



SPENCER
ACADEMIES TRUST

Policy and Guidance for Child Protection, Safeguarding and Promoting the Welfare of Children

September 2018

The Local Governing Body of Arnold Hill Academy were notified of this policy and accompanying guidance on 16th October 2018

It will be reviewed should statutory guidance require changes

This document comprises two parts.

- Part A contains the Academy policy
- Part B contains accompanying guidance

PART A – POLICY

INTRODUCTION

The Spencer Academies Trust Commitment

This policy applies to all Academies within The Spencer Academies Trust (SAT) and to all employees, governors and volunteers working in each Academy. The Directors may approve a transitional policy for recently converted academies in exceptional circumstances. The Scheme of Delegation within the Trust outlines the delegated responsibility for staffing matters and the pay and conditions of all employees.

Safeguarding arrangements in the academies within The Spencer Academies Trust, of which Arnold Hill Academy is part, are underpinned by three key principles:

1. Everyone who comes in to contact with children and their families has a role to play in safeguarding children. All Governors, employees, trainees and volunteers have a responsibility and role to play to identify concerns, share information appropriately and take prompt action.
2. Employees will maintain an attitude of “it could happen here” where safeguarding is concerned.
3. When concerned about a child’s welfare, employees will always act in the best interests of the child

For the purposes of this policy, ‘children’ includes everyone under the age of 18.

The purpose of this policy is to

- Protect children and young people who attend our Academy
- Outline the procedures to be followed in cases of suspected harm or abuse
- Emphasise the links with other Academy policies including those for safe recruitment of employees and volunteers, and for managing allegations
- Prevent unsuitable people working with children and young people.
- Promote safe practice and challenge poor, unsafe practice.
- Contribute to effective partnership working between parents and all those involved with providing services for children and young people.

Our policy reflects the principles of

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

We will ensure that all parents/carers are made aware of our responsibilities with regard to child protection procedures and how we will safeguard and promote the welfare of their children through the publication of this policy within the Academy and on our website.

Any references to parents within this policy are taken to refer to parents and carers. References to Principal include the Chief Executive Officer (CEO) and the Senior Leader responsible for each Academy, as appropriate, considering the management structure of the Academy.

NB The Designated Safeguarding Lead throughout this document is abbreviated to DSL

Key Contacts for our Academy

Role	Name	Contact Details
Academy Roles:		
Designated Governor for Child Protection/Safeguarding	Katie Tarrant	0115 9554804
Designated Senior Person for Safeguarding (DSL)	Simon Ward	0115 9554804 simon.ward@arnoldhillacademy.co.uk
Deputy Designated Persons for Safeguarding	Melina Loyeau Julia Adamson Pauline McLeod	0115 9554804 melina.loyeau@arnoldhillacademy.co.uk Julia.adamason@arnoldhillacademy.co.uk Pauline.mcleod@arnoldhillacademy.co.uk
External Contacts:		
Designated Teacher for Children in care of the Local Authority/Post adoption/	Mel Loyeau	0115 9554804 melina.loyeau@arnoldhillacademy.co.uk
LA Child Protection Contact	Cheryl Stollery	0115 8041047
LADO	Eva Callaghan	0115 8041272
Emergency Duty Team (Children's Social Care) - Out of hours/MASH	N/A	0300 4564546 County 0115 8764800 City
External Prevent Single Point of Contact (SPOC)	N/A	Prevent@Nottinghamshire.pnn.police.uk
Children Missing Education Officer	Glen Scruby	0115 804 1045 glen.scruby@secure.nottsc.gov.uk
Virtual School Head Teacher	Sue Denholm	0115 8040644
Operation Striver	Lisa Hurst	cnm@nottinghamshire.pnn.police.uk

Links to Safeguarding legislation, guidance and procedures

The Academy's role in safeguarding children in education is set out in both statutory guidance and advice documents. These are:

- Duties and responsibilities as set out within the Education Act 2002 sections 175/157, the Children Act of 1989, DfE Statutory Guidance Keeping Children Safe in Education 2018 and **HM Working Together to Safeguard Children 2015 (last updated August 2018)** which are incorporated into this policy.
- Children Acts 1989 and 2004
- Prevent Duty for England/Wales (2015) under section 26 of the Counter-Terrorism & Security Act 2015
- Section 5B of Female Genital Mutilation Act 2003 (inserted by section 74 of the Serious Crime Act 2015)
- Dealing with Allegations of Abuse against Teachers and Other Staff (2012)
- Local Safeguarding Children's Board (SCB) interagency child protection and safeguarding procedures

Our policy takes into account statutory guidance and advice provided by the DfE and acts within the local guidance and procedures of the Nottinghamshire Local Authority Safeguarding Children Board (SCB). The SCB is an independent board which has responsibility for coordinating the work of agencies within the Local Authority to safeguard and promote the welfare of children and for ensuring the effectiveness of that work. It provides safeguarding procedures and guidance, delivers a programme of multi-agency training and monitors safeguarding Arnold Hill Academy Safeguarding and Child Protection Policy. September 2018

practice through multi agency audits, case reviews and performance information. The Board is key to agreeing how relevant organisations co-operate to safeguard and promote the welfare of children, and ensure the effectiveness of what they do. It also provides local practice guidance on child protection issues.

The relevant SCB website is <http://www.nottinghamshire.gov.uk/nscb>

SAFEGUARDING PRINCIPLES

Safeguarding and promoting the welfare of children is everyone's responsibility

- Safeguarding relates to actions we take to promote the welfare of children and protect them from harm
- Everyone who comes into contact with children and families has a role to play.
- What is in the **best interests** of the child should be considered at all times.
- Should a concern arise, **doing nothing is not an option**

Safeguarding and promoting the welfare of children is defined as:

- Protecting children from maltreatment.
- Preventing impairment of children's health or development.
- Ensuring that children grow up in circumstances consistent with the provision of safe and effective care.
- Taking action to enable all children to have the best outcomes

Source: Working Together to Safeguard Children 2015 page 6

Safeguarding is not just about protecting children from deliberate harm. It also relates to wider aspects of Academy care and education including:

- 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.
- Online safety and associated issues
- Appropriate arrangements to ensure Academy security, taking into account the local context.

Safeguarding can involve a range of potential issues such as:

- Neglect, physical abuse, sexual abuse and emotional abuse
- Bullying, including cyber bullying (e.g. by text message, or via social media) and prejudice based bullying.
- Peer on Peer abuse
- Racist, disability and homophobic, biphobic or transphobic abuse.
- Gender based violence/violence against women and girls
- Extremist behaviour i.e. radicalisation.
- Child sexual exploitation and human trafficking.
- The impact of new technologies, including 'sexting' and accessing pornography
- Substance misuse by the child or young person
- Particular issues affecting children including domestic violence, sexual exploitation, female genital mutilation and forced marriage
- Child Abuse linked to faith or belief
- Fabrication or induction of illness in a child
- Mental health issues including self-harming
- Child Trafficking
- Children missing from education

Arnold Hill Academy Safeguarding and Child Protection Policy. September 2018

- Issues which may be specific to a local area or population, for example gang activity and youth violence.

Our Academy will incorporate signs of abuse and specific safeguarding issues which are relevant to the local area into Briefings, Employee Induction Training, and ongoing development training for all Employees / anyone who has contact with a child or young person including Governors and volunteers.

Our ethos is that the effective safeguarding of children can only be achieved by putting children at the centre of a system where we listen and hear what they say. Every individual within the Academy will play their part, including working with professionals from other agencies, to meet the needs of our most vulnerable children and keep them safe. We will take opportunities to teach children about important safeguarding issues in a way that is age appropriate.

The Academy aims to provide a safe environment and vigilant culture where children and young people can learn and be safeguarded. If there are safeguarding concerns we will respond with appropriate action in a timely manner for those children who may need help or be suffering, or likely to suffer, significant harm.

Where employees or others need to raise concerns, these should be to the Designated Safeguarding Lead (DSL) who will coordinate a response. The DSL (and any deputies) are most likely to have a complete safeguarding picture and be the most appropriate person to advise on the response to safeguarding concerns. Where employees have concerns about a child (as opposed to a child being in immediate danger) they will decide what action to take in conjunction with the DSL. Concerns can be raised directly with Children's Social Care but we advocate contact with the DSL first. The DSLs, who are familiar with national and local guidance, will share concerns, where appropriate, with the relevant agencies.

THE POLICY

There are five main elements to our policy:

- Providing a safe environment in which children can learn and develop
- Ensuring we practice safer recruitment in checking the suitability of employees, governors and volunteers to work with children
- Developing and implementing procedures for identifying and reporting cases, or suspected cases of abuse
- Supporting pupils who have been abused or harmed in accordance with his/her child protection plan
- Raising awareness of safeguarding children, child protection processes and equipping children with the skills needed to keep them safe.

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

- Establish and maintain an environment where children feel secure, are encouraged to talk/are listened to
- Ensure children know that there are adults in the Academy whom they can approach if they are worried
- Make every effort to establish effective working relationships with parents and other agency colleagues
- Include opportunities in the PSHE curriculum for children to develop the skills they need to recognise and stay safe from abuse:
- Take all reasonable measures to ensure risks of harm to children's welfare are minimised.
- Take all appropriate actions to address concerns about the welfare of a child, working to local policies and procedures in full working partnership with agencies
- Ensure robust child protection arrangements are embedded in the daily life and practice of the Academy
- Promote pupil health and safety
- Promote safe practice and challenge unsafe practice
- Ensure that procedures are in place to deal with allegations of abuse against teachers and other employees including volunteers (DfE Keeping Children Safe in Education 2018 and the Nottinghamshire SCB Local Inter-agency Procedures as at: nottinghamshirescb.proceduresonline.com)

- Provide first aid and meet the health needs of children with medical conditions
- Ensure Academy site security
- Address drugs and substance misuse issues
- Support and plan for young people in custody and their resettlement back into the community
- Work with all agencies with regard to missing children, anti-social behaviour/gang activity and violence in the community/knife crime and children at risk of sexual exploitation
- Ensure everyone understands their duty to safeguard children inside/outside the Academy environment including Academy trips, extended Academy activities and vocational placements.

We will follow the procedures set out by the relevant Local Safeguarding Children Board and take account of guidance issued by the DfE in Keeping Children Safe in Education 2018 to:

- Ensure we have a Senior Designated Safeguarding Lead (DSL), who is a member of the Academy leadership team, and at least one Deputy DSL for child protection/safeguarding, who have received appropriate training and support for this role
- Ensure we have a nominated governor responsible for child protection/safeguarding
- Ensure we have a designated teacher for Children Looked After (CLA) and those who have left care through adoption, special guardianship or child arrangement orders or who were adopted from state care outside England and Wales.
- Ensure every employee (including temporary/supply employees and volunteers) and the governing body knows the name of the designated senior safeguarding leader, and their deputy(s), and their role. This includes displaying photographs of DSLs within the school, including in reception
- Ensure all employees and volunteers understand their responsibilities in being alert to the signs of abuse and responsibility for referring any concerns to the DSL or to children's social care/police if a child is in immediate danger/risk of harm
- Ensure all employees and volunteers are aware of the early help process and understand their role in it
- Ensure that the Academy follows the Trust whistleblowing policy and has a culture where employees can raise concerns about unsafe practice
- Ensure the complaints system in place for children and families is in line with the Trust complaints policy
- Ensure that parents have an understanding of the responsibility placed on the Academy and employees for child protection by setting out its obligations in the Academy prospectus and on the Academy's website
- Notify Children's Social Care if there is an unexplained absence of more than two days of a pupil who is subject to a child protection plan
- Develop effective links with relevant agencies and cooperate as required with their enquiries regarding child protection matters, including attendance at child protection conferences
- Keep written/electronic records of concerns about children, even where there is no need to refer the matter immediately; documenting and collating information on individual children to support early identification, referral and actions to safeguard
- Ensure all records are kept securely; separate from the main pupil file, and away from classrooms.
- Ensure we follow robust processes to respond when children are missing from education, home or care
- Follow set procedures where an allegation is made against an employee or volunteer
- Ensure safer recruitment practices are always followed
- Apply confidentiality appropriately
- Apply the escalation policy if there is any concern about the actions or inaction of social care employees or employees from other agencies.

Any concern should be discussed in the first instance with one of the designated leads or in their absence the Principal/Head of Academy as soon as possible who would need to take advice from another DSL in the Trust. **If at any**

point, there is a risk of immediate serious harm to a child, a referral should be made to Children's Social Care or the police immediately. Anybody can make such a referral.

Early help

Where parents, carers or children tell us that they require support, or Academy employees identify that there may be emerging needs and that services might be required, an early help assessment (EHA) is likely to be beneficial. In such cases employees will have an open discussion with the parents / carers and child about the support and services that might help and agree how they would be accessed. An Early Help Assessment form (EHAF) may need to be created. If early help is appropriate, the DSL (or deputy) will generally lead on liaising with other agencies and setting up an inter-agency assessment as appropriate

Any child may benefit from early help, but all school and staff should be particularly alert to the potential need for early help for a child who:

- is disabled and has specific additional needs;
- has special educational needs (whether or not they have a statutory education, health and care plan);
- 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;
- is frequently missing/goes missing from care or from home;
- is misusing drugs or alcohol themselves;
- Is at risk of modern slavery, trafficking or exploitation;
- is in a family circumstance presenting challenges for the child, such as substance abuse, adult mental health problems or domestic abuse;
- has returned home to their family from care;
- is showing early signs of abuse and/or neglect;
- is at risk of being radicalised or exploited;
- is a privately fostered child.

