Safeguarding and Child Protection Policy
Date of approval: January 2018
Next review: September 2019

As a Christian organisation we believe that everyone should be treated with respect and dignity, in keeping with the Christian belief that God made all people equally valuable and in His image. We believe this implies a duty to protect others from harm, especially the most vulnerable.

'Defend the weak and the fatherless; uphold the cause of the poor and the oppressed. Rescue the weak and the needy; deliver them from the hand of the wicked.' Psalm 82:3&4

'The King will reply, "Truly I tell you, whatever you did for one of the least of these brothers and sisters of mine, you did for me."' Matthew 25:40

We expect all **cross**teach trustees, staff and volunteers to embrace their duty to protect children from any kind of harm.

Crossteach Designated Safeguarding Lead: Wayne Harris | Director | wayne@crossteach.com
If the Designated Safeguarding Lead is unavailable, or if there is an allegation about him, contact the **Designated Trustee:**   Ian Johannessen | Chair of Trust | ian.johannessen@crossteach.com
If external advice is required, contact the **Churches' Child Protection Advisory Service**:   0303 003 1111 | info@ccpas.co.uk

1. Purpose of policy
This policy sets out how **cross**teach staff work in schools as invited guests which means that schools: staff will support schools to safeguard and promote the welfare of children in line with section 175 of the Education Act 2002 and the statutory guidance to schools Keeping Children Safe in Education (May 2016) effective from September 2016.

2. Roles and responsibilities

2.1 Schools
crossteach staff work in schools as invited guests which means that schools:
- Are fully responsible for the safeguarding of children within a school at **cross**teach activities and events. This includes any off-site activity organised by **cross**teach e.g. a Church-based experience: schools should follow their own safeguarding and risk-assessment processes for each activity.
- Should share the school safeguarding policy with **cross**teach staff and/ or alert **cross**teach staff to any particular expectations.

2.2 Trustees

crossteach Trustees will ensure that **crossteach** meets its duties with regard to safeguarding and protecting pupils by ensuring:

- **crossteach** has safeguarding and child protection policies and procedures in place that are consistent with school procedures.
- A written staff code of conduct and safeguarding policy which includes expectations around staff/ pupil relationships and communications and staff use of social media.
- The Director is appointed the designated safeguarding lead with responsibility for carrying out duties as set out in this policy.
- Staff receive a thorough induction on joining and are given copies of all relevant safeguarding and child protection polices and the staff code of conduct.
- **crossteach** has appropriate procedures in place to ensure safer recruitment practices, to deal with allegations against staff or volunteers, and to report matters to the Disclosure and Barring Service as required; and that these policies are consistent with statutory guidance and reviewed on an annual basis.
- At least one Trustee or member of the senior staff team has undertaken safer recruitment training.
- All staff receive internal safeguarding and child protection training annually, and externally led training biennially.
- **crossteach** has procedures in place to deal with allegations made against trustees, staff or volunteers.

2.3 Director

The Director will ensure that **crossteach** meets its safeguarding responsibilities by ensuring the following:

- Staff are inducted thoroughly so that they are fully aware of **crossteach** safeguarding and child protection policies and are able to fully implement these. Staff are aware that it is everyone's responsibility to safeguard children and of their individual responsibilities in identifying and reporting possible safeguarding issues and cases of abuse. Staff are also made aware of their responsibilities in respect of socialising with parents and their use of social networking sites.
- All staff are vigilant to harm and abuse, are able to identify those children for whom there are child protection concerns and can make appropriate referrals.
- Safer recruitment practices are followed when recruiting to posts, and appropriate action is taken whenever an allegation is made against a member of staff.
- Safeguarding issues are brought to the attention of the Trustees.
- The **crossteach** safeguarding and child protection policy is up to date and consistent with school policies and reviewed annually.
- All staff and volunteers are aware of and understand the policies and procedures and are able to implement them.
- All staff receive internal safeguarding and child protection training annually, and externally led training biennially.
- Proper safeguarding measures are in place for any **crossteach** activity which is not taking place on a school site.

