



# East Midlands Academy Trust

## Safeguarding and Child Protection Policy 2021/2022

**'Every child deserves to be the best they can be'**



Scope: East Midlands Academy Trust & Academies within the Trust	
<b>Version: V1</b> (NCC template adopted)	<b>Filename:</b> EMAT Safeguarding and Child Protection Policy
<b>Approval: September 2021</b>  <i>Approved by the Trust Board</i>	<b>Next Review: September 2022</b>  <i>This Policy will be reviewed by the Trust Board annually</i>
<b>Owner:</b> East Midlands Academy Trust Board of Trustees	<b>Union Status:</b> Not Applicable

Policy type:	
Statutory	Replaces Academy's current policy

### Safeguarding and Child Protection Policy for Education Settings

CEO	Chair of the Trust Board	Trust Safeguarding Governor	Trust Head of Inclusion and EMAT training hub
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The Everyone's Invited campaign has rightly served to focus our minds on the need to continue to work together to protect children.

We, at EMAT, believe that schools play a crucial role in teaching pupils about sex and relationships, equality and diversity and modern citizenship as well as preparing them for the modern world. This is enacted through each school's culture, its curriculum, and all policies. We aim to give all pupils and staff a voice to enable them to act in a protective manner towards themselves and others. This includes developing a robust whistleblowing culture as well as fostering a culture of integrity and mutual respect.

We recognise that we have the responsibility of tackling sexual violence and harassment, instilling values in our stakeholders and encourage all to be driven by their strong moral compass. Like so much of education, our work must complement that undertaken by parents and carers so that young people receive a consistent message, and they can go about their lives free from harassment and abuse.

All of our schools will continue to engage with their stakeholders, listen to their concerns and signpost necessary support and provision within and beyond its schools. We ask that anyone who has experienced such behaviour, or who is suffering because of it, to report it to an appropriate adult either in the school or within the EMAT team so they can be supported, and steps can be taken to address the issue.

A dedicated NSPCC helpline is now available to support anyone who has experienced sexual abuse in educational settings or has concerns about someone or the issues raised. The dedicated **NSPCC helpline number is 0800 136 663 or by emailing [help@nspcc.org.uk](mailto:help@nspcc.org.uk)**

Staff members can also seek support from **Employee's Assist on 08000 305 182.**

If you are troubled about possible wrongdoing at work, please don't keep it to yourself. Our **Whistleblowing Policy** is there to reassure you that it is safe and acceptable to speak up and to enable you to raise any concern you may have at an early stage and in the right way. If you feel unable to raise the matter with your manager, for whatever reason, please raise the matter with:

- **EMAT Head of Governance & Compliance** – Monica Juan – [monica.juan@emat.uk](mailto:monica.juan@emat.uk)
- **EMAT Senior Workforce Planning & HRBP** – Ruhena Mahmood – [Ruhena.mahmood@emat.uk](mailto:Ruhena.mahmood@emat.uk)

If you are unsure about raising a concern you can get free and independent advice from **Protect helpline on 020 3117 2520 or by emailing [whistle@protect-advice.org.uk](mailto:whistle@protect-advice.org.uk)**



## Revision History

RevisionDate	Revisor	Description of Revision
September 2021 – V4	M Juan	New NCC Child Protection and Safeguarding Policy model adopted to include KCSE 2021 changes. All revisions included agreed by Safeguarding working party. Policy issued to all schools to personalise.
April 2021 – V3	M Juan	Updated Policy to include <b>Everyone's Invited</b> statement
February 2021 V2	M Juan	New NCC Child Protection and Safeguarding Policy model adopted and issued to all schools to ensure compliance
July 2020 – v1	M Juan	New EMAT Child Protection and Safeguarding Policy issued to all schools

EMAT Template policy

<b>PERSON RESPONSIBLE FOR POLICY:</b>	Antony Kennedy
<b>APPROVED:</b>	September 2021
<b>SIGNED:</b>	A Kennedy – Deputy Head Teacher
<b>TO BE REVIEWED:</b>	September 2022

At Prince William School, the named personnel with designated responsibility for safeguarding are:

<b>Designated Safeguarding Lead and Online Safety Lead</b>	<b>Deputy Designated Safeguarding Lead(s)</b>	<b>Safeguarding Governor and Chair of Governors</b>
Antony Kennedy	Jo Giddings Kelly McGhee Zoe Dawson Zoe Lewis	Emma Tansley – Safeguarding Charlotte Krzanicki - Chair

The named personnel with Designated Responsibility regarding allegations against staff are:

<b>Designated Senior Manager (normally the Head teacher)</b>	<b>Deputy Designated Senior Manager</b>	<b>Chair of Governors/Trust Lead (in the event of an allegation against the head teacher)</b>
Elizabeth Dormor – Head Teacher	Antony Kennedy – Deputy Head Teacher	Charlotte Krzanicki - Chair
<b>Designated Teacher of LAC</b>	<b>Arrangements for out of hours contact:</b>	
Kay Sammon - SENDCO	A Kennedy – 07721 244430	



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## School Context

Prince William School safeguarding team has identified the following areas of contextual concern:

**Peer on peer abuse** – Prince William School has seen a rise in issues around abuse between peers and has implemented training to all staff about this. The safeguarding team shares information and reflection on all cases to improve provision. Please see policy sections below.

**Mental Health** – the academy faces significant issues with mental health. The Hub plays a vital role in providing security and support to these students. The most frequent concerns relate to girls in years 8 to 13 and often centre on issues of body image and food, self-esteem, and social pressure. Frequent issues arise around self-harm, suicidal thoughts and attempts, and severe anxiety.

**Domestic abuse** – the academy is notified of domestic violence incidents through Operation Encompass. We also have students who disclose domestic problems and violence. Safeguarding training reflects the KCSIE focus on the impact of serious violence on child development.

**Drugs** – the academy is aware of a number of concerns about drug taking and occasionally drug dealing in the wider community. There has been a number of cases where parents and adults close to students have been arrested and received custodial sentences. Staff are aware of this through safeguarding training. The school's approach to drug concerns is in the behaviour policy.

**Covid** – the academy is increasingly seeing issues relating to the Covid-19 pandemic. These include but are not limited to:

- Bereavement, particularly of elderly relatives
- Poverty and financial pressure
- Homelessness
- Risk of widening gaps for disadvantaged student
- Unemployment of parent/carer and limited employment opportunities for academy leavers

**Diversity** – the academy has welcomed a greater diversity in the student population in the last two years. Staff are aware that some students come from communities where FGM, honour-based violence, and arranged marriages are more common. Extra training has been given in this area.

**Transgender and gender fluidity** – the academy has a number of students who are transgender or have expressed that they are fluid in their gender choices. Support is given to all students who express these choices. Furthermore, the school addresses issues of gender directly through assemblies run by a Mermaids representative.

## 1. Aim of policy

Prince William School recognises our statutory responsibility to safeguard and promote the welfare of all pupils. We will endeavour to provide a safe and welcoming environment where children are respected and valued. We will be alert to the signs of abuse and neglect and follow our procedures to ensure that children receive effective support, protection and justice.

Safeguarding is everyone's responsibility. We recognise that our school is part of a wider safeguarding system and work closely with the Northamptonshire Safeguarding Children Partnership and other agencies to promote the welfare of children. We maintain an attitude of 'it could happen here' and will consider the wishes of, and at all times, what is in the best interests of each child.

We understand that children can be abused by adults or by other children. We are committed to creating a culture of safety, that actively promotes children's welfare through training, education and robust response procedures.<sup>1</sup>

The aim of this policy is to;

- promote safeguarding and child protection and to provide information about how we work to keep children safe;
- ensure that all staff are aware of and clearly understand their statutory safeguarding responsibilities;
- provide all members of staff with the information required to meet their safeguarding duty and protect children from harm;
- provide stakeholders with clear information relating to the school's safeguarding and child protection procedures; and to
- ensure that we are protecting children from maltreatment or harm.

## 2. Scope

This policy applies to all teaching, non-teaching, support, supply, peripatetic, contract staff, governors, volunteers and trustees working in or on behalf of the school. All references in this document to 'staff' or 'members of staff' should be interpreted as relating to the aforementioned unless otherwise stated.

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<sup>1</sup> For full details about how we work to prevent and respond to peer on peer abuse, please see Appendix B.



### 3. Definitions

**Safeguarding and promoting the welfare of children** is defined in Keeping Children Safe in Education (KCSIE) 2021 as;

- protecting children from maltreatment;
- preventing impairment of children’s mental and physical 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.

For the purposes of this policy, the term ‘safeguarding’ refers to everything that the school does to keep children safe and promote their welfare, including (but not limited to):

- supporting pupils’ health, safety and well-being, including their mental health.
- meeting the needs of children with special educational needs and/or disabilities.
- the use of reasonable force.
- meeting the needs of children with medical conditions.
- providing first aid.
- educational visits.
- intimate care and emotional wellbeing.
- online safety and associated issues.
- appropriate arrangements to ensure school security, taking into account the local context.
- keeping children safe from risks, harm and exploitation.
- child protection.

**Child protection** is part of safeguarding and refers to activities undertaken to prevent children suffering, or being likely to suffer, significant harm.

**Abuse** is a form of maltreatment of a child, and may involve inflicting harm or failing to act to prevent harm. It can be perpetrated by an adult or adults known or unknown to a child, or a child or children known or unknown to the child. It can happen in person or online. Where abuse is perpetrated by another child, it is known as ‘peer on peer’ or ‘child on child’ abuse.

**Neglect** is a form of abuse and is the persistent failure to meet a child’s basic physical and/or psychological needs, likely to result in the serious impairment of the child’s health or development<sup>2</sup>.

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<sup>2</sup> See Appendix C for more information about abuse and neglect.

**Peer on peer abuse** refers to the abuse of a child or children perpetrated by another child or children. Peer on peer abuse is most likely to include, but may not be limited to:

- bullying (including cyberbullying, 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 nude 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; and
- 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).<sup>3</sup>

**Children** includes everyone under the age of 18.

**Within this policy:**

- **'Parent'** refers to birth parents and other adults in a parenting role for example adoptive parents, step parents and foster carers.
- **'Staff'** or **'members of staff'** refers to all teaching, non-teaching, support, supply, peripatetic, contract staff, governors, volunteers and **trustees** working in or on behalf of **the school**.
- Keeping Children Safe in Education (2021) may be abbreviated to 'KCSIE'.

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<sup>3</sup> Keeping Children Safe in Education (2021)

## 4. Legislation and statutory guidance

The school adheres to all relevant safeguarding legislation, statutory guidance and guidance from the Northamptonshire Safeguarding Children Partnership. This includes:

### Statutory Guidance

- Keeping Children Safe in Education (2021)
- Working Together to Safeguard Children (2018)
- Multi-agency statutory guidance on female genital mutilation (July 2020)

### Legislation

- The Children Act 1989 and The Children Act 2004
- Section 5B(11) of the Female Genital Mutilation Act 2003, as inserted by section 74 of the Serious Crime Act 2015
- The Rehabilitation of Offenders Act 1974
- Safeguarding Vulnerable Groups Act 2006
- Counter-Terrorism and Security Act 2015 (and the Prevent Duty guidance)
- The Education Act 2002
- The School Staffing (England) Regulations 2009
- Part 1 of the schedule to the Non-Maintained Special Schools (England) Regulations 2015.
- The Equality Act (2010)
- The Childcare (Disqualification) Regulations 2009 (and 2018 amendment)
- The Childcare Act 2006 (all schools with pupils aged under 8)

Guidance from the Northamptonshire Safeguarding Children Partnership (NSCP) can be found here: <http://www.northamptonshirescb.org.uk/>.

The school also has regard relevant to non-statutory guidance relating to safeguarding, including:

- What to do if you are worried a child is being abused (2015)
- Guidance for safer working practice for those working with children and young people in education settings (2019 and the addendum added April 2020)
- Sexual violence and sexual harassment between children in schools and colleges (2021)
- Guidance on sharing nudes and semi-nudes: advice for education settings working with children and young people (2020)

This policy links with other school policies and procedures, including:

- Behaviour Policy
- Staff Code of Conduct
- Complaints policy
- Health and safety policy
- Attendance policy

- Online safety policy
- SEND policy
- Equality policy
- Sex and relationship education policy
- First aid policy
- Curriculum policy
- Designated teacher for looked-after and previously looked-after children policy
- Privacy notices
- Whistle blowing policy
- Antibullying policy
- IT acceptable use policy
- Mental health and wellbeing policy

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

Please see Section 11 for further details about how we work to support children with special educational needs and disabilities (SEND).

## 6. Confidentiality and Information Sharing

Information sharing is vital in identifying and tackling all forms of abuse and neglect, and in promoting children's welfare, including their educational outcomes. Schools and colleges have clear powers to share, hold and use information for these purposes. The General Data Protection Regulation (GDPR) does not prevent, or limit, the sharing of information for the purposes of keeping children safe. Lawful and secure information sharing between schools, Children's Social Care, and other local agencies, is essential for keeping children safe and ensuring they get the support they need.

The school adheres to the Data Protection Act (2018) and the General Data Protection Regulation (2018). Please see EMAT Data Protection Policy and Privacy Notice for more information.

### **6.1 Sharing information with parents**

Prince William School will ensure the Safeguarding and Child Protection Policy is available publicly via the school website and available through the school office.

Where appropriate, we will discuss any concerns about a child with the child's parents. The Designated Safeguarding Lead (DSL) will normally do this in the event of a concern, suspicion, or disclosure. Other staff will only talk to parents about any such concerns following consultation with the DSL. If we believe that notifying the parents would increase the risk to the child, we will discuss this with the local authority children's social care team before doing so (see Section 6.2 for more details). In the case of allegations of abuse made against other children, we will normally notify the parents of all the children involved.

## **6.2 Consent**

The Data Protection Act 2018 introduced ‘safeguarding’ as a reason to be able to process sensitive, personal information, even without consent (DPA, Part 2, 18; Schedule 8, 4). All relevant information can be shared without consent if to gain consent would place a child at risk. Fears about sharing information **must not be allowed** to stand in the way of promoting the welfare and protecting the safety of children. All professionals responsible for children should not assume that someone else will pass on information that they think may be critical to keeping a child safe.

As with all data sharing, appropriate organisational and technical safeguards are in place and will be adhered to when processing safeguarding and child protection information.

When considering whether, or not, to share safeguarding information (especially with other agencies), Prince William School will record who they are sharing that information with and for what reason. If we have taken a decision not to seek consent from the data subject and/or parent that should also be recorded within the safeguarding file.

All staff in school will be made aware of their duties in relation to Data Protection and safeguarding, particularly in respect of confidentiality. This includes the following:

- Staff should never promise a child that they will not tell anyone about an allegation, as this may not be in the child’s best interests.
- Staff who receive information about children and their families in the course of their work should share that information only within appropriate professional contexts.
- Timely information sharing is essential to effective safeguarding.
- Information must only be shared on a ‘need-to-know’ basis, but consent is not required to share information if a child is suffering, or at risk of, serious harm.<sup>4</sup>

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<sup>4</sup> See Working Together to Safeguard Children (2018), pages 18-22 for more information.

## 7. Roles and responsibilities

### 7.1 EMAT Trustees and Local Advisory Boards

EMAT's Trustees have a strategic leadership responsibility for the trust's safeguarding arrangements. Trustees delegate the monitoring of safeguarding in schools to the Local Advisory Board (LAB). The LAB will appoint Governor Safeguarding Lead to monitor the effectiveness of this policy in conjunction with the full Local Advisory Board. This is always a different person from the DSL. The Governor Safeguarding Lead is detailed on the front page.

Governors and EMAT's Trustees will ensure that there are mechanisms in place to assist staff in understanding and discharging their statutory safeguarding roles and responsibilities. Governors will ensure that the school is working with local safeguarding partners and that the school contributes to multi-agency working, adhering to Working Together to Safeguard Children (2018). All those involved in governance will read KCSIE (2021) and a record will be kept of this.

