



Twyford  
C of E  
Academies Trust

Document Title	<b>Child Protection Policy</b>
Committee Responsible for Policy	Board of Directors (in Consultation with the Student Committees)
Review Frequency	Annually (statutory requirement)
Last Reviewed	September 2021
Next Review Due	<b>Working document -subject to further review</b>
Policy Author	K Smith and DSLs

# Assessment of the Impact of a Policy on Equality & Diversity

<b>Policy:</b> Child Protection Policy	
<b>Impact assessed by:</b> R Lane	<b>Date:</b> 30/09/21
<p><b>1. What is the potential for this policy impacting a person or group with a protected characteristic differently (favourably or unfavourably) from everyone else?</b></p> <p>The Policy is part of the Trust’s system for ensuring that people in protected groups are not treated more or less favourably than others.</p>	
<p><b>2. How would this be evidenced?</b></p> <p>Through regular monitoring of the application of the Policy by Student Committees and the minutes of these committees.</p>	
<p><b>3. Is there evidence that the operation of the current policy might impact a person or group with a protected characteristic differently from everyone else?</b>  YES/NO</p>	
<p><b>4. If the answer to 3 is ‘Yes’, please provide details and evidence.</b></p>	
<p><b>5. How might the new policy change this?</b></p>	
<p><b>6. Are there any other changes to the policy which might impact a group with a protected characteristic differently from everyone else?</b>  YES/NO</p>	
<p><b>7. If the answer to 6 is ‘Yes’, please provide details and evidence.</b></p> <p>New provisions for preventing extremism might adversely impact religious or ethnic groups. Care needs to be taken to ensure these provisions are applied in a balanced calm and proportionate way.</p>	
<p><b>8. Policies are required to reduce or eliminate inequality and disadvantage and promote diversity. Does this assessment indicate that the Policy passes or fails this test?</b>  PASS/FAIL</p>	

# **Child Protection Policy**

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# 1 Policy and Aims

## 1.1 Statement of Principle

Twyford C of E Academies Trust fully recognises its responsibilities for safeguarding students from significant harm. The purpose of this document is to assist all staff to protect and safeguard students who are at risk of significant harm and to prevent the impairment of a student's health or development. We, at Twyford Trust, aim to undertake our safeguarding role to enable students to have optimum life chances and enter adulthood successfully. This policy should be read in conjunction with the relevant sections of the **London Safeguarding Children Procedures**. This policy also reflects the statutory requirements of Working together to Safeguard Children (July 2018) and **Keeping Children Safe in Education (KCSIE) (September 2021)**

Twyford C of E Academies Trust is committed to Safeguarding and Promoting the Welfare of all of its students.

- The Trust recognises that Safeguarding and promoting the welfare of children is **everyone's** responsibility. **Everyone** who comes into contact with children and their families has a role to play. In order to fulfil this responsibility effectively, all practitioners should make sure their approach is child-centred. This means that they should consider, at all times, what is in the **best interests** of the child.
- This is defined as protecting children from maltreatment; preventing impairment of children's health or development; ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and taking action to enable all children to have the best outcomes.
- (*Keeping Children Safe in Education defines children as everyone up to the age of 18. For the purpose of this policy 'child' covers all students in full time education in Trust schools*).
- The Trust recognises that no single practitioner can have a full picture of a child's needs and circumstances. If children and families are to receive the right help at the right time, **everyone** who comes into contact with them has a role to play in identifying concerns, sharing information and taking prompt action.

Each student's welfare is of paramount importance. We recognise that some students *may* be especially vulnerable to abuse. We recognise that students who are abused or neglected may find it difficult to develop a sense of self-worth and to view the world in a positive way and their behaviour may be challenging. We recognise that, irrespective of whether a student is abused, they may have issues relating to their mental well-being and engage in self-harm and that there is a distinct link between safeguarding and mental health. We also recognise that we have a duty to prevent students becoming radicalised and are at risk from criminal and sexual exploitation. We will always take a considered and sensitive approach in order that we can support all of our students.

## 1.2 Aims

Our policy applies to all staff, directors, governors and volunteers working in the school. There are eight main elements to our policy:

- Ensuring we practise safe recruitment in checking the suitability of staff and volunteers to work with students

- Raising and maintaining understanding and awareness of all safeguarding issues amongst staff and students and equipping children with the skills needed to keep them safe, both mentally and physically
- Alerting staff to warning signs and risk factors.
- Developing and implementing systems and procedures through the use of CPOMs for identifying and reporting cases, or suspected cases, of significant harm.
- Supporting students who have been abused in accordance with his/her agreed child protection plan.
- Providing guidance for staff dealing with students with mental health issues and support to students who self-harm and their peers and parents/carers.
- Providing guidance for staff dealing with students at risk of radicalisation
- Establishing a safe environment in which students can learn and develop

We recognise that because of the day to day contact with students, school staff are well placed to observe the outward signs of abuse, self-harm, radicalisation, changes in behaviour or a student's failure to develop. They are advised to be alert to possible concerns.

**Each school will therefore:**

- Establish and maintain an environment where students feel secure, are encouraged to talk, and are listened to
- Ensure students know that there are adults in the school whom they can approach if they are worried.
- Deliver a detailed **PSHE/RSHE** enabling our or students to develop the skills they need to recognise and stay safe from all types of abuse
- Identify where there are welfare concerns and take action to address them, in partnership with other agencies where appropriate

Details of local arrangements at each school are found in Appendices A and B.

## **2. Equality statement**

Some children have an increased risk of abuse, and additional barriers can exist for some children with respect to recognising or disclosing it. We are committed to anti-discriminatory practice and recognise children's diverse circumstances. We ensure that all children have the same protection, regardless of any barriers they may face.

We give special consideration to children who:

- Have special educational needs (SEN) or disabilities or health conditions (see section 10)
- Are young carers
- May experience discrimination due to their race, ethnicity, religion, gender identification or sexuality
- Have English as an additional language
- Are known to be living in difficult situations – for example, temporary accommodation or where there are issues such as substance abuse or domestic violence
- Are at risk of FGM, sexual exploitation, forced marriage, or radicalisation
- Are asylum seekers
- Are at risk due to either their own or a family member's mental health needs
- Are looked after or previously looked after (see section 12)
- Are missing from education
- Whose parent/carer has expressed an intention to remove them from school to be home educated

### **3. Procedures**

We will follow the procedures set out by the Local Safeguarding Children Board and take account of guidance issued by the Department for Education, the Local Authority and other relevant bodies.

#### **3.1 Roles and Responsibilities**

We will ensure that we appoint at least two members of staff from each school's leadership team. One of the two will be the Designated Safeguarding Lead. Another will be the Deputy Safeguarding Lead. Other designated staff will receive appropriate training (updated every two years) and support for their role. The Designated Safeguarding Lead will (see appendix D):-

- Implement this policy.
- Refer cases of suspected abuse, self-harm, radicalisation or allegations to the relevant investigating agencies;
- Act as a source of support, advice and expertise within the educational establishment; liaise with the Associate Head teacher to inform him/her of any issues and ongoing investigations and ensure there is always cover for this role.
- Recognise how to identify signs of abuse, self-harm or radicalisation and when it is appropriate to make a referral;
- Monitor the help, support and progress of the pupils.
- Have a working knowledge of how Ealing Safeguarding Children Board operate, the conduct of a child protection case conference and be able to attend and contribute to these;
- Initiate an EHAP (Ealing's Early Help Assessment and Plan) for self-harm concerns if necessary.
- Identify an individual to act as Prevent Single Point of Contact and make referrals to the Channel panel.
- Be aware when it is essential for outside agencies to be informed
- Report any mention of suicidal feelings as a matter of urgency
- Ensure that all staff have access to and understand the school's child protection policy;
- Ensure that all staff have training on this policy at least every year and that induction training is provided for new members of staff
- Ensure First Aiders are particularly well informed about self-harm
- Keep detailed accurate secure written records and/or concerns through effective use of CPOMs
- Obtain access to resources and attend any relevant or refresher training courses at least every two years.
- Ensure the Child Protection Policy is updated and reviewed annually and work with the Board of Directors and Local Governing Body regarding this;
- Ensure parents are made aware of the child protection policy which alerts them to the fact that referrals may be made and the role of the school in this to avoid conflict later;
- Inform parents about any mental health concerns if appropriate and liaise with them as to how best to manage the situation.
- Where a child leaves the school, ensure the child protection file is copied for the new school as soon as possible and transferred to the new school separately from the main pupil file. If a child goes missing or leaves to be educated at home, then the child protection file should be copied and the copy forwarded to the Education Social Work Service.

- Ensure every member of staff and the directors and governors know the names of the Designated Safeguarding Officers and understand their responsibilities in being alert to all the signs of abuse, mental health issues including self-harm, FGM, child criminal and sexual exploitation, County lines or radicalisation and for referring any concerns to the Designated Safeguarding team. All staff, directors and governors should be retrained annually through the use of the Twyford Trust training portal – Flick Learning
- See Appendix D for more information about this role.

**Our Board of Directors and Governing Body will ensure that:**

- Each school has a nominated governor (or two) responsible for child protection who will undertake the Twyford Trust Annual Safeguarding Audit annually in conjunction with the school’s DSL. This audit will include a detailed review of the Child Protection Policies and Procedures and all matters relating to CP. The findings from this audit are fed back to the School’s GB and the Twyford Trust Directors.
- The Trust has a Child Protection Policy and procedures in place that are in accordance with local authority guidance and locally agreed inter-agency procedures, and the policy is made available to parents on request; this policy together with the staff code of conduct and the role of the designated safeguarding lead will be explained as part of staff induction. At least part 1 of ‘Keeping Children safe in Education’ September 2021 will be given to all staff – including temporary staff and volunteers – on induction.
- The school operates safe recruitment procedures (including making sure one person on each interview panel has had safer recruitment training) and makes sure that all appropriate checks are carried out on staff and volunteers who work with students. A training module in safer recruitment is included on the Twyford Trust’s on line learning portal Flick learning and key staff’s completion of this is monitored
- The school has procedures for dealing with allegations of abuse against staff and volunteers that comply with guidance from the local authority and locally agreed inter-agency procedures.
- Provide pupils with open access to information about self-harm and details of who to go to for help and support
- A senior member of each school’s leadership team is designated to take lead responsibility for safeguarding (and deputy); that this person will have the appropriate authority and be given the time, funding, training, resources and support to provide advice and support to other staff on child welfare and child protection matters, to take part in strategy discussions and inter-agency meetings – and/or to support other staff to do so – and to contribute to the assessment of children. The designated lead will liaise with the local authority and work with other agencies in line with *Working Together to Safeguard Children –2020*. There will always be cover for this role (see Appendix D for description of role).
- One or more deputy safeguarding leads will be trained to the same standard as the designated safeguarding lead.
- All staff members undergo safeguarding and child protection training at induction in line with advice from the LSCB and that all staff receive regular child protection updates as required, but at least annually , to provide them with relevant skills and knowledge to safeguard children effectively
- They remedy, without delay, any deficiencies or weaknesses regarding child protection arrangements.
- They put in place appropriate safeguarding responses to children who go missing from education, particularly on repeat occasions, to help identify the risk of abuse and

neglect including sexual abuse or exploitation and to help prevent the risks of their going missing in future.

