undertake their role in safeguarding children.

To fulfil these requirements, all Directors of Schools will undertake DSL training bi-annually and be safer recruitment trained. All Directors will receive yearly KCSIE training, alongside L.E.A.D. yearly safeguarding training. In addition, Directors will have access to role-specific safeguarding training.

Reporting

Directors of School will report termly on safeguarding, via QA reports received by the AGB, Trustees and EMT. Directors are responsible for reporting on statistical data and reporting linked to health and safety matters that pose a safeguarding risk, the SCR, the file auditing process, and any relevant information linked to staffing.

Trust Designated Safeguarding Leads

Trust DSLs have an operational responsibility at L.E.A.D. Academy Trust in managing high-level safeguarding concerns against senior staff. They are also responsible for ensuring that academies have the right resources and training to manage safeguarding effectively, including ensuring that academies have a DSL and a Deputy DSL.

Training

All Trust DSLs must have biannual DSL training and have relevant training on managing allegations, safer recruitment training and understanding the role/s of all parties across the Trust regarding safeguarding.

Reporting

Trust DSLs will report to the Performance and Standards committee through a dedicated safeguarding report, this is shared with the safeguarding Trustee and EMT.

Business Leads

Business Leads must have a clear understanding of their role in safeguarding children across the Trust. Leaders must understand how they will monitor what is happening on the ground and check that their staff carry out their statutory responsibilities under KCSIE. Central Team members have a responsibility to escalate any concerns to their Director and the academy's Director of School.

Training

To fulfil this role, leaders will need to be safer recruitment trained, have yearly KCSIE training and access NCSL safeguarding training pertinent to the role.

Reporting

Business Leads will report any relevant data to their Director. This information may include file audit checks, SCR checks, relevant HR statistics and Health and Safety compliance data.

Central Team

Everyone has a responsibility to safeguard pupils. Central Team members must understand their role in safeguarding across the Trust and how to monitor and report.

Training

Central Team members will need to undertake KCSIE yearly training, Safeguarding update training and training through NCSL pertinent to the role.

Reporting

Members of the central team will report any relevant data to their Business Lead. This information may include file audit checks, SCR checks, relevant HR information and Health and Safety data.

L.E.A.D. Services

Everyone has a responsibility to safeguard pupils. L.E.A.D. Services team members must understand their role in safeguarding across the Trust and how to monitor and report.

Training

L.E.A.D. Services team members will need to undertake KCSIE yearly training, Safeguarding update training and training through NCSL pertinent to the role.

Reporting

Members of the L.E.A.D. services team will report any relevant data to the Business Lead or Trust DSL team. This information may include file audit checks, SCR checks, relevant HR information and Health and Safety data.

Lead for Safeguarding

It is the role of the Trust Safeguarding Lead, alongside the Trust DSL team, to provide oversight and to quality assure safeguarding at each academy across the Trust through a range of calendared activities throughout the year. The cycle of quality assurance activities should assist in supporting effective safeguarding practices.

Training

The Lead for Safeguarding must hold an up-to-date advanced safeguarding training certificate and be 'train the trainer' certified. In addition, they must receive regular professional development to fully and effectively undertake the role.

Reporting

The Lead for Safeguarding will collate statistical data and information against the Trust's key performance indicators, which will be reported to EMT, the designated safeguarding Trustee and Performance and Standards committee.

Head of Governance

The Head of Governance is the conduit between AGB's and the board of Trustees. Within this role, it is vital that AGB's fulfil their safeguarding responsibility at the academy level and that this information is then shared with Trustees.

Training

The Head of Governance will need to undertake KCSIE yearly training, safeguarding update training and training through NGA pertinent to the role. They must also be trained to fully understand the strategic role of AGBs and Trustees within the L.E.A.D. Academy Trust.

Reporting

The Head of Governance will report to the Trust Board on safeguarding three times a year via the Board's Performance and Standards Committee. The information provided will be taken from each academy's AGB termly meeting.

AGB

AGB's have strategic leadership responsibility for the safeguarding arrangements within the academy. Governors must ensure that the academy complies with its duties under legislation. They must have regard for KCSIE, ensuring policies, procedures and training across the academy are effective and comply with the law at all times. The AGB must appoint a governor to take leadership responsibility for their academy's safeguarding arrangements.

