

English Martyrs Catholic Voluntary Academy  
Safeguarding and Child Protection Policy



“ We learn and grow as a family in the footsteps of Jesus “

**Approved by:** FGB

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**by:**

<b>CONTENTS</b>	<b>Page</b>
Named staff & contacts	3
Intent, Equality & Diversity Statement	4
Safeguarding Commitment	5
Roles and Responsibilities	
General	6
Governing Body	7
Headteacher/Head of School	7
Designated Safeguarding Lead	8
Records, Monitoring and Transfer	9 / 10
Support to pupils and School Staff	11
Other Relevant Policies	11 / 12
Recruitment and Selection of Staff	15
Appendix 1 - Procedure to follow in cases of possible, alleged or suspected abuse	16
Appendix 2 - Procedure for allegations against staff and volunteers	18
Appendix 3 - EYFS Policy for the use of Cameras and Mobile Phones	20
Appendix 4 - Safeguarding pupils who are vulnerable to extremism and radicalisation	20
Appendix 5 – Radicalisation and Extremism Risk Assessment	21
Appendix 6 – Female Genital Mutilation	22
Appendix 7 – Indicators of abuse and neglect	22

## Named staff and contacts

- Designated Safeguarding Leads: **Lead DSL - Mrs Alison Chambers** Deputies - **Mrs Catherine Scott SENDCO and Mrs Karen Emmerson Senior Administrator**
- Prevent Single Point of Contact (SPOC): **Mrs Alison Chambers**
- Designated Teacher for Children in Care: **Mrs Alison Chambers**
- Nominated Safeguarding Governor: **Mr D Bonanno**
- Safeguarding and Improvement Unit contacts:

### Leicestershire/Rutland

#### **Safeguarding and Improvement Unit Service Manager (Acting):**

Judith Jones 0116 3057411

#### **LADO / Allegations:**

Rutland LADO 01572 720913 ( [LADO@rutland.gov.uk](mailto:LADO@rutland.gov.uk) )

#### **Safeguarding Development Officer:**

Simon Genders 0116 305 7750

#### **First Response Children's Duty (Priority 1 referrals )**

**Rutland County Council Children's Duty Team 01572 758407**

**email [childrensreferrals@rutland.gov.uk](mailto:childrensreferrals@rutland.gov.uk)**

#### **Out of hours please ring :**

Telephone        0116 3050005  
Fax                0116 3050011  
Email             [childrensduty@leics.gov.uk](mailto:childrensduty@leics.gov.uk)  
Address         First Response Children's Duty  
                     Room 100b  
                     County Hall  
                     Championship Way  
                     Glenfield  
                     LE3 8RF

#### **All other referrals**

<http://rsb.org.uk/childreport>

#### **Early Help – Request for Service**

**Rutland - Early Help <[EarlyHelp@rutland.gov.uk](mailto:EarlyHelp@rutland.gov.uk)>**

[http://www.leics.gov.uk/index/children\\_families/early\\_help.htm](http://www.leics.gov.uk/index/children_families/early_help.htm)

**Family Information Service 0116 3056545 email [family@leics.gov.uk](mailto:family@leics.gov.uk)**

**Contact to learn outcome of referrals 0116 3050005**

## Intent

As a Catholic voluntary academy we intend to foster a positive ethos in school where all children, staff and parents feel valued and safe. We want our children to feel safe, secure and listened to. Regular formal and informal CPD focused on safeguarding is planned throughout the academic year constantly encouraging our staff and volunteers to talk about any concerns they have and to understand that in “exceptional circumstances” they may report concerns directly to social care. Children are regularly taught about safeguarding issues as part of the curriculum and our vulnerable children are supported in the correct ways.

The school community believe that all children have the right to grow up unharmed, to have the opportunity to develop fully and to have their basic needs met.

Child abuse represents a failure, by omission or commission, to respect the needs and rights of children. The academy recognises that abuse affects children of all ages, abilities and needs, sexes, different races and cultures and it occurs in all social classes.

Staff of our school recognise that their day to day contact and knowledge of children attending the academy means that they are well placed to identify abuse and therefore help children that are abused and abuse others.

The aim of the policy is to outline clearly how we safeguard and promote our pupils’ welfare, safety and health by fostering an honest, open, caring and supportive climate. The pupils’ welfare is of paramount importance.

## Equality and Diversity Statement

As a matter of course, staff are reminded about the compliance and importance of the Equality Act and ensure that all work undertaken complies and promotes equality of access and participation for all.

Our academy takes a proactive and transparent approach to eliminate discrimination, advancing equality of opportunity and fostering good relations.

