

## **SAFEGUARDING and CHILD PROTECTION POLICY**

### **Inspire Academy**

<b>LAST REVIEW</b>	<b>March 2020</b>	<b>REVIEW PERIOD</b>	<b>Annual</b>
<b>NEXT REVIEW DATE</b>	<b>March 2021</b>	<b>OWNER</b>	<b>S. Kitchener</b>
<b>TYPE OF POLICY</b>	<b>Statutory</b>	<b>APPROVAL LEVEL</b>	<b>Local Academy Council</b>

This policy was reviewed and ratified by Academy Council.

Date of ratification:

Signature:

Print name:

**Named staff with designated responsibility for Safeguarding / Child Protection and contact details:**

Academic Year	Designated Senior Person	Deputy designated senior person	Nominated CP Governor	Chair of Governors	Local Authority Designated Officer
30/01/2020	Natalie Edwards 01634 821163	Mark Burgiss 01634827372	Sheila Kitchener 07977191614	Sheila Kitchener 07977191614	Medway LADO Team 01634 331065

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## INTRODUCTION

The Governing body and staff of Inspire Academy take seriously their responsibility under Sections 175 and 157 of the Education Act 2002 to safeguard and promote the welfare of all children; and to work together with other agencies to ensure adequate arrangements are in place within our school to identify, assess, and support those children who are suffering harm.

Staff at Inspire Academy are committed to a child centred and coordinated approach to safeguarding. At Inspire we maintain an attitude of “It could happen here.” When concerned about the welfare of a child, staff should always act in the best interests of the child. Everyone has a role to play in safeguarding children.

This policy has been developed in accordance with the principles established by the Children Acts 1989 and 2004 and related guidance. It has been updated to include statutory guidance as outlined in the DfE publication – ‘Keeping Children Safe in Education’ (KCSIE) September 2019. It is a requirement that all staff are issued with and read Part 1 and 5 of KCSIE.

The Designated Safeguarding Lead (DSL) reports annually to the Academy Council Hub and termly updates are also provided. The Academy Council Hub undertakes an annual review of the School’s Child Protection policies and procedures that are within the hub, and of the efficiency with which the related duties have been discharged, so that any deficiencies or weaknesses can be remedied without delay.

In compliance with the above-mentioned regulations and guidance, the Trust and its Academies operate safe recruitment procedures encompassing criminal records checks and all other checks as required by the Disclosure and Barring Service (see also Recruitment Policy). No facilities contractor comes on site without the knowledge of the Director of Human Resources and Facilities Manager. Unless the School has received a written statement demonstrating safe recruitment practices from the contractor in question, they are accompanied by a member of the facilities team at all times when

there are pupils on site. Major works are undertaken out of school hours or out of term time wherever possible.

However, it is not simply a matter of implementing policies; the spirit in which we conduct school life is of central importance.

### Contact details and information relating to outside agencies

<b>Academy:</b>	<b>Inspire Academy</b>
DSL	<b>Natalie Edwards</b> <a href="mailto:nedwards@inspireacademy.org.uk">nedwards@inspireacademy.org.uk</a>
Deputy DSL	<b>Mark Burgiss</b> <a href="mailto:burgissm@inspireacademy.org.uk">burgissm@inspireacademy.org.uk</a>
Medway LA Designated Officer / Safeguarding advisor	<b>Medway LADO Team</b> <a href="mailto:Child.protection@medway.gov.uk.cjsm.net">Child.protection@medway.gov.uk.cjsm.net</a> <b>01634 331065</b>
Date of last full staff CP training	<b>3<sup>rd</sup> September 2019</b> <b>– updates across the school year.</b>
Date of last MSCB Safer recruitment training	<b>October 2017 Hana Cardy (Finance and HR Officer)</b>
Date of last DSL and Deputy DSL training (Group 5)	<b>March 2019</b>
Policy adopted	<b>October 2018</b>
Policy to be reviewed / updated	<b>February 2021</b>

### AIMS AND ETHOS

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

- Maintaining children’s welfare as a paramount concern in line with ‘Every Child Matters’ ‘Working together to safeguard children 2018’ and ‘KCSIE’ in line with statutory guidance provided in ‘Keeping Children Safe in Education (September 2019).
- Providing an environment in which children feel safe, secure, valued and respected; confident to talk openly and sure of being listened to
- Providing suitable support and guidance so that children have a range of appropriate adults who they feel confident to approach if they are in difficulties
- 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 all children including the need for referral to other agencies in some situations
- Ensuring all staff receive up to date training and support and are able to recognise the signs and symptoms of abuse and are aware of the school’s procedures and lines of communication. This training is provided fully on a yearly basis to all staff,

- and regularly updated throughout the year by the HT.
- Monitoring children who have been identified as at risk 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

## **ROLES AND RESPONSIBILITIES**

### **School**

The school is responsible for ensuring that all action taken is in line with PLT's Safeguarding Children procedure. The child protection process is now incorporated within this policy.

The role of the school within this 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 school may also have a role in the provision of services to Children in Need and their families.

All governors and staff, including peripatetic, domestic and premises staff 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.

### **The Designated Safeguarding Lead (DSL)**

The school will nominate a DSL. This is usually the HT on each Trust site. The school will ensure that the Designated Safeguarding Lead, the Deputy Designated Safeguarding Lead and the Designated Governor, receive updated training yearly also. All staff and volunteers must be provided with induction training that includes child protection. Temporary staff and voluntary staff who work with children are to be made aware of the school's arrangements.

The DSL is responsible for:

- Coordinating child protection action within school
- Liaising with other agencies
- 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 in liaison with the Deputy DSL
- 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
- Organising training for all school staff

- Liaising with other professionals
- Transferring records when a child changes school
- Informing the designated governor of any allegations of child abuse

## **Governors**

The Executive HT of each Academy Council Hub will inform their designated governor of the procedures the Trust has with regards to safeguarding and child protection. They will be informed of any external reports that audit our procedures and policies. Governors will not have access to individual cases that have been referred or to any names of any young people that have been referred. Their role is one of overseeing the law is being complied with and that they are satisfied that the school is discharging its duties robustly.

The designated governor provides the CEO with an annual review of the school's child protection policies, including an update and review of procedures and their implementation, and more regularly if required. The details relating to the designated governor's review and report are recorded in the minutes of the meetings at the respective Academy Council Hub.

The Board of Trustees also have a copy of this policy and are welcome to visit any Trust site at any time to see safeguarding in action.

In discussion with the Head Teachers, the designated governor ensures that all staff have received appropriate training on a yearly cycle.

## **Parents and Carers**

We will always undertake to share our concerns with and support parents/carers but the school is required to take into account the safety of the pupil. Professional advice would be sought prior to contacting parents should the need arise.

**If you have a concern about the safety and welfare of a child, and think that child may be at risk of significant harm, then please read this policy carefully.**

The Designated Safeguarding Lead (DSL) is Natalie Edwards (Pupil Welfare Manager): any concern of any kind no matter how trivial relating to Child Protection must be relayed to the DSL without delay. If the DSL is absent, please inform the Deputy DSL who is Lara Gray (Engagement Officer).

