

# New Wave Federation Safeguarding Policy 2021

Kindness



Innovation



Passion



Imagination



Collaboration



new wave  
federation



# Excellence For All

## Our Vision & Values



KINDNESS



INNOVATION



PASSION



IMAGINATION



COLLABORATION

## Our Commitment to Staff



Foster and develop the highest standards of teaching through high quality professional development



Nurture and secure leadership talent to lead the future



Recognise and reward the commitment of all staff

Create and maintain a mutually supportive, collaborative and caring environment for all

Establish well-being and health as essential contributions to effectiveness at work.

## Our Strategic Priorities



Enrich the curriculum to maximise opportunities for children to develop their talents and interests.



Enhance teaching and learning through ongoing professional development and continuous support.



Create a culture of care and stimulate curiosity. Build an environment of independence and collaboration for all pupils.



Build strong and flexible leadership structures.



Use high quality and innovative approaches to teaching to promote progress and engagement.

# ***Safeguarding Children is Everyone’s Responsibility***

## **Named Personnel with Designated Responsibility for Safeguarding**

<b><i>Academic Year</i></b>	<b><i>Named Person</i></b>	<b><i>Contact Details</i></b>
<b><i>Designated Safeguarding Lead</i></b>	<i>Katie Beecroft (Grazebrook)</i>	<i>kbeecroft@newwavefederation.co.uk</i>
<b><i>Deputy Designated Safeguarding Lead</i></b>	<i>Lucy Spreckley (Grazebrook)</i>	<a href="mailto:lspreckley@newwavefederation.co.uk"><i>lspreckley@newwavefederation.co.uk</i></a>
<b><i>Nominated Safeguarding Governor</i></b>	<i>Chris Howard</i>	<i>choward@newwavefederation.co.uk</i>

## ***Named Personnel with Designated Responsibility Regarding Allegations Against Staff***

<b><i>Academic Year</i></b>	<b><i>Designated Senior Manager</i></b>	<b><i>Deputy Designated Senior Manager</i></b>	<b><i>Nominated Governor</i></b>
<i>2021-2022</i>	<i>Nicole Reid</i>	<i>Katie Beecroft Rory McGrath Derek Hewie</i>	<i>Chris Howard</i>

## ***Named Personnel with Designated Responsibility Regarding Extremism and Radicalisation***

<b><i>Academic Year</i></b>	<b><i>Designated person with responsibility regarding extremism and radicalisation. Known as the Single Point of Contact (SPOC)</i></b>
<i>2021-2022</i>	<i>Katie Beecroft (Grazebrook)</i>

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***At our schools, we are committed to creating and maintaining a safe and secure environment for children, staff, volunteers and visitors. We promote a climate of vigilance where children and adults will feel confident about sharing any concerns, which they may have about their own safety or the well-being of others.***

### **Key Guidance Documents**

*In our schools, we will fulfil local and national responsibilities as laid out in the following documents:*

- *Keeping Children safe in Education (DfE September 2021)*
- *Working Together to Safeguard Children (July 2018)*
- *The Prevent Duty (DfE June 2015) including Revised Prevent Duty Guidance (July 2015), and The Counter-Terrorism and Security Act 2015*
- *The Procedures of City and Hackney Safeguarding Children Partnership*
- *The Children Act 1989 and 2004 amendment*
- *The Education Act 2002 s175*
- *The Governance Handbook (DfE March 2019)*
- *The School Staffing (England) Regulations 2009*
- *What to do if you're worried a child is being abused (DfE March 2015)*
- [\*London Child Protection Procedures\*](#)
- *Information Sharing (DfE July 2018)*
- *Hackney Learning Trust Safeguarding and Child Protection Handbook 2019*
- *Children Missing from Education (DfE September 2016)*
- *Multi-agency Guidance on Female Genital Mutilation (April 2016), and Section 5B(11) of the Female Genital Mutilation Act 2003, as inserted by section 74 of the Serious Crime Act 2015*
- *The Rehabilitation of Offenders Act 1974*
- *Schedule 4 of the Safeguarding Vulnerable Groups Act 2006*
- *The Childcare (Disqualification) Regulations 2009 (and 2018 amendment) and Childcare Act 2006*
- *Sexual Violence and Sexual Harassment Between Children in Schools (DfE May 2018)*
- *Child Sexual Exploitation (DfE February 2017)*
- *Teaching Online Safety in School (DfE 2019)*
- *Voyeurism (Offences) Act 2019*
- *NPCC guidance on Child Centred Policing - [\*When to call the police\*](#)*

*The procedures for safeguarding children are in line with Local Safeguarding Partners, in Hackney this is the City and Hackney Safeguarding Children Partnership. The policy also recognises and implements guidance from The Hackney Child Wellbeing Framework.*

*This policy also meets requirements relating to safeguarding and welfare in the statutory framework for the Early Years Foundation Stage.*

## **Definitions**

**Safeguarding** and promoting the welfare of children means:

- Protecting children from maltreatment
- Preventing impairment of children's mental or physical 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

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

**Abuse** is a form of maltreatment of a child, and may involve inflicting harm or failing to act to prevent harm. This policy explains the different types of abuse.

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

The following three safeguarding partners are identified in *Keeping Children Safe in Education* (and defined in the Children Act 2004, as amended by chapter 2 of the Children and Social Work Act 2017). They work together to safeguard and promote the welfare of local children, including identifying and responding to their needs:

- The local authority (LA)
- A clinical commissioning group for an area within the LA
- The chief officer of police for a police area in the LA area

In Hackney the **City and Hackney Safeguarding Children Partnership** oversees this partnership.

## **Introduction**

*We believe that our schools must provide a safe, positive and caring environment in which children can grow in their social, physical and moral development. Everyone who comes into contact with children has an important role to play. School and college staff are particularly important as they are in a position to identify concerns early, provide help for children, promote children's welfare and prevent concerns from escalating. It is important all staff (including those who do not work directly with children) recognise the important role they play in protecting children. We recognise the vital contribution our schools can make in safeguarding children from harm and we carry out our responsibilities actively and enthusiastically in liaison with all other concerned parties.*

*The four main elements to this policy are:*

- **Prevention** through the curriculum and pastoral support offered to children and their families
- The school's child protection **infrastructure and procedures** for identifying and reporting cases (or suspected cases) of abuse or other child protection concerns
- **Support** for children who may have suffered significant harm, and their families
- **Staff recruitment, management and support systems** which protect children

***This policy applies to all adults, including volunteers, working in or on behalf of the school.***

*This school recognises the need to consider children who:*

- *Have special educational needs (SEN) or disabilities*
- *Are young carers*
- *May experience discrimination due to their race, ethnicity, religion, gender identification or sexuality*
- *Have English as an additional language*
- *Are known to be living in difficult situations – for example, temporary accommodation or where there are issues such as substance abuse or domestic violence*
- *Are at risk of FGM, sexual exploitation, forced marriage, or radicalisation*
- *Are asylum seekers*
- *Are at risk due to either their own or a family member's mental or physical health needs*
- *Are looked after or previously looked after*
- *Are receiving support from Children's social care.*



## ***Pupils with special educational needs and disabilities***

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

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

*Within the scope of this policy, we also recognise that:*

- *Some children may be especially vulnerable to abuse*
- *Children who are abused or neglected may find it difficult to develop a sense of self worth and to view the world in a positive way. Whilst at school, their behaviour may be challenging*
- *Children can be both victims and perpetrators of abuse*
- *Children who harm others may have been abused themselves*
- *Allegations can be made against staff, however careful and safe our recruitment practices*

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

*The schools pay full regard to the statutory guidance for schools and colleges in **Keeping Children Safe in Education (2021)**. We ensure that all appropriate measures are applied in relation to everyone who works in our schools and who is therefore likely to be perceived by the children as a safe and trustworthy adult. This includes volunteers, supervised volunteers and staff employed by contractors. Safer recruitment practice includes scrutinising applicants, verifying identity and academic or vocational qualifications, obtaining professional references, checking previous employment history and ensuring that a candidate has the health and physical capacity for the job. It also includes undertaking interviews and checks with the [Disclosure and Barring Service \(DBS\)](#).*

***See Appendix 1 – Flowchart of Disclosure and Barring Service criminal record checks and barred list checks***

*In line with statutory changes, underpinned by regulations, the following will apply:*

- *DBS and barred list checks will be undertaken for all posts that are deemed regulated activity, and for all other posts an enhanced DBS check will be undertaken unless they are supervised roles that are deemed not to meet the definition of regulated activity;*
- *Our schools are committed to keeping an up to date single central record detailing a range of checks carried out on our staff with monthly audits from the Headteacher.*
- *At least one member of staff on all interview panels will have Safer Recruitment Training*
- *All new appointments to our school workforce who have lived outside the UK will be subject to additional checks as appropriate;*

- *Our schools will ensure that supply staff have undergone the necessary checks and will be made aware of this policy;*
- *Identity checks that must be carried out on all appointments to our school workforce before the appointment is made, in partnership with the Local Authority (LA);*
- *Staff responsible for recruiting and appointing must be suitably qualified **and it is best practice to** have successfully completed the on-line Safer Recruitment training or other appropriate Safe Recruitment training.*

### ***Disqualification under The Childcare Act (2006) and The Childcare (Disqualification) Regulations 2009 (and 2018 amendment)***

*Any members of staff (including volunteers) who fall under the scope of the criteria for disqualification have a legal obligation to inform the school, through self-declaration, of relevant information under the scope of disqualification criteria.*

*This includes, but is not limited to:*

- *Staff who work with pupils in the EYFS;*
- *Staff who provide childcare for pupils aged eight and under;*
- *Staff who provide childcare, including in a managerial or supervisory role, for example in Breakfast Club and After School Club;*
- *Members of the school's Senior Leadership Team.*