### **1 Introduction**

1.1 This policy is consistent with:

- the legal duty to safeguard and promote the welfare of children, as described in section 175 of the Education Act 2002 and the Statutory guidance “***Keeping children safe in education – Statutory guidance for schools and colleges***”, **September 2019** and “***Working Together to Safeguard Children***”, **2018**.
- the Leicestershire and Rutland Safeguarding Partnership

1.2 There are four main elements to our Safeguarding and Child Protection Policy:

- **Prevention** (e.g. positive school atmosphere, curriculum teaching and pastoral support to pupils, safer recruitment procedures);
- **Protection** (by following agreed procedures, ensuring staff are trained and supported to respond appropriately and sensitively to Child Protection concerns);
- **Support** (to pupils and school staff and to children who may have been abused)
- **Working with parents** (to ensure appropriate communications and actions are undertaken).

1.4 This policy applies to all pupils, staff, governors and visitors to the school. We recognise that safeguarding is the responsibility of all staff. We will ensure that all parents and other working partners are aware of our policy by mentioning it in our school newsletter, staff and volunteer induction, displaying appropriate information in our reception and on the school website and by raising awareness at meetings with parents.

1.5 **Extended school activities**

Where the Governing Body provides services or activities directly under the supervision or management of school staff, the school's arrangements for child protection will apply. Where services or activities are provided separately by another body, the Governing Body will seek assurance in writing that the body concerned has appropriate policies and procedures in place to safeguard and protect children and there are arrangements to liaise with the school on these matters where appropriate.

**2 Safeguarding Commitment**

2.1 The academy adopts an open and accepting attitude towards children as part of its responsibility for pastoral care. Staff encourage children and parents to feel free to talk about any concerns and to see school as a safe place when there are difficulties. Children's worries and fears will be taken seriously and children are encouraged to seek help from members of staff.

2.2 Our academy will therefore:

- Establish and maintain an ethos where children feel secure and are encouraged to talk, and are listened to;
- Ensure that children know that there are adults in the school whom they can approach if they are worried or are in difficulty;
- Include in the curriculum activities and opportunities for PSHE /Citizenship which equip children with the skills they need to stay safe from abuse (including online), and to know to whom they can turn for help;
- Ensure every effort is made to establish effective working relationships with parents and colleagues from other agencies;
- Provide opportunities during the school year for parents to find out how to keep their children safe ( including online )
- Operate safer recruitment procedures and make sure that all appropriate checks are carried out on new staff, governors and volunteers who will work with children, including identity, right to work, enhanced DBS criminal record and barred list (and overseas where needed), references, and prohibition from teaching or managing in schools (s.128).

2.3 **Safeguarding in the Curriculum**

Children are taught about safeguarding in school so that they can " recognise when they are at risk and how to get help when they need it." ( Ofsted safeguarding Guidance Sept 2019 ) The following areas are among those addressed in PSHE , British Values, RSE and in the wider curriculum:-

Bullying/Cyberbullying  
Drugs, alcohol and substance abuse  
Online safety including the danger of meeting up and talking to strangers online  
Stranger danger  
Fire and water safety  
Road safety  
Domestic violence / Relationships / Consent (as appropriate to primary aged children)  
so called Honour Based Violence issues (HBV) e.g. forced marriage, Female Genital Mutilation (FGM) (see Appendix 6),  
Sexual exploitation of children (CSE) including online  
Child criminal exploitation (including cybercrime)  
Extremism and Radicalisation (see Appendices 4 and 5)

### **3 Roles and Responsibilities**

#### **3.1 General**

- All adults working with or on behalf of children within our school have a responsibility to safeguard and promote their welfare. This includes a responsibility to be alert to possible abuse and to record and report concerns to staff identified with child protection responsibilities within the school.
- As part of the systems within our school which support safeguarding, adults must be aware of:
  - The behaviour policy and safeguarding / child protection policy as explained in the induction and volunteer handbook.
  - The role and identity of the DSL and school systems for reporting concerns.
- If staff have **any** concerns about a child's welfare, they should act on them immediately. Training has covered how to listen effectively to concerns from a pupil ensuring that assurances are not given that anything a pupil tells them will be treated confidentially.
- Staff should speak to the lead DSL or deputy DSLs and follow the school's child protection policy if they have concerns about a child.
- The options after staff have spoken to the DSL about a concern include:
  - Managing any support for the child internally via school's own pastoral support processes
  - An early help assessment
  - A referral for statutory services
- Information sharing is vital to good safeguarding, and fears about sharing information must not be allowed to stand in the way of the need to promote the welfare, and protect the safety, of children

The names of the Designated Safeguarding Leads for the current year are listed at the start of this document.

