



Registered Charity no.1148017

## **Apollos Trust Safeguarding policy**

Reviewed and updated: November 2018.

The Trustees, employees, volunteers will comply with this Safeguarding Policy statement of the Church of England. The Trustees, employees, volunteers will also comply with the Child Protection (Safeguarding) Policy statement of Homewood School & Sixth form centre, and that of the Marsh Academy. This document to be read in conjunction with the safeguarding policies of each school, appended to this document.

The Trust will follow the procedures and guidance contained within "Protecting all God's children" and Diocesan Safeguarding Guidelines.

The Trust will appoint a Safeguarding Coordinator.

### **The Safeguarding statement of the Church of England**

The Church of England, in all aspects of its life, is committed to and will champion the protection of children and young people both in society as a whole and in its own community.

It fully accepts, endorses and will implement the principle enshrined in the Children Act 1989 that the welfare of the child is paramount.

The Church of England will foster and encourage best practice within its community by setting standards for working with children and young people and by supporting parents in the care of their children.

It will work with statutory bodies, voluntary agencies and other faith communities to promote the safety and well-being of children and young people. It is committed to acting promptly whenever a concern is raised about a child or young person or about the behaviour of an adult, and will work with the appropriate statutory bodies when an investigation into child abuse is necessary.

**Disclosure and Barring.**

Any appointment will be made on condition of receipt of a clear Disclosure and Barring Service check.

**Training**

All Trustees to commit to completing the Church of England (or Free Church equivalent) Modular Safeguarding Training to at least level C3.

All workers are committed to completing the Safeguarding training offered by their respective schools.

Apollos Trust.

Adopted November 2018.



Homewood School & Sixth Form Centre

LEARNING • RESPECT • BELONGING



# **CHILD PROTECTION (Safeguarding) POLICY**

Date approved by Governors  
November 2018

**HOMEWOOD SCHOOL & SIXTH FORM CENTRE**

**CHILD PROTECTION (Safeguarding) POLICY**

This policy will be reviewed every year

**DATE OF POLICY: November 2018**

**DATE OF REVIEW: November 2019**

**Member of staff responsible for Policy:**

**Vice Principal (Students) & DSL**

**Signed.....Headteacher**

**Signed.....Chair of Governors**

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## **1.0 INTRODUCTION:**

This policy has been developed in accordance with the principles established by the Children Act 1989, Sections 175 and 176 Education Act 2002 and related guidance including The Framework for the Assessment of Children in Need and their Families, Working Together to Safeguard Children 2018 and in accordance with Keeping children safe in education 2018.

The Governors and staff of Homewood School take seriously their responsibility to promote the welfare and safeguarding all the children and young people entrusted to their care.

The Designated Safeguarding Lead (DSL) has overall responsibility for Child Protection practice in school. There are three Assistant DSL's and a link governor (see end of policy for named individuals).

### **1.1 Aims and Principles**

As part of the ethos of the school we are committed to:

Safeguarding children's welfare. This is our paramount concern.  
(This refers to all Students on roll at Homewood School)

Providing suitable support and guidance so that students have a range of appropriate adults whom they feel confident to approach and talk to if they are in difficulty

Using the curriculum to provide opportunities for increasing self-awareness, self-esteem, assertiveness and decision making so that students have a range of contacts and strategies to ensure their own protection and understand the importance of protecting others

Working with parents to build an understanding of the school's responsibility to ensure the welfare of children including the need for referral to other agencies as appropriate

Ensuring all staff are able to recognise the signs and symptoms of abuse and are aware of the school's procedures and lines of communication on referring

Monitoring children and young people who have been identified as "in need" including the need for protection; keeping confidential records which are stored securely and shared appropriately with other professionals

Developing effective and supportive liaison with other agencies

## **2.0 ROLES AND RESPONSIBILITIES:**

### **2.1 School:**

The role of the school is to contribute to the identification, referral and assessment of children in need, including children who may have suffered, be suffering or who are at risk of suffering significant harm.

All adults in school have a role to play in relation to:

- Protecting children from abuse
- Promoting the welfare of children
- Preventing children from being harmed

**The role of the school in situations where there are child protection concerns is NOT to investigate but to recognise and refer.**

### **2.2 Designated Safeguarding Lead**

The Designated Safeguarding Leaders are responsible for:

Co-ordinating Child Protection action within school

Liaising with other agencies where appropriate

Ensuring that locally established procedures are followed including reporting and referral processes

Acting as a consultant for staff to discuss concerns

Making referrals as necessary

Maintaining a confidential recording system

Representing or ensuring the school is appropriately represented at inter-agency meetings in particular Child Protection Conferences

Managing and monitoring the school's part in child care / protection plans

Organising training for all school staff

Liaising with other professionals including the Assistant DSLs, Family Liaison Officers and Early Help Coordinator

Liaising with Families

Ensuring that the Safeguarding Policy and Staff Code of Conduct are circulated to all staff annually.

Recording of misuse of technology incidents

The DSL and Assistant DSLs meet regularly to discuss cases and may delegate some to the Family Liaison Officers who will deal with situations and produce the necessary reports/records for filing.

The Governing Body will have oversight and approve the schools Safeguarding Policy

The nominated Governor for Safeguarding and Principal have an overarching role in ensuring that policies, procedures and training is effective and that the law is followed. The DSL will meet with Safeguarding Governor to discuss any issues.

### **3.0 POLICY LINKS**

The school will also address Child Protection issues through the curriculum, through school policy and through guidance given to individuals and groups of students.

Strategies may include guidance and information provided through:

Citizenship/PHSE/Assemblies – (ECM, bullying, e-safety, mental health issues).

Ethos for Learning Policy

Online Safety Policy

Sex and Relationships Education Policy

Anti-Bullying Strategies

Care Plans/Personal Education Plans

Complaints Procedures

Health and Safety

Risk Assessments

Extra Curricular Activities

KCC Allegations against Members of Staff

Keeping Children Safe in Education 2014

Safer Recruitment

Data Protection

### **4.0 PROCEDURES:**

A copy of the Department for Education 'Keeping children safe in education' 2015 Statutory guidance for schools and colleges is kept in the staff room and contains details of procedures and the categories and definitions of abuse.

All Staff to receive the 'Keeping children safe in education' information for all school and college staff updates as they are issued.

#### **4.1 Recognition and categories of abuse:**

All staff in school should be aware of the definitions and signs and symptoms of abuse. There are four categories of abuse. These are:

- Physical abuse
- Sexual abuse
- Emotional abuse
- Neglect

All Family Liaison Officers are also given additional training on the signs of Female Genital Mutilation (FGM), and Child Sexual Exploitation (CSE) (Appendix 3) and have completed WRAP Training (Radicalisation).