Vulnerable Children

We recognise that some children will be at increased risk of neglect and or abuse, including criminal exploitation. To ensure that all of our children receive equal protection, we will give special consideration and attention to children who are:

- Disabled or have special educational needs
- Living in a known domestic abuse situation
- Affected by known parental substance (drugs and/or alcohol) misuse
- Asylum seekers/refugees
- New communities
- Living away from home, including private fostering arrangements
- Vulnerable to being bullied, or engaging in bullying
- Missing from the Academy, particularly on repeat occasions
- Homeless or living in temporary accommodation and/or with transient lifestyles
- Living in chaotic, neglectful and unsupportive home situations
- Vulnerable to discrimination and maltreatment on the grounds of protected characteristics such as race, ethnicity, religion or sexuality
- At risk of sexual exploitation, hate crime or radicalisation

- Young carers
- Looked after and previously Looked After including care leavers
- Without English as a first language
- Involved in the court system – for example because of crimes committed against them, crimes they have witnessed or as a result of making child arrangements via the family courts following family separation
- In a family where members are in prison

Child criminal exploitation: county lines

- We recognise that criminal exploitation of children is a geographically widespread form of harm that is a typical feature of ‘county lines’ criminal activity, where drug networks or gangs groom and exploit children and young people to carry drugs and money from urban areas to suburban and rural areas, for example. We will be alert to the signs (such as missing from school episodes) that a child may have become involved in county lines, and respond within the context of our child protection and safeguarding policy.

Contextual safeguarding

Assessments of children should consider whether wider environmental factors are present in a child’s life that are a threat to their safety and/or welfare. Children’s social care assessments should consider such factors so it is important that we provide as much information as possible as part of the referral process. This will allow any assessment to consider all the available evidence and the full context of any abuse.

Supporting children

We recognise that children who are abused or who witness violence may find it difficult to develop a sense of self-worth. They may feel helplessness, humiliation and some sense of blame. The Academy may be the only stable, secure and predictable element in the lives of children at risk. When at the Academy their behaviour may be challenging and defiant or they may be withdrawn.

The Academy will endeavour to support the pupil through:

- The content of the curriculum
- An Academy ethos which promotes a positive, supportive and secure environment and gives pupils a sense of being valued
- The Academy behaviour policy which is aimed at supporting vulnerable pupils. The Academy will ensure that the pupil knows that some behaviour is unacceptable but they are valued and not to be blamed for any abuse which has occurred
- Liaison with other agencies that support the pupil within our Local Authority such as Children’s Social Care, Early Help services and other Academy support services such as the Education Psychology Service,
- Ensuring that, where a pupil leaves and is subject to a child protection plan or where there has been wider safeguarding concerns, their information is transferred to the new school at the earliest opportunity and no later than the statutory 15 working days, and that the child’s social worker is informed. The Trust recommends that receipt of files is acknowledged via a signed-for document if not sent electronically via CPOMs.

Prevention in the Curriculum

- The Academy recognises the importance of developing pupils’ awareness of behaviour that is unacceptable towards them and others, and how they can help keep themselves and others safe.
- The PSHE programme provides personal development opportunities for pupils to learn about keeping safe and who to ask for help if their safety is threatened. As part of developing a healthy, safer lifestyle, pupils are taught, for example, to:
 - safely explore their own and others’ attitudes
 - recognise and manage risks in different situations and know how to behave responsibly
 - judge what kind of physical contact is acceptable and unacceptable

- recognise when pressure from others (including people they know) threatens their personal safety and well-being including knowing when and where to get help
 - manage healthy relationships/understand how to deal with domestic violence / unhealthy relationships/consent (secondary academies)
 - use assertiveness techniques to resist unhelpful pressure.
 - keep safe on-line
 - appreciate fire, water and road safety
 - understand about stranger danger
 - understand about so called Honour Based Violence issues (HBV) e.g. forced marriage, female genital mutilation FGM) (see Appendix 9),
 - protect themselves and others from Bullying/Cyberbullying
 - keep themselves safe from drugs, alcohol and substance abuse (secondary)
 - protect themselves from sexual exploitation of children (CSE) (see Appendix 5)
 - prevent and protect themselves from extremism and radicalisation (see Appendix 8)
 - Prevent the production and sharing of Youth Produced Sexual Imagery (Sexting) – Appendix 7
- We know how important it is that our children understand the risks associated with sharing indecent images of, or information about, themselves - often referred to as **Sexting**. Research indicates that this is increasingly associated with concerns such as sexual exploitation (see appendix 6).

Extended Academy activities

- Where the Academy provides services or activities directly under the supervision or management of an Academy employee, including for example lettings, our safeguarding and child protection policy 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 Academy on these matters where appropriate.
- Where we provide opportunities for outside visitors to be on the premises when children are present, including for community use and training events, our safeguarding procedures will be robustly applied

Alternative Academy Placements/Arrangements

- Where pupils regularly attend another institution or alternative education provider for all or some of their provision, we will ensure that effective procedures for safeguarding are in place as part of our continuing responsibility for the safeguarding of those pupils. A copy of this policy will be shared with the provider as there is an expectation that it will be following our Academy's processes in respect of any safeguarding issues related to children who are on roll at our Academy. We will obtain written confirmation from the alternative provider that appropriate safeguarding checks have been carried out on individuals working at the establishment, i.e. those checks that the academy would otherwise perform in respect of its own staff.

Work experience

- Where the academy takes responsibility for organising work experience placements, it will ensure that the placement provider has policies and procedures in place to protect children from harm and observe the guidance in Keeping Children Safe in Education when determining whether Barred list checks by the DBS are required on people who supervise a child under the age of 16 on a work experience placement

Children staying with host families in the UK ('Homestay')

- Where our academy makes arrangements for children from beyond our school to be provided with care and accommodation by a host family to whom they are not related, for example, as part of a foreign exchange visit or sports tour, we recognise our duty to safeguard and promote children's welfare. As part of our assessment of the suitability of the adults in those families who will be responsible for the visiting child during the stay, we will obtain a DBS enhanced certificate with barred list information. We will also obtain a DBS enhanced certificate in respect of anyone aged 16 or over in the household where the child will be staying.

- Where a child's parent(s) or a student themselves arranges their own homestay, this would be a private arrangement and any checks or assurances regarding the suitability of the homestay would not be the academy's responsibility.

Photographs and Videos of Children in the Academy

- Within the Trust we take a sensible and balanced approach to photographing and videoing children on our site. Taking pictures and video images of children's achievements and activities is a wonderful way of capturing a memory and promoting successes. We will always obtain parental permission while taking such images and put safeguards in place to ensure anonymity (wherever possible) in their usage.
- Employees in the Academy will be aware of the identity of children who for whatever reason, may not be photographed.
- Further guidance is provided by the Information Commissioners Office on taking photographs in schools and the Data Protection Act 1998 [ICO: taking photographs in Schools](#)

Confidentiality

- We recognise that all matters relating to child protection are confidential. However, an employee must never guarantee confidentiality to children; children will not be given promises that any information about an allegation will not be shared.
- Where there is a child protection concern it will be passed immediately to the DSL and/or to Children's Social Care. When a child is in immediate danger Children's Social Care/the police will be contacted.
- The Principal and/or DSL will disclose personal information about a pupil to other employees, including the level of involvement of other agencies, only on a 'need to know' basis.
- All employees are aware that they have a professional responsibility to share information with other agencies in order to safeguard children. They are aware that the Data Protection Act should not be a barrier to sharing of information where failure to do so would result in a child being placed at risk of harm.

Information sharing

- We recognise that information sharing is vital in identifying and tackling all forms of abuse. Whilst, among other obligations, the Data Protection Act 2018 places duties on organisations and individuals to process personal information fairly and lawfully and to keep the information they hold safe and secure, this is **not** a barrier to sharing information where the failure to do so would result in a child being placed at risk of harm.
- Appendix 3 provides more detail about our record keeping systems

Working with parents/carers

- Parents and carers play an important role in protecting their children from harm.
- In most cases, the Academy will discuss concerns about a pupil with the family and, where appropriate, seek their agreement to making referrals to Children's Social Care
- Where there are any doubts, the designated lead should clarify with Children's Social Care whether, and if so when and by whom, the parents should be told about the referral.
- The pupil's views will be considered in deciding whether to inform the family, particularly where the pupil is sufficiently mature to make informed judgments about the issues, and about consenting to that.

Safe Employees

- Safer recruitment processes will be followed in accordance with The Spencer Academies Trust Recruitment and Selection Policy and guidance and relevant sections of DfE Keeping Children Safe in Education 2018. The level of DBS certificate required, and whether a check for any prohibition, direction, sanction, or restriction is required, will depend on the role that is being offered and duties involved.
- The Trust expects that an appropriate number of employees and governors have undertaken Safer Recruitment training so that all interview panels have at least one Safer Recruitment trained representative with up to date knowledge of the required checks needed

- Checks and references are an essential part of the safer recruitment process
- Employees will have access to advice on the boundaries of appropriate behaviour and will be aware of the SAT Employee Expectations and Code of Conduct including contact between employees and pupils outside of the workplace. The Guidance for Safer Working Practices for Adults who work with Children and Young People (2009) will be observed. This should assist in limiting complaints against employees of abuse of trust and/or allegations
- In the event of a complaint or allegation against an Academy employee, the Principal (or Deputy if the Principal/Head of Academy is not present), should be notified immediately. If the complaint or allegation relates to the Principal or a member of the Trust central team, the CEO should be notified. If the complaint or allegation relates to the CEO, the Chair of the Trust Board of Directors should be notified. The local chair of governors should be informed without delay where this relates to the Principal. The Academy will respond to all allegations robustly in collaboration with the Local Authority Designated Officer (LADO) and the Trust HR Manager.

Supporting Employees

- Employees may find some of the issues relating to child protection upsetting and may need support which should be provided by the Academy and either the Academy or Trust's Human Resources Team. Supervision sessions are available to all employees who are involved with child protection issues.

Links to other Academy/Trust policies or documents

This policy should be read alongside and in conjunction with other policies and documents regarding the safety and welfare of children. These together make up the suite of policies and documents to safeguard and promote the welfare of children in this Academy:

- *Accessibility Plan*
- *Pupils with medical conditions*
- *Anti-Bullying*
- *Attendance*
- *Behaviour*
- *Health and Safety (including site security and first aid provision)*
- *Online Safety*
- *SMSC*
- *Special Educational Needs and Disability (SEND)*

The academy operates within the following Trust level policies:

- *Complaints Policy and Procedure (Trust policy)*
- *Disciplinary Policy (employees) (Trust policy)*
- *Employee Expectations and Code of Conduct (Trust policy)*
- *Equality (Trust policy)*
- *Freedom of Information (Trust policy)*
- *information, governance and security policy (Part of the Trust data protection policy)*
- *Grievance Policy (employees) (Trust policy)*
- *Whistle Blowing (Trust policy)*

Further guidance to support the work around child protection and safeguarding.

- https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/741314/Keeping_Children_Safe_in_Education_3_September_2018_14.09.18.pdf
- <https://www.gov.uk/government/publications/working-together-to-safeguard-children--2>

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- Female Genital Mutilation (FGM) <http://media.education.gov.uk/assets/files/pdf/f/fgm%20guidance.pdf>
- Children who may have been trafficked <https://www.gov.uk/government/publications/safeguarding-children-who-may-have-been-trafficked-practice-guidance>
- Private fostering arrangements- www.privatefostering.org.uk
- https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/647389/Overview_of_Sexting_Guidance.pdf Sexting in Schools and College
- Supporting children with continence issues <https://www.nice.org.uk/guidance/CG111>
- Use of reasonable force <https://www.gov.uk/government/publications/use-of-reasonable-force-in-schools>
- Preventing child on child sexual violence and sexual harassment: www.gov.uk/government/publications/sexual-violence-and-sexual-harassment-between-children-in-schools-and-colleges
- <https://www.gov.uk/government/publications/promoting-the-education-of-looked-after-children>

Key national contacts

- NSPCC helpline - helping adults protect children 24 hours a day. For help and support, including anyone needing advice about female genital mutilation, young people affected by gangs, concerns that someone may be a victim of modern slavery contact the NSPCC trained helpline counsellors on: help@nspcc.org.uk or Text 88858 or Telephone 0808 800 5000
- NSPCC Whistleblowing Advice Line - free advice and support for professionals concerned about how child protection issues are being handled in their organisation help@nspcc.org.uk or telephone 0800 028 0285
- UK Safer Internet Centre professional advice line - helpline for professionals working with children and young people in the UK with any online safety issues they may face themselves or with children in their care : helpline@saferinternet.org.uk or telephone 0844 381 4772
- Police Anti-Terrorist Hot Line number 0800 789 321

The following appendices are a part of this policy and form accompanying guidance:

<i>Appendix 1</i>	<i>Roles and Responsibilities</i>
<i>Appendix 2</i>	<i>Identifying Concerns</i>
<i>Appendix 3</i>	<i>Records and Monitoring</i>
<i>Appendix 4</i>	<i>Peer on Peer Abuse</i>
<i>Appendix 5</i>	<i>Child Sexual Exploitation (CSE)</i>
<i>Appendix 6</i>	<i>Youth Produced Sexual Imagery</i>
<i>Appendix 7</i>	<i>Online Safety</i>
<i>Appendix 8</i>	<i>Prevent Duty</i>
<i>Appendix 9</i>	<i>Female Genital Mutilation</i>
<i>Appendix 10</i>	<i>Children Missing from Education</i>
<i>Appendix 11</i>	<i>Private Fostering</i>
<i>Appendix 12</i>	<i>Child on child sexual violence and sexual harassment</i>
<i>Appendix 13</i>	<i>Flow Chart following disclosure of abuse, harm or risk.</i>
<i>Appendix 14</i>	<i>Logging a concern about a child's safety and welfare(used by all staff)</i>
<i>Appendix 15</i>	<i>Case Record Sheet</i>
<i>Appendix 16</i>	<i>The Body Maps (to support referral and recording of the site of injuries)</i>

We have a range of recording formats for internal and external purposes including audits required by the local Children's Safeguarding Board. These will also form part of the Academy's procedures. It is the responsibility of the DSL to make these known to employees, and for employees to follow them. (See appendix 3).