### 3.2 Governing Body

In accordance with the Statutory Guidance “Keeping children safe in education” September 2019, the Governing Body will ensure that:-

- All governors ensure they are aware of the safeguarding procedures in school and keep themselves updated with regards to regular training and changes in legislation. There will be an expectation that all governors attend at least one internal or external safeguarding training session annually.
- The school has a child protection/safeguarding policy, procedures and training in place which are effective and comply with the law at all times. The policy is made available publicly.
- The school operates safer recruitment practices, including appropriate use of references and checks on new staff and volunteers. Furthermore, the Headteacher, a nominated Governor and other staff involved in the recruitment process have undertaken Safer Recruitment Training.
- All governors will provide necessary documents for a DBS to be carried out. Governors will wear identification badges / lanyards when in school and sign in and out using the correct procedure.
- All regular volunteers will provide necessary documents for a DBS to be carried out and will wear identification badges / lanyards in school and sign in and out using the correct procedure.
- There are procedures for dealing with allegations of abuse against members of staff and volunteers (see Appendix 2).
- There is a senior member of the school’s leadership team who is designated to take lead responsibility for dealing with child protection - **Mrs Alison Chambers** and there is always cover for this role with appropriate arrangements for before/after school and out of term time activities.
- The Designated Safeguarding Lead undertakes effective training provided externally (in addition to basic child protection training) and this is refreshed every two years. In addition to this formal training, their knowledge and skills are updated at regular intervals (at least annually) via safeguarding e-briefings etc. Monthly safeguarding bulletins are received via the local authority which provide updates.
- The Headteacher/Head of School, and all other staff and volunteers who work with children undertake appropriate training which is regularly updated (at least every three years in compliance with the Safeguarding Children Partnership); and that new staff and volunteers who work with children are made aware of the school’s arrangements for safeguarding and child protection and their responsibilities (including this policy and

Annex A of Keeping Children Safe in Education 2019 ). The Local Authority Induction leaflet, “Safeguarding in Education Induction – Child Protection Information, Safer Working Practice” will be used as part of this induction.

- Any deficiencies or weaknesses brought to the attention of the Governing Body will be rectified without delay.
- Chair of Governors (or, in the absence of a Chair, the Vice Chair) deals with any allegations of abuse made against the Headteacher, in liaison with the Local Authority Allegations Manager (LADO).
- Effective policies and procedures are in place and updated annually including a CMAT “code of conduct” policy for staff and volunteers - “Guidance for Safer Working Practice for those who work with children in education settings May 2019 ”. Information is provided to the Local Authority through the Annual Safeguarding Return.
- There is an individual member of the Governing Body, Mr Bonnano who will champion issues to do with safeguarding children and child protection within the school, liaise with the Designated Safeguarding Lead, and provide information and reports 3 times a year to the Governing Body.
- The school contributes to inter-agency working in line with statutory guidance “Working Together to Safeguard Children” 2019 including providing a co-ordinated offer of Early Help for children who require this. This Early Help may be offered directly through school provision or via referral to an external support agency. Safeguarding arrangements take into account the procedures and practice of the local authority and the Leicestershire and Rutland Safeguarding Children Partnership.

### 3.3 **Headteacher**

The Headteacher will ensure that:

- The policies and procedures adopted by the Governing Body and the Trust are effectively implemented, and followed by all staff;
- Sufficient resources and time are allocated to enable the Safeguarding Lead and other staff to discharge their responsibilities, including taking part in strategy discussions and other inter-agency meetings, and contributing to the assessment of children;
- Allegations of abuse or concerns that a member of staff or adult working at school may pose a risk of harm to a child or young person are notified to the trust and the Local Authority Allegations Manager.



- All staff and volunteers feel able to raise concerns about poor or unsafe practice in regard to children, and such concerns are addressed sensitively and effectively in a timely manner. The NSPCC whistle blowing helpline number is also available (0800 028 0285).
- All staff are made aware that they have an individual responsibility to pass on safeguarding concerns and that if all else fails to report these directly to Children’s Social Care (Children’s Services) or the Police.

### 3.4 Designated Safeguarding Lead

The responsibilities of the Designated Safeguarding Lead are set out in KCSIE Sept 2019 as below :

- Provision of information to the Safeguarding Children Partnership on safeguarding and child protection.
- Liaison with the Governing Body and the Local Authority on any deficiencies brought to the attention of the Governing Body and how these should be rectified without delay.
- Management and Referral of cases of suspected abuse to Specialist Services First Response Children’s Duty (and/or Police where a crime may have been committed)
- Act as a source of support, advice and expertise within the school
- To attend and contribute to child protection conferences when required
- Be alert to the specific needs of children in need, those with educational needs and young carers
- Ensure each member of staff has access to and understands the school’s safeguarding and child protection policy especially new or part-time staff who may work with different educational establishments;
- Ensure all staff have induction training covering child protection and staff behaviour and are able to recognise and report any concerns immediately they arise and to give Part 1 of “Keeping children safe in education” and Annex A to all staff;
- Keep detailed, accurate and secure written records of concerns and referrals;
- Obtain access to resources and effective training for all staff and attend refresher training courses every two years. Keep up to date with new developments in safeguarding by accessing briefings and journals.

- Where children leave the school, ensure their child protection file is handed to the Designated Safeguarding Lead and signed for in the new school/college as soon as possible.
- Maintain and monitor child protection records, including monitoring and acting upon individual concerns, patterns of concerns (e.g. children who repeatedly go missing) or complaints, in accordance with the section on “Records, Monitoring and Transfer” below.