Part 2 of KCSIE (2021) sets out the responsibilities of governing bodies and our school governors will adhere to this guidance at all times. As part of these responsibilities the governors will;

- ensure that they comply with their duties under statutory guidance and legislation;
- work to facilitate a whole school approach to safeguarding, by ensuring that safeguarding and child protection underpin all relevant aspects of policy and process;
- ensure that policies, procedure and training at the school are effective and comply with the law at all times and that they allow concerns to be responded to in a timely manner;
- ensure that safeguarding training for staff, including online safety training, is integrated, aligned and considered as part of the whole school or college safeguarding approach and wider staff training and curriculum planning;
- ensure that the school takes into account local criteria for action and protocol for assessment and supply information as requested by the three safeguarding partners;
- ensure that the school has an effective child protection policy, which is published on the school website and/or available by other means and review this annually;
- ensure that the school has systems in place to allow children to raise concerns, which are well-promoted, well-understood and easily accessible;
- ensure that the school takes safeguarding concerns seriously and takes the wishes and feelings of children into account;
- ensure that there are systems in place for young people to safely express their views and give feedback on safeguarding practice;
- ensure that the school has a suitable behaviour policy for pupils and a staff behaviour policy or Code of Conduct;
- ensure that all staff undergo safeguarding and child protection training on induction;
- consider a whole-school approach to online safety, including the use of mobile technology in school;

- ensure that there are clear systems and processes in place for identifying when children may be experiencing mental health problems;
- ensure that children are taught about safeguarding, including online safety. See section 10.6 and Appendix F of this policy for further information;
- ensure that an appropriate safeguarding response for children who go missing from education is in place;
- appoint an appropriate member of staff from the senior leadership team to the role of Designated Safeguarding Lead;
- ensure that appropriate filters and monitoring systems are in place to keep children safe online;
- ensure that there are appropriate procedures in place to manage safeguarding concerns, or allegations against staff; and
- respond to allegations of abuse against the headteacher. The Chair of Governors will act as the 'case manager' in the event that an allegation of abuse is made against the head teacher, where appropriate (see Appendix E).

## **7.2 The headteacher**

The headteacher is responsible for the implementation of this policy. The headteacher will:

- ensure that this policy is reviewed annually and ratified by the governing body;
- ensure that this policy and associated procedures are adhered to by all staff and take action as necessary if not;
- ensure that staff (including temporary staff) and volunteers are informed of our systems that support safeguarding, including this policy, as part of their induction.
- ensure that all staff are made aware of the named governor for safeguarding and the Designated Safeguarding Lead;
- ensure that the role of 'Designated Safeguarding Lead' is explicit in the role-holder's job description, that they have appropriate time, funding, training and resources and that there is always adequate cover if the DSL is absent;
- decide whether to have one or more deputy safeguarding leads and ensure they are trained to the same standard as the Designated Safeguarding Lead;
- organise appropriate cover for the role of Designated Safeguarding Lead for any out of hours/out of term activities;
- appoint a 'Designated Teacher for Looked After and Previously Looked After Children' to promote the educational achievement of children looked after and previously looked after;
- appoint a lead for online safety. This may be a DSL or a DDSL. See guidance in Annex C and D of KCSIE;
- ensure that all recruitment follows the safer recruitment guidance (see Part 3 of KCSIE) and a single, central record is maintained with details of all members of staff who are in contact with children;
- respond to allegations of abuse against all other members of staff and act as the 'case manager' in the event of an allegation of abuse made against another member of staff or volunteer, where appropriate;
- refer cases where a person is dismissed or left due to risk/harm to a child to the Disclosure and Barring Service as required;
- ensure that the school works with social care, the police, health services and other

services to; promote the welfare of children; provide a co-ordinated offer of early help when need is identified; contribute to inter-agency plans for children subject to children protection plans and to protect children from harm;

- safeguard children's wellbeing and maintain public trust in the teaching profession as part of their professional duties (Teaching Standards, 2012);
- ensure that children's social care (from the host local authority or placing authority) have access to the school to conduct, or to consider whether to conduct a section 47 or section 17 assessment, as per Keeping Children Safe in Education (September 2021);
- ensure the relevant staffing ratios are met, where applicable for Early years departments and primary schools; and
- make sure each child in the Early Years Foundation Stage is assigned a key person.

### 7.3 The Designated Safeguarding Lead (DSL)

The full responsibilities of the DSL are set out in Annex C, KCSIE (2021). The EMAT job description for DSLs and DDSLs is outlined in Appendix 1.

The DSL is a member of the Senior Leadership Team. Our DSL is named on the front page of this policy. The DSL takes lead responsibility for child protection and wider safeguarding.

When the DSL is absent, the DDSLs will act as cover. Details of these can be found on the front page.

Any deputies will be trained to the same standard as the designated safeguarding lead.

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.

When a task is delegated to a DDSL it is expected that the DDSL will complete the task in line with the guidance set out in their training and will act in line with the expectation placed upon them. If they are not clear about the task or the expectation of them or they are unhappy with the instruction they should seek clarification from the DSL, the head teacher or the Head of Inclusion for EMAT.

The Designated Safeguarding Lead will;

1. Act as a source of support and expertise on matters relating to safeguarding and child protection to ensure that other members of staff can carry out their safeguarding duty;
2. Advise on the response to safeguarding concerns;
3. Liaise with the Local Authority and work with other agencies in line with 'Working Together to Safeguard Children (2018);
4. Identify if children may benefit from early help;
5. Refer suspected cases, as appropriate, to the relevant body (local authority children's social care, Channel programme, Disclosure and Barring Service, and/or police), and



- support staff who make such referrals directly
6. Make referrals in line with the Prevent agenda where there is a radicalisation concern and/or support staff that make a referral to Channel;
  7. Support the school with regards to their responsibilities under the Prevent duty and provide advice and support on protecting children from radicalisation;
  8. Refer cases to the police where a crime may have been committed;
  9. Be available during school or college hours for staff to discuss any safeguarding concerns. In the event that they are not available, a deputy will be made available;
  10. Undertake training to equip them with the skills to carry out the role and update this every two years;
  11. Ensure all staff that work directly with children have read and understood Part 1 and Annex B of Keeping Children Safe in Education (September 2021);
  12. Ensure all staff that do not work directly with children have read either Part 1 or Annex A (as appropriate) of Keeping Children Safe in Education (2021);
  13. Update their knowledge and skills regularly and keep up with any developments relevant to their role;
  14. Provide staff in school with the knowledge, skills and support required to safeguard children;
  15. Take responsibility for the accurate and timely recording of safeguarding and child protection concerns and take overall responsibility for safeguarding and child protection files;
  16. Take responsibility for the transfer of safeguarding files when a child leaves the school;
  17. Attend or ensure an appropriate representative attends multi-agency safeguarding or child protection meetings;
  18. Work closely with other relevant education professionals (e.g. SENCO, Virtual School Head) to ensure children with additional vulnerabilities are safeguarded;
  19. Help to promote educational outcomes of children who have experienced or are experiencing safeguarding or child protection issues by sharing relevant information with teachers and the school leadership team;
  20. Promote a 'culture of safeguarding', in which every member of the school community acts in the best interests of the child;
  21. Regularly meet with the safeguarding link governor and/or Chair of Governors to review safeguarding at the school; and
  22. Liaise with the headteacher regarding safeguarding cases and issues.

Details of the way to contact the DSL out of school hours are detailed on the front page of this policy.

#### **7.4 All staff**

Staff play a particularly important role because they are in a position to identify concerns in order to provide help for children. All staff;

- have a responsibility to provide a safe environment, where children can learn;
- will be trained so that they know what to do if a child tells them that he/she is being abused or neglected, including specific issues such as FGM, and how to maintain an appropriate level of confidentiality while liaising with relevant professionals;

- will be able to identify indicators of abuse and neglect;
- will be made aware of systems in the school that support safeguarding and child protection;
- will be made aware of safeguarding issues that put children at risk of harm and behaviours associated with these risks;
- will receive and access directed updated training as appropriate;
- should ensure that they know what to do if a child makes a disclosure of abuse and never promise confidentiality when a child makes a disclosure;
- will be made aware of and should be clear on the school's or college's policy and procedures with regards to peer on peer abuse and the important role they have to play in preventing it and responding where they believe a child may be at risk from it;
- will be made aware of the early help process and understand their role in it;
- should be prepared to identify children who may benefit from early help and will discuss early help requirements with the safeguarding lead in the first instance;
- may be required to support social workers and other agencies following a referral;
- will be made aware of the process for making referrals to Children's Social Care (through the MASH), understand statutory assessments and the role that they may be expected to play in such assessments;
- should be prepared to make referrals to the MASH if they have concerns about a child's welfare and understand the role that they may be expected to play in such assessments;
- will receive regularly updated safeguarding and child protection training to cover all of the above, as well as online safety;
- will receive safeguarding updates throughout the year as part of continuous professional development;
- will be encouraged to contribute to the development of safeguarding policy and practice;
- should always seek advice from the Designated Safeguarding Lead if they are unsure; and
- all teachers should safeguard children's wellbeing and maintain public trust in the teaching profession as part of their professional duties (Teaching Standards, 2012).

All staff will be made aware of our systems and documents that support safeguarding, including this policy, the staff code of conduct, the role and identity of the designated safeguarding lead (DSL) and any deputies, the behaviour policy and the safeguarding response to children who go missing from education.

All staff that work directly with children will be provided with a copy of, and must read, Part 1 and Annex B of Keeping Children Safe in Education (September 2021) annually and will receive annually updated training on their safeguarding roles and responsibilities. All EMAT staff and those working within our organisation will be asked to read Part 1 and Annex B to ensure that all can support our rigorous culture of safeguarding.

Although there are extensive mechanisms in place to support staff understanding in relation to safeguarding and child protection, there is an expectation that if staff are unclear on any aspects of school safeguarding policy or practice, they will speak to the Designated Safeguarding Lead without delay, so that additional training can be put in place.

## 8. Recognising Abuse: Training

The school is committed to continuous professional development and all staff undergo rigorous and ongoing safeguarding training. We strive to ensure that staff fully understand their safeguarding responsibilities, that training promotes a culture of safeguarding and equips staff with the skills to identify any signs of abuse, neglect or harm.

### **8.1 All staff**

- All staff members will undertake safeguarding and child protection training at induction (including online safety, FGM, the Prevent duty and whistle-blowing procedures) to ensure they understand the school's safeguarding systems, their responsibilities and can identify signs of possible abuse or neglect. This training will be regularly updated and will be in line with advice from the three safeguarding partners.
- All staff will have training on the government's anti-radicalisation strategy Prevent, to enable them to identify children at risk of being drawn into terrorism and to challenge extremist ideas.
- Staff will also receive regular safeguarding and child protection updates (for example, through emails, e-bulletins and staff meetings) as required, but at least annually.
- Contractors who are provided through a private finance initiative (PFI) or similar contract will also receive safeguarding training.
- Volunteers will receive appropriate training, as applicable.

Teachers will receive training to ensure that they can manage behaviour effectively to ensure a good and safe educational environment and they should have a clear understanding of the needs of all pupils.

### **8.2 The DSL and Deputy DSLs**

- The DSL and Deputy DSLs will undertake child protection and safeguarding training at least every 2 years.
- In addition, they will update their knowledge and skills at regular intervals and at least annually (for example, through e-bulletins, meeting other DSLs, or taking time to read and digest safeguarding developments).
- They will also undertake Prevent awareness training and online safety training.

### **8.3 Governors and Trustees**

- All governors and trustees receive safeguarding training, to make sure they have the knowledge and information needed to perform their functions and understand their responsibilities.
- As the chair of governors or a Trustee may be required to act as the 'case manager' in the event that an allegation of abuse is made against the headteacher, they should receive training in managing allegations for this purpose.

#### **8.4 Recruitment – interview panels**

At least one person conducting any interview for a post at the school will have undertaken safer recruitment training. This will cover, as a minimum, the contents of the Department for Education’s statutory guidance, KCSIE (2021), and will be in line with local safeguarding procedures.

#### **8.5 Supervision**

- All staff who have contact with children and families will have supervision which will provide them with support, coaching and training, promote the interests of children and allow for confidential discussions of sensitive issues.
- All DSLs are able to access supervision and support from the Head of Inclusion and EMAT training Hub at least six times a year.
- All staff are able to access support through line manager, Central services and the Employee Assist Programme.

#### **8.6 Specific safeguarding issues**

Staff will also receive specific training on the following issues and action will be taken if the school suspects that a child is at risk of or is the victim of;

- physical abuse;
- sexual abuse;
- child sexual exploitation;
- emotional abuse;
- neglect;
- child criminal exploitation (including involvement in county lines);
- domestic abuse;
- fabricated or induced illness;
- faith-based abuse;
- female genital mutilation;
- forced marriage;
- gangs or youth violence;
- gender-based violence;
- hate;
- online safety;
- peer on peer abuse;
- radicalisation and extremism;
- relationship abuse;
- serious violence;
- sexual violence or sexual harassment (including peer on peer abuse);
- sexting or sharing of youth produced sexual imagery;
- so-called ‘honour-based’ abuse;
- Mental health and wellbeing concerns;
- trafficking and modern slavery.

All staff will be made aware that safeguarding incidents and/or behaviours can be associated with factors outside the school or college and/or can occur between children outside of these environments. All staff will be expected to consider whether children are at risk of abuse or exploitation in situations outside their families (extra-familial harm).

Staff will also be made aware of the additional safeguarding vulnerabilities of;

- children in the court system;
- children missing from education;
- children with family members in prison;
- children who are homeless;
- child who have or have had a social worker;
- children who are young carers;
- children looked after or previously looked after; and
- children with mental health problems.

## 9. Recognising and responding to abuse: how to take action

If a member of staff, parent or member of the public is concerned about a pupil's welfare, they should report it to the DSL as soon as possible. On occasions when the DSL is not available, it should be reported to the deputy safeguarding lead/s without delay. If in exceptional circumstances, the DSL (or deputy) is not available, this should not delay appropriate action being taken. Staff should consider speaking to a member of the senior leadership team and/or take advice from local children's social care.

Although any member of staff can make a referral to children's social care, where possible there should be a conversation with the DSL. All staff must follow the procedures set out below in the event of a safeguarding issue.

All staff will be alert to indicators of abuse (including peer on peer abuse) and will report any of the following to the Designated Safeguarding Lead immediately;

- any concern or suspicion that a child has sustained an injury outside what is reasonably attributable to normal play;
- any concerning behaviours exhibited by children that may indicate that they have been harmed or are at risk of harm, including unusual changes in mood or behaviour, concerning use of language and/or concerning drawings or stories;
- any significant changes in attendance or punctuality;
- any significant changes in a child's presentation;
- any indicators that a child may be experiencing peer on peer abuse;
- any concerns relating to people who may pose a risk of harm to a child; and/or
- any disclosures of abuse that children have made.

More information about our approach to peer on peer abuse (including sexual violence and sexual harassment) can be found at Appendix B.

The following procedures are in line with statutory guidance (see Section 4) and the Northamptonshire Safeguarding Children Partnership's Threshold Guidance (2018)<sup>5</sup>. Referral procedures can be found in section 9.5.

### **9.1 If a child discloses that they are suffering or at risk of suffering abuse**

If a child discloses that he or she has been abused in some way, the member of staff/volunteer will:

- listen to what is being said without displaying shock or disbelief;
- accept what is being said;
- allow the child to talk freely;
- reassure the child whilst not promising them that it will be ok or that it might not be possible to keep;
- never promise a child that they will not tell anyone - as this may ultimately not be in the best interests of the child;
- reassure him or her that what has happened is not his or her fault;
- stress that it was the right thing to tell;
- listen, only asking questions when necessary to clarify;
- not criticise the alleged perpetrator;
- explain what has to be done next and who has to be told;
- make a written record but do not ask the child to write their own account (see Record Keeping); and
- pass the information to the Designated Safeguarding Lead without delay using the record procedures outlined in section 14. Where possible all information should be shared using My Concern. Alternatively, if appropriate, make a referral to children's social care and/or the police directly (see 9.2), and tell the DSL as soon as possible that you have done so.

All staff will reassure victims 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 abuse, sexual violence or sexual harassment, nor should a victim ever be made to feel ashamed for making a report.

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

If you think that a child is suffering or at risk of suffering significant harm, you must report this to the designated safeguarding lead immediately. On occasions when the designated safeguarding lead is not available, it should be reported to the deputy safeguarding lead without delay or a senior member of staff.

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<sup>5</sup> <https://www.nctrust.co.uk/help-and-protection-for-children/Documents/NSCB%20Thresholds%20Guidance.pdf>

Where possible, there should be a conversation with the Designated Safeguarding Lead but a referral must be made if a child may be suffering or at risk of suffering harm. **Anyone can make a referral to children's social care.** If anyone other than the DSL makes a referral to children's social care or to the police, they should inform the DSL as soon as possible.