2.4 crossteach staff and volunteers

crossteach staff and volunteers will support schools to safeguard children by:
- Sharing relevant information with the designated safeguarding lead for the school
- Working within the Child Protection Policy, Visitors Policy and Safeguarding procedures for each school they visit, to the extent that the school has set out their expectations. If there is any conflict between school expectations and this safeguarding policy then staff should follow the school policy and alert their line manager.

- Putting proper safeguarding measures in place for any **cross**teach activity which is not taking place on a school site
- Working within **cross**teach policies

3. Child protection: what to do in case of a disclosure or allegation

3.1 Role of **cross**teach
- Staff have a responsibility to identify those children who are suffering from abuse or neglect and to ensure that any concerns about the welfare of a pupil are reported to the designated safeguarding lead. This will usually be the designated safeguarding lead for the school with responsibility for the activity.
- If the activity is being run by a partner church and supported by **cross**teach staff then any concerns will be reported to the designated safeguarding lead for the church.
- In the unlikely event that the activity is not being carried out under the responsibility of a school or a church, the staff member will report them to the lead for **cross**teach who is the Director.

3.2 Dealing with disclosures
Definitions and indicators of abuse and neglect are available at Appendix 1.

If a pupil discloses to a member of staff that they are being abused, the member of staff should:

- listen to what is said without displaying shock or disbelief and accept what the child is saying;
- allow the child to talk freely;
- reassure the child but not make promises that it may not be possible to keep, or promise confidentiality, as a referral may have to be made;
- reassure the child that what has happened is not their fault and that they were right to tell someone;
- not ask direct questions but allow the child to tell their story;
- not criticise the alleged perpetrator;
- explain what will happen next and who has to be told;
- make a formal record and pass this on to the designated teacher before leaving the premises. A template is available at Appendix 2.
- Records should show:
  - o   what the concerns were;
  - o   what action was taken to refer on concerns or manage risk within the school;
  - o   whether any follow-up action was taken;
  - o   how and why decisions were made.
- Any incidents, disclosures or signs of neglect or abuse should be fully recorded with dates, times and locations. Records should also include a note of what action was taken.
- Only relevant information should be disclosed, and only to those professionals who need to know. Staff should consider the purpose of the disclosure, and remind recipients that the information is confidential and only to be used for the stated purpose.
- In the event that a child makes a disclosure of neglect or abuse, staff cannot guarantee them confidentiality, but must explain why they have to pass the information on, to whom and what will happen as a result.

3.3 Children who harm other children
If a pupil makes an allegation against another pupil, the same procedures will be followed.

3.4 Allegations against staff

The Director will report directly to the Trustees, the Headteacher of the relevant school and the relevant LADO if an allegation of abuse is made against a member of staff.

The Trustees will report directly to the Headteacher of the relevant school and the relevant LADO if an allegation of abuse is made against the Director.

In the event that an allegation is made against a member of staff or volunteer, **crossteach** will follow instruction from the Headteacher or LADO. Staff will be welcome to bring in legal or union representation.

crossteach will appoint a responsible staff member or trustee (normally the Director) who will be the representative for the purposes of the allegations procedures and who will link with the LADO for all allegations raised.

Where a staff member is removed or resigns from the school prior to or following the upholding of an allegation against that person and the responsible staff member and the LADO agree that the person is unsuitable to work with children, the responsible person will refer the individual to the DBS.

If the Director or Trustees need advice at any stage they should seek it from CCPAS.

3.5 Whistleblowing

crossteach aims to foster a culture of openness and will put in place strategies and procedures to ensure that staff feel enabled to raise concerns relating to the safeguarding of children or poor practice within the organisation that may cause a risk to children.

crossteach recognises that there may be circumstances where staff and pupils feel unable to raise concerns or incidents of malpractice as there is reasonable doubt that these would be dealt with adequately.