#### **4 Records, Monitoring and Transfer**

- 4.1 Well-kept records are essential to good child protection practice. All staff are clear about the need to record and report concerns about a child or children within the school in a written form. The Designated Safeguarding Lead is responsible for such records and for deciding at what point these records should be passed over to other agencies.
- 4.2 Records relating to actual or alleged abuse or neglect are stored apart from normal pupil or staff records. Pupil files have markers to show that there is sensitive material stored elsewhere. This is to protect individuals from accidental access to sensitive material by those who do not need to know.
- 4.3 Child protection records are stored securely, with access confined to specific staff, eg Designated Safeguarding Leads and the Headteacher.
- 4.4 Child protection records are reviewed regularly to check whether any action or updating is needed and regular meeting between the three designated safeguarding leads are arranged at the beginning of the school year. These meetings include monitoring patterns of complaints or concerns about any individuals and ensuring these are acted upon.
- 4.5 When children transfer school their safeguarding records are also transferred. Safeguarding records will be transferred separately from other records and best practice is to pass these directly to a Designated Safeguarding Lead in the receiving school with any necessary discussion or explanation and to obtain a signed and dated record of the transfer. In the event of a child moving out of area and a physical handover not being possible then the most secure method should be found to send the confidential records to a named Designated Safeguarding Lead and a photocopy kept. Files requested by other agencies e.g. Police should be copied.

#### **5 Support to pupils and academy staff**

##### **5.1 Support to pupils**

Our school recognises that children who are abused or who witness violence may find it difficult to develop a sense of self-worth and view the world in a positive way. For such children school may be one of the few stable, secure and predictable components of their lives. Other children may be vulnerable because, for instance, they have a disability, are in care, or are

experiencing some form of neglect. Our school seeks to remove any barriers that may exist in being able to recognise abuse or neglect in pupils experiencing Special Educational Needs or Disability. We will seek to provide such children with the necessary support and to build their self-esteem and confidence. The context in which safeguarding incidents and/or behaviours occur, whether in school or outside (including online), will be considered by staff, particularly the DSL and Deputy DSLs. Any associated threats or risks will be included in assessments and relevant information included in referrals to Children's Social Care (this is known as contextual safeguarding). General indicators of abuse and neglect (from Part 1 of the statutory guidance) are also included in Appendix 7 of this policy and further information about specific forms of abuse are contained within Appendix A of the statutory guidance, "Keeping Children Safe in Education 2019".

**5.2 Peer on Peer Abuse** - This school recognises that children sometimes display abusive behaviour themselves and that such incidents or allegations must be recorded and referred on for appropriate support and intervention for both the victim and the perpetrator. Such abuse will not be tolerated or passed off as "banter" or "part of growing up". This abuse could for example include sexual violence and sexual harassment, "upskirting", initiation/hazing type violence, all forms of bullying, aggravated sexting and physical violence experienced by both boys and girls. There are separate school and local authority or Safeguarding Children Partnership guidances and policies to address these concerns including the pupil Behaviour Policy, Anti-bullying Policy, E-safety Policy and "Guidance for schools working with children who display harmful sexual behaviour" (Leicestershire LA Guidance) Where specific risks are identified, a risk assessment will be undertaken in order to ensure the safety of all staff and pupils and to offer appropriate support.

**5.3 Sexting** - School will always respond if informed that children have been involved in 'sexting' (youth produced sexual imagery). The UK Council for Child Internet Safety (UKCCIS) guidance, "Sexting in schools and colleges: responding to incidents and safeguarding young people" will be used to guide the school's response on a case by case basis.

The key points being:-

- Inform the Headteacher/DSL as soon as possible
- Support the victim as appropriate and in accordance with their best interests
- Inform all parents of involved children unless by doing so you put a child at risk
- Images will not be viewed by school staff
- If school is to deal with the matter, involve parents in ensuring the images are deleted
- If there is evidence of exploitation or the targeting of a vulnerable student, inform the police

**5.4 Sexual violence** - This refers to sexual offences as described under the Sexual Offences Act 2003 including rape and sexual assault. Sexual harassment is 'unwanted conduct of a sexual nature' that can occur online and offline and may include sexual name-calling, taunting or "jokes" and physical behaviour, for example, deliberately brushing against someone or interfering with clothes. 'Upskirting' is now a criminal offence and typically involves taking a picture under a person's clothing without them knowing in order to obtain sexual gratification or to cause humiliation, distress or alarm. Evidence shows that girls, children with SEND and LGBT children are more likely to be the victims of sexual violence and harassment and boys are more likely to

be the perpetrators. However, sexual violence and sexual harassment can occur between children of any gender.

### **Curriculum**

- Planned PHSE and SRE will include 'healthy and respectful behaviours'. This will be appropriate to pupils' age and stage of development. It will also be underpinned by the school's behaviour policy and pastoral support system.

