CASLON PRIMARY COMMUNITY SCHOOL

CHILD PROTECTION POLICY

September 2018

Designated Safeguarding Lead Mr Wagstaff

Deputy Safeguarding Lead Mrs Holden-Gough

Designated Governor for Child Protection for the School Mrs Steph Sellers

Date the Policy was approved by Governors 23.10.18

Date shared with all staff 07.11.18

Date for review September 2019

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**CASLON PRIMARY COMMUNITY SCHOOL**

**Child Protection Policy**

**Child Protection Policy Statement**

Caslon Primary Community School recognises its legal duty under s.175/157 Education Act 2002 to work with other agencies in safeguarding and promoting the welfare of children and young people and protecting them from “significant harm”. These duties are defined by:

• Dudley Safeguarding Children Board (DSCB) - Safeguarding Children Procedures <http://safeguarding.dudley.gov.uk>/child/safeguarding-children-board/

• Dealing with a disclosure school guidance (See Appendix 1)

• Children Act 1989;

• Children Act 2004;

* Education Act 2002
* Dealing with Allegations of Abuse against Teachers and Other Staff (2012)

• Working together to safeguard children (DfE) March 2018;

• Keeping Children Safe in Education (DfE) September 2018;

* Section 5B of the Female Genital Mutilation Act 2003 (as inserted by section 74 of the Serious Crime Act 2015)

• Guidance for Safer Working Practice for those working with Children and Young People in Education Settings (October 2015);

• What do you do if you are worried a child is being abused March 2015; (See Appendix 2)

• The Prevent Duty June 2015 (under section 26 of the Counter Terrorism and Security Act 2015);

• Children missing education (September 2016))

• Child Sexual Exploitation (February 2017

Caslon Primary Community School is committed to safeguarding and promoting the welfare of all children and young people both within the school environment and outside. Safeguarding and promoting the welfare of children is everyone’s responsibility.

Caslon Primary Community School is committed in ensuring that all staff who come into contact with children and their families and carers has a role to play in safeguarding children. In order to fulfil the responsibility effectively, the school will ensure their approach is child centred. This means that they will consider, at all times, what is in the best interests of the child.

Because of our day-to-day contact with children and young people, education staff are particularly well placed to observe outward signs of abuse, changes in children’s behaviour or their failure to develop. We need, therefore ‘to be alert to the possibility of abuse occurring, aware of the procedures to be followed if the school have suspicions and have the confidence to follow those procedures. This policy applies to all staff, governors and volunteers working in the school.

**Definitions**

**Safeguarding:** Safeguarding is the action that is taken to promote the welfare of children and protect them from harm.

Safeguarding means:

* Protecting children from abuse and maltreatment
* Preventing harm to children’s health or development
* Ensuring children grow up with the provision of safe and effective care
* Taking action to enable all children and young people to have the best outcomes

**Child Protection**

Child protection is part of the safeguarding process. It focuses on protecting individual children identified as suffering or likely to suffer significant harm. This includes child protection procedures which detail how to respond to concerns about a child.

**Policy Aims**

The aim of this policy is to provide information for all staff to carry out this duty of care responsibly.

The six main elements of the policy are:

• Ensuring we practice safe recruitment through checking the suitability of staff and volunteers to work with children.

• Raising awareness of child protection issues and equipping children with the skills needed to keep them safe.

• Implementing procedures for identifying and reporting cases, or suspected cases, of abuse.

• Supporting pupils who have been abused in accordance with his / her child protection plan.

• Establishing a safe environment in which children can learn and develop.

• Ensuring there are links with other safeguarding policies and procedures for example, anti–bullying, behaviour policy, attendance, physical intervention, medical conditions, first aid, intimate care, educational visits, sexual exploitation, sexting, disability, homophobic abuse, racism, domestic abuse, female genital mutilation, radicalisation and extremism, honour based violence. For further information on some of these procedures, refer to the DSCB website. There is also separate guidance for school on what to do in the event of a death of a child, use of images and safer working practice guidance.

We recognise that because of the day-to-day contact with children, our staff are well placed to observe the outward signs of abuse. The school will therefore:

• Establish and maintain an environment where children feel secure, are encouraged to talk, and are listened to.

• Ensure children know that there are adults in the school whom they can approach if they are worried.

• Include opportunities in the curriculum for children to develop the skills they need to recognise and stay safe from harm.

**Role and Responsibilities of Designated Safeguarding Lead**

The Designated Safeguarding Lead has ultimate responsibility and management oversight and accountability for safeguarding and child protection. The DSL must be a member of SLT and have attended PREVENT awareness training. There may be deputy safeguarding leads within the School. (It is a matter for individual schools as to whether they choose to have one or more deputy designated lead (s). The DSLs at Caslon Primary Community School are:

DSL: Mr T Wagstaff

Deputy DSL’s : Mrs L Holden-Gough, Mrs C Warford and Mrs R Harper

A DSL will always be available during school hours for staff in the school to discuss any safeguarding concerns and should make adequate arrangements for any out of hour/out of term activities. To this end they should act as a source of support, advice and expertise for all staff. The DSL should understand the assessment process for providing early help and statutory intervention, including local criteria for action and local authority children’s social care referral arrangements.

It is the responsibility of the DSL to have a solid understanding of new and current safeguarding themes and regularly train staff and ensure staff’s understanding of the training.

When the school has concerns about a child, the Designated Safeguarding Lead will decide what steps should be taken and should follow the process for recording and reporting a concern about a child as detailed in appendix 5. This would include contacting the police whereby a crime may have been committed.

Child protection information will be dealt with in a confidential manner. Staff will be informed of relevant details only when the

Designated Safeguarding Lead feels that those staff having knowledge of a situation will improve their ability to deal with an individual child and / or family. A record will be made of what information has been shared with whom, and when via CPOMs.

Child protection records will be stored securely in a central place separate from academic records. Individual files will be kept for each child: the school will not keep family files. Files will be kept for at least the period during which the child is attending the school, and beyond that in line with current data legislation and guidance.

Access to these records by staff other than by the Designated Safeguarding Lead will be restricted.

Parents will be aware of information held on their children and kept up to date regarding any concerns or developments by the appropriate members of staff. General communications with parents will be in line with any home school policies and give due regard to which adults have parental responsibility. Caslon Primary Community School will not disclose to a parent any information held on a child if this places the child at risk of significant harm.