If you are concerned because you think there is wrongdoing that is being covered up, please tell the Director. If your concern is about the Director please tell the Chair of the Trust or another trustee. If your concern is about safeguarding and you cannot tell anyone within **crossteach** please contact the headteacher of the school (if it is a school-based concern) or CCPAS (if it is a **crossteach** -based concern).

The Director is responsible for ensuring that contact details to be used in such circumstances are displayed both in the staff handbook and in each office.

The Staff Handbook sets out further detail about the **crossteach** approach to whistleblowing.

4. Safeguarding vulnerable groups

crossteach staff should be aware of particularly vulnerable groups and report any concerns to the school. The following resources may be useful:

Children at risk of sexual exploitation:
www.cscb.org.uk | www.ceop.police.uk/safety-centre/

Chldren at risk of female genital mutilation (FGM): www.cscb.org.uk
(*There is a mandatory duty to report known cases of FGM to the police.*)

Children at risk of forced marriage: https://www.gov.uk/guidance/forced-marriage

Children who run away/go missing: https://www.gov.uk/government/publications/children-who-run-away-or-go-missing-from-home-or-care

Trafficked children:
http://cscb.org.uk/downloads/policies_guidance/local/ChildTrafficking.pdf

Young carers:
If staff have concerns about a pupil they believe to be a young carer, they can contact Family Action on **020 7272 6933** for advice. Further details: www.family-action.org.uk

Young people at risk of violent extremism:
https://educateagainsthate.com/

Issues around parental responsibility:
Dealing with issues relating to parental responsibility - Publications - GOV.UK (Jan 16)

Social media:
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/550511/Keeping_children_safe_in_education.pdf

5. Safer recruitment

5.1 General principles

- **cross**teach recognises safer recruitment practices are an essential part of creating a safe environment for children and will ensure that staff are suitable to work with children and do not pose any kind of risk.
- **cross**teach will follow the *Keeping children safe in education* guidance *(DfE 2015).*
- **cross**teach will carry out all relevant checks and enquiries on applicants for all positions, including voluntary and support roles and trustees, in accordance with statutory requirements. No staff member, volunteer or trustee will be allowed to take up posts until all checks and enquiries required for that position have been satisfactorily completed.
- All applicants for positions that involve regulated activity will be subject to checks with the Disclosure and Barring Service at the level appropriate to the role (see section 6.3).
- All job advertisements and application forms will clearly state the **cross**teach commitment to safeguarding, that the role is a safeguarding role and that applicants will be expected to agree to undergo DBS and other checks as part of safer recruitment practices.
- Staff and trustees who normally sit on interview panels will be trained in safeguarding interviewing techniques and no interview should go ahead unless at least one member of the panel has undertaken safer recruitment training.
- Although the Director will have day-to-day responsibility for the recruitment of staff, the Trustees will ensure that they maintain an overview of recruitment systems in order to scrutinise practise and ensure all statutory checks are carried out.
- The Director or member of staff responsible for carrying out recruitment checks should ensure they have a copy of any relevant documents or take relevant issue numbers from documents as proof that the document has been seen.
- The Director will be responsible for keeping a single central record of all staff and volunteers who regularly come into contact with pupils, to include details of all checks carried out and the outcome of these checks.

5.2 Checks to be taken out

crossteach will verify the following information for all new staff and Trustees:

- The applicant's identity must be verified from their passport or other photographic ID and proof of address must be provided.
- The applicant's right to work in the UK must be evidenced through documentation. Only original documentation should be accepted and its validity checked in the presence of the applicant.
- Where the applicant will be involved in regulated activity, an enhanced DBS check will be carried out.
- Enquiries will be made regarding the applicant's state of physical and mental health to the extent that it may affect their capacity to carry out their role.
- Applicants will be asked to provide a full employment history and details of at least 2 referees, including previous and recent employers. All references will be taken up prior to interview and will be requested directly from the referee. Referees will be contacted to resolve any issues that emerge from the references provided.
- Staff will be asked to declare any childcare disqualifications (for themselves and by association).
- Interviews will include at least one safeguarding question.
- The school will keep copies of the following documents on staff personnel files:
  - documents used as proof of identity such as passports or driving licences
  - a summary of the DBS certificate (but all other documents relating to the DBS check must be destroyed)
  - documents that prove the staff member's right to work in the UK (failure to do so can result in a fine for employing illegal workers).
- Safer recruitment checks will be recorded, signed as seen, and kept as part of the Single Central Register.