### **9.3 If you have concerns about a child (as opposed to believing a child is suffering or likely to suffer from harm, or is in immediate danger)**

Figure 1 on page 20 illustrates the procedure to follow if you have any concerns about a child's welfare. Where possible, speak to the DSL first to agree a course of action (see 9.2).

The DSL will decide on the most appropriate course of action and whether the concerns should be referred to children's social care, using the [Northamptonshire Thresholds Guidance](#). If it is decided to make a referral to children's social care the parent will be informed, unless to do so would place the child at further risk or undermine the collection of evidence. See Section 6.1 for more details.

All concerns, discussions and decisions will be recorded in writing.

The DSL will provide guidance on the appropriate action. Options will include:

- managing any support for the child internally via the school's own pastoral support processes;
- seeking advice from the local early help co-ordinator/s;
- an Early Help Assessment; or
- a referral for statutory services where the child is or might be in need or suffering or likely to suffer significant harm.

### **9.4 Early help**

All staff should be prepared to identify children who may benefit from early help. Early help means providing support as soon as a problem emerges at any point in a child's life, from the foundation years through to the teenage years.<sup>6</sup> If early help is appropriate, the DSL will generally lead on liaising with other agencies and setting up an inter-agency assessment as appropriate. Staff may be required to support other agencies and professionals in an early help assessment, in some cases acting as the lead practitioner. Any such cases should be kept under constant review and consideration given to a referral to children's social care for assessment for statutory services if the child's situation does not appear to be improving or is getting worse. Timelines of interventions will be monitored and reviewed.

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<sup>6</sup> For more information about Early Help, please see: <https://www.nctrust.co.uk/help-and-protection-for-children/protecting-children-information-for-professionals/Pages/early-help.aspx>

All staff will be made aware of the early help process, and understand their role in identifying emerging problems, sharing information with other professionals to support early identification and assessment of a child's needs. It is important for children to receive the right help at the right time to address risks and prevent issues escalating. This also includes staff monitoring the situation and feeding back to the Designated Safeguarding Lead any ongoing/escalating concerns so that consideration can be given to a referral to children's social care if the child's situation does not appear to be improving.

We recognise that any child can be the victim of abuse and may benefit from early help. However, we will be particularly vigilant to potential need for early help if a child;

- is disabled or has certain health conditions and has specific additional needs;
- 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 so-called 'honour'-based abuse such as Female Genital Mutilation or Forced Marriage;
- is a privately fostered child; and
- is persistently absent from education, including persistent absences for part of the school day.

### **9.5 Referrals**

If it is appropriate to refer the case to local authority children's social care or the police, the DSL will make the referral or support you to do so. If you make a referral directly (see Section 9), you must tell the DSL as soon as possible. Children's social care assessments should consider where children are being harmed in contexts outside the home, so the school will provide as much information as possible as part of the referral process. This will allow any assessment to consider all the available evidence and enable a contextual approach to address such harm.

The local authority will make a decision within 1 working day of a referral about what course of action to take and will let the person who made the referral know the outcome. The DSL or person who made the referral must follow up with the local authority if this information is not made available, and ensure outcomes are properly recorded.



If the child's situation does not seem to be improving after the referral, the DSL or person who made the referral must follow local escalation procedures to ensure their concerns have been addressed and that the child's situation improves.<sup>7</sup>

The DSL should refer all cases of suspected abuse or neglect to the Multi Agency Safeguarding Hub (MASH), police (cases where a crime may have been committed) and to the Channel programme where there is a radicalisation concern. Safeguarding Referrals must be made in one of the following ways:

- By telephone contact to the Multi-Agency Safeguarding Hub (MASH): **0300 126 7000** (Option 1).
- By using the online referral form found at: **MASH ONLINE REFERRAL**<sup>8</sup>
- In an emergency outside office hours, contact children's social care out of hours team on 01604 626938 or the Police<sup>9</sup>
- If a child is in immediate danger at any time, left alone or missing, you should contact the police directly and/or an ambulance using 999.

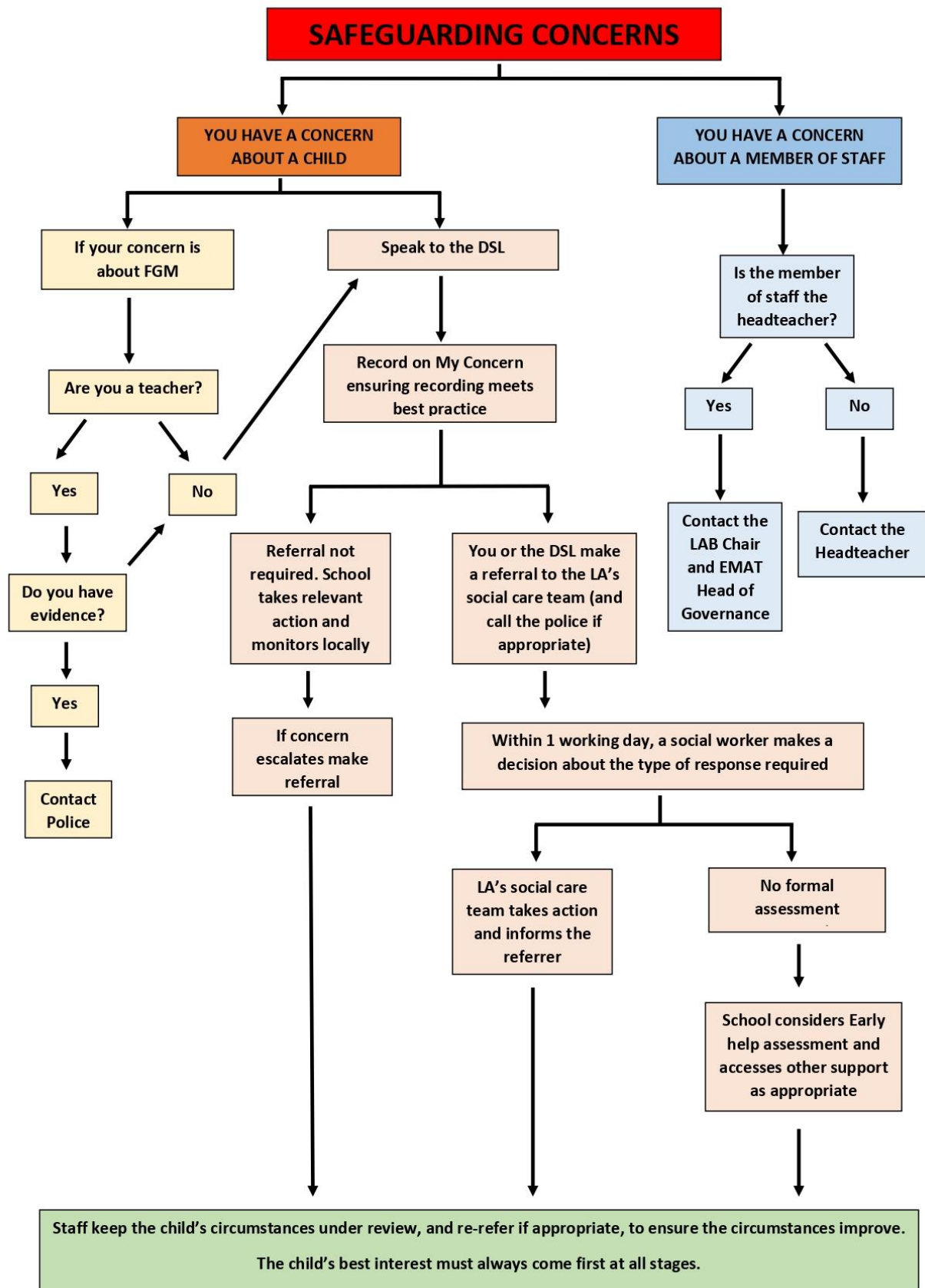
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<sup>7</sup> The NSCP Case and Conflict Resolution Protocol can be found here: <http://www.northamptonshirescb.org.uk/schools/case-conflict-resolution-protocol/>

<sup>8</sup> <https://www.nctrust.co.uk/Pages/home.aspx>

<sup>9</sup> The Designated Safeguarding Lead may make use of the NPCC guidance 'When to call the police'.

**9.6 Figure 1: Reporting and responding to concerns flowchart**



## 10. Specific safeguarding issues

For more information relating to specific safeguarding issues, please see Appendix C. For more information about peer on peer (child on child abuse), please see Appendix B.

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

Any teacher who discovers (either through disclosure by the victim or visual evidence) that an act of FGM appears to have been carried out on a pupil under 18 must immediately report this to the police, personally. This is a statutory duty, and teachers will face disciplinary sanctions for failing to meet it. Unless they have good reason not to, they should also discuss the case with the DSL and involve children's social care as appropriate. Any other member of staff who discovers that an act of FGM appears to have been carried out on a pupil under 18 must speak to the DSL and follow our local safeguarding procedures.

The duty for teachers mentioned above does not apply in cases where a pupil is *at risk* of FGM or FGM is suspected but is not known to have been carried out. Staff should not examine pupils.

Any member of staff who suspects a pupil is *at risk* of FGM or suspects that FGM has been carried out must speak to the DSL and follow our local safeguarding procedures.

### **10.2 Radicalisation and extremism**

All schools are subject to a duty under section 26 of the Counter-Terrorism and Security Act 2015 in the exercise of their functions to have "due regard" to the need to prevent people from being drawn into terrorism. In the event that concerns are raised relating to radicalisation and extremism, the DSL should be informed immediately.

### **10.3 Children potentially at greater risk of harm**

The school/college recognises that some children need a social worker due to abuse, neglect or family circumstances and that abuse and trauma can leave children vulnerable to further harm, as well as educational disadvantage.

The DSL will hold information relating to social workers working with children at the school/college. This information will inform decisions about safeguarding and promoting welfare (including the provision of pastoral and/or academic support).

We will also take action to promote the educational outcomes of and to protect;

- Children missing education;
- Children missing from home or care.

There are other familial issues that can have a detrimental impact on children. We work with other agencies in line with Keeping Children Safe in Education (2021) to support children and families in the following circumstances:

- Children facing the court procedures and/or children in the court system.
- Children with family members in prison.
- Children who are homeless.
- Children who need a social worker.

#### **10.4 Mental health**

Mental health problems can, in some cases, be an indicator that a child has suffered or is at risk of suffering abuse, neglect or exploitation.

Staff will be alert to behavioural signs that suggest a child may be experiencing a mental health problem or be at risk of developing one. Where children have suffered abuse and neglect, or other potentially traumatic adverse childhood experiences, this can have a lasting impact throughout childhood, adolescence and into adulthood. It is key that staff are aware of how these children's experiences, can impact on their mental health, behaviour and education.

If staff have a mental health concern about a child we will respond to the concern, inform and discuss our concerns with parents/carers and seek ways to support the child in and out of school.

If you have a mental health concern about a child that is also a safeguarding concern, take immediate action by following the steps in Section 9.

If you have a mental health concern that is not also a safeguarding concern, speak to the DSL to agree a course of action.

Only appropriately trained professionals should attempt to make a diagnosis of a mental health concern. However, this school will provide information and signposting services to children and parents and assist with the teaching of emotional health and wellbeing to children through our curriculum.

Prince William School has two mental health first aid trained staff who lead on issues around mental health and wellbeing. Staff know to refer any student they are worried about to the safeguarding team using My Concern. Referrals are then triaged to the mental health first aiders (staff in the Hub) who then feed back to the safeguarding team via the weekly meeting.

Refer to the Department for Education guidance on [mental health and behaviour in schools](https://www.gov.uk/government/publications/mental-health-and-behaviour-in-schools-2)<sup>10</sup> for more information.

#### **10.5 Peer on peer abuse**

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<sup>10</sup> <https://www.gov.uk/government/publications/mental-health-and-behaviour-in-schools-2>

The school/college takes all reports and concerns about peer on peer abuse, including child on child sexual violence and harassment, very seriously. This includes any reports or concerns that have occurred outside of the school or college premises, or online.

In order to ensure that our policy on peer on peer abuse is well-promoted, easily understood and accessible, we have included information about our approach to minimising and responding to peer on peer abuse as an appendix. Full details of how the school prevents, responds to and supports victims of peer on peer abuse can be found at Appendix B. We also have a pupil-friendly Anti- Bullying policy outlining our approach to peer on peer abuse.

### **10.6 Online safety**

Our *Online Safety Policy* is set out in a separate document and more information can be found in Appendix F of this policy. We ensure that we have effective mechanisms to identify, intervene in, and escalate any incident where appropriate. Online safety is included in our curriculum at all levels and information is also provided to parents/carers.

All staff are made aware of the school policy on Online Safety which sets our expectations relating to:

- creating a safer online environment – including training requirements, filters and monitoring;
- giving everyone the skills, knowledge and understanding to help children and young people stay safe on-line;
- inspiring safe and responsible use and behaviour;
- safe use of mobile phones both within school and on school trips/outings;
- safe use of camera equipment, including camera phones; and
- what steps to take if you have concerns and where to go for further help.

Staff must read the *Online Safety Policy* in conjunction with our Adult Code of Conduct in relation to personal online behaviour.

### **Pupil mobile phones**

Students are permitted to carry a mobile phone with them for their safety to and from school since many students have complex journeys to school. During the school day, mobiles should not be seen or heard. If a phone is seen or heard, it is confiscated and the student receives a sanction. We ask parents and carers not to try to contact students during the school day on a mobile device. All students are told that they can come to Reception or the Pastoral Office if they need to contact home in an emergency. This approach is shared with students at least annually at the start of the academic year.

## 11. Pupils with special educational needs and disabilities (SEND)

We recognise that pupils with special educational needs (SEN) and disabilities can face additional safeguarding challenges. Additional barriers can exist when recognising abuse and neglect in this group, including;

- assumptions that indicators of possible abuse such as behaviour, mood and injury relate to the child's disability without further exploration;
- pupils being more prone to peer group isolation than other pupils;
- the potential for pupils with SEN and disabilities being disproportionately impacted by behaviours such as bullying, without outwardly showing any signs; and/or
- communication barriers and difficulties in overcoming these barriers.

We offer extra pastoral support for pupils with SEN and disabilities. This includes:

- open access to the Hub for students with additional recognised needs. This happens via the Exit Card system;
- additional support with any technological issue around inclusion – e.g. support with hearing devices and access to laptops;
- a clear focus on SEND students in all pastoral meetings and line meetings;
- additional support through the Pupil Passport which identifies any additional pastoral and educational needs to all teachers.

More information can be found about local support for children with SEND here:

- [Directory of Services for Children with Disabilities: Specialist support for SEND<sup>11</sup>](#)
- [Northamptonshire's Local Offer: SEND Local Offer<sup>12</sup>](#)

## 12. Pupils with a social worker and those that have previously needed a social worker

Pupils may need a social worker due to safeguarding or welfare needs. We recognise that a child's experiences of adversity and trauma can leave them vulnerable to further harm as well as potentially creating barriers to attendance, learning, behaviour and mental health. We work with the local authority to ensure that we are providing effective support for this group of children.

The DSL and all members of staff will work with and support social workers to help protect vulnerable children.

<sup>11</sup> <https://www.northamptonshire.gov.uk/councilservices/children-families-education/SEND/specialist-support-for-send/Pages/default.aspx>

<sup>12</sup> <https://www.northamptonshire.gov.uk/councilservices/children-families-education/SEND/local-offer>

Where we are aware that a pupil has a social worker, the DSL will always consider this fact to ensure any decisions are made in the best interests of the pupil's safety, welfare and educational outcomes. For example, it will inform decisions about;

- responding to un-authorised absence or missing education where there are known safeguarding risks; and
- the provision of pastoral and/or academic support.

We have contact plans for children with a social worker, and other children who we have safeguarding concerns about, for circumstances where they won't be attending school (for example in a local lockdown during Covid) or they would usually attend but have to self-isolate.

Each child has an individual plan, which sets out;

- how the school will make contact with the child in school or at home at least every week but more frequently if required;
- who the lead member of staff is for the child;
- how communication will be maintained with the parent/carer of the child as appropriate to each case;
- how the lead member of staff will coordinate their work with the other agencies involved in the care of the child, responding quickly to what are often rapidly changing circumstances.

We have agreed these plans with children's social care where relevant, and will review them on a rolling basis of need and at the direction of children's social care. This may be at core group meetings, child protection conferences, or other multi-agency meetings as required. If we can't make contact, we will inform the child's social worker or the police as appropriate.