No employee of a PLT school setting may offer any guarantee of confidentiality to any parent or child in any matter relating to child protection. All employees have a legal and statutory responsibility to report any disclosure concerning child protection. (See 'What to do if you believe a child is being abused'). **Staff must be mindful of the fact that they CAN take a concern directly to 'Social Care.'**

The DSL is responsible for ensuring staff including him/ herself receive yearly training in the area of safeguarding and child protection. An update is delivered to all staff by the DSL at the beginning of every new academic year.

All staff including temporary and volunteers, are provided with induction training that includes:-

- The School's Child Protection and Safeguarding Policy
- Staff Code of Conduct
- The identity of the DSL
- A copy of Part 1 of KCSIE
- The Behaviour Policy
- The school's response to Children Missing Education

### **What significant harm mean?**

All staff in school should be aware of and have been trained to recognise the signs and symptoms of abuse. There are four categories of abuse. These are:

- Physical abuse
- Sexual abuse
- Emotional abuse
- Neglect

### **Some indications of possible abuse:**

- unusual, even bizarre behaviour
- unexplained injuries
- emotional withdrawal – showing lack of trust in adults
- eating problems
- not growing or putting on weight
- timid and withdrawn
- over-demanding, mood swings, aggressiveness
- poor academic work, under-achievement
- tiredness
- poor attendance
- unwillingness to get changed in view of others
- unusually large sums of money or expensive belongings.

Behaviour that is out of character for a given pupil is not in itself an indication of abuse. Any staff concerned about a pupil's behaviour or demeanour should however report it to in the first instance to the Class Teacher who is in a better position to see the fuller picture and may already have other evidence leading to concern.

### **What other areas of child protection must I be aware of as someone who works in a school setting?**

#### **Child Sexual Exploitation**

**Please visit <https://www.nspcc.org.uk/preventing-abuse/child-abuse-and-neglect/child-sexual-exploitation/signs-symptoms-and-effects/>**

Any concerns relating to this are reported in the usual way to the DSL in the school.

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 that 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 cyber bullying 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.

Signs that a child may be being exploited

- Going missing from home, care or education
- Be involved in abusive relationships, intimidated and fearful of certain people or situations
- Hang out with groups of older people or antisocial groups or with other vulnerable peers
- Associate with other young people involved in sexual exploitation
- Involved in gangs, gang fights, gang membership
- Have older boyfriends or girlfriends
- Spend time at places of concern such as hotels or known brothels
- Not know where they are because they have been moved around the country
- Be involved in petty crime such as shop lifting
- Have unexplained physical injuries
- Have changed their physical appearance

Children who are sexually abused exhibit some or all of the following:

- Avoid being alone with people such as family members or friends
- Seem frightened of someone or reluctant to socialize with them
- Sexually active at a young age
- Be promiscuous
- Use sexual language or know information that you wouldn't expect them to know
- Have soreness in the genital area
- Have STDs

Children who are being groomed may:

- Be very secretive, including what they are doing online
- Have older boyfriends or girlfriends
- Go to unusual places to meet friends
- Have new things such as clothes or mobile phones that they can't or won't explain
- Have access to drugs and alcohol



## **Female Genital Mutilation (FGM)**

**Please read 'Female Genital Mutilation Risk and Safeguarding May 2016' from DfE (can be 'googled' or is on the shared drive)**

Any concerns relating to this are reported in the usual way to the DSL in the school.

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.

**Teaching staff are legally obliged to report this if they suspect that a girl has been the victim of such abuse.**

Warning signs that FGM may be about to take place:

- The family belongs to a community in which FGM is practiced
- The family is about to take the child on holiday (arranging vaccinations or planning absence from school)
- The child may also talk about a special procedure or ceremony

Signs that FGM may have taken place:

- Prolonged absence from school
- Noticeable change in behaviour on return
- Possibly some bladder or menstrual problems
- May find it difficult to sit still and look uncomfortable
- May complain about pain between their legs
- Talk of somebody did something to them and they are not allowed to talk about it

What staff can do:

- Talk to the child about your concerns – use simple language and straightforward questions
- Be sensitive and let them know they can talk to you again
- Follow the child protection procedures within your site – a referral to social care and to the police **must** be made if the child has disclosed something to you (Mandatory reporting duty)
- Call the NSPCC FGM helpline on 0800 028 3550

## **Forced Marriage**

**Please read 'The Right to Choose: Multi Agency statutory guidance for dealing with forced marriage' June 2014**

Any concerns relating to this are reported in the usual way to the DSL in the school.

The reasons given by parents who force their children to marry include, protecting their children, building stronger family links; protecting family honour, retaining / acquiring wealth and appeasement etc.

How to spot if forced marriage is about to happen

- A family history of older siblings leaving education and marrying early
- Depressive behaviour including self-harming and attempting suicide

- Unreasonable restrictions such as being kept at home by their parents or being unable to complete their education
- A child being in conflict with their parents
- A child going missing / running away
- A child always being accompanied to school and doctor appointments
- Talking about an upcoming family holiday they are worried about
- Direct disclosure of being forced to marry

Disclosures of this nature will be treated as any other disclosure and taken to the DSL immediately. The DSL can then seek advice from the Forced Marriage Unit where experienced caseworkers will be able to offer support and guidance 0207 008 0151 or [www.fco.gov.uk/forcedmarriage](http://www.fco.gov.uk/forcedmarriage)

**Honour based violence – is a violent crime or incident which may have been committed to protect the honour of the family. All cases are to be taken to the DSL immediately.**

### **Radicalisation and Extremism**

**Please read ‘The Prevent Duty: Departmental Advice for schools and childcare providers’ June 2015**

**Any concerns related to this are reported in the usual way – the DSL please also refer to the flowchart in Appendix 5**

We encourage pupils to respect the fundamental British values of democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs. We ensure that partisan political views are not promoted in the teaching of any subject in the school and where political issues are brought to the attention of the pupils, reasonably practicable steps have been taken to offer a balanced presentation of opposing views to pupils.

We value freedom of speech and the expression of beliefs/ideology as fundamental rights underpinning our society’s values. Both pupils and teachers have the right to speak freely and voice their opinions. However, freedom comes with responsibility and free speech that is designed to manipulate the vulnerable or that leads to violence and harm of others goes against the moral principles in which freedom of speech is valued. Free speech is not an unqualified privilege; it is subject to laws and policies governing equality, human rights, community safety and community cohesion.

We seek to protect children and young people against the messages of all violent extremism including, but not restricted to, those linked to Islamist ideology, or to Far Right / Neo Nazi / White Supremacist ideology, Irish Nationalist and Loyalist paramilitary groups, and extremist Animal Rights movements. (Please see PREVENT policy)

If you have a concern about a child or young person, discuss this with the DSL, and where necessary, with Lambeth children’s services. Referrals should be made via Lambeth Children’s Services First Response Team using the Multi-Agency Referral Form. Lambeth Prevent Programme staff are happy to informally discuss concerns with schools first if required.