5.3 DBS checks

In order to ensure that people who work in the school are suitable to do so and are not barred from working with children, the school will apply to the Disclosure and Barring Service (DBS) for police checks as part of the recruitment process.

Supervised volunteers will also be subject to an enhanced DBS check.

The Director will ensure that all DBS checks carried out on staff are renewed after 3 years of the original DBS disclosure.

5.4 Volunteers

Any volunteers who want to support **crossteach** activities on a regular or occasional basis are subject to stringent safeguarding checks. The Director will ensure that before starting their volunteering:

- All volunteers complete a form giving information including name and previous names/ aliases, and current address
- Two references are taken up for volunteers who will be helping regularly; one for a one-off or occasional helper
- All volunteers should complete self-declaration questions and responses must be followed up before volunteers start. Regular volunteers should also complete an enhanced DBS check. Occasional or one-off volunteers without enhanced DBS clearance must be actively supervised by staff at all times and not left in any situation alone with pupils. They may not be counted towards the minimum adult/ child ratio for the activity.

- There is an appropriate process to ensure volunteers are competent to carry out the duties assigned to them and only assigned duties that are suitable to their qualification and experience.
- Volunteers will be suitably supervised by staff at all times at a level that ensures the safety of pupils.
- Volunteers will be asked to abide by and work within the Staff Code of Conduct, the **crossteach** Basis of Faith, and **crossteach** safeguarding policies and procedures.

6. Staff practice and conduct

6.1 Induction and training

- The Director will ensure that all staff are fully inducted, are made aware of the Trust's safeguarding and child protection policy and procedures and that staff are fully aware of their role in implementing these.
- Staff will be asked to confirm in writing that they have received all relevant staff policies, including "*Keeping Children Safe in Education Part 1*" guidance.
- The Director will ensure that all staff are fully inducted with regard to the school child protection procedures and that they receive safeguarding and child protection training on a two-yearly basis.
- The Director will keep a central record of all statutory and other training undertaken by staff members, directors and volunteers.

6.2 Conduct and safe teaching practice

- **crossteach** expects staff and volunteers to set a good example to pupils through their own conduct and behaviour and aims to protect them from the risk of allegations being made against them by ensuring they maintain high standards of professionalism and appropriate boundaries.
- For avoidance of doubt, this means it is not appropriate for any member of **crossteach** staff to have a personal relationship with any student with whom they are working. Staff working with small groups or vulnerable students should exercise particular care to ensure that professional boundaries are maintained at all times, in person and on-line.
- Pupils should always be treated with respect which means not showing favouritism, and speaking to or about pupils in a positive way and never in a suggestive or derogatory way.
- If **crossteach** staff are leading an activity at which no member of school staff is present further precautions should be taken:
    - **crossteach** staff must keep a register of all who are present; pupils and adults.
    - Two adults must be present unless, after a risk assessment, there is clear permission from both the school and the **crossteach** Director that the activity can go ahead
    - **crossteach** staff should make sure there is a minimum of one leader for each 15 secondary age students or 1:8 for primary age children
- The Director will ensure that there is a written code of conduct in place and that each member of staff, including volunteers, signs a code of conduct agreement on appointment that sets out the school expectations with regards to standards of professional behaviour and that all staff receive copies of relevant policies. This includes their use of social media, particularly in relation to professional standards and relationships with pupils.