### 13. Looked after and previously looked after children

We will ensure that staff have the skills, knowledge and understanding to keep looked-after children and previously looked-after children safe. In particular, we will ensure that:

Appropriate staff have relevant information about children's looked after legal status, contact arrangements with birth parents or those with parental responsibility, and care arrangements. The DSL has details of children's social workers and relevant virtual school heads.

- We have appointed a designated teacher as detailed on the front page of this policy who is responsible for promoting the educational achievement of looked-after children and previously looked-after children in line with [statutory guidance](#).<sup>13</sup>
- The designated teacher is appropriately trained and has the relevant qualifications and experience to perform the role.

As part of their role, the designated teacher will:

- Work closely with the DSL to ensure that any safeguarding concerns regarding looked-

<sup>13</sup> <https://www.gov.uk/government/publications/designated-teacher-for-looked-after-children>

after and previously looked-after children are quickly and effectively responded to.

- Work with virtual school heads to promote the educational achievement of looked-after and previously looked-after children, including discussing how pupil premium plus funding can be best used to support looked-after children and meet the needs identified in their personal education plans.

## 14. Record-keeping

All safeguarding concerns, discussions and decisions made and the reasons for those decisions must be recorded in writing. If in doubt about recording requirements staff should discuss this with the DSL.

When a child has made a disclosure, the member of staff/volunteer must;

- record as soon as possible after the conversation. Use the school system of recording using My Concern wherever possible. If My Concern is not available then record on writing;
- not destroy any notes in case they are needed for legal reasons;
- record the date, time, place and any noticeable non-verbal behaviour and the words used by the child;
- draw a diagram to indicate the position of any injuries if relevant; and
- record statements and observations rather than interpretations or assumptions

All staff will receive training on what good recording of concerns looks like. All written records must to be given to the DSL promptly. No copies should be retained by the member of staff or volunteer.

The Designated Safeguarding Lead will ensure that all safeguarding records are managed in accordance with the Education (Pupil Information) (England) Regulations 2005. All concerns, discussions and decisions made, and the reasons for those decisions, should be recorded in writing. Information should be kept confidential and stored securely.

Records will include:

- a clear and comprehensive summary of the concern including the date and time that the concern was raised;
- details of how the concern was followed up and resolved; and
- a note of any action taken, decisions reached and the outcome.

Non-confidential records will be easily accessible and available. Confidential information and records will be held securely and only available to those who have a right or professional need to see them. We will hold records in line with our records retention schedule.

If a child for whom the school has, or has had, safeguarding concerns moves to another school, the DSL will ensure that their child protection file is forwarded promptly and securely, and separately from the main pupil file. In addition, if the concerns are significant or complex, and/or social services are involved, the DSL will speak to the DSL of the receiving school and



provide information to enable them to have time to make any necessary preparations to ensure the safety of the child.

Appendix D sets out our policy on record-keeping specifically with respect to recruitment and pre-employment checks. Appendix E sets out our policy on record-keeping with respect to allegations of abuse made against staff.

## 15. Relationships, sex and health education (RSHE)

### Promoting safeguarding and welfare in the curriculum

Our school follows the EMAT RSHE policy.

Prince William School promotes safeguarding and welfare in the curriculum through a rich and carefully structured PSHE programme – details can be found on the school website. This includes the use of carefully vetted outside agencies to promote wellbeing in specialist areas e.g. the school nurse service presents to students on a range of topics related to physical and mental health. Assemblies are also used to promote key messages about safety and welfare, including open water risk assemblies to all students at key stage 3, and safer road use assemblies to young drivers. Furthermore, the school's curriculum across all subjects is used to address issues of peer on peer abuse and anti-discriminatory messages whenever appropriate, and this approach is mapped in the PSHE curriculum document on the school website. Finally, the school's core values of Respect, Resilience, and Ambition are promoted through a rewards system built around the terms.

Online safety is addressed in throughout the ICT curriculum at KS3, including the first unit covered in year 7. Further teaching is given through assemblies from year 7 to 13, including presentations by outside specialists on the topic. Staff are invited to training around online safety for students. Advice is frequently sent to parents/carers about online safety via the school newsletter and email system.

## 16. Safer working practice

We work to create and embed a culture of openness, trust, and transparency, in which the school's values and expected behaviour (as set out in the staff code of conduct) are constantly lived, monitored, and reinforced by all staff.

We expect all staff to act with professionalism at all times. To reduce the risk of unsafe or harmful practice, all staff should receive training on safer working practice and should be familiar with the guidance contained in the staff handbook and the Adult Code of Conduct and Safer Recruitment Consortium document **[Guidance for safer working practice for those working with children and young people in education settings \(September 2019\)](#)**.<sup>14</sup>

<sup>14</sup> <https://www.saferrecruitmentconsortium.org/>

Governors, Trustees and senior leaders will ensure that this policy is adhered to by:

- ensuring staff are clear about what appropriate behaviour is, and are confident in distinguishing expected and appropriate behaviour from concerning, problematic or inappropriate behaviour, in themselves and others through effective training;
- empowering staff to share any low-level safeguarding concerns;
- addressing unprofessional behaviour and supporting the individual to correct it at an early stage; and
- providing a responsive, sensitive and proportionate handling of such concerns when they are raised.

Governors and Trustees will help to identify any weakness in the school's safeguarding system through their monitoring.

Staff are expected to adhere to the Adult Code of Conduct at all times. In the event of any concerns or allegations, the school will deal with them promptly, in line with EMAT policy, local guidance and KCSIE (2021).

### **16.1 Staff use of mobile phones**

Staff are allowed to bring their personal phones to school for their own use, but will limit such use to non-contact time when pupils are not present. Guidance for staff is outlined in the Acceptable Use policy and the school's Staff Handbook. Staff members' personal phones will remain in their bags or cupboards during contact time with pupils. Staff will not take pictures or recordings of pupils on their personal phones or cameras.

We will follow the General Data Protection Regulation and Data Protection Act 2018 when taking and storing photos and recordings for use in the school.

Staff must adhere to the Acceptable Usage Policy. For example, images of children must not be made on privately owned devices and should only be stored in the school server in agreed locations and only for the length of time for which they are required and consent has been agreed.

## **17. Safeguarding concerns about and allegations against members of staff**

### **17.1 Allegations that may meet the harms threshold**

In the event that there is an allegation of abuse against a member of staff, we will adhere to Part 4, Section 1 of KCSIE (2021) and Northamptonshire Safeguarding Children Partnership guidance. See Appendix E for more details.

Allegations that may indicate that a person would pose a risk of harm if they continue to work in their present position or in any capacity with children in a school or college include:

- staff having behaved in a way that has harmed a child, or may have harmed a child;
- staff possibly committing a criminal offence against or related to a child;
- staff behaving towards a child or children in a way that indicates they may not be suitable to work with children; and/or
- staff behaving or possibly behaving in a way that indicates they may not be suitable to work with children.

This includes behaviour or incidents that have occurred both in school and outside of school.

### **Allegations against staff**

If there is a concern about any member of staff, supply teacher or volunteer other than the Headteacher, this must be reported to the Headteacher without delay. This includes supply staff, volunteers and anyone working in or on behalf of the school, whether paid or unpaid. Allegations of abuse against staff must be reported to the Headteacher or Chair of Governors as appropriate and not discussed directly with the person involved.

The Headteacher or Chair of Governors should consider if the concern or allegation meets the threshold for Designated Officer intervention.

Allegations against staff relating to a position of trust issue will be referred to the Local Authority designated officer within 24 hours. If a child has suffered or may have suffered abuse or harm, a MASH referral will also be made and the police will be contacted if necessary.

A referral to the Disclosure and Barring Service will be made if a member of staff is dismissed or removed from their post as a result of safeguarding concerns, or would have been removed if they had not have resigned.

Should there be information shared about an ex-member of staff, the headteacher should refer that straight to the police.

### **Allegations against the Head teacher**

If there is a concern about the head teacher, this must be reported immediately to the Chair of Standards and EMAT's Head of Governance and Compliance (as detailed on the front page of this policy.)

### **17.2 Safeguarding concerns that do not meet the harm threshold (low level concerns)**

In the event that there is a safeguarding concern about a member of staff, we will adhere to guidance outlined in Part 4, Section 2 of KCSIE (2021) and Northamptonshire Safeguarding Children Partnership guidance.

The term 'low-level' concern does not mean that it is insignificant, it means that the behaviour towards a child does not meet the harms threshold. A low-level concern is any concern – no matter how small, and even if no more than causing a sense of unease or a 'nagging doubt' - that an adult working in or on behalf of the school or college may have acted in a way that:

- is inconsistent with the Adult Code of Conduct, including inappropriate conduct

outside of work; and  
does not meet the allegations threshold or is otherwise not considered serious enough to consider a referral to the LADO.

It is essential that low level concerns are reported. Such behaviours can exist on a wide spectrum, from the inadvertent or thoughtless, or behaviour that may look to be inappropriate, but might not be in specific circumstances, through to that which is ultimately intended to enable abuse. We will act quickly, proportionately and appropriately in the event of a low level concern, to prevent abuse or harm of a child and to promote a culture of safeguarding. Dealing with low level concerns also protects those working in or on behalf of schools and colleges from potential false allegations or misunderstandings.

Staff will receive training about what may constitute a low-level concern. More information can be found in Part 4 of KCSIE (2021).

### **Reporting low level concerns**

#### **Low level concerns should be reported to the headteacher.**

All low-level concerns should be recorded in writing. The record should include details of the concern, the context in which the concern arose, and action taken. The name of the individual sharing their concerns should also be noted, if the individual wishes to remain anonymous then that should be respected as far as reasonably possible. These records will be kept for as long as this member of staff remains employed.

The headteacher may:

- Speak directly to the person who raised the concern (unless it has been raised anonymously).
- Speak to the individual involved and/or witnesses.

The headteacher will then categorise the type of behaviour and decide on an appropriate course of action. This will be recorded, along with rationale for any decisions made and details of action taken.

Records will be reviewed so that potential patterns of concerning, problematic or inappropriate behaviour can be identified. In the event that patterns and/or wider cultural issues within the school are identified, the school will either:

- take action through our disciplinary procedures;
- refer behaviour to the local authority designated officer/s where a pattern of behaviour moves from a concern to meeting the harms threshold; and/or
- revise policies or implement extra training as appropriate, to minimise the risk of behaviour happening again.

We will retain low level concerns information until the person is no longer employed by the school.

### **17.3 Supply staff**

Although the school/college does not directly employ supply teachers, we will ensure that any concerns or allegations against supply teachers are handled properly. We will never cease to use a supply teacher for safeguarding reasons without finding out the facts and liaising with the Local Authority Designated Officer to reach a suitable outcome.

Schools will liaise with the supply agency to determine whether to suspend or redeploy the supply teacher whilst they carry out their investigation. Governors and/or trustees will be kept informed.

The school will inform supply agencies of its process for managing allegations and will take account of the agency's policies and their duty to refer to the DBS as personnel suppliers. Informing supply agencies of our process for managing allegations includes inviting the agency's human resource manager (or equivalent) to meetings and regularly updating agencies on relevant school policies.

## 18. Complaints and concerns about school safeguarding policies

### 18.1 Complaints against staff

Complaints against staff that are likely to require a child protection investigation will be handled in accordance with our procedures for dealing with low level concerns or allegations of abuse made against staff (see Section 17).

If the school receives a complaint against a teacher who no longer works at the school, they will be referred to the police.

### 18.2 Other complaints

All other complaints should be made via the school complaints procedure on the school website. Any complaint of a safeguarding nature will be rigorously investigated using the school's policies and procedures.

### 18.3 Whistle-blowing

All EMAT schools have a clear Whistleblowing policy and procedures. All staff have the ability to raise concerns. Staff have many routes in which to raise concerns including an anonymous route through the charity Protect, which offers independent advice to everybody involved with EMAT..

All staff are given a copy of the [Whistleblowing policy](#) at the beginning of the year. This is available through the school's website.

## 19. Use of school or college premises for non-school activities

The school check that any organisation using or hiring our premises ensures appropriate arrangements to keep children safe. Before the use is authorised assurances will sought



that there is an appropriate policy for safeguarding in place. As made clear in our Lettings arrangement any concern must be reported to the school. Failure to do so will terminate the agreement.

When the school has organised services or activities which are under the direct supervision of school staff, the school arrangements for the protection of children apply.

## 20. How we safeguard pupils attending alternative provision

When placing a pupil with an alternative provision provider, the school continues to be responsible for the safeguarding of that pupil. The school will undertake all checks necessary to satisfy ourselves that the provider meets the pupil's needs and keeps them safe.

Written confirmation will be sought to ensure all statutory safeguarding checks have been carried out for individuals working at the establishment which are in line with those we would conduct on our own staff. Safeguarding arrangements will be agreed, including the arrangements for reporting pupils' attendance.

## 20. Policy implementation, monitoring and review

The policy will be reviewed annually by the Trust Board and Local Advisory Board. It will be implemented through the school's induction and training programme, and as part of day to day practice. Compliance with the policy will be monitored by the Designated Safeguarding Lead and through staff performance measures. In addition, EMAT also undertakes an annual review of the implementation of this policy.

## Appendix A: Public health emergency (COVID-19) arrangements

### 1 Context

- 1.1 This appendix has been added to the school safeguarding policy following the period of partial closure between January 5<sup>th</sup> 2021 and March 8<sup>th</sup> 2021. From the 8<sup>th</sup> March 2021 all children are expected to attend school.
- 1.2 This appendix has been added to provide all stakeholders with additional information about the school's safeguarding and child protection arrangements from the 8<sup>th</sup> March 2021.

### 2 Guidance

- 2.1 The school continues to comply with all statutory safeguarding and child protection guidance during this time, including [Keeping Children Safe in Education \(2021\)](#)<sup>15</sup>.
- 2.2 The school is currently operating under the latest Covid-19 guidance from the Department from Education, [Schools COVID-19 operational guidance - GOV.UK \(www.gov.uk\)](#)

### 3 What to do if you have a concern about a child

A trained Designated Safeguarding Lead or Deputy Designated Safeguarding Lead will be available at all times during school hours

Wherever possible, a trained DSL (or deputy DSL) will be available on site. Where this is not possible due to staff self-isolation, a trained DSL (or deputy DSL) will be available to be contacted via phone or videoconferencing provided by Microsoft Teams In this instance an appropriate senior leader will take responsibility for safeguarding on site.

- 3.1 Any changes in arrangements for contacting the DSL/DDSLs will be shared with staff before 9am each day, as well as any relevant safeguarding and child protection updates and training.
- 3.2 If the school becomes aware that a child is suffering, has suffered, or is at risk of suffering harm or abuse, this will be managed in line with procedures outlined in the main body of the school's safeguarding and child protection policy.

### Attendance

- 4.1 In line with government guidance, we expect all children to attend school. The school is responsible for recording attendance, following up absence and reporting children missing education to the local authority.

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<sup>15</sup> This document was last updated in January 2021, to reflect arrangements following the UK's departure from the European Union. However, it is still referred to as 'Keeping Children Safe in Education (2020)'.

- 4.2 Parents or carers should contact the school on the first day of absence and inform the school of the reason why the child is not in attendance. Parents should inform the school of any COVID-19 tests that have been carried out and continue to keep the school informed of reasons for absence, as appropriate.
- 4.3 From 8th March 2021, we will record attendance in accordance with the Education (Pupil Registration) (England) Regulations 2006 (as amended) for all pupils.
- 4.4 In accordance with the 'Remote Education Temporary Continuity Direction', the school will provide remote education to pupils who are unable to attend school because they are complying with government COVID-19 guidance or legislation. We will keep a record of remote education delivered.
- 4.5 Absence information will be recorded in the register using the appropriate codes. Information about school attendance codes can be found in:
- [School attendance: Guidance for maintained schools, academies, independent schools and local authorities \(August 2020\)](#)
  - [Schools COVID-19 operational guidance - GOV.UK \(www.gov.uk\)](https://www.gov.uk)
- 4.6 Where pupils are not able to attend school, as they are following clinical or public health advice related to coronavirus (COVID-19), the absence will not be penalised.
- 4.7 We understand that some parents, carers and children may be anxious about children returning to school. We will work closely with families who are finding the transition more challenging to ensure that children are attending regularly.
- 4.8 We will work with other agencies (e.g. health and other education professionals) to support school attendance if this is required. We will continue to notify the pupil's social worker (if they have one) of any non-attendance.