All Staff have received Training on British Values, SMSC Training as well as how to identify students vulnerable to Radicalisation (Appendix 3/4).

## 4.2 Definitions of Child Abuse:

Types of abuse and neglect

**Abuse:** a form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. They may be abused by an adult or adults or another child or children.

**Physical abuse:** a form of abuse which 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:** the persistent emotional maltreatment of a child such as to cause severe and adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a 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 (including cyberbullying), 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 assault by penetration (for example rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit

acts of sexual abuse, as can other children.

**Neglect:** 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 abuse. Once a child is born, neglect may involve a parent or carer failing to: provide adequate food, clothing and shelter (including exclusion from home or abandonment); protect a child from physical and emotional harm or danger; ensure adequate supervision (including the use of inadequate care-givers); or ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Children may be abused or neglected through the infliction of harm or through the failure to prevent harm.

### **Peer on Peer Abuse**

Children can abuse other children. This is generally referred to as peer on peer abuse and can take many forms. This can include (but is not limited to) bullying (including cyberbullying); sexual violence and sexual harassment; physical abuse such as hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm; sexting and initiating/hazing type violence and rituals.

### **4.3 Responding to concerns:**

Concerns for a child or young person may come to the attention of staff in a variety of ways; for example through observation of behaviour, observation of injuries, through disclosure or a child going missing from education. Any member of staff who has a concern for a child or young person, however insignificant this might appear to be, should discuss this with the DSL as soon as is practically possible. More serious concerns must be reported immediately to ensure that any intervention necessary to protect the child is accessed as early as possible. If the DSL is not available then the Assistant DSLs will be contacted. In the unlikely event that they are not available, cases should be referred to the Assistant Head of College who will decide to consult with Social Services as appropriate. Consultation may also take place with the Area Safeguarding Adviser (contact number at the end of this document) but a formal referral or urgent medical treatment should not be delayed by the need for Consultation. The safety of the child is paramount in all decisions made and if the child needs immediate protection the police should be called immediately, this is also the case for concerns on Radicalisation where by referrals to Channel/Operation Willow should be made via the Police on 101 (Appendix 3 /4).

#### 4.4 The Disclosure

If a child makes a disclosure of concern to a member of staff they should:

##### a. RECEIVE

- Listen to what is being said, without displaying shock or disbelief
- Accept what is being said
- Take notes
- Avoid interrupting except to clarify what the child is saying

Be aware that additional barriers can exist when recognising abuse and neglect in relation to children with SEN and disabilities

##### b. REASSURE

- Reassure the student, but only so far as is honest and reliable. For example, DO NOT make promises you may be unable to keep like, 'I'll stay with you' or 'Everything will be fine'.
- DO NOT promise confidentiality: you have a duty to refer
- DO reassure and alleviate guilt. For example, you could say: 'You're not to blame', or 'You're not alone, you're not the only one this sort of thing has happened to'.

##### c. REACT

- React to the student only as far as is necessary for you to establish whether or not you need to refer this matter, but don't interrogate for full details.
- DO NOT ASK 'leading' questions. For example, 'What did s/he do next?' This assumes s/he did, or 'Did he touch your private parts?' Such questions may invalidate your evidence and the child's in any later prosecution in court.
- DO NOT criticise the offender. The student may love him / her.
- DO ask open questions like 'Anything else to tell me?' 'Yes', And?'
- DO NOT ask the student to repeat it all to another member of staff.
- Explain what you have to do next and who you have to talk to.
- Refer the matter to The Designated Safeguarding Lead yourself.
- It is a disciplinary offence not to report concerns about a child if that child could be at risk.

##### d. RECORD

- Make some very brief notes at the time on any paper which comes to hand and write them up as soon as possible on a Safeguarding form (appendix 1) which can be found in the staffroom or electronically on staffshare (safeguarding file).
- DO NOT destroy your original notes. They may be required in court. Hand to DSL for

filing in CP File

- Record any noticeable non-verbal behaviour and the words used by the student. If the student uses sexual 'pet' words, record the actual words used, rather than paraphrasing them into 'proper' words.
- Draw a diagram to indicate the position of any cuts, bruises or injuries. Do not photograph the injury.
- Record only statements and observational things, rather than your 'interpretations' or assumptions. Opinion should not be given unless there is some form of evidence base which can be quoted.
- Sign date and time the records.

### **Information to be recorded on a Safeguarding form.**

Child's name and date of birth

Child in normal context, e.g. behaviour, attitude, (has there been an extreme change)

The incident(s) which gives rise for concern with date(s) and times(s)

A verbatim record of what the child or young person has said.

If recording bruising/injuries indicate position, colour, size, shape and time on body map.

Action taken

Staff can play a vital role in helping children in need or at risk by effective monitoring and record keeping. It is important to remember that any issues are confidential and staff should know only on a 'need to know' basis. The basic details outlined above are vital to the information gathering process and do not constitute an investigation.

Written information should be passed to the DSL at the first possible opportunity.

The Principal should always be kept informed of any significant issues.

#### **e. REMEMBER**

- Follow the school's guidelines. Consult with the DSL as quickly as you can or in her absence the Assistant DSL. In the unlikely event that these staff are absent from school please inform the child's Assistant Head of College.
- By telling you about it the victim has trusted YOU to deal with the problem correctly.

#### **f. RELAX**

- Talk to the DSL about any concerns that you may have.

### **5.0 REFERRALS TO SOCIAL SERVICES & EARLY HELP**

It is the responsibility of the DSL to decide when to make a referral to Children's Social Services (CSS)/Early Help. To help with this decision s/he may choose to consult with the Area

Safeguarding Adviser or the Integrated Front Door - contact details can be found at the back of this policy. Issues discussed during consultations may include the urgency and gravity of the concerns for a child or young person and the extent to which parents/carers should be made aware of these. If a referral is required this is done via the Integrated Front Door Request for services form found on the KSCB Website under Professionals, the form is completed with as much information as possible on the young person/family it is saved to the Young Persons CP and uploaded directly to the Front Door. Professionals at the Integrated Front Door will decide if the referral will go to SS or EH (see below). Some concerns may need to be monitored over a period of time before a decision to refer to Social Services is made. In all but the most exceptional cases parents/carers will be made aware of the concerns felt for a child or young person at the earliest possible stage and in the event of this becoming necessary, their consent to a referral to Social Services will be sought. Agreement will not be sought if it will place a child at increased risk of harm. It is good practice in most cases to keep the young person aware of action to be taken by the DSL or Assistant DSLs.

If it is felt that the student requires further agency support, but does not fit the CSS criteria, then the it may be support via Early Help is offered. The Early Help should be offered to children who have additional needs to those being met by universal services. The Early Help process is not a 'referral' process but a 'request for services'. The process is entirely voluntary and informed consent is mandatory, so families do not have to engage and if they do they can choose what information they want to share.