Part B – Guidance

Appendix 1 - Roles and Responsibilities

Everyone

Safeguarding and promoting the welfare of children is everyone's responsibility. Everyone in our Academy who comes into contact with children and their families has a role to play in safeguarding children. All employees in our academy consider, at all times, what is in the best interests of children.

All employees within our Academy are equally in a position to identify concerns early and provide help to children to prevent concerns escalating. All employees contribute to providing a safe environment in which children can learn.

All our employees are aware of the early help process and understand their role in this. This includes being able to identify emerging problems to recognise children who may benefit from early help. Employees know in the first instance to discuss their concerns with the Designated Safeguarding Lead (DSL) and understand they may be required to support other agencies and professionals in assessments for early help.

All our employees are aware of systems within our Academy and these are explained to them as part of employee induction, which include our child protection policy; the Employee Expectations and Code of Conduct, the role of the DSL and Keeping Children Safe in Education Part One. All our employees receive safeguarding and child protection training which is updated every three years from a suitably trained person. In addition to this training all employees receive child protection and safeguarding updates when required, but at least annually. All employees and volunteers will undergo Trust approved level 2 training.

All our employees are aware of the process for making referrals to children's social care and for statutory assessments under the Children Act 1989 and understand the role they may have in these assessments.

All our employees know what to do if a child is raising concerns, disclosures of abuse and neglect. Employees will maintain a level of confidentiality whilst liaising with the DSL and Children's Social Care. Our employees will never promise a child that they will not tell anyone about a disclosure or allegation, recognising this may not be in the best interest of the child.

If staff have **any concerns** about a child's welfare, they should act on them immediately.

Employees and volunteers will always promptly inform the Designated Safeguarding Lead (DSL) if there is:

- Any suspicion that a child is injured, marked, or bruised in a way which is not readily attributable to the normal knocks or scrapes received in play.
- Any explanation given which appears inconsistent or suspicious.
- Any behaviours which give rise to suspicions that a child may have suffered harm.
- Any concerns that a child may be suffering from inadequate care, ill treatment, or emotional maltreatment.
- Any concerns that a child is presenting signs or symptoms of abuse or neglect.
- Any significant changes in a child's presentation, including non-attendance.
- Any hint or disclosure of abuse about or by a child / young person.
- Any concerns regarding person(s) who may pose a risk to children e.g. living in a household with children present.
- Any concerns about peer on peer abuse; this should never be tolerated and passed off as banter or part of growing up (see appendix 4).
- Information which indicates that the child is living with someone who does not have parental responsibility for them (private fostering) (see appendix 11).
- Any concerns that a child is at risk of forced marriage, honour based violence or female genital mutilation (FGM) (see appendix 9).

Options will then include:

- managing any support for the child internally via the academy pastoral support processes;

- an early help assessment;
- a referral for statutory services for example as the child might be in need, is in need or suffering or likely to suffer harm.

Teachers (including NQTs) and Head Teachers – Professional duty

The Teacher Standards 2012 remind us that teachers, newly qualified teachers and Head Teachers should safeguard children and maintain public trust in the teaching profession as part of our professional duties.

Designated Safeguarding Lead (DSL)

We have a DSL with lead responsibility for safeguarding children and child protection who has received appropriate training and support for this role. This role includes duties under the Prevent agenda. The DSL is a senior member of the Academy leadership team and their responsibilities are explicit in their job description. The DSL will liaise with the local authority and work with other agencies in line with Working together to safeguard children.

We also have one or more Deputy DSLs (see page 2 of this policy), who will provide cover for the DSL when they are not available. Our Deputy DSL(s) has/have received the same training as our DSL. They will provide additional support to ensure the responsibilities for child protection and safeguarding children are fully embedded within the Academy ethos and that specific duties are discharged. They will assist the DSL in managing referrals, attending Child Protection Conferences, reviews and meetings and supporting the child/children. All have completed the required training and are overseen by the DSL to ensure we fulfil our child protection responsibilities to meet the needs of the children/ young people on roll.

We acknowledge the need for effective and appropriate communication between all employees in relation to safeguarding pupils. Our DSL ensures there is a structured procedure within the Academy, followed by all of the members of the Academy community in cases of suspected abuse, including where concerns are raised under Prevent.

The Designated Safeguarding Lead is expected to:

Manage Referrals

- Refer cases of suspected abuse or allegations to the relevant investigating agencies
- Support employees who make referrals to children's social care and other referral pathways
- Refer cases, where a person is dismissed or left due to risk/harm to a child, to the DBS as required

Work with others

- Liaise with the Principal/Head of Academy (where the Designated Safeguarding Lead role is not carried out by the Head Teacher) to inform him/her of any issues and ongoing investigations
- Liaise with the case manager and the LADO/ LADO Allegation Officer where there are concerns about an employee
- Liaise with employees on matters of safety and safeguarding and deciding when to make a referral by liaising with other agencies. Act as a source of support, advice and expertise for other employees
- Take part in strategy discussions or attend inter-agency meetings and/or support other employees to do so and to contribute to the assessment of children
- Liaise with the local authority and other agencies in line with Working Together to Safeguard Children 2015 with the most recent updates and the local Safeguarding Children Board procedures and practice guidance

Undertake training

- Formal DSL training will be undertaken every two years. Informal training and updating of knowledge and skills will be at regular intervals, undertaken at least annually. The DSL is responsible for their own training and should obtain access to resources or any relevant refresher training

- The DSL is also responsible for ensuring all other employees with designated safeguarding responsibilities access up to date and timely safeguarding training and maintains a register to evidence the training

The training undertaken should enable the Designated Safeguarding Lead to:

- Understand the assessment process for providing early help and intervention
- Have a working knowledge of how the local Safeguarding Children Board operates, the conduct of a child protection conference, and be able to attend and contribute to these effectively when required to do so
- Ensure that each employee has access to the child protection policy and procedures
- Be alert to the specific needs of children in need, including those with special educational needs and or disabilities and young carers
- Be able to keep detailed, accurate, secure written records of concerns and referrals
- Understand the Prevent Duty and provide advice and support to employees on protecting children from the risk of radicalisation
- Are able to understand the unique risks associated with online safety and be confident that they have the relevant knowledge and up to date capability required to keep children safe whilst they are online at school or college;
- Can recognise the additional risks that children with SEN and disabilities (SEND) face online, for example, from online bullying, grooming and radicalisation and are confident they have the capability to support SEND children to stay safe online;
- Obtain access to resources and attend any relevant or refresher training courses; and
- Encourage a culture of protecting children; listening to children and their wishes and feelings

Raise awareness

- Ensure that the safeguarding and child protection policies are known, understood and used appropriately
- Ensure that the safeguarding and child protection policy is reviewed annually in consultation with employees, procedures are updated and reviewed regularly and implemented, and that the governing body is kept up to date and actively involved
- Work strategically to ensure policies and procedures are up to date and drive and support development work within the Academy
- Ensure that the safeguarding and child protection policy is available to parents/carers and uploaded to the Academy website and make them that referrals may be made about suspected abuse or neglect
- Liaise with the local SCB and ensure all employees receive induction training covering child protection and are able to recognise and report any concerns immediately as they arise

Availability

- During term time the Designated Safeguarding Lead (or Deputy) will always be available (during Academy hours) for employees in the Academy or college to discuss any safeguarding concerns. The Academy ensure that appropriate arrangements are in place for any out of Academy hours' activities in- line with the guidance contained in DfE KCSIE.

Principals/Heads of Academy will ensure that:

- The Trust safeguarding policies and procedures are implemented, and followed by all employees
- The roles and responsibilities of the DSL and any deputy DSLs are explicit in their job descriptions
- Sufficient resources and time are allocated to enable the DSL and other employees to discharge their responsibilities, including taking part in strategy discussions and inter-agency meetings, and contributing to the assessment of children
- All employees and volunteers feel able to raise concerns about poor or unsafe practice with regard to children, and such concerns are addressed sensitively and effectively in a timely manner in accordance with agreed whistle-blowing policies

- All employees have access to and read:- the Whole Academy Safeguarding and Child Protection Policy; the employee expectations and code of conduct; DfE Keeping Children Safe in Education guidance 2018, Part One, as a minimum
- There are mechanisms in place to assist employees to understand and discharge their role and responsibilities as set out in Part One of Keeping Children Safe in Education 2018

Governance

The Trust's Board of Directors and the Academy Governing Body are collectively responsible for ensuring that safeguarding arrangements are fully embedded within the Academy's ethos and reflected in the Academy's day to day safeguarding practices by:

- Ensuring there is an individual member of the governing body to take leadership responsibility for safeguarding and champion child protection issues within the Academy
- Ensuring the Academy has effective policies and procedures in line with statutory guidance (Working Together to Safeguard Children 2015) and local LSCB guidance, monitoring the Academy's compliance with them
- Ensuring that safeguarding policies and procedures are in place for appropriate action to be taken in a timely manner to promote a child's welfare
- Recognising the importance of information sharing between agencies. Ensuring cooperation with the local authority and other safeguarding partners
- Appointing a DSL from the leadership team to take lead responsibility for child protection/safeguarding and ensuring a Designated Teacher for Looked- After Children is appropriately trained
- Ensuring that all employees read and understand at least Part One of Keeping Children Safe in Education 2018 and ensuring that there are mechanisms in place to assist employees to understand and discharge their role and responsibilities as set out in Part One
- Ensuring that the governing body is collectively responsible for the Academy's safeguarding arrangements
- Ensuring that the Chair of Governors and Named safeguarding governors are suitably trained to enable them to discharge and comply with their child protection/safeguarding responsibilities
- Ensuring there is a training strategy in place for all employees, including the Principal/Head of Academy, so that child protection training is undertaken with refresher training at three yearly intervals. The DSL and all other employees with designated safeguarding responsibilities should receive refresher training at two yearly intervals
- Ensuring that employees undergo safeguarding child protection training at induction and that there are arrangements in place for employees to be regularly updated to ensure that safeguarding remains a priority
- Ensuring that temporary employees and volunteers who work with children are made aware of the Academy's arrangements for child protection and their responsibilities
- Ensuring there are procedures in place to manage allegations against employees and exercise disciplinary functions in respect of dealing with a complaint
- Ensuring a response if there is an allegation against the Principal/Head of Academy by liaising with the LADO or other appropriate officers within the Trust HR team
- Ensuring appropriate responses to children who go missing from education, particularly on repeat occasions, to help identify the risk of abuse, including child sexual exploitation
- Ensuring that appropriate filters and monitoring systems are in place at the Academy to protect children online
- Ensuring that children are taught about safeguarding online through teaching and learning opportunities
- Ensuring that peer on peer abuse is included in child protection and safeguarding policy, sexting and the Academy's response is included and different gender issues that are prevalent in peer on peer abuse
- Giving employees the opportunities to contribute and shape safeguarding arrangements and policy
- Preventing people who pose a risk of harm from working with children by adhering to statutory responsibilities to check employees who work with children, making decisions about additional checks and ensuring volunteers are supervised as required

- Ensuring at least one person on any appointment panel has undertaken safer recruitment training
- Recognising that certain children are more vulnerable than others, such as children looked after (previously or current), care leavers and children with special educational needs and disabilities

Looked After Children – the role of Designated Teacher and the Designated Safeguarding Lead

Supporting children in care is key priority for our Academy. We recognise that the needs of this group of children can only be effectively met when all agencies work together. The Academy has a teacher with responsibility for promoting the educational achievement of children who are looked after and those who are post adoption. They have the appropriate training. The Designated Teacher will work with the Local Authority's Virtual School Head to ensure that the progress of the child is supported.

The Designated Safeguarding Lead will also have details of the child's social worker and the name of the Local Authority's Virtual Headteacher. The Designated Safeguarding Lead will work closely with the Designated Teacher, as we recognise that children may have been abused or neglected before becoming looked after. We will ensure their ongoing safety and wellbeing as well as supporting their education, through linking with their social worker, carers and parents where appropriate

Appendix 2 - Identifying Concerns and Taking Action

All employees, volunteers and governors will know how to identify pupils who may be being harmed and then how to respond to a pupil who discloses abuse, or where others raise concerns about them. Our employees will be familiar with procedures to be followed. Employees understand that abuse, neglect and safeguarding issues are rarely standalone events that can be covered by one definition, and that in most cases multiple issues will overlap with each other.