## 5 Supporting children who are learning at home

- 5.1 In the event that children are required to shield or to self-isolate, the school will continue to provide remote education and pastoral support.
- 5.2 We will do this by posting work on EduLink or delivering 'live' lessons through Teams if the entire year group is accessing remote learning.
- 5.3 In the event that a member of our school community (a child or a member of their family, for example) need to seek safeguarding or wellbeing support, they should contact one of the following:

Mr Kennedy (Deputy Headteacher and DSL) on [antony.kennedy@pws.eamt.uk](mailto:antony.kennedy@pws.eamt.uk)

Ms Z Dawson (Mental Health Lead, and Deputy DSL) on [zoe.dawson@pws.emat.uk](mailto:zoe.dawson@pws.emat.uk)

### 5.4 Vulnerable children



5.4.1 If pupils who are self-isolating or shielding are within the government definition of 'vulnerable', we will keep in regular contact with them by ensuring a named member of staff contacts them at least weekly, records details of the contact made, and reports any concerns to Mr Kennedy.

5.4.2 When a vulnerable pupil is required to self-isolate, we will:

- notify their social worker (if they have one);
- agree with the social worker the best way to maintain contact and offer support;
- check if a vulnerable pupil is able to access remote education support;
- support them to access it (as far as possible); and
- regularly check if they are accessing remote education.

5.4.3 The government considers children to be vulnerable if they

- are assessed as being in need under section 17 of the Children Act 1989, including children and young people who have a child in need plan, a child protection plan or who are a looked-after child
- have an education, health and care (EHC) plan
- have been identified as otherwise vulnerable by educational providers or local authorities (including children's social care services), and who could therefore benefit from continued full-time attendance, this might include:
  - children and young people on the edge of receiving support from children's social care services or in the process of being referred to children's services
  - adopted children or children on a special guardianship order
  - those at risk of becoming NEET ('not in employment, education or training')
  - those living in temporary accommodation
  - those who are young carers
  - those who may have difficulty engaging with remote education at home (for example due to a lack of devices or quiet space to study)
  - care leavers
  - others at the provider and local authority's discretion including pupils and students who need to attend to receive support or manage risks to their mental health

5.5 We recognise that provision for pupils who have SEND may have been disrupted during the period of restrictions on attendance. We will work with local services (such as health and the local authority) to ensure the services and support are in place for a smooth return to schools for pupils.

## 6 Supporting children on site

6.1 Prince William School will refer to the Government guidance for education and childcare settings on how to implement social distancing and continue to follow the advice from Public Health England on handwashing and other measures to limit the risk of spread of COVID-19.

6.2 Prince William School understands that some children will find the transition back into school challenging and will support them by focussing on re-establishing routines and supporting them to re-build social interaction through activities such as extra-curricular sports (in year group bubbles if it becomes necessary). The school will also provide support through the Pastoral Team, The Hub (Mental Health and Wellbeing centre) and counselling through 'Souster Youth' and 'Chat' as appropriate. The Pastoral Team, Hub staff, and SENDCO will meet daily to discuss the needs of every student who is exhibiting signs of distress, anxiety

6.3 The Pastoral Team and The Hub staff will liaise with the school nurse as appropriate to support students with their physical and mental health, including any need for support with anxiety, resilience, bereavement and sleep issues. The school's newsletter referenced sources of support for mental health every week through the period of school closure and posters in school also signpost students to sources of additional support beyond the school.

## **7 Children attending Alternative Provision**

7.1 The school will ensure that all providers have shared their Covid risk assessments with the school and that their provision is in line with government guidance and PWS' expectations. PWS will follow the Safeguarding Policy to ensure that alternative provision is safe for our students and carry out visits in line with policy to check that safety measures are in place.

## **8 Safer recruitment of staff and volunteers**

8.1 The school continues to adhere to Keeping Children Safe in Education (2021) and all relevant legislation relating to safer recruitment.

8.2 The school will adhere to all government guidance in relation to checking identification for the purposes of obtaining Disclosure and Barring Service checks and when conducting interviews.

8.3 Where Prince William School is utilising volunteers, we will continue to follow the checking and risk assessment process as set out in paragraphs 183 to 188 of Keeping Children Safe in Education (2020). Under no circumstances will a volunteer who has not been checked be left unsupervised or allowed to work in regulated activity.

8.4 Prince William School will continue to update the single central record and will log details of any risk assessment carried out on volunteers and any temporary staff from other educational institutions.

## 9 Online safety and remote learning

9.1 The school recognises that children both on-site and off-site are vulnerable to abuse and radicalisation online. Children who are at home because they are self-isolating or shielding may be spending more time online and this increases their vulnerability.

9.2 The school recognises that additional safeguarding arrangements are required to ensure that children are safe online at this time.

9.3 All staff will continue to look out for any signs that indicate a child may be at risk online and will report and respond to concerns in line with this policy.

9.4 The school will ensure any use of online learning tools and systems is in line with privacy and data protection/GDPR requirements. Below are some things to consider if there are virtual lessons, especially where webcams are involved:

- No 1:1s, groups only
- Staff and children must wear suitable clothing, as should anyone else in the household.
- Any computers used should be in appropriate areas, for example, not in bedrooms; and the background should be blurred.
- The live class should be recorded so that if any issues were to arise, the video can be reviewed.
- Live classes should be kept to a reasonable length of time, or the streaming may prevent the family 'getting on' with their day.
- Language must be professional and appropriate, including any family members in the background.
- Staff must only use platforms specified by senior managers and approved by our IT network manager / provider to communicate with pupils
- Staff should record, the length, time, date and attendance of any sessions held.

9.5 The school is legally required to provide suitable remote learning for children whilst they are out of school. We are using technology to deliver learning to pupils who are at home.

9.6 In order to ensure that children are safe when learning online, parents/carers should supervise children regularly. Staff contact details are available on the website and parents/carers may contact staff for support with specific subjects areas or for support with pastoral matters. The school also recommends the following sources of support for parents/carers:

### **Support for children and parents**

- Internet Matters (for support for parents and carers to keep their children safe online – [www.internetmatters.org](http://www.internetmatters.org))
- London Grid for Learning (for support for parents and carers to keep their children safe online) – [www.lgfl.net/online-safety/](http://www.lgfl.net/online-safety/)
- Net-aware (support for parents and carers from the NSPCC) – [www.net-aware.org.uk](http://www.net-aware.org.uk)
- Parent info (for support for parents and carers to keep their children safe online) – [www.parentinfo.org](http://www.parentinfo.org)

- Thinkuknow (advice from the National Crime Agency to stay safe online) – [www.thinkyouknow.co.uk](http://www.thinkyouknow.co.uk)
- UK Safer Internet Centre (advice for parents and carers) - <https://www.saferinternet.org.uk/advice-centre/parents-and-carers>

9.7 All communication with students and parents/carers will take place using school/college provided or approved communication channels.

9.8 Any pre-existing relationships or situations which mean this cannot be complied with will be discussed with the DSL.

9.9 Prince William School will ensure any use of online learning tools and systems is in line with privacy and data protection/GDPR requirements.

9.10 Staff and learners will engage with remote teaching and learning in line with existing behaviour principles as set out in our behaviour policy and staff code of conduct.

9.11 When delivering remote learning, staff at Prince William School will:

- Only use online tools that have been evaluated and agreed by leadership.
- Ensure remote learning activities are planned in accordance with our curriculum policies, taking learner needs and technology access into account.
- Where possible, pre-record content.

9.12 If remote learning is taking place 'live' using webcams or chat facilities, staff and learners will ensure a professional environment is maintained. This means:

- Staff will record the length, time, date and attendance of any online lessons/contact held or made.
- Sessions will not be delivered in any 1:1 situation, unless pre-approval has been given by the DSL and/or Headteacher and the session is auditable.
- Staff will record any online lessons so they can be audited or accessed later if required; learners and staff should be made aware that lessons are being recorded.
- Staff will share online behaviour expectations with learners at the start of lessons.
- Staff will revisit our Acceptable use of Technology Policy with students as necessary.
- All participants will wear suitable dress, use professional language, and ensure backgrounds of videos (live or pre-recorded) are neutral and appropriate.
- Staff and learners should ensure personal information and/or, inappropriate or unsuitable personal items are not visible.
- Where possible, other household members should not be in the background or in shot; if this unavoidable, they should follow appropriate language and behaviour expectations.
- If live streaming, staff will mute and/or disable learners' videos and microphones, as required.

9.13 Learners are encouraged to report concerns to a member of staff or a trusted adult at home. Where this is not possible, additional support can be accessed online via:

- Childline: [www.childline.org.uk](http://www.childline.org.uk)
- UK Safer Internet Centre's 'Report Harmful Content': <https://reportharmfulcontent.com>
- National Crime Agency Child Exploitation and Online Protection Command (NCA-CEOP): [www.ceop.police.uk/safety-centre](http://www.ceop.police.uk/safety-centre)

9.14 Staff have received updated safeguarding training to ensure that they are equipped with the skills to keep children safe when using technology for remote learning.

9.15 Use of staff and learner personal devices, including mobile phones, will be managed in line with our existing Acceptable Usage policy and Online Policy.

## 10 Contingency Planning

10.1 In the event that restrictions in schools are needed to help contain the spread of the virus, we will refer to the contingency framework<sup>16</sup>, which has been updated and outlines how schools should operate in the event of any restrictions. We will always ensure that safeguarding children is our priority and work within restrictions to keep children safe.

## 11 Review

11.1 This appendix will be reviewed, updated and re-issued as necessary, to reflect government guidance. All staff will be made aware of any changes.

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<sup>16</sup> <https://www.gov.uk/government/publications/coronavirus-covid-19-contingency-framework-for-education-and-childcare-settings/contingency-framework-education-and-childcare-settings-excluding-universities>

## Appendix B: Peer on peer (child on child) abuse

Peer on peer abuse is any abuse of a child or children that is perpetrated by another child or children. This includes all forms of sexual harassment, sexual violence and abuse. We commit to creating a culture of safety, where children are free from harassment or abuse of any kind. We take a zero-tolerance approach to any forms of abuse including sexual violence and sexual harassment – it is never acceptable and it will not be tolerated.

We know that even if we do not receive any reports relating to peer on peer abuse, it does not mean that it is not happening. We support and encourage anyone – especially our pupils – to come forward to share any concerns about peer on peer abuse so that we can take action to keep all children safe.

We will not down play incidents of banter as ‘having a laugh’ or being part of growing up. We have a zero tolerance approach to low level abuse in our school because we understand that this could develop into a unacceptable culture. We are driven to prevent this becoming normalised.

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

- bullying (including cyberbullying, 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 nude 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; and
- 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).<sup>17</sup>

All children are capable of abusing their peers and we recognise that girls are more likely to be the victims of peer on peer abuse and boys’ perpetrators. All peer on peer abuse is unacceptable and will be taken seriously.

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<sup>17</sup> Keeping Children Safe in Education (2021)

### **Staff training**

All staff are made aware that children can abuse other children, that this can happen online or in person, at school or outside of school. All staff will receive training so that they can confidently recognise the indicators and signs of peer on peer abuse in order to identify it and respond appropriately to reports. All staff will be made aware of the Prince William School's policy and procedures with regards to peer on peer abuse and the crucial role that they play in preventing it and responding to it as necessary. It will be made clear that addressing inappropriate behaviour (even if it appears to be relatively innocuous) can be an important intervention that helps prevent problematic, abusive and/or violent behaviour in the future.

### **Procedures for minimising opportunities for peer on peer abuse**

We recognise that a crucial part of our safeguarding responsibility is to minimise the opportunity for peer on peer abuse to occur. In order to do this, and to establish a safe environment for all children, we:

- have robust behaviour and anti-bullying policies, which makes it clear that we have a zero tolerance approach to any kind of peer on peer abuse;
- ensure staff understand what is meant by peer on peer abuse and the school policy on peer on peer abuse by carrying out robust training on the issue and ensuring that all staff have read KCSiE 2021;
- train staff thoroughly so that they challenge inappropriate behaviour (even if it appears to be relatively innocuous);
- train staff thoroughly so that they are confident to challenge inappropriate behaviours between peers, that are actually abusive in nature;
- never downplay certain behaviours, for example dismissing sexual harassment as “just banter”, “just having a laugh”, “part of growing up” or “boys being boys”, as this can lead to a culture of unacceptable behaviours, an unsafe environment for children and in worst case scenarios a culture that normalises abuse leading to children accepting it as normal and not coming forward to report it;
- refer to this in the Adult Code of Conduct which governs how we expect all adults to behave and
- recognise that sexual harassment and sexual violence, as well as other forms of peer on peer abuse, may be happening even if they are not reported.

### **How we address peer on peer abuse within the curriculum and across the school**

The school deals with issues of consent, pornography, safe relationships, and sexting/sharing of nude images or videos explicitly through the PSHE curriculum in an age-appropriate delivery across years 7 to 13. This is mapped in the PSHE curriculum which can be found on the school website. Built into the teaching of this is the manner in which students are encouraged and taught to speak about these issues with regard to participation, privacy, voicing an opinion and listening to an opinion, respecting difference, and allowing others to learn.

The school ensures that the curriculum across each subject takes full advantage of opportunities to address issues of peer on peer abuse and sexual harassment and violence.



This is tracked alongside British Values and SMSC to ensure that the curriculum supports student safety. Tracking can be found on the school website.

The school trains teaching staff annually on how to include issues around peer on peer abuse and sexual harassment and violence into their lessons and staff are encouraged to take advantage of opportunities to address these issues in class.

The pastoral team uses assemblies to address issues around peer on peer abuse in an age-appropriate manner.

External speakers such as Target and the school nursing service are used within PSHE to promote core messages about safety within peer groups and relationships.

We ensure that our systems for reporting all safeguarding concerns are well promoted, easily understood and easily accessible for children to confidently report abuse, knowing their concerns will be treated seriously. We ensure that children are aware of our safeguarding and child protection procedures, including how to raise concerns about peer on peer abuse, by reminding all students about the safeguarding team via regular assemblies and the school login frontpage.

### **Additional Vulnerabilities**

We recognise that some children may be more vulnerable to peer on peer abuse than others. For example, children who have already experienced abuse, those that have special educational needs or disabilities (SEND), children living in care and children who are LGBTQ+, may be more likely to face peer on peer abuse than other children. We recognise that girls are more likely to be the victims of peer on peer abuse than boys. Some children may face additional barriers to telling anyone about abuse because of their vulnerability, disability, sex, ethnicity and/or sexual orientation. We work to protect children with additional vulnerabilities by;

- engendering an ethos of respect and acceptance in all aspects of school life, including how all members of the school community behave towards each other;
- promoting respect as a core value and celebrating it through the school reward system;
- having clear lines of communication open for all children with additional vulnerabilities including the use of the Teaching Assistants, the Hub, external agencies like Souster Youth, and the Mermaids representative;
- training staff to recognise additional vulnerabilities in students.

### **How to report concerns**

#### **Our students**

It is repeatedly made explicit to students how and from whom they can seek help.





If a young person witnesses or experiences any form of peer on peer abuse, we strongly encourage them to speak to a trusted member of staff, parent or trusted adult about it. If a child discloses to an adult outside of school, the adult should contact the Designated Safeguarding Lead without delay to report the issue.

All victims will be taken seriously, regardless of how long it has taken them to come forward and they will be supported and kept safe. Abuse that occurs online or outside of the school will be treated equally seriously. A victim will never be given the impression that they are creating a problem by reporting peer on peer abuse, including sexual violence or sexual harassment. A victim will never be made to feel ashamed for making a report or have their experience minimised.

In school, students can;

- speak to any member of staff – all students are reminded that all staff have been trained in safeguarding and are here to keep students safe;
- speak to peers in the Me2We group, our anti-bullying ambassadors;
- email a member of staff with concerns.

All of these methods can be used to report any form of harm or abuse, or can be used by students to share worried or concerns about any issue, including peer on peer abuse.

In the event that a pupil reports or discloses peer on peer abuse, we will take their report seriously, take prompt action to respond and to safeguard the child or children involved and we will ensure that we are listening to the voice of the child when deciding on the best course of action to take. We will always act in the best interests of children. Following any disclosures or reports of peer on peer abuse, we will review our school systems, training and policies to determine if any learning can be derived from the situation to further strengthen our approach to this issue. We will always encourage our pupils to safely express their views and give feedback on how they have been supported following a safeguarding concern.

### **Our staff**

Any member of staff that has concerns about peer on peer abuse should follow the procedure set out in Section 9 and must report concerns immediately.