Training

Governors must receive safeguarding and governance training, as well as a yearly update on KCSIE, in order to fully assume the safeguarding strategic responsibility. Further to these training elements, Governors will receive yearly over-arching safeguarding training to ensure that they can measure the implementation of safeguarding procedures across the academy. The safeguarding governor should have additional training to undertake the role.

Reporting

The safeguarding governor will work with the academy to provide the AGB with termly monitoring information. The Headteacher and/or DSL will provide specific safeguarding information to the AGB. The AGB must ensure that the academy has trained all staff in safeguarding. The Head of Governance will compile this data and report it to the Trustees.

Headteacher

It is the responsibility of the Headteacher to adopt a 'whole academy' approach towards safeguarding, promoting a culture of vigilance and creating a culture of safeguarding.

Training

The Headteacher must have bi-annual DSL training and have relevant training on managing allegations and be safer recruitment trained. Furthermore, the Headteacher must be trained on KCSIE on an annual basis and receive yearly update training.

Reporting

Section 175/157 safeguarding audit to be completed and signed off by the AGB. Headteacher report to the AGB. Termly compliance data is to be completed and sent to the Trust safeguarding lead and shared with the AGB.

DSLs

The Designated Safeguarding Lead is responsible for safeguarding and child protection (including online safety) within the academy.

Training

All DSLs must have bi-annual DSL training and have relevant training on managing allegations. In addition, DSLs will need to be trained annually on KCSIE and receive yearly update training as a minimum.

Reporting

Section 175/157 safeguarding audit to be completed. Termly compliance data is to be completed and sent to the Trust Safeguarding lead and shared with the AGB.

Volunteers/Visitors/ Consultants/Contractors

At L.E.A.D. academy, we expect any individual, whether it is a volunteer, visitor, consultant or contractor to report a safeguarding concern as soon as it is possible to do so. On entry to the academy, volunteers, visitors, consultants and contractors must be given information regarding the safeguarding arrangements at the academy, including the contact name of the DSL and Deputy DSL.

Training

All volunteers/visitors/consultants and contractors must be given information regarding safeguarding arrangements. The DSL or a senior staff member must ensure that this information is understood. Volunteers, visitors, consultants and contractors should not be left unsupervised unless they have a full DBS which has been presented to the academy.

Reporting

Any concerns need to be reported immediately to the DSL/DDSL or Headteacher. If there are concerns outside of the academy day, concerns can be reported to L.E.A.D. academy through the dedicated email address which is safeguarding@leadacademytrust.co.uk monitored by the Trust DSL team.

Overview

Role	Training	Reporting/Role	Accountability
Members	Access to KCSIE	Ensure effective governance around safeguarding is in place	DFE
Trustees	• Annual update training • Annual safeguarding training • Role of Trustees in safeguarding pupils	Receive reports from: • EMT • Safeguarding Lead • Safeguarding Trustee **Reporting:** • Annual completion of safeguarding statement of assurance • Risk register	Members
EMT	• KCSIE update • DSL trained (bi-annual) • Safer recruitment	**Receive reports from:** • Trust DSL team • Directors of School (QA) • H&S data • Audit and compliance data **Reporting:** • CEO report to Trustees • EMT report to all committees of the Board •	Trustees
Directors	• KCSIE update • DSL trained for DOS (bi-annual) • Safer recruitment • Role specific training through National Collage	**Reporting to EMT:** • Quality assurance reports • H&S data • HR data	EMT
Trust DSLs	• KCSIE update • DSL trained for DOS (bi-annual) • Safer recruitment • Managing allegations • Annual update • CLA	**Receive reports from:** • Lead for Safeguarding (audit/QA data) • Compliance data **Reporting to EMT/ Board** Education Report to Performance and Standards.	EMT
Business Leads	• KCSIE • Safer recruitment • Annual update • Role specific training through National Collage	**Receive reports from:** • HR/ H&S compliance data **Reporting to EMT/ Board** • Board report	EMT
Central Team/ L.E.A.D. Services	• KCSIE • Annual update • Role specific training through National Collage	**Reporting to Business Leads** • Compliance data i.e. SCR/ file audit information	EMT