6.3 Behaviour management, physical intervention and restraint

Physical restraint (positive application of force with the intention of protecting the child from harming himself or others, seriously damaging property or in order to maintain good order and discipline in the classroom) will only be used in emergency situations as a last resort and in line with the Physical Restraint Procedures for the individual school.

It is recognised that any members of staff leading a small group as the only adult are vulnerable to allegations being made against. Staff members should avoid such situations. If they do arise from time to time (in line with 5.2), staff need to be aware of the possibility of their conduct and behaviour being misinterpreted by a child or taken out of context by other adults and:

- ensure they behave in an appropriate manner and maintain professional boundaries at all times
- report any incidents or issues that arise to the appropriate member of staff and make sure a record is taken.

Schools are recommended to carry out a risk assessment around such activities which should include:

- looking at whether rooms are adequately safe and open locations that can be easily observed
- passing on any relevant information about children who will be attending
- record any reported incidents or issues and deal with them within the school's own policies
- make sure **cross**teach staff are aware of the school's safeguarding and staff conduct policies

6.4 Prevention of radicalisation

crossteach staff will support schools to prevent young people from being radicalised and drawn into terrorism. Staff are responsible for:

- Being alert for changes in behaviour
- Reporting to the Designated Safeguarding Lead under the Prevent strategy where there are concerns that a student may be being radicalised
- Working within any school policies that the school draws to their attention, including policies designed to promote 'the fundamental British values of democracy, the rule of law, individual liberty, and mutual respect and tolerance of those with different faiths and beliefs' as set out by the government in 2014.

6.5 Use of IT

- **cross**teach IT and communications equipment may only be used for **cross**teach purposes.
- Before being issued with IT equipment, passwords or email accounts all staff are asked to sign an agreement. (Appendix 3)
- Staff should not give their personal email address to current or previous pupils but are asked to give the official **cross**teach address instead.

6.6 Use of social media

Social media includes any websites or applications that enable users to create and share content or to communicate with others e.g. Facebook, YouTube, Twitter, Pinterest.

Any **cross**teach social media accounts, including the **cross**teach Facebook account, the newsfeed on the website and Prayermate updates, should be used and updated by named personnel in line with the **cross**teach Communications Plan.

If **cross**teach staff decide to operate their own social media accounts, they are expected to do so in a way that does not bring **cross**teach into disrepute. To that end:

- Staff should not make reference to **cross**teach by name, or to **cross**teach activities unless it is to further the aims of **cross**teach and in line with the **cross**teach mission statement and communications plan

- Staff should not represent themselves on behalf of **cross**teach except with prior permission from the line manager
- Staff should not communicate with pupils by social media and should not accept, or initiate, friend requests
- If a pupil initiates contact, staff should not respond but pass the record of the contact to the line manager
- Staff should not post anything on their own personal social media accounts that would cause embarrassment to **cross**teach or compromise its work
- Under no circumstances should confidential information be released, shared or forwarded in any medium including social media
- Staff should ensure that their mobile phones are not used during crossteach activities. Staff may not share mobile phone numbers with current or previous pupils.
- Any safeguarding concerns that arise on-line should be dealt with in the same way as if they had arisen in person

6.7 Use of reproducible images

Taking photographs, videos and other reproducible images of **cross**teach activities is an essential part of **cross**teach work: they help **cross**teach to evidence the impact of work. However there is a danger, perhaps small and remote, but real, that any reproducible image of children could be used for illegal purposes. In keeping with our commitment to safeguarding, these rules are intended to protect children while allowing stakeholders to document, enjoy and share in **cross**teach activities.

- Any photography will be at the discretion of the School, which may prohibit it at any time or in any instance without giving a reason.
- **cross**teach must secure written permission from the school and parent(s) before using any images in which a school or pupil is recognisable. If permission is granted, such images may only be used for recording the activities, providing feedback to **cross**teach supporters, or publicising **cross**teach.
- In no circumstances may any photograph of a child identify that child to any person who does not already know the child in question. This means that if the child is named, we avoid using their photograph. If a photograph is used, we avoid naming the child.