### **Others**

We encourage everyone to report any form of abuse or harm perpetrated by or against our pupils. Any concerns should be reported to the Designated Safeguarding Lead, using the details on the front page of this policy.

### **Wider concerns**

We strive to create a safe and welcoming environment for all children. If you have any concerns about our culture of safeguarding, policy or procedures, please direct these to the safeguarding lead immediately, or follow our school Complaints Policy.

### **What happens when an allegation of peer on peer abuse is made?**

We will adhere to Keeping Children Safe in Education (2021) and the DfE guidance document 'Sexual violence and sexual harassment between children in schools and colleges' (2021) (where applicable) when responding to incidents of peer on peer abuse. The school takes peer on peer abuse seriously and will respond to all concerns or disclosures of peer on peer abuse, including those that have occurred outside of school and online, immediately.

Upon receiving a concern, report or disclosure of abuse, the Designated Safeguarding Lead will decide what further action is necessary.

Our starting point regarding any report of peer on peer sexual harassment or violence should always be that there is a zero tolerance approach, it is never acceptable and it will not be tolerated. It is especially important not to pass off any sexual violence or sexual harassment as "banter", "just having a laugh", "part of growing up" or "boys being boys" as this can lead to a culture of unacceptable behaviours and an unsafe environment for children.

The subsequent action taken will vary depending on the type of peer on peer abuse and the severity of the incident/s disclosed. The Designated Safeguarding Lead will take contextual factors into account when managing the report.

The Designated Safeguarding Lead will always consider the following;

- the wishes of the victim in terms of how they want to proceed. The victims will be given as much control as is reasonably possible over decisions regarding how any investigation will be progressed and any support that they will be offered;
- the nature of the alleged incident(s), including: the level of coercion or threat, whether a crime may have been committed and consideration of harmful sexual behaviour;
- both the chronological ages and developmental stages of the children involved;
- any power imbalance between the children, including consideration of the age of children and whether children have special educational needs or disabilities;
- the impact on the victim;
- that sexual violence and sexual harassment can take place in intimate personal relationships between peers;
- if the alleged incident is a one-off or a sustained pattern of abuse;
- if there are ongoing risks to the victim, other children, adult students or school or college staff; and
- Other related issues and wider context, such as links to child criminal or child sexual exploitation.

Depending on the nature of the incident/s, the Designated Safeguarding Lead may

- Seek further information from those involved and witnesses.
- Undertake a risk assessment and needs assessment to ascertain steps necessary to safeguard the victim, alleged perpetrator, adults and other children.
- Decide to manage the concern internally.
- Organise a meeting with relevant staff and agencies to assess risk and agree a safety plan.
- Refer the victim and/or the perpetrator to local services for Early Help.
- Refer the case to Children's Services via a MASH referral.
- Liaise with social workers working with children involved (if applicable).
- Make a report to the police.

- Liaise with specialist services.

In the event of a disclosure of peer on peer sexual violence, we will make an immediate risk and needs assessment. The risk and needs assessment will consider:

- the victim, especially their protection and support;
- whether there may have been other victims,
- the alleged perpetrator(s); and
- all the other children, (and, if appropriate, adult students and staff) at the school or college, especially any actions that are appropriate to protect them from the alleged perpetrator(s), or from future harms.

More information about these options in relation to sexual violence and sexual harassment can be found in Part 5 of KCSIE (2021).

### **Recording procedures**

Peer on peer abuse will be recorded in using My Concern.

Instances of peer on peer abuse will be reported to governors on a termly basis, including different forms of abuse – physical, verbal, gender, racial, or any other discriminatory basis. Risk assessments will be held for victims and perpetrators as required and reviewed frequently to ensure that all possible actions are being taken to safeguard all students.

Members of staff will follow the procedures for recording a disclosure as outlined in Section 9 and 14 of this policy.

Staff will follow the Anti-Bullying policy alongside this policy.

### **How we support victims of peer on peer abuse**

The school recognises that peer on peer abuse has a significant impact on young people and victims are likely to need ongoing support. Children who are victims of sexual violence and sexual harassment wherever it happens, will likely find the experience stressful and distressing. Age appropriate support will be put in place for victims of peer on peer abuse whilst investigation is taking place and following the initial response. Support will continue for as long as it is needed and will be reviewed regularly to ensure the victim is receiving appropriate care. The school will do everything we can to maintain the victim's normal routine. We will do everything we can to protect the victim from further bullying, harassment or abuse as a result of their disclosure.

Further support will be offered to the victim through;

- in-school mental health and pastoral care including changes in routine, timetable, or social grouping,
- referrals to counselling services,
- consideration for an Early Help Assessment,
- provision of safe spaces,
- and any other provision within the school setting.

If a victim of peer on peer abuse moves to a new setting, the Designated Safeguarding Lead will share the necessary information to ensure that support for the child continues.

### **How we will support alleged perpetrators and perpetrators of peer on peer abuse**

We have a responsibility to safeguard and support all children. We will adhere to KCSIE (2021) when managing reports of peer on peer abuse and decide on action and support on a case by case basis.

The school has a responsibility to ensure that an alleged perpetrator continues to receive a suitable education and will consider a range of options in continuing educational provision if they are unable to attend school. Options may include;

- work being set by the school, completed at home, and marked at school;
- the provision of an on-line course of education to cover the period of any investigation;
- an alternative placement being agreed with another school for the duration of any investigation.

We recognise that children who perpetrate peer on peer abuse may be being abused themselves. The school will continue to safeguard the alleged perpetrator and provide them with support.

A plan to reduce the risk posed by the alleged perpetrator will be put in place as part of the risk assessment made following the alleged abuse. The Designated Safeguarding Lead will take advice from children's social care, specialist services and the police as necessary.

The school may choose to impose a sanction or punishment on the alleged perpetrator following an incident of peer on peer abuse. In this case, we will follow the school Behaviour Policy in determining the level and severity of sanction.

Where a child is cautioned or receives a conviction related to an incident of peer on peer abuse, the school will follow the guidance in KCSIE Part 5, p111 with a close analysis of the requirements of any conviction. Each case is likely to be highly individual and require its own risk assessment and conviction response in line with advice and guidance from the children's social care team and the police.

If the alleged perpetrator moves to another setting, the Designated Safeguarding Lead will share information as necessary to safeguard the individual and other children at the new setting.

### **How we will support other children who may have been affected by peer on peer abuse**

The school recognises that other students may be affected by a serious case of peer on peer abuse (e.g. friends or those in relationships with the victim or alleged perpetrator) and will offer support to these students through;

- Pastoral care and mentoring;
- Referrals to appropriate counselling services;
- Communication with parents/carers where appropriate;
- Referrals to the school nurse or other health professional.

### **Local Safeguarding Arrangements and making referrals**

The school adheres to local safeguarding arrangements, as outlined by the Northamptonshire Safeguarding Children Partnership.



For further details of how the school works with partner agencies in responding to safeguarding incidents (including incidents of peer on peer abuse), please see the main body of this policy.

### **Parents**

Parents will be informed of incidents unless sharing information puts a child at greater risk of harm. Children will always be encouraged to speak to parents about peer on peer abuse unless it puts them at greater risk of harm.

### **Whole school response**

We will keep detailed records of any incidents of peer on peer abuse and will look out for potential patterns of concerning, problematic or inappropriate behaviour. Where a pattern is identified, we will take appropriate action. Consideration will be given to whether there are wider cultural issues that enabled the inappropriate behaviour to occur and in order to minimise it happening again, we may:

- dedicate more teaching time to a particular issue or topic;
- deliver additional staff training;
- access appropriate support from community leaders;
- access guidance and support from the local authority's children's social care team or the police.

### **Governance**

Any form of Peer to peer abuse including Sexual Harassment and any Sexual Violence is reported termly to the LAB as well as the Board of Trustees through the Performance report collated by the Head teacher of the school.

## Appendix C: Types of abuse

Abuse, including neglect, and safeguarding issues are rarely standalone events that can be covered by one definition or label. In most cases, multiple issues will overlap.

**Physical abuse** 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** is the persistent emotional maltreatment of a child such as to cause severe and adverse effects on the child's emotional development. Some level of emotional abuse is involved in all types of maltreatment of a child, although it may occur alone.

Emotional abuse 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
- Not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate
- Age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction
- Seeing or hearing the ill-treatment of another
- Serious bullying (including cyberbullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children

**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
- Non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet)

Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

**Neglect** is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse.

Once a child is born, neglect may involve a parent or carer failing to:

- Provide adequate food, clothing and shelter (including exclusion from home or abandonment)
- Protect a child from physical and emotional harm or danger
- Ensure adequate supervision (including the use of inadequate care-givers)
- Ensure access to appropriate medical care or treatment

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

### **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.

There are many circumstances where a child may become missing from education, but some children are particularly at risk. These 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

We will follow our procedures for unauthorised absence and for dealing with children who go missing from education, particularly on repeat occasions, to help identify the risk of abuse and neglect, including sexual exploitation, and to help prevent the risks of going missing in future. We will always follow up with parents/carers when pupils are not at school. This means we require at least two, up-to-date, contacts for parents/carers. Parents/carers should remember to update the school as soon as possible where these contact details change. This includes informing the local authority if a child leaves the school without a new school being named, and adhering to requirements with respect to sharing information with the local authority, when applicable, when removing a child's name from the admission register at non-standard transition points.

Staff will be trained in signs to look out for and the individual triggers to be aware of when considering the risks of potential safeguarding concerns which may be related to being missing, such as travelling to conflict zones, FGM and forced marriage.

If a staff member suspects that a child is suffering from harm or neglect, we will follow local child protection procedures, including with respect to making reasonable enquiries. We will make an immediate referral to the local authority children's social care team, and the police, if the child is suffering or likely to suffer from harm, or in immediate danger.

### **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. Some specific forms of CCE can include children being forced or manipulated into transporting drugs or money through county lines, working in cannabis factories, shoplifting or pickpocketing. They can also be forced or manipulated into committing vehicle crime or threatening/committing serious violence to others.

Children can become trapped by this type of exploitation as perpetrators can threaten victims (and their families) with violence, or entrap and coerce them into debt. They may be coerced into carrying weapons such as knives or begin to carry a knife for a sense of protection from harm from others. As children involved in criminal exploitation often commit crimes themselves, their vulnerability as victims is not always recognised by adults and professionals, (particularly older children), and they are not treated as victims despite the harm they have experienced. They may still have been criminally exploited even if the activity appears to be something they have agreed or consented to.

It is important to note that the experience of girls who are criminally exploited can be very different to that of boys. The indicators may not be the same, however professionals should be aware that girls are at risk of criminal exploitation too. It is also important to note that both boys and girls being criminally exploited may be at higher risk of sexual 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





If a member of staff suspects CCE, they will discuss this with the DSL. The DSL will trigger the local safeguarding procedures, including a referral to the local authority's children's social care team and the police, if appropriate.

### **County Lines**

County lines is a term used to describe gangs and organised criminal networks involved in exporting illegal drugs (primarily crack cocaine and heroin) into one or more importing areas [within the UK], using dedicated mobile phone lines or other form of "deal line".

Exploitation is an integral part of the county lines offending model with children and vulnerable adults exploited to move [and store] drugs and money. Offenders will often use coercion, intimidation, violence (including sexual violence) and weapons to ensure compliance of victims.

Children can easily become trapped by this type of exploitation as county lines gangs create drug debts and can threaten serious violence and kidnap towards victims (and their families) if they attempt to leave the county lines network.

### **Serious violence**

Signs that a child is at risk from, or involved with serious violent crime include:

- include increased absence from school;
- a change in friendships or relationships with older individuals or groups;
- a significant decline in performance;
- signs of self-harm or a significant change in wellbeing;
- signs of assault or unexplained injuries; and/or
- unexplained gifts or new possessions, which could also indicate that children have been approached by, or are involved with, individuals associated with criminal networks or gangs and may be at risk of criminal exploitation.

There are a range of risk factors which increase the likelihood of involvement in serious violence, such as

- being male;
- having been frequently absent or permanently excluded from school; and/or
- having experienced child maltreatment and having been involved in offending, such as theft or robbery.

If a member of staff suspects a child is involved in or at risk of serious violent crime, they will discuss this with the DSL. The DSL will trigger the local safeguarding procedures, including a referral to the local authority's children's social care team and the police, if appropriate.

### **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.

CSE can affect any child, who has been coerced into engaging in sexual activities. This includes 16 and 17 year olds who can legally consent to have sex. Some children may not realise they are being exploited e.g. they believe they are in a genuine romantic relationship.

Children and young people 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.

In addition to the CCE indicators above, indicators of CSE can include a child:

- Having an older boyfriend or girlfriend
- Suffering from sexually transmitted infections or becoming pregnant

If a member of staff suspects CSE, they will discuss this with the DSL. The DSL will trigger the local safeguarding procedures, including a referral to the local authority's children's social care team and the police, if appropriate.

### **Child abduction and community safety incidents**

Child abduction is the unauthorised removal or retention of a minor from a parent or anyone with legal responsibility for the child. Child abduction can be committed by parents or other family members; by people known but not related to the victim (such as neighbours, friends and acquaintances); and by strangers. Other community safety incidents in the vicinity of a school can raise concerns amongst children and parents, for example, people loitering nearby or unknown adults engaging children in conversation.

In the event that anyone has concerns about child abduction or community safety incidents, they should speak to the Designated Safeguarding Lead immediately.

### **Cybercrime**

Cybercrime is criminal activity committed using computers and/or the internet. It is broadly categorised as either 'cyber-enabled' (crimes that can happen off-line but are enabled at scale

and at speed on-line) or 'cyber dependent' (crimes that can be committed only by using a computer).

Cyber-dependent crimes include;

- unauthorised access to computers (illegal 'hacking'), for example accessing a school's computer network to look for test paper answers or change grades awarded;
- denial of Service (Dos or DDoS) attacks or 'booting'. These are attempts to make a computer, network or website unavailable by overwhelming it with internet traffic from multiple sources; and,
- making, supplying or obtaining malware (malicious software) such as viruses, spyware, ransomware, botnets and Remote Access Trojans with the intent to commit further offence, including those above.

Children with particular skill and interest in computing and technology may inadvertently or deliberately stray into cyber-dependent crime. If we have concerns about a child and possible risk of being drawn into cyber crime, the designated safeguarding lead (or a deputy) will consider referring into the Cyber Choices programme. This is a nationwide police programme supported by the Home Office and led by the National Crime Agency, working with regional and local policing. We may also include positive interventions or early help and will refer to children's social care if we think a child is suffering or is at risk of suffering harm.

### **Domestic abuse**

Domestic 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.

All children can witness and be adversely affected by domestic abuse in the context of their home life where domestic abuse occurs between family members. 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.

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.

Older children may also experience domestic abuse and/or violence in their own personal relationships. See Appendix B: Peer on peer abuse for more details.

Exposure to domestic abuse and/or violence can have a serious, long-lasting emotional and psychological impact on children.

At Prince William School, we are working in partnership with **North Northamptonshire Council** and **West Northamptonshire Council** and Northamptonshire Police to identify and provide appropriate support to pupils who have experienced domestic abuse in their household; nationally this scheme is called Operation Encompass. In order to achieve this, **North Northamptonshire Council** and **West Northamptonshire Council** will share police information with the Designated Safeguarding Lead(s) of all domestic incidents where one

of our pupils has been affected. On receipt of any information, the Designated Safeguarding Lead will decide on the appropriate support the child requires, this could be silent or overt.

All information sharing and resulting actions will be undertaken in accordance with the '[NSCP Protocol for Domestic Abuse – Notifications to Schools](#)'. We will record this information and store this information in accordance with the record keeping procedures outlined in this policy.

The DSL will provide support according to the child's needs and update records about their circumstances.

### **Homelessness**

Being homeless or being at risk of becoming homeless presents a real risk to a child's welfare. The DSL [and deputy/deputies] will be aware of contact details and referral routes in to the local housing authority so they can raise/progress concerns at the earliest opportunity (where appropriate and in accordance with local procedures).

Where a child has been harmed or is at risk of harm, the DSL will also make a referral to children's social care.

### **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.

### **Female Genital Mutilation**

The DSL will make sure that staff have access to appropriate training to equip them to be alert to children affected by FGM or at risk of FGM.