*Staff must inform school, through self-declaration, if they fall under the scope of these regulations or are concerned that they might. They must also inform the school if their circumstances change in relation to this guidance. Staff must also be aware that relationships and associations they have outside of school may have an implication for the safeguarding of children. Where this is the case, staff must speak to the Headteacher.*

*Section 76(2) of the 2006 act, provides that a person who is disqualified under the 2018 regulations may not:*

- *provide relevant childcare provision*
- *be directly concerned in the management of such provision*

*Under section 76(3) schools are prohibited from employing a disqualified person in connection with relevant childcare provision in the settings set out in the [relevant offences](#) and orders section of this guide, unless the individual in question has been granted a waiver by Ofsted for the role they wish to undertake. Further information can be found in Appendix 7 and in the appendices of The Childcare (Disqualification) Regulations 2009 (and 2018 amendment) and Childcare Act 2006*

### ***Safe Practice***

*Our schools will comply with the current Guidance for Safer Working Practice for Adults who work with Children and Young People and ensure that information in this guidance regarding conduct is known to all staff, visitors and volunteers who come into the school.*

*Safe working practice ensures that pupils are safe and that all staff:*

- *are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions;*
- *work in an open and transparent way;*

- *work with other colleagues where possible in situations that could be open to question*
- *discuss and/or take advice from school management over any incident which may give rise for concern;*
- *record any incidents or decisions made;*
- *apply the same professional standards regardless of diversity issues;*
- *be aware of information-sharing and confidentiality policies;*
- *are aware that breaches of the law and other professional guidelines could result in criminal or disciplinary action being taken against them.*

### **Information about Safeguarding for Pupils**

*Through personal, social, health and economic (PSHE) education lessons, other curriculum opportunities and partnerships with other professionals, pupils are taught to understand and manage risks they may encounter during school life and work out with staff how these risks may be overcome; taking into account their wishes and feelings. They are regularly reminded about e-safety and bullying procedures and also taught how to conduct themselves and behave in a responsible manner. This may include covering relevant issues for schools through Relationships Education.*

*All pupils know there is a designated safeguarding lead responsible for safeguarding and who this is; that they have a right to speak to this member of staff in confidence. They are reminded that confidentiality cannot be guaranteed, but that they will be listened to, heard and informed of what steps can be taken to protect them from harm and that feedback will be sought, so that their views about actions are known.*

### **Partnership with Parents**

*Our schools share a purpose with parents to educate and keep children safe from harm and to have their welfare promoted. We are committed to working with parents positively, openly and honestly. We ensure that all parents are treated with respect, dignity and courtesy. We respect parents' rights to privacy and confidentiality and will not share sensitive information unless we have permission or it is necessary to do so in order to protect a child.*

*We will, in most circumstances, endeavour to discuss all concerns with parents about their children. However, there may be exceptional circumstances when the school will discuss concerns with Social Care and/or the Police without parental knowledge (in accordance with the London Child Protection procedures). The school will, of course, always aim to maintain a positive relationship with all parents. The school's safeguarding policy is available on request or downloadable from the policies section of the school website.*

### **Partnerships with Others**

*Our schools recognise that it is essential to establish positive and effective working relationships with other agencies that are partners of the City and Hackney Safeguarding Children Board. There is a joint responsibility on all these agencies to share information to ensure the safeguarding of all children.*

### **School Training and Staff Induction**

*The school's designated safeguarding lead and governor with designated responsibility for safeguarding will undertake child protection training for designated safeguarding leads and*

*refresher training annually. The designated safeguarding lead will also undertake Prevent training.*

*All other school staff, including non-teaching staff, will undertake appropriate induction training and safeguarding/child protection training to enable them to carry out their responsibilities for safeguarding effectively, which will be updated regularly (at least annually).*

*All staff (including temporary staff, volunteers, supervised volunteers and staff employed by contractors) are provided with our safeguarding policy and informed of the school's safeguarding arrangements on induction.*

### ***Related School Policies***

*Safeguarding covers more than the contribution made to child protection in relation to individual children. It also encompasses issues such as pupil health and safety, bullying and a range of other issues, for example, arrangements for meeting the medical needs of children providing first aid, school security, drugs and substance misuse, positive behaviour etc. Other policies, which have relevance to Safeguarding, include, but are not limited to:*

- *Behaviour Policy*
- *Code of Conduct for Schools*
- *Whistleblowing Policy*
- *EYFS Policy*
- *School Complaints Policy*
- *Health and Safety Policy*
- *Drugs Education Policy*
- *Data Protection Policy*
- *Attendance Policy*
- *Online Safety Policy*
- *Remote Learning Policy*
- *SEND and Inclusion Policy including First Aid and Medical Needs*
- *Curriculum Policies including RSE and Health*
- *Privacy notices and Data Protection Policies*
- *Covid Risk Assessment and Safeguarding Addendums/Policies*
- *Supporting Pupils with Medical Conditions Policy*

### ***Photography and Images***

*The vast majority of people who take or view photographs or videos of children do so for entirely innocent, understandable and acceptable reasons. Sadly, some people abuse children through taking or using images, so we must ensure that we have some safeguards in place.*

*To protect pupils we will:*

- *seek their consent for photographs to be taken or published (for e.g. on our websites or in newspapers or publications)*
- *seek parental consent*

- use only the pupil's first name with an image
- ensure pupils are appropriately dressed
- encourage pupils and parents/carers to tell us if they are worried about any photographs that are taken of them

## **Confidentiality**

**The school will operate with regard to Information sharing advice for safeguarding practitioners (DfE 2018) and have a clear and explicit confidentiality policy. Confidentiality is also part of our staff Code of Conduct.**

We recognise that:

- Timely information sharing is essential to effective safeguarding
- Fears about sharing information must not be allowed to stand in the way of the need to promote the welfare, and protect the safety, of children
- The Data Protection Act (DPA) 2018 and GDPR do not prevent, or limit, the sharing of information for the purposes of keeping children safe
- If staff need to share 'special category personal data', the DPA 2018 contains 'safeguarding of children and individuals at risk' as a processing condition that allows practitioners to share information without consent if it is not possible to gain consent, it cannot be reasonably expected that a practitioner gains consent, or if to gain consent would place a child at risk
- Staff should never promise a child that they will not tell anyone about a report of abuse, as this may not be in the child's best interests
- The government's [information sharing advice for safeguarding practitioners](#) includes 7 'golden rules' for sharing information, and will support staff who have to make decisions about sharing information
- If staff are in any doubt about sharing information, they should speak to the designated safeguarding lead (or deputy)

## **Pupil Information**

**The school's record-keeping policy for child welfare and child protection is consistent with DfE guidance and GDPR Regulations, which are known to all staff and ensures relevant staff have due regard to the relevant data protection principles, which allow them to share (and withhold) personal information, as provided for in the Data Protection Act 2018 and the GDPR.**

In order to keep children safe and provide appropriate care for them, our school requires accurate and up to date information regarding:

- names and contact details of persons with whom the child normally lives
- names and contact details of all persons with parental responsibility (if different from above)
- a minimum of three emergency contact details
- details of any persons authorised to collect the child from school (if different from above)
- any relevant court orders in place including those, which affect any person's access to the child (e.g. Residence Order, Contact Order, Care Order, Injunctions etc.)
- if the child is or has been subject to a child protection or care plan

- name and contact detail of G.P.
- any other factors which may impact on the safety and welfare of the child

*The schools will collate, store and agree access to this information.*

*All child protection documents will be retained in a 'Child Protection' file which may be physical or digitally stored, separate from the child's main file. The main file will clearly show an alert that a child protection file exists and the location of this. This child protection file will be locked away and only accessible to the head teacher and the designated safeguarding lead. These records will be copied and transferred to any school or setting the child moves to, clearly marked 'Child Protection, Confidential, for attention of Designated Person Child Protection. Original copies will be retained according to school policy on retention of records.*

## **Roles and Responsibilities**

### **Our Governing Body will ensure that:**

- *the school has a Safeguarding Policy and procedures in place that are in accordance with local authority guidance and locally agreed inter-agency procedures, and the policy is made available to parents on request;*
- *the school operates safer recruitment procedures and makes sure that all appropriate checks are carried out on staff and volunteers who work with children;*
- *the school follows the London Child Protection procedures for dealing with allegations of abuse against staff, including supply staff and volunteers*
- *to ensure that any allegations against staff are addressed as set out in Section 4 of KCSiE (2021)*
- *a senior member of the school's leadership team is designated to take lead responsibility for safeguarding (and deputy); and that the DSL will be given the time, funding, training, resources necessary to fulfil their role (the full responsibilities of the DSL are set out in their job description)*
- *they have a named governor lead for safeguarding;*
- *staff undertake appropriate safeguarding/child protection training, at regular intervals;*
- *they remedy, without delay, any deficiencies or weaknesses regarding safeguarding arrangements;*
- *a governor is nominated to be responsible for liaising with the LA and /or partner agencies in the event of allegations of abuse being made against the Headteacher;*
- *they review their policies and procedures annually and provide information to the LA about them and about how the above duties have been discharged.*

### **Our Headteachers will ensure that:**

- *The policies and procedures adopted by the Governing Body are fully implemented, and followed by all staff*
- *Ensuring that staff (including temporary staff) and volunteers are informed of this policy as part of their induction*
- *Communicating this policy to parents when their child joins the school and via the school website*