If after consultation with the DSL a member of staff feels that appropriate action is not being taken in respect of his or her concerns for a child s/he should refer directly to Social Services. The Principal should be informed of this decision.

The DSL will inform members of staff who have direct pastoral responsibility for children and young people whose names are on the Child Protection register. These children and young persons must be monitored very carefully and the smallest concern should be recorded on an incident sheet and passed immediately to the DSL or the Assistant DSL in the DSLs absence.

## **6.0 STORAGE OF RECORDS**

The DSL will ensure that records relating to concerns for the welfare or safety of children are kept separate from other school files and are stored securely. Information will be shared on a strictly need to know basis and in line with Child Protection policy guidance.

## **7.0 ALLEGATIONS AGAINST MEMBERS OF STAFF**

Further information regarding the procedures for managing situations involving members of staff, the Principal or the DSL/Asst DSL can be found in the Child Protection Procedures for Managing Allegations Against Staff (KCC) Copies of this document are held by the Principal and DSL.

All staff need to be aware that it is a disciplinary offence not to report concerns about the conduct of a colleague that could place a child at risk. When in doubt – consult.

#### **Concerns involving members of staff**

Any concerns that involve allegations against a member of staff should be referred immediately to the DSL/Asst DSL who will discuss the matter with the Principal and contact the Local Authority Designated Officer (LADO) to discuss and agree further action to be taken in respect of the child and the member of staff.

#### **Concerns involving the Principal**

Any concerns that involve allegations against the Principal should be referred immediately to the Chair of Governors who will contact the Local Authority Designated Officer (LADO) to discuss and agree further action to be taken in respect of the child and the member of staff.

## **8.0 CODE OF PRACTICE FOR STAFF**

All school staff should take care not to place themselves in a vulnerable position in relation to Child Protection. It is always advisable for work with individual children or parents to be conducted in view of other adults. Physical intervention should only be used when the child is endangering him/herself or others and such events should be recorded and signed by a witness. Staff should be aware of Kent's Positive Handling Policy and the school's own Ethos for Learning Policy, and any physical interventions must be in line with agreed policy and procedure. If physical contact is made with a students, then the positive handling form should be completed and handed to the DSL/Asst DSLs.

All school staff should work towards providing an environment and atmosphere for children and young people to enable them to feel safe to talk. However, staff should never promise a child to keep certain information confidential. It must be explained that staff have certain duties to help keep children safe and that may involve informing others.

Where possible, adults should not be left alone for long periods with individual children. A teacher who needs to discuss an issue with a student on a one to one basis will leave the door ajar and/or alert a colleague to be in close proximity at that time.

Members of staff are advised not to take students home on their own in the event of missed buses, extra-curricular activities, injuries, etc. Where possible, parents will be notified and arrangements made to collect the student from school. Where it proves impossible to contact parents (or the given emergency contacts) the member of staff responsible for the activity will make arrangements for the student to be transported home since the child's safety must be considered paramount.

The following advice is also given to staff:

- Do not transport students home unless there is an emergency (particularly relevant on a

- 1 to 1 basis).
- Do not make contact with a child on his/her phone (mobile or landline) this also pertains to Year 12/13 students.
  - Do not email students. Never use personal e-mail accounts. Do not become 'friends online' with students
  - Do not arrange to meet or socialise with students outside of school
  - Under no circumstance should a member of staff enter into a relationship with any student (abuse of trust).
  - If a member of staff is concerned that a student is showing undue attention to them they should report it at the first possible opportunity to the DSL.
  - Be aware of rules regarding inappropriate physical contact with students.

## **9.0 SUPERVISION AND SUPPORT:**

Any member of staff affected by issues arising from concerns for children's welfare or safety can seek support from the DSL or Assistant DSLs.

The DSL can put staff and parents in touch with outside agencies for professional support if they so wish. Staff can also approach support services directly eg Social Care, Channel or Police.

## **10.0 OTHER SAFEGUARDING PROCEDURES**

All applicants for work within the school (teachers, supply teachers, classroom assistants, associate staff, canteen workers, and caretaking staff) will be required to provide two references in order to ascertain a candidate's suitability to comply with the regulations governing Child Protection (Rehabilitation of Offenders Act 1974). In the case of applicants with unexplained gaps in their employment history, or who have moved rapidly from one position to another, explanations will be sought. In addition, each appointment made will be conditional upon a satisfactory police search into the candidate's background. Appropriate checks will also be carried out on staff volunteers and on any parents who work with children. A Single Central Record is held in the Personnel Department.(see Safer Recruitment Policy)

All applicants for voluntary work within the school will not be admitted to the school site without the prior permission of The Principal / Vice Principal and a satisfactory CRB check. Such visitors will be required at all times to work with students in the presence of a member of the teaching staff.

Students who display abusive behaviours to others will be subject to the full range of sanctions. Where appropriate the Principal will exclude such students from the school on a temporary or permanent basis. Incidents of peer to peer abuse will be dealt with in accordance with the School's Anti Bullying Policy and Ethos for Learning Policy should be referred to by college offices in the first instance.

The school will also take active steps to ensure that users of the site are easily identified. Each member of staff (Teaching Staff, Associate Staff and Teaching Assistants) will be required to wear an identity badge which gives current details of its bearer: These badges will have a clear photograph of the person, the name of the person and the position held by them.

All visitors to the school will be required to wear a temporary visitor's identity badge which will be issued by the Main Reception Staff when the visitor signs into the school. Visitors will be informed that they are required to return the visitor's badge to Main Reception on signing out of the school site. When Student Ambassadors are taking visitors to meeting rooms or on tours of the school the ambassadors will do this in pairs. All visitors to the school site wearing a white visitor's badge should be supervised by a member of staff at all times. Regular visitors to the site who have had their documentation checked by the Safeguarding Team will be issued with a Green visitors badge and will be permitted to work with students on a one to one basis.

Security cameras will be in operation to ensure comprehensive coverage of the school site. Video information will be recorded and monitored on a daily basis and evidence retained by the school. Attendees of Adult Education classes (independent of the school) are also monitored by security cameras.

Information with regard to students' personal details will never be divulged over the telephone to ensure data protection apart from in respect of Social Services referrals. All callers who require information about students (including those from the external agencies which support the school) will be required to put their request in writing and the suitability of each request will be assessed by The Principal and /or The Designated Safeguarding Lead. In cases where the Press or Media contact the school they will be referred to The Principal.

Clear procedures are also in place for students undertaking long term work placements. Records of visits and appropriate action plans for companies are held on file in school.

When research is undertaken in school with students, staff, parents or community members, then the person conducting the research should complete the schools ethics pro-forma. The completed form should be returned to the schools Teacher Researcher to check that there are no concerns with the project with regards to ethics and/or safeguarding.

## **11.0 TRAINING OPPORTUNITIES:**

The DSL is responsible for ensuring staff including him/herself receive training in the area of Child Protection. Staff will undergo training at least annually and new Staff will receive the training upon starting at Homewood School. The LEA's Children's Safeguarding Service provide training to all schools in the roles and responsibilities of a School DSL and the Child in Need/Child Protection procedures.

Updates on new legislations will be distributed as they are issued via training session or on the School Bulletin.

## **12.0 MONITORING AND REVIEW:**

All governors will have access to a copy of this policy and will have the opportunity to consider and discuss its contents prior to the approval of the Governing Body being formally sought.

The policy will be reviewed annually.

**All staff will have access to this policy via staffshare. Hard copies are held in each College Office and with Mrs K Douglas, and given to all staff during their induction training.**

## CONTACT DETAILS

School: Homewood School and Sixth Form Centre

Principal Mrs. S Lees

DSL Miss V English

Assistant DSLs Mrs H Jones, Miss S Faulkner, & Mrs J Ross Smith

CP Governor Mrs G Guthrie

### LEA – Safeguarding in Education

Clare Ray	Principal Officer	03000 415788	Mobile 07920108828
Clare Ledger	Area Adviser (South Kent)	03000 415648	Mobile 07917602413
Kent Childrens Services		03000 411111	<a href="mailto:central.duty@kent.gov.uk">central.duty@kent.gov.uk</a>
Early Help		03000 419222	<a href="mailto:earlyhelp@kent.gov.uk">earlyhelp@kent.gov.uk</a>

Most recent CP Training event	All Staff	9 April 2018
	Governors	19 November 2018
New Staff	ongoing – on their first day at school	
Next scheduled CP Training	All Staff	4 March 2019
	Governors	November 2019

New Staff and Governors on their first day in school

Update Training	Prevent/Radicalisation	6 January 2016(incl in April update)
	Knife Crime/Gangs	8 February 2018 (students & Staff)
	Peer on Peer Abuse Knife Crime	
	County Lines	7 & 14 Feb 2019 (students & Staff)

All incidents to be reported directly to H Jones, V English, S Faulkner or J Ross Smith who will allocate cases to CP Team as appropriate.

**Appendix 1**  
 Safeguarding/Early Help Record Form  
 Please hand to DSL  
 (Hannah Jones, Vicki English, Scarlett Faulkner, Jane Ross-Smith)

Name	DOB	College
Date of incident		
Signature	Date Form Completed	

DSL/Early Help Use only

Action Taken

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## Appendix 3

### **Further information on a Child Missing from Education**

All children, regardless of their circumstances, are entitled to a full time education which is suitable to their age, ability, aptitude and any special educational needs they may have. Local authorities have a duty to establish, as far as it is possible to do so, the identity of children of compulsory school age who are missing education in their area.

A child going missing from education is a potential indicator of abuse or neglect. School and college staff should follow the school's or college's procedures for dealing with children that go missing from education, particularly on repeat occasions, to help identify the risk of abuse and neglect, including sexual exploitation, and to help prevent the risks of their going missing in future.

Schools should put in place appropriate safeguarding policies, procedures and responses for children who go missing from education, particularly on repeat occasions. It is essential that all staff are alert to signs to look out for and the individual triggers to be aware of when considering the risks of potential safeguarding concerns such as travelling to conflict zones, FGM and forced marriage.

The law requires all schools to have an admission register and, with the exception of schools where all pupils are boarders, an attendance register. All pupils must be placed on both registers<sup>7</sup>.

All schools must inform their local authority<sup>8</sup> of any pupil who is going to be deleted from the admission register where they:

- have been taken out of school by their parents and are being educated outside the school system e.g. home education;
- have ceased to attend school and no longer live within reasonable distance of the school at which they are registered;
- have been certified by the school medical officer as unlikely to be in a fit state of health to attend school before ceasing to be of compulsory school age, and neither he/she nor his/her parent has indicated the intention to continue to attend the school after ceasing to be of compulsory school age;
- are in custody for a period of more than four months due to a final court order and the proprietor does not reasonably believe they will be returning to the school at the end of that period; or,
- have been permanently excluded.

The local authority must be notified when a school is to delete a pupil from its register under the above circumstances. This should be done as soon as the grounds for deletion are met, but no later than deleting the pupil's name from the register. It is essential that schools comply with this duty, so that local authorities can, as part of their duty to identify children of compulsory school age who are missing education, follow up with any child who might be in danger of not receiving an education and who might be at risk of abuse or neglect.

7 Regulation 4 of the Education (Pupil Registration) (England) Regulations 2006

8 Regulation 12(3) of the Education (Pupil Registration) (England) Regulations 2006

All schools must inform the local authority of any pupil who fails to attend school regularly, or has been absent without the school's permission for a continuous period of 10 school days or more, at such intervals as are agreed between the school and the local authority (or in default of such agreement, at intervals determined by the Secretary of State)<sup>9</sup>.

### **Further information on Child Sexual Exploitation**

Child sexual exploitation (CSE) involves exploitative situations, contexts and relationships where young people receive something (for example food, accommodation, drugs, alcohol, gifts, money or in some cases simply affection) as a result of engaging in sexual activities. Sexual exploitation can take many forms ranging from the seemingly 'consensual' relationship where sex is exchanged for affection or gifts, to serious organised crime by gangs and groups. 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, 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.

### **County Lines**

Criminal exploitation of children is a geographically widespread form of harm that is a typical feature of county lines criminal activity: drug networks or gangs groom and exploit children and young people to carry drugs and money from urban areas to suburban and rural areas, market and seaside towns. Key to identifying potential involvement in county lines are missing episodes, when the victim may have been trafficked for the purpose of transporting drugs and a referral to the National Referral Mechanism<sup>11</sup> should be considered. Like other forms of abuse and exploitation, county lines exploitation:

- can affect any child or young person (male or female) under the age of 18 years;
- can affect any vulnerable adult over the age of 18 years;
- can still be exploitation even if the activity appears consensual;
- can involve force and/or enticement-based methods of compliance and is often accompanied by violence or threats of violence;
- can be perpetrated by individuals or groups, males or females, and young people or adults; and
- is typified by some form of power imbalance in favour of those perpetrating the exploitation. Whilst age may be the most obvious, this power imbalance can also be due to a range of other factors including gender, cognitive ability, physical strength, status, and access to economic or other resources.

### **Further information on Female Genital Mutilation**

Female Genital Mutilation (FGM) comprises all procedures involving partial or total removal of the external female genitalia or other injury to the female genital organs. It is illegal in the UK and a form of child abuse with long-lasting harmful consequences.

Professionals in all agencies, and individuals and groups in relevant communities, need to be alert to the possibility of a girl being at risk of FGM, or already having suffered FGM.

#### Indicators

There is a range of potential indicators that a girl may be at risk of FGM. Warning signs that FGM may be about to take place, or may have already taken place, can be found on pages 16-17 of the Multi-Agency Practice Guidelines, and Chapter 9 of those Guidelines (pp42-44) focuses on the role of schools and colleges.

Section 5C of the Female Genital Mutilation Act 2003 (as inserted by section 75 of the Serious Crime Act 2015) gives the Government powers to issue statutory guidance on 12 FGM to relevant persons. Once the government issues any statutory multi-agency guidance this will apply to schools and colleges.

#### Actions

If staff have a concern they should activate local safeguarding procedures, using existing national and local protocols for multi-agency liaison with police and children's social care. When mandatory reporting commences in October 2015 these procedures will remain when dealing with concerns regarding the potential for FGM to take place. Where a teacher discovers that an act of FGM appears to have been carried out on a girl who is aged under 18, there will be a statutory duty upon that individual to report it to the police.

9 Regulation 12(1) of the Education (Pupil Registration) (England) Regulations 2006

### **Mandatory Reporting Duty**

Section 5B of the Female Genital Mutilation Act 2003 (as inserted by section 74 of the Serious Crime Act 2015) will place a statutory duty upon teachers<sup>10</sup>, along with social workers and healthcare professionals, to report to the police where they discover (either through disclosure by the victim or visual evidence) that FGM appears to have been carried out on a girl under 18. Those failing to report such cases will face disciplinary sanctions. It will be rare for teachers to see visual evidence, and they should not be examining pupils, but the same definition of what is meant by "to discover that an act of FGM appears to have been carried out" is used for all professionals to whom this mandatory reporting duty applies.

The Mandatory reporting duty will commence in October 2015. Once introduced, teachers must report to the police cases where they discover that an act of FGM appears to have been carried out. Unless the teacher has a good reason not to, they should still consider and discuss any such case with the school's designated safeguarding lead and involve children's social care as appropriate.

### **Further information on Preventing Radicalisation**

Protecting children from the risk of radicalisation should be seen as part of schools' wider safeguarding duties, and is similar in nature to protecting children from other forms of harm and abuse. During the process of radicalisation it is possible to intervene to prevent vulnerable people being radicalised.

Radicalisation refers to the process by which a person comes to support terrorism and forms of extremism<sup>11</sup>. There is no single way of identifying an individual who is likely to be susceptible to an extremist ideology. It can happen in many different ways and <sup>13</sup>settings. Specific background factors may contribute to vulnerability which are often combined with specific

influences such as family, friends or online, and with specific needs for which an extremist or terrorist group may appear to provide an answer. The internet and the use of social media in particular has become a major factor in the radicalisation of young people.

As with managing other safeguarding risks, staff should be alert to changes in children's behaviour which could indicate that they may be in need of help or protection. School staff should use their professional judgement in identifying children who might be at risk of radicalisation and act proportionately which may include making a referral to the Channel programme.

10 Section 5B (11) of the Female Genital Mutilation Act 2003 (as inserted by section 74 of the Serious Crime Act 2015) provides a definition for the term 'teacher'.

11 Extremism is vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs. We also include in our definition of extremism calls for the death of members of our armed forces, whether in this country or overseas.

## **Prevent**

From 1 July 2015 specified authorities, including all schools as defined in the summary of this guidance, are subject to a duty under section 26 of the Counter-Terrorism and Security Act 2015 ("the CTSA 2015"), in the exercise of their functions, to have "due regard<sup>12</sup> to the need to prevent people from being drawn into terrorism"<sup>13</sup>. This duty is known as the Prevent Duty. It applies to a wide range of public facing bodies. Bodies to which the duty applies must have regard to statutory guidance issued under section 29 of the CTSA 2015 ("the Prevent guidance"). Paragraphs 57-76 of the Prevent guidance are concerned specifically with schools (but also cover childcare). It is anticipated that the duty will come into force for sixth form colleges and FE colleges early in the autumn.

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.

- Schools are expected to assess the risk of children being drawn into terrorism, including support for extremist ideas that are part of terrorist ideology. This means being able to demonstrate both a general understanding of the risks affecting children and young people in the area and a specific understanding of how to identify individual children who may be at risk of radicalisation and what to do to support them. Schools and colleges should have clear procedures in place for protecting children at risk of radicalisation. These procedures may be set out in existing safeguarding policies. It is not necessary for schools and colleges to have distinct policies on implementing the Prevent duty.
- The Prevent duty builds on existing local partnership arrangements. For example, governing bodies and proprietors of all schools should ensure that their safeguarding arrangements take into account the policies and procedures of Local Safeguarding Children Boards (LSCBs).
- The Prevent guidance refers to the importance of Prevent awareness training to equip staff to identify children at risk of being drawn into terrorism and to challenge extremist ideas. Individual schools are best placed to assess the training needs of staff in the light of their assessment of

the risk to pupils at the school of being drawn into terrorism. As a minimum, however, schools should ensure that the designated safeguarding lead undertakes Prevent awareness training and is able to provide advice and support to other members of staff on protecting children from the risk of radicalisation.

- Schools must ensure that children are safe from terrorist and extremist material when accessing the internet in schools. Schools should ensure that suitable filtering is in place. It is also important that schools teach pupils about online safety more generally.

The Department for Education has also published advice for schools on the Prevent duty. The advice is intended to complement the Prevent guidance and signposts other sources of advice and support.

12 According to the Prevent duty guidance ‘having due regard’ means that the authorities should place an appropriate amount of weight on the need to prevent people being drawn into terrorism when they consider all the other factors relevant to how they carry out their usual functions.

13 “Terrorism” for these purposes has the same meaning as for the Terrorism Act 2000 (section 1(1) to (4) of that Act).

Channel

School staff should understand when it is appropriate to make a referral to the Channel programme.<sup>14</sup> Channel is a programme which focuses on providing support at an early stage to people who are identified as being vulnerable to being drawn into terrorism. It provides a mechanism for schools to make referrals if they are concerned that an individual might be vulnerable to radicalisation. An individual’s engagement with the programme is entirely voluntary at all stages.

Section 36 of the CTSA 2015 places a duty on local authorities to ensure Channel panels are in place. The panel must be chaired by the local authority and include the police for the relevant local authority area. Following a referral the panel will assess the extent to which identified individuals are vulnerable to being drawn into terrorism, and, where considered appropriate and necessary consent is obtained, arrange for support to be provided to those individuals. Section 38 of the CTSA 2015 requires partners of Channel panels to co-operate with the panel in the carrying out of its functions and with the police in providing information about a referred individual. Schools and colleges which are required to have regard to Keeping Children Safe in Education are listed in the CTSA 2015 as partners required to cooperate with local Channel panels<sup>15</sup>.

14 Guidance issued under section 36(7) and section 38(6) of the CTSA 2015 in respect of Channel is available at: <https://www.gov.uk/government/publications/channel-guidance>

15 Such partners are required to have regard to guidance issued under section 38(6) of the CTSA 2015 when co-operating with the panel and police under section 38 of the CTSA 2015

## Appendix 4

### **INDICATORS OF VULNERABILITY TO RADICALISATION**

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

2. Extremism is defined by the Government in the Prevent Strategy as:

Vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs. We also include in our definition of extremism calls for the death of members of our armed forces, whether in this country or overseas.

3. Extremism is defined by the Crown Prosecution Service as:

The demonstration of unacceptable behaviour by using any means or medium to express views which:

- Encourage, justify or glorify terrorist violence in furtherance of particular beliefs;
- Seek to provoke others to terrorist acts;
- Encourage other serious criminal activity or seek to provoke others to serious criminal acts; or Foster hatred which might lead to inter-community violence in the UK.

4. There is no such thing as a “typical extremist”: those who become involved in extremist actions come from a range of backgrounds and experiences, and most individuals, even those who hold radical views, do not become involved in violent extremist activity.

5. Pupils may become susceptible to radicalisation through a range of social, personal and environmental factors - it is known that violent extremists exploit vulnerabilities in individuals to drive a wedge between them and their families and communities. It is vital that school staff are able to recognise those vulnerabilities.

6. Indicators of vulnerability include:

- Identity Crisis – the student is distanced from their cultural / religious heritage and experiences discomfort about their place in society;
- Personal Crisis – the student may be experiencing family tensions; a sense of isolation; and low self-esteem; they may have dissociated from their existing friendship group and become involved with a new and different group of friends; they may be searching for answers to questions about identity, faith and belonging;
- Personal Circumstances – migration; local community tensions; and events affecting the student’s country or region of origin may contribute to a sense of grievance that is triggered by personal experience of racism or discrimination or aspects of Government policy;
- Unmet Aspirations – the student may have perceptions of injustice; a feeling of failure; rejection of civic life;
- Experiences of Criminality – which may include involvement with criminal groups, imprisonment, and poor resettlement / reintegration;
- Special Educational Need – students may experience difficulties with social

interaction, empathy with others, understanding the consequences of their actions and awareness of the motivations of others.

7. However, this list is not exhaustive, nor does it mean that all young people experiencing the above are at risk of radicalisation for the purposes of violent extremism.

8. More critical risk factors could include:

- Being in contact with extremist recruiters;
- Accessing violent extremist websites, especially those with a social networking element;
- Possessing or accessing violent extremist literature;
- Using extremist narratives and a global ideology to explain personal disadvantage;
- Justifying the use of violence to solve societal issues;
- Joining or seeking to join extremist organisations; and
- Significant changes to appearance and / or behaviour
- Experiencing a high level of social isolation resulting in issues of identity crisis and / or personal crisis.

What to do if you think a student is showing signs of possible radicalisation/extremism:

If during class discussion a student expresses a view that is extreme this should be challenged and explained that this is not appropriate to discuss this in this forum. They should be reminded that some people will be upset by their views and they should always be considerate of all – RESPECT FOR OTHERS.

### **Sexual harassment**

When referring to sexual harassment we mean ‘unwanted conduct of a sexual nature’ that can occur online and offline. When we reference sexual harassment, we do so in the context of child on child sexual harassment. Sexual harassment is likely to: violate a child’s dignity, and/or make them feel intimidated, degraded or humiliated and/or create a hostile, offensive or sexualised environment. Whilst not intended to be an exhaustive list, sexual harassment can include:

- sexual comments, such as: telling sexual stories, making lewd comments, making sexual remarks about clothes and appearance and calling someone sexualised names;
- sexual “jokes” or taunting;
- physical behaviour, such as: deliberately brushing against someone, interfering with someone’s clothes (schools and colleges should be considering when any of this crosses a line into sexual violence
- online sexual harassment. This may be standalone, or part of a wider pattern of sexual harassment and/or sexual violence.
- non-consensual sharing of sexual images and videos;
- sexualised online bullying;
- unwanted sexual comments and messages, including, on social media;
- sexual exploitation; coercion and threats

The response to a report of sexual violence or sexual harassment The initial response to a report from a child is important.

## Child Protection and Procedures Policy

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This policy has been written in accordance with the levelling up principle of the Marsh Academy Single Equalities Scheme and takes account of the seven equalities strands -disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex and sexual orientation. The impact of this policy on the seven equalities strands will be reviewed and reasonable adjustments made if any detriment occurs.

### Introduction

This policy has been developed in accordance with the statutory guidance set out in the document “Keeping Children Safe in Education” published by the Department of Education in September 2018, and in the document “Working Together to Safeguard Children” published in February 2017, and in “What to do if you’re worried a child is being abused: advice for practitioners” published in March 2015.

Child Protection involves four agencies: Social Services, Police, Health and Education.

The Governing Body, the Senior Leadership Team and all staff at The Marsh Academy take seriously our collective responsibility to promote the welfare and safety of all the children and young people entrusted to our care. All children and young people have a right to be safe from maltreatment, neglect, sexual exploitation, accidental injury/death, bullying, discrimination, crime and anti-social behaviour. All children have a right to security and stability. All children should be cared for.

Safeguarding incidents could happen anywhere and staff should be alert to possible concerns being raised in the Academy.

Each of the four agencies has a role to play in ensuring that children are safe. The Academy works closely with the Local Authority Designated Officer (Child Protection) to ensure we follow the latest Kent County Council safeguarding procedure.

### Safeguarding, Promoting Welfare and Child Protection

Safeguarding and Promoting Welfare is protection from maltreatment, the prevention of impairment of health or development, ensuring that children are growing up in circumstances consistent with the provision of safe and effective care and enabling children to have optimum life chances, entering adulthood successfully.

Child Protection is a part of Safeguarding and Promoting Welfare. It refers to the activity undertaken to protect specific children who are suffering or at risk of suffering significant harm. All agencies should aim to proactively safeguard and promote welfare so that the need to take action to protect children from harm is reduced.

The Academy also recognises that abuse is abuse and should never be tolerated or passed off as “banter”, “just having a laugh” or “part of growing up”.

## **Roles and Responsibilities: DSL**

As at September 2018, the Designated Safeguarding Lead (DSL) is Jon Scrivener: Vice Principal. The Marsh Academy's Safeguarding Team consists of the DSL, Sally Cavanagh: Assistant Principal, Elena Cooper: Mini School Leader, Sam Ball: Assistant Mini School Leader and Michelle Whitewood: Senior Inclusion Leader.

It remains the responsibility of the DSL to oversee procedures, to ensure that record keeping for Child Protection and Child in Need incidents, disclosures and reports are kept scrupulously up to date and secure, to ensure that Child Protection records have been received from the feeder primary schools, and to ensure that all staff in the Academy are aware of and understand this Child Protection Policy and are trained in Child Protection awareness and process.

The DSL and members of the Safeguarding Team should ensure that their own training is refreshed every 2 years. It is the responsibility of the DSL to ensure that Academy staff are trained in Child Protection awareness and processes in Child in Need issues and disclosures at least annually. This includes ensuring that all new members of staff and volunteers receive appropriate induction.

Working through the Academy's Safeguarding Team, the DSL co-ordinates all Child Protection action within the Academy, ensuring that locally established procedures are followed with regards to reporting and referral processes. Any member of the Academy's Safeguarding Team may liaise with external agencies but this is co-ordinated by the DSL. Similarly, the DSL should ensure that the Academy is represented at inter-agency meetings, in particular at Strategy meetings and Child Protection Conferences.

All referrals should be made via the DSL.

The DSL will act as principal consultant for staff to discuss concerns.

The DSL may delegate the day-to-day process of record keeping to a member of the Safeguarding Team but records must remain strictly confidential and information only shared appropriately on a need-to-know basis.

Working through the Safeguarding Team, the DSL should ensure that the Academy's part in child care/protection plans is both managed and monitored effectively. All staff may raise concerns directly with Children's social care services.

## **Roles and Responsibilities: The Academy**

All adults in the Academy have a role to play in protecting children and young people from abuse, in promoting the welfare of children and young people and in preventing children from being harmed.

It is essential that the role of the Academy in terms of Child Protection concerns is NOT to investigate but to RECOGNISE and REFER.

The Academy will notify the local Social Services team if it should have to exclude a student subject to a Child Protection plan either for a fixed term or permanently or if there is an unexplained absence of such a student of more than two days.

The Academy is responsible for ensuring that all action taken is in line with Kent's child in need/child protection procedure. This process follows the requirements of central government guidance, specifically under the Children Acts 1989 and 2004.

The role of the Academy within the county procedure is to contribute to the identification, referral and assessment of children in need including children who may have suffered, be suffering or who are at risk of suffering significant harm. The Academy may also have a role in the provision of services to children in need and their families.

The Academy also acknowledges the additional vulnerabilities that Looked after Children may face and that these children should be monitored in terms of their Safeguarding.

## **Recruitment of Staff**

The Academy has a duty of care to provide a safe environment for children to learn in. All staff, both teaching and support, governors and those who work at the Academy on a temporary basis such as supply staff, voluntary staff or those on a training placement, are subject to an enhanced DBS check and follow up references.

Any advertisements for staff placed by the Academy must be published to include the following statement: "The safeguarding of children and young people is a prime responsibility of the Academy. This appointment is subject to an enhanced check with the Disclosure and Barring Service."

Where the Academy recruits the services of third-party agency staff, we insist on an enhanced DBS certificate being shown and provide outline guidance to these persons. Where the Academy retains the services of contractors, all must hold, and produce for checking, a current and enhanced DBS certificate.

## **Procedures**

Child Protection refresher training is undertaken annually with the whole staff, as appropriate within the CPD programme cycle and forms an integral part of the induction programme. Training is led by the DSL or other appropriate, recognised agency. A whole staff register for Child Protection Training is held by the HR Department.

Specific procedures on minimising peer on peer abuse can be found in the Academy's 'Anti Bullying Policy'.

## **Curriculum**

It is important that all staff are aware of their responsibility to make children and young people aware of behaviour towards them that is not acceptable and how they can help keep themselves safe. The Marsh Academy provides opportunities for children and young people to learn about keeping safe; and whom to ask for help if their safety is threatened.

As part of developing a healthy, safer lifestyle students are taught, for example:

- to recognise and manage risks in different situations and then decide how to behave responsibly;

- to judge what kind of physical contact is acceptable and unacceptable;
- to recognise when pressure from others (including people they know) threatens their personal safety and well-being and develop effective ways of resisting pressure, including knowing when and where to get help;
- to use assertiveness techniques to resist unhelpful pressure.

Issues such as domestic violence and abuse can be difficult to broach directly in the classroom. However, discussions about personal safety and keeping safe are dealt with and reinforce the message that any kind of violence is unacceptable; let children and young people know that it is okay to talk about their own problems; and signpost sources of help. Raising these issues can lead children to bring up personal problems and concerns, and staff delivering lessons on these subjects are prepared for that possibility.

## Recognition of Abuse

All staff in the Academy should be aware of the definitions of abuse and the signs and symptoms of abuse. The four categories of abuse i.e. Physical, Sexual, Emotional abuse and Neglect are made explicit through staff training and are clearly explained in the documentation available to staff.

There are different forms peer on peer abuse, such as:

- sexual violence and sexual harassment;
- physical abuse such as hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm;
- sexting (also known as youth produced sexual imagery; and
- initiation/hazing type violence and rituals.

## Responding to Concerns

The staff's initial response to a report from a child is important. It is essential that **all** 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.

Children who are abused or who witness violence may find it difficult to develop a sense of self-worth and to view the world as benevolent and meaningful. They may feel helplessness, humiliation and some sense of self blame.

Concerns for a child or young person may come to the attention of staff in a number of ways. Some concerns are overt but others may seem more covert. Observation of behaviour or change of attitude, demeanour or behaviour may be more subtle than obvious signs of injury or disclosure.

Any member of staff who has a concern for a child or young person, however insignificant this may appear to be, should seek advice from one of the Safeguarding Team immediately. Concerns that are more serious must be reported immediately and brought to the attention of the DSL as soon as possible. If the DSL is not available another member of the Safeguarding Team should be consulted.

If a child or young person makes a disclosure of abuse to any member of staff they must follow the Academy's procedure below:

- Allow the child or young person to make the disclosure at their own pace and in their own way.
- Avoid interrupting; instead it is vital to engage in attentive and reflective listening, only seeking clarification of what has been disclosed if necessary.
- Never ask leading questions or probe for more information or details that the child does not volunteer.
- Reassure the child or young person that they have been heard and believed and it is of utmost importance that the member of staff explains to the child that what has been said will be passed on to the Safeguarding Team as soon as possible.
- Never speculate to the child what the outcome of the disclosure will be or make promises. It is important that the child understands the next step as being passed on to the DSL.
- Details of the conversation should be recorded as written evidence immediately and passed to the Safeguarding Team. The DSL or substitute DSL must be informed.

Student Development Leaders and Attendance Officer to inform Mini-school Leaders and Senior Inclusion Leader on an ongoing basis, where persistent absence could be indicative of underlying Child Protection issues.

### **Record Keeping**

All staff can play a vital role in helping to ensure that children are safe from risk of harm. Staff through effective monitoring and record keeping can help those children who are in need or at risk. Any incident or noticeable behavioural change in a child or young person that gives cause for concern should be recorded in writing and passed to the child's Mini-school Leader or Student Development Leader. It is important that records are factual and reflect the words used by the child or young person. Opinion or supposition should not be recorded. All records must be signed and dated by the member of staff with timings if appropriate. It is important to remember that any issues are confidential and that staff should be informed on a need to know basis.

Any member of staff may consult the advice of a member of the Safeguarding Team and may pass recorded information direct. It is the responsibility of the DSL to ensure that evidence is collated and filed securely.

### **Formal Information to be recorded**

Written records of abuse or concerns that are to be forwarded to Social Services should contain the following information:

- Child's name and date of birth.
- An outline of the child in normal context e.g. behaviour and attitude.
- The incident(s) which give rise for concern with date(s) and time(s).
- A verbatim record of what the child or young person has said.
- If recording evidence of bruising or other injuries indicate the position, colour, size, shape and time on a body map. It is essential that staff do not examine injuries. It is only the DSL (accompanied by a member of senior staff of the same sex as the student) should carry out a non-obtrusive examination.

- Action taken by the school. These basic details are vital to the process of gathering information and do not constitute an investigation. Written information should be passed to the DSL. The Principal should always be kept informed of any significant issues.

When seeking clarity of information to be recorded, it is often helpful to follow the principles of “WHO, WHAT, WHEN, WHERE and HOW”. The first 4 of these being critical at stage 1.

Any records containing information about staff, in the case of allegations made against them, will be kept on that staff member’s file for any necessary future reference.

### **Storage of Records**

The DSL should ensure that records relating to concerns for the welfare or safety of children and young people are kept separately from other Academy files and are stored securely. Information will be shared on a strictly need-to-know basis and in line with child protection policy guidance. These records do remain part of the child’s education files and will be forwarded to any new school.

### **Referrals to Social Services**

Any member of staff may raise concerns with the Safeguarding Team but it is the responsibility of the DSL to decide when to make a referral to the Social Services Directorate. In some cases, the DSL may choose to first seek advice from the Local Area Designated Officer (LADO). Advice may also be sought from the Social Services Duty Team. Issues discussed may include the gravity and urgency of the concerns and the extent to which parents / carers are made aware of these. Consultation from the Local Area Designated Officer (LADO) or the Social Services Duty Team is available to any member of staff, but it is recommended that concerns are shared with the Academy Safeguarding Team and then decisions about consultations and referrals made.

Some concerns may be monitored over a period of time before a decision is taken to refer to Social Services.

In all but the most exceptional cases it is normal practice for parents / carers to be made aware of the concerns felt for a child or young person at the earliest possible stage and if a referral is made that parents / carers are informed about the nature of the referral. In cases where communication with parents / carers regarding the nature of the referral may put the child or young person at further risk then the DSL may take the decision to refer directly to Social Services having consulted with the Local Area Designated Officer (LADO). Clear reasons for suspecting further risk will be recorded onto the referral form.

Referrals to Social Services will be made using Kent’s Inter Agency Referral Form. Copies of this form are held by the DSL. In situations where the concerns are deemed as grave or urgent, a telephone referral will be made and followed up with the completion of the form. Referral forms are emailed to the Central Duty Team secure email address.

If a child or young person is referred, the DSL will ensure that the Principal and other relevant staff are informed of this on a need-to-know basis.

## **Child Protection Concerns Involving a Member of Staff**

Any concerns that involve an allegation against a member of staff should be referred immediately to the Principal who will contact the Local Authority Designated Officer (LADO) to discuss and agree further action to be taken.

Any concerns that involve an allegation against the Principal should be referred immediately to the Chair of The Governing Body who will contact the Local Authority Designated Office (LADO) to discuss and agree further action to be taken.

Where an allegation of abuse is made against a member of staff, the governing body will follow the guidance set out in "Keeping Children Safe in Education published by the DfE in September 2018. This guidance is about managing allegations that might indicate that a person is unsuitable to continue to work with children in their present position, or in any capacity.

All members of staff should be aware that it is a disciplinary offence not to report concerns about the conduct of a colleague that could place a child at risk.

As for all issues involving Child Protection, the principal rule is "When in doubt – consult".

## **Code of Practice for Staff**

All staff must read and ensure they understand "Keeping Children Safe in Education: Information for all school and college staff September 2018" by the Department of Education. All members of staff should take care not to place themselves in a vulnerable position with relation to Child Protection. It is advisable to conduct interviews or work with individual students in the company or view of other adults.

Staff should take care when it may become necessary to use physical intervention. This option should be used with caution and only in circumstances where a child may pose a danger to him/herself or to others. In the event of physical intervention being used, the details of the incident must be recorded in writing and signed by a witness. The notes should then be passed to the relevant senior pastoral staff with a copy held on the student's file.

If a child or young person makes a disclosure, it is essential that staff do not make any promises to keep certain information confidential. Instead, staff should explain that they and the Academy have a duty to help keep that child or young person safe and this may involve informing a member of the Safeguarding Team. Staff should seek to reassure the child or young person that they have acted responsibly in bringing the issue to them.

It is important that members of staff do not speculate with the child or young person what the outcome of the disclosure will be.

## **Supervision and Support**

Any member of staff who is affected by issues arising from concerns for a child or young person's welfare or safety should seek support from the DSL or a member of the Safeguarding Team.

## Recent additions/clarifications.

The guidance to schools has introduced new or clarified existing areas of concern which include:

- Child Missing from Education – the Academy must be vigilant for, and report, children known or suspected to be missing from education (see Attendance Policy)
- Child Sexual Exploitation – CSE involves exploitative situations, contexts and relationships where young people receive something as a result of engaging in sexual activities. Even apparently consensual relationships can mask CSE. The DSL and staff generally must be vigilant for CSE and report it.
- Female Genital Mutilation – FGM comprises of all procedures involving partial or total removal of the external female genitalia and is an illegal form of abuse. Any suspected case of FGM **must be** reported to the police, this is a mandatory reporting duty.
- Preventing Radicalisation – protecting children from the risk of radicalisation is a part of the wider safeguarding duty. Radicalisation refers to the process by which a person comes to support terrorism and forms of extremism. Staff should be alert to any changes in children’s behaviour which could indicate they may be in need of help or protection. As a public authority the Academy has a duty under the Counter-terrorism and Security Act 2015 to prevent people from being drawn into terrorism. The Channel Programme is the route of referral for any prevent duty concerns.

All of the above will be treated as an integral part of our existing safeguarding procedures.