If a pupil/student moves from our school, child protection records will be forwarded on to the Designated Safeguarding Lead at the new school, with due regard to their confidential nature and in line with current government guidance on the transfer of such records. Direct contact between the two schools may be necessary, especially on transfer from primary to secondary schools. Caslon Primary Community School will record where and to whom the records have been passed and the date.

If sending by post pupil records will be hand delivered or sent by “Special/Recorded Delivery”. For audit purposes a note of all pupil records transferred or received should be kept in either paper or electronic format. This will include the child’s name, date of birth, where and to whom the records have been sent and the date sent and/or received.

If a pupil/student is permanently excluded and moves to a Pupil Referral Unit, child protection records will be forwarded on to the relevant organisation.

**Roles and Responsibility of Governors and Governing Boards**

Please refer to KCSiE 2018 Annex B in regards to specific responsibilities

It is the responsibility of governing boards and proprietors to ensure that they comply with their duties under legislation. They must have regards to this guidance to ensure that the policies, procedures and training in their schools are effective and comply with the law at all times. The named Governor for Child Protection/Safeguarding is Mrs S Sellers and Cllr R Buttery.

The statutory guidance, Keeping Children Safe in Education 2018 places statutory requirements on all governing boards. Governing boards must make sure that their school has policies and procedures in place and take into account any guidance issued by the Secretary of State, any LA guidance and locally agreed inter-agency procedures.

It is the responsibility of the Governing Board to ensure that Safeguarding is an agenda item on every Full Governing board meeting.

Caslon Primary Community School will follow the ‘‘Managing Allegations Against Staff (DSCB Procedures). The Head Teacher will deal with allegations made against school staff. All allegations against the Head Teacher will be referred to the Chair of Governors.

**Safeguarding Training**

Caslon Primary Community School is committed to ensuring all staff are trained to a high standard. The detail around this is set out below.

According to ‘Keeping Children Safe in Education 2018, The Designated Safeguarding Lead and any deputies should undergo training to provide them with the knowledge and skills required to carry out the role. The training should be updated every two years.

In addition to their formal training, as set out above, their knowledge and skills should be updated ,(for example via e-bulletins, meetings other Designated Safeguarding Leads, or taking time to read and digest safeguarding developments), at regular intervals, but at least annually, to keep up with any developments relevant to their role. It is the responsibility of the DSL to keep themselves up to date with local and national safeguarding issues, attend relevant training and ensure training on specific safeguarding issues is then delivered to staff.

Governing boards and proprietors should ensure that all staff undergo safeguarding and child protection training at induction. The training should be regularly updated and in line with advice from DSCB.

In addition all staff members should ensure regular safeguarding and child protection updates (for example, via email, e-bulletins, staff meetings), as required, but at least annually, to provide them with the relevant skills and knowledge to safeguard children effectively.

**The Curriculum and Online Safety**

Child protection and wider child safety issues will be addressed through the curriculum as appropriate. Relevant issues will be addressed through the curriculum, for example self-esteem, emotional literacy, assertiveness, power, sex and relationship education, e-safety and bullying. See Anti-bullying and Behaviour Policy for further e-safety guidance.

Caslon staff should be aware that the breadth of issues classified within online safety is considerable, but can be categorised into three areas of risk:

• content: being exposed to illegal, inappropriate or harmful material; for example pornography, fake news, racist or radical and extremist views;

• contact: being subjected to harmful online interaction with other users; for example commercial advertising as well as adults posing as children or young adults; and

• conduct: personal online behaviour that increases the likelihood of, or causes, harm; for example making, sending and receiving explicit images, or online bullying

Filters and monitoring are covered with DFGL compliant devices through e-safe

**Peer on Peer Abuse**

Peer on peer abuse chldren 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

Caslon Primary Community School has put in place safeguards to reduce the likelihood of peer on peer abuse such as clear set of expectations and consequences for unacceptable behaviour, together with a staff ethos that promotes respect, courtesy, friendship and kindness.

All peer on peer allegations should be referred to a DSL to follow the process for recording and reporting a concern about a child flowchart.

Peer on Peer Abuse, including incidents of Sexting Electronic forms of communication have developed rapidly in recent years and the vast majority of children have access to a computer and or mobile phone. Children are frequently exposed to internet abuse including sexual abuse and bullying by phone is on the increase. Any child thought to be the victim of such abuse should therefore be regarded as in need of protection.

**Virtual School Heads and CLA**

The most common reason for children becoming looked after is as a result of abuse and/or neglect. Governing boards and proprietors should ensure that staff have the skills, knowledge and understanding to keep looked after children safe.

Caslon Primary Community School is committed in working with the Virtual school Head and supporting the progress of looked after children in the school and meet the needs identified in the child’s personal education plan.

The LA advisors are Matthew Osbourne and Neil Hoskinson.

**Children with Special Educational Needs and Disabilities**

Children with special educational needs (SEN) and disabilities can face additional safeguarding challenges. Governing boards and proprietors should ensure their child protection policy reflects the fact that additional barriers can exist when recognising abuse and neglect in this group of children. Caslon Primary Community School is committed to working with children with special educational needs (SEN) and disabilities who often face additional safeguarding challenges. This can include:

• Assumptions that indicators of possible abuse such as behaviour, mood and injury relate to the child’s disability without further exploration;

• Children with SEN and disabilities can be disproportionally impacted by things like bullying without outwards showing any signs:

• Communication barriers and difficulties in overcoming these barriers.

**Policies**

All our policies which address issues of power and potential harm, for example bullying, on-line safety, equal opportunities, handling, positive behaviour, will be linked to ensure a whole school approach. Our Child Protection policy cannot be separated from the general ethos of the school, which should ensure that pupils/students are treated with respect and dignity, taught to treat each other with respect, feel safe, have a voice, and are listened to. Staff will follow DSCB Children Procedures if there are concerns around peer on peer abuse. This is most likely to include, but not limited to: bullying (including cyber bullying), gender based violence / sexual assaults and sexting.

**Procedures**

Caslon Primary Community School will ensure that all staff follow the procedures set out by the Dudley Safeguarding Children Board and take account of guidance issued by the Department of Education (DfE) to:

• Ensure we have a Designated Safeguarding Lead for child protection who has received appropriate training and support for this role. The Designated Safeguarding Lead for the school is Mr Wagstaff (Assistant Headteacher). The deputy Designated Safeguarding Leads are Mrs Holden-Gough (Headteacher), Mrs Warford (Deputy Head Teacher) and Mrs Harper (Daycare Manager).