- *Sufficient resources and time are allocated to enable the designated person and the deputy to carry out their roles effectively including the assessment of pupils and attendance of strategy discussions and other necessary meetings; for e.g. child protection conferences and core group meetings*
- *All staff and volunteers feel able to raise concerns about poor or unsafe practice in regard to children, and such concerns are addressed sensitively and effectively in a timely manner in accordance with the agreed **Whistle Blowing Policy (Appendix 3)***
- *All pupils are provided with opportunities throughout the curriculum to learn about safeguarding, including keeping themselves online. Children have the opportunity, throughout the curriculum, to recognise when they are at risk and how to get help when they need it*
- *They have completed the on-line Safer Recruitment training*
- *The procedure for managing allegations against staff is known to staff and displayed in staff rooms*
- *Operate the procedure for managing allegations effectively and refer relevant concerns to the Local Authority Designated Officer (LADO)*
- *That anyone who has harmed or may pose a risk to a child is referred to the DBS;*
- *A deputy senior manager is appointed to deal with allegations against staff in the absence of the head teacher*
- *The correct staffing ratios for EYFS are maintained*
- *All staff who have contact with children and families will have supervision which will provide them with support, coaching and training, promote the interests of children and allow for confidential discussions of sensitive issues*

### **Role of the Designated Safeguarding Lead:**

#### **Referrals**

- *Refer cases of suspected abuse or allegations to children's social care and maintain a record of all referrals;*
- *Act as a source of support, advice and expertise within the educational establishment and have access to the online London Child Protection Procedures;*
- *Liaise with the Headteacher to inform him/her of any issues and ongoing investigations and ensure there is always cover for this role;*
- *Refer cases to the Channel programme and support any staff who may have made such referrals;*
- *Refer cases to the Disclosure and Barring Service where a person has left or been dismissed due to risk of or harm to a child;*
- *Refer cases to the Police as may be needed.*

#### **Training**

- *Recognise how to identify signs of abuse and know when it is appropriate to make a referral;*
- *Have knowledge of the Early Help process, the escalation policy, the Local Authority Designated Officer (LADO) role, conduct of a child protection case conference and be able to attend and contribute to these;*
- *Ensure that all staff have access to and understand the school's safeguarding policy;*
- *Ensure that all staff have induction training;*
- *To understand that wider environmental factors may have an impact on a child's safety and welfare (Contextual Safeguarding) and the role of Children's Social Care in Contextual Safeguarding;*
- *Keep detailed, accurate and secure written records;*

- *Understand the importance of Information Sharing including relevant data protection legislation and regulations;*
- *Understand the requirements of the Prevent duty and provide staff with necessary guidance under the regulations;*
- *Understand the importance of online safety and have knowledge and capabilities to keep children safe online whilst at school;*
- *Obtain access to resources and attend any relevant or refresher training courses annually.*

### **Raising Awareness**

- *Help promote educational outcomes by sharing the information about the welfare, safeguarding and child protection issues that children, including those with a social worker, are experiencing or have experienced with teachers and other staff as relevant;*
- *Ensure the safeguarding policy is updated and reviewed annually and work with the Governing Body regarding this;*
- *Ensure parents are made aware of the safeguarding policy which alerts them to the fact that referrals may be made and the role of the establishment in this to avoid conflict later;*
- *To ensure that all staff understand that wider environmental factors may have an impact on a child's safety and welfare (Contextual Safeguarding);*
- *When a child leaves the establishment, ensure the child protection file is copied for the new establishment ASAP and transferred to the new school separately from the main pupil file, as well as ensure the pupil's social worker is informed.*

*Further responsibilities of the DSL and Deputy are set out in DSL Job Descriptions*

### **All staff and volunteers will:**

*Fully comply with the school's policies and procedures including: Keeping Children Safe In Education (at least Part 1 and Annex A), Code of Conduct, Safeguarding and Child Protection Policy, School's Behaviour Policy and the School's guidance on Children Missing Education.*

- *Attend appropriate safeguarding training and child protection training (including online safety) at least annually; receive appropriate safeguarding and child protection training (including online safety) which is regularly updated. In addition, all staff should receive safeguarding and child protection updates (including online safety) (for example, via emails, ebulletins and staff meetings), as required, and at least annually, to provide them with the skills and knowledge to safeguard children effectively;*
- *The signs of different types of abuse, as well as specific safeguarding issues, such as child sexual exploitation (CSE), FGM and radicalisation;*
- *Know what to do if a child makes a disclosure of being abused or neglected. This includes being able to reassure all children in a respectful and sensitive manner while understanding they should never promise a child that they will not tell anyone else about a report of abuse. A child should never be made to feel ashamed or that they are making problems for making a disclosure.*
- *Know the identity of the designated safeguarding lead (DSL) and the Deputy DLS and understand their role, including how to contact them out of school hours;*
- *Inform the designated safeguarding lead immediately of any concerns, following up in writing as soon as possible;*
- *Understand and apply the school's behaviour policy, and the safeguarding response to children who go missing from education;*



- Understand the early help process and their role in it, including identifying emerging problems and liaising with the DSL, and, where appropriate, sharing information with other professionals;
- Know the process for making referrals to local authority children's social care and for statutory assessments that may follow a referral, including the role they might be expected to play;
- Know that they are able to make a referral to Social Care themselves, in an emergency situation, but that the designated safeguarding lead must be informed as soon as is reasonably possible;
- Understand what to do if they identify a safeguarding concern or a child makes a disclosure, including having an awareness of specific issues such as FGM
- Maintain an appropriate level of confidentiality while liaising with relevant professionals

All staff must follow the statutory guidance for schools and colleges and must read and understand at least part 1 and Annex A which can be found here: [KCSiE 2021](#) (Draft)

### **Identifying children who may be at risk of significant harm**

Teachers and other adults in school are well placed to observe any physical, emotional or behavioural signs, which indicate that a child may be suffering significant harm. The relationships between staff, pupils, parents and the public which foster respect, confidence and trust can lead to disclosures of abuse, and/or school staff being alerted to concerns. Knowing what to look for is vital to the early identification of abuse and neglect. **All** staff should be aware of indicators of abuse and neglect, including exploitation, so that they are able to identify cases of children who may be in need of help or protection. If staff are unsure, they should always speak to the designated safeguarding lead (or deputy).

As in the Children Acts 1989 and 2004, a **child** is anyone who has not yet reached his/her 18<sup>th</sup> birthday.

- **Harm** means ill-treatment or impairment of health and development, including, for example, impairment suffered from seeing or hearing the ill-treatment of another; **Development** means physical, intellectual, emotional, social or behavioural development; **Health** includes physical and mental health; **Ill-treatment** includes sexual abuse and other forms of ill-treatment which are not physical.
- **Abuse and Neglect** are forms of maltreatment. Somebody may abuse or neglect a child by inflicting harm or failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting, by those known to them, or, more rarely, by a stranger. They may be abused by an adult or adults, another child, children or young people. **There are four categories of abuse; physical abuse, emotional abuse, sexual abuse and neglect.**
- **Physical Abuse** may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of or deliberately induces illness in a child or peer-on-peer abuse.
- **Emotional Abuse** is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or

valued only insofar as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the 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 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, though it may occur alone.

- **Sexual Abuse** involves forcing or enticing a child or young person to take part in sexual activities, including prostitution, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative (e.g. rape, buggery 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 online images, watching sexual activities, or encouraging children to behave in sexually inappropriate ways.
- **Neglect** is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:
  - Provide adequate food and clothing, 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 carers)
  - Ensure access to appropriate medical care or treatment.
  - It may also include neglect of, or unresponsiveness to a child's basic emotional needs.

All staff should be aware that child sexual and child criminal exploration are forms of child abuse.

All staff should be aware that risks to children can be associated with factors outside the school and/or can occur between children. All staff should consider whether children are at risk of abuse or exploitation in situations outside their families. Extra-familial harms take a variety of different forms including (but not limited to) sexual exploitation, criminal exploitation, and serious youth violence.

It is **not** the responsibility of the school staff to investigate welfare concerns or determine the truth of any disclosure or allegation. All staff; however, have a duty to recognise concerns and maintain an open mind. Accordingly all concerns regarding the welfare of pupils will be recorded in writing and discussed with the designated safeguarding lead with responsibility for safeguarding (or the deputy designated safeguarding lead in the absence of the designated person) prior to any discussion with parents.

**Staff must immediately report, in writing:**

- 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)
- Information which indicates that the child is living with someone who does not have parental responsibility for them (private fostering)

Any verbal conversations must be followed up in writing, as soon as possible, using either the CPOMS system or a Sharing a Concern form (See Appendix 4). Sharing a Concern forms must be handed to the designated safeguarding lead (or deputy) in person. If the designated safeguarding lead is unavailable, they must be notified of the concern via email immediately.

### **Responding to Disclosure**

Disclosures or information may be received from pupils, parents or other members of the public. The school recognises that those who disclose such information may do so with difficulty, having chosen carefully to whom they will speak. Accordingly, all staff will handle disclosures with sensitivity. Such information cannot remain confidential and staff will immediately communicate what they have been told to the designated person and will complete and submit a **Sharing Concern Form (Appendix 4)**.

Staff will not investigate but will, wherever possible, listen, record and pass on information to the designated safeguarding lead in order that s/he can make an informed decision of what to do next.