### **Children Missing Education**

**Please read ‘Children Missing Education Statutory guidance for local authorities’ Sept 2016.**

**Please see the referral form in Appendix 4**

**Children missing from school is a child protection concern, and all possible efforts must be made to try and locate the child in conjunction with any necessary outside agencies, before their name is removed from the admissions register.** If a pupil does not return to any PLT academy we will notify the relevant local authority when we are about to remove that pupil's name from the school admission register under any of the fifteen grounds listed in the guidance under regulation 8. This duty does not apply when a pupil's name is removed from the admission register at standard transition points – when the pupil has completed the final year of education normally provided by that school – unless the local authority requests that such returns are to be made.

When removing a pupil's name, the notification to the local authority must include: (a) the full name of the pupil, (b) the full name and address of any parent with whom the pupil normally resides, (c) at least one telephone number of the parent, (d) the pupil's future address and destination school, if applicable, and (e) the ground in regulation 8 under which the pupil's name is to be removed from the admission register.

**All schools** must also notify the local authority **within five days** of adding a pupil's name to the admission register at a non-standard transition point. The notification must include all the details contained in the admission register for the new pupil. This duty does not apply when a pupil's name is entered in the admission register at a standard transition point – at the start of the first year of education normally provided by that school – unless the local authority requests that such returns are to be made.

When adding a pupil's name, the notification to the local authority must include all the details contained in the admission register for the new pupil.

Any academy within the PLT will inform their respective LA using the form in Appendix 4

**Concerns involving pupils (peer on peer abuse) including physical and/or sexual violence and sexual harassment (including sexting)/ cyber bullying, upskirting or other forms of bullying (including initiation/hazing type violence and rituals) between children in schools and colleges.**

Where there is a concern that one or more pupils have been abusing another pupil when there is 'reasonable cause to suspect that a child is suffering, or likely to suffer, significant harm, the procedures that are initiated in this policy come into force with any such abuse being referred to local agencies. Staff must be mindful of the need to support the pupil perpetrating the abuse as well as the victim and this should be viewed as an indicator that the perpetrator has or is experiencing serious harm themselves.

We recognise that any form of peer on peer abuse is unacceptable and we do not tolerate 'banter' or any excuse for students to harm their peers in any way.

**I have a concern that a pupil in my care may be at risk of significant harm, involved in serious violence, or has made a disclosure. What should I do?**

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 that same day. Any sharing of concerns will be noted down on the 'Cause for Concern' form. More serious concerns must be reported immediately to ensure that any intervention necessary to protect the child is accessed as early as possible.

This also applies where it is suspected that one or more pupils are abusing another pupil 'where there is reasonable cause to suspect that a child is suffering or likely to suffer significant harm.'

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

- Allow the child or young person to make the disclosure at their own pace and in their own way
- Avoid interrupting except to clarify what the child is saying (attentive listening/reflective feedback)
- Do not ask leading questions or probe for information that the child or young person does not volunteer
- Reassure the child or young person that they have been heard and explain what will be done next and to whom they will talk. Explain that confidentiality cannot be promised to a pupil making a disclosure
- Record the conversation as soon as possible
- Inform the DSL

## **Record keeping**

Any incident, disclosure or unexplained change of behaviour in a child that gives cause for concern will be recorded on the reporting form every member of staff is issued with them and copies are kept in the school office, with the DSL, in the central resource folder. It is important that records are factual and reflect the words used by the child or young person. Opinion should not be given unless there is some form of evidence base which can also be quoted. Records must be signed and dated with timings if appropriate. It is important to remember that any issues are confidential and staff should know only on a 'need to know' basis. Every member of staff who have completed a '**Cause for Concern**' form shall receive feedback within 24 hours.

## **Information to be recorded**

- 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

The details above are vital to the information gathering process and do not constitute an investigation. Written information should be passed to the DSL.

## **Storage of records**

Any initial concern recording forms will be stored for safe keeping and in a way that allows small pieces of information regarding one child, to be collated to build up an overall picture of how at risk that child may or may not be. 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 in the Welfare office. Information will be shared on a strictly need to know basis. Staff should note that GDPR does not mean that information cannot be recorded, stored and shared.

**I have received some concerning information regarding a pupil in my care that makes me believe this child may be at risk of significant harm. What should I do?**

**DSLs please use the flow chart in Appendix 6 as guidance – if in doubt refer to social care, you can always ask for advice.**

It is the responsibility of the DSL to decide when to make a referral to children's social care.

To help with this decision they may choose to consult, children's social care duty social workers who offer opportunities for consultation as part of the child in need / child protection process. 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 are made aware of these. Some concerns may need to be monitored over a period of time before a decision to refer to children's social care is made. In all but the most exceptional cases parents/carers will be made aware of the concerns felt for a child at the earliest possible stage and in the event of this becoming necessary, their consent to a referral to children's social care will be sought.

Referrals to children's social care will be made using Medway's inter-agency referral form. Referral forms are available on-line at: [www.mscb.org.uk](http://www.mscb.org.uk) .

In situations where there are felt to be urgent or grave concerns a telephone referral will be made prior to the form being completed and sent to the duty social services office ([Tel:01634 334466](tel:01634334466)).

If a child is referred, the DSL will ensure that other relevant staff are informed of this.

**Requests for information about a child from social care** can be made via telephone.

Duty Social Workers are available on 01634 334466. The DSL will deal with all such requests and will ask for:

- The name of the child concerned
- The nature of the concern
- The exact information that is required – i.e. behaviour in class, appearance, attendance, academic achievement, friendships, contact with parents, any recent and notable concerns
- The name and contact details of the social worker
- The date and time of the first contact will be noted on an initial concern form

Please do not give information over the phone as this can be misinterpreted and misrepresented. Instead politely request answers to the questions above and respond to the request within the hour.

If after consultation with the DSL, staff feel that appropriate action is not being taken in respect of their concerns for a child they should be aware that they can refer directly to children's social care themselves.

### **Children subject of a Child Protection Plan**

The DSL will inform staff who have direct pastoral responsibility for pupils who are the subject of a child protection plan. These children must be monitored very carefully and the smallest concern should be recorded on reporting form and passed immediately to the DSL or deputy DSL in the DSL's absence. The DSL keeps chronological records of any incidences / concerns reported to them.

### **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.

All newly qualified teachers have a mentor or coordinator with whom they can discuss concerns including the area of child protection.

The DSL can put staff and parents in touch with outside agencies for professional support if they so wish.

### **Safeguarding all children from harm**

It is important that all employees at any PLT school site are aware of their responsibilities inside the workplace both to the children and to one another. All staff should ensure that they have read and understand all relevant documentation.

Please also read the staff handbook as this has more detail of safer working practices that staff are expected to uphold.

### **E-safety**

All members of staff are trained in and receive regular updates in e-safety and recognising and reporting concerns. Our Acceptable Use policy recognises that internet safety is a whole school responsibility (staff, pupils, parents).