- A governor of each school is nominated to be responsible for liaising with the LA and /or partner agencies in the event of allegations of abuse being made against the Executive Headteacher or Associate Headteacher.
- Where services or activities are provided on the school premises by another body, the body concerned has appropriate policies and procedures in place in regard to safeguarding children and child protection and liaises with the school on these matters where appropriate.
- They review their policies and procedures annually and provide information to the LA about them and about how the above duties have been discharged
- A designated teacher is appointed to promote the educational achievement of children who are looked after and to ensure that this person has appropriate training. This member of staff has the skills, knowledge and understanding necessary to keeping looked after children safe. In particular they should ensure that appropriate staff have the information they need in relation to a child's looked after legal status (whether they are looked after under voluntary arrangements with consent of parents or on an interim or full care order) and contact arrangements with birth parents or those with parental responsibility. They should also have information about the child's care arrangements and the levels of authority delegated to the carer by the authority looking after him/her. The designated safeguarding lead, through the designated teacher for looked after children, should have details of the child's social worker and the name of the virtual school head in the authority that looks after the child.
- Review annually with SLT and the Twyford Trust Pastoral working group the PHSE and RHSE curriculum thus ensuring all aspects of CP are covered

**Our Executive Headteacher and Associate Headteachers for each school will ensure that:**

- The policies and procedures adopted by the Board of Directors are fully implemented, and followed by all staff;
- Sufficient resources and time are allocated to enable the designated person and other staff to discharge their responsibilities; and
- All staff and volunteers feel able to raise concerns about poor or unsafe practice in regard to students, and such concerns are addressed sensitively and effectively in a timely manner, using the Whistleblowing policy if necessary.
- Ensure that parents and pupils are aware of their roles and responsibilities when implementing policy where appropriate.
- The Twyford Trust safeguarding audit is successfully completed on an annual basis
- Copies of Keeping Children safe in Education part 1, the Staff behaviour policy, the safeguarding response to children who go missing from education, the Child Protection policy and information regarding the role of the designated safeguarding lead are provided to staff on induction and reviewed in the annual CP training on Flick Learning
- Children are taught about safeguarding, including online, through teaching and learning opportunities, as part of a broad and balanced curriculum.
- There is a culture of safeguarding and with all staff, but especially the DSL considering whether the wider environmental factors present in a child's life – **contextual safeguarding** – are a threat to their safety or welfare.

### **3.2 Staff and Volunteers**

- Will fully comply with the schools policies and procedures, particularly those relating to safeguarding



- ✚ Behaviour policy
  - ✚ Online safety
  - ✚ Staff code of conduct
  - ✚ Procedures for dealing with allegations against staff
- Will receive appropriate safeguarding and child protection training which is regularly updated. In addition, all staff will receive safeguarding and child protection updates (for example, via email, e-bulletins and staff meetings), as required, and at least annually, to provide them with relevant skills and knowledge to safeguard children effectively.
  - Will undertake all the required CP training via Flick Learning
  - Will be aware that they have a legal duty to report an act of FGM to the police if this appears to have been carried out on a girl under 18.
  - Inform the designated person of any concerns through the efficient and effective use of CPOMS
  - Will be aware that all staff may raise concerns directly with Children’s Social Care services and will be made aware of the process for making referrals and for statutory assessments especially section 17 (children in need) and section 47 (a child suffering, or likely to suffer, significant harm) that may follow a referral, along with the role they might be expected to play in such assessments
  - Inform the Associate Headteacher of any safeguarding concerns about adults in the school, unless the concern is about the Associate Headteacher in which case it should be referred to the Chair of governors
  - Will be aware that they may be asked to support social workers to take decisions about individual children
  - Will press for re-consideration if a child’s situation does not appear to be improving
  - Should know what to do if a child tells them he/she is being abused or neglected. Staff should know how to manage the requirement to maintain an appropriate level of confidentiality. This means only involving those who need to be involved, such as the designated safeguarding lead (or a deputy) and children’s social care. Staff should never promise a child that they will not tell anyone about a report of abuse, as this may ultimately not be in the best interests of the child.
  - When dealing with a pupil who is self-harming: Remain calm and non-judgemental at all times; Listen to students and do not dismiss a pupil’s reasons for distress as invalid; Encourage openness and be reassuring that help is available; DO NOT promise confidentiality; Try to enable pupils to feel in control by asking what they would like to happen and what help they feel they need; Report the matter to the designated key member of staff through CPOMS
  - Be aware of things to watch out for which may indicate radicalisation and report concerns about possible radicalisation to the Designated Safeguarding Lead.
  - Will be alert to the potential need for early help for a child who:
    - is disabled or has certain health conditions and has specific additional needs; 1
    - has special educational needs (whether or not they have a statutory Education, Health and Care Plan)
    - has a mental health need
    - is a young carer
    - is showing signs of being drawn in to anti-social or criminal behaviour, including gang involvement and association with organised crime groups or county lines
    - is frequently missing/goes missing from care or from home
    - is at risk of modern slavery, trafficking, sexual or criminal exploitation
    - is at risk of being radicalised or exploited

- has a family member in prison, or is affected by parental offending
- is in a family circumstance presenting challenges for the child, such as drug and alcohol misuse, adult mental health issues and domestic abuse
- is misusing drugs or alcohol themselves
- has returned home to their family from care
- is at risk of 'honour'-based abuse such as Female Genital Mutilation or Forced Marriage
- is a privately fostered child
- is persistently absent from education, including persistent absences for part of the school day.

### ***3.3 Safeguarding Information for Students***

We will ensure:

- That all students are aware of the members of staff trained in child protection issue;
- Share key safeguarding information in start of term assemblies
- That issues of safeguarding are covered within **PSHE and RHSE curriculum** to help students learn how to keep safe.
- That students are advised that when talking to teachers or friends about their mental health issues including self-harm, they focus on the emotional reasons behind their distress; that they avoid talking about their injuries or describing the methods they use; that they never encourage anyone to try to self-harm. Students will be advised to talk to a teacher or staff member as soon as they feel under emotional distress or feel an urge to injure themselves.
- That students are made aware that teachers cannot keep their confidentiality when their safety is at risk. Teachers may contact the student's parent/guardian and/or professionals; if a student is worried that a friend may be self-harming, they should go to a teacher for support and guidance; if any student is concerned that a friend may be suicidal or has mentioned suicide, then they should alert a teacher straight away.

### ***3.4 Safeguarding Information for Parents***

- Our schools will ensure that we work in PARTNERSHIP WITH PARENTS and present on CP at annual parent information evenings
- We are committed to working with parents. We will make parents aware of this policy and that they can view this policy on request
- If your child has mental health issues work closely with the school and take an active role in deciding the best course of action for your child
- Keep the school informed of any incidents outside school that you feel they should know about
- Seek any emotional support that you may need in dealing with your child's self-harm

### ***3.5 Record Keeping and Information Sharing***

The Trust recognises that it is essential to establish positive and effective working relationships with all other agencies who are partners in the Ealing Safeguarding Children Board and that there is a joint responsibility on all agencies to share information to ensure the safeguarding of all students.

- We will share information with the relevant agencies when there are concerns about a student's welfare and develop effective links with relevant agencies and co-operate

as required with their enquiries regarding child protection matters including attendance at case conferences.

- Through efficient and effective use of CPOMs we will keep written records of concerns about students, discussions and decisions made and the reasons for those decisions
- We will ensure all records are kept securely; separate from the main student file
- We will notify social services if there is an unexplained absence of more than two days of a student who is on the child protection register (child protection plan).
- We will ensure that, where a student on the child protection register leaves the school, all information is transferred to the new school immediately and that the student's social worker is informed
- We will apply best practice in the disclosure, storage and transfer of personal and confidential information (see Data Protection and Confidentiality Policy).

### **3.6 Safer Recruitment and Selection**

- We will ensure safe recruitment procedures are always followed. The Trust pays full regard to current DfE guidance on Safer Recruitment outlined in KCSIE 2020
- We ensure that all appropriate measures are applied in relation to everyone who works in the school who is likely to be perceived by the students as a safe and trustworthy adult including e.g. volunteers and staff employed by contractors.
- Safer recruitment practice includes scrutinising applicants, verifying identity and academic or vocational qualifications, obtaining professional references, checking previous employment history and ensuring that a candidate has the health and physical capacity for the job. It also includes undertaking interviews and, where appropriate, undertaking List 99 and Criminal Records Bureau/Disclosure and Barring Service checks.
- In line with statutory changes, underpinned by regulations, the following will apply:
  - A DBS Enhanced Disclosure, which includes barred list information for those engaging in regulated activity, is obtained for **all** new appointments to our school's workforce through staffing personnel and payroll. Governors and directors will have a DBS check in line with regulations. Volunteers will be required to have the check appropriate to the needs of their work (see Appendix E for further guidance)
  - The Twyford Trust is committed to keep an up to date single central record detailing a range of checks carried out on our staff – a copy is also held at the Personnel and Payroll Unit, all new appointments to our school workforce who have lived outside the UK will be subject to additional checks as appropriate.
  - The Twyford Trust ensures that supply staff have undergone the necessary checks and will be made aware of this policy.
  - The Twyford Trust ensures that all relevant staff undertake the appropriate Safer Recruitment training either externally or internally (through Flick Learning)
  - Identity checks must be carried out on all appointments to our school workforce before the appointment is made, in partnership with the LA.
  - The School will report to the Independent Safeguarding Authority (ISA) within one month of leaving the school any person (whether employed, contracted, a volunteer or student) whose services are no longer used because he or she is considered unsuitable to work with children.
  - The School will ensure that any deficiencies or weaknesses in Child Protection arrangements are remedied without delay.
  - The School will 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 relevant communications

## 4. Abuse, Neglect and Safeguarding issues

All school and college staff should be aware that abuse, neglect and **safeguarding issues are rarely standalone events** and cannot be covered by one definition or one label alone. In most cases, multiple issues will overlap with one another, therefore staff should always be vigilant and always raise any concerns with their designated safeguarding lead (or deputy).

All staff should be aware that **safeguarding incidents and/or behaviours can be associated with factors outside the school** or college and/or can occur between children 11 outside of these environments. All staff, but especially the designated safeguarding lead (and deputies) should consider whether children are at risk of abuse or exploitation in situations outside their families. Extra-familial harms take a variety of different forms and children can be vulnerable to multiple harms including (but not limited to) sexual exploitation, criminal exploitation, sexual abuse, serious youth violence and county lines.

All staff should be aware that **technology is a significant component in many safeguarding and wellbeing issues**. Children are at risk of abuse online as well as face to face. In many cases abuse will take place concurrently via online channels and in daily life. Children can also abuse their peers online, this can take the form of abusive, harassing, and misogynistic messages, the non-consensual sharing of indecent images, especially around chat groups, and the sharing of abusive images and pornography, to those who do not want to receive such content

### 4.1 Definitions of the 4 categories of Abuse

These definitions are based on those from KCSIE 2021

**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. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others. Abuse can take place wholly online, or technology may be used to facilitate offline abuse. Children may be abused by an adult or adults or by another child or children.

*DfE statutory guidance, "Keeping children safe in education", September 2021*

There are 4 categories of abuse:

#### **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 explorations 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***

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 can take place online, and technology can be used to facilitate offline abuse. Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

The sexual abuse of children by other children is a specific safeguarding issue in education (see 4.2)

### ***Neglect***

Neglect involves 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 and 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, shelter or clothing (including exclusion from home or abandonment), failure to protect 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 an unresponsiveness to a child's basic emotional needs.

## ***4.2 Specific safeguarding issues***

### ***Children missing from education***

A child going missing from education, particularly repeatedly, can be a warning sign of a range of safeguarding issues. This might include abuse or neglect, such as sexual abuse or exploitation or child criminal exploitation, or issues such as mental health problems, substance abuse, radicalisation, FGM or forced marriage.

### ***Child criminal exploitation***

Child criminal exploitation (CCE) is a form of abuse where an individual or group takes advantage of an imbalance of power to coerce, control, manipulate or deceive a child into criminal activity, in exchange for something the victim needs or wants, and/or for the financial or other advantage of the perpetrator or facilitator, and/or through violence or the threat of violence.

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

The victim can be exploited even when the activity appears to be consensual. It does not always involve physical contact and can happen online. For example, young people may be forced to work in cannabis factories, coerced into moving drugs or money across the country (county lines), forced to shoplift or pickpocket, or to threaten other young people.

### ***Child sexual exploitation***

Child sexual exploitation (CSE) is a form of child sexual abuse where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child into sexual activity, in exchange for something the victim needs or wants and/or for the financial advantage or increased status of the perpetrator or facilitator. It may, or may not, be accompanied by violence or threats of violence.

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

The victim can be exploited even when the activity appears to be consensual. Children or young people who are being sexually exploited may not understand that they are being abused. They often trust their abuser and may be tricked into believing they are in a loving, consensual relationship.

CSE can include both physical contact (penetrative and non-penetrative acts) and non-contact sexual activity. It can also happen online. For example, young people may be persuaded or forced to share sexually explicit images of themselves, have sexual conversations by text, or take part in sexual activities using a webcam. CSE may also occur without the victim's immediate knowledge, for example through others copying videos or images.

### ***Domestic abuse***

Children can witness and be adversely affected by domestic abuse and/or violence at home where it occurs between family members. In some cases, a child may blame themselves for the abuse or may have had to leave the family home as a result.

Types of domestic abuse include intimate partner violence, abuse by family members, teenage relationship abuse and child/adolescent to parent violence and abuse. Anyone can be a victim of domestic abuse, regardless of gender, age, ethnicity, socioeconomic status, sexuality or background, and domestic abuse can take place inside or outside of the home.

Older children may also experience domestic abuse and/or violence in their own personal relationships.

### ***So-called 'honour-based' abuse (including FGM and forced marriage)***

So-called '**honour-based' abuse** (HBA) encompasses incidents or crimes committed to protect or defend the honour of the family and/or community, including FGM, forced marriage, and practices such as breast ironing.

Abuse committed in this context often involves a wider network of family or community pressure and can include multiple perpetrators.

All forms of HBA are abuse and will be handled and escalated as such. All staff will be alert to the possibility of a child being at risk of HBA or already having suffered it. If staff have a concern, they will speak to the DSL, who will activate local safeguarding procedures.

The above indicators and risk factors are not intended to be exhaustive.

### ***Forced marriage***

Forcing a person into marriage is a crime. 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.

### ***Preventing radicalisation***

- Radicalisation refers to the process by which a person comes to support terrorism and extremist ideologies associated with terrorist groups
- Extremism is vocal or active opposition to fundamental British values, such as democracy, the rule of law, individual liberty, and mutual respect and tolerance of different faiths and beliefs. This also includes calling for the death of members of the armed forces
- Terrorism is an action that:
  - Endangers or causes serious violence to a person/people;
  - Causes serious damage to property; or
  - Seriously interferes or disrupts an electronic system

The use or threat of terrorism must be designed to influence the government or to intimidate the public and is made for the purpose of advancing a political, religious or ideological cause.

### ***Peer-on-peer abuse***

Peer-on-peer abuse is when children abuse other children. This type of abuse can take place inside and outside of school and online.

Peer-on-peer abuse is most likely to include, but may not be limited to:

- Bullying (including cyber-bullying, prejudice-based and discriminatory bullying)
- Abuse in intimate personal relationships between peers
- Physical abuse such as hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm (this may include an online element which facilitates, threatens and/or encourages physical abuse)

- Sexual violence, such as rape, assault by penetration and sexual assault (this may include an online element which facilitates, threatens and/or encourages sexual violence)
- Sexual harassment, such as sexual comments, remarks, jokes and online sexual harassment, which may be standalone or part of a broader pattern of abuse
- Causing someone to engage in sexual activity without consent, such as forcing someone to strip, touch themselves sexually, or to engage in sexual activity with a third party
- Consensual and non-consensual sharing of nudes and semi nudes images and/or videos (also known as sexting or youth produced sexual imagery)
- Upskirting, which typically involves taking a picture under a person's clothing without their permission, with the intention of viewing their genitals or buttocks to obtain sexual gratification, or cause the victim humiliation, distress or alarm
- Initiation/hazing type violence and rituals (this could include activities involving harassment, abuse or humiliation used as a way of initiating a person into a group and may also include an online element)

Where children abuse their peers online, this can take the form of, for example, abusive, harassing, and misogynistic messages; the non-consensual sharing of indecent images, especially around chat groups; and the sharing of abusive images and pornography, to those who don't want to receive such content.

Contextual Safeguarding - Safeguarding incidents and/or behaviours can be associated with factors outside the school or college and/or can occur between children outside the school or college. All staff, but especially the designated safeguarding lead (and deputies) will consider the context within which such incidents and/or behaviours occur - i.e. 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 staff provide as much information as possible as part of the referral process.

**Creating a supportive environment in school and minimising the risk of peer-on-peer abuse.** We recognise the importance of taking proactive action to minimise the risk of peer-on-peer abuse, and of creating a supportive environment where victims feel confident in reporting incidents.

To achieve this, we will:

- Challenge any form of derogatory or sexualised language or inappropriate behaviour between peers, including requesting or sending sexual images
- Be vigilant to issues that particularly affect different genders – for example, sexualised or aggressive touching or grabbing towards female pupils, and initiation or hazing type violence with respect to boys
- Ensure our curriculum helps to educate pupils about appropriate behaviour and consent
- Ensure pupils are able to easily and confidently report abuse using our reporting systems (as described in section 7.10 below)
- Ensure staff reassure victims that they are being taken seriously
- Ensure staff are trained to understand:
  - ✚ How to recognise the indicators and signs of peer-on-peer abuse, and know how to identify it and respond to reports



- ✚ That even if there are no reports of peer-on-peer abuse in school, it does not mean it is not happening – staff should maintain an attitude of “it could happen here”
- ✚ That if they have any concerns about a child’s welfare, they should act on them immediately rather than wait to be told, and that victims may not always make a direct report. For example:
  - Children can show signs or act in ways they hope adults will notice and react to
  - A friend may make a report
  - A member of staff may overhear a conversation
  - A child’s behaviour might indicate that something is wrong
- ✚ That certain children may face additional barriers to telling someone because of their vulnerability, disability, gender, ethnicity and/or sexual orientation
- ✚ That a pupil harming a peer could be a sign that the child is being abused themselves, and that this would fall under the scope of this policy
- ✚ The important role they have to play in preventing peer-on-peer abuse and responding where they believe a child may be at risk from it
- ✚ That they should speak to the DSL if they have any concerns

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

Sexual violence and sexual harassment can occur:

- Between 2 children of any age and sex
- Through a group of children sexually assaulting or sexually harassing a single child or group of children
- Online and face to face (both physically and verbally)

Sexual violence and sexual harassment exist on a continuum and may overlap.

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 and will be exacerbated if the alleged perpetrator(s) attends the same school.

If a victim reports an incident, it is essential that staff make sure they are reassured that they are being taken seriously and that they will be supported and kept safe. A victim should never be given the impression that they are creating a problem by reporting sexual violence or sexual harassment. Nor should a victim ever be made to feel ashamed for making a report.

Staff should be aware of the importance of:

- Challenging inappropriate behaviours
- Making clear that sexual violence and sexual harassment is not acceptable, will never be tolerated and is not an inevitable part of growing up
- Challenging physical behaviours (potentially criminal in nature), such as grabbing bottoms, breasts and genitalia, pulling down trousers, flicking bras and lifting up skirts. Dismissing or tolerating such behaviours risks normalising them

### **4.3 Signs and Symptoms of; Abuse and other safeguarding issues**

The following signs may or may not be indicators that abuse has taken place, but the possibility should be considered. This is not an exclusive list. Guidance on recognising signs and symptoms of abuse can be found in Chapter 4 of London Child Protection Procedures. The indicators listed may run across several categories.

#### **Physical Abuse**

- Unexplained recurrent injuries or burns, bruising, bite marks, fractures or scars
- Inconsistent, multiple and/or improbable explanations for observed physical injury or refusal to explain injuries
- Unexplained delay in seeking treatment
- Parent/s carer/s are uninterested or undisturbed by an accident or injury
- Refusal to undress for PE
- Self-Destructive tendencies
- Aggression towards others
- Fear of Physical contact – Shrinking back if touched
- Admitting that they are punished, but the punishment seems excessive
- Fear of suspected abuser being contacted.

#### **Emotional Abuse**

- Physical, mental and emotional development lags
- Sudden speech disorders
- Continual self-depreciation (“I’m stupid, ugly, worthless, etc.”)
- Overreaction to mistakes
- Extreme fear of any new situation
- Inappropriate response to pain (“I deserve this”)
- Attention seeking behaviour
- Extremes of passivity or aggression

#### **Sexual Abuse**

- Being overly affectionate or knowledgeable in a sexual way inappropriate to the child’s age
- Itchy or pain in the genital area
- Other extreme reactions, such as depression, self-mutilation, suicide attempts, running away, overdoses, anorexia
- Personality changes such as becoming insecure or clinging
- Being isolated or withdrawn
- Inability to concentrate
- Become worried about clothing being removed
- Suddenly drawing sexually explicit pictures
- Trying to be “ultra-good” or perfect; overreacting to criticism

#### **Neglect**

- Constant Hunger
- Poor personal hygiene
- Constant tiredness
- Poor state of clothing
- Emaciation
- Untreated medical problems
- No social relationships
- Compulsive scavenging
- Destructive tendencies

### ***Children missing from education***

There are many circumstances where a child may become missing from education, but some children are particularly at risk, it is important to look out for these. They include children who:

- Are at risk of harm or neglect
- Are at risk of forced marriage or FGM
- Come from Gypsy, Roma, or Traveller families
- Come from the families of service personnel
- Go missing or run away from home or care
- Are supervised by the youth justice system
- Cease to attend a school
- Come from new migrant families

### ***Child criminal exploitation***

Indicators of CCE can include a child:

- Appearing with unexplained gifts or new possessions
- Associating with other young people involved in exploitation
- Suffering from changes in emotional wellbeing
- Misusing drugs and alcohol
- Going missing for periods of time or regularly coming home late
- Regularly missing school or education
- Not taking part in education

### ***Child sexual exploitation***

Grooming and sexual exploitation can be very difficult to identify. Warning signs can easily be mistaken for 'normal' teenage behaviour and/or development. However, parents, carers, school teachers and practitioners are advised to be alert to the following signs and symptoms:

- Inappropriate sexual or sexualised behaviour
- Repeat sexually transmitted infections; in girls repeat pregnancy, abortions, miscarriage
- Having unaffordable new things (clothes, mobile) or expensive habits (alcohol, drugs)
- Going to hotels or other unusual locations to meet friends
- Getting in/out of different cars driven by unknown adults
- Going missing from home or care
- Having older boyfriends or girlfriends
- Associating with other young people involved in sexual exploitation
- Truancy, exclusion, disengagement with school, opting out of education altogether
- Unexplained changes in behaviour or personality (chaotic, aggressive, sexual)
- Drug or alcohol misuse
- Getting involved in crime
- Injuries from physical assault, physical restraint, sexual assault

### ***Female Genital Mutilation***

Potential signs that a pupil may be at risk of FGM include

- A girl or woman may have difficulty walking, sitting or standing.
- A girl or woman may spend longer than normal in the bathroom or toilet due to difficulties urinating.

- A girl may spend long periods of time away from a classroom during the day with bladder or menstrual problems.
- A girl or woman may have frequent urinary or menstrual problems.
- There may be prolonged or repeated absences from school or college.
- A prolonged absence from school or college with noticeable behaviour changes (e.g. withdrawal or depression) on the girl's return could be an indication that a girl has recently undergone FGM.
- A girl or woman may be particularly reluctant to undergo normal medical examinations.
- A girl or woman may confide in a professional.
- A girl or woman may ask for help, but may not be explicit about the problem due to embarrassment or fear

### ***Preventing radicalisation***

There is no single way of identifying an individual who is likely to be susceptible to an extremist ideology. Radicalisation can occur quickly or over a long period.

Staff will be alert to changes in pupils' behaviour.

The government website [Educate Against Hate](#) and charity [NSPCC](#) say that signs that a pupil is being radicalised can include:

- Refusal to engage with, or becoming abusive to, peers who are different from themselves
- Becoming susceptible to conspiracy theories and feelings of persecution
- Changes in friendship groups and appearance
- Rejecting activities they used to enjoy
- Converting to a new religion
- Isolating themselves from family and friends
- Talking as if from a scripted speech
- An unwillingness or inability to discuss their views
- A sudden disrespectful attitude towards others
- Increased levels of anger
- Increased secretiveness, especially around internet use
- Expressions of sympathy for extremist ideologies and groups, or justification of their actions
- Accessing extremist material online, including on Facebook or Twitter
- Possessing extremist literature
- Being in contact with extremist recruiters and joining, or seeking to join, extremist organisations

Children who are at risk of radicalisation may have low self-esteem, or be victims of bullying or discrimination. It is important to note that these signs can also be part of normal teenage behaviour – staff should have confidence in their instincts and seek advice if something feels wrong.

It should be remembered that outside events such as tensions in the local community, events in the country of origin, in the case of migrants, or major world events (such as the Iraq war) can also disproportionately affect the feelings and actions of young people. All staff should be alert to these events and be ready to help young people understand them and put them into context.

### ***Sexual violence and sexual harassment between children in school***

Some groups are potentially more at risk. Evidence shows that girls, children with SEN and/or disabilities, and lesbian, gay, bisexual and transgender (LGBT) children are at greater risk. Indicators may be similar to some of those given for serious violence as outline below.

#### ***Serious violence***

Indicators which may signal that a child is at risk from, or involved with, serious violent crime may include:

- Increased absence from school
- Change in friendships or relationships with older individuals or groups
- Significant decline in performance
- Signs of self-harm or a significant change in wellbeing
- Signs of assault or unexplained injuries
- Unexplained gifts or new possessions (this could indicate that the child has been approached by, or is involved with, individuals associated with criminal networks or gangs and may be at risk of criminal exploitation (see above))

Risk factors which increase the likelihood of involvement in serious violence include:

- Being male
- Having been frequently absent or permanently excluded from school
- Having experienced child maltreatment
- Having been involved in offending, such as theft or robbery

***Appendix A contains important additional information about specific forms of abuse and safeguarding issues***

## 5. How to Proceed

### 5.1 How to proceed with an Abuse Case

Staff, volunteers and governors must follow the procedures set out below in the event of a safeguarding issue. Please note – in this and subsequent sections, you should take any references to the DSL to mean “the DSL (or deputy DSL)”.

#### **If a child is suffering or likely to suffer harm, or in immediate danger**

Make a referral to children’s social care and/or the police **immediately** if you believe a child is suffering or likely to suffer from harm, or is in immediate danger. **Anyone can make a referral.** Tell the DSL as soon as possible if you make a referral directly.

#### **If a child makes a disclosure to you**

If a student asks to speak to you “in confidence”, it is important for you to respond in the following way: “I am happy to listen to what you have to say but you must realise that if you tell me anything which makes me think you are not safe or are being harmed in some way, I will have to pass that on to a member of the Safeguarding team. (These would indicate all disclosures relating to child abuse, and staff are reminded that they cannot give specific advice on contraception- they can, however, give details of help lines or Family Planning Clinics etc.; (details always with the Heads of Year). Notes should be made of any interview, recording time, date, place and people present, as well as what was said.

In summary If a child discloses a safeguarding issue to you, you should:

- Listen to and believe them. Allow them time to talk freely and do not ask leading questions
- Stay calm and do not show that you are shocked or upset
- Tell the child they have done the right thing in telling you. Do not tell them they should have told you sooner
- Explain what will happen next and that you will have to pass this information on. Do not promise to keep it a secret
- Write up your conversation as soon as possible in the child’s own words. Stick to the facts, and do not put your own judgement on it

Sign and date the write-up and pass it on to the DSL. Alternatively, if appropriate, make a referral to children’s social care and/or the police directly and tell the DSL as soon as possible that you have done so. Aside from these people, do not disclose the information to anyone else unless told to do so by a relevant authority involved in the safeguarding process

It is essential that **ALL** staff employed by the Trust follow the reporting procedures outlined in Appendix B below (published to all staff). Disclosure cannot be negotiable. If abuse is reported or suspected, then action **MUST** be taken immediately. It is up to Social Services to make any final decision on anything which is reported to them.

- Impulsivity
- Drug or alcohol abuse
- Depression, suicide or self-harm in the family
- Family conflict (periods in Local authority care, parental separation)
- On-going family relationship problems
- Family circumstances (parental criminality / poverty / step children /single parents / more than 5 children in the family)
- Past or present physical or sexual abuse

- Unreasonable expectations
- Difficulty in making relationships/loneliness
- Bullying, including cyberbullying and homophobic bullying
- It is important to recognise that none of these risk factors may appear to be present. Sometimes it is the outwardly happy, high achieving person with a seemingly stable background who is suffering internally and hurting themselves in order to cope.

## **5.2 How to proceed with a Mental Health concern**

All staff are made aware that mental health problems, in some case can be an indicator that a child has suffered or is at risk of suffering abuse, neglect or exploitations

### **a. Warning signs**

Whilst there may be no warning signs, any change in the behaviour, attitudes or presence at school which is unlike the young person can be significant and should be followed up.

If any member of the school staff becomes aware of warning signs which indicate a student is experiencing difficulties that may lead to thoughts of self-harm or suicide, they should always treat them seriously and refer to CPOMs. Possible warning signs include:

- Changes in eating / sleeping habits (e.g. student may appear overly tired if not sleeping well)
- Increased isolation from friends or family, becoming socially withdrawn
- Changes in activity and mood e.g. more aggressive or introverted than usual
- Lowering of academic achievement
- Talking or joking about self-harm or suicide
- Abusing drugs or alcohol
- Expressing feelings of failure, uselessness or loss of hope
- Changes in clothing

### **b. Intervention and response – Also see Appendix F for the Intervention Flowchart**

Following the report, the designated teacher / governor will decide on the appropriate course of action. This may include:

- Contacting parents / carers
- Arranging professional assistance e.g. doctor, nurse, social services (see Appendix H for details of liaison with GPs).
- Arranging an appointment with a counsellor
- Immediately removing the student from lessons if their remaining in class is likely to cause further distress to themselves or their peers
- In the case of an acutely distressed student, the immediate safety of the student is paramount and an adult should remain with the student at all times
- If a student has self-harmed in school a first aider should be called for immediate help

### **c. Arrangements for monitoring and evaluation – also see Appendix G for Ongoing Support guidance**

Any meetings with a student, their parents or their peers regarding self-harm will be recorded on CPOMs and will be stored in the student's child protection file.

### **5.3 How to proceed with an extremism concern**

If a child is not suffering or likely to suffer from harm, or in immediate danger, where possible speak to the DSL first to agree a course of action.

If in exceptional circumstances the DSL is not available, this should not delay appropriate action being taken. Speak to a member of the senior leadership team and/or seek advice from local authority children's social care. Make a referral to local authority children's social care directly, if appropriate (see 'Referral' above). Inform the DSL or deputy as soon as practically possible after the referral.

Where there is a concern, the DSL will consider the level of risk and decide which agency to make a referral to. This could include [Channel](#), the government's programme for identifying and supporting individuals at risk of being drawn into terrorism, or the local authority children's social care team.

The Department for Education also has a dedicated telephone helpline, 020 7340 7264, which school staff and governors can call to raise concerns about extremism with respect to a pupil. You can also email [counter.extremism@education.gov.uk](mailto:counter.extremism@education.gov.uk). Note that this is not for use in emergency situations.

In an emergency, call 999 or the confidential anti-terrorist hotline on 0800 789 321 if you:

- Think someone is in immediate danger
- Think someone may be planning to travel to join an extremist group
- See or hear something that may be terrorist-related

Further information is available from:

- British values in C of E Schools:  
[http://schools.london.anglican.org/uploads/document/2\\_0\\_british-values-in-c-of-e-schools-dec-2014.docx](http://schools.london.anglican.org/uploads/document/2_0_british-values-in-c-of-e-schools-dec-2014.docx)
- DfE guidance: [www.gov.uk/government/news/new-safeguarding-advice-for-schools-and-childcare-providers](http://www.gov.uk/government/news/new-safeguarding-advice-for-schools-and-childcare-providers)
- Channel guidance: [www.gov.uk/government/publications/channel-guidance](http://www.gov.uk/government/publications/channel-guidance)
- [www.preventtragedies.co.uk](http://www.preventtragedies.co.uk)
- [www.familiesmatter.org.uk](http://www.familiesmatter.org.uk)
- The DfE Counter Extremism confidential telephone helpline 020 7340 7624 (email [counter.extremism@education.gsi.gov.uk](mailto:counter.extremism@education.gsi.gov.uk)).

### **5.4 How to proceed with a Peer on peer abuse concern**

We recognise that children are capable of abusing their peers. Abuse will never be tolerated or passed off as "banter", "just having a laugh" or "part of growing up", as this can lead to a culture of unacceptable behaviours and an unsafe environment for pupils.

We also recognise the gendered nature of peer-on-peer abuse. However, all peer-on-peer abuse is unacceptable and will be taken seriously.

Most cases of pupils hurting other pupils will be dealt with under our school's behaviour policy, but this child protection and safeguarding policy will apply to any allegations that raise safeguarding concerns. This might include where the alleged behaviour:

- Is serious, and potentially a criminal offence
- Could put pupils in the school at risk
- Is violent
- Involves pupils being forced to use drugs or alcohol



- Involves sexual exploitation, sexual abuse or sexual harassment, such as indecent exposure, sexual assault, upskirting or sexually inappropriate pictures or videos (including the sharing of nudes and semi-nudes)

**If a pupil makes an allegation of abuse against another pupil:**

- You must record the allegation and tell the DSL, but do not investigate it
- The DSL will contact the local authority children’s social care team and follow its advice, as well as the police if the allegation involves a potential criminal offence
- The DSL will put a risk assessment and support plan into place for all children involved (including the victim(s), the child(ren) against whom the allegation has been made and any others affected) with a named person they can talk to if needed
- The DSL will contact the children and adolescent mental health services (CAMHS), if appropriate

**5.5 How to proceed with a concern involving sharing of nudes and semi nudes (sexting)**

If you are made aware of an incident involving the consensual or non-consensual sharing of nude or semi-nude images/videos (also known as ‘sexting’ or ‘youth produced sexual imagery’), you must report it to the DSL immediately.

**You must not:**

- View, copy, print, share, store or save the imagery yourself, or ask a pupil to share or download it (if you have already viewed the imagery by accident, you must report this to the DSL)
- Delete the imagery or ask the pupil to delete it
- Ask the pupil(s) who are involved in the incident to disclose information regarding the imagery (this is the DSL’s responsibility)
- Share information about the incident with other members of staff, the pupil(s) it involves or their, or other, parents and/or carers
- Say or do anything to blame or shame any young people involved

You should explain that you need to report the incident, and reassure the pupil(s) that they will receive support and help from the DSL.

**Initial review meeting:** Following a report of an incident, the DSL will hold an initial review meeting with appropriate school staff – this may include the staff member who reported the incident and the safeguarding or leadership team that deals with safeguarding concerns. This meeting will consider the initial evidence and aim to determine:

- Whether there is an immediate risk to pupil(s)
- If a referral needs to be made to the police and/or children’s social care
- If it is necessary to view the image(s) in order to safeguard the young person (in most cases, images or videos should not be viewed)
- What further information is required to decide on the best response
- Whether the image(s) has been shared widely and via what services and/or platforms (this may be unknown)
- Whether immediate action should be taken to delete or remove images or videos from devices or online services
- Any relevant facts about the pupils involved which would influence risk assessment
- If there is a need to contact another school, college, setting or individual

- Whether to contact parents or carers of the pupils involved (in most cases parents/carers should be involved)
- The DSL will make an immediate referral to police and/or children's social care if:
- The incident involves an adult
- There is reason to believe that a young person has been coerced, blackmailed or groomed, or if there are concerns about their capacity to consent (for example owing to special educational needs)
- What the DSL knows about the images or videos suggests the content depicts sexual acts which are unusual for the young person's developmental stage, or are violent
- The imagery involves sexual acts and any pupil in the images or videos is under 13
- The DSL has reason to believe a pupil is at immediate risk of harm owing to the sharing of nudes and semi-nudes (for example, the young person is presenting as suicidal or self-harming)

If none of the above apply then the DSL, in consultation with the headteacher and other members of staff as appropriate, may decide to respond to the incident without involving the police or children's social care. The decision will be made and recorded in line with the procedures set out in this policy.

**Further review by the DSL:** If at the initial review stage a decision has been made not to refer to police and/or children's social care, the DSL will conduct a further review to establish the facts and assess the risks.

They will hold interviews with the pupils involved (if appropriate).

If at any point in the process there is a concern that a pupil has been harmed or is at risk of harm, a referral will be made to children's social care and/or the police immediately.

**Informing parents/carers:** The DSL will inform parents/carers at an early stage and keep them involved in the process, unless there is a good reason to believe that involving them would put the pupil at risk of harm.

**Referring to the police:** If it is necessary to refer an incident to the police, this will be done through contacting the schools safer officer, a police community support officer, local neighbour police or dialling 101 or if required 999

#### **Recording incidents**

All incidents of sharing of nudes and semi-nudes, and the decisions made in responding to them, will be recorded. The record-keeping arrangements set out in section 14 of this policy also apply to recording these incidents.

### ***5.6 How to proceed with a concern about a member of staff***

If you have concerns about a member of staff (including a supply teacher, volunteer or contractor), or an allegation is made about a member of staff (including a supply teacher, volunteer or contractor) posing a risk of harm to children, speak to the Headteacher as soon as possible. If the concerns/allegations are about the Headteacher, speak to the chair of governors. The Headteacher/chair of governors will then follow the procedures set out in the allegations against staff policy, if appropriate.

Where you believe there is a conflict of interest in reporting a concern or allegation about a member of staff (including a supply teacher, volunteer or contractor) to the Headteacher, report it directly to the local authority designated officer (LADO).

**See appendix J –for flow chart of 'response to a report of sexual violence' from a victim or a third party**

## 6. Links with Other Policies

This policy should be read in conjunction with:

- Sex and Relationships Policy
- Behaviour Policy
- Restraint Policy
- Anti-Bullying Policy
- Race Equality Policy
- Drugs Policy
- Whistleblowing Policy
- Data Protection and Confidentiality Policy
- Procedures for dealing with allegations against staff
- Staff code of conduct
- SEN Policy
- Health & Safety Policy
- First Aid Policy

These policies are all available on [COPIA](#) (with hyperlink)

## **Appendix A**

This appendix contains information about the following specific forms of abuse and safeguarding issues.

- Children and the court system
- Children missing from education
- Children with family members in prison
- Child sexual exploitation
- Child criminal exploitation: county lines
- Domestic abuse
- Homelessness
- So-called 'honour based' violence
- FGM – statutory duty to report to police
- Forced marriage
- Preventing radicalism
- Peer on peer abuse
- Sexual violence and sexual harassment between children

### **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. Child sexual exploitation 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 non-contact 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 Mechanism<sup>98</sup> should be considered. Like other forms of abuse and exploitation, county lines exploitation:

- Can affect any child or young person (male or female) under the age of 18 years;
- Can affect any vulnerable adult over the age of 18 years;
- Can still be exploitation even if the activity appears consensual;

- Can involve force and/or enticement-based methods of compliance and is often accompanied by violence or threats of violence;
- Can be perpetrated by individuals or groups, males or females, and young people or adults; and
- Is typified by some form of power imbalance in favour of those perpetrating the exploitation. Whilst age may be the most obvious, this power imbalance can also be due to a range of other factors including gender, cognitive ability, physical strength, status, and access to economic or other resources.

### **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; and
- 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:

- 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.

### **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**.

Teachers **must** personally report to the police cases where they discover that an act of FGM appears to have been carried out. FGM Fact Sheet. 100 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: [fmw@fco.gov.uk](mailto:fmw@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 Counter-Terrorism 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.

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.

Peer-on-peer abuse is when children abuse other children. This type of abuse can take place inside and outside of school and online.

Peer-on-peer abuse is most likely to include, but may not be limited to:

- Bullying (including cyber-bullying, prejudice-based and discriminatory bullying)
- Abuse in intimate personal relationships between peers
- Physical abuse such as hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm (this may include an online element which facilitates, threatens and/or encourages physical abuse)
- Sexual violence, such as rape, assault by penetration and sexual assault (this may include an online element which facilitates, threatens and/or encourages sexual violence)
- Sexual harassment, such as sexual comments, remarks, jokes and online sexual harassment, which may be standalone or part of a broader pattern of abuse
- Causing someone to engage in sexual activity without consent, such as forcing someone to strip, touch themselves sexually, or to engage in sexual activity with a third party
- Consensual and non-consensual sharing of nudes and semi nudes images and/or videos (also known as sexting or youth produced sexual imagery)
- Upskirting, which typically involves taking a picture under a person's clothing without their permission, with the intention of viewing their genitals or buttocks to obtain sexual gratification, or cause the victim humiliation, distress or alarm
- Initiation/hazing type violence and rituals (this could include activities involving harassment, abuse or humiliation used as a way of initiating a person into a group and may also include an online element)

Where children abuse their peers online, this can take the form of, for example, abusive, harassing, and misogynistic messages; the non-consensual sharing of indecent images, especially around chat groups; and the sharing of abusive images and pornography, to those who don't want to receive such content.

If staff have any concerns about peer-on-peer abuse, or a child makes a report to them, they will follow the procedures set out in section 5 of this policy, as appropriate.

## **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 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<sup>105</sup> 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 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 22 in Part one of KCSIE. 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 B

Twyford C of E Academies Trust is committed to Safeguarding and Promoting the Welfare of all of its students.

- This is defined as protecting children from maltreatment; preventing impairment of children’s health or development; ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and taking action to enable all children to have the best outcomes. (*‘Children’ includes everyone under the age of 18*).
- The trust recognises that where a child is suffering significant harm, or is likely to do so, action should be taken to protect that child. Action should also be taken to promote the welfare of a child in need of additional support, even if they are not suffering harm or are at immediate risk.
- Staff should always act in the best interests of the child and must ensure that the students’ wishes and feelings into account when determining what action to take and what services to provide.

### Key staff:

<p><b>Twyford</b></p> <p><b>Safeguarding Director</b> Andrew Bickley</p> <p><b>Safeguarding Governor:</b> Magdalena Tromans Louise Gibb</p> <p><b>Designated Safeguarding Team:</b> Philip Bennett (Lead) Jamie MacDonald-Brown (Deputy Lead) Ann Kearey Joycelyn Poole Adele Roberts Hannah Woodham</p> <p><b>Office Manager:</b> Emma O’Leary</p> <p><b>Designated Officer for ‘Looked After Children’</b> Jamie MacDonald Brown</p>	<p><b>William Perkin</b></p> <p><b>Safeguarding Governor:</b> Lolita George Shaheen Khan</p> <p><b>Designated Safeguarding Team:</b> Emily Waspe (Lead) Ra’eesa Dar (Deputy Lead) Stacie Long Jeremy Hare Rheillyn Valdez Julie Hall Amar Sangha</p> <p><b>Office Manager:</b> Laura Hubbard</p> <p><b>Designated Officer for ‘Looked After Children’</b> Ra’eesa Dar</p>
<p><b>Ealing Fields</b></p> <p><b>Safeguarding Governor:</b> Neil Evans Andrew Bickley</p> <p><b>Designated Safeguarding Team:</b> Lucjan Santos (Lead) Karl Woodham James Salter Lucy Edwards Isabel Lawson Jo Trewin Mark Bedford</p> <p><b>Office Manager:</b> Lorraine Mitchell</p> <p><b>Designated Officer for ‘Looked After Children’</b> James Salter/Jan Salter</p>	<p><b>Ada Lovelace</b></p> <p><b>Safeguarding Governor:</b> David Neno Paul Miller</p> <p><b>Designated Safeguarding Team:</b> Chris Wiggins (Lead) Kate Brewer (Deputy) Grace Aldridge Jessica Adler Hannah Marr</p> <p><b>Office Manager:</b> Jane Routledge</p> <p><b>Designated Officer for ‘Looked After Children’</b> Chris Wiggins</p>

The above are the staff responsible for child protection/safeguarding issues. If you have any concerns about the safety and well-being of a student, you should make a referral through CPOMs:

### **Child protection**

Rather than an individual member of the team.

Please give brief details of your concerns or an account of what happened.

As with all safeguarding concerns please remember that you cannot promise a child confidentiality when their safety is at stake. Please tell them that you will refer it to a member of the Safeguarding team. All our students have been made aware of the identities of the Safeguarding team and it is written in their planners.

One of the team will act as soon as they see it. **If you have not had a response within 2 hours**, please report to the school office to the appropriate office manager named above who will find one of the Child Protection team.

Please be aware that confidentiality is of major importance for students and their families where Child Protection is involved and this may mean that you do not receive feedback on the outcome of the referral. **However, if the child's situation does not appear to be improving, you should press for re-consideration.** You should also be aware that all staff may raise concerns directly with Children's Social Care services.

**Telephone number is: 020 8825 8000 option 2**

## Appendix C: Role of Designated Safeguarding Lead

Governing bodies, proprietors and management committees should ensure an appropriate **senior member** of staff, from the school or college **leadership team**, is appointed to the role of designated safeguarding lead. The designated safeguarding lead should take **lead responsibility** for safeguarding and child protection (including online safety). This should be explicit in the role holder's job description. This person should have the appropriate status and authority within the school to carry out the duties of the post. They should be given the time, funding, training, resources and support to provide advice and support to other staff on child welfare and child protection matters, to take part in strategy discussions and inter-agency meetings, and/or to support other staff to do so, and to contribute to the assessment of children.

### Deputy designated safeguarding leads

Any deputies should be trained to the same standard as the designated safeguarding lead and the role should be explicit in their job description.

Whilst the activities of the designated safeguarding lead can be delegated to appropriately trained deputies, the ultimate **lead responsibility** for child protection, as set out above, remains with the designated safeguarding lead; this **lead responsibility** should not be delegated.

### Managing referrals

The designated safeguarding lead is expected to:

- Undertake the Safeguarding Audit annually
- Refer cases of suspected abuse to the local authority children's social care as required;
- Support staff who make referrals to local authority children's social care;
- Refer cases to the Channel programme where there is a radicalisation concern as required;
- Support staff who make referrals to the Channel programme;
- Refer cases where a person is dismissed or left due to risk/harm to a child to the Disclosure and Barring Service as required; and
- Refer cases where a crime may have been committed to the Police as required.

### Work with others

The designated safeguarding lead is expected to:

- Act as a point of contact with the three safeguarding partners;
- Liaise with the Headteacher or principal to inform him or her of issues especially ongoing enquiries under Section 47 of the Children Act 1989 and police investigations;
- As required, liaise with the "case manager" (as per Part four) and the designated officer(s) at the local authority for child protection concerns which concern a staff member);
- Liaise with staff (especially pastoral support staff, school nurses, IT Technicians, and SENCOs or the named person with oversight for SEN in a college) on matters of safety and safeguarding (including online and digital safety) and when deciding whether to make a referral by liaising with relevant agencies; and
- Act as a source of support, advice and expertise for staff.

## **Training**

The designated safeguarding lead (and any deputies) should undergo training to provide them with the knowledge and skills required to carry out the role. This training should be updated at least every two years.

The designated safeguarding lead should undertake Prevent awareness training.

In addition to the formal training set out above, their knowledge and skills should be refreshed (this might be via e-bulletins, meeting other designated safeguarding leads, or simply taking time to read and digest safeguarding developments) at regular intervals, as required, but at least annually, to allow them to understand and keep up with any developments relevant to their role so they:

- 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;
- Have a working knowledge of how local authorities conduct a child protection case conference and a child protection review conference and be able to attend and contribute to these effectively when required to do so;
- Ensure each member of staff has access to and understands the school or college's child protection policy and procedures, especially new and part time staff;
- Are alert to the specific needs of children in need, those with special educational needs and young carers;
- Understand relevant data protection legislation and regulations, especially the Data Protection Act 2018 and the General Data Protection Regulation.
- Understand the importance of information sharing, both within the school and college, and with the three safeguarding partners, other agencies, organisations and Practitioners.
- Are able to keep detailed, accurate, secure written records of concerns and referrals;
- Understand and support the school or college with regards to the requirements of the Prevent duty and are able to provide advice and support to staff on protecting children from the risk of radicalisation;
- Are able to understand the unique risks associated with online safety and be confident that they have the relevant knowledge and up to date capability required to keep children safe whilst they are online at school or college;
- Can recognise the additional risks that children with SEN and disabilities (SEND) face online, for example, from online bullying, grooming and radicalisation and are confident they have the capability to support SEND children to stay safe online;
- Obtain access to resources and attend any relevant or refresher training courses; and
- Encourage a culture of listening to children and taking account of their wishes and feelings, among all staff, in any measures the school or college may put in place to protect them.

## **Raising awareness**

The designated safeguarding lead should:

- Ensure the school's child protection policies are known, understood and used appropriately to create a culture of safeguarding
- Ensure the school's child protection policy is reviewed annually (as a minimum) and the procedures and implementation are updated and reviewed regularly, and work with governing bodies or proprietors regarding this



- Ensure the child protection policy is available publically and parents are aware of the fact that referrals about suspected abuse of neglect may be made and the role of the school in this
- Link with the safeguarding partner arrangements to make sure staff are aware of any training opportunities and the latest local policies on local safeguarding arrangements.

### **Child Protection file**

Where children leave the school, the designated safeguarding lead should ensure their child protection file is transferred to the new school or college as soon as possible. It should be transferred separately from the main school file, ensuring secure transit, and confirmation of receipt should be obtained. Receiving schools and colleges should ensure key staff such as designated safeguarding leads and SENCOs or the named person with oversight for SEN in colleges, are aware as required.

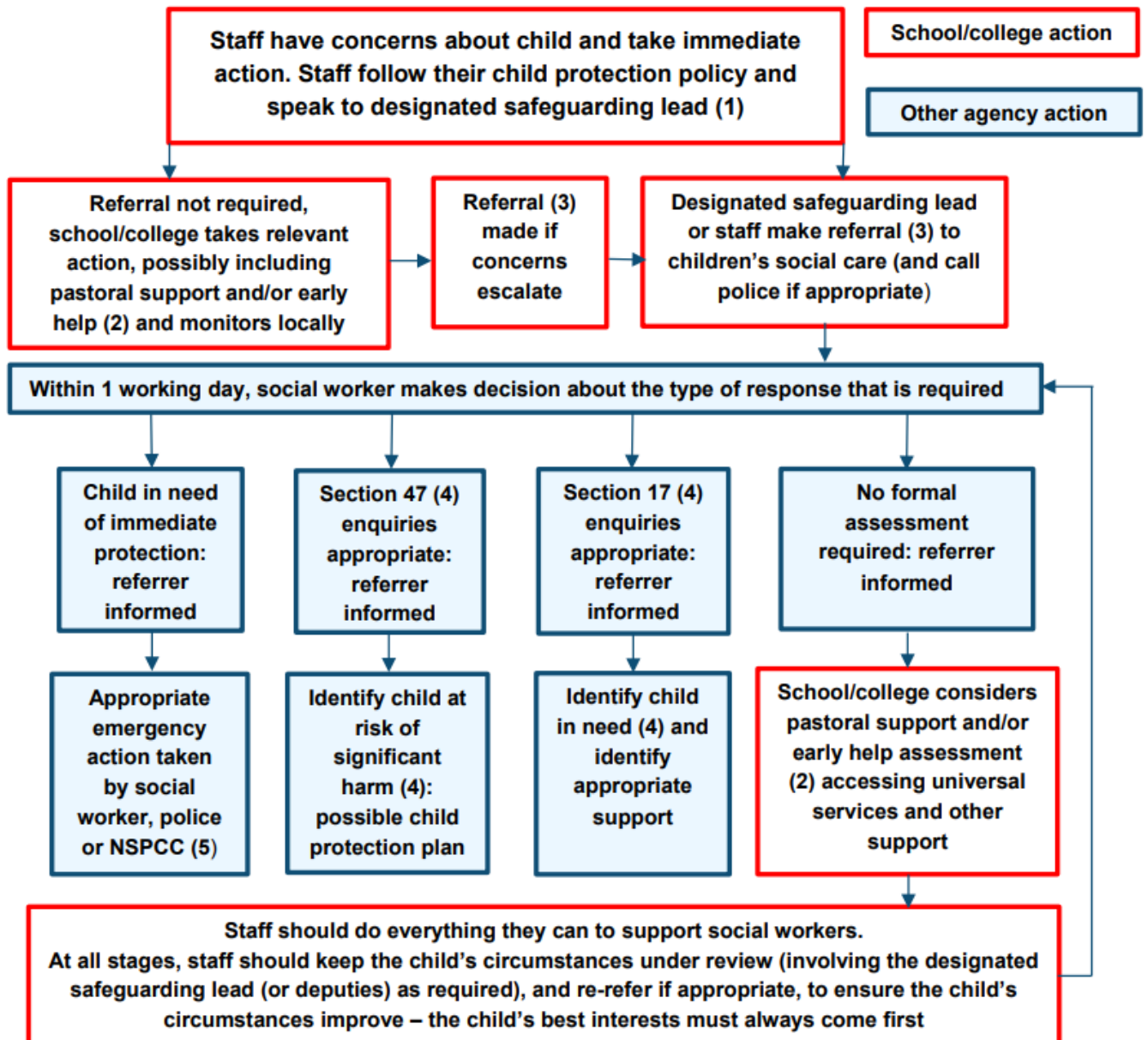
In addition to the child protection file, the designated safeguarding lead should also consider if it would be appropriate to share any information with the new school or college in advance of a child leaving. For example, information that would allow the new school or college to continue supporting victims of abuse and have that support in place for when the child arrives.

### **Availability**

During term time the designated safeguarding lead (or a deputy) should always be available (during school hours) for staff in the school to discuss any safeguarding concerns. Whilst generally speaking the designated safeguarding lead (or deputy) would be expected to be available in person, it is a matter for individual schools, working with the designated safeguarding lead, to define what “available” means and whether in exceptional circumstances availability via phone and or Skype or other such media is acceptable. It is a matter for individual schools and the designated safeguarding lead to arrange adequate and appropriate cover arrangements for any out of hours/out of term activities.

## Appendix D: Actions when there are concerns about a child

### Actions where there are concerns about a child



(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 2018** - <https://www.gov.uk/government/publications/working-together-to-secure-childrens-future> provides detailed guidance on the early help process.

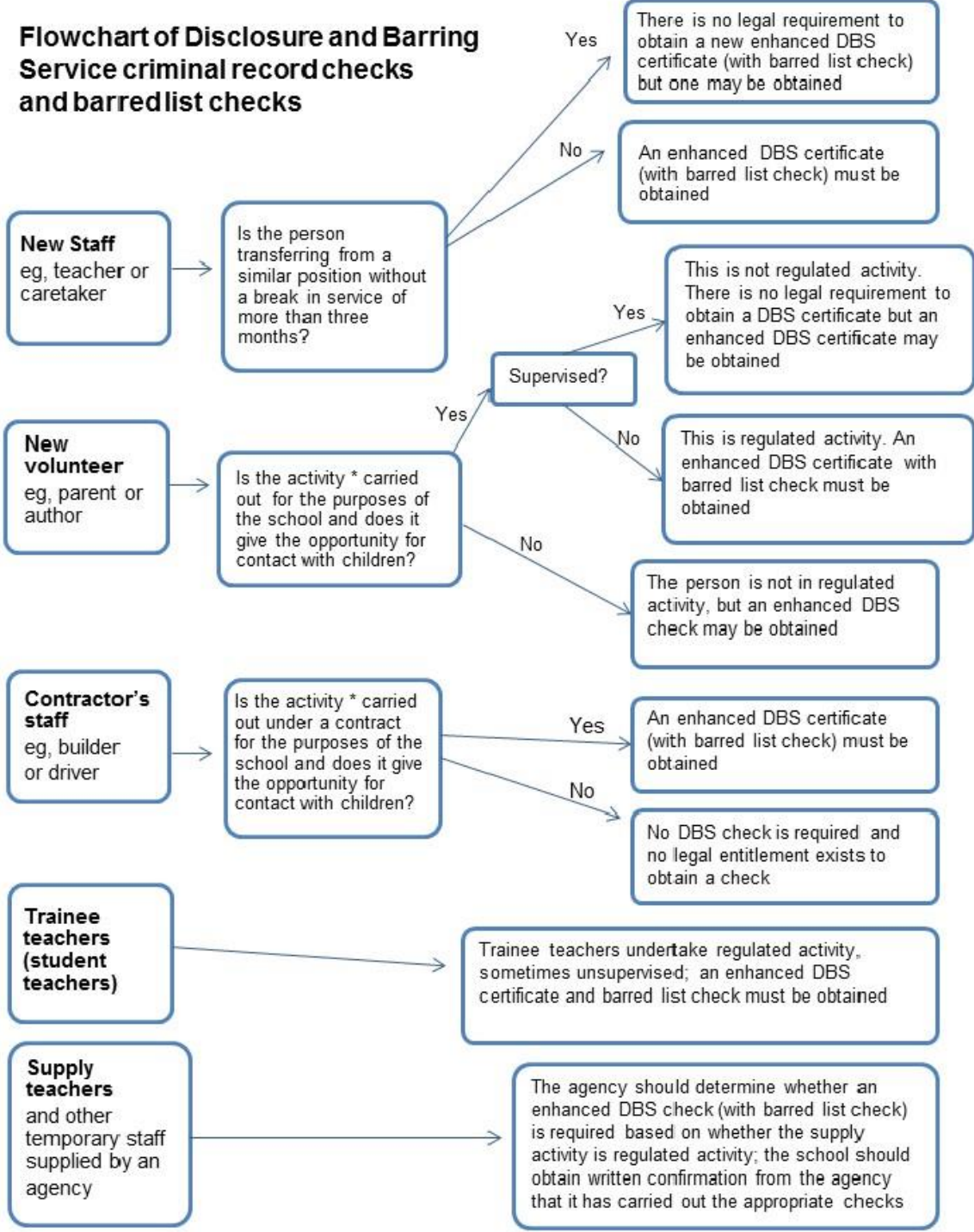
(3) Referrals should follow the process set out in the local threshold document and local protocol for assessment. Chapter one of **Working Together to Safeguard Children** - <https://www.gov.uk/government/publications/working-together-to-secure-childrens-future>

(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).

# Appendix E: DBS flowchart

## Flowchart of Disclosure and Barring Service criminal record checks and barred list checks



\* Activities listed under the guidance's definition of regulated activity and which are carried out 'frequently'

## DISCLOSURE AND BARRING SERVICE CHECKS

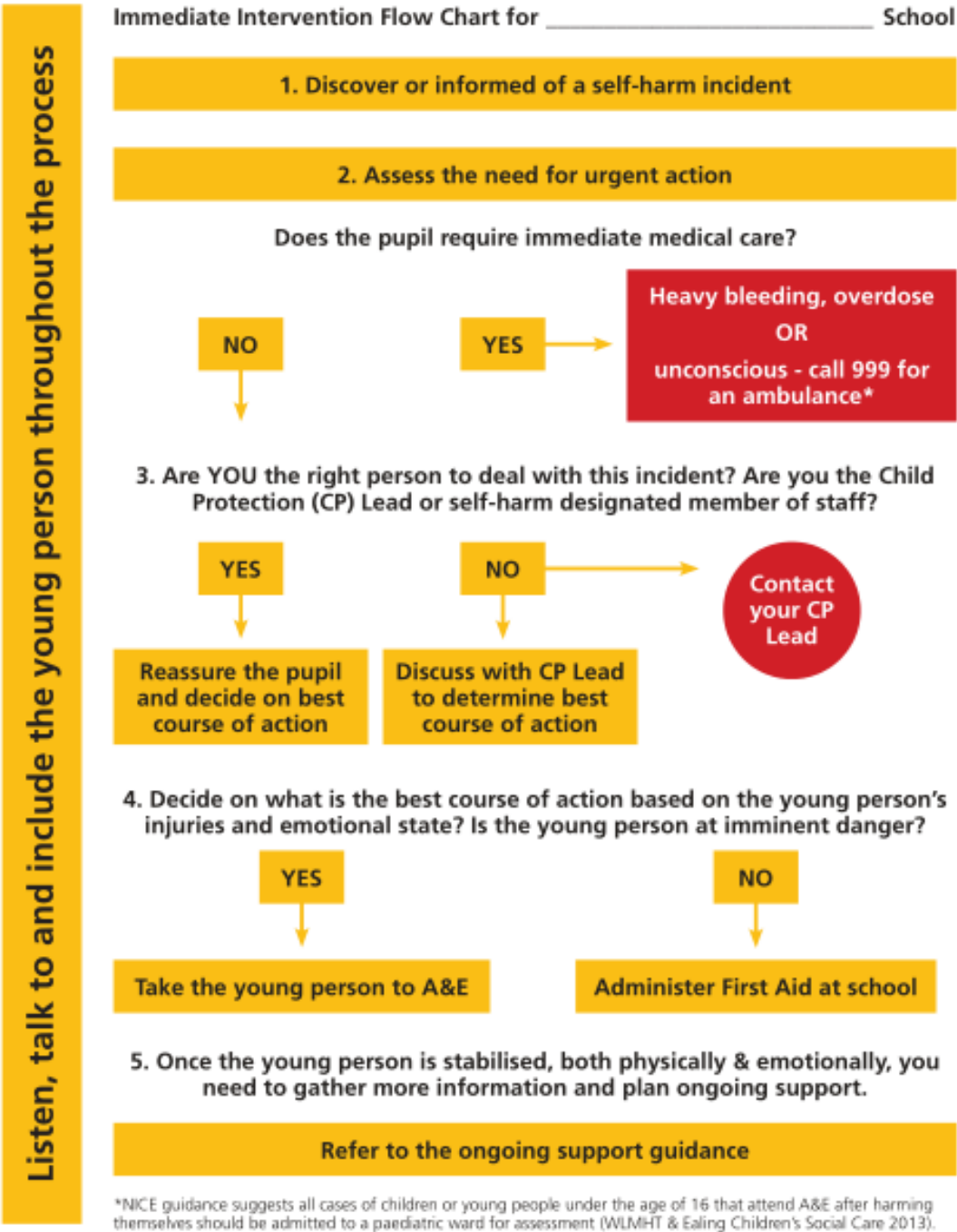
These are the types of checks available to those working with children:

Type of check	What the check involves	Positions eligible for this level of check
<b>Standard check</b>	Check of the Police National Computer records of convictions, cautions, reprimands and warnings.	The position being applied for must be covered by an exempted question in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975.
<b>Enhanced check</b>	Check of the Police National Computer records <b>plus</b> additional information held by police such as interviews and allegations. Additional information will only be disclosed where a chief police officer reasonably believes it to be relevant and considers that it ought to be disclosed.	The position being applied for must be covered by an exempted question in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 and by provisions in the Police Act 1997 (Criminal Records) Regulations 2002.*
<b>Enhanced criminal record check with children's and/or adult's barred list information</b>	Check of the Police National Computer records <b>plus</b> additional information held by police <b>plus</b> check of the DBS Children's Barred List <b>plus</b> check of the DBS Adults' Barred List.	The position must be eligible for an enhanced level criminal record check as above and be for a purpose listed in the Police Act 1997 (Criminal Records) (No2) Regulations 2009 as qualifying for a barred list(s) check.

\*This legislation does not provide a list of job roles that are eligible for this check – such a list does not exist. Instead, the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 sets out the 'exempted questions' for which a standard check can be obtained. Similarly, the Police Act 1997 (Criminal Records) Regulations 2002 set out the purposes for which an enhanced check can be obtained, and the Police Act 1997 (Criminal Records) (No 2) Regulations 2009 list the circumstances in which an enhanced check will automatically include a barred list check. It is important to note that the Regulations can also remove roles, duties or activities through the removal of an exempted question or of a particular purpose. The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, the Police Act 1997 (Criminal Records) Regulations 2002 and the Police Act 1997 (Criminal Records) (No 2) Regulations 2009 can all be found on the legislation website - <http://www.legislation.gov.uk/>

Any individual (including an applicant for a job which does not involve working with children) can be asked to apply for a basic criminal record check. This will show only unspent convictions and cautions. This service is currently provided via the Disclosure and Barring Service. Further details can be found on gov.uk

**Appendix F: – Self-Harm Immediate intervention flowchart for Twyford Trust schools**



10 Managing self-harm – practical guidance for schools



# Appendix G: – Ongoing support guidance for CP lead to follow for Self-Harm Cases

It is important to assess the young person at regular intervals as things may change. It is good practice to keep a record of these meetings, and record any information you gather during discussions with the young person and their parents. If other professionals are involved you may want to consider initiating an EHAP

To make certain the young person has the opportunity to talk and be taken seriously you may want to use the following series of questions to help you understand the episode and gather essential information to know how best to respond:

### 1. About the self-harm

- What was used to self-harm?
- When did it take place and where?
- What time of day/night?
- What did the young person do?
- Who was around at the time?
- Who did they tell?
- What did they do?