### **Staff will:**

- Listen to and take seriously any disclosure or information that a child may be at risk of harm
- Make a factual written record of what the child has said using the **Sharing Concern Form or via CPOMS**
- Try to keep questions to a minimum and of an 'open' nature e.g. 'Can you tell me what happened?'
- Not show signs of shock, horror or surprise
- Not express feelings or judgements regarding any person alleged to have harmed the child
- Explain sensitively to the person that they have a responsibility to refer the information to the designated safeguarding lead
- Reassure and support the person as far as possible
- Explain that only those who 'need to know' will be told
- Explain what will happen next and that the person will be involved as appropriate

### **Action by the Designated Safeguarding Lead (or the Deputy Designated Safeguarding Lead in their absence) (Appendix 5)**

Following any information raising concern, the designated safeguarding lead will:

- Consider the child's wishes and feelings, but not promise confidentiality
- Consider any urgent medical needs of the child

- *Make an immediate referral to Hackney Social Services Children's Referral and Advice Team if there has been a disclosure and/or allegation of abuse or there are clear grounds for concerns about the child's safety and well-being*
- *Consult with a member of Hackney Social Services Children's Referral and Advice Team if they are uncertain whether or not a referral is required.*

*In consultation with Hackney Social Services Children's Referral and Advice Team decide:*

- *Wherever possible, to talk to parents, unless to do so may place a child at risk of significant harm, impede any police investigation and/or place the member of staff or others at risk*
- *Whether to make a child protection referral to social care because a child is suffering or is likely to suffer significant harm and if this needs to be undertaken immediately*
- *Contact the designated officer for safeguarding in another agency if that agency is working with the family*

**OR**

- *Not to make a referral at this stage, but retain the information in written notes on the child's school file*
- *If further monitoring is necessary and agree who and how this will be undertaken*
- *If it would be appropriate to undertake an assessment (e.g. Early Help) and/or make a referral for other services*

*All information and actions taken, including the reasons for any decisions made, will be fully documented. All referrals to social care for children living in Hackney need to be completed using the Multi-agency Referral of a Child in Need form*

### **Action Following a Child Protection Referral**

*The designated safeguarding lead or other appropriate member of staff will:*

- *Maintain contact with the allocated Social Worker*
- *Contribute to the Strategy Discussion and Strategy Meeting*
- *Provide a report for, attend and contribute to any Initial and Review Child Protection Conference*
- *Share the content of this report with the parent, prior to the meeting*
- *Attend Core Group Meetings for any child subject to a Child Protection Plan or Child in Need Meeting for any child subject to a Child in Need Plan*
- *Where a child on a Child Protection Plan moves from the school or goes missing, immediately inform the key worker in Social Care*

### **Dealing with Disagreement and Escalation of Concerns**

*The designated safeguarding lead or other appropriate member of staff will:*

- *Contact the line manager in children's social care if they consider that the social care response to a referral has not led to the child being adequately safeguarded and follow this up in writing*
- *Contact the line manager in children's social care if they consider that the child is not being adequately safeguarded by the child protection plan and follow this up in writing*

### **Supporting the Child and Working in Partnership with Parents**

- *We will provide a secure, caring, supportive and protective relationship for the child*

- *Our school's recognises that the child's welfare is paramount. Good child protection practice and a good outcome for the child relies on a positive, open and honest working partnership with parents*
- *Whilst we may, on occasion, need to make referrals without consultation with parents, we will make every effort to maintain a positive working relationship with them whilst fulfilling our duties to protect any child*
- *Children will be given a proper explanation (appropriate to age & understanding) of what action is being taken on their behalf and why*
- *We will endeavour always to preserve the privacy, dignity and right to confidentiality of the child and parents. The Designated Safeguarding Lead will determine which members of staff "need to know" personal information and what they "need to know" for the purpose of supporting and protecting the child*

***Allegations regarding person(s) working in or on behalf of the school (including supply staff and volunteers)***

*Where an allegation is made against any person working in or on behalf of the school that he or she has:*

- behaved in a way that has harmed a child or may have harmed a child;*
- possibly committed a criminal offence against or related to a child; or*
- behaved towards a child or children in a way that indicates he or she would pose a risk of harm if they work regularly or closely with children (refer to statutory guidance for schools and colleges)*
- behaved or may have behaved in a way that indicates they may not be suitable to work with children (also known as transferrable risk)*

*We will apply the same principles as in the rest of this document, as well as always follow the procedures outlined in Local Authority guidance. This includes allegations against staff in their personal lives.*

*Whilst we acknowledge such allegations, (as all others), may be false, malicious or misplaced, we also acknowledge they may be founded. It is, therefore, essential that all allegations are investigated properly, in line with agreed procedures and outcomes recorded.*

***Initial Action by person receiving or identifying an allegation or concern***

- *Treat the matter seriously and keep an open mind*
- *Make a written record of the information, including the time, date and place of incident/s, persons present and what was said and sign and date this*
- *Immediately report the matter to the DSL or deputy in their absence or where the DSL is the subject of the allegation*

***Initial Action by the Designated Safeguarding Lead*** *(The DSL will normally be the Headteacher). If the DSL is the subject of the allegation, then the Chair of Governors will take the following action.*

- *Obtain written details of the concern or allegation, but do not investigate or interview child, adult or witnesses*
- *Contact the LADO within 1 working day*
- *Discuss with the LADO next steps using the London Child Protection Procedures Flow Charts Allegations/Concerns Against Staff*
- *Inform the Chair of Governors of the allegation*

- *In the instances of allegations made against supply staff, the school will take the lead on the reporting and managing of the allegation especially liaising with the LADO as necessary and ensuring the supply agency is kept informed*

### **Subsequent Action by the Headteacher**

- *Conduct a disciplinary investigation, if an allegation indicates the need for this*
- *Contribute to the child protection process by attending professional strategy meetings*
- *Maintain contact with the LADO*
- *Ensure clear and comprehensive records regarding the allegation, and action taken and outcome are retained on the staff member's personnel file*
- *Consider along with Human Resources and the LADO whether a referral to the DBS should be made*

## **Specific Safeguarding Concerns**

### **Bullying**

*While bullying between children is not a separate category of abuse and neglect, it is a very serious issue that can cause considerable anxiety and distress. At its most serious level, can have a disastrous effect on a child's wellbeing and in very rare cases has been a feature in the suicide of some young people. All incidences of bullying, including cyber-bullying and prejudice-based bullying should be reported and will be managed through our anti-bullying procedures. All parents have access to the Anti-bullying Policy (within our Behaviour Policy) and for pupils the subject of bullying is addressed at regular intervals in the (PSHE) curriculum. If the bullying is particularly serious, or the anti-bullying procedures are deemed to be ineffective, the Headteacher and the DSL will consider implementing safeguarding procedures.*

### **E-Safety**

*Our schools recognise that its pupils will use mobile phones and computers at some time. They are a source of fun, entertainment, communication and education. However, we know that some men, women and young people will use these technologies to harm children.*

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

- **Content:** *being exposed to illegal, inappropriate or harmful content, for example: pornography, fake news, racism, misogyny, self-harm, suicide, anti-Semitism, radicalisation and extremism.*
- **Contact:** *being subjected to harmful online interaction with other users; for example: peer to peer pressure, commercial advertising and adults posing as children or young adults with the intention to groom or exploit them for sexual, criminal, financial or other purposes'*
- **Conduct:** *personal online behaviour that increases the likelihood of, or causes, harm; for example, making, sending and receiving explicit images (e.g consensual and non-consensual sharing of nudes and semi-nudes and/or pornography, sharing other explicit images and online bullying*
- **Commerce:** *risks such as online gambling, inappropriate advertising, phishing and or financial scams. If you feel your pupils, students or staff are at risk, please report it to the [Anti-Phishing Working Group](#).*

All staff should know and adhere to the school's data protection, online safety and remote learning policies to ensure that technology is used in an appropriate and safe manner by all users.

There is a wealth of additional information available to support schools, colleges and parents to keep children safe online. A list of these is provided in [KCSiE 2021, Annex D](#).

### **Children potentially at great risk of harm**

The school recognises that some children may need a social worker because of safeguarding or welfare needs. These children's experiences of adversity or trauma may leave them vulnerable to further harm. The DSL should know all children in the school who have a social worker and use this information to support decisions regarding the child's welfare and safety as well as supporting their educational outcomes.

### **Children Missing from School and Education**

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/550416/Children\\_Missing\\_Education\\_-\\_statutory\\_guidance.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/550416/Children_Missing_Education_-_statutory_guidance.pdf)

Our schools follow the Safeguarding Children Practice Guidance; Children Missing from School from the London Child Protection Procedures and will refer all cases of concern to the Attendance Officer (AO) and Children's Social Care. Pupils' attendance is monitored weekly and any pupils who are regularly missing from school and/or have poor attendance will be highlighted to the Local Authority Attendance Officer and may also be referred to Children's Social Care. On the first day of all absences, when information has not been received as to the reasons for a pupil's absence, the school will follow First Day Calling Procedures (Appendix 6). As part of the information held about a child, the school will ensure to record at least two emergency contacts for each child.

Where a parent/carer has expressed their intention to remove a child from school with a view to educating at home, we will inform the AO or Education Welfare Service (EWS), who will implement the 'Elective Home Education' procedure. Where a child has SEND, is vulnerable, and/or has a social worker, Hackney Education and the EWS, schools and other key professionals work together to coordinate a meeting with parents/carers where possible. Ideally, this would be before a final decision has been made, to ensure the parents/carers have considered what is in the best interests of each child.