Lead for Safeguarding	• KCSIE update • Advanced DSL trained for DOS (bi-annual) • Safer recruitment • Managing allegations • Annual update • CLA • Train the trainer	**Receive reports from:** • Academies 175/157 Audit • Compliance returns **Reporting:** • Safeguarding report for Performance and Standards • Compliance to the safeguarding Trustee • Audit/QA data to Trust DSL team	Trust DSLs EMT Trust Board
Head of Governance	• KCSIE update • Annual update • Role of governance in safeguarding	**Receive reports from:** AGB **Reporting:** Trust Board via Performance and Standards.	Trust Board
AGB	• KCSIE (All) • Role of Governors in safeguarding (All) • Role of safeguarding Governor • NGA safeguarding – the governors role • NGA safeguarding update	**Receive reports from:** • DSL – section 175/157 audit and compliance data • Headteacher report • Safeguarding governor report **Reporting:** • Trust Board through AGB minutes	Trust Board
Headteacher	• KCSIE update • DSL trained for DOS (bi-annual) • Safer recruitment • Role specific training through National Collage	**Receive reports from:** • DSL – section 175/157 audit and compliance data **Reporting:** • Safeguarding report for AGB • Compliance to the Trust safeguarding Lead • To Director of Schools	AGB Lead for safeguarding DOS
DSL	• KCSIE update • DSL trained for DOS (bi-annual) • Role specific training through National Collage	**Reporting:** • Audit data to the Headteacher/AGB • Compliance to the Trust safeguarding Lead	Headteacher AGB
Volunteers/Visitors/Contractors and Consultants	• Academy safeguarding arrangements • Information on who the DSL/DDSL are.	**Reporting:** • Any concerns to be reported to the DSL team • If off site via L.E.A.D. safeguarding email	Headteacher

Training Matrix

	Training	Provider	Trustees	CEO	DCEO Ed	VCEO B	Dir	BL	CT/LS	AGB
On Induction	Basic safeguarding training	National College / GovernorHub (for governors)	✓	✓	✓	✓	✓	✓	✓	✓
	DSL training	Safeguarding Compliance Lead (SCL) / LA trainer		✓	✓	✓	✓			
	KCSIE	National College / SCL	✓	✓	✓	✓	✓	✓	✓	✓
	Safer Recruitment	Safeguarding Compliance Lead								
On appointment to role	Role of Safeguarding Trustee/ Governor (role specific)	NGA unit 'Safeguarding link governor' NGA unit 'child on child sexual abuse in schools – what governors need to know'	✓							✓
Yearly	KCSIE	Safeguarding Compliance Lead	✓	✓	✓	✓	✓	✓	✓	✓
	Safeguarding update	Safeguarding Compliance Lead	✓	✓	✓	✓	✓	✓	✓	✓
Biannual	DSL training	Safeguarding Compliance Lead		✓	✓	✓	✓			
	CLA	National College / LA					✓			
Triannual	Safer Recruitment training	Safeguarding Compliance Lead / National College		✓	✓	✓	✓	✓		✓
	FGM	Safeguarding Compliance Lead / National College		✓	✓	✓	✓	✓		✓
	Prevent	Safeguarding Compliance Lead / National College		✓	✓	✓	✓	✓		✓
Safeguarding Training	Role of AGB safeguarding	Safeguarding Compliance Lead / GovernorHub / NGA								✓
	Management of Safeguarding for Trustees	National Collage/ NGA	✓	✓	✓	✓				
Ongoing CPD	CPD programme	National college / GovernorHub	✓	✓	✓	✓	✓	✓	✓	✓

Other Mandatory Training

Regularity	Training	Exec Team	Dir	BL	CT/LS
Yearly	Annual Certificate in Cyber Security for Education Providers	✓	✓	✓	✓
	Annual Certificate in Online Safety for Education Settings	✓	✓	✓	✓
	Certificate in Data Protection & GDPR for Staff (Data Influencers)	✓	✓	✓	✓
	Certificate in Equality, Diversity and Inclusion	✓	✓	✓	✓
	Certificate in Fire Safety for Education Providers	✓	✓	✓	✓
Every 3 Years	Certificate in Display Screen Equipment for Education Providers	✓	✓	✓	✓
	Certificate in Health and Safety at work	✓	✓	✓	✓
	Certificate in Manual Handling			✓	✓
	Certificate in Understanding Risk Assessments		✓	✓	✓
	Certificate in Lone Working			✓	✓
	Certificate in Accident Reporting			✓	✓