Employees who regularly come into contact with children are aware of the DfE guidance: **What to do if you're worried a child is being abused**

Some of the following signs might be indicators of abuse or neglect:

- Children whose behaviour changes – they may become aggressive, challenging, disruptive, withdrawn or clingy, or they might have difficulty sleeping or start wetting the bed;
- Children with clothes which are ill-fitting and/or dirty;
- Children with consistently poor hygiene;
- Children who make strong efforts to avoid specific family members or friends, without obvious reason;
- Children who don't want to change clothes in front of others or participate in physical activities;
- Children who are having problems at the Academy, for example, a sudden lack of concentration and learning or they appear to be tired and hungry;
- Children who talk about being left home alone, with inappropriate carers or with strangers;
- Children who reach developmental milestones late, e.g. learning to speak/walk, with no medical reason;
- Children who are regularly missing from school;
- Children who are reluctant to go home after school;
- Children with poor Academy attendance and punctuality, or who are consistently late being picked up;
- Parents who are dismissive and non-responsive to practitioners' concerns;
- Parents who collect their children from the Academy when drunk, or under the influence of drugs;
- Children who drink alcohol regularly from an early age;
- Children who are concerned for younger siblings without explaining why;
- Children who talk about running away; and
- Children who shy away from being touched or flinch at sudden movements.
- Children who self-harm.

The four categories of child abuse are as follows:

1. Physical Abuse
2. Emotional Abuse
3. Sexual Abuse, and
4. Neglect

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.

Some of the Possible Indicators Could Include: Children with frequent injury such as bruising, bite marks, burns and scalds, fractures but also by aggressive behaviour. It may also be an indicator of concern where a parent gives an explanation inconsistent with the injury or gives several different explanations for the injury.

Emotional Abuse: the persistent emotional maltreatment of a child such as to cause severe and adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions

that are beyond a child's developmental capability as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyberbullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, although it may occur alone.

Some of the Possible Indicators Could Include: Developmental delay, attachment issues, aggressive behaviour, appeasing behaviour, watchfulness or stillness, low self-esteem, withdrawn or a loner, or having difficulty in forming relationships. Emotional abuse may be difficult to recognise as signs are usually behavioural rather than physical. Signs of emotional abuse may be associated or similar to other forms of abuse so presence of emotional abuse may indicate other abuse is prevalent as well.

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

Some of the Possible Indicators Could Include: Inappropriate sexualised conduct, age inappropriate sexualised play or conversation, sexually harmful behaviour – contact or non-contact, self-harm, eating disorders, continual, inappropriate or excessive masturbation, anxiousness or unwillingness to remove clothes – sports/ PE etc., pain or itching in genital area, blood on underclothes, bruising in genital region and/or inner thighs

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

Some of the Possible Indicators Could Include: Being constantly hungry; constantly tired; have a poor state of clothing; be emaciated; have untreated medical problems; be frequently late or have poor or non-attendance at the Academy; have low self-esteem; display neurotic behaviour and/or have poor social relationships, have poor personal hygiene. A neglected child may also be apathetic, fail to thrive, or be left with or in the care of adult's under the influence of alcohol or drug misuse.

Children with Special Educational Needs

We recognise that some children with special educational needs and or disabilities - SEN(D) - can face additional safeguarding challenges. Such children are especially vulnerable when identifying concerns due to their impaired capacity to resist or avoid abuse. They may have speech, language and communication needs which may make it difficult to tell others what is happening. We know that additional barriers can exist when recognising abuse and neglect in this group of children which include:

- assumptions that indicators of possible abuse such as behaviour, mood and injury relate to the child's disability without further exploration;
- children with SEN(D) can be disproportionately impacted by things like bullying - without outwardly showing any signs;
- communication barriers and difficulties in overcoming these barriers.
- being more prone to peer group isolation than other children;

Because of these vulnerabilities, we will consider on a case by case basis, the level of pastoral support needed for children with SEN and disabilities.

Taking action where concerns are identified

The Local Safeguarding Children's Board Procedures contain the inter-agency processes, protocols and expectations for safeguarding children. The Academy response to any concerns will be set within this context.

Our employees recognise the difference between concerns about a child and a child in immediate danger. Employees need to follow the flow chart (appendix 13) to respond to concerns accordingly. If employees have concerns about a child, a discussion should take place with the Designated Safeguarding Lead (DSL) to agree a course of action. If a child is at immediate risk of harm a referral will be made immediately to the relevant agency and/or the police immediately by the employee if required, with the DSL being informed of the referral.

If a child chooses to tell an employee about alleged abuse, there are a number of actions that employees will undertake to support the child using the TED approach of Tell me, Explain, Describe:

- The key facts will be established in language that the child understands and the child's words will be used in clarifying/expanding what has been said
- No promises will be made to the child, e.g. to keep secrets
- Employees will stay calm and be available to listen
- Employees will actively listen with the utmost care to what the child is saying
- Where questions are asked, this should be done without pressurising and only using open questions;
 - Leading questions should be avoided as much as possible
 - Questioning should not be extensive or repetitive
- Employees will not put words in the child's mouth but subsequently note the main points carefully
- A full written record (appendix 14) will be kept by the employees, signed/logged and dated, including the time of the conversation with the child, an outline of what was said, any comment on the child's body language etc.
- It is not appropriate for employees to make children write statements about abuse that may have happened to them or get them to sign the employee's record
- Employees will reassure the child and let them know that they were right to inform them and inform the child that this information will now have to be passed on
- The DSL will be immediately informed, unless the disclosure has been made to them
- Information should be shared with children's social care without delay, either to the child's own social worker or to the relevant Local Authority multi agency hub. Children's Social Care will liaise with the police as required to ensure an appropriate police officer response rather than a uniformed response
- The Police would only therefore be contacted direct in an emergency

Employees should never attempt to carry out an investigation of suspected child abuse by interviewing the child or any others involved. The only people who should investigate child abuse and harm are Social Care, Police or the NSPCC

Appendix 3 - Records and Monitoring

A written record of any concerns about a child will be made within 24 hours. The Academy uses a 'logging a concern' (appendix 14) form to record any child protection concerns and other safeguarding issues and must be passed through to a member of the safeguarding team by email and followed up in person to ensure it has been received. Records will comprise a mixture of directly recorded information and scans of other evidence where appropriate such as handwritten accounts or other paper information.

All records will provide a factual and evidence based account with accurate recording of any actions. Records will identify the person making the record, be dated and, where appropriate, be witnessed. Where an opinion or professional judgement is recorded this should be clearly stated as such.

At no time should an individual teacher/employee or Academy be asked to or consider taking photographic evidence of any injuries or marks to a child's person. This type of behaviour could lead to the employee being taken into managing allegations procedures. The body map approach (appendix 16) should be used in accordance with recording guidance.

Any concerns should be reported and recorded without delay to the appropriate safeguarding services, e.g. MASH or the child's social worker if already an open case to social care.

A case record sheet (appendix 15) chronology will be kept in the main Academy file. Employees, particularly pastoral employees, will record any minor concerns on the chronology and will take responsibility for alerting the DSL should the number of concerns rise or, in their professional judgement, become significant.

Why recording is important

Our employees will be encouraged to understand why it is important that recording is comprehensive and accurate and know the messages from serious case reviews in terms of recording and sharing information. It is often when a chronology of information is pieced together that the level of concern escalates or the whole or wider picture becomes known. We acknowledge that without information being recorded it can be lost. This could be crucial information, the importance of which is not always necessarily apparent at the time. On occasions, this information could be crucial evidence to safeguard a child or be evidence in future criminal prosecutions.

The paper based concern file

The establishment of a 'concern' file, which is separate from the child's main Academy file, is an important principle in terms of storing and collating information about children which relates to either a child protection or safeguarding concern or an accumulation of concerns about a child's welfare which are outside of the usual range of concerns which relate to ordinary life events. It needs to be borne in mind that what constitutes a 'concern' for one child may not be a 'concern' for another and the particular child's circumstances and needs will differ i.e. a child subject to a child protection plan, looked after child, CiN may be looked at differently to a child recently bereaved, parental health issues, etc. Professional judgement will therefore be an important factor when making this decision and will need clear links between pastoral employees and Designated Safeguarding Leads in the Academy.

The Academy will keep records of concerns about children even where there is no need to refer the matter to MASH/Children's Social Care (or similar) immediately. Records will be kept up to date and reviewed regularly by the DSL to evidence and support actions taken by employees in discharging their safeguarding arrangements. Original notes will be retained (but clearly identified as such) as this is a contemporaneous account; they may be important in any criminal proceedings arising from current or historical allegations of abuse or neglect.

The concern file can be active or non-active in terms of monitoring i.e. a child is no longer LAC, subject to a child protection plan or EHAF and this level of activity can be recorded on the front sheet, as a start and end date. If future concerns then arise it can be re-activated and indicated as such on the front sheet and on the chronology as new information arises.

Where children leave the Academy, employees should ensure their concern/child protection file is transferred to the new Academy as soon as possible (this should be as soon as possible and no later than 15 working days). This should be transferred separately from the main pupil file, ensuring secure transit and confirmation of receipt should be obtained. It would be good practice, wherever possible, for the file to be hand-delivered to the receiving designated safeguarding lead with a discussion taking place. There should be a smooth and safe transition for the child and consequently our academy's DSL will consider if it would be appropriate to share any information with the new school or college in advance of a child leaving. This would include information that would allow the new school or college to continue supporting victims of abuse and have that support in place for when the child arrives. Where our academy is the receiving school, we will ensure that key staff such as designated safeguarding leads and SENCO are aware as required.

Recording Practice

Timely and accurate recording will take place when there are any issues regarding a child. Each and every episode/incident/concern/activity regarding that child, including telephone calls to other professionals, needs to be recorded on the chronology kept within the confidential/CPOMs file for that child. This will include any contact from other agencies to discuss concerns relating to a child. Actions will be agreed and roles and responsibility of each agency will be clarified and outcomes recorded. Support and advice will be sought from Children's Social Care, or Early Help whenever necessary. In this way a picture can emerge and this will assist in promoting an evidence based assessment and determining any action(s) that needs to be taken. This may include no further action, undertaking an EHAF, or making a referral to the Local Authority safeguarding hubs/Children's Social Care

The DSL will have a systematic means of monitoring children known or thought to be at risk of harm (through the concern file and through an ongoing dialogue with pastoral employees). They will ensure that we contribute to assessments of need and support multi-agency plans for those children.

The Academy uses standard templates and forms for recording information which is not directly entered onto CPOMs. These are specific to the Academy and reflect any mandatory or required Local Authority or Local Children's Safeguarding Board procedures, where these exist. The DSL will ensure that all employees are familiar with the reporting/recording formats for the Academy. These form part of the Academy's safeguarding practice and employees are required to ensure they follow these.

Appendix 4 - Peer on Peer Abuse

Our Academy recognises that children are vulnerable to and capable of abusing their peers. We take such abuse as seriously as abuse perpetrated by an adult. This includes verbal as well as physical abuse. Peer on peer abuse will not be tolerated or passed off as part of “banter”, “just having a laugh” or “part of growing up”.

In cases where peer on peer abuse is identified we will follow our child protection and safeguarding procedures, recognising that both the victim and perpetrator will require support.

We recognise that peer on peer abuse can manifest itself in many ways such as:

- Child Sexual Exploitation (Appendix 5)
- Sexting or youth produced digital imagery (Appendix 6)
- Sexual violence and sexual harassment; (appendix 12)
- Bullying (including cyber bullying)
- Radicalisation
- Abuse in intimate relationships
- Children who display sexually harmful behaviour
- Gang association and serious violence
- Technology can be used for bullying and other abusive behaviour (Appendix 18)
- physical abuse such as hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm;
- initiation/hazing type violence and rituals

There are a number of factors that make children more vulnerable to peer on peer abuse: experience of abuse within their family; living with domestic violence young people in care; children who go missing; children with additional needs (SEN and/or disabilities); children who identify as or are perceived as LGBT; or who have other protected characteristics (race, religion).

Research tells us girls are more frequently identified as being abused by their peers; girls are more likely to experience unwanted sexual touching in schools. Boys are less likely to report intimate relationship abuse. Boys report high levels of victimisation in areas where they are affected by gangs. There is an increasing evidence base emerging on the sexual exploitation of boys (both by adults and peers) and LGBTQ young people. We recognise that both boys and girls experience peer on peer abuse but they do so in gendered ways.

All peer on peer abuse is unacceptable and will be taken seriously.

In our academy, we will work to minimise the risk of peer-on-peer abuse through PSHE provision in bright days, guidance sessions across all years, curriculum, restorative justice and student voice. Any incidents will be recorded, investigated and dealt with in accordance with our safeguarding procedures, including the logging of information.

Appendix 5 - Child Sexual Exploitation (CSE)

The Academy adheres to the local SCB procedure in relation to child sexual exploitation. We recognise that child sexual exploitation is a high profile issue both nationally and locally.

Child sexual exploitation is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity:

- (a) In exchange for something the victim needs or wants, and/or
- (b) For financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology

The Academy recognises that the child sexual exploitation can cause a great deal of harm to a child, including physically, emotionally, educationally and socially. Where it exists it can also cause harm to communities including our Academy.