### **Female Genital Mutilation**

In our school's we recognise the need to be alert to the possibility of a girl being at risk of Female Genital Mutilation (FGM), or already having suffered FGM. Staff know that they have a **mandatory duty** to report when they suspect that FGM will potentially take place or may have already taken place. Reports **MUST** be made to the Police. **Appendix 2 shows a flowchart of action.**

Possible indicators of FGM could include:

- 'The girl may confide that she is to have a "special procedure" which will make her a woman or talk of a ceremony taking place for her or other siblings.
- There may be talk of vaccinations or talk of absence from school; girls are more at risk of FGM during school summer holidays

- *There may be a long or unexplained absence;*
- *A girl or her family may talk about a long holiday to her country of origin or to a country where the practice is prevalent*
- *A mother or an older sibling had already undergone FGM*

### **Child Criminal Exploitation**

*Child Criminal Exploitation (CCE) is a form of abuse, some specific forms of CCE can include children being forced or manipulated into transporting drugs or money through county lines, working in cannabis factories, shoplifting or pickpocketing. They can also be forced or manipulated into committing vehicle crime or threatening/committing serious violence to others. Children can become trapped by this type of exploitation as perpetrators can threaten victims (and their families) with violence, or entrap and coerce them into debt. They may be coerced into carrying weapons such as knives or begin to carry a knife for a sense of protection from harm from others. As children involved in criminal exploitation often commit crimes themselves, their vulnerability as victims is not always recognised by adults and professionals, (particularly older children), and they are not treated as victims despite the harm they have experienced. They may still have been criminally exploited even if the activity appears to be something they have agreed or consented to. It is important to note that the experience of girls who are criminally exploited can be very different to that of boys. The indicators may not be the same, however professionals should be aware that girls are at risk of criminal exploitation too. It is also important to note that both boys and girls being criminally exploited may be at higher risk of sexual exploitation. Further information about CCE including definitions and indicators is included in KCSiE 2021, Annex B.*

### **Child Sexual Exploitation**

*Child Sexual Exploitation (CSE) 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 and can include unwanted pressure from peers to have sex, sexual bullying including cyberbullying and grooming. This may be (a) in exchange for something the victim needs or wants (for example food, accommodation, drugs, alcohol, gifts, money or in some cases simply affection), and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology. If CSE is suspected, staff know to record and report this to a Designated Safeguarding Lead, who will then follow referral procedures.*

*Possible indicators that a pupil is at risk or has been harmed by CSE include:*

- *Acquisition of money, clothes, mobile phones etc without plausible explanation;*
- *Gang-association and/or isolation from peers/social networks;*
- *Exclusion or unexplained absences from school, college or work;*
- *Leaving home/care without explanation and persistently going missing or returning late;*
- *Excessive receipt of texts/phone calls;*
- *Returning home under the influence of drugs/alcohol;*



- *Inappropriate sexualised behaviour for age/sexually transmitted infections;*
- *Evidence of/suspicions of physical or sexual assault;*
- *Relationships with controlling or significantly older individuals or groups;*
- *Multiple callers (unknown adults or peers);*
- *Frequenting areas known for sex work;*
- *Concerning use of internet or other social media;*
- *Increasing secretiveness around behaviours; and*
- *Self-harm or significant changes in emotional well-being.*

### **Peer-on-Peer Abuse**

*Our schools recognise that children are capable of abusing each other and the harm caused to children by the harmful and bullying behaviour of other children can be significant. Our schools do not tolerate any form of peer abuse and are clear that this is not to be considered 'banter' or 'just part of growing up'.*

*Children who harm others should be held responsible for their harmful behaviour and the school staff are alerted to the fact that they are likely to pose a risk to other children in the school, home and community. Where this harm involves sexual abuse, serious physical or serious emotional abuse, the safeguarding procedures set out in this policy will be applied. Our schools recognise that children who harm others are likely to have considerable needs themselves and may have experienced or be experiencing significant harm themselves. Most cases of pupils hurting other pupils will be dealt with under our school's behaviour policy, but this child protection and safeguarding policy will apply to any allegations that raise safeguarding concerns.*

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

*In the case of incidences of sexting, we refer to the guidance provided by the UK Council for Child Internet Safety as well as LCSB procedures.*

Any incident involving sexting (also known as ‘youth produced sexual imagery’), must be reported to the DSL immediately.

Staff must **not**:

- View, download or share the imagery yourself, or ask a pupil to share or download it. If you have already viewed the imagery by accident, you must report this to the DSL
- Delete the imagery or ask the pupil to delete it
- Say or do anything to blame or shame any young people involved

In the case of allegations of abuse made against other children, the parents of all the children involved will normally be informed.

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

- The DSL must be informed and the allegation recorded as with all other safeguarding concerns
- The DSL will contact the local authority children’s social care team and follow its advice, as well as the police if the allegation involves a potential criminal offence
- The DSL will put a risk assessment and support plan into place for all children involved – both the victim(s) and the child(ren) against whom the allegation has been made – with a named person they can talk to if needed
- The DSL will contact the children and adolescent mental health services (CAMHS), if appropriate

Any incidents of children harming other children will be recorded using either our school’s Incident form which details support offered to both victim and perpetrators. This may include referrals to external agencies such as Young Hackney or CAMHs or may be supporting in school, in collaboration with parents, through the school’s pastoral team.

In our schools, we actively minimise the risk of peer-on-peer abuse by:

- Acting as role models of behaviour including in the way we interact with other members of staff and pupils
- Challenging any form of derogatory or sexualised language or behaviour
- Ensuring our curriculum helps to educate pupils in an age appropriate way, about appropriate relationships and consent
- Ensuring pupils know they can talk to staff confidentially through our PSHE curriculum, school and class assemblies and mentor programme
- Ensuring staff are trained to understand that a pupil harming a peer could be a sign that the child is being abused themselves, and that this would fall under the scope of this policy
- Being vigilant to issues that particularly affect different genders – for example, sexualised or aggressive touching towards female pupils, and initiation violence with respect to boys

## **Referrals**

*Where a child has caused significant harm to another child, through sexual abuse or serious physical or emotional abuse, the school will make separate referrals to children's social care of the victim(s) and perpetrator(s).*

*Our schools will be mindful of the sections in the London Child Protection Procedures concerning "Harming Others" and "Sexually Active Children" and work closely with social care, the police and other agencies following the investigation of a referral.*

### **Domestic Abuse**

*The definition of domestic violence and abuse is: 'any incident or pattern of incidents of controlling, coercive, threatening behaviour, violence or abuse between those aged 16 or over who are, or have been, intimate partners or family members regardless of gender or sexuality.' The school recognises that this abuse includes, but is not limited to psychological; physical; sexual; financial; and emotional abuse. Children can witness and be adversely affected by domestic abuse. Exposure to domestic abuse and/or violence can have a serious, long lasting emotional and psychological impact on children and should be seen as a safeguarding concern and raised with the DSL immediately.*

### **Extended School and Off-Site Arrangements**

*Where extended school activities are provided by and managed by the school, our own safeguarding policy and procedures apply. If other organisations provide services or activities on our site we will check that they have appropriate procedures in place, including safer recruitment procedures.*

*When our pupils attend off-site activities, including day and residential visits or staying with host families, we will check that effective safeguarding arrangements are in place including, where necessary, written confirmation from alternative providers that safeguarding procedures within their institutions are fully compliant with statutory requirements.*

### **County Lines**

*County Lines is a form of Child Criminal Exploitation, which involves using young people to carry and sell drugs from borough to borough, and across county boundaries. It is a tactic used by groups or gangs to facilitate the selling of drugs in an area outside of the area they live, reducing their risk of detection. Gangs may target vulnerable children and manipulate, threaten or coerce children into trafficking their drugs for them. They might threaten a young person physically, or they might threaten the young person's family members. The gangs might also offer something in return for the young person's cooperation – for example money, food, alcohol, clothes and jewellery, or improved status.*

### **Private Fostering**

*Private fostering is an arrangement made between a parent and a carer who is not a close relative to look after and provide accommodation on a full-time basis to a child or young person under the age of 16 (under 18 if they have a disability) for a period of more than 28 days. Any suspected incidences of private fostering must be reported to the school's DSL.*

### **So-called Honour Based Abuse**

*Honour based abuse is the term used to describe murders in the name of so-called honour, sometimes called 'honour killings'. These are murders in which (predominantly women) are killed for perceived immoral behaviour, which is deemed to have breached the honour code of a family or community, causing shame. Professionals should respond in a similar way to*

*cases of honour abuse as with domestic violence and forced marriage and all concerns should be reported to the designated lead for safeguarding.*

### **Homelessness**

*Being homeless or being at risk of becoming homeless presents a real risk to a child's welfare. The DSL will be aware of contact details and referral routes in to the local housing authority so they can raise/progress concerns at the earliest opportunity. Where a child has been harmed or is at risk of harm, the DSL will also make a referral to children's social care.*

### **Serious violence**

*All staff should be aware of indicators, which may signal that children are at risk from, or are involved with serious violent crime.*

*Indicators that children are at risk could include:*

- *increased absence from school*
- *a change in friendships or relationships with older individuals or groups*
- *a significant decline in performance*
- *signs of self-harm or a significant change in wellbeing*
- *signs of assault or unexplained injuries.*
- *Unexplained gifts or new possessions could also indicate that children have been approached by, or are involved with, individuals associated with criminal networks or gangs.*

*Any concerns should be reported to the DSL.*

### **Safeguarding Pupils who are Vulnerable to Extremism**

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

*The current threat from terrorism in the United Kingdom may include the exploitation of vulnerable people, to involve them in terrorism or in activity in support of terrorism. The normalisation of extreme views may also make children and young people vulnerable to future manipulation and exploitation. Our schools are clear that this exploitation and radicalisation should be viewed as a safeguarding concern.*

### **We seek to protect children and young people against the messages of all violent extremism.**

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

*The Department for Education also has a dedicated telephone helpline and email address, 020 7340 7264, which school staff and governors can call to raise concerns about extremism with respect to a pupil [counter.extremism@education.gov.uk](mailto:counter.extremism@education.gov.uk).*

### **Risk Reduction**

*The Executive Headteacher, Headteachers and the Designated Safeguarding Lead will assess the level of risk within the school and put actions in place to reduce that risk. Risk assessment may include consideration of the school's RE curriculum, SEND policy, assembly policy, the use of school premises by external agencies, integration of pupils by gender and SEN, anti-bullying policy and other issues specific to the school's profile, community and philosophy.*