### **Responding to an incident**

- School will follow the DfE guidance, 'Sexual violence and sexual harassment between children in schools and colleges', May 2018.
- We will liaise with the police, social care and parents as appropriate.
- We will offer support to both the victim(s) and perpetrator(s). Parents will be included in discussions about the format that this support will take.

5.5 **Children Missing from Education ( including absence from school )** – our school recognises the entitlement that all children have to education and will work closely with the local authority to share information about pupils who may be missing out on full time education or who go missing from education. The local authority will also be informed where children are to be removed from the school register a) to be educated outside the school system; b) for medical reasons; c) because they have ceased to attend; d) because they are in custody; d) because they have been permanently excluded. We also recognise that children who go missing is a sign that they may have been targeted by Child Sexual Exploitation perpetrators and/or drug related criminals (County Lines). Children may also be groomed into participating in other forms of criminal exploitation including cybercrime, serious violence and violent crime. Children who attend an alternative education provision are more likely to be vulnerable to these forms of exploitation.

**Attendance** - Parents must notify the school on the first day of an unplanned absence – for example, if their child is unable to attend due to ill health – by 9.30 am or as soon as practically possible . The school can be notified by phone or email. The school will follow up any absences to ascertain the reason, ensure proper safeguarding action is taken where necessary, identify whether the absence is approved or not and identify the correct attendance code to use. Initially a phone call will take place if the school has not been notified by 9.30 am. There are 3 points of contact on each individual's record so that rigorous safeguarding is in place to ascertain why a child is not at school. Staff from the school will visit the address if concerns continue and no contact can be made by phone or email. The school monitors the attendance of all children on a termly basis. Where the school have identified that a child's attendance has fallen below the level of 85% in any term and have had 4+ broken weeks, a standard letter will be issued to the family and a meeting arranged to discuss support. This will make them aware of our concerns and the importance of consistent and regular attendance at school. If there is no subsequent improvement in a child's attendance a request will be made for a meeting with the parents and, where necessary, the Education Welfare Officer. The purpose of this meeting will be to discuss expectations and try to ensure that their child's attendance improves. Support and advice will be offered where necessary. If a child's attendance continues to cause concern a letter of referral will be sent to the Education Welfare Service. The school will endeavour to work with and support all children and families wherever possible.

5.5 **Child sexual exploitation** is a form of sexual abuse where children are sexually exploited for money, power or status. It can involve violent, humiliating and degrading sexual assaults. In some cases, young people are persuaded or forced into exchanging sexual activity for money, drugs, gifts, affection or status. A significant number of children who are victims of sexual exploitation go missing from home, care and education at some point or are targeted by criminals involved in the illegal supply of drugs (County Lines) and serious violent crime. Staff training includes raising awareness of these issues and any concerns are passed to the Designated Safeguarding Lead who will make a risk assessment and refer to Local Authority First Response Children's Duty if appropriate.

### 5.6 Child Criminal Exploitation

Criminal exploitation of children is a form of harm that can affect children in both a physical environment and online. 'County Lines' involves drug networks or individuals exploiting children and young people into carrying drugs and money between cities, towns and villages. Serious violent crime is associated with this form of criminal activity together with child sexual exploitation. Children may also be exploited into committing cybercrime or money laundering offences. Organised criminal groups or individuals exploit children and young people with enhanced computer skills to access digital networks and/or data for criminal and financial gain. Children with bank accounts may be persuaded to allow criminals to use their banking facilities to launder money.

5.7 **So-called 'honour-based' violence** (HBV) encompasses crimes which have been committed to protect or defend the honour of the family and/or the community, including Female Genital Mutilation (FGM) (see appendix 6), forced marriage, and practices such as breast ironing. All forms of so called HBV are abuse (regardless of the motivation) and concerns will be passed to the Designated Safeguarding Lead for onward referral as required. If a teacher in the course of their work discovers that an act of FGM appears to have been carried out on a girl under the age of 18 the teacher must report this to the police.

5.7 **Private fostering arrangements** - Where a child under 16 (or 18 with a disability) is living with someone who is not their family or a close relative for 28 days or more, staff inform the Designated Safeguarding Lead so that a referral to Children's Social Care for a safety check, can be made. (A close relative includes step-parent, grandparents, uncle, aunt or sibling).

5.8 Complaints or concerns raised by parents or pupils will be taken seriously and followed up in accordance with the school's complaints process.

### 5.9 Support for Staff

As part of their duty to safeguard and promote the welfare of children and young people staff may hear information, either from the child/young person as part of a disclosure or from another adult that will be upsetting. Where a member of staff is distressed as a result of dealing with a child protection concern, he/she should in the first instance speak to the Designated Safeguarding Lead about the support they require. The Designated Safeguarding Lead should seek to arrange the necessary support.

5.10 The decision to use reasonable force to control or restrain a child is down to the professional judgement of the staff concerned and should always depend on individual circumstances. This should always be documented and discussed with the DSL.