Section 10 of this policy sets out the procedures to be followed if a staff member discovers that an act of FGM appears to have been carried out or suspects that a pupil is at risk of FGM. Indicators that FGM has already occurred include:

- A pupil confiding in a professional that FGM has taken place
- A mother/family member disclosing that FGM has been carried out
- A family/pupil already being known to social services in relation to other safeguarding issues
- A girl:
  - Having difficulty walking, sitting or standing, or looking uncomfortable
  - Finding it hard to sit still for long periods of time (where this was not a problem previously)
  - Spending longer than normal in the bathroom or toilet due to difficulties urinating
  - Having frequent urinary, menstrual or stomach problems
  - Avoiding physical exercise or missing PE
  - Being repeatedly absent from school, or absent for a prolonged period

- Demonstrating increased emotional and psychological needs – for example, withdrawal or depression, or significant change in behaviour
- Being reluctant to undergo any medical examinations
- Asking for help, but not being explicit about the problem
- Talking about pain or discomfort between her legs

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

- The girl's family having a history of practicing FGM (this is the biggest risk factor to consider)
- FGM being known to be practiced in the girl's community or country of origin
- A parent or family member expressing concern that FGM may be carried out
- A family not engaging with professionals (health, education or other) or already being known to social care in relation to other safeguarding issues
- A girl:
  - Having a mother, older sibling or cousin who has undergone FGM
  - Having limited level of integration within UK society
  - Confiding to a professional that she is to have a "special procedure" or to attend a special occasion to "become a woman"
  - Talking about a long holiday to her country of origin or another country where the practice is prevalent, or parents stating that they or a relative will take the girl out of the country for a prolonged period
  - Requesting help from a teacher or another adult because she is aware or suspects that she is at immediate risk of FGM
  - Talking about FGM in conversation – for example, a girl may tell other children about it (although it is important to take into account the context of the discussion)
  - Being unexpectedly absent from school
  - Having sections missing from her 'red book' (child health record) and/or attending a travel clinic or equivalent for vaccinations/anti-malarial medication

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.

Staff will receive training around forced marriage and the presenting symptoms. We are aware of the 'one chance' rule, i.e. we may only have one chance to speak to the potential victim and only one chance to save them.

If a member of staff suspects that a pupil is being forced into marriage, they will speak to the pupil about their concerns in a secure and private place. They will then report this to the DSL.

The DSL will:

- Speak to the pupil about the concerns in a secure and private place
- Activate the local safeguarding procedures and refer the case to the local authority's designated officer
- Seek advice from the Forced Marriage Unit on 020 7008 0151 or [fm@fco.gov.uk](mailto:fm@fco.gov.uk)

- Refer the pupil to an education welfare officer, pastoral tutor, learning mentor, or school counsellor, as appropriate

### **Private Fostering**

A private fostering arrangement is one that is made privately (without the involvement of a local authority) for the care of a child under the age of 16 years (under 18, if disabled) by someone other than a parent or close relative, in their own home, with the intention that it should last for 28 days or more.

A close family relative is defined as a 'grandparent, brother, sister, uncle or aunt' and includes half-siblings and step-parents; it does not include great-aunts or uncles, great grandparents or cousins.

Parents and private foster carers both have a legal duty to inform the relevant local authority at least six weeks before the arrangement is due to start; not to do so is a criminal offence.

Whilst most privately fostered children are appropriately supported and looked after, they are a potentially vulnerable group who should be monitored by the local authority, particularly when the child has come from another country. In some cases, privately fostered children are affected by abuse and neglect, or be involved in trafficking, child sexual exploitation or modern-day slavery.

Schools have a mandatory duty to report to the local authority where they are aware or suspect that a child is subject to a private fostering arrangement. Although schools have a duty to inform the local authority, there is no duty for anyone, including the private foster carer or social workers to inform the school. However, it should be clear to the school who has parental responsibility.

School staff should notify the designated safeguarding lead when they become aware of private fostering arrangements. The designated safeguarding lead will speak to the family of the child involved to check that they are aware of their duty to inform the LA. The school itself has a duty to inform the local authority of the private fostering arrangements.

On admission to the school, we will take steps to verify the relationship of the adults to the child who is being registered.

### **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. Schools have a duty to prevent children from being drawn into terrorism. The DSL will undertake Prevent awareness training and make sure that staff have access to appropriate training to equip them to identify children at risk.

We will assess the risk of children in our school being drawn into terrorism. This assessment will be based on an understanding of the potential risk in our local area, in collaboration with our local safeguarding partners and local police force.

We will ensure that suitable internet filtering is in place, and equip our pupils to stay safe online at school and at home.

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](#)<sup>18</sup> and charity [NSPCC](#)<sup>19</sup> 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 may 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.

If staff are concerned about a pupil, they will follow our procedures set out in Section 9 of this policy, including discussing their concerns with the DSL. Staff should always take action if they are worried.

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<sup>18</sup> <https://educateagainsthate.com/signs-of-radicalisation/>

<sup>19</sup> <https://www.nspcc.org.uk/keeping-children-safe/reporting-abuse/dedicated-helplines/protecting-children-from-radicalisation/>



The school's measures to promote British Values in order to prevent radicalisation are set out in the SMSC tracking document on the school's website. The school uses assemblies and opportunities in across the curriculum to address radicalisation and extremism.

### **Missing pupils**

Our procedures are designed to ensure that a missing child is found and returned to effective supervision as soon as possible.

On the first day of absence, the parent/carer must inform the school of the reason for this absence.

If no information has been received by 9.30am, the school will contact the parent/carer to request information about why.

If the parent/carer believes that the child is at school, a thorough search will be made of the premises. The attendance officer will risk assess the situation with the safeguarding team and plan an appropriate response.

If the child is not found, the parent/carer will be advised to pursue the following options;

- Contact the local police station to inform them that the child is missing;
- Contact all people and places the child is known to talk to and visit to tell them that the child is missing and ask if they can help to find the child, by providing information which may shed light on the child's whereabouts or actively searching for the child;
- Contact the family GP and Accident and Emergency Centres near where the child lives and goes to school, in case he/she has sustained an injury and been taken in for medical treatment;
- Report back to school if the child is found or remains missing.

The school will continue to search for the child using professionals' knowledge of the child. The school will also risk assess the situation and may make referrals to the police or children's social care as necessary.

If we are unable to make contact with parent/carer about the child, the safeguarding team and attendance officer will make a risk assessment of the child's vulnerabilities and carry out interventions for the child. This could be to contact the police, children's social care, the school nurse, or another relevant agency. Contact will be made by phone on the second day and a letter on the third, using language that can be understood by the parent/carer. If, by the fourth day, no contact has been made, the school will plan a home visit with risk assessments in place for this. At the tenth day at the latest, although it may be earlier if the school has concerns, the school will make a referral to North Northants Council using the online Child Missing Education referral process.

The school will ensure that all staff are trained to spot unexplained absence and to raise this with the safeguarding team.

See link to [NNC/WNC procedures for Children Missing Education](#)<sup>20</sup>

### **Non-collection of children**

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<sup>20</sup> <https://www.northamptonshire.gov.uk/councilservices/children-families-education/schools-and-education/information-for-school-staff/pupil-support-and-inclusion/attendance-and-behaviour/Pages/children.aspx>





If a student is not collected at the end of the session/day, the school will ensure that the child is kept within the school areas and monitored. The school will contact the parent/carer to ascertain the reason for the non-collection and ensure that the parent/carer is able to confirm how the student is to return home. If there is no ability for the student to get home, the school will put a suitable plan in place for the return of the student. This may be a taxi that the parent/carer is required to pay for or the use of the school minibus which may also incur a reasonable charge to the parent/carer.

EMAT Template policy



## Appendix D: Safer recruitment

We adhere to Part 3 of Keeping Children Safe in Education at all times. We consider safeguarding throughout the recruitment process, including when defining and advertising roles.

We will record all information on the checks carried out in the school's single central record (SCR). Copies of these checks, where appropriate, will be held in individuals' personnel files. We follow requirements and best practice in retaining copies of these checks, as set out below.

### Pre-appointment safer recruitment

We will include the following in all job advertisements:

- our commitment to safeguarding and promoting the welfare of children;
- clear confirmation that safeguarding checks will be undertaken;
- the safeguarding responsibilities of the post as per the job description and personal specification; and
- whether the post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.

Where a role involves engaging in regulated activity relevant to children, we will include a statement in the application form or elsewhere in the information provided to applicants that it is an offence to apply for the role if the applicant is barred from engaging in regulated activity relevant to children.

All applicants will be provided with:

- A copy of the school's Safeguarding policy and the policies and practices for child protection in the application pack. They will be directed to the link for this on the school's website.

### Applicants

We require applicants to provide:

- personal details, current and former names, current address and their national insurance number;
- details of their present (or last) employment and reason for leaving;
- full employment history, (since leaving school, including education, employment and voluntary work) including reasons for any gaps in employment;
- qualifications, the awarding body and date of award;
- details of referees/references; and
- a statement of the personal qualities and experience that the applicant believes are relevant to their suitability for the post advertised and how they meet the person specification.

We will not accept copies of curriculum vitae in place of an application form

## Shortlisting and selection

Shortlisted candidates will be asked to complete a self-declaration of their criminal record or information that would make them unsuitable to work with children. For more details of what this will contain, please see Part 3 of Keeping Children Safe in Education (2021).

At least two people will carry out shortlisting and they will explore any potential concerns, including inconsistencies and/or gaps in unemployment.

We will seek references on all shortlisted candidates, including internal candidates, before interview. We will scrutinise these and resolve any concerns before confirming appointments. The references requested will ask specific questions about the suitability of the applicant to work with children. The EMAT expectation is that two references should be collected. The minimum that will be accepted is one from the previous employer.

When asked to provide references, we will ensure the information confirms whether we are satisfied with the applicant's suitability to work with children and provide the facts of any substantiated safeguarding allegations.

## Interviews

During the interview process at least one person on an interview panel should have completed the training for Safer Recruitment. Pupils will be included in the recruitment process in a meaningful ways with their voice given careful consideration.

## New staff

When appointing new staff, we will:

- verify a candidate's identity. This includes demonstrating an awareness for the potential for individuals changing their name. Best practice is checking the name on their birth certificate, where this is available;
- obtain (via the applicant) an enhanced DBS check (including children's barred list information, for those who will be engaging in regulated activity with children). When using the DBS update service we will ensure that the school obtains the original, physical certificate;
- obtain a separate children's barred list check if an individual will start work in regulated activity with children before the DBS certificate is available;
- verify the candidate's mental and physical fitness to carry out their work responsibilities using the Home Office guidance or by obtaining a letter from the professional regulating authority in the country where the applicant has worked, confirming that there are not sanctions against them;
- verify the person's right to work in the UK, including EU nationals;
- If the person has lived or worked outside the UK, make any further checks the school or college consider appropriate;
- verify professional qualifications, as appropriate; and
- ensure that an applicant to be employed to carry out teaching work is not subject to a prohibition order.
- Check that candidates taking up a management position are not subject to a prohibition from management (section 128) direction made by the Secretary of State.

Schools with pupils aged under 8 add:

- We will ensure that appropriate checks are carried out to ensure that individuals are not disqualified under the 2018 Childcare Disqualification Regulations and Childcare Act 2006. Where we take a decision that an individual falls outside of the scope of these regulations and we do not carry out such checks, we will retain a record of our assessment on the individual's personnel file. This will include our evaluation of any risks and control measures put in place, and any advice sought.

**Regulated activity** means a person who will be:

- Responsible, on a regular basis in a school or college, for teaching, training, instructing, caring for or supervising children; or
- Carrying out paid, or unsupervised unpaid, work regularly in a school or college where that work provides an opportunity for contact with children; or
- Engaging in intimate or personal care or overnight activity, even if this happens only once and regardless of whether they are supervised or not

### **Existing staff**

If we have concerns about an existing member of staff's suitability to work with children, we will carry out all the relevant checks as if the individual was a new member of staff. We will also do this if an individual moves from a post that is not regulated activity to one that is.

We will refer to the DBS anyone who has harmed, or poses a risk of harm, to a child or vulnerable adult where:

- We believe the individual has engaged in **relevant conduct**;  
or
- The individual has received a caution or conviction for a relevant offence, or there is reason to believe the individual has committed a listed relevant offence, under the **Safeguarding Vulnerable Groups Act 2006 (Prescribed Criteria and Miscellaneous Provisions) Regulations 2009**; or
- The 'harm test' is satisfied in respect of the individual (i.e. they may harm a child or vulnerable adult or put them at risk of harm); and
- The individual has been removed from working in regulated activity (paid or unpaid) or would have been removed if they had not left

### **Agency and third-party staff**

We will obtain written notification from any agency or third-party organisation that it has carried out the necessary safer recruitment checks that we would otherwise perform. We will also check that the person presenting themselves for work is the same person on whom the checks have been made.

## **Contractors**

We will ensure that any contractor, or any employee of the contractor, who is to work at the school has had the appropriate level of DBS check (this includes contractors who are provided through a PFI or similar contract). This will be:

- An enhanced DBS check with barred list information for contractors engaging in regulated activity
- An enhanced DBS check, not including barred list information, for all other contractors who are not in regulated activity but whose work provides them with an opportunity for regular contact with children
- We will obtain the DBS check for self-employed contractors.
- We will not keep copies of such checks for longer than 6 months.
- Contractors who have not had any checks will not be allowed to work unsupervised or engage in regulated activity under any circumstances.
- We will check the identity of all contractors and their staff on arrival at the school.

Schools with pupils aged under 8 add:

- For self-employed contractors such as music teachers or sports coaches, we will ensure that appropriate checks are carried out to ensure that individuals are not disqualified under the 2018 Childcare Disqualification Regulations and Childcare Act 2006. Where we decide that an individual falls outside of the scope of these regulations and we do not carry out such checks, we will retain a record of our assessment. This will include our evaluation of any risks and control measures put in place, and any advice sought.

## **Trainee/student teachers**

Where applicants for initial teacher training are salaried by us, we will ensure that all necessary checks are carried out.

Where trainee teachers are fee-funded, we will obtain written confirmation from the training provider that necessary checks have been carried out and that the trainee has been judged by the provider to be suitable to work with children.

In both cases, this includes checks to ensure that individuals are not disqualified under the 2018 Childcare Disqualification Regulations and Childcare Act 2006.

## **Volunteers**

We will:

- Never leave an unchecked volunteer unsupervised or allow them to work in regulated activity.
- Obtain an enhanced DBS check with barred list information for all volunteers who are new to working in regulated activity.
- Carry out a risk assessment when deciding whether to seek an enhanced DBS check without barred list information for any volunteers not engaging in regulated activity. We will retain a record of this risk assessment.
- Ensure that appropriate checks are carried out to ensure that individuals are not disqualified under the 2018 Childcare Disqualification Regulations and Childcare Act 2006. Where we decide that an individual falls outside of the scope of these regulations and we do not carry out such checks, we will retain a record of our

assessment. This will include our evaluation of any risks and control measures put in place, and any advice sought.

### **Governance**

- All trustees, local governors and members will have an enhanced DBS check without barred list information.
- They will have an enhanced DBS check with barred list information if working in regulated activity.

The chair of the Trust board will have their DBS check countersigned by the secretary of state.

### **All trustees, local governors and members will also have the following checks:**

- A section 128 check (to check prohibition on participation in management under [section 128 of the Education and Skills Act 2008](#)). [Section 128 checks are only required for local governors if they have retained or been delegated any management responsibilities.]
- Identity
- Right to work in the UK
- Other checks deemed necessary if they have lived or worked outside the UK
- The chair of the board will have their DBS check countersigned by the secretary of state.

### **All governors will also have the following checks:**

- Identity
- Right to work in the UK
- Other checks deemed necessary if they have lived or worked outside the UK

### **Staff working in alternative provision settings**

Where we place a pupil with an alternative provision provider, we obtain written confirmation from the provider that they have carried out the appropriate safeguarding checks on individuals working there that we would otherwise perform.

### **Checking the identity and suitability of visitors**

All visitors will be required to verify their identity to the satisfaction of staff. Reception staff are trained to request satisfactory identification from visitors who are not permitted into the school site until this has been confirmed. The school uses colour-coded lanyards to differentiate visitors and their permissions in school.

If the visitor is unknown to the setting, we will check their credentials and reason for visiting before allowing them to enter the setting. Visitors should be ready to produce identification. Visitors are expected to sign the visitors' book and wear a visitor's badge.



Visitors to the school who are visiting for a professional purpose, such as educational psychologists and school improvement officers, will be asked to show photo ID and the organisation sending the professional, such as the LA or educational psychology service, will provide annually written confirmation that an enhanced DBS check with barred list information has been carried out.