7. Health and safety and risk assessments

7.1 Risk assessments
crossteach will identify and manage risk through the use of risk assessments, and seek to balance risk avoidance against providing pupils with opportunities to take part in educational activities. Risk assessments will be carried out:

- By the Director on an annual basis for the range of activities usually undertaken by **cross**teach staff. Team leaders are responsible for making sure mitigating actions are in place.
- Team leaders also need to carry out a specific risk assessment for every **cross**teach activity that takes place in a venue other than the school (e.g. an Experience based in a Church). Team leaders are responsible for making sure mitigating actions are in place.
- By team leaders for any new activity not covered by the general assessment made by the Director. Team leaders are responsible for making sure mitigating actions are in place.
- **cross**teach activities will usually take place within the extended school day. Any exceptional event involving pupils which takes place in the evening, at a weekend or

overnight requires the consent of trustees and additional health, safety and risk management measures.

Risk assessments will be reviewed:
- By team leaders whenever there are any changes to the school environment or school practices
- By the Director following any serious incident

If an incident occurs at a **cross**teach activity, including a pupil needing first aid treatment, **cross**teach staff should make a record of the incident and action taken and/ or ask for a copy of the school's own record of the incident.

Schools remain responsible for the safety of their pupils at all times. The Director is responsible for compliance within **cross**teach.

A template is available at Appendix 4.

7.2 Monitoring and review
The Director will:
- keep a central record of all accidents and incidents including what action was taken and by whom
- ensure staff are aware of their responsibility to record accidents and incidents
- report serious accidents and incidents to the trustees

Appendix 1
CHILD PROTECTION; DEFINITIONS AND INDICATORS

Child protection is part of the safeguarding agenda that focuses on preventing maltreatment and protecting children at risk of neglect or abuse. Under the Children Act 1989, FSSW have a legal duty to investigate and take any action to protect children where there are concerns that they are at risk of suffering **significant harm**, which is defined as:

Neglect: failure to provide basic care to meet the child's physical needs, such as not providing adequate food, clothing or shelter; failure to protect the child from harm or ensure access to medical care and treatment.

Physical abuse: causing physical harm or injury to a child.

Sexual abuse: involving children in sexual activity, or forcing them to witness sexual activity, which includes involving children in looking at or the production of pornography.

Emotional abuse: failure to provide love and warmth that affects the child's emotional development; psychological ill treatment of a child through bullying, intimidation or threats.

Possible indicators of abuse and neglect

Neglect	- Inadequate or inappropriate clothing - Appears underweight and unwell and seems constantly hungry - Failure to thrive physically and appears tired and listless - Dirty or unhygienic appearance - Frequent unexplained absences from school - Lack of parental supervision
Physical abuse	- Any injury such as bruising, bite marks, burns or fractures where the explanation given is inconsistent with the injury - Injuries in unexpected places or that are not typical of normal childhood injuries or accidents - High frequency of injuries - Parents seem unconcerned or fail to seek adequate medical treatment
Sexual abuse	- Sexual knowledge or behaviour that is unusually explicit or inappropriate for the child's age/stage of development - Sexual risk taking behaviour including involvement in sexual exploitation/older boyfriend - Continual, inappropriate or excessive masturbation - Physical symptoms such as injuries to genital or anal area or bruising, sexually transmitted infections, pregnancy - Unwillingness to undress for sports
Emotional abuse	- Developmental delay - Attachment difficulties with parents and others - Withdrawal and low self-esteem
Indirect indicators of abuse and neglect	- Sudden changes in behaviour - Withdrawal and low self-esteem - Eating disorders - Aggressive behaviour towards others - Sudden unexplained absences from school - Drug/alcohol misuse - Running away/going missing
Parental attributes	- Misusing drugs and/or alcohol - Physical/mental health or learning difficulties - Domestic violence - Avoiding contact with school and other professionals

Cause for Concern

Neglect		Physical abuse		Sexual abuse		Emotional abuse	

Reported by:	Date:
(Please print your name and role)	Time information received:

Child's full name:	Class:
(Please print)	

This is a record of a disclosure made to me by the above child.	☐
This is a record of something I have noted, that I am concerned about, in respect of a child's safety or welfare.	☐
	(Please tick relevant box)

Record: (Please write here the details of the disclosure or your concern. If a child/adult has made an allegation to you, please record what was said accurately.)