### **Response**

*Our schools, like all others, are required to identify a Prevent Single Point of Contact (SPOC) who will be the lead within the organisation for safeguarding in relation to protecting individuals from radicalisation and involvement in terrorism*

*When any member of staff has concerns that a pupil may be at risk of radicalisation or involvement in terrorism, they should speak with the SPOC and to the Designated Safeguarding Lead if this is not the same person.*

*Numerous factors can contribute to and influence the range of behaviours that are defined as violent extremism, but most young people do not become involved in extremist action. For this reason the appropriate interventions in any particular case may not have any specific connection to the threat of radicalisation, for example they may address mental health, relationships or drug/alcohol issues.*

### **Indicators of Radicalisation**

*Radicalisation refers to the process by which a person comes to support terrorism and forms of extremism leading to terrorism.*

### **Definitions:**

**Extremism** - *is the vocal or active opposition to our fundamental values, including democracy, the rule of law, individual liberty and the mutual respect and tolerance of different faiths and beliefs. This also includes calling for the death of members of the armed forces.*

**Radicalisation** - *is the process by which a person comes to support terrorism and extremist ideologies associated with terrorist groups.*

**Terrorism** - *is an action that endangers or causes serious violence to a person/people; causes serious damage to property; or seriously interferes or disrupts an electronic system. The use or threat must be designed to influence the government or to intimidate the public and is made for the purpose of advancing a political, religious or ideological cause.*

*There is no such thing as a "typical extremist." Those who become involved in extremist actions come from a range of backgrounds and experiences, and most individuals, even those who hold radical views, do not become involved in violent extremist activity.*

*Pupils may become susceptible to radicalisation through a range of social, personal and environmental factors - it is known that violent extremists exploit vulnerabilities in individuals to drive a wedge between them and their families and communities. It is vital that school staff are able to recognise those vulnerabilities.*

*Indicators of vulnerability include:*

- *Identity Crisis – the pupil is distanced from their cultural / religious heritage and experiences discomfort about their place in society;*
- *Personal Crisis – the pupil may be experiencing family tensions; a sense of isolation; and low self-esteem; they may have dissociated from their existing friendship group and become involved with a new and different group of friends; they may be searching for answers to questions about identity, faith and belonging;*
- *Personal Circumstances – migration; local community tensions; and events affecting the student / pupil's country or region of origin may contribute to a sense of grievance that is triggered by personal experience of racism or discrimination or aspects of Government policy;*
- *Unmet Aspirations – the student / pupil may have perceptions of injustice; a feeling of failure; rejection of civic life;*
- *Experiences of Criminality – which may include involvement with criminal groups, imprisonment, and poor resettlement / reintegration;*
- *Special Educational Need – students / pupils may experience difficulties with social interaction, empathy with others, understanding the consequences of their actions and awareness of the motivations of others.*

*However, this list is not exhaustive, nor does it mean that all young people experiencing the above are at risk of radicalisation for the purposes of violent extremism.*

*More critical risk factors could include:*

- *Being in contact with extremist recruiters;*
- *Accessing violent extremist websites, especially those with a social networking element;*
- *Possessing or accessing violent extremist literature;*
- *Using extremist narratives and a global ideology to explain personal disadvantage;*
- *Justifying the use of violence to solve societal issues;*
- *Joining or seeking to join extremist organisations; and*
- *Significant changes to appearance and / or behaviour;*
- *Experiencing a high level of social isolation resulting in issues of identity crisis and / or personal crisis.*

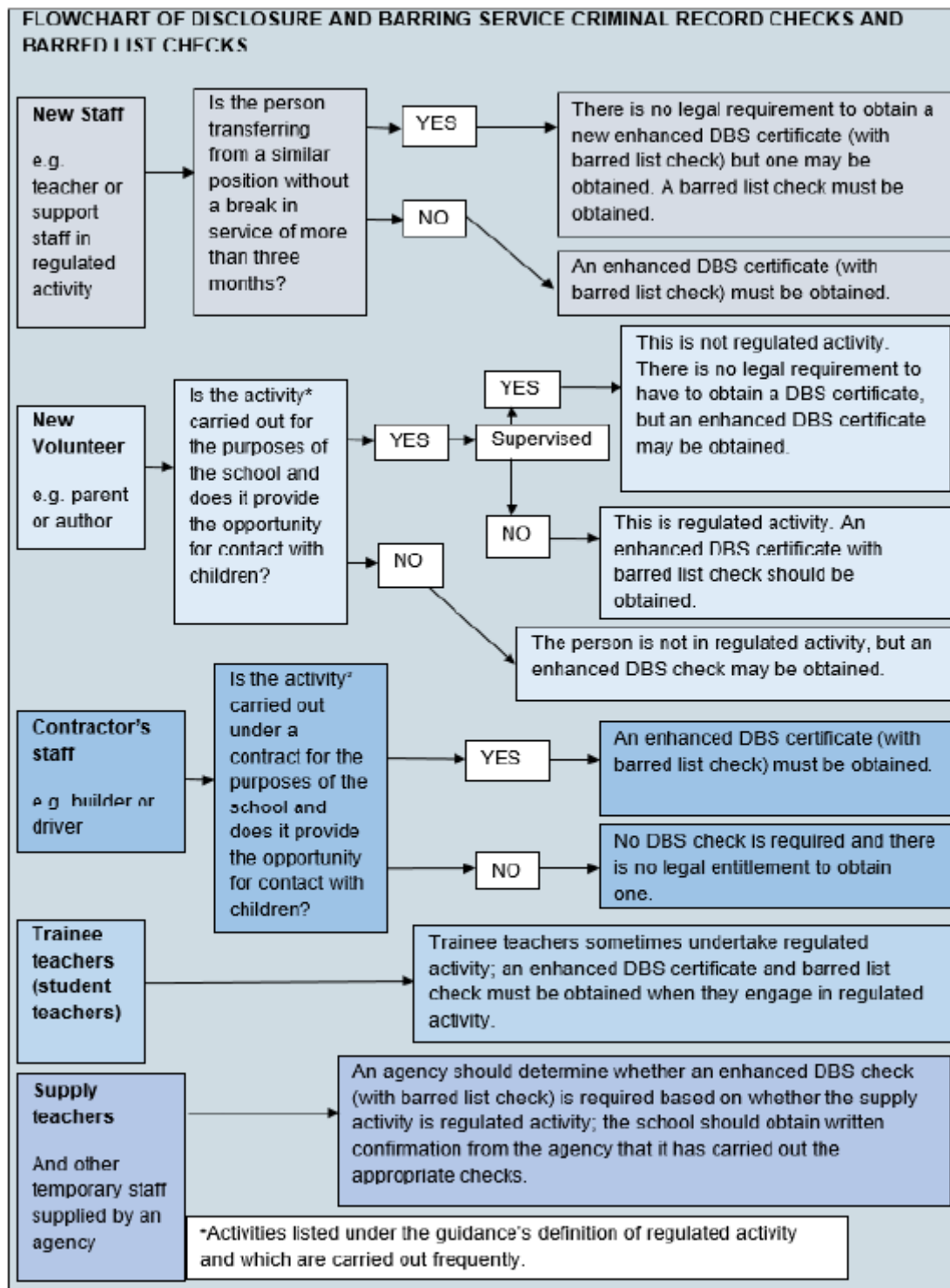
### **Preventing Violent Extremism**

*The SPOC is responsible for:*

- *Ensuring that staff of the school are aware that you are the SPOC in relation to protecting pupils from radicalisation and involvement in terrorism;*
- *Maintaining and applying a good understanding of the relevant guidance in relation to preventing students/pupils from becoming involved in terrorism, and protecting them from radicalisation by those who support terrorism or forms of extremism which lead to terrorism;*
- *Raising awareness about the role and responsibilities of the school's in relation to protecting students/pupils from radicalisation and involvement in terrorism;*
- *Monitoring the effect in practice of the school's RE curriculum and assembly policy to ensure that they are used to promote community cohesion and tolerance of different faiths and beliefs;*
- *Raising awareness within the school about the safeguarding processes relating to protecting students/pupils from radicalisation and involvement in terrorism;*

- *Acting as the first point of contact within the school for case discussions relating to students/ pupils who may be at risk of radicalisation or involved in terrorism;*
- *Considering the level of risk and where appropriate making a referral to Channel, the government's programme for identifying and supporting individuals at risk or the local authority's social care team*