Child sexual exploitation can happen in a number of ways to both boys and girls, for example it can happen through various social media and this can still cause significant harm. It can happen through inappropriate relationships such as older boy/girlfriends or through parties, gangs or organised abuse. Some children will be particularly vulnerable to being exploited, for example if they have had a chaotic upbringing or if they are in care or go missing, involved in gangs or being bullied. We recognise however that any child can become a target for exploitation, particularly where the internet and social media are involved. This is because the normal life events that go with being a child or teenager in today's age can be a challenge and make them susceptible to being groomed and exploited.

As an Academy we recognise that prevention is the best position with regard to CSE. We seek to support children to develop confidence and build resilience. We will endeavour to support their age appropriate knowledge and raise awareness and understanding of what CSE is, to understand the risks of CSE and to spot the warning signs for themselves and also their friends and peers and by doing so keep safe.

If prevention is not possible we aim to identify children who are at risk of, or being exploited very early. Early intervention is key to effectively working with the child to prevent or reduce the level of risk. Once they have been groomed some children will find it difficult to withdraw from their abusers and we need to contribute to helping to protect them. Some children feel that they are in a relationship with these people. We commit to working with our inter-agency partners to safeguard and protect children.

Much of this work will be through our programmes of *personal, social and health education (PSHE)*.

An important part of educating our children is focussing on what is a healthy relationship and issues of consent. This will also target potential abusers at an early age with the intention of helping to shape their attitudes to others. We want to have a culture where the welfare of children is actively promoted and employees and pupils are vigilant. As part of this children will feel listened to and safe.

Further information is available from the Department for Education:

<https://www.gov.uk/government/publications/child-sexual-exploitation-definition-and-guide-for-practitioners>

Appendix 6 - Youth Produced Sexual Imagery (Sexting)

Introduction

The Academy recognises that 'sexting' is a growing concern amongst professionals and parents as it can expose children to risks, particularly if the imagery is shared further. It can lead to embarrassment, bullying and increased vulnerability to sexual exploitation. Producing and sharing images of under-18's is also illegal.

There is no clear definition of what is 'sexting' and indeed many professionals, young people and parents have different interpretations ranging from sending flirty messages to sending nude or semi-nude photographs via mobiles or over the internet.

This guidance is based on the UKCCIS Sexting in Schools and Colleges guidance 2016. The full guidance is located at <https://www.saferinternet.org.uk/blog/new-sexting-guidance-schools-released-uk-council-child-internet-safety>. This guidance covers:

- A person under the age of 18 who creates and shares sexual imagery of themselves with a peer under the age of 18
- A person under the age of 18 who shares sexual imagery created by another person under the age of 18 with a peer under the age of 18 or an adult
- A person under the age of 18 who is in possession of sexual imagery created by another person under the age of 18

It does not cover:

- The sharing of sexual imagery of people under 18 by adults as this constitutes child sexual abuse and academies should always inform the police and CSC.
- Young people under the age of 18 sharing adult pornography or exchanging sexual texts which don't contain imagery.

The term youth produced sexual imagery has been adopted to provide some clarity and to distinguish it from imagery where there are adults involved in some manner.

The purpose of this guidance is to make expectations clear to pupils and their parents and carers as well as to be clear to employees about the Academy's policy and procedure in responding to incidents.

This policy forms part of our Academy's safeguarding arrangements and our response to concerns about 'sexting' will be guided by the principle of proportionality and our primary concern at all times is the welfare and protection of the children and young people involved. The Academy recognises that it is an offence under the Sexual Offences Act 2003 to possess, distribute, show and make indecent images of children (a child being under 18 years) but it does not define what is indecent.

However, the police accept that the law which criminalised indecent images of children was created before the technological advances of today and it originally sought to protect children from adults. It was not intended to criminalise children. Despite this children who share sexual imagery of themselves or peers are breaking the law and therefore we will seek to manage this type of case appropriately.

All professionals including the National Police Chiefs Council agree that incidents involving youth produced imagery should primarily be treated as a safeguarding issue. It is agreed that we should not unnecessarily criminalise children as the consequence of this can be significant in terms of their life chances in adulthood. Where children do share images it is often as a result of natural curiosity and exploring relationships and in the context of the digital world we live in.

The Academy is therefore empowered to deal with the majority of these incidents without involving the police.

Handling Incidents

The Academy may become aware of the issue in a variety of ways i.e. from the child direct, a friend of parent or an employee.

We recognise that the child is likely to be very embarrassed and worried about what might happen. We also recognise the pressure that is on a child can be under to take part in sharing such imagery but we will reassure them they are not on their own and will help and support them. We will also help them to understand what has happened and the context for the concerns. We will also discuss issues of consent and trust within healthy relationships.

All incidents will be followed in line with our safeguarding and child protection policy. Where an incident comes to our attention:

- The incident will be reported to the Designated Safeguarding Lead (DSL) as soon as possible.
- An initial meeting with the appropriate Academy employee will be held to:
 - Establish if there is immediate risk & what further information is needed, whether or not the imagery has been shared
 - Consider facts about the children involved which could influence a risk assessment. Further guidance and questions to consider is in Annexe A, page 25 of UKCCIS Sexting in Schools Guidance 2016
- A meeting with the young person will be held (if appropriate)
- Parents will generally be informed at an early stage

An immediate referral to children's social care and/or the police should be made if at the initial stage:

- The incident involves an adult
- The child has been coerced, blackmailed or groomed or if there are concerns about capacity to consent
- If the sexual acts are unusual for the developmental age or violent
- Children under 13 years are involved
- The child is at immediate risk e.g. suicidal or self-harming

Where the above do not apply then the Academy will generally deal with this matter without involving the police or children's social care although this will be subject to review.

This decision is made where we are confident that we have sufficient information to assess and manage any risks within our pastoral support and disciplinary framework. The decision will be made by the DSL with the input of the Principal and others as appropriate and will be recorded.

Examples of cases where there is no need to involve the police are:

If a young person has shared imagery consensually, such as when in a romantic relationship, or as a joke, and there is no intended malice, it is usually appropriate for the Academy to manage the incident directly.

In contrast any incidents with aggravating factors, for example, a young person sharing someone else's imagery without consent and with malicious intent, should generally be referred to police and/or children's social care.

The following information will be considering when deciding on a course of action:

- Why was the imagery shared? Was the young person coerced or put under pressure to produce the imagery?
- Who has shared the imagery? Where has the imagery been shared? Was it shared and received with the knowledge of the pupil in the imagery?
- Are there any adults involved in the sharing of the imagery?
- What is the impact on the young people involved?
- Do the young people involved have additional vulnerabilities?
- Does the young person understand consent?

- Has the young person taken part in this kind of activity before?

Professional judgement should always be applied.

The images should not generally be viewed by employees unless there is a clear reason for doing so and the decision recorded, reporting of the content is usually sufficient.

- We will NOT copy, print or share the image as this is illegal
- If viewing is done, it will be with another member of the safeguarding team or senior leadership

Once a decision has been made not to involve the police or CSC then images may be deleted but we will be clear that this is appropriate action. Where it is necessary to involve the police and it is appropriate we are authorised to seize any device (Education Act 2011) and pass it the police

CSC will be involved where there are concerns which meet the threshold or if we know they are already involved with a child.

Educating Young People

As an academy we need to teach children in an age appropriate way about youth produced imagery to prevent harm by providing them with the skills, attributes and knowledge to help them navigate risks.

This approach to tackling sensitive issues promotes a whole Academy approach to safeguarding giving children the space to explore key issues and the confidence to seek the support of adults should they encounter problems.

This issue will be taught as part of a wider PSHE programme and through IT curriculum work to underpin a specific message such as 'sexting'.

The work that we do therefore will include issues such as:

- communication
- understanding healthy relationships, including trust
- understanding and respecting the concept of genuine consent
- understanding our rights (especially our collective right to *be* safe and to *feel* safe)
- recognising abusive and coercive language and behaviours

Helplines and reporting

- Children can talk to a ChildLine counsellor 24 hours a day about anything that is worrying them by ringing 0800 11 11 or in an online chat at <https://www.childline.org.uk/get-support/>
- If parents or carers are concerned that their child is being contacted by adults as a result of having sharing sexual imagery they should report to NCA-CEOP at www.ceop.police.uk/safety-centre
- ChildLine and the Internet Watch Foundation have partnered to help children get sexual or naked images removed from the internet. A young person can get their photo removed by talking to a ChildLine counsellor. More information is available at <http://www.childline.org.uk/explore/onlinesafety/pages/sexting.aspx>
- If parents and carers are concerned about their child, they can contact the NSPCC Helpline by ringing 0808 800 5000, by emailing help@nspcc.org.uk , or by texting 88858. They can also ring the Online Safety Helpline by ringing 0808 800 5002.

Advice and information for parents

- The NSPCC has information and advice about sexting available on its website: [NSPCC Sexting](#)
- The National Crime Agency/CEOP has produced a film resource for parents and carers to help them prevent their children coming to harm through sharing sexual imagery: <https://www.thinkuknow.co.uk/parents/articles/Nude-selfies-a-parents-guide/>

- Childnet have information and advice about sexting available on its website: <http://www.childnet.com/young-people/secondary/hot-topics/sexting>
- Parent Info (<http://parentinfo.org/>) provides information and advice to parents from expert organisations on topics ranging from sex and relationships, mental health and online safety including sexting.

Resources parents could highlight to their children

- ChildLine have created Zip-It, an app that provides witty comebacks in order to help young person say no to requests for naked images [Childline Zipit Ap](#)
- There is information on the ChildLine website for young people about sexting:
[Childline information for young people](#)
- The Safer Internet Centre has produced resources called '[Childnet So you got naked online](#)' which help young people to handle incidents of sexting

The NSPCC adults helpline: 0808 800 5002 The NSPCC has partnered with O2 to offer direct support to parents and other adults on issues relating to online safety.

ChildLine: www.childline.org.uk offers direct support to children and young people including issues relating to the sharing of sexual imagery.

Appendix 7 - Online Safety

Our Academy ensures that children are able to use the internet and related communications technologies appropriately and safely and this is part of our wider duty of care. We recognise that the use of technology can be a significant component of many safeguarding issues including child sexual exploitation; radicalisation and sexual predation.

Online safety covers the safety issues associated with all information systems and electronic communications as a whole. This encompasses not only the internet but all wireless electronic communications including mobile phones, games consoles, cameras and webcams. It also needs to take into account the increasing mobility of access to digital technology through the range of mobile devices.

Technology often provides a platform to facilitate harm. However, it important to remember that the issue at hand is not the technology but the behaviour around how it is used; the use of new technologies in education brings more benefits than risks.

We will ensure that we meet our statutory obligations to ensure that children and young people are safe and are protected from potential harm, both within and outside our Academy. This also forms part of our Academy's protection from legal challenge, relating to the use of digital technologies.

There are additional duties under the Counter Terrorism and Securities Act 2015 which requires our Academy to ensure that children are safe from terrorist and extremist material on the internet.

Our academy will ensure that there are filters and monitoring systems in place to limit exposure to risks when children are using the Academy's IT systems and technology that can be used online.

Our Academy recognises that whilst we have appropriate filters and monitoring systems in place, we also do not "over block" so that we do not restrict this teaching opportunity to teach children about keeping safe online.

We observe our responsibilities under the relevant Data Protection Act

Appendix 8 - Prevent Duty and Radicalisation/Extremism

Duties imposed on academies and other agencies in relation to The Prevent Duty which came into force on 1 July 2015. The Prevent Duty is now incorporated into our existing policies. Further advice in relation to this is within KCSiE and also the DfE non-statutory guidance for schools and early years' providers in relation to risk assessment ; working in partnership ;Employees training ;IT policies and Building children's resilience to radicalisation.

We are proactive in our approach and have ensured the DSL has accessed face to face training to help identify risk and support other colleagues where there are specific concerns. Staff should be alert to changes in children's behaviour which could indicate that they may be in need of help or protection.

We will work with key partners to ensure that we are aware of any tensions within our local community and nationally and internationally, so that we can create safe spaces for our children to discuss their experiences and concerns. Where we are concerned about individual children there is a referral pathway which all employees will be familiar with. Initial advice and support can be obtained from the Tackling Emerging Threats to Children Team and more serious concerns should be referred to the Police Prevent Team or the MASH where there is a concern that a child is at immediate risk. Staff will use their judgement in identifying children who might be at risk of radicalisation and act proportionately which may include the DSL (or deputy) making a referral to the Channel programme.

The Principal and Chair of Governors will:

- Establish or use existing mechanisms for understanding the risk of extremism
- Ensure staff understand the risk and build capabilities to deal with issues arising
- Communicate the importance of the duty
- Ensure all Staff (governors and volunteers) implement the duty to prevent radicalisation.

All Staff/anyone who has contact with a child or young person including Governors and volunteers know about Prevent duties and will report any concerns to the Safeguarding Designated Lead in the school who has responsibilities under Prevent to take action, offer advice and support. We will respond to any concern about Prevent as a Safeguarding concern and will report in the usual way using local Safeguarding Procedures. We will seek to work in partnership, undertaking risk assessments where appropriate and proportionate to risk, building our children's resilience to radicalisation. We will use the relevant forms to record any concerns, keeping records which will be treated as a Child Protection Record, storing them as appropriate.

In exercising our specific duty under Prevent we seek to protect children and young people from being drawn into, and against, the messages of all violent extremism. This includes and is not restricted to Daesh, AQ, Far Right, Neo Nazi, White Supremacist ideology, Irish Nationalist and Loyalist paramilitary groups, and extremist Animal Rights movements.