## **6 Working with parents/carers**

The school will:

- Ensure that parents/carers have an understanding of the responsibility placed on the school and staff for child protection by setting out its obligations in the school prospectus.
- Undertake appropriate discussion with parents/carers prior to involvement of Children & Family Services Children's Social Care or another agency, unless to do so would place the child at risk of harm or compromise an investigation.

## **7 Other Relevant Policies**

7.1 The Governing Body's statutory responsibility for safeguarding the welfare of children goes beyond simply child protection. The duty is to ensure that safeguarding permeates all activity and functions. This policy therefore complements and supports a range of other policies, for instance:

- Behaviour Management
- GDPR policy
- Staff Code of Conduct / Staff handbook
- Whistle Blowing Policy
- Racist incidents
- Anti-Bullying (including Cyberbullying)
- SEND policy
- Trips and visits protocol and necessary risk assessments
- First aid and the administration of medicines
- Health and Safety
- Intimate care
- RSE
- Equal Opportunities
- E-safety

The above list is not exhaustive but when undertaking development or planning of any kind the academies will consider the implications for safeguarding and promoting the welfare of children.

## **8 Recruitment and Selection of Staff ( please refer to the trust policy on safer recruitment )**

- 8.1 The school's safer recruitment processes follow the Statutory Guidance: *Keeping children safe in education September 2019, Part Three: Safer recruitment*.
- 8.2 The school will provide all the relevant information in references for a member of staff about whom there have been concerns about child protection / inappropriate conduct. Cases in which an allegation has been proven to be unsubstantiated, unfounded, false or malicious will not be included in employer references. A history of repeated concerns or allegations which have all been found to be unsubstantiated, malicious etc. will also not be included in a reference.
- 8.3 The school has an open safeguarding ethos regularly addressing safeguarding responsibilities during planned CPD, morning briefings and staff meetings continually fostering an ongoing culture of vigilance. All new staff and volunteers receive a safeguarding induction and are briefed on the code of conduct for adults working with children. The staff handbook is given to all new staff and is the basis for the safeguarding induction directing them to the policies they need to read. A volunteer handbook is given to volunteers with this policy clearly marked within it.
- 8.4 In line with statutory requirements, every interview panel for school staff will have at least one member (teacher/manager or governor) who has undertaken safer recruitment training either online or by attending the local authority one day Safer Recruitment training course.
- 8.5 Staff and volunteers who provide early years or later years childcare and any managers of such childcare are covered by the disqualification regulations of the Childcare Act 2006 and are required to declare relevant information - see statutory guidance: Disqualification under the Childcare Act 2006 (February 2015).

## **APPENDIX 1**

### **PROCEDURE TO FOLLOW IN CASES OF POSSIBLE, ALLEGED OR SUSPECTED ABUSE, OR SERIOUS CAUSE FOR CONCERN ABOUT A CHILD**

#### **Contents**

<b>A</b>	<b>General</b>	
<b>B</b>	<b>Individual Staff/Volunteers/Other Adults - main procedural steps</b>	
<b>C</b>	<b>Designated Safeguarding Lead – main procedural steps</b>	

#### **A. General**

- 1) The Leicestershire and Rutland Safeguarding Children Partnership Procedures contain the inter-agency processes, protocols and expectations for safeguarding children. (Available on the website [www.lrsb.org.uk](http://www.lrsb.org.uk): The Designated Safeguarding Lead is expected to be familiar with these, particularly the indicators of abuse and neglect and the referral processes.
- 2) It is important that all parties act swiftly and avoid delays.
- 3) Any person may seek advice and guidance from the First Response Children’s Duty Professionals Consultation Line, particularly if there is doubt about how to proceed. Any adult, whatever their role, can take action in his/her own right to ensure that an allegation or concern is investigated and can report to the investigating agencies.
- 4) Written records, dated and signed, must be made to what has been alleged, noticed and reported, and kept securely and confidentially.
- 5) In many cases of concern there will be an expectation that there have already been positive steps taken to work with parents and relevant parties to help alleviate the concerns and effect an improvement for the child. This is appropriate where it is thought a child may be in need in some way, and require assessment to see whether additional support and services are required. An example might be where it is suspected a child may be the subject of neglect. In most cases the parents’ knowledge and consent to the referral are expected, unless there is reason for this not being in the child’s interest. However, there will be circumstances when informing the parent/carer of a referral that might put the child at risk, and in individual cases advice from Children’s Social Care will need to be taken.

#### **B. Individual Staff/Volunteers/Other Adults – main procedural steps**

- 1) When a child makes a disclosure, or when concerns are received from other sources, do not investigate, ask leading questions, examine children, or promise confidentiality. Children making disclosures should be reassured and if possible at this stage should be informed what action will be taken next.