Children and young people may expose themselves to danger, whether knowingly or unknowingly, when using the internet and other technologies. Additionally, some young people may find themselves involved in activities which are inappropriate or possibly illegal.

We therefore recognise our responsibility to educate our pupils, teaching them the appropriate behaviors and critical thinking skills to enable them to remain both safe and legal when using the internet and related technologies.

The Trust is fully compliant with LGfL filters that block inappropriate materials for children, without 'over-blocking'. Any websites that are inappropriate and appear in front of pupils, are reported by the teacher. Those sites are then blocked.

## **Photography and use of images**

The welfare and protection of our children is paramount and consideration should always be given to whether the use of photography will place our children at risk. Images may be used to harm children, for example as a preliminary to 'grooming' or by displaying them inappropriately on the internet, particularly social networking sites.

For this reason consent is always sought when photographing children and additional consideration given to photographing vulnerable children, particularly Looked After Children or those known to be fleeing domestic violence. Consent must be sought from those with parental responsibility (this may include the Local Authority in the case of Looked After Children).

Only school cameras are to be used to take appropriate photographs of the children. No photographs are to be taken of children with a mobile phone. These photos are only to be used and stored on school equipment within the school for record keeping purposes and must never be appropriated for staff use

## **Mobile Phone Procedures**

There are landlines sited in different locations around the school for calls relating to school business and these are available for staff use when necessary. In Inspire, these phones are situated in:

- The main admin office

Staff may have their mobiles with them in school for emergency contact with their families. However, casual or inappropriate use of the phone, either through texts or calls, distracts from the care of the children and may cause a risk.

Should a member of staff need to answer their mobile phone in the case of an emergency or another essential purpose, they will immediately inform another member of staff that they are doing so and if possible warn colleagues that they may be expecting such a call if this is appropriate. They must ensure that staff/pupil ratios are adequate to enable them to take their call

Text messages and casual phone calls should be made in the free time of the staff and never when supervising children

It is important that staff take a mobile phone with them on outside trips and visits. Staff when on an educational visit off site, will take a list of phone numbers should they need to contact a parent and for use in emergencies

All mobiles should have the school telephone number stored in them

Mobile phones belonging to pupils will be stored safely in the school office at the beginning each day. They are then collected at the end of the day by the pupil. Any pupil caught with a mobile phone during school hours will have that mobile confiscated. (see confiscation and search policy)

## **Safer Recruitment and Selection of Staff**

The PLT and its Academies has a written recruitment and selection policy statement and procedures linking explicitly to this policy. The statement is included in all job advertisements, publicity material, recruitment websites, and candidate information packs.

The recruitment process is robust in seeking to establish the commitment of candidates to support the school's measures to safeguard children and to identify, deter or reject people who might pose a risk of harm to children or are otherwise unsuited to work with them.

All staff working within our school who have substantial access to children have been checked as to their suitability, including verification of their identity, qualifications and a satisfactory barred list check, enhanced DBS check and a right to work in the UK.

Our governors are subject to an enhanced DBS check and enhanced barred list check -this includes section 128 checks

The school maintains a single central record of recruitment checks for audit purposes.

Any member of staff working in regulated activity prior to receipt of a satisfactory DBS check will not be left unsupervised and will be subject to a risk assessment.

Volunteers who are not working in regulated activity, will be supervised at all times.

### **Whistleblowing**

We recognise that children cannot be expected to raise concerns in an environment where staff fail to do so.

All staff should be aware of their duty to raise concerns, where they exist, about the attitude or actions of colleagues using the school's confidential reporting (whistleblowing) policy.

Whistleblowing concerns about the HT should be raised with the Chair of the Academy Council Hub or Executive HT.

### **Allegations of Abuse against Staff and Volunteers**

This policy follows the Government guidance Keeping Children Safe in Education 2018.

### **Duties as an employer and employee**

It is essential that any allegation of abuse made against a member of staff, students on placement or volunteers, in our school is dealt with fairly, quickly, and consistently, in a way that provides effective protection for the child and at the same time supports the person who is the subject of the allegation. The person to take your concerns to is the Headteacher. If your concern is about the Head Teacher, please contact the CEO.

This policy will be used in respect of all cases in which it is alleged that a member of staff (including a volunteer, student) has:

- behaved in a way that has harmed a child, or may have harmed a child (see above for definition of harm);
- possibly committed a criminal offence against or related to a child; or,
- behaved towards a child or children in a way that indicates s/he is unsuitable to work with children. This will include cases of verbal abuse.

As an employer,

- the school will ensure all unnecessary delays will be eradicated
- the school will not undertake its own investigation of an allegation without prior consultation with the local authority designated officer (LADO), or in the most serious



cases, the police.

- the school will note that in borderline cases discussions with the LADO can be held informally and without naming the school or individual
- The school will provide information so that enquiries and assessment by Social Care about whether a child is in need of protection or in need of services can be undertaken.
- The school will consider disciplinary action in respect of an individual if necessary.

Members of staff who are currently working in any school or college regardless of whether the school or college is where the alleged abuse took place. Allegations against a teacher who is no longer teaching should be referred to the police. Historical allegations of abuse should also be referred to the police.

## **Staff Code of Conduct**

The Staff Code of Conduct and safer working practices is an important document to read in tandem with this policy as they are intrinsically linked. The staff handbook also contains important information with regards to safeguarding.

All school staff should take care not to place themselves in a vulnerable position with relation to child protection. It is always advisable for interviews or work with individual children or parents to be conducted in view of other adults. Physical intervention is only used when the child is endangering themselves or others and such events are recorded using 'Sleuth'. Staff should be aware of the school's own Behaviour Management Policy, and any physical interventions must be in line with agreed policy and procedure in which appropriate training should be provided.

All school staff should work towards providing an environment and atmosphere for children 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 that child safe, which may involve informing others.

More detailed information regarding the Staff Code of Conduct and safer working practices is available from the school office. These documents are given to all staff when they join and reviewed on a yearly basis to all staff.

## **Initial Considerations**

The procedures for dealing with allegations need to be applied with common sense and judgement. Many cases may well either not meet the criteria set out above, or may do so without warranting consideration of either a police investigation or enquiries by local authority children's social care services. In these cases, local arrangements should be followed to resolve cases without delay.

Some rare allegations will be so serious they require immediate intervention by children's social care services and/or police. The designated officer(s) should be informed of all allegations that come to a school or college's attention and appear to meet the criteria so they can consult police and children's social care services as appropriate.

**Procedure:**

The first person hearing the allegation will

- Treat the matter seriously, avoid asking leading questions, communicate with the child in a manner appropriate to the child's understanding and communication style.
- Make a written record of the information, where possible in the child's own words stating when the alleged incident took place, who was present and what was said to have happened.
- Sign and date the record.
- **Report the matter immediately to the HT.**

The HT will:

- Investigate the matter
- Countersign and date the written details provided of the allegation.
- Record any other information about times, dates and location of any incident and the names of any potential witnesses.