The use of social media and the internet as tools to radicalise young people cannot be underestimated. We recognise that those that seek to recruit young people to follow extremist ideology often target those who are already vulnerable in some way and that exposure to extreme views can make young people vulnerable to further manipulation and exploitation. We will therefore ensure that we build children and young people's critical thinking skills and resilience through both our curriculum and pastoral provision/systems. As an Academy we are clear that we have a duty to safeguard young people from such dangers and we will actively promote resilience to such risks through our RE curriculum, SEND policy, assembly policy, our SMSC and anti-bullying work, and in our policies for use of the Academy premises by external agencies, visitors, premises' hire and our online safety and ICT policies which include monitoring the activities of children and young people when on-line in the academy.

Appendix 9 - Female Genital Mutilation

Guidance Notes for Employees/Governors

Female Genital Mutilation is a safeguarding issue; it is child abuse and a form of violence against girls. Local guidance for academies is contained within Guidelines for all agencies including academies within the Nottinghamshire Safeguarding Children Board procedures which has been informed by the government Multi-Agency Statutory Guidance 2016.

FGM is a procedure that includes the partial or total removal of the external female genital organs for non-medical reasons. It is illegal in the UK to subject a child to female genital mutilation (FGM); to assist or facilitate the practice; or to take a child abroad to undergo the procedure – Female Genital Mutilation Act 2003. The age at which girls are subject to FGM varies greatly from shortly after birth to any time up to adulthood. The majority of girls have the procedure between the ages of 5-8 years. It is estimated that 24,000 girls in the UK are at risk and 66,000 women living with the physical and psychological consequences.

Although prevalence of FGM within Nottinghamshire is not likely to be high, no local authority area is likely to be free from FGM entirely. Employees and governors therefore need to have an awareness of the signs that a girl may have undergone FGM or be at risk of the practice. The Female Genital Mutilation Act 2003 was amended by the Serious Crime Act 2015 which strengthened protection to women and girls through the introduction of FGM Protection Orders and placed new mandatory duties on professionals to report known cases of FGM on girls under the age of 18 to the police. The duty only applies in cases where the victim discloses. If someone else, such as a parent or guardian, discloses that a girl under 18 has had FGM, a report to the police is not mandatory. However, in these circumstances disclosures should still be handled in line with wider safeguarding responsibilities. In all cases where academies suspect a girl to be at risk they must follow normal safeguarding procedures. Certain times of year present a greater risk to girls from practicing communities.

The 'cutting season' during the summer months is often the riskiest time for girls as the healing time required following the procedure, often necessitates it being carried out during the long summer holiday. The main indicators and risk factors are highlighted below but all employees and the nominated governor for safeguarding will need to have undergone at least basic awareness raising training to ensure they can identify when a girl may be at risk.

Academy employees should be alert to the following indicators:

- The family comes from a community that is known to practise FGM or is less integrated within the community
- A child may talk about a long holiday to a country where the practice is prevalent
- A child may talk about 'special female visitors' who are staying with the family, especially during the 'cutting season'
- A child may confide that she is to have a 'special procedure' or to attend a special occasion
- A child may request help, directly or indirectly, from a teacher or another adult
- Any female child born to a woman or has a sister who has been subjected to FGM must be considered to be potentially at risk, as must other female children in the extended family
- A girl is withdrawn from PSHE/SRE without any specific reason being given

In brief the signs that FGM may have occurred are:

- Difficulty walking, sitting or standing
- Spending longer in the bathroom
- Urinary or menstrual problems
- Prolonged absence and then noticeable behaviour changes
- Reluctance to undergo normal medical examinations
- May confide in a professional but may not be explicit or may be embarrassed

Where it is suspected that a girl may have undergone or is likely to undergo FGM, employees must share concerns with the DSL who in turn should consult the MASH.

Where you suspect that FGM has occurred:

- Be sensitive to the child, and family, be gender sensitive, make no assumptions, be non-judgemental, use simple language, record clearly

- You have a duty to protect, safeguard and share information
- Refer to Children's Social Care for coordination of careful assessment (not necessarily with consent)
- There will be potential enquiries under Section 47
- Potential police enquiries
- Possible use of police protection or legal orders such as FGM PO, prohibitive steps but not necessarily the removal of the child.

Whilst all staff should speak to the designated safeguarding lead (or deputy) with regard to any concerns about female genital mutilation (FGM), there is a specific **legal** duty on **teachers**. If a **teacher**, in the course of their work in the profession, 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.

Appendix 10 - Children Missing from Education

Following government consultation on plans to amend CME regulations, changes were made to improve information sharing between schools and LA's to help identify children missing education and help protect to children from potential harm. <https://www.gov.uk/government/publications/children-missing-education>

All children, regardless of their circumstances, are entitled to a full time education which is suitable to their age, ability, aptitude and any special educational needs they may have. We are aware that local authorities have a duty to establish, as far as it is possible to do so, the identity of children of compulsory school age who are missing education in their area.

We recognise that a child going missing from education is a potential indicator of abuse or neglect. When a child is absent from the Academy without authority we will follow our procedures for unauthorised absence and for dealing with children that 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 their going missing in future.

We have an admission register and an attendance register which supports the academy in safeguarding children who may be at risk of missing education.

Wherever reasonably possible, we will hold more than one emergency contact number for each pupil or student. This goes beyond the legal minimum and is good practice to give us additional options to make contact with a responsible adult when a child missing education is also identified as a welfare and/or safeguarding concern.

We will discuss and agree actions with regards to individual cases with the relevant colleagues in safeguarding/education within the Local Authority for pupils who are to be removed from the admission register where the pupil:

- has been taken out of the Academy by their parents and the Academy has received written notification from the parent they are being educated outside the Academy system e.g. home education – this will be communicated with the home elective team
- does not arrive at the Academy as part of an admission process and we are not aware of their whereabouts
- has ceased to attend the Academy and no longer lives within reasonable distance of the Academy at which they are registered and has been discussed with the Children Missing in Education officer as they have not been registered at a new school
- has been certified by the School medical officer as unlikely to be in a fit state of health to attend the Academy before ceasing to be of compulsory school age, and neither he/she nor his/her parent has indicated the intention to continue to attend the Academy after ceasing to be of compulsory school age;
- is in custody for a period of more than four months due to a final court order and we do not reasonably believe they will be returning to the Academy at the end of that period; or have been permanently excluded

Every child should be accounted for, their whereabouts should be known, or we will make a referral to the relevant service. We will not remove a child from our roll unless we can evidence an agreement with the local authority to do so.

Where a pupil who fails to attend our Academy regularly, or has been absent without the Academy's permission for a **continuous** period of 10 school days or more we will follow our Local Authority procedures.

Absence

Children can register in the morning and then go missing throughout the day without a satisfactory explanation. If a child is 'missing', their whereabouts cannot be established within the Academy. Academies need to identify whether the child is at significant risk.

Children are more vulnerable who:

- are on a plan (child protection plan, child in need plan, looked after child, early help)
 - have specialist educational needs and or a disability
 - are using substances
 - have an education health care plan
- there are indications that the child is at risk of CSE, grooming, radicalisation

There may be other contributing factors that should be taken into consideration when determining if the child is at significant risk such as the child's emotional health, known issues at home etc.

Academy employees will always try to locate the child and attempt to establish the whereabouts of the child. Once a child has been identified as missing and cannot be located within Academy, the Designated Safeguarding Lead will be informed.

Employees will use their professional judgement and risk assess the urgency of the situation to help inform the timeframe required in establishing the child's whereabouts before notifying the police. Parents/carers will always be informed before contact with the police is made, unless a child is at immediate risk of harm and a police response is needed. This will be judged on a case by case basis.

When a decision has been made to contact the police, the police will require information from the Academy to assist in locating the child and returning them to a safe environment.

If a child has a social worker or case manager (e.g. early help) then they should also be informed.

Where a child is known to regularly go missing from the Academy, a risk assessment for the child will be undertaken.

Appendix 11- Private Fostering

Academies play an essential role in identifying privately fostered children. Although most children in private fostering situations are likely to be safe, in some private fostering arrangements there can be safeguarding issues and children and young people often find it difficult to know who to talk to about their safety or welfare.

What is a private fostering arrangement?

A private foster carer is someone other than a parent or a close relative who cares for a child for a period of 28 days or more, in agreement with the child's parent. It applies only to children under 16 years, or under 18 if they are disabled.

A private fostering arrangement is not when a child is Looked After by the Local Authority or placed in any residential home, hospital or Academy.

Private foster carers can be part of the child's wider family, a friend of the family, the parents of the child's boyfriend or girlfriend or someone unknown but willing to foster the child. A cousin, great aunt or a co-habitee of a mother or father would therefore be a private foster carer. Close relatives - a grandparent, a brother or sister, an aunt or an uncle, a step parent - are *not* private foster carers.

Who may be privately fostered?

This list is by no means exhaustive and indicates the scale and variety of situations and agencies these arrangements can cover:

- Children whose parents are unable to care for them, for example if they have chronic ill health or are in prison
- Children sent to this country, for education or health care, by parents who live overseas
- A child living with a friend's family because they don't get on with their own family
- Children living with a friend's family because of their parents' study or work
- Children staying with another family because their parents have separated or divorced
- Teenagers living with the family of a boyfriend or girlfriend
- Children from abroad who attend a language or mainstream school in the county and are staying with host families
- Unaccompanied asylum seeking minors who are living with friends, relatives or strangers

Children who are trafficked into the UK are especially vulnerable and are often living in de facto private fostering arrangements. Child trafficking is the movement of children for exploitation, including domestic servitude, commercial sexual exploitation and to support benefit claims

What to do if you are aware of a private fostering arrangement:

By law, a parent, private foster carer or other persons involved in making a private fostering arrangement must notify Children's Social Care as soon as possible. However, parents and carers often do not tell professionals or agencies about such arrangements; they may not be aware that they need to (and this may apply particularly to new communities in the UK such as migrant families from new-EU states), or they chose not to tell agencies about these arrangements.

Children's Social Care are **not** involved in making private fostering arrangements but are responsible for checking that the arrangements are suitable for the child. As a professional it is important for you to notify Children's Social Care if you are in contact with a child or young person who is being privately fostered. This will help protect the child against abuse or neglect and provide some reassurance that the child is being looked after properly.

Signs to watch out for:

- Has someone else started collecting a child from the Academy on a regular basis?
- Arnold Hill Academy Safeguarding and Child Protection Policy. September 2018

- Has a child mentioned to you that they are staying with someone else or that their parent(s) have gone away for a long time?
- Is there something unusual or unclear in the child's administration file? This may include copies of passports, visas and other immigration related documents which are unclear or do not clearly show that the child has rights of residence in the UK, or that it is unclear who has parental responsibility for the child.

What Academies can do:

- Ensure that all employees are aware of the definition of private fostering and the Local Authority's responsibilities when such arrangements occur
- Look at admission files to check on the home situation, and make a note to follow up any circumstances which are not clear
- Whenever employees become aware of private fostering arrangements they should notify the Senior Designated Lead for safeguarding (DSL).
- The DSL or another appropriate employee should speak to the families of children who might be involved in private fostering and check that they are aware of their duty to notify the Local Authority of the arrangement. Academy employees should actively encourage the parents and/or carer to notify Children's Social Care of the arrangement.
- **If you believe that a private fostering arrangement has not been reported to Children's Social Care you should contact them directly:**
- **If you suspect that a child who is living in a private fostering arrangement is being harmed or is at risk of significant harm (including suspecting that a child may be trafficked) and urgent action is required, follow your Child Protection procedures as laid out in this Child Protection Policy.**

Further Guidance & Resources:

- <http://privatefostering.org.uk/>
- <https://www.ecpat.org.uk/News/dfe-training-for-foster-carers>

Appendix 12: Child on child sexual violence and sexual harassment

Sexual violence and sexual harassment is not acceptable and will not be tolerated in this academy. We will not pass off any sexual violence or sexual harassment as 'banter', 'part of growing up' or 'having a laugh'.

Responding to reports of sexual violence and sexual harassment

Reports of sexual violence and sexual harassment are likely to be complex and require difficult professional decisions to be made, often quickly and under pressure. It is not possible to provide detailed guidance on what to do in any or every particular case. The guidance provides effective safeguarding practice and principles for our academy to consider in our decision making process. We make decisions on a case-by-case basis, with the DSL (or a deputy) taking a leading role and using their professional judgement, supported by other agencies, such as children's social care and the police as required.

Responding to the report

We recognise that any report of sexual violence is likely to be traumatic for the victim; our initial response to a report from a child is important. We will ensure that **all** victims are reassured that they are being taken seriously, that they will be supported and kept safe. We will apply the same principles to handling concerns, including disclosures, as outlined appendix 2 of this policy and this will be reflected in our staff training.

When there has been a report of sexual violence, the DSL (or a deputy) should make an immediate risk and needs assessment. Where there has been a report of sexual harassment, the need for a risk assessment should be considered on a case-by-case basis. The risk and needs assessment should consider:

- the victim, especially their protection and support;
- the alleged perpetrator; and
- all the other children (and, if appropriate, adult students and staff) at the academy, especially any actions that are appropriate to protect them;

Risk assessments should be recorded (written or electronic) and should be kept under review. The DSL (or a deputy) should ensure they are engaging with children's social care and specialist services as required. Where there has been a report of sexual violence, it is likely that professional risk assessments by social workers and or sexual violence specialists will be required.