## Appendix 1 Flowchart of DBS Checks





## Appendix 2 FGM Reporting Flowchart

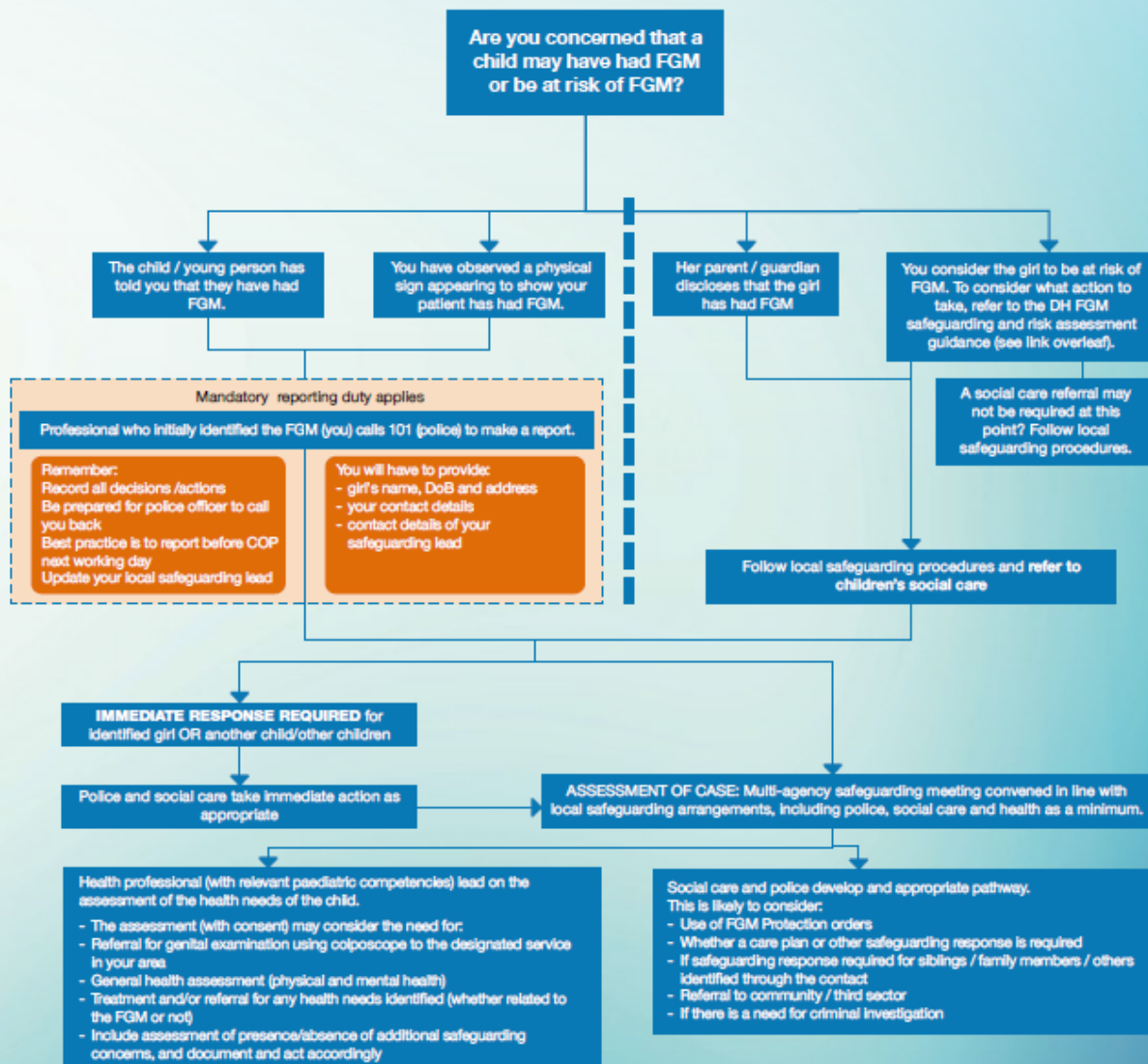


Department  
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**#EndFGM**

**NHS**  
England

### FGM Mandatory reporting duty



If a girl appears to have been recently cut or you believe she is at imminent risk, act immediately – this may include phoning 999.

**REMEMBER:** Mandatory reporting is only one part of safeguarding against FGM and other abuse. Always ask your local safeguarding lead if in doubt.

## **Appendix 3 Whistleblowing Guidance**

### **SAFEGUARDING CHILDREN: WHISTLE BLOWING**

*Staff must acknowledge their individual responsibility to bring matters of concern to the attention of senior management and/or relevant agencies. Although this can be difficult this is particularly important where the welfare of children may be at risk.*

*You may be the first to recognise that something is wrong but may not feel able to express your concerns out of a feeling that this would be disloyal to colleagues or you may fear harassment or victimisation. These feelings, however natural, must never result in a child or young person continuing to be unnecessarily at risk. Remember it is often the most vulnerable children or young person who is targeted. These children need someone like you to safeguard their welfare.*

#### **Reasons for whistle blowing**

- *Each individual has a responsibility for raising concerns about unacceptable practice or behaviour*
- *To prevent the problem worsening or widening*
- *To protect or reduce risks to others*
- *To prevent becoming implicated yourself*

#### **What stops people from whistle blowing**

- *Fear of starting a chain of events which spirals out of control*
- *Disrupting the work or project*
- *Fear of getting it wrong*
- *Fear of repercussions or damaging careers*
- *Fear of not being believed*

***Don't think what if I'm wrong - think what if I'm right***  
***NSPCC Whistle Blowing Helpline is 0800 028 0285***

#### **How to raise a concern**

- *You should voice your concerns, suspicions or uneasiness as soon as you feel you can. The earlier a concern is expressed the easier and sooner action can be taken*
- *Try to pinpoint exactly what practice is concerning you and why*
- *Approach your immediate manager, Designated Teacher for Child Protection, or Head teacher*
- *If your concern is about your Head teacher, speak to the Chair of Governors or if you feel you need to take it to someone outside the school, contact Hackney's Local Authority Designated Officer.*
- *Make sure you get a satisfactory response - don't let matters rest*
- *Ideally, you should put your concerns in writing, outlining the background and history, giving names, dates and places wherever you can*

***A member of staff is not expected to prove the truth of an allegation, but will need to demonstrate sufficient grounds for the concern.***

<sup>1</sup>Staff includes any adult, paid or voluntary, who works in a school or educational establishment within the Local Authority.

### **What happens next**

- You should be given information on the nature and progress of any enquiries
- Your employer has a responsibility to protect you from harassment or victimisation.
- No action will be taken against you if the concern proves to be unfounded and was raised in good faith
- Malicious allegations may be considered as a disciplinary offence

### **Self Reporting**

There may be occasions where a member of staff has a personal difficulty, perhaps a physical or mental health problem, which they know to be impinging on their professional competence. Staff have a responsibility to discuss such a situation with their line manager so professional and personal support can be offered to the member of staff concerned. Whilst such reporting will remain confidential in most instances, this cannot be guaranteed where personal difficulties raise concerns about the welfare or safety of children.

### **Further Advice and Support**

It is recognised that whistle blowing can be difficult and stressful. Advice and support is available from your line manager, HR department and/or your professional or trade union.

"Absolutely without fail- challenge poor practice or performance. If you ignore or collude with poor practice it makes it harder to sound the alarm when things go wrong" (reproduced with acknowledgement to "Sounding the Alarm" – Barnardos)

**Don't think what if I'm wrong - think what if I'm right**  
**NSPCC Whistle Blowing Helpline is 0800 028 0285**

## Appendix 4 Sharing a Concern Form



# SHARING CONCERN FORM



THIS SECTION OF THE FORM SHOULD BE COMPLETED BY  
THE PERSON FIRST DEALING WITH THE CONCERN

School:	DOB:
Name of Child:	Class:
Full Name of Person Sharing Concern:	Date and time concern shared:
Nature of Concern <i>(description of what was said, observed or reported as fully as possible)</i>	
<p><i>If appropriate, body chart on rear of form should indicate areas referred to above</i></p> <p>Has the concern been shared with any other member of staff? Yes/No If so, with whom and what was the outcome? If not, why not?</p>	
<p>Have you, or anyone else, shared this concern with a parent/carer? If so, with whom and what was the outcome? If not, why not?</p>	
<p>Have you taken any action to address the concern? If so, what did you do and what was the outcome? If not, why not?</p>	
<p><b>Please pass this form to the Safeguarding Lead when completed</b></p>	

**THIS SECTION OF THE FORM SHOULD BE COMPLETED BY  
THE NOMINATED SAFEGUARDING LEAD**

Additional Information

Ethnic Origin

SEND

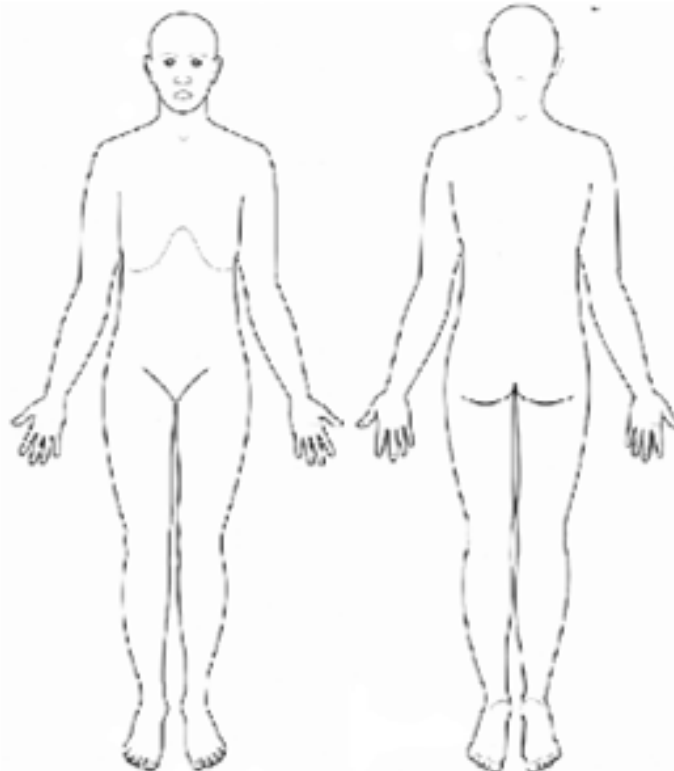
Siblings In School

Additional Siblings

Type of Concern

Initial Action Taken

Was the concern shared with Hackney Social Services? Yes/No  
If yes, date and time reported.  
If not, why not?