The HT will then consider if the allegation meets any of the criteria below:

- behaved in a way that has harmed a child, or may have harmed a child (see above for definition of harm);
- possibly committed a criminal offence against or related to a child; or,
- behaved towards a child or children in a way that indicates s/he is unsuitable to work with children. This will include cases of verbal abuse.

If the allegations do meet the criteria above then it will be reported to the Local Authority Designated Officer (LADO) within one working day. Referral to the LADO will not be delayed in order to gather any further information.

**Talking to the LADO:**

1. Together with the HT, the LADO considers the nature, content and context of the allegation and agree a course of action. The LADO may ask the HT to provide or obtain relevant additional information, such as previous history, whether the child or their family have made similar allegations previously and the individual's current contact with children. There may be situations when the HT will want to involve the police immediately, for example if the person is deemed to be an immediate risk to children or there is evidence of a possible criminal offence. Where there is no such evidence, the HT should discuss the allegations with the LADO in order to help determine whether police involvement is necessary.
2. The initial sharing of information and evaluation may lead to a decision that no further action is to be taken in regard to the individual facing the allegation or concern; in which case this decision and a justification for it should be recorded by both the HT and the LADO and agreement reached on what information should be put in writing to the individual concerned and by whom. The HT should then consider with the LADO what action should follow both in respect of the individual and those who made the initial allegation.

3. The HT should inform the accused person about the allegation as soon as possible after consulting the LADO. It is extremely important that the HT provides them with as much information as possible at that time. However, where a strategy discussion is needed, or police or children's social care services need to be involved, the case manager should not do that until those agencies have been consulted, and have agreed what information can be disclosed to the accused. Employers must consider carefully whether the circumstances of a case warrant a person being suspended from contact with children at the school or college or whether alternative arrangements can be put in place until the allegation or concern is resolved. All options to avoid suspension should be considered prior to taking that step (see further information on suspension which follows).
4. If there is cause to suspect a child is suffering or is likely to suffer significant harm, a strategy discussion should be convened in accordance with the statutory guidance [Working together to safeguard children](#). If the allegation is about physical contact, the strategy discussion or initial evaluation with the police should take into account that teachers and other school and college staff are entitled to use reasonable force to control or restrain children in certain circumstances, including dealing with disruptive behaviour.
5. Where it is clear that an investigation by the police or children's social care services is unnecessary, or the strategy discussion or initial evaluation decides that is the case, the LADO should discuss the next steps with the HT. In those circumstances, the options open to the school or college depend on the nature and circumstances of the allegation and the evidence and information available. This will range from taking no further action to dismissal or a decision not to use the person's services in future. Suspension should not be the default position: an individual should be suspended only if there is no reasonable alternative.
6. In some cases, further enquiries will be needed to enable a decision about how to proceed. If so, the LADO should discuss with the HT how and by whom the investigation will be undertaken. In straightforward cases, the investigation should normally be undertaken by a senior member of the school staff.
7. However, in other circumstances, such as lack of appropriate resource within the school, or the nature or complexity of the allegation, the allegation will require an independent investigator. Many local authorities already provide for an independent investigation of allegations.

## Suspension

The possible risk of harm to children posed by an accused person should be evaluated and managed in respect of the child(ren) involved in the allegations. In some rare cases that will require the HT to consider suspending the accused until the case is resolved. Suspension should not be an automatic response when an allegation is reported:

Suspension should be considered only in a case where there is cause to suspect a child or other children at the school is/are at risk of harm or the case is so serious that it might be grounds for dismissal. The HT will wish to seek advice from HR and the LADO. In cases where the school or college is made aware that the Secretary of State has made an interim prohibition order in respect of an individual at the school or college, it will be necessary to immediately suspend that person from teaching pending the findings of the National College for Teaching and Leadership's (NCTL) investigation.

The HT should also consider whether the result that would be achieved by immediate suspension could be obtained by alternative arrangements. In many cases an investigation can be resolved quickly and without the need for suspension. If the LADO, police and children's social care services have no objections to the member of staff continuing to work during the investigation, the HT should be as inventive as possible to avoid suspension. Based on assessment of risk, the following alternatives should be considered by the case manager before suspending a member of staff:

- redeployment within the school so that the individual does not have direct contact with the child or children concerned;
- providing an assistant to be present when the individual has contact with children;
- redeploying to alternative work in the school so the individual does not have unsupervised access to children;
- moving the child or children to classes where they will not come into contact with the member of staff, making it clear that this is not a punishment and parents have been consulted; or
- temporarily redeploying the member of staff to another role in a different location, for example to an alternative school within the academy trust.

These alternatives allow time for an informed decision regarding the suspension and possibly reduce the initial impact of the allegation. This will, however, depend upon the nature of the allegation. The case manager should consider the potential permanent professional reputational damage to employees that can result from suspension where an allegation is later found to be unsubstantiated or maliciously intended.

If immediate suspension is considered necessary, the rationale and justification for such a course of action should be agreed and recorded by both the case manager and the designated officer(s). This should also include what alternatives to suspension have been considered and why they were rejected.

Where it has been deemed appropriate to suspend the person, written confirmation should be dispatched within one working day, giving as much detail as appropriate for the reasons for the suspension. It is not acceptable for an employer to leave a person who has been suspended without any support. The person should be informed at the point of their suspension who their named contact is within the organisation and provided with their contact details.

Children's social care services or the police cannot require the HT to suspend a member of staff or a volunteer, although they should give appropriate weight to their advice. The power to suspend is vested in the HT, Directors or CEO, or governing bodies of the school. However, where a strategy discussion or initial evaluation concludes that there should be enquiries by the children's social care services and/or an investigation by the police, the LADO should canvass police and children's social care services for views about whether the accused member of staff needs to be suspended. Police involvement does not make it mandatory to suspend a member of staff; this decision should be taken on a case-by-case basis having undertaken a risk assessment.

## **Outcomes**

If after initial consideration between the HT and the LADO it is clear that police or social care

investigations are not necessary, the school will be guided by the LADO as to the most appropriate action. The nature and circumstances of the allegation and evidence will determine the next course of action. If the nature of the allegation does not require formal disciplinary action, appropriate action will be instituted within 3 working days.

If a disciplinary hearing is required and can be held without any further investigation, the hearing will be held within 15 working days and subsequent procedures, as outlined in the Grievance and Disciplinary Procedures will be followed.

If, on conclusion of the case, it is decided that the person can return to work, the HT will consider how best to facilitate the return and provide relevant support to the staff member and consider how to best manage the person's contact with the child who made the allegation.

The parents/carers of the child will be kept fully informed of any decisions/action taken by the Senior Leadership Team.

The following definitions should be used when determining the outcome of allegation investigations:

- **Substantiated:** there is sufficient evidence to prove the allegation;
- **Malicious:** there is sufficient evidence to disprove the allegation and there has been a deliberate act to deceive;
- **False:** there is sufficient evidence to disprove the allegation;
- **Unsubstantiated:** there is insufficient evidence to either prove or disprove the allegation. The term, therefore, does not imply guilt or innocence.
- **Unfounded:** there is no evidence or proper basis that supports the allegation being made. It might also indicate that the person making the allegation misinterpreted the incident or was mistaken about what they saw. Alternatively they may not have been aware of all the circumstances.