- 2) As soon as possible write a dated, timed and signed note of what has been disclosed or noticed, said or done and report to the Designated Safeguarding Lead in the school.
- 3) If the concern involves the conduct of a member of staff or volunteer, a visitor, a governor, a trainee or another young person or child, the Headteacher must be informed.
- 4) If the allegation is about the Headteacher, the information should normally be passed to the Chair of Governors or the Local Authority Allegations Manager (LADO).
- 5) If this has not already been done, inform the child (or other party who has raised the concern) what action you have taken.

**C. Designated Safeguarding Lead – main procedural steps**

- 1) Begin a case file which will hold a record of communications and actions to be stored securely and events documented chronologically with actions clearly noted. (see Section on Records, Monitoring and Transfer).
- 2) Where initial enquiries do not justify a referral to the investigating agencies, inform the initiating adult and monitor the situation. If in doubt, seek advice from the First Response professionals Consultation line.
- 3) Share information confidentially with those who need to know.
- 4) Where there is a child protection concern requiring immediate, same day, intervention from Children's Social Care (Priority 1), the First Response Children's Duty should be contacted by phone. Written confirmation should be made within 24 hours on the Multi Agency Referral Form to Children's Social Care. All other referrals should be made using the online form (see link <http://lrsb.org.uk/childreport>).
- 5) If the concern is about children using sexually abusive behaviour, refer to the separate guidance.
- 6) If it appears that urgent medical attention is required arrange for the child to be taken to hospital (normally this means calling an ambulance) accompanied by a member of staff who must inform medical staff that non-accidental injury is suspected. Parents must be informed that the child has been taken to hospital.
- 7) Exceptional circumstances: If it is feared that the child might be at immediate risk on leaving school, take advice from the First Response Professionals Consultation line (for instance about difficulties if the school day has ended, or on whether to contact the police). Remain with the child until the Social Worker takes responsibility. If in these circumstances a parent arrives to collect the child, the member of staff has no right to withhold the child, unless there are current legal restrictions in force (eg a restraining order). If there are clear signs of physical risk or threat, First Response Children's Duty should be updated and the Police should be contacted immediately.

## **APPENDIX 2**

### **PROCESS FOR DEALING WITH ALLEGATIONS AGAINST STAFF (INCLUDING HEADTEACHERS) And VOLUNTEERS**

These procedures for all adults working in school including volunteers should be followed in all cases in which there is an allegation or suspicion that a person working with children has:

- behaved in a way that has harmed a child, or may have harmed a child;
- possibly committed a criminal offence against or related to a child; or
- behaved towards a child or children in a way that indicates he or she would pose a risk of harm to children.

Relevant documents:

- DfE “Keeping children safe in education: Statutory guidance for schools and colleges” September 2019 (Allegations of abuse made against teachers and other staff)
- Whistle Blowing Policy

#### **1) Individual Staff/Volunteers/Other Adults who receive the allegation:**

- i. Write a dated and timed note of what has been disclosed or noticed, said or done.
  - ii. Report immediately to the Headteacher.
  - iii. Pass on the written record.
- iv. If the allegation concerns the conduct of the Headteacher, report immediately to the Chair of Governors. Pass on the written record. (If there is difficulty reporting to the Chair of Governors, contact the Allegations Manager, Safeguarding and Improvement Unit as soon as possible.)
- v. The NSPCC whistleblowing helpline is available as an alternative route for staff who do not feel able to raise concerns regarding child protection failures internally or have concerns about the way a concern is being raised by the school.

#### **2) Headteacher/Head of School (or Chair of Governors)**

- i. If there is no written record, write a dated and timed note of what has been disclosed or noticed, said or done.
- ii. Before taking further action notify and seek advice from the Allegations Manager, Safeguarding and Improvement Unit on the same day.
- iii. You may be asked to clarify details or the circumstances of the allegation, but this must not amount to an investigation.

- iv. Report to First Response Children's Duty if the Allegations Manager ( LADO ) so advises or if circumstances require a referral concerning a child.
- v. Ongoing involvement in cases:
  - Liaison with the Allegations Manager
  - Co-operation with the investigating agency's enquiries as appropriate.
  - Consideration of employment issues and possible disciplinary action where the investigating agencies take no further action.
  - Possible referral to the DBS or NCTL, depending on the outcome.

### **APPENDIX 3**

**Staff, governors and volunteers use of Cameras and Mobile Phones** (*this is included in the E-safety Policy*). To ensure the safety and welfare of the children in our care this policy outlines the protocol for the use of personal mobile phones and cameras in the school.

- All adults working or volunteering in school must ensure that their mobile phones, personal cameras and recording devices are stored securely during working hours on school premises or when on outings. (This includes visitors, volunteers and students)
- Mobile phones must not be used in any teaching area in school or within toilet or changing areas.
- Only school equipment should be used to record classroom activities. Photos should be put on the school system as soon as possible and not sent to or kept on personal devices
- During school outings nominated staff will have access to a school mobile which can be used for emergency or contact purposes
- All telephone contact with parents or carers must be made on the school phone and a note kept
- Parents or carers are permitted to take photographs of their own children during a school production or event. The school protocol requires that photos of other people's children are not published on social networking sites such as Facebook.