All other visitors, including visiting speakers, will be accompanied by a member of staff at all times. We will not invite into the school any speaker who is known to disseminate extremist views, and will carry out appropriate checks to ensure that any individual or organisation using school facilities is not seeking to disseminate extremist views or radicalise pupils or staff.

When organising work experience, we will ensure that policies and procedures are in place to protect children from harm.

EMAT Template policy

## Appendix E: How the school responds to allegations that may meet the harms threshold

This section of this policy applies to all cases in which it is alleged that a current member of staff, including a supply teacher or volunteer, has:

- behaved in a way that has harmed a child, or may have harmed a child, or
- possibly committed a criminal offence against or related to a child, or
- behaved towards a child or children in a way that indicates he or she may pose a risk of harm to children, or
- behaved or may have behaved in a way that indicates they may not be suitable to work with children.

It applies regardless of whether the alleged abuse took place in the school or elsewhere. Allegations against a teacher who is no longer teaching and historical allegations of abuse will be referred to the police.

We will deal with any allegation of abuse against a member of staff or volunteer quickly, in a fair and consistent way that provides effective child protection while also supporting the individual who is the subject of the allegation. Our procedures for dealing with allegations will be applied with common sense and judgement.

For more information about how the school responds to low-level concerns (concerns do not meet the harms threshold) please see Section 17 of this policy.

### **Suspension of the accused until the case is resolved**

Suspension will not be the default position, and will only be considered in cases where there is reason to suspect that a child or other children is/are at risk of harm, or the case is so serious that it might be grounds for dismissal. In such cases, we will only suspend an individual if we have considered all other options available and there is no reasonable alternative. We will seek views from our Senior HR Business Partner, our Head of Governance and Compliance, the local authority designated officer/s, the police and/or Children's Social Care (as appropriate).

Based on an assessment of risk, we will consider alternatives such as:

- Redeployment within the school so that the individual does not have direct contact with the child or children concerned.
- Providing an assistant to be present when the individual has contact with children
- Redeploying the individual to alternative work in the school so that they do not have unsupervised access to children.
- Moving the child or children to classes where they will not come into contact with the individual, making it clear that this is not a punishment and parents have been consulted.
- Temporarily redeploying the individual to another role in a different location, for example to an alternative school.



## Definitions for outcomes of allegation investigations

- **Substantiated:** there is sufficient evidence to prove the allegation
- **Malicious:** there is sufficient evidence to disprove the allegation and there has been a deliberate act to deceive
- **False:** there is sufficient evidence to disprove the allegation
- **Unsubstantiated:** there is insufficient evidence to either prove or disprove the allegation (this does not imply guilt or innocence)
- **Unfounded:** to reflect cases where there is no evidence or proper basis which supports the allegation being made

## Procedure for dealing with allegations

In the event of an allegation that meets the criteria above, the headteacher or Chair of Governors (where the headteacher is the subject of the allegation) – the ‘case manager’ – will take the following steps:

- Immediately discuss the allegation with the designated officer at the local authority. This is to consider the nature, content and context of the allegation and agree a course of action, including whether further enquiries are necessary to enable a decision on how to proceed, and whether it is necessary to involve the police and/or children’s social care services. (The case manager may, on occasion, consider it necessary to involve the police *before* consulting the designated officer – for example, if the accused individual is deemed to be an immediate risk to children or there is evidence of a possible criminal offence. In such cases, the case manager will notify the designated officer as soon as practicably possible after contacting the police).
- Inform the accused individual of the concerns or allegations and likely course of action as soon as possible after speaking to the designated officer (and the police or children’s social care services, where necessary). Where the police and/or children’s social care services are involved, the case manager will only share such information with the individual as has been agreed with those agencies.
- Where appropriate (in the circumstances described above), carefully consider whether suspension of the individual from contact with children at the school is justified or whether alternative arrangements such as those outlined above can be put in place. Advice will be sought from the designated officer, police and/or children’s social care services, as appropriate.
- **If immediate suspension is considered necessary**, agree and record the rationale for this with the designated officer. The record will include information about the alternatives to suspension that have been considered, and why they were rejected. Written confirmation of the suspension will be provided to the individual facing the allegation or concern within 1 working day, and the individual will be given a named contact at the school and their contact details.
- **If it is decided that no further action is to be taken** in regard to the subject of the allegation or concern, record this decision and the justification for it and agree with the designated officer what information should be put in writing to the individual and by whom, as well as what action should follow both in respect of the individual and those who made the initial allegation.

- **If it is decided that further action is needed**, take steps as agreed with the designated officer to initiate the appropriate action in school and/or liaise with the police and/or Children's Social Care services as appropriate.
- Provide effective support for the individual facing the allegation or concern, including appointing a single point of contact from the school to keep them informed of the progress of the case and considering what other support is appropriate. The EMAT Employees' Assist Programme would also be available to anyone requiring support.
- Inform the parents or carers of the child/children involved about the allegation as soon as possible if they do not already know (following agreement with children's social care services and/or the police, if applicable). The case manager will also inform the parents or carers of the requirement to maintain confidentiality about any allegations made against teachers (where this applies) while investigations are ongoing. Any parent or carer who wishes to have the confidentiality restrictions removed in respect of a teacher will be advised to seek legal advice
- Keep the parents or carers of the child/children involved informed of the progress of the case and the outcome, where there is not a criminal prosecution, including the outcome of any disciplinary process (in confidence)
- Make a referral to the DBS where it is thought that the individual facing the allegation or concern has engaged in conduct that harmed or is likely to harm a child, or if the individual otherwise poses a risk of harm to a child
- We will inform Ofsted of any allegations of serious harm or abuse by any person living, working, or looking after children in the Early Years premises (whether the allegations relate to harm or abuse committed on the premises or elsewhere), and any action taken in respect of the allegations. This notification will be made as soon as reasonably possible and always within 14 days of the allegations being made.
- If the school is made aware that the Secretary of State has made an interim prohibition order in respect of an individual, we will immediately suspend that individual from teaching, pending the findings of the investigation by the Teaching Regulation Agency.
- Where the police are involved, wherever possible the Local Advisory Board and/or the Board of Trustees will ask the police at the start of the investigation to obtain consent from the individuals involved to share their statements and evidence for use in the school's disciplinary process, should this be required at a later point.

#### **Additional considerations for supply staff**

If there are concerns or an allegation is made against someone not directly employed by the school, such as supply staff provided by an agency, we will take the actions below in addition to our standard procedures.

We will never cease to use a supply teacher for safeguarding reasons without first finding out the facts and liaising with the Local Authority Designated Officer to reach a suitable outcome. The governing board will discuss with the agency whether it is appropriate to suspend the supply teacher, or redeploy them to another part of the school, while the school carries out the investigation

We will involve the agency fully, but the school will take the lead in collecting the necessary information and providing it to the local authority designated officer as required.

We will address issues such as information sharing, to ensure any previous concerns or allegations known to the agency are taken into account (we will do this, for example, as part of the allegations management meeting or by liaising directly with the agency where necessary).

When using an agency, we will inform them of our process for managing allegations, and keep them updated about our policies as necessary, and will invite the agency's HR manager or equivalent to meetings as appropriate.

### **Timescales**

- Any cases where it is clear immediately that the allegation is unsubstantiated or malicious will be resolved within 1 week.
- If the nature of an allegation does not require formal disciplinary action, we will institute appropriate action within 3 working days.
- If a disciplinary hearing is required and can be held without further investigation, we will hold this within 15 working days.

### **Specific actions**

#### **Action following a criminal investigation or prosecution**

The case manager will discuss with the designated officer whether any further action, including disciplinary action, is appropriate and, if so, how to proceed, taking into account information provided by the police and/or children's social care services.

#### **Conclusion of a case where the allegation is substantiated**

If the allegation is substantiated and the individual is dismissed or the school ceases to use their services, or the individual resigns or otherwise ceases to provide their services, the case manager and the school's personnel adviser will discuss with the designated officer whether to make a referral to the DBS for consideration of whether inclusion on the barred lists is required. If they think that the individual has engaged in conduct that has harmed (or is likely to harm) a child, or if they think the person otherwise poses a risk of harm to a child, they must make a referral to the DBS.

If the individual concerned is a member of teaching staff, the case manager and personnel adviser will discuss with the designated officer whether to refer the matter to the Teaching Regulation Agency to consider prohibiting the individual from teaching.

#### **Individuals returning to work after suspension**

If it is decided on the conclusion of a case that an individual who has been suspended can return to work, the case manager will consider how best to facilitate this.

The case manager will also consider how best to manage the individual's contact with the child or children who made the allegation, if they are still attending the school.

### **Unsubstantiated or malicious allegations**

If an allegation is shown to be deliberately invented, or malicious, the headteacher, or other appropriate person in the case of an allegation against the headteacher, will consider whether any disciplinary action is appropriate against the pupil(s) who made it, or whether the police should be asked to consider whether action against those who made the allegation might be appropriate, even if they are not a pupil.

### **Confidentiality**

The school will make every effort to maintain confidentiality and guard against unwanted publicity while an allegation is being investigated or considered.

The case manager will take advice from the local authority's designated officer, police and children's social care services, as appropriate, to agree:

- Who needs to know about the allegation and what information can be shared.
- How to manage speculation, leaks and gossip, including how to make parents or carers of a child/children involved aware of their obligations with respect to confidentiality.
- What, if any, information can be reasonably given to the wider community to reduce speculation.
- How to manage press interest if, and when, it arises.

### **Record-keeping**

The case manager will maintain clear records about any case where the allegation or concern meets the criteria above and store them on the individual's confidential personnel file for the duration of the case. Such records will include:

- A clear and comprehensive summary of the allegation.
- Details of how the allegation was followed up and resolved.
- Notes of any action taken and decisions reached (and justification for these, as stated above).

If an allegation or concern is not found to have been malicious, the school will retain the records of the case on the individual's confidential personnel file, and provide a copy to the individual.

Where records contain information about allegations of sexual abuse, we will preserve these for the Independent Inquiry into Child Sexual Abuse (IICSA), for the term of the inquiry. We will retain all other records at least until the individual has reached normal pension age, or for 10 years from the date of the allegation if that is longer. The records of any allegation that is found to be malicious will be deleted from the individual's personnel file.

### **References**

When providing employer references, we will not refer to any allegation that has been proven to be false, unsubstantiated or malicious, or any history of allegations where all such allegations have been proven to be false, unsubstantiated or malicious.



### Learning lessons

After any cases where the allegations are *substantiated*, we will review the circumstances of the case with the local authority's designated officer to determine whether there are any improvements that we can make to the school's procedures or practice to help prevent similar events in the future.

This will include consideration of (as applicable):

- Issues arising from the decision to suspend the member of staff
- The duration of the suspension
- Whether or not the suspension was justified
- The use of suspension when the individual is subsequently reinstated. We will consider how future investigations of a similar nature could be carried out without suspending the individual

For referrals regarding adults in education and other information on the role of the Designated Officer (formerly LADO) please visit:  
<http://www.northamptonshirescb.org.uk/schools/referrals-eha/designated-officer/>

### The Chair of Governors in this school is:

NAME: Mrs C Krzanicki

CONTACT NUMBER: 01832 272881

### In the absence of the Chair of Governors, the Vice Chair should be contacted. The Vice Chair in this school is:

NAME: Mr R Fincher

CONTACT NUMBER: 01832 272881

Multi-Agency Safeguarding Hub: 0300 126 7000 (Option 1)

If it is decided that the allegation does not meet the threshold for safeguarding, it will be handed back to the employer for consideration via the school's internal procedures.

## Appendix F: Online Safety

Teaching pupils to stay safe online and keeping children safe online in school is a crucial part of safeguarding. It is essential that children are safeguarded from potentially harmful and inappropriate online material. We take a whole school approach to online to protect and educate pupils, students, and staff in their use of technology and establishes mechanisms to identify, intervene in, and escalate any concerns where appropriate.

Our approach to online safety runs through every aspect of our work with children, including (but not limited to):

- curriculum planning and RSHE;
- teacher training;
- the role and responsibilities of the designated safeguarding lead;
- parental engagement;
- Induction of staff, volunteers and pupils and
- Resource management.

This appendix complements and should be read alongside our Online Safety policy. Staff must read the Online Safety Policy in conjunction with our Code of Conduct in relation to personal online behaviour. All staff receive online safety training at induction, with regular updates and formal annual training thereafter.

The Designated Safeguarding Lead (DSL) takes lead responsibility for online safety. The DSL attends training regularly to ensure that they understand the unique risks associated with online safety and to ensure that they are confident that they have the relevant knowledge and up to date capability required to keep children safe whilst they are online at school.

### Risks to children

The breadth of issues classified within online safety is considerable, but can be categorised into four areas of risk:

- **content:** being exposed to illegal, inappropriate or harmful content, for example: pornography, fake news, racism, misogyny, self-harm, suicide, anti-Semitism, radicalisation and extremism.
- **contact:** being subjected to harmful online interaction with other users; for example: peer to peer pressure, commercial advertising and adults posing as children or young adults with the intention to groom or exploit them for sexual, criminal, financial or other purposes'.
- **conduct:** personal online behaviour that increases the likelihood of, or causes, harm; for example, making, sending and receiving explicit images (e.g consensual and non-consensual sharing of nudes and semi-nudes and/or pornography, sharing other explicit images and online bullying; and
- **commerce:** risks such as online gambling, inappropriate advertising, phishing and or financial scams.



We refer to these four areas of risk when planning our approach to online safety and ensuring that we are safeguarding children against a broad spectrum of potential online harms.

### **Filtering and monitoring**

The monitoring of keywords being typed into student and staff devices is carried out by a product called Senso

### **Senso.cloud | Safeguarding - Our Cloud Based Safeguarding Module**

This system is used trust wide on all Trust owned PCs and Laptops.

Any incidents of inappropriate or concerning keywords being entered onto a monitored device due to student activity will automatically send a notification to the local DSL whom can assess the context and determine if the incident is a legitimate concern to be entered into My Concern or if it requires no further action.

Any inappropriate or concerning keywords entered on monitored devices by a staff member will trigger an automatic notification being sent to the School based DSL whom can assess the context and determine whether further action needs to be taken. Should there a genuine issue then the DSL must report the issue to the Head of Safeguarding and Inclusion, HR and to the Head Teacher of the school in which the issue is based.

We are mindful that “over-blocking” can lead to unreasonable restrictions as to what children can be taught with regard to online teaching and safeguarding and mitigate against this by enabling teachers to request access to particular sites as necessary. The appropriateness of any filters and monitoring systems are a matter for will be informed in part, by the risk assessment required by the Prevent Duty.

### **Pupil mobile phones**

Students are permitted to have a mobile phone for their safety to and from school. Students must not use their phones during the school day. The phone should be off and in their bags. Any phone that is seen or heard in school will be confiscated and the student will receive a 10 minute sanction. The phone will be returned to the student at the end of the school day. If this is a recurrent issue, the school will contact the parent and agree a means by which the phone will only be returned to the parent/carer as long as this does not endanger the student during their journey home.

See Section 16 of this policy for more details about staff use of mobile phones.

### **Remote learning**

During times of remote learning, the school will assign a level of need to each student and a key worker who makes contact. Those seen as lowest risk will be contacted at least every fortnight to ensure that they are safe. Those at an intermediate need will have contact at least every week, and those at the highest level of concern will be contacted at least every other day. For these students, the school will endeavour to carry out home visits regularly for face-to-face contact. Any concerns about a lack of engagement are reported to the



safeguarding team using the referral system (My Concern) or by direct contact if the member of staff perceives an imminent risk.

All students will be provided with the email addresses of the safeguarding team to ensure that they can make contact if they have concerns or wish to make a disclosure. The safeguarding phone number is also shared with all students and staff in the event of a period of remote learning.

### **How to report online safety concerns**

If pupils, parents or staff have any concerns about online safety, or wish to make a disclosure, they should speak to the Designated Safeguarding Lead or deputy without delay. The contact details for these members of staff can be found on the front of this policy.

### **Regular review of our approach to online safety**

We recognise that technology, and risks and harms related to it evolve and changes rapidly. We carry out an annual review of our approach to online safety, supported by an annual risk assessment that considers and reflects the risks their children face. This is informed by local and national training and regular updates.

### **More information**

For more information about online safety, please see Annex D of Keeping Children Safe in Education (2021).

The Online Safety Lead is Antony Kennedy.