### **In respect of malicious or unsubstantiated allegations**

If an allegation is determined to be unsubstantiated or malicious, the LADO should refer the matter to the children's social care services to determine whether the child concerned is in need of services, or may have been abused by someone else. If an allegation is shown to be deliberately invented or malicious, the HT should consider whether any disciplinary action is appropriate against the pupil who made it; or whether the police should be asked to consider if action might be appropriate against the person responsible, even if he or she was not a pupil.

### **Supporting those involved**

Employers have a duty of care to their employees. They should act to manage and minimise the stress inherent in the allegations process. Support for the individual is vital to fulfilling this duty. Individuals should be informed of concerns or allegations as soon as possible and given an explanation of the likely course of action, unless there is an objection by the children's social care services or the police. The individual should be advised to contact their trade union representative, if they have one, or a colleague for support. They should also be given access to welfare counselling or medical advice where possible.

The HT should appoint a named representative to keep the person who is the subject of the allegation informed of the progress of the case and consider what other support is appropriate for the individual. Particular care needs to be taken when employees are suspended to ensure that they are kept informed of both the progress of their case and current work-related issues. Social contact with colleagues and friends should not be prevented unless there is evidence to suggest that such contact is likely to be prejudicial to the gathering and presentation of evidence.

Parents or carers of a child or children involved should be told about the allegation as soon as possible if they do not already know of it. However, where a strategy discussion is required, or police or children's social care services need to be involved, the HT should not do so until those agencies have been consulted and have agreed what information can be disclosed to the parents or carers. Parents or carers should also be kept informed about the progress of the case, and told the outcome where there is not a criminal prosecution, including the outcome of any disciplinary process. The deliberations of a disciplinary hearing, and the information taken into account in reaching a decision, cannot normally be disclosed, but the parents or carers of the child should be told the outcome in confidence.

Parents and carers should also be made aware of the requirement to maintain confidentiality about any allegations made against teachers whilst investigations are ongoing as set out in section 141F of the Education Act 2002 (see paragraph 163). If parents or carers wish to apply to the court to have reporting restrictions removed, they should be told to seek legal advice.

In cases where a child may have suffered significant harm, or there may be a criminal prosecution, children's social care services, or the police as appropriate, should consider what support the child or children involved may need.

## **Confidentiality**

It is extremely important that when an allegation is made, the school makes every effort to maintain confidentiality and guard against unwanted publicity while an allegation is being investigated or considered. The Education Act 2002 introduced reporting restrictions preventing the publication, (publication" includes "any speech, writing, relevant programme or other communication in whatever form, which is addressed to the public at large or any section of the public) of any material that may lead to the identification of a teacher who has been accused by, or on behalf of, a pupil from the same school (where that identification would identify the teacher as the subject of the allegation). The reporting restrictions apply until the point that the accused person is charged with an offence, or until the Secretary of State publishes information about an investigation or decision in a disciplinary case arising from the allegation. The reporting restrictions also cease to apply if the individual to whom the restrictions apply effectively waives their right to anonymity by going public themselves or by giving their written consent for another to do so or if a judge lifts restrictions in response to a request to do so.

In accordance with the Association of Chief Police Officers' (ACPO) guidance the police will not normally provide any information to the press or media that might identify an individual who is under investigation, unless and until the person is charged with a criminal offence. (In exceptional cases where the police would like to depart from that rule, for example an appeal to trace a suspect, they must apply to a magistrates' court to request that reporting restrictions be lifted.)

The HT should take advice from the LADO, police and children's social care services to agree the following:

- who needs to know and, importantly, exactly what information can be shared;
- how to manage speculation, leaks and gossip;
- what, if any, information can be reasonably given to the wider community to reduce speculation; and
- how to manage press interest if, and when, it should arise.

## **Managing the situation and exit arrangements Resignations and 'settlement agreements'**

If the accused person resigns, or ceases to provide their services, this should not prevent an allegation being followed up in accordance with this guidance. **A referral to the DBS *must* be made, if the criteria are met.** If the accused person resigns or their services cease to be used and the criteria are met, it will not be appropriate to reach a settlement/compromise agreement. A settlement/compromise agreement which prevents the school or college from making a DBS referral when the criteria are met would likely result in a criminal offence being committed as the school or college would not be complying with its legal duty to make the referral.

It is important that every effort is made to reach a conclusion in all cases of allegations bearing on the safety or welfare of children, including any in which the person concerned refuses to cooperate with the process. Wherever possible, the accused should be given a full opportunity to answer the allegation and make representations about it. But the process of recording the allegation and any supporting evidence, and reaching a judgement about whether it can be substantiated on the basis of all the information available, should continue even if that cannot be done or the accused does not cooperate. It may be difficult to reach a conclusion in those circumstances, and it may not be possible to apply any disciplinary sanctions if a person's period of notice expires before the process is complete, but it is important to reach and record a conclusion wherever possible.

'Settlement agreements' (sometimes referred to as compromise agreements), by which a person agrees to resign if the employer agrees not to pursue disciplinary action, and both parties agree a form of words to be used in any future reference, should not be used in cases of refusal to cooperate or resignation before the person's notice period expires. Such an agreement will not prevent a thorough police investigation where that is appropriate.

## **Record keeping**

**Details of allegations that are found to have been malicious should be removed from personnel records.** However, for all other allegations, it is important that a clear and comprehensive summary of the allegation, details of how the allegation was followed up and resolved, and a note of any action taken and decisions reached, is kept on the confidential personnel file of the accused, and a copy provided to the person concerned.

The purpose of the record is to enable accurate information to be given in response to any future request for a reference, where appropriate. It will provide clarification in cases where future DBS checks reveal information from the police about an allegation that did not result in a criminal conviction and it will help to prevent unnecessary re-investigation if, as sometimes happens, an allegation re-surfaces after a period of time. The record should be retained at least until the accused has reached normal pension age or for a period of 10 years from the date of the allegation if that is longer.

The Information Commissioner has published guidance on employment records in its Employment Practices Code and supplementary guidance, which provides some practical advice on record retention.

### **On conclusion of a case**

If the allegation is substantiated and the person is dismissed or the employer ceases to use the person's services, or the person resigns or otherwise ceases to provide his or her services, the LADO should discuss with the HT and their HR service whether the school will decide to make a referral to the DBS for consideration of whether inclusion on the barred lists is required; and, in the case of a member of teaching staff, whether to refer the matter to the NCTL to consider prohibiting the individual from teaching.

**There is a legal requirement for employers to make a referral to the DBS where they think that an individual has engaged in conduct that harmed (or is likely to harm) a child; or if a person otherwise poses a risk of harm to a child.**

Where it is decided on the conclusion of a case that a person who has been suspended can return to work, the HT should consider how best to facilitate that. Most people will benefit from some help and support to return to work after a stressful experience. Depending on the individual's circumstances, a phased return and/or the provision of a mentor to provide assistance and support in the short term may be appropriate. The HT should also consider how the person's contact with the child or children who made the allegation can best be managed if they are still a pupil at the school or college.