The DSL (or deputy) is likely to have a complete safeguarding picture and be the most appropriate person to advise on the academy's initial response. Important considerations will include:

- the wishes of the victim in terms of how they want to proceed. This is especially important in the context of sexual violence and sexual harassment. Victims should 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: whether a crime may have been committed and consideration of harmful sexual behaviour;
- the ages of the children involved;
- the developmental stages of the children involved;
- any power imbalance between the children. For example, is the alleged perpetrator significantly older, more mature or more confident? Does the victim have a disability or learning difficulty?
- if the alleged incident is a one-off or a sustained pattern of abuse;
- are there ongoing risks to the victim, other children, adult students or academy staff; and
- other related issues and wider context. (Contextual safeguarding)

We will consider every report on a case-by-case basis, taking account of the guidance in Part 5 of Keeping Children Safe in Education 2018 when responding to reports of sexual violence or harassment. This includes consideration of

- the proximity of the victim and alleged perpetrator and considerations regarding shared classes, sharing school or college premises and school or college transport. We will keep any decisions made in this regard under review

- ensuring that as far as possible, the victim can continue in their normal routine, including continuing to receive a suitable education
- whether children are in need of early help or statutory intervention or whether it would be appropriate to handle the incident internally, e.g. through utilising our behaviour and bullying policies and by providing pastoral support
- the importance of collaborative working which will help ensure the best possible package of coordinated support is implemented for the victim and, where appropriate, the alleged perpetrator and any other children that require support
- ensuring any actions we take do not jeopardise a statutory investigation
- being tenacious with children's social care where a decision has been made that a statutory assessment is not appropriate, if we believe the child remains in immediate danger or at risk of harm
- reporting to the Police
- managing the implications of the outcomes of any criminal proceedings or caution for a sexual offence, or any classification of no further action by the police or CPS, to ensure both the victim and alleged perpetrator remain protected, especially from any bullying or harassment (including online). b Where a criminal investigation into sexual assault leads to a conviction or caution, we will consider any suitable sanctions in light of our behaviour policy, if we have not already done so, including consideration of permanent exclusion.

Our response will take into account

- the age and developmental stage of the victim, the nature of the allegations and the potential risk of further abuse
- the needs and wishes of the victim
- the proportionality of the response in terms of both sanctions and support

We will ensure that children and their families are signposted to appropriate specialist support, where this is available, such as

- Children and Young People's Independent Sexual Violence Advisors (ChISVAs), based within the specialist sexual violence sector
- Child and adolescent mental health services (CAMHS)
- Rape Crisis Centre's can provide therapeutic support for children who have experienced sexual violence.
- Internet Watch Foundation (to potentially remove illegal images)

We recognise it may be necessary for the academy to maintain arrangements to protect and support the victim for a long time and will work with children's social care and other agencies as required. We will do everything we reasonably can to protect the victim from bullying and harassment as a result of any report they have made.

Appendix 13: Flow Chart following disclosure of abuse, harm or risk.

**Arnold Hill Academy Child Protection/ Safeguarding Flow Chart
'What to do if you are worried a child is being abused, at risk of harm or neglect'**

Member of staff, volunteer has concerns about a child's welfare

- Be alert to signs of abuse and question unusual behaviour

Where a child or young person discloses abuse or neglect

- Listen to what they say, keep calm, reassure they are right to tell and you will take action to help keep them safe. **DO NOT DELAY take any immediate necessary action to protect the child**
- Inform them you need to share the information and what you are going to do next
- Do not promise confidentiality, you will need to share/ report the information onwards
- Do not question further, or inform the alleged abuser

Discuss concerns with the Snr Designated/ Named Safeguarding Lead

- The Safeguarding Lead will consider further actions including consultation with Children's Social Care/ MASH if a new concern)
- Concerns and discussion, decisions and reasons for decision should be recorded in writing and a 'confidential concerns' or 'child protection' file should be opened, stored in line with the school child protection policy

Still have concerns? Refer to MASH (Multi-Agency Safeguarding Hub) Social Care

Have child/ families personal details to hand and be clear about concern/ allegations

Safeguarding concern resolved/no longer held

Support has been agreed, record decision, any follow up actions

Children's Social Care

**During Office Hour, Monday to Friday
Multi Agency Safeguarding Hub (MASH)**

Tel:- 0300 500 80 90 If the child is at **immediate risk dial 101 and ask for assistance** Record all decisions and actions, working to agreed outcomes and within timescales. Escalate any emerging threats/concerns by adopting Nottinghamshire Safeguarding Children Board procedures –

www.nottinghamshire.gov.uk/nscb

Out of hours

Contact:-

Emergency Duty Team

(5.00pm – 8.30m)

Tel: 0300 456 4546

Unmet needs identified

Decide what actions are needed to support the

Consult with child young person, family and relevant agencies:

Agree support, refer to NCC LA guidance 'Pathway to Provision' Version 7

**Contacts: For any allegations/concerns regarding an adult who works with (in either paid/ voluntarily) employment with children contact the LA Designated Officer (LADO)
Tel:- 0115 8041272.**

Cheryl Stollery – LA Safeguarding Children in Education Officer Tel:- 0115 8041047

This flow chart is intended as a brief guide. Please refer to our Child Protection Policy

Appendix 14: Logging a concern about a child's safety and welfare(used by all staff)

Logging a concern about a child's safety and welfare

Part 1 (for use by any staff)

Pupil's Name:	Date of Birth:	FORM:
Date and Time of Incident:	Date and Time (of writing):	
Name:		
Print	Signature	
Job Title:		
Note the reason(s) for recording the incident.		
Record the following factually: Who? What (if recording a verbal disclosure by a child use their words)? Where? When (date and time of incident)? Any witnesses?		
Professional opinion where relevant (how and why might this have happened?)		
Note actions, including names of anyone to whom your information was passed.		
Any other relevant information (distinguish between fact and opinion).		

**Check to make sure your report is clear to someone else reading it.
Please give this form to your Snr Designated Safeguarding Lead**

Appendix 15 *Case Record Sheet* Part 2 (for use by the Snr Designated Safeguarding Lead (DSL))

<p>Time and date information received by DSL, and from whom.</p>		
<p>Any advice sought by DSL (date, time, name, role, organisation and advice given).</p>		
<p>Action taken (referral to MASH/children's social care/monitoring advice given to appropriate staff/EHAF etc) with reasons.</p> <p>Note time, date, names, who information shared with and when etc.</p>		
<p>Parent's informed Y/N and reasons.</p>		
<p>Outcome</p> <p>Record names of individuals/agencies who have given information regarding outcome of any referral (if made).</p>		
<p>Where can additional information regarding child/incident be found (e.g. pupil file, serious incident book)?</p>		
<p>Should a concern/confidential file be commenced if there is not already one? Why?</p>		
<p>Signed</p>		
<p>Printed Name</p>		

Appendix 16 *The Body Maps (to support referral and recording of the site of injuries)* **Body Map Guidance for Schools**

Medical assistance should be sought where appropriate.

Body Maps should be used to document and illustrate visible signs of harm and physical injuries.

Always use a black pen (never a pencil) and do not use correction fluid or any other eraser.

Do not remove clothing for the purpose of the examination unless the injury site is freely available because of treatment.

***At no time should an individual teacher/member of staff or school be asked to or consider taking photographic evidence of any injuries or marks to a child's person, this type of behaviour could lead to the staff member being taken into managing allegations procedures, the body map below should be used in accordance with recording guidance. Any concerns should be reported and recorded without delay to the appropriate safeguarding services, e.g. MASH or the child's social worker if already an open case to social care.**

When you notice an injury to a child, try to record the following information in respect of each mark identified e.g. red areas, swelling, bruising, cuts, lacerations and wounds, scalds and burns:

- Exact site of injury on the body, e.g. upper outer arm/left cheek.
- Size of injury - in appropriate centimetres or inches.
- Approximate shape of injury, e.g. round/square or straight line.
- Colour of injury - if more than one colour, say so.
- Is the skin broken?
- Is there any swelling at the site of the injury, or elsewhere?
- Is there a scab/any blistering/any bleeding?
- Is the injury clean or is there grit/fluff etc.?
- Is mobility restricted as a result of the injury?
- Does the site of the injury feel hot?
- Does the child feel hot?
- Does the child feel pain?
- Has the child's body shape changed/are they holding themselves differently?

Importantly the date and time of the recording must be stated as well as the name and designation of the person making the record. Add any further comments as required.

Ensure First Aid is provided where required and record

A copy of the body map should be kept on the child's concern/confidential file.

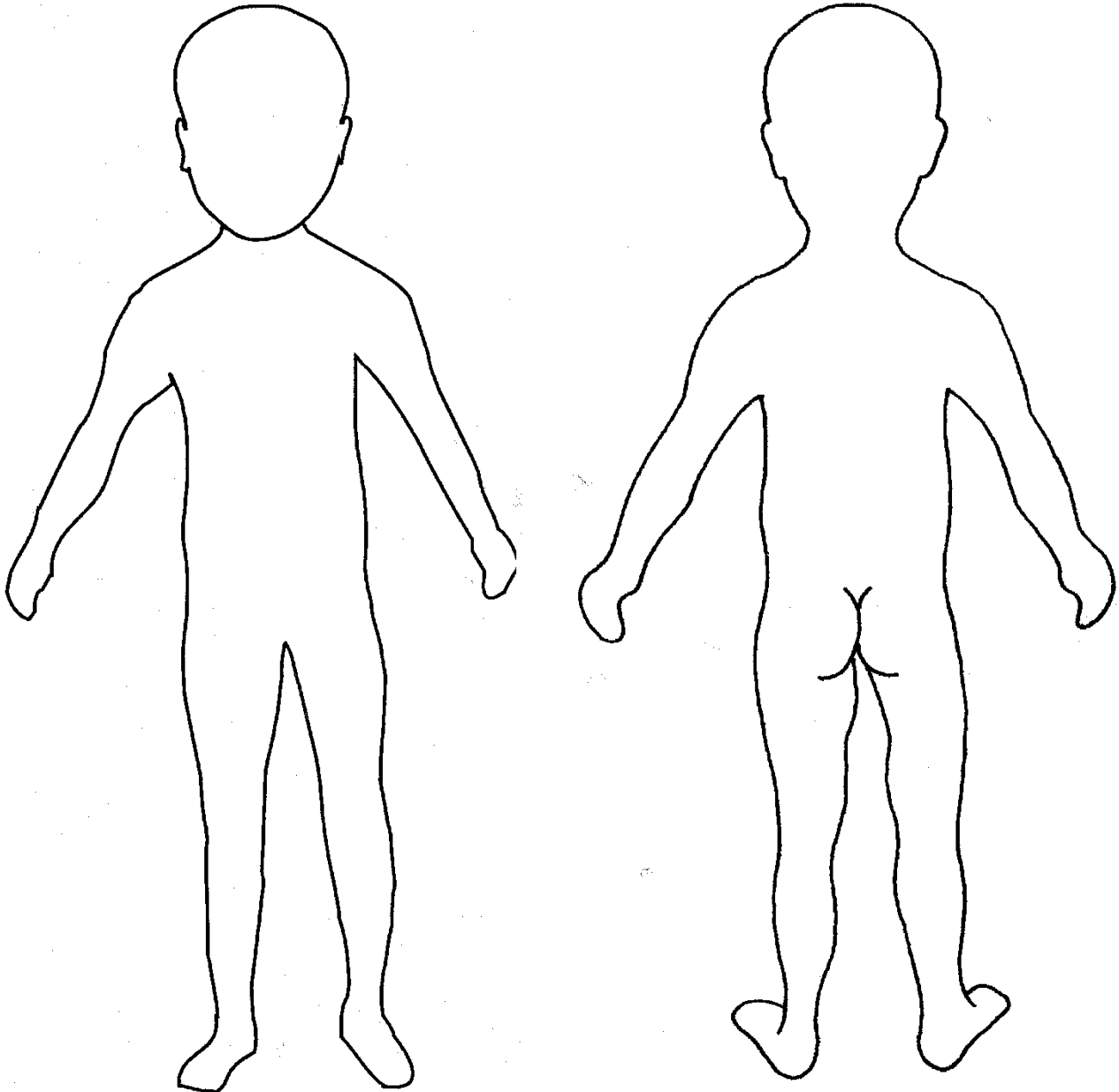
BODYMAP

(This must be completed at time of observation)

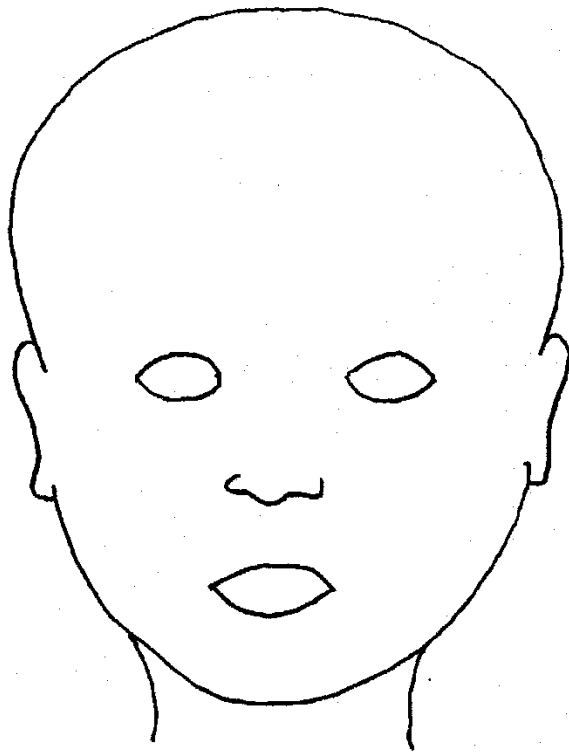
Names for Child: _____ Date of Birth: _____