• Ensure we have a nominated governor responsible for child protection. The designated Governor for Child Protection for the school is Stephanie Sellers.

• Ensure every member of staff (including temporary and supply staff and volunteers) and Governing Board knows the name of the Designated Safeguarding Lead and deputies (if any) responsible for child protection and their role.

• Ensure all staff and volunteers understand their responsibilities in being alert to the signs of abuse and responsibility for referring any concerns to the Designated Safeguarding Lead responsible for child protection. This will be completed via the CPOM’s electronic system (**CPOMS** allows us to record information in a central repository and have relevant people alerted immediately. Senior leaders are able to build a chronology around a student and can produce reports on vulnerable pupil groups for**Case Conference Meetings**, **Governors** and **Ofsted** at the touch of a button.)

• Ensure that parents have an understanding of the responsibility placed on the school and staff for child protection by setting out its obligations in the school prospectus. Parents should be made aware of the policies and procedures.

• Ensure that parents are aware that this policy is available on request, and make the policy available on the school website.

• Develop effective links with relevant agencies and co-operate as required with their enquiries regarding child protection matters including attendance at child protection meetings.

• Develop links with other agencies that support the child such as Child and Adult Mental Health Service, Education Investigation and Education Psychology Service.

• Keep written records of concerns about children, even where there is no need to refer the matter immediately.

• Ensure all records are kept securely; separate from the main pupil file, and in locked locations.

• Ensure that all staff are aware of what to do if there are concerns around a child. Appendix 1 refers to what to do if you are concerned. A multi-agency referral (MARF) must be completed when making a referral and can be accessed from the DSCB website.

**Contextual Safeguarding**

As set out in KCSiE 2018, safeguarding incidents and/or behaviours can be associated with factors outside the school and /or can occur between children outside the school. All staff, but especially the DSL and deputies should be considering the context within which such incidents and/or behaviours occur. This is known as contextual safeguarding, which simply means assessments of children should consider whether wider environmental factors are present in a child’s life that are a threat to their safety and or welfare. Children’s social care assessments should consider such factors so it is important that schools provide as much information as possible as part of the referral process.

**Early Help**

The revised Dudley Early Help Strategy was endorsed by the Children and Young People’s Alliance Board in April 2018. This strategy sets out the pathway for Early Help in Dudley and will ensure that the appropriate level of support is put in place for our children, young people and families.

Early Help Strategy guidance and thresholds link:

[Http://www.dudley.gov.uk/resident/care-health/children-and-family-care/early-Help-for-children-and-families/](http://www.dudley.gov.uk/resident/care-health/children-and-family-care/early-Help-for-children-and-families/)

All Early Help referrals, including parent self-referral should be sent to the Halesowen Family Centre: Fs.halesowen@dudley.gov.uk

**Information Sharing, Confidentiality and Record Keeping**

Confidentiality is an issue, which needs to be discussed and fully understood by all those working with children, particularly in the context of child protection. Every effort should be made to ensure that confidentiality is maintained for all concerned. Information should be handled and disseminated on a need to know basis only.

Staff within our School are clear that if they have any concerns about a child (as opposed to a child being in immediate danger) they will need to decide what action to take. Where possible, they will have a conversation with the Designated Safeguarding Lead to agree a course of action. Although staff members can make a referral to children’s social care.

Caslon Primary Community School is committed to the Early Help approach and staff are able to identify learners who need support through this route.

If a child is in immediate danger or is at risk of harm a referral should be made to the MASH team and / or the police immediately.

Telephone Contact - **0300 555 0050**

Information will be stored in a secure place with restricted access to designated people and be maintained in line with data protection laws (e.g. that information is accurate, regularly updated, relevant and secure).

It may be necessary to liaise and where necessary, challenge other agencies involved, in order to obtain relevant information to support the child appropriately. If a child resides in another borough but attends a school in Dudley Caslon Primary Community School will ensure that we liaise with the Local Authority in which the child resides.

If a child who is subject to a child protection plan leaves, their information should be transferred to the new school immediately and that child’s social worker is informed.

It is important that governing boards and proprietors are aware that among other obligations, the Data Protection Act 2018 and the GDPR place duties on organisations and individuals to process personal information fairly and lawfully and to keep the information they hold safe and secure.

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

**Communication with Parents/Carers**

In general, we will discuss any child protection concerns with parents / carers before approaching other agencies, and will seek their consent to making a referral to another agency. Appropriate staff will approach parents / carers after consultation with the Designated Safeguarding Lead. However there may be occasions when the school will contact another agency before informing parents/carers because it considers that contacting them may increase the risk of significant harm to the child.

Parents / carers will be informed about our Child Protection Policy through: School prospectus, website, Dojo, newsletter.

**Safer Recruitment and Employment Practices**

Caslon Primary Community School will follow Safer Recruitment processes (DSCB procedures) in addition to part 3 of KCSiE 2018. In line with Part three of this guidance, governing boards and proprietors should prevent people who pose a risk of harm from working with children by adhering to statutory responsibilities to check staff who work with children, taking proportionate decisions on whether to ask for any checks beyond what is required which will include the following:

• Declaration of the intent to undertake a DBS check in the advertisement

• Ensuring that at least one member of the interview panel has attended DSCB Safer Recruitment training

• Ensuring that references are gained before interview

• Ensuring that a safeguarding question is included in the interview

• Ensuring that any gaps in employment are explored at interview

• Undertake a DBS check at the relevant level to the position

• All Governors now require an Enhanced DBS check

• The Prohibition of teaching checks must be completed for everyone engaged in ‘teaching work’ , whether a qualified teacher or not: and recorded on the Single Central Record

Caslon Primary Community School will follow the ‘‘Managing Allegations Against Staff (DSCB Procedures) in addition to KCSiE 2018 part 4. The Head Teacher will deal with allegations made against school staff. All allegations against the Head Teacher will be referred to the Chair of Governors.

In addition to this Caslon Primary Community School will have routine systems for continually monitoring the performance of staff ensuring compliance with both child protection procedures and the code of good practice. All staff within Caslon Primary Community School will adhere to the Guidance for Safer Working Practice for Children and Young People in Education Settings (October 2015). This covers a wide range of issues around staff conduct e.g. Use of Mobile Phones etc. All staff have access to the counselling service within Dudley Council.

If any concerns or allegations are made against members of staff, in the first instance these should be discussed with the Yvonne Nelson-Brown the Local Area Designated Officer (LADO). Contact details: 01384 813110. It is useful at this stage to also provide full names of the member of staff and child involved in the allegation, their dates of birth, addresses and details of any previous concerns, as this will avoid delay. All allegations against people who work with children will be passed on to the LADO in accordance with the Working Together to Safeguard Children (2018) and the DSCB Safeguarding Children Procedures. A LADO Referral and Monitoring form will need to be completed.

If staff have concerns about a fellow colleague, they should follow the Whistle blowing Procedures.

**Whistleblowing**

All staff and volunteers should feel able to raise concerns about poor or unsafe practice and potential failures in the school’s safeguarding regime and know that such concerns will be taken seriously by the senior leadership team.

Whistle blowing procedures are detailed in the school Whistleblowing policy document.

**Referral to Disclosure & Barring Service (DBS)**

Any employee who is dismissed or resigns due to a child protection case will be referred to the DBS, who will consider the future risk and harm the individual possess to vulnerable groups including children. The Single Central record must be in place and include all the areas covered in the Keeping Children Safe in Education (2018).

**Staff support**

We recognise the stressful and traumatic nature of child protection work. We will support staff by providing an opportunity to talk through their anxieties with the Designated Safeguarding Lead and to seek further support as appropriate.

**Implementation, Review and Monitoring**

Implementation will take place by ensuring this policy is discussed at the governors meeting and ensuring all staff are made aware of its existence.

This Policy will be monitored and reviewed on an annual basis and has been ratified by the Governing Board on 23rd October 18.

A copy of this Policy is also available on the School website.

**Supporting Documents**

DSCB Safeguarding Children Procedures

<http://safeguarding.dudley.gov.uk/>

Working Together to Safeguard Children 2018

Keeping Children Safe in Education 2018

Guidance for safer working practice for those working with children and young people in education setting (October 2015)

Schools Anti-Bullying Policy

Schools Complaints Procedure

School Behaviour Policy

School Safer Recruitment Policy

School Whistle blowing Policy

School Confidentiality Policy

**APPENDIX 1**

**Indicators of Abuse and Neglect**

All school and college staff should be aware that abuse, neglect and safeguarding issues are rarely standalone events that can be covered by one definition or label. In most cases, multiple issues will overlap with one another.

• 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.

**Appendix 2**

**Specific Safeguarding Matters**

Appendix 2 contains important additional information about specific forms of abuse and safeguarding issues. School and college leaders and those staff who work directly with children should read this annex.

As per Part one of this guidance, if staff have any concerns about a child’s welfare, they should act on them immediately. They should follow their own organisation’s child protection policy and speak to the Designated Safeguarding Lead (or deputy).

Where a child is suffering, or is likely to suffer from harm, it is important that a referral to children’s social care (and if appropriate the police) is made immediately.

Annex A Index

Abuse/Safeguarding Issues Page

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Additional advice and support

**Children and the court system** Children are sometimes required to give evidence in criminal courts, either for crimes committed against them or for crimes they have witnessed. There are two age appropriate guides to support children 5-11-year olds and 12-17 year olds.

The guides explain each step of the process and support and special measures that are available. There are diagrams illustrating the courtroom structure and the use of video links is explained.

Making child arrangements via the family courts following separation can be stressful and entrench conflict in families. This can be stressful for children. The Ministry of Justice has launched an online child arrangements information tool with clear and concise information on the dispute resolution service. This may be useful for some parents and carers.

**Children missing from education**

All staff should be aware that children going missing, particularly repeatedly, can act as a vital warning sign of a range of safeguarding possibilities. This may include abuse and neglect, which may include sexual abuse or exploitation and child criminal exploitation. It may indicate mental health problems, risk of substance abuse, risk of travelling to conflict zones, risk of female genital mutilation or risk of forced marriage. Early intervention is necessary to identify the existence of any underlying safeguarding risk and to help prevent the risks of a child going missing in future. Staff should be aware of their school’s or college’s unauthorised absence and children missing from education procedures.

**Children with family members in prison**

Approximately 200,000 children have a parent sent to prison each year. These children are at risk of poor outcomes including poverty, stigma, isolation and poor mental health. NICCO provides information designed to support professionals working with offenders and their children, to help mitigate negative consequences for those children.

**Child sexual exploitation**

Child sexual exploitation is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual.

CSE does not always involve physical contact: it can also occur through the use of technology. Like all forms of child sex abuse, child sexual exploitation:

• can affect any child or young person (male or female) under the age of 18 years, including 16 and 17 year olds who can legally consent to have sex;

• can still be abuse even if the sexual activity appears consensual;

• can include both contact (penetrative and non-penetrative acts) and noncontact sexual activity;

• can take place in person or via technology, or a combination of both;

• can involve force and/or enticement-based methods of compliance and may, or may not, be accompanied by violence or threats of violence;

• may occur without the child or young person’s immediate knowledge (e.g. through others copying videos or images they have created and posted on social media);

• can be perpetrated by individuals or groups, males or females, and children or adults. The abuse can be a one-off occurrence or a series of incidents over time, and range from opportunistic to complex organised abuse; and

• is typified by some form of power imbalance in favour of those perpetrating the abuse. Whilst age may be the most obvious, this power imbalance can also be due to a range of other factors including gender, sexual identity, cognitive ability, physical strength, status, and access to economic or other resources.

Some of the following signs may be indicators of child sexual exploitation:

• children who appear with unexplained gifts or new possessions;

• children who associate with other young people involved in exploitation;

• children who have older boyfriends or girlfriends;

• children who suffer from sexually transmitted infections or become pregnant;

• children who suffer from changes in emotional well-being;

• children who misuse drugs and alcohol;

• children who go missing for periods of time or regularly come home late; and

• children who regularly miss school or education or do not take part in education.

**Child criminal exploitation: 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 Mechanism98 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.

**Domestic abuse**

 The cross-government definition of domestic violence and abuse is:

 Any incident or pattern of incidents of controlling, coercive, threatening behaviour, violence or abuse between those aged 16 or over who are, or have been, intimate partners or family members regardless of gender or sexuality. The abuse can encompass, but is not limited to:

• psychological;

• physical;

• sexual;

• financial;

• emotional

Exposure to domestic abuse and/or violence can have a serious, long lasting emotional and psychological impact on children. In some cases, a child may blame themselves for the abuse or may have had to leave the family home as a result. Domestic abuse affecting young people can also occur within their personal relationships, as well as in the context of their home life. Advice on identifying children who are affected by domestic abuse and how they can be helped is available at: National Crime Agency human-trafficking NSPCC- UK domestic-abuse Signs Symptoms Effects Refuge what is domestic violence/effects of domestic violence on children Safelives: young people and domestic abuse

**Homelessness**

Being homeless or being at risk of becoming homeless presents a real risk to a child’s welfare. The Designated Safeguarding Lead (and any deputies) should be aware of contact details and referral routes in to the Local Housing Authority so they can raise/progress concerns at the earliest opportunity. Indicators that a family may be at risk of homelessness include household debt, rent arrears, domestic abuse and anti-social behaviour, as well as the family being asked to leave a property. Whilst referrals and or discussion with the Local Housing Authority should be progressed as appropriate, and in accordance with local procedures, this does not, and should not, replace a referral into children’s social care where a child has been harmed or is at risk of harm.

The Homelessness Reduction Act 2017 places a new legal duty on English councils so that everyone who is homeless or at risk of homelessness will have access to meaningful help including an assessment of their needs and circumstances, the development of a personalised housing plan, and work to help them retain their accommodation or find a new place to live. The following factsheets usefully summarise the new duties: Homeless Reduction Act Factsheets. The new duties shift focus to early intervention and encourage those at risk to seek support as soon as possible, before they are facing a homelessness crisis.

In most cases school and college staff will be considering homelessness in the context of children who live with their families, and intervention will be on that basis. However, it should also be recognised in some cases 16 and 17 year olds could be living independently from their parents or guardians, for example through their exclusion from the family home, and will require a different level of intervention and support. Children’s services will be the lead agency for these young people and the Designated Safeguarding Lead (or a deputy) should ensure appropriate referrals are made based on the child’s circumstances. The department and the Ministry of Housing, Communities and Local Government have published joint statutory guidance on the provision of accommodation for 16 and 17 year olds who may be homeless and/ or require accommodation: here.

**So-called ‘honour-based’ violence**

 So-called ‘honour-based’ violence (HBV) encompasses incidents or crimes which have been committed to protect or defend the honour of the family and/or the community, including female genital mutilation (FGM), forced marriage, and practices such as breast ironing. Abuse committed in the context of preserving “honour” often involves a wider network of family or community pressure and can include multiple perpetrators. It is important to be aware of this dynamic and additional risk factors when deciding what form of safeguarding action to take. All forms of HBV are abuse (regardless of the motivation) and should be handled and escalated as such. Professionals in all agencies, and individuals and groups in relevant communities, need to be alert to the possibility of a child being at risk of HBV, or already having suffered HBV.

Actions If staff have a concern regarding a child that might be at risk of HBV or who has suffered from HBV, they should speak to the Designated Safeguarding Lead (or deputy). As appropriate, they will activate local safeguarding procedures, using existing national and local protocols for multi-agency liaison with police and children’s social care. Where FGM has taken place, since 31 October 2015 there has been a mandatory reporting duty placed on teachers that requires a different approach (see following section).

**FGM**

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.

**FGM mandatory reporting duty for teachers**

Section 5B of the Female Genital Mutilation Act 2003 (as inserted by section 74 of the Serious Crime Act 2015) places a statutory duty upon teachers along with regulated health and social care professionals in England and Wales, to report to the police where they 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 or students, 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. Information on when and how to make a report can be found at: Mandatory reporting of female genital mutilation procedural information.

 Under Section 5B(11)(a) of the Female Genital Mutilation Act 2003, “teacher” means, in relation to England, a person within section 141A(1) of the Education Act 2002 (persons employed or engaged to carry out teaching work at schools and other institutions in England).

Section 5B(6) of the Female Genital Mutilation Act 2003 states teachers need not report a case to the police if they have reason to believe that another teacher has already reported the case. 101 as defined in the Government’s Counter Extremism Strategy.

Teachers must personally report to the police cases where they discover that an act of FGM appears to have been carried out. Unless the teacher has good reason not to, they should still consider and discuss any such case with the school’s or college’s Designated Safeguarding Lead (or deputy) and involve children’s social care as appropriate. The duty does not apply in relation to at risk or suspected cases (i.e. where the teacher does not discover that an act of FGM appears to have been carried out, either through disclosure by the victim or visual evidence) or in cases where the woman is 18 or over. In these cases, teachers should follow local safeguarding procedures. The following is a useful summary of the FGM mandatory reporting duty: FGM Fact Sheet.

**Forced marriage**

Forcing a person into a marriage is a crime in England and Wales. A forced marriage is one entered into without the full and free consent of one or both parties and where violence, threats or any other form of coercion is used to cause a person to enter into a marriage. Threats can be physical or emotional and psychological. A lack of full and free consent can be where a person does not consent or where they cannot consent (if they have learning disabilities, for example). Nevertheless, some communities use religion and culture as a way to coerce a person into marriage. Schools and colleges can play an important role in safeguarding children from forced marriage.

The Forced Marriage Unit has published statutory guidance and Multi-agency guidelines, with pages 35-36 of which focus on the role of schools and colleges. School and college staff can contact the Forced Marriage Unit if they need advice or information: Contact: 020 7008 0151 or email fmu@fco.gov.uk.

**Preventing radicalisation**

Children are vulnerable to extremist ideology and radicalisation. Similar to protecting children from other forms of harms and abuse, protecting children from this risk should be a part of a schools’ or colleges’ safeguarding approach.

Extremism is the vocal or active opposition to our fundamental values, including democracy, the rule of law, individual liberty and the mutual respect and tolerance of different faiths and beliefs. This also includes calling for the death of members of the

armed forces. Radicalisation refers to the process by which a person comes to support terrorism and extremist ideologies associated with terrorist groups. There is no single way of identifying whether a child is likely to be susceptible to an extremist ideology. Background factors combined with specific influences such as family and friends may contribute to a child’s vulnerability. Similarly, radicalisation can occur through many different methods (such as social media) and settings (such as the internet).

However, it is possible to protect vulnerable people from extremist ideology and intervene to prevent those at risk of radicalisation being radicalised. As with 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. Staff should use their judgement in identifying children who might be at risk of radicalisation and act proportionately which may include the Designated Safeguarding Lead (or deputy) making a referral to the Channel programme.

**The Prevent duty**

All schools and colleges are subject to a duty under section 26 of the CounterTerrorism and Security Act 2015 (the CTSA 2015), in the exercise of their functions, to have “due regard to the need to prevent people from being drawn into terrorism”. This duty is known as the Prevent duty. The Prevent duty should be seen as part of schools’ and colleges’ wider safeguarding obligations. Designated Safeguarding Leads and other senior leaders should familiarise themselves with the revised Prevent duty guidance: for England and Wales, especially paragraphs 57-76, which are specifically concerned with schools (and also covers childcare). The guidance is set out in terms of four general themes: Risk assessment, working in partnership, staff training, and IT policies.

Additional support The department has 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.

 As defined in the Revised Prevent Duty Guidance for England and Wales. 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. “Terrorism” for these purposes has the same meaning as for the Terrorism Act 2000 (section 1(1) to (4) of that Act).

 There is additional guidance: Prevent duty guidance: for further education institutions in England and Wales that applies to colleges.

Educate Against Hate, a website launched by the Her Majesty’s Government has been developed to support and equip school and college leaders, teachers, and parents with information, tools and resources (including on the promotion of fundamental British values) to help recognise and address extremism and radicalisation in young people. The platform provides information on and access to training resources for teachers, staff and school and college leaders, some of which are free such as Prevent e-learning, via the Prevent Training catalogue.

**Channel**

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. Guidance on Channel is available at: Channel guidance, and a Channel awareness e-learning programme is available for staff at: Channel General Awareness. The school’s or college’s Designated Safeguarding Lead (and any deputies) should be aware of local procedures for making a Channel referral. As a Channel partner, the school or college may be asked to attend a Channel panel to discuss the individual referred to determine whether they are vulnerable to being drawn into terrorism and consider the appropriate support required.

**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.

**Sexual violence and sexual harassment between children in schools and colleges**

Context Sexual violence and sexual harassment can occur between two children of any age and sex. It can also occur through a group of children sexually assaulting or sexually harassing a single child or group of children.

Children who are victims of sexual violence and sexual harassment will likely find the experience stressful and distressing. This will, in all likelihood, adversely affect their educational attainment. Sexual violence and sexual harassment exist on a continuum and may overlap, they can occur online and offline (both physical and verbal) and are never acceptable. It is important that all victims are taken seriously and offered appropriate support. Staff should be aware that some groups are potentially more at risk. Evidence shows girls, children with SEND and LGBT children are at greater risk.

Staff should be aware of the importance of:

• making clear that sexual violence and sexual harassment is not acceptable, will never be tolerated and is not an inevitable part of growing up;

• not tolerating or dismissing sexual violence or sexual harassment as “banter”, “part of growing up”, “just having a laugh” or “boys being boys”; and

• challenging behaviours (potentially criminal in nature), such as grabbing bottoms, breasts and genitalia, flicking bras and lifting up skirts. Dismissing or tolerating such behaviours risks normalising them.

**What is Sexual violence and sexual harassment?**

**Sexual violence** It is important that school and college staff are aware of sexual violence and the fact children can, and sometimes do, abuse their peers in this way. When referring to sexual violence we are referring to sexual offences under the Sexual Offences Act 2003 as described below: Rape: A person (A) commits an offence of rape if: he intentionally penetrates the vagina, anus or mouth of another person (B) with his penis, B does not consent to the penetration and A does not reasonably believe that B consents. Assault by Penetration: A person (A) commits an offence if: s/he intentionally penetrates the vagina or anus of another person (B) with a part of her/his body or anything else, the penetration is sexual, B does not consent to the penetration and A does not reasonably believe that B consents. Sexual Assault: A person (A) commits an offence of sexual assault if: s/he intentionally touches another person (B), the touching is sexual, B does not consent to the touching and A does not reasonably believe that B consents.

**What is consent?**

Consent is about having the freedom and capacity to choose. Consent to sexual activity may be given to one sort of sexual activity but not another, e.g.to vaginal but not anal sex or penetration with conditions, such as wearing a condom. Consent can be withdrawn at any time during sexual activity and each time activity occurs. Someone consents to vaginal, anal or oral penetration only if s/he agrees by choice to that penetration and has the freedom and capacity to make that choice. 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 - it is important to talk to and consider the experience of the victim) and displaying pictures, photos or drawings of a sexual nature; and

• online sexual harassment. This may be standalone, or part of a wider pattern of sexual harassment and/or sexual violence.

 It may include:

• non-consensual sharing of sexual images and videos;

• sexualised online bullying;

• unwanted sexual comments and messages, including, on social media; and

• 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. 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 anything. It is important school and college staff (and especially Designated Safeguarding Leads and their deputies) understand consent. This will be especially important if a child is reporting they have been raped. More information: here PSHE Teaching about consent from the PSHE association provides advice and lesson plans to teach consent at Key stage 3 and 4. 1Project deSHAME from Childnet provides useful research, advice and resources regarding online sexual harassment.

reporting sexual violence or sexual harassment. Nor should a victim ever be made to feel ashamed for making a report.

If staff have a concern about a child or a child makes a report to them, they should follow the referral process as set out from paragraph. Appendix 3 one of this guidance. As is always the case, if staff are in any doubt as to what to do they should speak to the Designated Safeguarding Lead (or a deputy).

**APPENDIX 3**

**Additional Advice and Support**

|  |  |  |
| --- | --- | --- |
| **Abuse or Safeguarding issue**  | **Link to Guidance/Advice**  | **Source**  |
| Abuse     | [What to do if you're worried a child is being abused](https://www.gov.uk/government/publications/what-to-do-if-youre-worried-a-child-is-being-abused--2)  | DfE advice  |
| [Domestic abuse: Various Information/Guidance](https://www.gov.uk/domestic-violence-and-abuse)   | Home Office  |
| [Faith based abuse: National Action Plan](https://www.gov.uk/government/publications/national-action-plan-to-tackle-child-abuse-linked-to-faith-or-belief)   | DfE advice  |
| [Relationship abuse: disrespect nobody](https://www.disrespectnobody.co.uk/relationship-abuse/what-is-relationship-abuse/)  | Home Office website  |
| Bullying  | [Preventing bullying including cyberbullying](https://www.gov.uk/government/publications/preventing-and-tackling-bullying)   | DfE advice  |
| Children and the courts  | [Advice for 5-11-year olds witnesses in criminal courts](http://formfinder.hmctsformfinder.justice.gov.uk/ywp-5-11-eng.pdf)  | MoJ advice  |
| [Advice for 12-17 year old witnesses in criminal courts](http://formfinder.hmctsformfinder.justice.gov.uk/ywp-12-17-eng.pdf)  | MoJ advice  |
| Children missing from education, home or care  | [Children missing education](https://www.gov.uk/government/publications/children-missing-education)   | DfE statutory guidance  |
| [Child missing from home or care](https://www.gov.uk/government/publications/children-who-run-away-or-go-missing-from-home-or-care)   | DfE statutory guidance  |
| [Children and adults missing strategy](https://www.gov.uk/government/publications/missing-children-and-adults-strategy)   | Home Office strategy  |
| Children with family members in prison  | [National Information Centre on Children of Offenders](https://www.nicco.org.uk/)  | Barnardo’s in partnership with Her Majesty’s Prison and Probation Service (HMPPS) advice  |
| Child Exploitation    | [County Lines: criminal exploitation of children and vulnerable adults](https://www.gov.uk/government/publications/criminal-exploitation-of-children-and-vulnerable-adults-county-lines)   | Home Office guidance  |
| [Child sexual exploitation: guide for practitioners](https://www.gov.uk/government/publications/child-sexual-exploitation-definition-and-guide-for-practitioners)   | DfE  |
| [Trafficking: safeguarding children](https://www.gov.uk/government/publications/safeguarding-children-who-may-have-been-trafficked-practice-guidance)  | DfE and HO guidance  |
| Drugs    | [Drugs: advice for schools](https://www.gov.uk/government/publications/drugs-advice-for-schools)   | DfE and ACPO advice  |
| [Drug strategy 2017](https://www.gov.uk/government/publications/drug-strategy-2017)   | Home Office strategy  |
| [Information and advice on drugs](http://www.talktofrank.com/)   | Talk to Frank website  |

|  |  |  |
| --- | --- | --- |
| **Abuse or Safeguarding issue**  | **Link to Guidance/Advice**  | **Source**  |
|   | [ADEPIS platform sharing information and resources for schools:](http://mentor-adepis.org/) [covering drug (& alcohol) prevention](http://mentor-adepis.org/)  | Website developed by Mentor UK  |
| “Honour Based Violence” (so called)   | [Female genital mutilation: information and resources](https://www.gov.uk/government/collections/female-genital-mutilation)  | Home Office  |
| [Female genital mutilation: multi agency statutory guidance](https://www.gov.uk/government/publications/multi-agency-statutory-guidance-on-female-genital-mutilation)   | DfE, DH, and HO statutory guidance  |
| [Forced marriage: information and practice guidelines](https://www.gov.uk/forced-marriage)   | Foreign Commonwealth Office and Home Office  |
| Health and Wellbeing     | [Fabricated or induced illness: safeguarding children](https://www.gov.uk/government/publications/safeguarding-children-in-whom-illness-is-fabricated-or-induced)   | DfE, Department for Health and Home Office  |
| [Rise Above: Free PSHE resources on health, wellbeing and resilience](https://www.pshe-association.org.uk/curriculum-and-resources/resources/rise-above-schools-teaching-resources)   | Public Health England resources  |
| [Medical-conditions: supporting pupils at school](https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions--3)   | DfE statutory guidance  |
| [Mental health and behaviour](https://www.gov.uk/government/publications/mental-health-and-behaviour-in-schools--2)  | DfE advice  |
| Homelessness  | [Homelessness: How local authorities should exercise their functions](https://www.gov.uk/guidance/homelessness-code-of-guidance-for-local-authorities)  | HCLG  |
| Online  | [Sexting: responding to incidents and safeguarding children](https://www.gov.uk/government/groups/uk-council-for-child-internet-safety-ukccis)   | UK Council for Child Internet Safety  |
| Private fostering  | [Private fostering: local authorities](https://www.gov.uk/government/publications/children-act-1989-private-fostering)   | DfE - statutory guidance  |
| Radicalisation    | [Prevent duty guidance](https://www.gov.uk/government/publications/prevent-duty-guidance)  | Home Office guidance  |
| [Prevent duty advice for schools](https://www.gov.uk/government/publications/protecting-children-from-radicalisation-the-prevent-duty)   | DfE advice  |
| [Educate Against Hate Website](http://educateagainsthate.com/)  | DfE and Home Office  |
| Violence   | [Gangs and youth violence: for schools and colleges](https://www.gov.uk/government/publications/advice-to-schools-and-colleges-on-gangs-and-youth-violence)   | Home Office advice  |
| [Ending violence against women and girls 2016-2020 strategy](https://www.gov.uk/government/publications/strategy-to-end-violence-against-women-and-girls-2016-to-2020)   | Home Office strategy  |
| [Violence against women and girls: national statement of expectations for victims](https://www.gov.uk/government/publications/violence-against-women-and-girls-national-statement-of-expectations)   | Home Office guidance  |
| [Sexual violence and sexual harassment between children in schools and colleges](https://www.gov.uk/government/publications/sexual-violence-and-sexual-harassment-between-children-in-schools-and-colleges)   | DfE advice  |
| [Serious violence strategy](https://www.gov.uk/government/publications/serious-violence-strategy)   | Home Office Strategy  |

**Appendix 4-What to do if you are concerned:**

**(Concerns outside the immediate environment (e.g. a parent or carer)**

* Report your concerns to the, Designated Safeguarding Leadwho should contact MASH Team or the Police as soon as possible.
* If the *Designated Safeguarding Lead* is not available, then the Head Teacher or the person currently responsible for the school should be informed. (This is to ensure there is no delay in seeking advice or making a referral).
* The MASH Team and the *Designated Safeguarding Lead* will decide how to involve the parents/carers. Parents should not be informed if to do so would increase risk to the child’.
* Maintain confidentiality on a **need to know** basis only.

**Information for social care or the police about suspected abuse**

To ensure that this information is as helpful as possible, a detailed record should always be made at the time of the disclosure/concern, which should include the following:

• The reasons for your concern

• Full name and date of birth of the child

• Names and dates of birth of the child's family/household members

• Other agencies/professionals involved with the family

• The child's first language and any special needs

• The child’s developmental needs, family and environmental factors and parenting capacity

• Any work you may have already undertaken with the child and family

All incidents will be reported on a Multi –Agency Referral Form (MARF)

**Responding to allegations or suspicions (about someone working with children or young people (e.g. a teaching assistant)**

It is not the responsibility of anyone working within Caslon Primary Community School, in a paid or unpaid capacity to decide whether or not child abuse has taken place. However, there is a responsibility to act on any concerns by reporting these to the appropriate officer or the appropriate authorities.

*Caslon Primary Community School* will ensure all staff/volunteers that it will fully support and protect anyone, who in good faith reports his or her concern that a colleague is, or may be, abusing a child.

All allegations or suspicions of abuse will be taken seriously and treated in accordance with these procedures. They will be applied when there is an allegation or concern that any person, who works with children, in connection with their employment, voluntary or personal activity, has:

• Behaved in a way that has harmed a child, or may have harmed a child;

• Possibly committed a criminal offence against, or related to a child;

• Behaved towards a child or children in a way that indicates they are likely to pose a risk of harm to children

These behaviours will be considered within the context of the four categories of abuse (i.e. physical, sexual and emotional abuse and neglect). This includes concerns relating to inappropriate relationships between members of staff and children or young people, for example:

• Having a sexual relationship with a child under 18 if in a position of trust in respect of that child, even if consensual (s16-19 *Sexual Offences Act 2003*);

• ‘Grooming’, i.e. meeting a child under 16 with intent to commit a relevant offence (s15 *Sexual Offences Act 2003*);

• Other ‘grooming’ behaviour giving rise to concerns of a broader child protection nature (e.g. inappropriate text / e-mail messages or images, gifts, socialising etc);

• Possession of sexual images of children / pseudo-photographs of children.

The definition of working with children includes paid and unpaid staff, volunteers and carers (including foster and adoptive carers). It may include everyone who works in Caslon Primary Community School, including administrative and other support staff.

***Action if there are concerns***

Concerns about poor practice:

* If, following consideration, the allegation is clearly about poor practice; the Head Teacher will deal with it as a misconduct issue.
* If the allegation is about poor practice by the Designated , *Safeguarding Lead,* or if the matter has been handled inadequately and concerns remain, it should be reported to the Head Teacher / Chair of Governors who will decide on whether disciplinary action should be taken and the next steps to take.

Concerns about suspected abuse

* Any suspicion that a child has been abused by either a member of staff or a volunteer must be reported to the Designated Safeguarding Lead/ Head Teacher, who will take such steps as considered necessary to ensure the safety of the child in question and any other child who may be at risk.
* The Designated Safeguarding Lead/ Head Teacher will refer the allegation to the SPA Team who may involve the Police. All allegations against people who work with children must be passed onto the LADO.
* The parents or carers of the child will be contacted as soon as possible following advice from the MASH Team.
* If the Designated Safeguarding Lead is the subject of the suspicion/allegation, the concern must be shared with the Head Teacher. If the Head Teacher is the subject of the concern / allegation, the concern must be shared with the Chair of Governors. The Chair of Governors will liaise with the Designated Officer for Managing Allegations and HR.

***Internal Enquiries and Suspension***

The Head Teacher will liaise with the Chair of Governors and make an immediate decision about whether any individual accused of abuse should be temporarily suspended pending further police and social care inquiries. Advice can also be sought from the Human Resources Section and the LADO.

Irrespective of the findings of the MASH Team or Police inquiries the Head Teacher / Chair of Governors will assess all individual cases to decide whether an individual can be reinstated and how this can be sensitively handled. This may be a difficult decision; particularly where there is insufficient evidence to uphold any action by the police. In such cases, the Chair of Governors and Head Teacher must reach a decision based upon the available information which could suggest that on a balance of probability; it is more likely than not that the allegation is true. The welfare of the child should remain of paramount importance throughout.

**APPENDIX 5**

**PROCESS FOR RECORDING AND REPORTING A CONCERN ABOUT A CHILD**

|  |  |  |
| --- | --- | --- |
| **DSL - Mr Wagstaff****Dep DSLs – Mrs Holden-Gough****and Mrs Harper** **Safeguarding Governor:****Stephanie Sellers** **Ruth Buttery** | **Write the Concern Form or complete Online Monitoring System -CPOMS** **(DSL MUST receive a concern in writing)** | **Local Authority DO/Risk: (For concerns about an Adult/person in Position of Trust)****Contact Details:** **Yvonne Nelson-Brown****01384 813110** |
|  | **Deliver/Report all concerns to: Mr Wagstaff and Mrs Holden-Gough**  |  |
|  | **DSL reviews concern, identifies level of need and makes a decision about the Next Steps** |  |
| **Decision To MONITOR The Concern** | **Decision To DISCUSS The Concern With Parent/S Carer** | **Decision to REFER the concern to Childrens Social Care (CSC)** |
| **MONITOR****↓** | **DISCUSS****↓** | **REFER****↓** |
| **School worker asked to monitor pupil and feedback to the DSL within an agreed timescale** | **MONITOR****↔** | **After discussion DSL decides to either, discuss further with parent/carer, monitor via school worker or make a referral into CSC** | **REFER****↔** | **DSL speaks with Head/Governor and agrees to refer into CSC** |
| **→** | **AT ALL TIMES RECORD** | **←** |
| **Remember:** **ANYONE CAN MAKE A REFERRAL****AND REPORT DIRECTLY INTO CSC.** | **DSL retains Concern Form/incident details in secure, confidential Safeguarding File** | **Contact details for:****Children’s Social Care referrals:****0300 555 0050****PREVENT/Channel referrals:** **Sue Hayward****01384 814736** |

R Jessup Safeguarding Lead Education – adapted from success in schools July 2017

**Appendix 6**



1. In cases which also involve a concern or an allegation of abuse against a staff member, see Part Four of this guidance.
2. Early help means providing support as soon as a problem emerges at any point in a child’s life. Where a child would benefit from co-ordinated early help, an early help inter-agency assessment should be arranged. Chapter one of [Working Together to Safeguard Children](https://www.gov.uk/government/publications/working-together-to-safeguard-children--2) provides detailed guidance on the early help process.
3. Referrals should follow the process set out in the local threshold document and local protocol for assessment. Chapter one of [Working Together to Safeguard Children.](https://www.gov.uk/government/publications/working-together-to-safeguard-children--2)
4. Under the Children Act 1989, local authorities are required to provide services for children in need for the purposes of safeguarding and promoting their welfare. Children in need may be assessed under section 17 of the Children Act 1989. Under section 47 of the Children Act 1989, where a local authority has reasonable cause to suspect that a child is suffering or likely to suffer significant harm, it has a duty to make enquiries to decide whether to take action to safeguard or promote the child’s welfare. Full details are in Chapter one of [Working Together to Safeguard Children.](https://www.gov.uk/government/publications/working-together-to-safeguard-children--2)
5. This could include applying for an Emergency Protection Order (EPO).