### **Monitoring and Review of this policy**

All school staff on each PLT site, all members of each Academy Council Hub, and the executive leadership team, including the Board of Trustees and Members, will have a copy of this policy and will have the opportunity to consider and discuss its contents, so everyone at all levels of leadership and responsibility will understand how to hold each other to account as far as safeguarding and child protection is concerned.

Reviews of safeguarding procedures take place yearly and are completed by the designated safeguarding member of each academy council hub. The review takes the form of a visit to the school to meet with the DSL and/or deputy DSL, scrutiny of any documentation relating to safeguarding and discussions with the staff.



Should any deficiencies or weaknesses in our procedures and processes be highlighted at any time, an immediate review will take place by the DSL and the Designated Governor and the revised procedure will be issued with immediate effect.

All staff have access to this policy and have signed to the effect that they have read and understood its content.

### **Links to other policies**

In addition to protect themselves, their colleagues and the children in their care all employees must have read the following policies:

- Anti-Bullying
- Behaviour
- Curriculum
- E-Safety
- Appropriate use of the internet
- Staff code of conduct
- Safer working practices (found within the staff handbook)
- Complaints policy
- Confiscation and Search policy
- Prevent
- Physical Intervention

### **Abbreviations:**

CME	Child Missing Education
CSE	Child Sexual Exploitation
DSL	Designated Safeguarding Lead
FGM	Female Genital Mutilation
HT	Head Teacher
KCSIE	Keeping Children Safe in Education (Document)
LADO	Local Authority Designated Officer
MARF	Multi Agency Referral Form (Document)
PLT	Parallel Learning Trust

## **Appendix 1: Safeguarding / Keeping Children Safe in Education Declaration form**

### **CHILD PROTECTION PROCEDURES AT PLT**

This pro-forma must be signed by all employees and returned to the HT

I am aware that the Designated Safeguarding Lead is Natalie Edwards; any concern of any kind no matter how trivial relating to child protection must be relayed to the DSL without delay.

I understand that I may not offer any guarantee of confidentiality to any parent or child in any matter relating to child protection. I understand that I have a legal and statutory responsibility to report any disclosure concerning child protection. I understand that failure to report any such disclosure made to me will lead to disciplinary action being taken against me.

All members of staff have access to related document. I understand my obligations in responding to school policy and procedure.

I have read the PLT school policy and procedure relating to Safeguarding and Child Protection. In addition I have read 'Keeping Children Safe in Education 2018'.

I understand and accept my responsibilities outlined above in respect of The Parallel Learning Trust school policies and procedure on Child Protection and Safeguarding. I understand that I will be offered regular training to update my knowledge and understanding of issues surrounding child protection.

Name: .....

Signature: .....

Date: .....

Please keep a copy of this acknowledgement in your own files and return the top copy to the HT. It will be stored in a file for accountability purposes. This file applies to all members of the community – full time, part time, volunteers, peripatetic staff etc.

**Appendix 2  
Confidential Cause for Concern Recording Form**

Use this form to record the initial concern/disclosure and the circumstances in which it arose.

<b>Academy: Inspire Academy</b>	<b>Class:</b>
<b>Student Name:</b>	<b>Date and time of disclosure or Initial concern:</b>
<b>Member of Staff:</b>	<b>Where:</b>
<p><b>Initial Concern/Disclosure:</b> Please name those present during the disclosure and record details of any visible injuries and alleged injuries</p>	

Attach any relevant correspondence and pass to: DSL /DDSL/ Assistant HT/ HT

<b>Name of Safeguarding Lead:</b>	<b>Date:</b>
<b>SC Referral:</b>	<b>Academy Monitoring:</b>
<b>Parent/Carer Interview:</b>	<b>Other agency referral:</b>

**APPENDIX 3 – referral to LADO form for allegations against members of staff**

**AGENCY REPORTING FORM FOR ALLEGATIONS AGAINST STAFF AND VOLUNTEERS  
WORKING WITH CHILDREN WITHIN MEDWAY**

**Local Authority Designated Officer (LADO) Referral Form for Professionals**

Please complete the form below if you want to raise a concern about an adult working with children and young people. Return the form to [triage@medway.gov.uk.cjism.net](mailto:triage@medway.gov.uk.cjism.net)

<b>Details of person making the referral:</b>	
Name	
Role/Designation	
Agency	
Address	
Contact Number	
Email address	
Date of referral	

<b>Information about the adult against whom the allegation is made:</b>	
Name	
Date of Birth	
Gender	
Ethnicity	
Disability	
Home address	
Work address	
Are there any children resident at the home address?	
Employer/organisation using the adult's services (if different to referrer)	
Role/Job Title of adult	
Date of last DBS check	
Any relevant information on the DBS	

<b>Details of the concern(s)</b>	
Description of allegation and source of the information	
Context	
Witnesses	
Category of the alleged abuse (physical/sexual/emotional/neglect)	
Date of alleged incident	
Date concern raised	

<p><b>Please do not take any action until LADO has been informed – however, if action has been taken please detail below:</b></p> <p><b>Action undertaken prior to notification? (suspension/witness statements taken/police notifications, etc)</b></p>	
--	--

<b>Information about any child/young person identified</b>	
<b>Name</b>	
<b>Date of Birth</b>	
<b>Gender</b>	
<b>Ethnicity</b>	
<b>Disability/health concern</b>	
<b>Address</b>	
<b>Is the child known to Children’s Social Care?</b>	
<b>If known, details of professionals involved</b>	
<b>School / College</b>	
<b>Parents/Carers details</b>	
<b>Name</b>	
<b>Address if different to the child/young person</b>	
<b>Are the parents/carer aware?</b>	
<b>Is more than one child/young person involved? If so, how many?</b>	
<b>List names and dates of birth</b>	

<b>Outcome of initial consideration</b>	
<b>Consultation or referral?</b>	
<b>Recommended advice and actions to senior manager?</b>	
<b>Signature (LADO)</b>	
<b>Date</b>	

Please return the completed for to [triage@medway.gov.uk.cjism.net](mailto:triage@medway.gov.uk.cjism.net).

## Appendix 4 – children missing education referral form



### ATTENDANCE ADVISORY SERVICE TO SCHOOLS AND ACADEMIES (AASSA) REFERRAL FORM

(Please complete all of section 1 and supply a current registration certificate and any relevant documents)

School:	UPN:	
Name:	Year Group:	DOB:
Ethnicity:	Male/Female:	Synergy ID: (AASSA USE ONLY)
Address:		
Parent's/Carer's Full Name/s:		
Contact Telephone Numbers and Email address:		
Siblings (name and school if known):		

<b>Attendance:</b>	%	
<b>Unauthorised Absence:</b>	%	<b>Number of unauthorised absence sessions:</b>

<b>Reason for Referral to AASSA (please tick appropriate box):</b>	
<input type="checkbox"/> Unauthorised absence	<input type="checkbox"/>
<input type="checkbox"/> Penalty Notice	<input type="checkbox"/>
<input type="checkbox"/> CME? If yes complete additional information as well.	<input type="checkbox"/>

<b>What attempts have been made by the school to improve attendance? <u>Please attach letters, meeting notes and communication log</u></b>	<b>Yes</b>	<b>No</b>
Telephone calls / text		
Letter/s		
Attendance Clinic/Meeting		
Home School Support Worker/FLO/SEN support. Details if appropriate.		

<b>Is the family open to an Early Help Assessment (EHA)</b>		
<b>Additional academic support/ Interventions</b>		
<b>Other agencies/support/concerns</b>		

**CHILD MISSING EDUCATION (Additional information must be completed)  
(Student must remain on roll for 20 school days – discussion required with AAP)**

<b>Emergency Contact numbers(Please advise of all contacts and telephone numbers):</b>
--

<b>Forwarding address (This must be obtained by the school even if address is abroad):</b>
<b>Last day of school attendance:</b>
<b>Circumstances:</b>

**ENQUIRIES MADE - all schools to complete.**

**(Please attach all contact names and numbers, email, date contacted and their outcomes)**

<b>Dates of telephone calls:</b>	<b>Numbers:</b>	<b>Outcome:</b>
<b>Dates of Email:</b>	<b>Email address:</b>	<b>Outcome:</b>
<b>Dates of Letters sent:</b>	<b>Type of Letter:</b>	<b>Outcome:</b>
<b>Date of Home Visit (if applicable):</b>	<b>Name of person undertaking Home Visit:</b>	<b>Outcome:</b>  <b>Property appears lived in/vacant:</b>



<b>Name of Referrer:</b> Signature	<b>Contact details:</b>
<b>Agency/School/Service:</b>	<b>Date:</b>
<b>Attendance Advisory Practitioner:</b> Signature	<b>Date received:</b>
<b>Referred to Children Missing Education Officer</b>	<b>Date:</b>

**Appendix 5 – Flow chart to guide you in what to do if you have a PREVENT concern**

**IF YOU ARE CONCERNED ABOUT AN INDIVIDUAL CHILD.....**  
 In light of the information contained with any risk assessment / local intelligence / discussions with colleagues, is it possible that the establishment can respond internally to a radicalisation incident

**YES**

**NO**

The issues contained within the records of concern / incident logs should be discussed with the family, and logged securely using the **Common Assessment Framework (CAF)**. The CAF should be used as a basis for regular reviews and discussions with school staff and others who may be appropriate until resolved

After some intervention from agencies - is individual still deemed to be at risk or vulnerable to radicalisation?

**NO**

**YES**

Monitor and repeat cycle of support as necessary

Refer to the Prevent Officer 020 7340 7264 who will liaise with other appropriate professionals such as Safer schools Officer,

**NO**

**YES**

Refer to the Prevent Officer 020 7340 7264 who will liaise with other appropriate professionals such as Safer schools

Is there a risk of significant harm to the individual child?

Is there a serious concern that


- Travel to overseas conflict zones is imminent?
- There is a risk of significant harm to the public
- Terrorist offences are being committed
- Harm to the child is imminent

**NO**

**YES**

Contact children's social care 01634 334466

Contact the Police 999

Situation	What to do
<p><b>A behaviour incident either in or out of school, occurs:</b> I have a concern about an individual child in my school because they have been involved in an incident that could be seen as extremist or involving radicalisation</p>	<p>Most situations can be dealt with internally within the school itself through their behaviour and safeguarding policies – <b>see the first referral pathway above</b> You could call Medway’s PREVENT Team 020 7340 7264 or email <a href="mailto:counter.extremism@education.gsi.gov.uk">counter.extremism@education.gsi.gov.uk</a></p>
<p><b>A safeguarding incident or disclosure occurs in school:</b> I have a concern that an individual child in my school is at risk of significant harm due to extremist or radical behaviour</p>	<p>Call social care referral and assessment in the usual way You could call Prevent team for advice also on 020 7340 7264</p>
<p><b>A very serious concern or threat:</b> I have a serious concern that a travel to an overseas conflict zone is imminent There is a risk of significant harm to the public Terrorist offences are being committed as we speak or imminently Harm to the child is imminent</p>	<p><b>Call the police 999</b></p>
<p><b>A feeling / gut instinct about activity in your local area</b> – not necessarily related to a child or family in your school: Suspicious activity <i>could</i> include someone:</p> <ul style="list-style-type: none"> <li>• Who has bought or stored large amounts of chemicals, fertilisers or gas cylinders for no obvious reason;</li> <li>• Who has bought or hired a vehicle in suspicious circumstances;</li> <li>• Who holds passports or other documents in different names for no obvious reason;</li> <li>• Who travels for long periods of time, but is vague about where they’re going;</li> </ul>	<p>It’s probably nothing but... if you see or hear anything that could be terrorist-related trust your instincts and call the Anti-Terrorist Hotline on <b>0800 789 321</b>. (see referral pathway below)</p> <p>Specially trained officers will take it from there.</p> <p>Or follow the link below to report it via email <a href="https://secure.met.police.uk/athotline/">https://secure.met.police.uk/athotline/</a></p> 
<p><b>I have seen online terrorist content in my school and/or elsewhere</b> Some examples of illegal terrorist or extremist content include:</p> <ul style="list-style-type: none"> <li>▪ Speeches or essays calling for racial or religious violence.</li> </ul>	<p>Contact your internet provider (see Keith) and let them know immediately – then call the counter terrorist hotline to report it on <b>0800 789 321</b></p>

- Videos of violence with messages of 'glorification' or praise for terrorists.
- Postings inciting people to commit acts of terrorism or violent extremism.
- Messages intended to stir up hatred against any religious or ethnic group.
- Bomb-making instructions.

Report concerns online at <https://www.gov.uk/report-terrorism>

All reports are anonymous, and should only take a few minutes to complete. All you need is the web address (also called the 'URL') of the website.

**ARE YOU CONCERNED ABOUT AN EXTREMIST **GROUP** OPERATING IN YOUR AREA.....  
perhaps not linked to your school or one child specifically?**

**NO**

If the concern is about an individual child or person directly related to your school, see the referral pathway above.

**YES**

**Do you believe there is a risk of significant harm to an individual child in your school?  
Do you believe there is a risk of significant harm to anyone in the area?**

**NO**

Call the counter terrorist hotline if you see or hear anything that could be terrorist-related

**0800 789 321.**

Or look at the link above

**YES**

**Is there a serious concern that**

- Travel to overseas conflict zones is imminent?
- There is a risk of significant harm to the public
- Terrorist offences are being committed
- Harm to the child is imminent

**NO**

Contact children's social care  
01634 334466

**YES**

Contact **the** Police 999

## **Appendix 6 - Child Protection Flow Chart for Parallel Learning Trust**