Pupils and Mobile Phone Use :

- Pupils are not allowed to have personal mobile phones in classrooms or other areas of the school.
- Parents wishing for their child to have access to a personal mobile phone at the end of the school day must complete a permission letter and send to the school office for the attention of the Head Teacher who is also the lead DSL.
- Mobile phones must be handed to the administrator at the beginning of the school day to be locked securely away.

### **APPENDIX 4**

#### **Safeguarding pupils who are vulnerable to extremism and radicalisation**

Our academies recognise the duties placed on us by the Counter Terrorism Bill (July 2015) to prevent our pupils being drawn into terrorism.

These include:

- Assessing the risk of pupils being drawn into terrorism (see Appendix 5)
- Working in partnership with relevant agencies under the LSCB procedures
- Appropriate staff training
- Appropriate online filtering

Our school is committed to actively promoting the fundamental British values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs; the pupils are encouraged to develop and demonstrate skills and attitudes that will allow them to participate fully in and contribute positively to life in modern Britain.

There is a current threat from terrorism in the UK and this can include the exploitation of vulnerable young people, aiming to involve them in terrorism or to be active in supporting terrorism.

Our school seeks to protect children and young people against the messages of all violent extremism including but not restricted to those linked to Islamic Ideology, Far Right / Neo Nazi / White Supremacist ideology etc. Concerns should be referred to the Single Point Of Contact (SPOC) (usually a Designated Safeguarding Lead or Headteacher) who have local contact details for Prevent and Channel referrals. They will also consider whether circumstances require Police to be contacted.

**APPENDIX 5**

**Radicalisation and Extremism Risk Assessment**

School.....

	<b>Yes/No</b>	<b>Evidence</b>
Does the school have a policy?	No	
Does the school work with outside agencies on radicalisation and extremism e.g. Channel?	Yes	
Have staff received appropriate training?	Yes	Updated CPD June 2019
Has the school got a trained Prevent lead?	Yes	Head Teacher
Do staff know who to discuss concerns with? (Single point of contact - SPOC)	Yes	
Is suitable filtering of the internet in place?	Yes	Provided through contract with Ark
Do children know who to talk to about their concerns?	Yes	
Are there opportunities for children to learn about radicalisation and extremism?	Yes	Through British Values curriculum
Have any cases been reported?	No	Updated at time of policy review
Are individual pupils risk assessed?	No	Not appropriate currently
What factors make the school community potentially vulnerable to being radicalised? (e.g. EDL local base, extreme	Some children may have exposure to right wing views from small percentage of parents in the community.	

religious views promoted locally, tensions between local communities, promotion of radical websites by some pupils/parents)		
Comment on the school's community, locality and relevant history Small rural market town in small county with low population of ethnic minority families and nearest city 25 miles away.		
Risk evaluation	<b>Low</b>  <b>Medium</b>  <b>High</b>	Way Forward – continue to embed our school and Gospel values as well as British values of respect and tolerance of other peoples faiths, cultures and beliefs.

Date completed..... Signed.....

## **APPENDIX 6**

### **Female Genital Mutilation**

Starting in October 2015, section 5B of the Female Genital Mutilation Act 2003 and section 74 of the Serious Crime Act 2015 placed a mandatory duty on teachers along with social workers and healthcare professionals to report to the police where they discover that FGM appears to have been carried out on a girl under 18 or where a girl discloses that she has undergone FGM. The school's response to FGM will take into account the government guidance, "Multi-agency statutory guidance on female genital mutilation" April 2016. Staff will also follow the established safeguarding procedure by reporting any such concerns to the Designated Safeguarding Lead and a report must also be made to the Police.

There will be a considered safeguarding response towards any girl who is identified as being at risk of FGM (eg there is a known history of practising FGM in her family, community or country of origin) which may include sensitive conversations with the girl and her family, sharing information with professionals from other agencies and/or making a referral to Children's Social Care. If the risk of harm is imminent there are a number of emergency measures that can be taken including police protection, an FGM protection order and an Emergency Protection Order.

## **APPENDIX 7**

### **Indicators of abuse and neglect**

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

**Physical abuse:** a form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

**Emotional abuse:** the persistent emotional maltreatment of a child such as to cause severe and adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability as well as overprotection and limitation of exploration and learning, or preventing the child from participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyberbullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, although it may occur alone.

**Sexual abuse:** involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse. Sexual abuse can take place online, and technology can be used to facilitate offline abuse. Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children. The sexual abuse of children by other children is a specific safeguarding issue in education.

**Neglect:** the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy, for example, as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to: provide adequate food, clothing and shelter (including exclusion from home or abandonment); protect a child from physical and emotional harm or danger; ensure adequate supervision (including the use of inadequate care-givers); or ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.