### 2. Degree of intent and risk of further self-harm

Along the scale below, what communication was intended by the young person?



- How long has the young person been thinking about harming themselves?
- Was the act impulsive or part of a long standing plan?
- What were they thinking at the time of the event?
- Who know that they were feeling so bad? What would you have wanted them to do?
- What did they expect to happen as a result of the event?

### 3. What other vulnerabilities affect the self-harming behaviour?

Trauma	family violence, child abuse, bullying
Life events	parent divorce, exams, bereavement
Cultural factors	identity, sexuality, language
Social support	friendship/relationship breakdown, isolation
Family	mental health of parents, domestic violence

### 4. Who knows about the young person's self-harming behaviour?

- Who knows the pupil has/is self-harming?
- How does the young person feel about this?
- How have parents/carers been engaged?
- What support has been provided to the young person and their parent/carer?

### 5. What services need to be involved?

- Has a referral been made previously?
  - School nurse – complete and submit a 'Teacher Concern' form
  - GP (can make a CAMHS referral) – complete and send a 'Consent to share information' form to GP

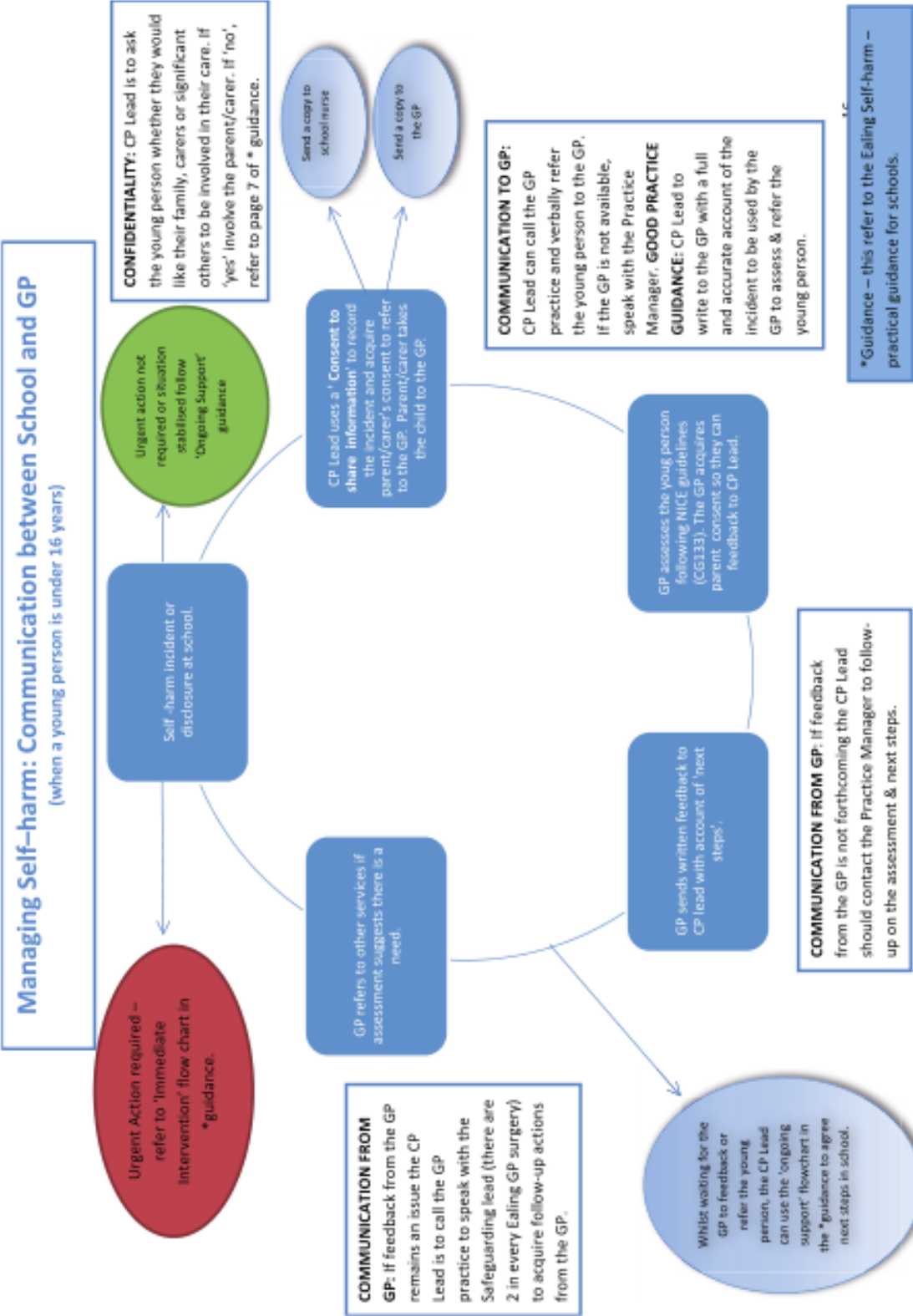
You can use the 'GP and School Communication Cycle' (Appendix H) to guide discussions with the GP practice to ensure effective sharing of information between the parent, GP and school.

- ECIRS (Ealing Children's Integrated Response Service) - call this service anytime to refer an urgent or non-urgent self-harm incident. They will assess each case and refer accordingly

### 6. Reassess regularly

- Is follow-up required?
  - Follow up with the School Nurse and GP
  - Review where on the 'GP and School Communication Cycle' you are, and what should be done next.

# Appendix H- Managing self-harm: communication between School and GP (When a young person is under 16 years)



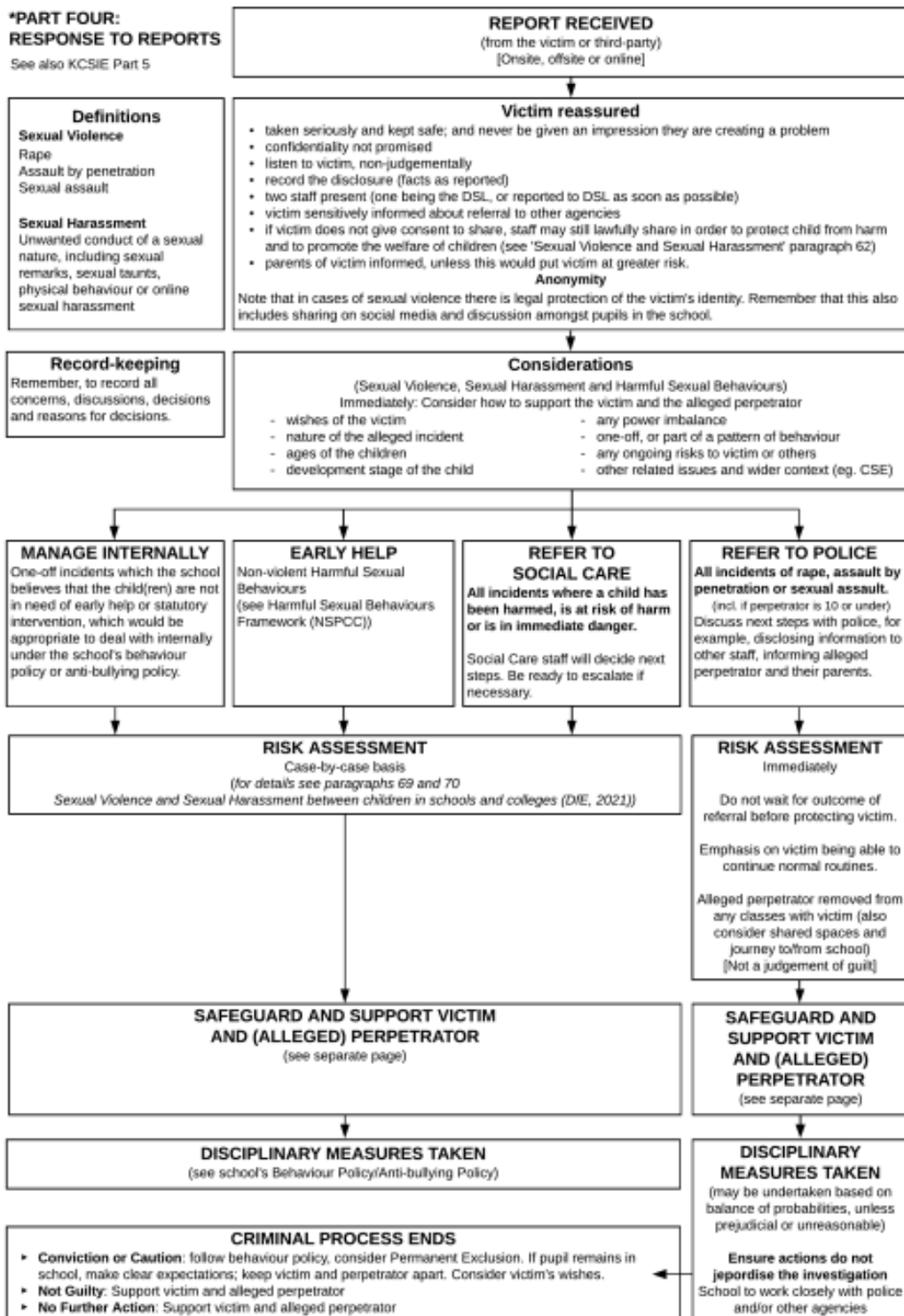


## Appendix I – Form for Reporting Concerns Regarding Radicalisation and Extremism

Pupil's Name	
Form Group	
Concern Reported By	
Details of Concern	
Action Taken	
Details of Referrals including Names and Contact Details	
Follow-up Action	
Signed by Designated Safeguarding Lead	Date
Signed by Headteacher	Date

# Appendix J –response to a report of sexual violence

## Safeguarding Handbook for Schools



Filename: Safeguarding Handbook for Schools September 2021 v.12.0.docx

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Source:  
\*Sexual Violence and Sexual Harassment between children in schools and colleges (DfE, 2021)

SV5H Flow Chart for Schools 2021 v.1.0

## Appendix K– information for schools

Expert and professional organisations are best placed to provide up-to-date guidance and practical support on specific safeguarding issues. For example, information for schools and colleges can be found on the TES, MindEd and the NSPCC websites. School and college staff can access government guidance as required on the issues listed below via GOV.UK and other government websites:

- Bullying including cyberbullying
- Children missing education – and Appendix A
- Child missing from home or care
- Child sexual exploitation (CSE) – and Appendix A
- Domestic violence
- Drugs
- Fabricated or induced illness
- Faith abuse
- Female genital mutilation (FGM) – and Appendix A
- Forced marriage- and Appendix A
- Gangs and youth violence
- Gender-based violence/violence against women and girls (VAWG)
- Hate
- Mental health
- Missing children and adults
- Private fostering
- Preventing radicalisation – and Appendix A
- Relationship abuse
- Sexting
- Trafficking

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