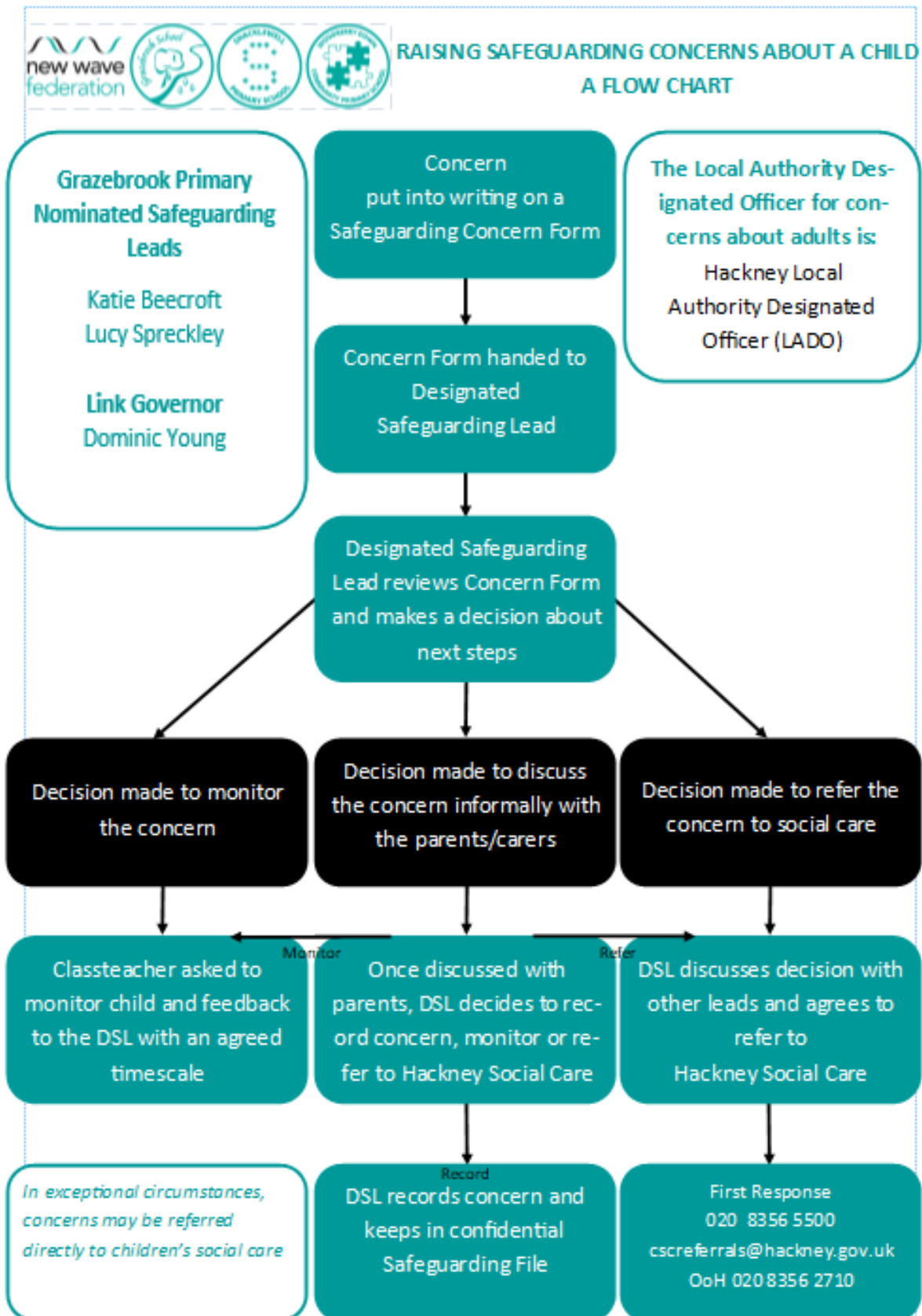
Signature of Reporting Adult:

Date:

Signature of Designated Safeguarding Lead:

Date:

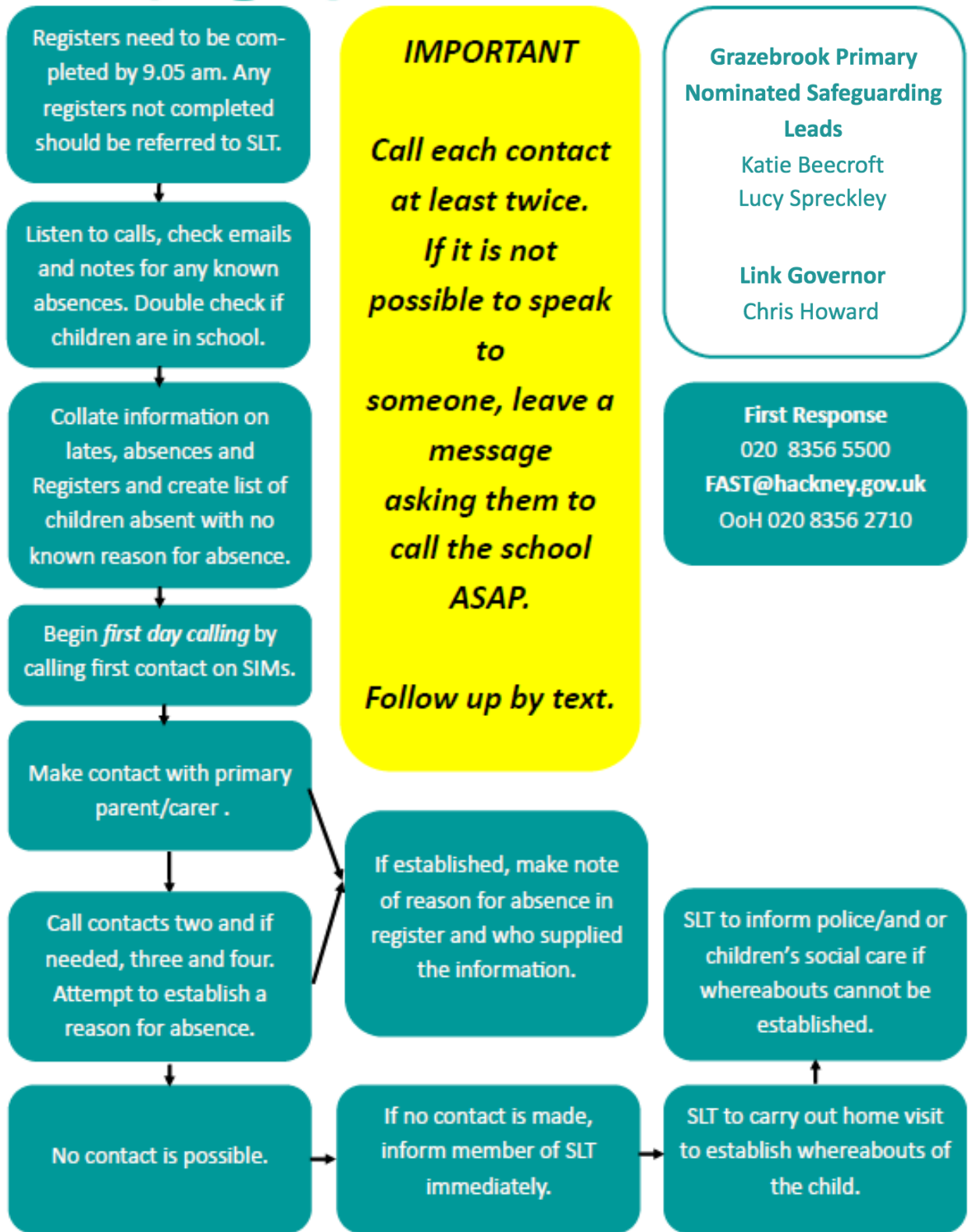
**Appendix 5 Raising and Safeguarding Concern Flowchart**



## Appendix 6 First Day Calling Flowchart



### FIRST DAY CALLING PROCEDURES A FLOW CHART





## **Appendix 7 Disqualification under the Childcare Act**

### **Disqualification criteria**

**as outlined in Disqualification under the Childcare Act 2006, The Childcare (Disqualification) Regulations 2009 (and 2018 amendment) and Childcare Act 2006**

*The criteria for disqualification under the 2006 act and the 2018 regulations include:*

- *inclusion on the Disclosure and Barring Service (DBS) Children’s Barred List;*
- *being found to have committed certain violent and sexual criminal offences against children and adults which are referred to in regulation 4 and Schedules 2 and 3 of the 2018 regulations (also to offences that are listed in other pieces of legislation);*
- *certain orders made in relation to the care of children which are referred to in regulation 4 and listed at Schedule 1 of the 2018 regulations;*
- *refusal or cancellation of registration relating to childcare (with some exceptions) or children’s homes, or being prohibited from private fostering;*
- *being found to have committed an offence overseas, which would constitute an offence regarding disqualification under the 2018 regulations if it had been committed in any part of the United Kingdom*

*The above list is only a summary of the criteria that lead to disqualification. Further details about the specific orders and offences, which will lead to disqualification, are set out in the 2018 regulations.*

### **Relevant offences and orders**

*Under the legislation a person is disqualified if they are found to have committed an offence which is included in the 2018 regulations (a ‘relevant offence’) this includes:*

- *being convicted of a relevant offence*
- *on or after 6 April 2007, being given a caution for a relevant offence*
- *on or after 8 April 2013, being given a youth caution for a relevant offence*

*It is possible to apply to Ofsted for a waiver under these regulations, details about how to make an application for a waiver, and a copy of the form, can be found in the [Ofsted fact sheet: Applying to waive disqualification: early years and childcare providers](#).*

*A school must not continue to employ an individual who is disqualified in connection with early or later years childcare provision, nor should a disqualified individual provide or be directly concerned in the management of such provision unless they have received a waiver from Ofsted, which covers the role that they wish to undertake. This does not imply that individuals are prevented from working in a school in any other setting.*



<i>Policy reviewed</i>	<i>September 2022</i>
<i>Adopted by Governing Body</i>	<i>September 2022</i>
<i>Review date</i>	<i>September 2023</i>