Signed:	Date and time report written:

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Staff Use of IT and Social Media

This agreement covers use of digital technologies within **crossteach** including email, internet, intranet and network resources, software, equipment and systems.

- I will only use the school's digital technology resources and systems for professional purposes and for **crossteach** purposes.

- I will not reveal my **crossteach** password(s) to anyone.

- I will not allow unauthorised users to access email, internet, intranet, network or other systems.

- I will ensure all documents, data etc., are saved, accessed and deleted in accordance with **crossteach** procedures, data security and confidentiality protocols.

- I will not engage in any online activity that may compromise my professional responsibilities.

- I will follow **crossteach** guidance about use of social media

- I will only use a **crossteach** email account for any **crossteach** business.

- I will only communicate with teachers, pupils and parents/carers regarding appropriate **crossteach** business.

- I will not browse, download or send material that could be considered offensive to colleagues.

- I will report any accidental access to, or receipt of inappropriate materials, to the Director or the Chair of the Trust.

- I will not download any software or resources from the Internet that can compromise the network, or are not adequately licensed.

- I will not connect a computer, laptop or other device (including USB flash drive), to the network / Internet that does not have up-to-date anti-virus software, and I will keep any 'loaned' equipment up-to-date, using anti-virus, firewall and other ICT 'defence' systems.

- I will not use personal digital cameras or camera phones for taking and transferring images of pupils or staff without written permission in advance, and will not store images anywhere except in the agreed location on the google drive.

- I will ensure that any private social networking sites / blogs etc. that I create or actively contribute to are not confused with my professional role. See Code of Conduct.

- I agree and accept that any computer loaned to me by the Trust is provided solely to support my professional responsibilities and that I will notify the school of any "significant personal use" as defined by HM Revenue & Customs.

- I will ensure any confidential data that I wish to transport from one location to another is protected by encryption and that I follow data security protocols when using any such data at any location.

- I understand that data protection policy requires that any information seen by me with regard to staff or pupil information, held within the Trust's, partner school's or partner church's information management system, will be kept private and confidential, EXCEPT when it is deemed necessary that I am required by law to disclose such information to an appropriate authority.

- I understand that all Internet usage / and network usage can be logged and this information could be made available to my manager on request.

- I understand that failure to comply with this agreement could lead to disciplinary action.

User Signature

I understand that it is my responsibility to ensure that I remain up-to-date and read and understand the **cross**teach data protection, ICT and on-line policies.

I agree to abide by all the points above.

I wish to have an email account; be connected to the Intranet and Internet; be able to use the Trust's ICT resources and systems.

Signature ....Date ....

Full Name …………………………………………………………………… (printed)

Job title ....

School ....

Authorised Signature (Director)

I approve this user to be set-up.

Signature ....Date...

Full Name .... (printed)

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Risk Assessment

Venue:	Number of pupils:	Person in charge (school):
Activity:	Number of adults (school):	Person in charge (**cross**teach):
Objectives:	Number of adults (**cross**teach):	Person in charge (venue):
Time and date of activity:	Date risk assessment completed:	Person completing risk assessment:

Hazard *List significant hazards which may result in serious harm or affect several people.*	Who may be affected	Likelihood (LMH)	Severity of Impact (LMH)	Overall Risk (LMH)	Control Measures **List existing controls or note where information may be found**	Confirm measures in place *Sign and date*