Name of Worker: _____ Agency: _____

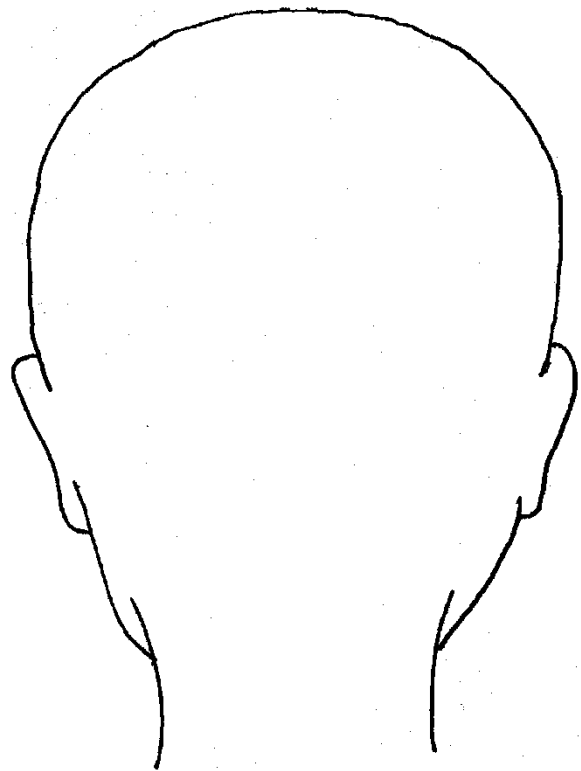
Date and time of observation: _____



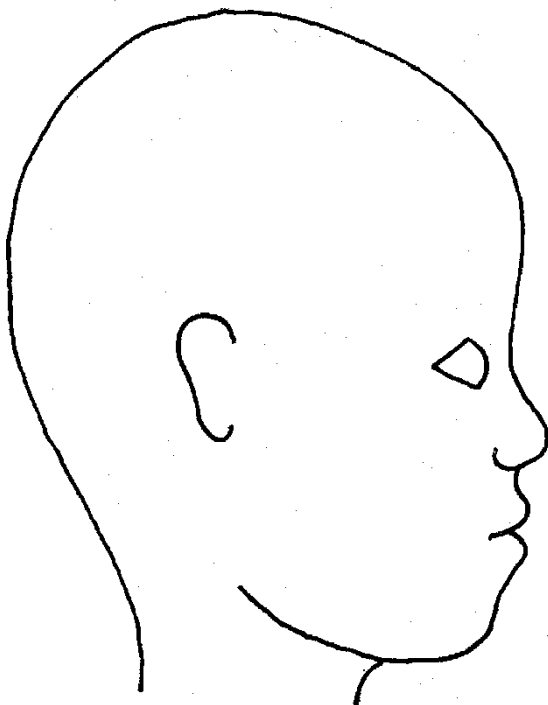
Name of Child: _____ Date of observation: _____



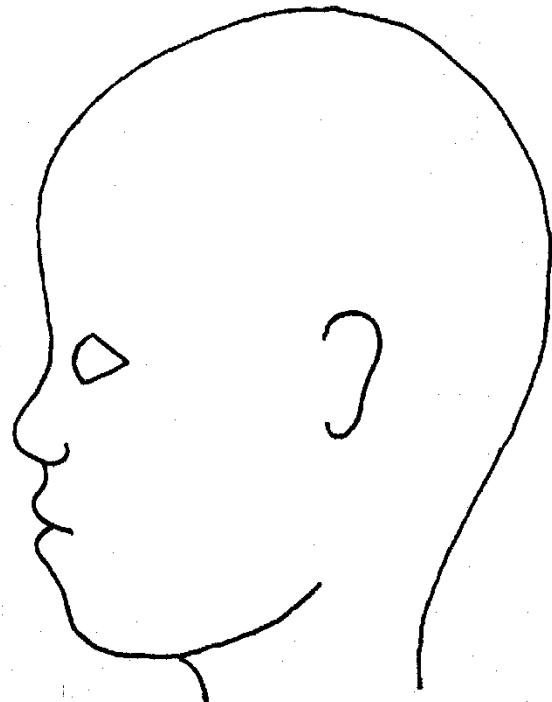
FRONT



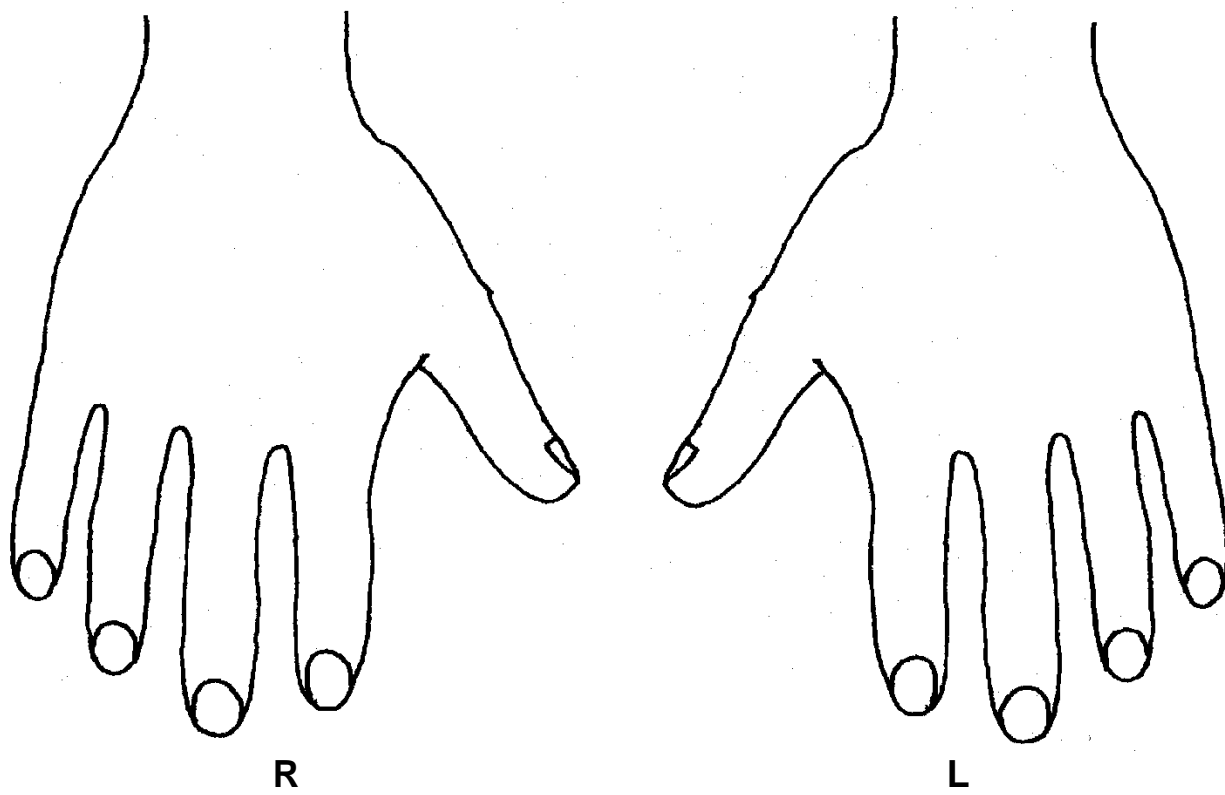
BACK



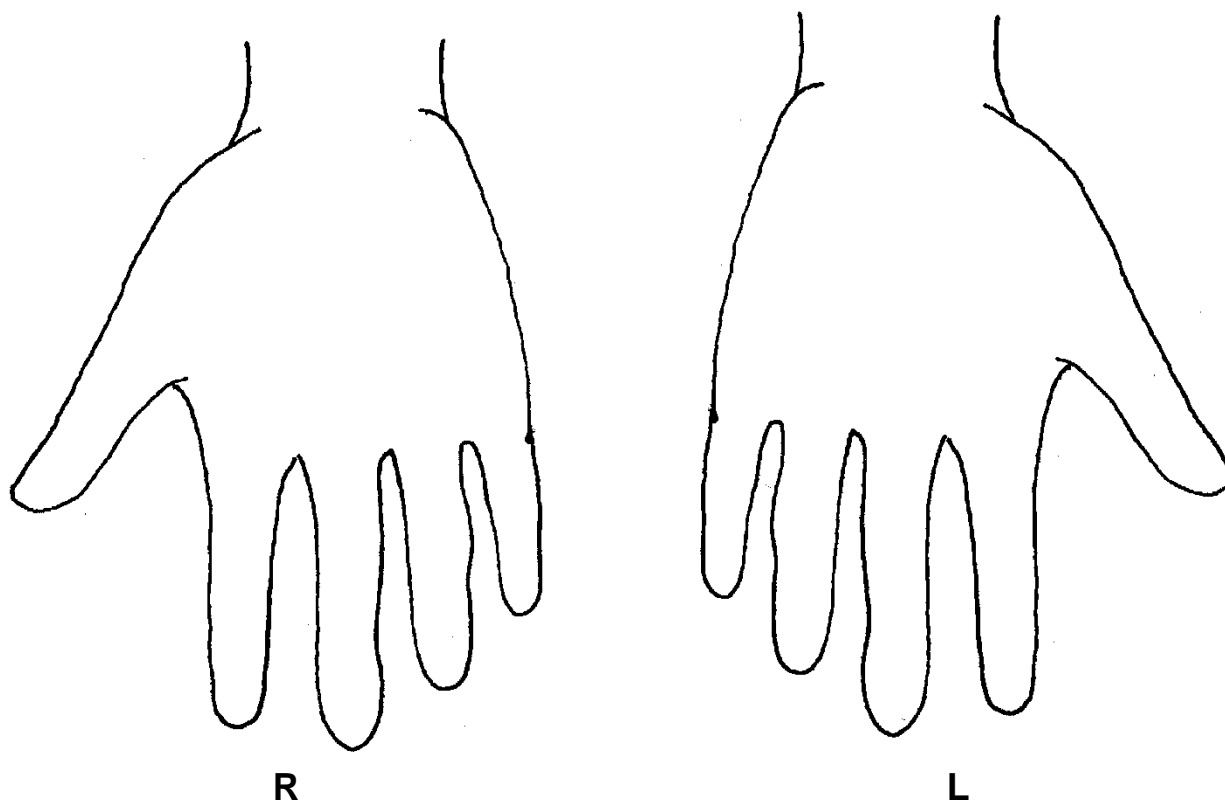
RIGHT



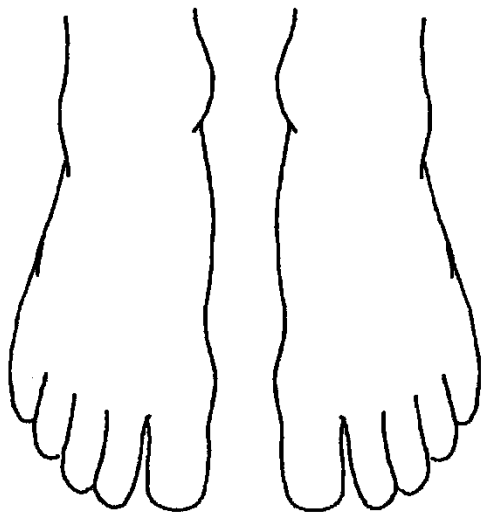
LEFT



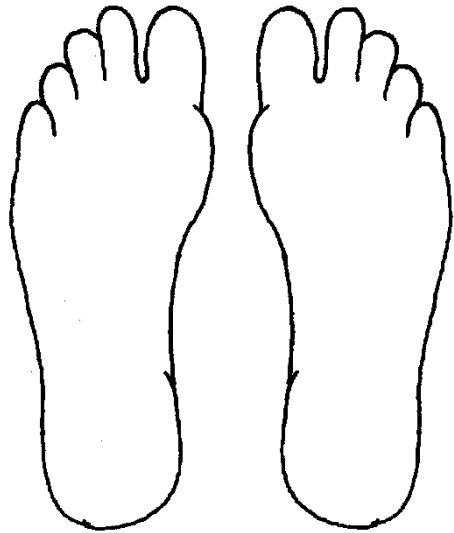
BACK



PALM



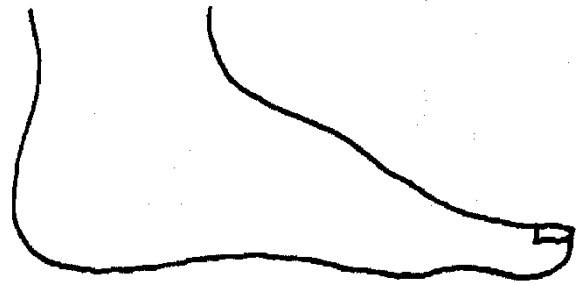
R TOP L



R BOTTOM L



R



L

INNER



R



L

OUTER

Printed Name and Signature of worker:

Date:

Time:

Role of Worker

Other information:

