

Child Protection and Safeguarding Policy

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Applies to (Mark as appropriate)			
Staff	Pupils / Students / Adult Learners	Parents / Carers / Guardians	Contractors
✓	✓	✓	✓
Volunteers	Students on placement	Trustees / LGC / Members	Visitors
✓	✓	✓	✓
Agency Staff	Other	a	a
✓	✓		

Published Locations				
Trust Website	Academy Website	Aldridge Intranet	Student/Parent planners	On-request
	✓	✓		✓

Consultation (Complete as appropriate in line with master policy document)			
With	Reason for Consultation	Final Consultation Date	Version No

Version History (please note below if a policy has been replaced)					
Version	Reviewer	Revision Date	Nature of Change	Adopted/ Approved by	Approval Date
V1	TM	September 2022	New Policy replaced old version	Chair BOT	September 2022
V1		No revision	Board of Trustees Approval	Board of Trustees	October 2022
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Key Contact Personnel:

Principal	Designated Safeguarding Lead	Deputy Designated Safeguarding Lead/s	Designated Teacher for looked After/ Post Looked After Children (LAC)	SENco
Ms M Duncan	Ms B James	Ms M Duncan Mr C Cameron Ms N Mertcan Ms V Webb Ms S Bailey Ms V Sweeney Ms E Morata Mr M Mahay	Mr C Cameron Mr M Mahay	Ms V Sweeney
Lead First Aider	Nominated Safeguarding Link Governor	Chair of Governors	Trustee Safeguarding Link	Trust Safeguarding Link / Head of Inclusion
Ms N Georgiou	Ms S Paillasse	Ms S Tyrer	Rob Wye	Karen Foster

Academy Local Authority	Local Authority Designated Officer (LADO)
Haringey	Finola Owens Sharon Ackersingh

Channel Helpline	020 7340 7264
Haringey Local Safeguarding Children Board	8th floor, River Park House, 225, High Road, London N22 8HQ https://haringeyscp.org.uk/ 020 8489 3145
Haringey Council's Children's Services Please only use the out of hours number if you are calling outside of normal working hours. Your call will be logged and the operator will take brief details. An out of hours social worker will ring you back.	<ul style="list-style-type: none"> Monday to Thursday 8:45 am to 5:00pm; Friday 8:45 am to 4:45 pm 020 8489 4470 Out of office hours, including weekends: 020 8489 0000 Do not use this number if a child needs immediate assistance from the Police or Ambulance Services. In these cases, call 999
Making a MASH referral	<ul style="list-style-type: none"> During your phone call (above) if you are a professional working with children you may be asked to complete a MASH referral form within 24 hours. This should be emailed promptly and securely to mashreferral@Haringey.gcsx.gov.uk

Introduction

This is a statutory policy that all Aldridge academies must make available on their website.

Academies should ensure that the policy is compliant with the academy's Local Authority/Local Safeguarding Partnership child protection procedures. Additional Local Authority procedures, or policies, should either be embedded within the policy or added as appendices to the Aldridge suite of Child Protection and Safeguarding Policies.

This policy will be reviewed annually.

The Child Protection and Safeguarding Policy must contain:

- the name of the policy – Child Protection and Safeguarding
- recognition of statutory responsibility
- an outline of the safeguarding principles to which the academy adheres
- the name and responsibilities of the Designated Safeguarding Lead & Deputy
- outline where written arrangements for covering the Designated Safeguarding Lead and Looked After Child designated teacher (DLAC) when they are unavailable or off site
- the name and responsibilities of the Looked After Child designated teacher (DLAC)
- the name of the Chief Executive Officer
- the procedures for reporting and responding to a child protection/safeguarding concern
- reference to the Safer Recruitment Policy and other related policies such as: Anti-bullying, PSHE, Tackling Extremism and Anti-Radicalisation (PREVENT) and e-Safety Policies, and the Staff Code of Conduct
- a confidentiality statement
- an outline of practice with regard to staff (and visitors to academy) working with pupils
- arrangements for monitoring and evaluation of the policy
- signatures, date (of sign-off) and date of next review.

Some text in the following policy is adaptable at the discretion of the academy to fit the local context.

This will be monitored at audit to ensure that all local details, local contextual issues and procedures are in place, according to KCSIE September 2022.

Child Protection and Safeguarding Policy

Aldridge Education and Duke's Aldridge Academy fully recognises its statutory responsibilities for Child Protection and Safeguarding. It is committed to promoting the welfare of children and young people and expect all staff and volunteers to share this commitment and be appropriately trained. This policy applies to everyone working in the school as intended to ensure that the protection of children from maltreatment. It aims to promote the physical and mental health, wellbeing of pupils, safe and effective care and actions to ensure best outcomes.

Academy Designated Safeguard Lead (DSL)

The academy has appointed a Designated Safeguarding Lead (DSL) from the senior leadership team in accordance with KCSIE September 2022 guidance.

The DSL (under the Principal) is responsible for matters relating to child protection and welfare in this academy.

In their absence, these matters will be dealt with by the Deputy DSL(s).

The DSL is key to ensuring that proper child protection and safeguarding procedures and policies are in place and adhered to. They will also act as a dedicated resource available for other staff, volunteers and Local Governors to draw upon. Parents are welcome to approach the DSL if they have any concerns about the

welfare of any child in the academy, whether these concerns relate to their child or any other. The DSL will liaise with the Local Authority and work with other agencies in line with statutory guidance *Working Together to Safeguard Children*, 2018-2021 and *Keeping Children Safe in Education*, September 2022.

There will always be cover for this role and arrangements for this are as follows:

Ms Monica Duncan, Principal, mdu@dukesacademy.org.uk

Mr C Cameron, Senior Assistant Principal, crc@dukesacademy.org.uk

Ms Mertcan, Vice Principal, nme@dukesacademy.org.uk

Ms Webb, Vice Principal, vwe@dukesacademy.org.uk

Ms Morata, Assistant Principal, emo@dukesacademy.org.uk

Ms Sweeney, SENCo, vsw@dukesacademy.org.uk

Ms Bailey, Achievement Coordinator, sba@dukesacademy.org.uk

Local Authority (LA) Child Protection and Safeguarding

LA children's social care: MASH 020 8489 4470; Out of Hours Duty Team 020 8489 0000

LA designated officer(s): Finola Owens, Sharon Ackersingh

LA Channel Panel: Eleanor Girling, Prevent Education Officer, Eleanor.girling@haringey.gov.uk, Telephone: 07816 112 516

Looked-After Children

The Designated Teacher for Looked-After Children (DLAC) is:

Mr Cecil Cameron, Senior Assistant Principal, crc@dukesacademy.org.uk

The DLAC has received appropriate training and will make an annual report to the Local Governing Committee and the Trustees in accordance with the latest statutory guidance. The Local Governing Committee will consider the information in the report under the scheme of delegation. The Trustees will take any appropriate action.

The DLAC will liaise with the Virtual Head for Looked-After Children to ensure that the funding assigned to the child/young person is put to best use. The role will also encompass the needs of post-LAC students. The arrangements for covering this role should the DLAC be absent or unavailable are as follows:

Contact Mohamed Kashif Mahay, Assistant Principal, mma@dukesacademy.org.uk

Legislation and Statutory Guidance

This policy is based on the Department for Education's statutory guidance, [Keeping Children Safe in Education September 2022](#), [Working Together to Safeguard Children 2018 \(updated 2020\)](#), and the [Governance Handbook](#). We comply with this guidance and the procedures set out by our local safeguarding partnership.

This policy is also based on the following legislation:

- Parts 3 and 4 of the schedule to the [Education \(Independent School Standards\) Regulations 2014](#), which places a duty on academies and independent schools to safeguard and promote the welfare of pupils at the academy
- [The Children Act 1989](#) (and [2004 amendment](#)), which provides a framework for the care and protection of children

- Section 5B(11) of the Female Genital Mutilation Act 2003, as inserted by section 74 of the [Serious Crime Act 2015](#), which places a statutory duty on teachers to report to the police where they discover that female genital mutilation (FGM) appears to have been carried out on a girl under 18
- [Statutory guidance on FGM](#), which sets out responsibilities with regards to safeguarding and supporting girls affected by FGM
- [The Rehabilitation of Offenders Act 1974](#), which outlines when people with criminal convictions can work with children
- Schedule 4 of the [Safeguarding Vulnerable Groups Act 2006](#), which defines what ‘regulated activity’ is in relation to children
- Statutory [guidance on the Prevent duty](#), which explains schools’ duties under the Counter-Terrorism and Security Act 2015 with respect to protecting people from the risk of radicalisation and extremism
- [The Human Rights Act 1998](#), which explains that being subjected to harassment, violence and/or abuse, including that of a sexual nature, may breach any or all of the rights which apply to individuals under the [European Convention on Human Rights](#) (ECHR)
- [The Equality Act 2010](#), which makes it unlawful to discriminate against people regarding particular protected characteristics (including disability, sex, sexual orientation, gender reassignment and race). This means our governors and Principal should carefully consider how they are supporting their pupils regarding these characteristics. The Act allows our academy to take positive action to deal with particular disadvantages affecting pupils (where we can show it’s proportionate). This includes making reasonable adjustments for disabled pupils. For example, it could include taking positive action to support girls where there’s evidence that they’re being disproportionately subjected to sexual violence or harassment
- [The Public Sector Equality Duty \(PSED\)](#), which explains that we must have due regard to eliminating unlawful discrimination, harassment and victimisation. The PSED helps us to focus on key issues of concern and how to improve pupil outcomes. Some pupils may be more at risk of harm from issues such as sexual violence; homophobic, biphobic or transphobic bullying; or racial discrimination
- The [Childcare \(Disqualification\) and Childcare \(Early Years Provision Free of Charge\) \(Extended Entitlement\) \(Amendment\) Regulations 2018](#) (referred to in this policy as the “2018 Childcare Disqualification Regulations”) and [Childcare Act 2006](#), which set out who is disqualified from working with children.

This policy also meets requirements relating to safeguarding and welfare in the [statutory framework for the Early Years Foundation Stage](#). It considers local procedures and any guidance from the Department for Education relating to Coronavirus and Covid 19 (where still relevant) and the latest version of the Ofsted Inspection Framework. Additional guidance should continue to be read in conjunction with this policy.

This policy complies with our funding agreement and articles of association.

Scope and Publication

Safeguarding and child protection is everyone’s responsibility and as such this policy applies to all staff (including agency staff), Trustees, Local Governing Committee members, central team staff and volunteers working in each academy and applies wherever staff or volunteers are working with pupils even where this is away from the academy, for example at an activity centre or on an educational visit. This policy is published on the academy’s website and can also be made available in large print or another accessible format if required.

The Trustees will facilitate a whole-trust approach to safeguarding, ensuring that safeguarding and child protection are at the forefront and underpin all relevant aspects of process and policy development

The Trustees and Local Governing Committee Members take seriously their responsibility under Section 175 of the Education Act 2002 and are aware of their obligations in relation to the legislation and statutory guidance above to safeguard and promote the welfare of children; and to work together with other agencies

to ensure adequate arrangements within our academies to identify, assess, and support those children who are suffering harm.

The DfE defines safeguarding and promoting the welfare of children as:

- protecting children from maltreatment
- preventing impairment of children's mental and physical health or development
- ensuring children are growing up in circumstances consistent with the provision of safe and effective care
- taking action to enable all children to have the best outcomes.

Children includes everyone under the age of 18.

Child protection is a part of safeguarding and promoting welfare. It refers to the activity that is undertaken to protect **specific** children who are suffering, or are likely to suffer, significant harm.

Effective child protection is essential as part of wider work to safeguard and promote the welfare of children. However, all agencies and individuals should aim to proactively safeguard and promote the welfare of children so that the need for action to protect children from harm is reduced.

Principles

The academy has a statutory duty to promote and safeguard the welfare of children and have due regard to guidance issued by the Department for Education¹. This academy recognises its legal and moral duty to promote the wellbeing of children, protect them from maltreatment, and respond to child abuse, as well as its responsibility to follow the local inter-agency procedures of Haringey Safeguarding Multi-agency Partnership (MAP). The Multi-agency partnership consists of three-member groups – the Police, the Clinical Commissioning Group and the Local Authority Social Care. These have been established from September 2019. We recognise the importance of a whole academy approach to safeguarding and child protection; all systems, processes and policies should operate with the best interests of the child at their heart and in accordance with local procedures.

We believe that every child, regardless of age, has at all times and in all situations a right to feel safe and protected from any situation or practice which results in a child being physically or psychologically damaged. We believe that children must receive the right help at the right time to address risks and prevent issues escalating.

We believe that children have the right to have their views heard and considered by all professionals when making decisions to keep the child safe from harm. We will actively enable and encourage children to participate in an open dialogue with all academy stakeholders about safeguarding matters and include them in decisions about safeguarding practices, developing an inclusive and open ethos to keeping them safe.

We agree that we have a primary responsibility for the care, welfare and safety of the pupils in our charge, and we will carry out this duty through our teaching and learning, extra-curricular activities, pastoral care and extended academy activities. We will teach about safeguarding, including keeping safe online, as part of providing a broad and balanced curriculum covering relevant issues through personal, social health and economic education/RSE and teach children to recognise when they are at risk and how to get help when they need it.

We additionally understand that as a academy we play a crucial role in preventative education. This is in the context of a whole-academy approach to preparing pupils for life in modern Britain, and a culture of zero tolerance of sexism, misogyny/misandry, homophobia, biphobia and sexual violence/harassment. This will be underpinned by our behaviour policy, pastoral system and as above, our inclusive and regularly delivered RSE curriculum.

We always maintain an attitude of 'it could happen here'. When we have concerns about the welfare of a child, staff will always act in the best interest of the child and will raise these with the academy's Designated

¹ Keeping Children Safe in Education, September 2022 & Working Together to Safeguard Children, 2018 (updated 2020)

Safeguarding Lead. In exceptional circumstances, such as in an emergency or a when a genuine concern has not been appropriately acted upon, staff members will speak directly to children's social care.

The academy seeks to adopt an open and accepting attitude towards children as part of their responsibility for pastoral care. The academy hopes that parents and children will feel free to talk about any concerns and will see academy as a safe place if there are any difficulties at home.

We recognise that a child who is abused or who witnesses violence may feel helpless and humiliated, may blame themselves, and find it difficult to develop and maintain a sense of self-worth.

We recognise that the academy may provide the only stability in the lives of children who have been abused or who are at risk of harm. We accept that research shows that the behaviour of a child in these circumstances may range from that which is perceived to be normal, to aggressive or withdrawn.

Every complaint or suspicion of abuse from within or outside the academy will be taken seriously and in all proper circumstances will be referred to an external agency such as children's social care services, the LA designated officer(s), police or the NSPCC, without investigation by the academy. (The appropriate person(s) only (Principal and/or DSL or deputy DSL) will have completed the relevant information gathering and due consideration process appropriate to their level of skill and expertise, prior to seeking further advice or making a referral.)

The LA children's social care services, LA designated officer(s) and NSPCC contact details will be displayed throughout the academy for ease of reference for the academy community and children.

The name of the academy's Designated Safeguarding Lead and their deputy will be clearly advertised throughout the academy, with a statement explaining the academy's role in referral and monitoring.

The name of the Chief Executive Officer will be clearly displayed in the academy office for academy staff.

Equality Statement

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

We give special consideration to children who:

- have special educational needs or disabilities or certain health conditions
- those who are educationally disadvantaged
- are young carers
- are looked-after or previously looked after
- 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 abuse
- are at risk of so-called honour-based abuse including FGM and/or forced marriage, sexual exploitation, or radicalisation
- appear vulnerable to criminal exploitation
- are asylum seekers
- are at risk due to either their own or a family member's mental health needs
- are missing from education
- whose parent/carer has expressed an intention to remove them from academy to be home educated.

Roles and Responsibilities

Academy staff (including central team, volunteers, students, Trustees and Local Governing Committee members)

All staff will safeguard children's wellbeing and promote their welfare: protecting them from maltreatment; preventing impairment of children's health or development; ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and by taking appropriate action to enable all children to have the best outcomes.

All staff MUST read Part 1 or Annex A (long or condensed version (for staff who do not work directly with children) and Annex B of the Department for Education's statutory safeguarding guidance, [Keeping Children Safe in Education September 2022](#), and review this guidance at least annually. It is a recommendation from the Trust that all staff also read Part 5.

All staff will sign a declaration at the beginning of each academic year to say that they have reviewed the guidance.

Trustees, Education Directors, Safeguarding Lead, members of the Academy Leadership Teams, Designated Safeguarding Leads and their deputies, and members of the Central Team should read the document in its entirety.

All Staff

All staff will be aware of:

- our systems which support safeguarding, including the child protection policy (including procedures for dealing with child-on-child abuse), staff code of conduct, the role and identity of the designated safeguarding lead (DSL) and deputy/deputies, the E-safety policy, the behaviour policy, and the safeguarding response to children who go missing from education
- the early help process and their role in it, including identifying emerging problems, liaising with the DSL, and sharing information with other professionals to support early identification and assessment
- 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
- what to do if they identify a safeguarding issue or a child tells them they are being abused or neglected, including specific issues such as FGM, and how to maintain an appropriate level of confidentiality while liaising with relevant professionals
- the signs of different types of abuse and neglect, as well as specific safeguarding issues, such as child-on-child abuse, child sexual exploitation (CSE), child criminal exploitation (CCE), Domestic Abuse, indicators of being at risk from or involved with serious violent crime, FGM, radicalisation and serious violence (including that linked to county lines)
- mental Health problems and how in some cases they are an indicator of the child being at risk of harm
- the terms victim and perpetrator ensuring they recognise that not everyone who has been subjected to abuse considers themselves a victim or would want to be described that way thus using a term that the child is comfortable with; equally for alleged perpetrator(s)/perpetrators thinking carefully about what terminology is used (especially in front of children) as, in some cases, abusive behaviour can be harmful to the perpetrator too. (As an academy we will decide what's appropriate and which terms to use on a case-by-case basis)
- the importance of reassuring victims that they are being taken seriously and that they will be supported and kept safe
- the fact that children can be at risk of harm inside and outside of their home, at academy and online

- the fact that children who are (or who are perceived to be) lesbian, gay, bi or trans (LGBT) can be targeted by other children and thus will provide a safe space for these pupils to speak out and share their concerns
- what to look for to identify children who need help or protection.

All new staff and volunteers will receive basic safeguarding training as part of their induction and be expected to read and understand the Child Protection and Safeguarding Policy.

The section on training and the appendices of this policy outline in more detail how staff are supported to do this.

Main Responsibilities of the DSL

Managing referrals (from academy staff or others from outside the academy)

- refer all cases of suspected child abuse to children's social care services
- refer all safeguarding concerns involving adults (staff & volunteers) to the LA designated officer(s)
- refer an individual to the Disclosure and Barring Service (when a staff member has harmed or poses a risk of harm, to a vulnerable adult or child, or has been dismissed for harming a vulnerable adult or child or would have been dismissed had they not left employment). **This is a legal duty and the academy will work with the Designated Safeguarding Lead and Trust Safeguarding Lead / Head of Inclusion in completing and making the referral.**
- refer to the Teaching Regulation Agency (TRA) (formerly NCTLs Teacher Services or Employer Access Online Service) when checking the Teacher's Prohibition List for all teachers employed by the academy and for making referrals for teacher misconduct². Teaching Regulation Agency (TRA) checks will be completed on all staff involved in teaching
- inform the Police (cases where a crime may have been committed) with due regard to NPCC 'When to call the police' guidance
- liaise with the Principal to inform him/her of issues especially ongoing enquiries under section 47 of the Children Act 1989 and police investigations
- act as a source of support, advice and expertise to staff on matters of safety and safeguarding and when deciding whether to make a referral by liaising with relevant agencies.

Training

Receive appropriate training every two years (or more regularly) and ensure that updates are accessed on an annual basis through the Local Authority or MAP. Our current DSL Level 3 training is carried out by a Local Authority commissioned trainer.

Training should provide designated safeguarding leads with a good understanding of their own role, and the processes, procedures and responsibilities of other agencies, particularly children's social care.

They should:

- understand the importance of working closely and information sharing, both within the academy and college, and with the three safeguarding partners, other agencies, organisations and practitioners
- understand and participate in the assessment process for providing early help and intervention through the MAP
- understand relevant data protection legislation and regulations, especially the Data Protection Act 2018 and the UK General Data Protection Regulation
- understand and participate in child protection conferences and reviews, including providing reports
- ensure each member of staff has access to and understands the academy's Child Protection and Safeguarding policy and procedures, especially new, agency/supply and part-time staff

² <https://www.gov.uk/government/collections/teacher-misconduct>

- be alert to and support the specific requirements of children in need, those with educational needs, looked after children, children with SEND, children with a social worker, children with certain health conditions and young carers
- attend relevant and refresher training courses, including online safety
- organise child protection induction, and update training annually for all academy staff
- encourage a culture among all staff of listening to children and taking account of their wishes and feelings, and any measures the academy may put in place to protect them
- ensure that at least one interview panel member of each interview has undertaken Safer Recruitment training.

Raising Awareness

- ensure the academy's policies are known and used appropriately
- ensure the academy's Child Protection and Safeguarding policy is reviewed annually and the child protection procedures are in line with the LA, MAP, working with the Local Governing Committee and Trust to achieve this
- ensure the Child Protection and Safeguarding Policy and procedures are available publicly, parents are aware of them and that referrals about suspected abuse or neglect may be made and the role of the academy in this
- link with the local MAP to make sure staff are aware of training opportunities and the best local policies on Child Protection and Safeguarding
- keep written records of concerns about a child even if there is no need to make an immediate referral
- maintain detailed, accurate, secure written records of concerns and referrals and ensure actions are recorded and acted upon
- ensure that all child protection records are kept confidentially and separately from pupil records, in line with the Records Retention Policy, and are passed on to the child's next academy in a confidential and secure manner, ensuring a confirmation receipt is obtained on delivery
- ensure that the existence of the child protection file is marked on the pupil records
- ensure that any pupil with a child protection plan who is absent from the educational setting without explanation is referred to children's social care³ immediately
- ensure the academy follows up any unexplained absences immediately and refer this to the appropriate agency (educational welfare service, social care or the police) if the child cannot be located. Ensure that the academy follows local Child Missing in Education procedures
- encourage a culture of listening to children and taking account of their wishes and feelings, in any measures the academy may put in place to protect them
- help promote educational outcomes by sharing the information about the welfare, safeguarding and child protection that children, including children with a social worker, are experiencing, or have experienced, with teachers and academy leadership staff
- ensure that the academy, and their staff, know who these children are, understand their academic progress and attainment and maintain a culture of high aspirations for this cohort; support teaching staff to identify the challenges that children in this group might face and the additional academic support and adjustments that they could make to best support these children
- have a good understanding of harmful sexual behaviour
- ensure they know and have discussed the local response to sexual violence and sexual harassment with police and local authority children's social care colleagues to inform the academy's policies

³ https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/307867/Statutory_Guidance_-_Missing_from_care__3_.pdf

- be confident that they know what local specialist support is available to support all children involved (including victims and alleged perpetrators) in sexual violence and sexual harassment, and be confident as to how to access this support
- be aware that children must have an 'appropriate adult' to support and help them in the case of a police investigation or search. Further information can be found in the Statutory guidance - [PACE Code C 2019](https://www.gov.uk/government/publications/pace-code-c-2019/pace-code-c-2019-accessible) <https://www.gov.uk/government/publications/pace-code-c-2019/pace-code-c-2019-accessible>
- understand and support the academy or college with regards to the requirements of the Prevent duty and are able to provide advice and support to staff on protecting children from the risk of radicalisation
- 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 academy
- provide, with the Principal, a termly report for the Local Governing Committee
- provide the Trust with termly safeguarding reports.

The DSL and their deputies must undertake child protection training and training in inter-agency working every two years (or more regularly) and will attend annual refreshers provided by the LA/MAP to remain updated on policy, procedures and developing concerns nationally and regionally.

Ongoing training will be provided to all members of staff in areas such as:

- Child abduction and community safety incidents
- Children and the court system
- Children missing from education
- Children with family members in prison
- Children's mental health issues
- Child Criminal Exploitation (CCE) and Child Sexual Exploitation (CSE)
- County lines
- Modern Slavery and the National Referral Mechanism
- Cybercrime
- Domestic abuse
- Homelessness
- So-called 'honour-based' abuse (including Female Genital Mutilation and Forced Marriage)
- FGM
- Forced marriage
- Preventing radicalisation
- The Prevent duty
- Channel
- Additional support
- So-called peer-on-peer/child-on-child abuse
- Sexual violence and sexual harassment between children in schools and colleges
- Upskirting

Their full responsibilities are outlined in the job descriptions of both the DSL and the Deputy DSL.

The Principal

The Principal is responsible for the implementation of this policy, including:

- ensuring that staff (including temporary staff) and volunteers are informed of this policy as part of their induction; and
- understand and follow the procedures included in this policy, particularly those concerning referrals of cases of suspected abuse and neglect
- communicating this policy to parents when their child joins the academy and via the academy website
- ensuring that the DSL has appropriate time, funding, training and resources, and that there is always adequate cover if the DSL is absent

- ensuring that all staff undertake appropriate safeguarding and child protection training and updating the content of the training regularly
- acting as the ‘case manager’ in the event of an allegation of abuse made against another member of staff or volunteer, where appropriate (See **Safeguarding concerns about a staff member, supply teacher, volunteer or contractor, Page 25**)
- making decisions regarding all low-level concerns, though they may wish to collaborate with the DSL on this
- ensuring the relevant staffing ratios are met, where applicable
- making sure each child in the Early Years Foundation Stage is assigned a key person

Reporting and Recording

It is the responsibility of all adults in academy to ensure that any safeguarding concerns they may have, are reported to the Designated Safeguarding lead in academy.

Every member of staff has their personal logon, and how to access CPOMs is covered in new staff induction, the Staff Handbook and weekly staff bulletin. A safeguarding leaflet is given to all supply teachers and visitors.

Any urgent concerns, where a child might be at risk of significant or immediate harm must be reported immediately to the DSL (or in their absence the DDSL) and then reported in writing onto CPOMS or other suitable recording system as soon as possible within the same day or as directed by the DSL on that occasion.

All reports will include complete details of the child, any others involved and of the incident. All names will be written in full, and all people mentioned will be given their designation (i.e., “Fred, father of John”). As much as possible the language used by the child/student in any disclosure, will be reported and not substituted by the adult reporting.

The report will be considered a formal document and so all details must be clear so that, if referenced at a later stage, the person reading it has a clear understanding of who is involved and what occurred.

Reports may be submitted as part of legal proceedings.

Where a child/pupil has such a file, this will be indicated on their general pupil file.

Next steps for the concern will be followed up by the DSL and DDSL. (See referral procedures.)

Reporting Systems for our Pupils

Where there is a safeguarding concern, we will take the child’s wishes and feelings into account when determining what action to take and what services to provide.

We recognise the importance of ensuring pupils feel safe and comfortable to come forward and report any concerns and/or allegations.

To achieve this, we will:

- put systems in place for pupils to confidently report abuse
- ensure our reporting systems are well promoted, easily understood and easily accessible for pupils
- make it clear to pupils that their concerns will be taken seriously, and that they can safely express their views and give feedback.
- Students can report concerns directly to their tutor, Achievement Coordinator and Assistant Achievement Coordinator, or their chosen trusted adult at Duke’s or any member of SLT. They can also report to safe@dukesacademy.org.uk
- Students have been informed of the reporting system via safeguarding assemblies, tutor time, “Safeguarding Presentation” on the first day of the academic year and also discussed in PHSE lessons

- Students will be given reassurance that their concerns will be actioned and appropriate feedback given to student(s) following the disclosure. Students will be supported throughout the process if displaying anxiety.

Confidentiality and Information Sharing

Timely information sharing is essential to effective safeguarding

The Data Protection Act 2018 and UK GDPR do not prevent, or limit, the sharing of information for the purposes of keeping children safe (KCSIE Sept 2022 paragraph 119) except in circumstances where damage may be done to a person or group of people; ‘this includes allowing practitioners to share information without consent...’ (KCSIE Sept 2022 paragraph 118). Fears about sharing information must not be allowed to stand in the way of the need to safeguard and promote the welfare and protect the safety of children, and where appropriate the academy will seek advice from Aldridge Education.

The academy will ensure that all child protection records are kept confidential and only allow disclosure to those who need the information in order to safeguard and promote the welfare of children. The academy will cooperate with police and children’s social services to ensure that all relevant information is shared for the purposes of child protection investigations.

Regardless of any duty of confidentiality, if any member of staff has reason to believe that a child may be suffering harm, or be at risk of harm, their duty is to forward this information without delay to the designated safeguarding lead (who in turn will refer immediately to the local authority children’s social care) in accordance with this policy. All staff may raise concerns directly with children’s social care services.

The academy will ensure that a clear protocol regarding communication using walkie-talkies is established and shared with relevant staff so no compromise or detriment to any safeguarding information.

Recognising abuse and taking action

Staff (including temporary staff), volunteers and Local Governing Committee Members must follow the procedures set out below in the event of a safeguarding issue.

We choose to refer via the DSL in the majority of cases because they may have wider knowledge about the family/circumstances that is unknown to the rest of staff. This also ensures that the person responsible for Safeguarding and Child Protection has a comprehensive picture of what is happening in academy.

Nevertheless, where a staff member has a concern and the DSL or DDSL cannot be located or where the staff member feels the response from the DSL/DDSL is inadequate, the staff member **MUST** refer the case into Social Care using the processes and procedures below.

If a child is in immediate danger

Early identification of abuse and neglect is vital. Staff will always speak to the Designated Safeguarding Lead (DSL) to escalate their concerns. **In exceptional circumstances, such as in an emergency or if they believe that a genuine concern that they have has not be appropriately addressed, they will speak directly to children’s social care.**

Should the DSL or their deputy not be contactable **immediately**, make a referral to children’s social care and/or the police **immediately** if a child is in immediate danger or at risk of harm. **Anyone can make a referral.**

Tell the DSL as soon as possible if you make a referral directly.

The procedure for making referrals is completion of a MASH form (see Appendix 3)

<https://www.gov.uk/report-child-abuse-to-local-council>

If a child makes a disclosure to you

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

- listen to and believe them. Allow them time to talk freely and do not ask leading questions. Staff should not take a decision as to whether or not the abuse has taken place
- stay calm and do not show that you are shocked or upset
- tell the child they have done the right thing in telling you. Do not tell them they should have told you sooner
- reassure them that you are taking their disclosure seriously, will help keep them safe and that they are not creating a problem for reporting abuse, sexual violence or sexual harassment
- explain what will happen next and that you will have to pass this information on. Do not promise to keep it a secret
- write up your conversation as soon as possible in the child's own words. Stick to the facts, and do not put your own judgement on it. The record should include the date, time and place of the conversation and the essence of what was said and done by whom and in whose presence. The record should be signed by the person making it and should use names, not initials. The record and any evidence must be kept securely and handed to the DSL as soon as possible
- sign and date the write-up and pass it on to the DSL. Alternatively, if appropriate, make a referral to children's social care and/or the police directly and tell the DSL as soon as possible that you have done so. Aside from these people, do not disclose the information to anyone else unless told to do so by a relevant authority involved in the safeguarding process.

Bear in mind that some children may:

- Not feel ready, or know how to tell someone that they are being abused, exploited or neglected.
- Not recognise their experiences as harmful.
- Feel embarrassed, humiliated or threatened. This could be due to their vulnerability, disability, sexual orientation and/or language barriers.

None of this should stop you from having a 'professional curiosity' and speaking to the DSL if you have concerns about a child.

All concerns are recorded on CPOMS including low level concerns. A MASH referral is completed for all referrals to external agencies.

<https://www.gov.uk/report-child-abuse-to-local-council>

Do not investigate suspicions regarding child protection issues.

Action by the Designated Safeguarding Lead – Concerns about Children

The action to be taken by the DSL will take into account:

- the local inter-agency procedures of the Haringey Safeguarding Partnership
- the nature and seriousness of the suspicion or complaint. A complaint involving a serious criminal offence will always be referred to children's social care or the Police. In case of serious harm, the Police will be informed from the outset
- the wishes of the pupil who has complained, provided that the pupil is of sufficient understanding and maturity and properly informed. However, there may be times when the situation is so serious that decisions may need to be taken, after all appropriate consultation, that override a pupil's wishes
- the wishes of the complainant's parents provided they have no interest which is in conflict with the pupil's best interests and that they are properly informed. Again, it may be necessary, after all appropriate consultation, to override parental wishes in some circumstances. If the designated safeguarding lead is concerned that disclosing information to parents would put a child at risk; s/he will take further advice from the relevant professionals before making a decision to disclose
- duties of confidentiality, so far as applicable (and as referenced above).

Referral

If there is room for doubt as to whether a referral should be made, the DSL will consult with children's social care services on a no names basis without identifying the family. However, as soon as sufficient concern exists that a child may be at risk of significant harm, the DSL will make a referral without delay. If the initial referral is made by telephone, the DSL will confirm the referral in writing to children's social care services within 24 hours. If no response or acknowledgment is received within three working days, the DSL will contact children's social care services again. Should the academy require further support in escalating the case then they will contact the Safeguarding Lead.

FGM

If you discover that FGM has taken place, or a pupil is at risk of FGM

The Department for Education's *Keeping Children Safe in Education September 2022* explains that FGM comprises "all procedures involving partial or total removal of the external female genitalia, or other injury to the female genital organs".

FGM is illegal in the UK and a form of child abuse with long-lasting, harmful consequences. It is also known as 'female genital cutting', 'circumcision' or 'initiation'.

Possible indicators that a pupil has already been subjected to FGM, and factors that suggest a pupil may be at risk, are set out on page 43.

Any teacher who discovers that an act of FGM appears to have been carried out on a **pupil under 18 must** immediately report this to the Police, personally. This could be that they

- are informed by a girl under 18 that an act of FGM has been carried out on her; or
- observes physical signs which appear to show that an act of FGM has been carried out on a girl under 18 and they have no reason to believe that the act was necessary for the girl's physical or mental health or for purposes connected with labour or birth.

This is a mandatory, **statutory duty**, and teachers may face disciplinary sanctions for failing to meet it. (KCSIE September 2022 and Serious Crime Act 2015). Thereafter, they may discuss their concerns with the DSL.

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

Any other member of staff who discovers that an act of FGM appears to have been carried out on a **pupil under 18** must speak to the DSL and follow our local safeguarding procedures.

Any member of staff who suspects a pupil is *at risk* of FGM or discovers that a pupil aged 18 or over appears to have been a victim of FGM, should speak to the DSL and follow our local safeguarding procedures.

The DSL will make referral to the local authority. It is a statutory duty of the member of staff to whom the FGM has been reported to record it on CPOMS, inform the DSL, and report it to the police. The member of staff should then update CPOMS to say the date and CAD number as evidence of the police referral.

If you have concerns about a child (as opposed to a child being in immediate danger)

Figure 1 illustrates the procedure to follow if you have concerns about a child's welfare and the child is not in immediate danger.

Where possible, speak to the DSL first to agree a course of action. Alternatively, make a referral to local authority children's social care directly (see 'Referral' below).

You can also contact the charity NSPCC on 0808 800 5000 if you need advice on the appropriate action.

Early help

All staff should be prepared to identify children who may benefit from early help. Early help means providing support as soon as a problem emerges at any point in a child's life, from the foundation years through to the teenage years.

Any staff member who has a concern about a child's welfare should follow the referral processes.

If early help is appropriate, the DSL will support you in liaising with other agencies and setting up an inter-agency assessment as appropriate.

We will discuss and agree, with statutory safeguarding partners, levels for the different types of assessment, as part of local arrangements.

The DSL will keep the case under constant review and the academy will consider a referral to local authority children's social care if the situation does not seem to be improving. Timelines of interventions will be monitored and reviewed.

Referral

If it is appropriate to refer the case to local authority children's social care or the police, the DSL will make the referral or support you to do so.

If you make a referral directly, you must tell the DSL as soon as possible.

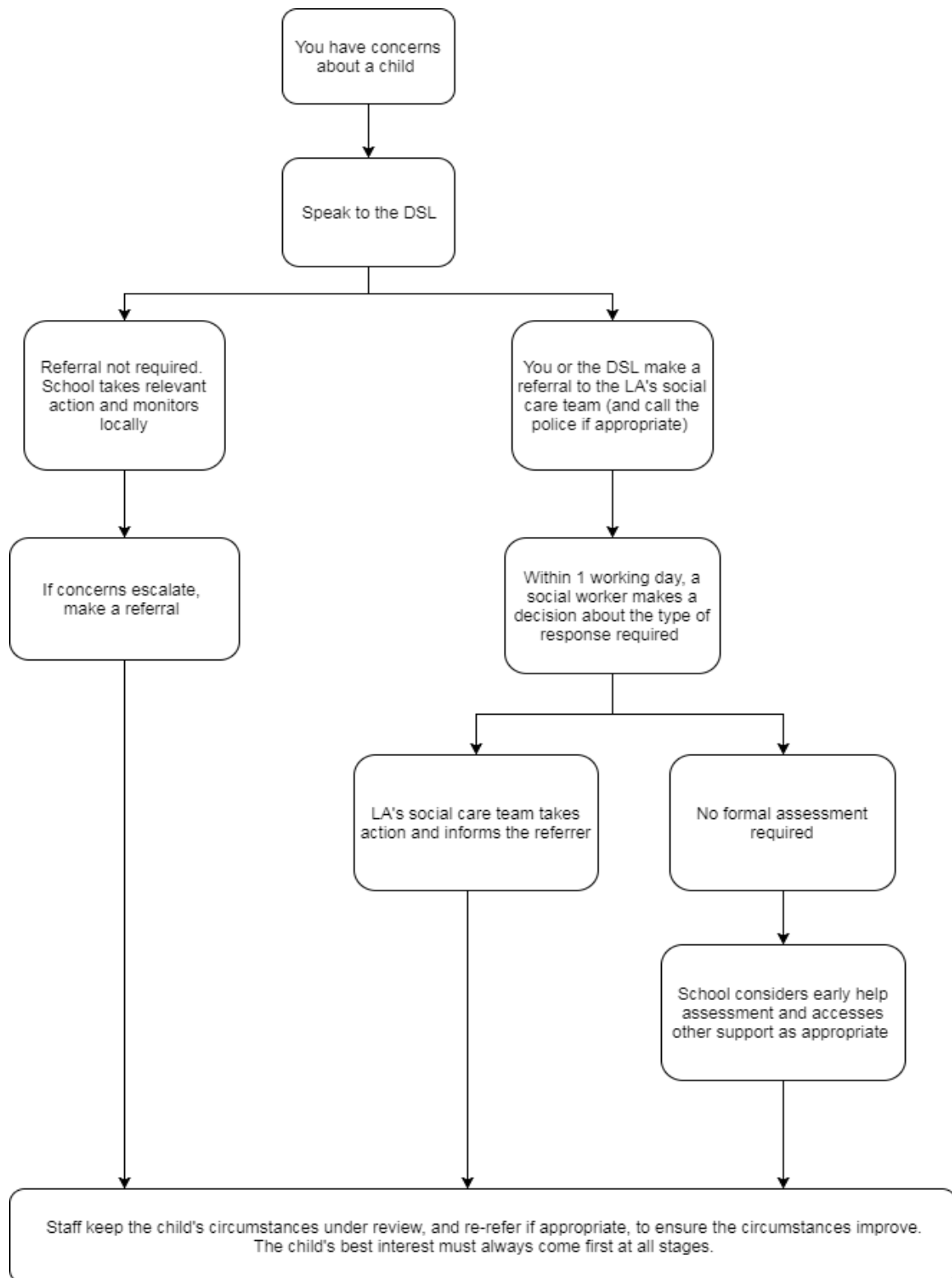
The local authority will decide within one working day of a referral about what course of action to take and will let the person who made the referral know the outcome. The DSL or person who made the referral must follow up with the local authority if this information is not made available, and ensure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

If the child's situation does not seem to be improving after the referral, the DSL or person who made the referral must contact the local authority and make sure the case is reconsidered to ensure the concerns have been addressed and the child's situation improves.

Extremism

If you have concerns about extremism please refer to the associated Prevent Policy in Appendix 3.

Figure 1



Allegations of abuse made against another pupil child-on-child abuse

Please see Appendix 1.

Informing Parents/Carers

Parents/carers will normally be kept informed as appropriate of any action to be taken under these procedures. However, there may be circumstances when the DSL will need to consult the LA designated officer(s), the Police and/or the Principal before discussing details with parents/carers.

The DSL will, along with any relevant agencies (this will be decided on a case-by-case basis):

- meet with the victim's parents or carers, with the victim, to discuss what's being put in place to safeguard them, and understand their wishes in terms of what support they may need and how the report will be progressed
- meet with the alleged perpetrator's parents or carers to discuss support for them, and what's being put in place that will impact them, e.g. moving them out of classes with the victim, and the reason(s) behind any decision(s) .

External Agencies

Whether or not the academy decides to refer a particular complaint to children's social care services or the police, the parents and pupil will be informed of their right to make their own complaint or referral to the children's social care services or the child protection unit of the Police and will be provided with contact names, addresses and telephone numbers, as appropriate.

Specific Safeguarding Concerns

All staff should have an awareness of the safeguarding issues that can put children at risk of harm. Behaviour linked to issues such as drug taking, alcohol abuse, deliberately missing education and consensual and non-consensual sharing of nude and semi-nude images and/or videos (also known as youth produced sexual imagery) put children in danger. We will take into account the specific needs of children and young people in difficult circumstances and will ensure that their additional needs are taken into account and dealt with according to the local authority arrangements and KCSIE September 2022.

Such circumstances include:

- child abduction and community safety incidents
- children and the court system
- children with family members in prison
- child criminal exploitation / child sexual exploitation
- county lines
- cybercrime
- domestic abuse
- homelessness
- modern slavery and the National Referral Mechanism
- so-called 'honour-based' abuse (HBA) preventing radicalisation
- child-on-child abuse
- sexual violence and sexual harassment between children in schools.

See Appendix 2 for more details.

Children with SEN/Disabilities or Certain Health Conditions

Children with special educational needs (SEN) and disabilities or certain health conditions can face additional safeguarding challenges and are 3 times more likely to be abused than their peers. These challenges can include:

- assumptions that indicators of possible abuse such as behaviour, mood and injury

- relate to the child's disability without further exploration
- being more prone to peer group isolation or bullying (including prejudice-based bullying) than other children
- the potential for children with SEN and disabilities being disproportionately impacted by behaviours such as bullying (including online), grooming and radicalisation without outwardly showing any signs
- communication barriers and difficulties in managing or reporting these challenges.

To this end, we will ensure there is extra pastoral and communication support for children with SEN, disabilities and certain health conditions.

Any abuse involving pupils with SEND will require close liaison with the DSL (or deputy) and the SENCO

Children with a Social Worker

It is recognised that when a child has a social worker, it is an indicator that they are more at risk than most pupils. This may mean that they are more vulnerable to further harm, as well as facing educational barriers to attendance, learning, behaviour and poor mental health.

We take these needs into account when making decisions in the best interests of their safety, welfare and educational outcomes.

Pastoral staff will attend any meetings about the child. The child's Achievement Coordinator is responsible for drawing up the Pastoral Support Plan (PSP) to include Pupil Premium spend and any issues that arise with the student will be discussed at the weekly Student Support Panel (SSP) as well as the Year Line Management meeting with SLT.

Looked-after and previously looked-after children

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

- appropriate staff have relevant information about children's looked after legal status, contact arrangements with birth parents or those with parental responsibility, and care arrangements
- the DSL has details of children's social workers and relevant virtual academy Principals.

We have appointed a designated teacher who is responsible for promoting the educational achievement of looked-after children and previously looked-after children in line with [statutory guidance](#).

The designated teacher is appropriately trained and has the relevant qualifications and experience to perform the role.

As part of their role, the designated teacher will:

- work closely with the DSL to ensure that any safeguarding concerns regarding looked-after and previously looked-after children are quickly and effectively responded to
- work with virtual academy heads to promote the educational achievement of looked-after and previously looked-after children, including discussing how pupil premium plus funding can be best used to support looked-after children and meet the needs identified in their personal education plans.

Pupils whose parents elect to educate them at home

In the event that the academy receives a request from parents to educate their child at home, the Principal will appoint a senior member of staff to liaise with the parents and explore the implications. The academy will endeavour to encourage the parents to make the right decision in the best interest of the child through discussions with them and other associated professionals. All parties will be aware of any additional needs of the child such as SEND or the role of any social worker involved. The academy will inform the local authority as soon as the pupil is removed from roll.

The use of 'Reasonable Force' in schools and colleges

There are circumstances when it is appropriate for staff in schools and colleges to use reasonable force to safeguard children and young people.

The term 'reasonable force' covers the broad range of actions used by staff that involve a degree of physical contact to control or restrain children. This can range from guiding a child to safety by the arm, to more extreme circumstances such as breaking up a fight or where a young person needs to be restrained to violence or injury.

'Reasonable' in these circumstances means 'using no more force than is needed'. The use of force may involve either passive physical contact, such as standing between pupils or blocking a pupil's path, or active physical contact such as leading a pupil by the arm out of the classroom.

When using reasonable force in response to risks presented by incidents involving children with SEN or disabilities or with medical conditions, we will, in considering the risks, carefully recognise the additional vulnerability of these groups (under the Equality Act 2010) in relation to making reasonable adjustments, non-discrimination and their Public Sector Equality Duty.

Further detail is found in the **Academy Behaviour Policy**.

The following link to the GOV.UK webpage can be used for reporting child abuse to your local council:
<https://www.gov.uk/report-child-abuse-to-local-council>

Contextual Safeguarding

All staff should be aware that safeguarding incidents and/or behaviours can be associated with factors in the wider community outside the academy and/or can occur between children outside the academy.

All staff, but especially the Designated Safeguarding Lead (and deputies) should consider whether children are at risk of abuse or exploitation in situations outside their families. Extra-familial harms take a variety of different forms and children can be vulnerable to multiple harms including (but not limited to) sexual exploitation, criminal exploitation, and serious youth violence. They should consider the context within which such incidents and/or behaviours occur. Assessments of children should consider whether wider environmental factors/risks/issues are present in a child's life and whether they are a threat to their safety and/or welfare. Details of the academy's key contextual issues are shared with the Trust via several sources.

Our core safeguarding principles are:

- Promotion
making sure pupils, parents, staff and all adults that come into contact with children know the systems and the support in place to keep children safe and there is a culture of vigilance permeating across the school
- Prevention
positive, supportive, vigilant, open and safe culture. Well taught curriculum that includes relationships and online safety, pastoral opportunities for children and safer recruitment procedures
- Protection
following the agreed procedures, ensuring all staff are trained and supported to recognise and respond appropriately and sensitively to safeguarding concerns.
- Support
for all learners, parents and staff, and where appropriate specific interventions that are required for those who may be at risk of harm.
- Working with parents and other agencies
to ensure timely, appropriate communications and actions are undertaken when safeguarding concerns arise.

Informing staff and others of safeguarding policy

All staff (including temporary staff and volunteers) will be provided with a copy of this policy. They will be asked to say they have read and understood its contents, are familiar with the school systems and will adhere to them. **This policy can be found on the T drive in the staff area or accessed via reception.**

Visitors to the school site will be given a leaflet detailing our safeguarding arrangements, which also covers fire safety, first aid and health & safety. Visitors will be asked to sign to say they have read, understood and will adhere to these arrangements.

Parents/carers can obtain a copy of the school Safeguarding and Child Protection Policy downloaded from the school website together with other related policies, including for online safety and recruitment. (www.hsg.haringey.sch.uk). Additionally, these and other policies are available from the school office on request.

Pupils will be made aware of the school's systems in age-appropriate ways through displays around the school site, verbally and via the school website. The DSL will ensure pupils have understood and are aware that they can raise concerns at any time, they will be listened to, taken seriously and their wishes respected (where possible), given the necessary support and kept informed of actions being taken.

Mental Health Needs

Mental Health affects all aspects of a student's development including their cognitive abilities and their emotional wellbeing. Childhood and adolescence are when mental health is developed and patterns are set for the future. For most students, the opportunities for learning and personal development during adolescence are exciting and challenging and an intrinsic part of their school experience. However, they can also give rise to anxiety and stress. Students may also suffer mental health issues owing to circumstances outside school.

Duke's Aldridge Academy is committed to providing a safe and secure environment for pupils and promoting a climate where pupils feel confident about sharing any concerns they may have. The school is proactive in promoting the mental health and well-being of pupils. This includes links to the school's approach for preventing and tackling bullying.

Where a concern about a pupil's mental health is identified, the Designated Safeguarding Lead (DSL) will assess the risks to that pupil's welfare and will consult with the pupil, his or her parents (where appropriate) and other members of staff and the Medical Team (as necessary) to determine appropriate action to be taken to safeguard, support and monitor that pupil.

A child might need help if they:

- Often feel anxious or worried
- Has very frequent expressions of anger or is intensely irritable much of the time
- Has frequent stomach aches or headaches with no physical explanation
- Are in constant motion; can't sit quietly for any length of time
- Has trouble sleeping, including frequent nightmares
- Loses interest in things s/he used to enjoy
- Avoids spending time with friends
- Has trouble doing well in school, or academic grades decline
- Fears gaining weight; exercises, diets obsessively
- Has low or no energy
- Has spells of intense, inexhaustible activity
- Harms her/himself, such as cutting or burning her/his skin
- Engages in risky, destructive behaviour
- Harms self or others

- Smokes, drinks, or uses drugs
- Has thoughts of suicide
- Thinks his/her mind is controlled or out of control; hears voices

Signs and symptoms of mental or emotional concerns:

- Anxiety and Depression
- Suicidal thoughts and feelings
- Eating Disorders
- Self-harm

Following a welfare concern referral, the Designated Safeguarding Lead will decide on the appropriate course of action. If the pupil also has special educational needs/disability (SEND), the pupil will also be referred to the Special Educational Needs Co-Ordinator, who will act in accordance with the SEND policy.

Actions taken may include:

- Immediate medical assistance
- Contacting parents/guardians where appropriate
- Arranging professional assistance e.g. doctor/nurse
- Arranging an appointment with a counsellor
- Giving advice to parents, teachers and other students
- The Designated Safeguarding Lead (or member of the Pastoral Team) will discuss the matter with the pupil to develop a strategy to support and assist them.
- Support the friends of the affected pupil, where appropriate.

County Lines

County lines is a term used to describe gangs and organised criminal networks involved in exporting illegal drugs using dedicated mobile phone lines or other form of “deal line”. This activity can happen locally as well as across the UK - no specified distance of travel is required. Children and vulnerable adults are exploited to move, store and sell drugs and money. Offenders will often use coercion, intimidation, violence (including sexual violence) and weapons to ensure compliance of victims.

Children can be targeted and recruited into county lines in a number of locations including schools (mainstream and special), further and higher educational institutions, pupil referral units, children’s homes and care homes.

Children are also increasingly being targeted and recruited online using social media. Children can easily become trapped by this type of exploitation as county lines gangs can manufacture drug debts which need to be worked off or threaten serious violence and kidnap towards victims (and their families) if they attempt to leave the county lines network.

A number of the indicators for CSE and CCE as detailed above may be applicable to where children are involved in county lines. Some additional specific indicators that may be present where a child is criminally exploited through involvement in county lines are children who:

- go missing and are subsequently found in areas away from their home;
- have been the victim or perpetrator of serious violence (e.g. knife crime);
- are involved in receiving requests for drugs via a phone line, moving drugs, handing over and collecting money for drugs;
- are exposed to techniques such as ‘plugging’, where drugs are concealed internally to avoid detection;
- are found in accommodation that they have no connection with, often called a ‘traphouse or cuckooing’ or hotel room where there is drug activity;
- owe a ‘debt bond’ to their exploiters;

- have their bank accounts used to facilitate drug dealing.

Further information on the signs of a child's involvement in county lines is available in guidance published by the Home Office.

What will school do?

If staff have concerns about a student or group of students being involved in county line activities, they should respond as they would to all vulnerable children and follow the procedures below:

- Pass on your concern to the designated child protection lead as soon as possible.
- Seek consent to complete an Early Help referral and get a holistic perspective on the situation. Determine if there are additional needs and if so how these could be met.
- If you suspect someone is actually engaged in county line activity, contact the school police liaison officer.

(Children's social care assessments should consider such factors, so it is important that academies 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.)

Further information can be found in KCSIE September 2022 Part 1, Annex B, Working Together to Safeguard Children (2018, updated 2020) and www.contextualsafeguarding.org.uk

Safeguarding concerns about a staff member, supply teacher, volunteer or contractor

At **Duke's Aldridge Academy** we recognise that, however unlikely, there is always a possibility that adults working in the academy may harm children, including governors, volunteers, supply teachers, agency staff or contractors. If you have concerns about any adult in the academy, speak to the DSL without delay, in their absence the Principal.

Where there are concerns about the Principal, this should be referred immediately to the Chief Executive Officer of Aldridge Education.

Concerns about any member of the Trust's national team should be referred immediately to the Chief People Officer of Aldridge Education or, if the concern is about the Chief People Officer, to the Chief Executive Officer. Concerns about the Chief Executive Officer should be raised immediately with the Chair of the Trust Board. This can be done, if necessary, through the Chief People Officer.

You can also discuss any concerns about any staff member, volunteer or contractor with the DSL.

All concerned will then follow the procedures set out in the Trust Managing Allegations Against Staff.

If a staff member feels unable to raise their concerns/issues with their Principal then report it to the Trust's Chief People Officer or directly to the Local Authority Designated Officer (LADO); if they feel that their genuine concerns are not being addressed, they must refer to the Whistleblowing Policy and/or contact the Trust or the NSPCC Whistleblowing advice line directly.

For Early Years

Where appropriate, the academy will inform Ofsted of the allegation and actions taken, within the necessary timescale (see Trust Managing Allegations Against Staff Policy for more detail).

Managing Safeguarding concerns and allegations about staff

The academy has policies and procedures (see above list) for dealing with allegations against staff (including supply staff, volunteers and contractors) that aim to strike a balance between the need to protect children from abuse and the need to protect staff and volunteers from false, malicious or unfounded allegations. These procedures follow the DfE guidance *Keeping Children Safe in Education September 2022*, and should be used

where an allegation is made about a person working in a academy/college that provides education for children under 18 years of age, including members of staff, supply staff, volunteers or contractors, that they have:

- 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 may pose a risk of harm to children.
- behaved or may have behaved in a way that indicates they may not be suitable to work with children – this includes behaviour taking place both inside and outside the academy.

(These are also known as the harm test)

Allegations must not be shared with other staff, parents or pupils.

On receiving an allegation, the Principal has to decide whether the concern is an allegation or low-level concern. The term 'low-level' concern does not mean that it is insignificant, it means that the behaviour towards a child does not meet the threshold for referral to the Local Authority Designated Officer (LADO) (see below).

When a person reports an allegation of abuse against a member of staff or volunteer at the academy, which appears to meet the above criteria, the Principal will immediately contact the LA Designated Officer(s) before further action is taken. Where there is any doubt as to whether the criteria have been met the LADO must be informed.

Before contacting the LADO, academies and colleges should conduct basic enquiries in line with local procedures to establish the facts to help them determine whether there is any foundation to the allegation, being careful not to jeopardise any future police investigation.

The LADO's role is not to investigate the allegation, but to ensure that an appropriate investigation is carried out, whether that is by the police, children's social care, the academy or college, or a combination of these.

Where an allegation is made about a supply teacher, whilst the academy is not the employer, they should ensure that all allegations are dealt with properly. In no circumstances should a academy or college decide to cease to use a supply teacher due to safeguarding concerns, without finding out the facts and liaising with the local authority designated officer (LADO) to determine a suitable outcome. (KCSiE September 2022 Paragraphs 373-376).

The accused person will be informed of the allegation as soon as possible after the designated officer has been consulted. Appropriate support and a representative will be provided to keep the accused person informed of the progress of the case as appropriate.

Suspension will not be an automatic response to an allegation. Full consideration will be given to all the options, subject to the need to ensure:

- the safety and welfare of the pupils or pupil concerned
- the need for a full and fair investigation.

Detailed guidance is given to staff to ensure that their behaviour and actions do not place pupils or themselves at risk of harm, or of allegations of harm toward a pupil. This guidance is contained in the Staff Code of Conduct, and the Staff Handbook/Induction Handbook if the academy has one.

Ceasing to use staff

If the academy ceases to use the services of an accused member of staff (or a Local Governor/ member or volunteer) because they are unsuitable to work with children, a compromise agreement will **not** be used. A referral to the Disclosure and Barring Service (DBS) will be made. If the staff member is a teacher, a referral may/will be made to both the Disclosure and Barring Service and the Secretary of State via the Teaching Regulations Agency (TRA) **by the academy with the support of the Chief People Officer / Trust Safeguarding Lead / Head of Inclusion if required.** Any such incidents will be followed by a review of the

safeguarding procedures within the academy, with a report being presented to the Local Governors and the Trust without delay.

Resignation

If a member of staff (or Local Governor or volunteer) tenders their resignation, or ceases to provide his or her services, any child protection allegations will still be followed up by the academy. Resignation will not prevent an investigation or the conclusion of an investigation and may prompt detailed referrals being made to the DBS and/or the TRA.

Criminal Proceedings

The academy will consult with the LA Designated Officer(s) following the conclusion of a criminal investigation as to whether any further action, including disciplinary action, is appropriate and if so, how to proceed.

Record keeping and retention of documentation

If an allegation or concern is not found to have been malicious, the academy/college will retain the records of the case and share information with the individual in line with the academy's or college's disciplinary policy. Notes will be dated and held confidentially on an employee's personnel file for the purpose in which they are intended only and kept in line with GDPR and data protection guidance.

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

Substantiated allegations will be referred to in references.

Unsubstantiated allegations will not normally be referred to in references requests, but if the Principal is explicitly requested, s/he will seek the advice of the LA Designated Officer(s) before responding to the request.

Malicious and unsubstantiated allegations made by students/pupils

Where an allegation by a student/pupil is shown to have been deliberately invented or malicious, the Principal will consider whether to take disciplinary action in accordance with the academy's behaviour policy. The LA Designated Officer(s) will refer the matter to children's social care to determine whether the child is in need of services, or to consider if the child might have been abused by someone else. Academies may choose to note this malicious allegation on the student's/pupil's record for information only, where a pattern of malicious referrals might be made. (See KCSIE September 2022, Part 4 for further guidance). Malicious and unsubstantiated allegations made by pupils may be a cry for help and should be treated as such by the academy.

Low Level Concerns about staff behaviour

Concerns may be graded low level if the concern does not meet the criteria for an allegation; and the person has acted in a way that is inconsistent with the staff code of conduct, including inappropriate conduct outside of work. Example behaviours include, but are not limited to:

- being over-friendly with children
- having favourites
- taking photographs of children on their mobile phone
- engaging with a child on a one-to-one basis in a secluded area or behind a closed door
- humiliating pupils.

Academies should ensure that all staff are clear about what low-level concerns are and why it is important that such concerns are shared.

If the concern has been raised via a third party, the Principal should collect as much evidence as possible by speaking:

- directly to the person who raised the concern unless it has been raised anonymously
- to the individual involved and any witnesses.

Reports about supply staff and contractors should be notified to their employers, so any potential patterns of inappropriate behaviour can be identified.

The academy will work to ensure a culture of openness, trust and transparency so staff feel encouraged and feel confident about what appropriate behaviour is, about confidentially sharing low level concerns, addressing unprofessional behaviour and/or are able to self-refer, where, for example, they have found themselves in a situation which could be misinterpreted, might appear compromising to others, and/or on reflection they believe they have behaved in such a way that they consider falls below the expected professional standards.

Low-level concerns should be reported to the DSL (who will inform the Principal) or the Chief Executive Officer if about the Principal and record in writing, (KCSIE 2022 paragraph 72/73) including:

- name* of individual sharing their concerns
- details of the concern
- context in which the concern arose
- action taken.

(if the individual wishes to remain anonymous then that should be respected as far as reasonably possible)*

The Principal will be the ultimate decision-maker in respect of all low-level concerns, though they may wish to collaborate with the DSL (and it should be explained to staff how they will work together in the process/procedure for confidentially sharing low-level concerns.

Records must be kept confidential, held securely and comply with the Data Protection Act 2018. Academies should retain such information in line with Managing Allegations against Staff policy.

Records should be reviewed so that potential patterns of concerning, problematic or inappropriate behaviour can be identified.

If there is any doubt about the low-level concern and whether it meets the threshold or not the academy should contact the LADO.

If a concerning pattern of behaviour is identified and now meets the criteria for an allegation, then the matter should be referred to the LADO.

If the records' review identifies that there are wider cultural issues within the academy that enabled the behaviour to occur, we will review/revise our policies or processes or deliver extra training to minimise the risk of it happening again.

Whistleblowing

All staff are required to report to the Principal, or the Chief Executive Officer in their absence, any concern or allegations about academy practices or the behaviour of colleagues which are likely to put pupils at risk of abuse or other serious harm. There will be no retribution or disciplinary action taken against a member of staff for making such a report provided that it is done in good faith.

Concerns regarding the Principal must be made to the Chief Executive Officer; concerns about national team staff to the Chief People Officer and concerns about the Chief Executive Officer to the Chair of the Board of Trustees. Any of these persons can take advice from the LADO as required.

If you feel unable to raise any concerns internally or have worries about the way your disclosure is being handled by us, you can contact the Local Authority and or the Police, or the NSPCC whistleblowing advice line on 0800 028 0285 – 8:00 AM to 8:00 PM, Monday to Friday or email: help@nspcc.org.uk. Alternatively, you can write to: National Society for the Prevention of Cruelty to Children (NSPCC), Weston House, 42 Curtain Road, London EC2A 3NH.

More information about whistleblowing can be found within the Whistleblowing Policy or at <https://www.gov.uk/whistleblowing>

Safer Recruitment

To ensure that children are protected whilst at this academy, we will ensure that our staff and volunteers are carefully selected, screened, supervised and trained.

We accept that it is our responsibility to follow government guidance regarding safer recruitment.

We will ensure that the checks will be made in conjunction with the relevant agencies including the Teaching Regulation Agency (TRA), the Disclosure and Barring Service (DBS) and the Home Office.

The checks include:

- identity, including name and current address
- right to work in the UK
- qualifications
- police checks through the DBS (free for volunteers KCSiE 2022 footnote 101)
- children's barred list
- overseas checks
- references (in accordance with the Safer Recruitment Policy)
- medical fitness
- prohibition from teaching
- prohibition from management (where applicable to the role)
- relevant criminal records checks/ professional standing letter from professional regulating authority in the country in which the applicant has worked, for overseas applicants
- Childcare (Disqualification) Regulations 2009 (for staff member but not "disqualification by association)
- online search on shortlisted candidates – please refer to the Safer Recruitment Policy regarding the protocol for this search.

These checks will be made in accordance with the Safer Recruitment Policy. They will be made in accordance with the role applied for.

For overseas checks post EU exit 1st January 2021, see KCSiE Part 3 and <https://www.gov.uk/guidance/recruit-teachers-from-overseas>.

All checks made will be recorded on the academy's Single Central Record (also known as the Register) in line with the guidance. Any other checks (medical, references) are not necessarily required to be recorded but may be at the discretion of the organisation. All the checks however must be maintained in the staff personnel files and appropriately recorded as being so (e.g., on a staff personnel file checklist).

Full details of our safer recruitment procedures are set out in the academy's Safer Recruitment Policy.

E-Safety / Online Safety at home

We recognise that technology is a significant component of many safeguarding and wellbeing issues and can provide the platform for harmful and inappropriate online material. We endeavour to do everything possible to address this including:

- having robust processes in place to ensure the online safety of pupils, staff, volunteers and governors
- protecting and educating the whole academy community in its safe and responsible use of technology, including mobile and smart technology (which we refer to as 'mobile phones')
- setting clear guidelines for the use of mobile phones for the whole academy community

- establishing clear mechanisms to identify, intervene in and escalate any incidents or concerns, where appropriate.

The areas of risk are categorised into four areas:

- **content:** being exposed to illegal, inappropriate or harmful material
- **contact:** being subjected to harmful online interaction with other users
- **conduct:** personal online behaviour that increases the likelihood of, or causes, harm
- **commerce:** risks such as online gambling, inappropriate advertising, phishing and/or financial scams.

With a view to this, we will ensure that appropriate filters and monitoring systems are in place at academy to reduce the risk when using the academy's network and regularly review these. We are aware of many children having unlimited and unrestricted access to the Internet via various mobile phone networks. To minimise inappropriate use, as a academy we use Smoothwall to monitor all school computers.

(Further advice for appropriateness of filters, including for Prevent duty, can be found in KCSiE September 2022, paragraphs 134-147 and *UKSiC: appropriate filtering and monitoring*).

We will also ensure that:

Pupils and students are taught about safeguarding, including online safety in academy and when online at home ensuring they are aware of how to report anything deemed inappropriate

Parents are educated about online safety through the academy website, academy communications and parents' evenings ensuring they are aware of how to report anything deemed inappropriate. We will reinforce the importance of online safety making parents aware of what we ask children to do online e.g. sites they need to visit or who they will be interacting with online.

Staff are trained annually on safe internet use and online safeguarding issues (e.g., cyberbullying, online radicalisation).

<https://www.gov.uk/guidance/safeguarding-and-remote-education-during-coronavirus-covid-19>

Full details are set out in the Trust **E-Safety Policy** and in the government guidance document [Teaching online safety in academy, June 2019](#).

KCSiE September 2022: Paragraph 132 and Annex B, Additional advice and guidance (PI55-157) for Online Safety contains full guidance, support, information and resources to support academy, DSL and leadership teams in this area.

Mobile phones and cameras

Staff are allowed to bring their personal phones to academy for their own use but will limit such use to non-contact time when pupils are not present Staff may make use of their personal mobile phones for Aldridge Education Business in accordance with the Acceptable Use Policy.

Staff will not take pictures or recordings of pupils on their personal phones or cameras.

We will follow the UK General Data Protection Regulation and Data Protection Act 2018 when taking and storing photos and recordings for use in the academy. Please refer to the Data Protection Policy.

Note: it is a requirement for early years providers to cover the use of mobile phones and cameras in their safeguarding policy. For other settings, we as a Trust choose to provide guidance on this subject.

Record Keeping

We will hold records in line with our Records Retention Policy.

All safeguarding concerns, discussions, decisions made and the reasons for those decisions, must be recorded in writing and this is likely to include electronic records. Records will be utilised to help and enable the

safeguarding team to understand better about child protection issues for individual pupils and groups. If you are in any doubt about whether to record something, discuss it with the DSL.

Records will include:

- **a clear and comprehensive summary of the concern**
- **details of how the concern was followed up and resolved**
- **a note of any action taken, decisions reached and the outcome.**

Non-confidential records will be easily accessible and available. Confidential information and records will be held securely and only available to those who have a right or professional need to see them.

Safeguarding records relating to individual children will be retained for a reasonable period of time after they have left the academy.

Safeguarding records which contain information about allegations of sexual abuse will be retained for the Independent Inquiry into Child Sexual Abuse (IICSA), for the term of the inquiry.

If a child for whom the academy has, or has had, safeguarding concerns moves to another academy, the DSL will ensure that their child protection file is forwarded promptly and securely, and separately from the main pupil file.

To allow the new academy/college to have support in place when the child arrives, this should be within:

- 5 days for an in-year transfer, or within
- the first 5 days of the start of a new term.

In addition, if the concerns are significant or complex, and/or social services are involved, the DSL will speak to the DSL of the receiving academy and provide information to enable them to have time to make any necessary preparations to ensure the safety of the child.

Concerns and referrals will be kept in a separate child protection file for each child.

All safeguarding concerns, discussions, and decisions are stored electronically on CPOMS. Prior to CPOMS, safeguarding records have been scanned electronically.

Only the safeguarding team have access to CPOMS.

If a safeguarding record needs to be kept confidential it will be held in the Head's office or with HR.

Information is shared electronically through CPOMS and SharePoint.

Training

All staff

All staff members will undertake safeguarding and child protection training at induction, including on whistleblowing procedures and online safety, to ensure they understand the academy's safeguarding systems and their responsibilities, and can identify signs of possible abuse or neglect. This training will be regularly updated and will be in line with advice from our local safeguarding partnership, national guidance/initiatives and will have regard to the Teachers' Standards. The mandatory training for staff is the child protection policy, the behaviour policy, the staff behaviour policy (code of conduct), the children missing education guidance and the role and identity of the DSL and the deputy DSLs. Staff are expected to have read these documents.

The DSL will plan the training cycle so that it covers all aspects of child protection and safeguarding according to the academy's contextual needs and in line with the whole-Trust safeguarding approach and training content overview.

All staff will have training on the government's anti-radicalisation strategy, Prevent, to enable them to identify children at risk of being drawn into terrorism and to challenge extremist ideas.

Staff will also receive regular safeguarding and child protection updates (e.g., through emails, e-bulletins, briefings and staff meetings) as required, but at least annually.

Volunteers, agency/supply staff and contractors working in academy will receive appropriate training.

All staff of the Trust, including Trustees, members of the central team, Safeguarding Lead and Education Directors will undertake training relevant to their roles and responsibilities.

The DSL and deputies

The DSL and deputies will undertake child protection and safeguarding training at least every two years.

In addition, they will update their knowledge and skills at regular intervals and at least annually (for example, through e-bulletins, meeting other DSLs, or taking time to read and digest safeguarding developments).

They will also undertake Prevent awareness training.

Trustees and Local Governing Committee Members

All Trustees and Local Governors will receive training about safeguarding and child protection (including online) at induction, which is updated regularly, to make sure they have the knowledge and information needed to perform their functions and understand their responsibilities, such as providing strategic challenge. It is also so that they can be assured that safeguarding policies and procedures are effective and support the academy to deliver a robust whole-academy approach to safeguarding

Staff who have contact with pupils and families

All staff who have contact with children and families will have supervisions which will provide them with support, coaching and training, promote the interests of children and allow for confidential discussions of sensitive issues.

Prevention

We recognise that the academy plays a significant part in the prevention of harm to our children by providing children with good lines of communication with trusted adults, supportive friends and an ethos of protection.

The academy will therefore:

- work to establish and maintain an ethos where children feel secure and are encouraged to talk and are always listened to
- include regular consultation with children, e.g., through safety questionnaires, participation in anti-bullying initiatives, participation in the UNICEF Rights Respecting Schools Award or other effective ways of teaching children about their rights (United Nations Convention on the Rights of the Child)
- encourage self-esteem and self-assertiveness, through the curriculum as well as relationships, whilst not condoning aggression or bullying
- promote a caring, safe and positive environment within the academy
- liaise and work together with all other support services and those agencies involved in the safeguarding of children
- support families through Early Help initiatives
- provide explicit teaching on safeguarding, equalities and British Values, which is mapped throughout the curriculum
- provide specific teaching on Relationships Education, Relationships and Sex Education and Health Education as outlined by the government requirements making this compulsory in September 2020.

<https://www.gov.uk/government/publications/relationships-education-relationships-and-sex-education-rse-and-health-education>

(See Public Health England: Rise Above for resources and KCSiE September 2022 Paragraphs 129-132)

As well as ensuring that we address child protection concerns, we will also ensure that children who attend the academy are kept safe from harm whilst they are in our charge.

To this end, this policy must be seen in the light of the following academy's policies and procedures:

- Anti-bullying procedures (see Behaviour Policy): the academy will also ensure that bullying is identified and dealt with promptly. Sexualised behaviour, or bullying that is homophobic, trans gendered or gender prejudiced in nature, or where there appear to be links to domestic abuse in the family home will be addressed via local child protection procedures. Concerns about forced marriage and honour-based abuse will be addressed via local child protection procedures
- Staff Safer Recruitment Policy
- Staff Code of Conduct
- Racist & Discriminatory Incidents
- Data Protection Policy
- Behaviour Policy (including rewards and sanctions, and the use of exclusion) and the academy rules
- Health and Safety Policy
- Physical intervention/Restraints
- Allegations Against Members of Staff Policy
- Young Carers Considerations
- Looked-After Children Considerations
- Attendance Policy
- Harmful Sexual Behaviour Policy (Appendix 2 Child Protection and Safeguarding Policy)
- Prevent Policy (Appendix 3 Child Protection and Safeguarding Policy)
- E-Safety Policy
- Curriculum Policy

So that any harm caused by other pupils can be minimised, we will pay particular attention to:

- Personal, Social and Health Education, Relationships Education and Relationships and Sex Education: child protection issues will be addressed through the curriculum as appropriate. Further details can be found in Relationships and Sex Education Policy.

Alternative Provision

Where an academy places a pupil with an alternative provision provider, the academy continues to be responsible for the safeguarding of that pupil and should be satisfied that the provider meets the needs of the pupil. (KCSIE 2022, paragraph 327-328)

Academies should obtain written confirmation from the alternative provider that appropriate safer recruitment 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 and agency staff.

Adults who supervise children on work experience

Academies organising work experience placements should ensure that the placement provider has policies and procedures in place to protect children from harm.

Consideration must be given in particular to the nature of the supervision and the frequency of the activity being supervised, to determine what, if any, checks are necessary. These considerations would include whether the person providing the teaching/training/instruction/supervision to the child on work experience will be:

- unsupervised themselves
- providing the teaching/training/instruction frequently (more than three days in a 30-day period, or overnight).

If the person working with the child is unsupervised and the same person is in frequent contact with the child, the work is likely to be regulated activity. If so, the academy will ask the employer providing the work experience to ensure that the person providing the instruction or training is not a barred person and receive confirmation in writing.

Academies are not able to request an enhanced DBS check with barred list information for staff supervising children aged 16 to 17 on work experience.

If the activity undertaken by the child on work experience takes place in a 'specified place', such as an academy or college, and gives the opportunity for contact with children, this may itself be considered to be regulated activity. In these cases, and where the child is 16 years of age or over, the work experience provider should consider whether a DBS enhanced check should be requested for the child/young person in question. (DBS checks cannot be requested for children/young people under the age of 16).

Children staying with host families (homestay)

Academies occasionally make arrangements for their children to have learning experiences where, for short periods, the children may be provided with care and accommodation by a host family to whom they are not related i.e., as part of a foreign exchange visit or sports tour, often described as 'homestay' arrangements (see Annex D of KCSIE September 2022 for further details).

Academies should:

- consider the suitability of the adults in the host families
- obtain a DBS enhanced certificate with barred list information for any adults in the host home. (Where these are volunteer hosts, the check can be obtained free of charge by the academy).

NB: Where there are 16-18-year-olds also living in the house, academies can obtain an enhanced DBS check for these but cannot request a Barred list check.

Where academies arrange overseas homestays for their own students, they should liaise with their partner schools/academies abroad to establish a shared understanding of the arrangements in place before and during the visit. They should be satisfied that the arrangements are appropriate and sufficient to safeguard their pupils. The academy retains the safeguarding responsibility for their students.

Where 'homestays' extend to 28 days or more for a child aged under 16 (under 18 if the child has disabilities) this may amount to 'private fostering' (Children's Act 1989) and must be treated accordingly.

Private fostering – LA notification when identified

Private fostering occurs when a child under the age of 16 (under 18, if disabled) is provided with care and accommodation by a person who is not a parent, person with parental responsibility for them or a relative in their own home. A child is not privately fostered if the person caring for and accommodating them has done so for less than 28 days and does not intend to do so for longer. Such arrangements may come to the attention of academy staff through the normal course of their interaction, and promotion of learning activities, with children.

Academy staff should notify the designated safeguarding lead when they become aware of private fostering arrangements.

The academy must be clear who has parental responsibility.

The designated safeguarding lead will speak to the family of the child involved to check that they are aware of their legal duty to inform the LA at least six weeks prior to the arrangement starting (it is a criminal offence not to do so).

The academy itself has a mandatory duty to inform the local authority of the private fostering arrangements, and thus allow the local authority to check that the arrangement is suitable and safe for the child.

Privately fostered children are a potentially vulnerable group who should be monitored by the LA especially if they have come from another country or could be affected by abuse, neglect, trafficking, CSE or modern-day slavery.

(A comprehensive guidance on the circumstances in which private fostering may arise can be found at DfE statutory guidance *Children Act 1989 Private fostering*).

NSPCC

- the academy will clearly advertise the NSPCC contact and Child Line details with a statement about their statutory powers to take action to safeguard children
- the academy will clearly advertise the NSPCC dedicated helpline for reporting concerns/ suspicions regarding Female Genital Mutilation (FGM) and Gangs
- the academy will clearly advertise the NSPCC Whistleblowing advice line which provides free advice for professionals who wish to raise concerns about how child or young adult protection issues are being handled in their own or other organisations.

Academy Premises

The academy will take all practicable steps to ensure that academy premises are as secure as circumstances permit, conducting regular risk assessments and maintaining a log of risk assessments, and other health and safety checks. All reportable incidents will be reported to the Trust promptly and health and safety processes followed.

Visitors and parents are not allowed into academy buildings without a visitor's badge and will be accompanied by a member of staff whilst inside the building(s). Visitors wishing to enter a academy building must sign in on arrival and sign out again on departure. Un-badged and unaccompanied visitors inside buildings will be challenged by a member of staff and escorted to the office to complete the signing-in procedures. Those visiting the academy site to collect or drop off children or to watch matches or concerts are restricted to appropriate areas and will be directed as to which locations are available to them.

Academies will check the identity of all new agency staff on arrival (by requesting photo id) and ensure the person presenting themselves for work is the same person that the agency has provided vetting checks for.

Before and after school activities

Where permission has been given for the use of academies premises to bodies (such as sports clubs) to provide out-of-school-hours activities, Aldridge Education expects that it will ensure that these bodies have appropriate Child Protection and Safeguarding policies and procedures (including appropriate police checks) and that there are arrangements in place to link with the academy on such matters. Such considerations will be made explicit in any contract or service level agreement with these bodies.

Contracted services

Where the academy contracts its services to outside providers, Aldridge Education expects that it will ensure that these providers have appropriate Child Protection and Safeguarding policies and procedures, and that there are arrangements in place to link with the academy on such matters. Such considerations will be made explicit in any contract or service level agreement with the provider. (See also the **Trust Safer Recruitment Policy**).

Lettings

As part of the academy's letting procedures, all reasonable checks will be made to ensure hirers will not be using the academy premises to promote any extremist views. The academy will follow guidance set out in Tackling Extremism and Anti-Radicalisation (Prevent) and Letting policies.

Monitoring and evaluation of safeguarding procedures

Any serious child protection incidents at the academy will be followed by a review of the safeguarding procedures within the academy and a prompt report to the Chief Executive Officer and the Chair of Trustees. In addition, the DSL will monitor the operation of this policy and its procedures and will make a termly report to the Local Governing Committee and termly reports to the Trust.

The Trust will undertake an annual review of this policy and how their duties under it have been discharged. They will ensure that any deficiencies or weaknesses with regard to child protection arrangements at any time are remedied or reported without delay.

Prior to any review of the policy, feedback will be sought from Central Trust Team, Safeguarding Leads, Principals, school council, pupils, staff and parents on the effectiveness of the policy.

The Trust will undertake an annual safeguarding review to monitor policy into practice. The findings will be shared with the Trustees, the Chief Executive Officer, the Trust Safeguarding Lead/ Head of Inclusion and the academies. The Trust will ensure, through the Chief Executive Officer, that all actions arising from the review are addressed appropriately and in a timely manner.

Staff should receive training on how to identify vulnerable learners and understand that there may be additional safeguarding vulnerabilities for pupils with SEN and disabilities (SEND), and certain health conditions and how those barriers can be overcome. *Safeguarding disabled children, practice guidance 2009*.

Additional Safeguarding information

There are four appendices attached to this policy which supplement the information in this policy, they are:

- Appendix 1: Allegations made against another pupil child-on-child abuse
- Appendix 2: Harmful Sexual Behaviour Policy
- Appendix 3: Prevent Policy
- Appendix 4: Documents used to report, record and refer.

Links with other policies

This policy links to the following policies and procedures:

- Anti-bullying Procedure (see Behaviour Policy)
- Racist Incidents
- Attendance Policy
- Behaviour Policy (which includes Positive handling)
- Complaints Policy
- Curriculum including PSHE and RSE
- Data Protection Policy
- Educational Visits Policy
- E-safety Policy
- Exclusions Policy
- First aid and Medicines Policy
- Harmful Sexual Behaviour Policy (Appendix 2 Child Protection and Safeguarding Policy)
- Health and Safety Policy
- Induction Procedure
- Managing Allegations against staff Policy
- Pupil Mental Health and Wellbeing Policy
- Prevent Policy (Appendix 3 Child Protection and Safeguarding Policy)
- Privacy notices
- Risk Assessment Policy
- Safer Recruitment
- SEND Policy
- Staff code of conduct
- Whistleblowing

Additional Contact Information

NSPCC helplines	<ul style="list-style-type: none">• Main contact: 0808 800 5000 (help@nspcc.org.uk)• ChildLine: 0800 1111• FGM direct line: 0800 028 3550• Gangs direct line: 0808 800 5000• Whistleblowing advice line: 0800 028 0285
Forced Marriage Unit	020 70080151 (fm@fco.gov.uk)
Tackling Extremism and Radicalisation (Prevent)	counter.extremism@education.gsi.gov.uk 020 7340 7264

Types of abuse and neglect (see KCSiE 2022 (Part I))

Abuse, including neglect, and safeguarding issues are rarely standalone events that can be covered by one definition or label. In most cases, multiple issues will overlap. Abuse is a form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm.

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

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

Emotional abuse may involve:

- conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person
- not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate
- age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction
- seeing or hearing the ill-treatment of another
- serious bullying (including cyberbullying), causing children frequently to feel frightened or in danger
- exploitation or corruption of children including CSE/CCE
- psychological abuse including radicalisation
- so-called 'honour-based' abuse used to control behaviour within families to protect perceived cultural or religious beliefs or honour, including forced marriage and FGM.

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening.

The activities may involve:

- physical contact, including assault by penetration (for example rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing.
- Non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet)
- female genital mutilation (FGM)
- child Sexual Exploitation (CSE)
- forced marriages.

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

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

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

- provide adequate food, clothing and shelter (including exclusion from home or abandonment)
- protect a child from physical and emotional harm or danger
- ensure adequate supervision (including the use of inadequate caregivers)
- ensure access to appropriate medical care or treatment.

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

Further safeguarding information

Mental Health

All staff should also be aware that mental health problems could, in some cases, be an indicator that a child has suffered or is at risk of suffering abuse, neglect or exploitation.

Only appropriately trained professionals should attempt to make a diagnosis of a mental health problem. Academy staff are not expected or trained to diagnose mental health conditions or issues but are well placed to observe children day-to-day and may notice behaviours that may be of concern suggesting they may be experiencing a mental health problem or be at risk of developing one.

Where children have suffered abuse and neglect, or other potentially traumatic adverse childhood experiences, this can have a lasting impact throughout childhood, adolescence and into adulthood. It is key that staff are aware of how these children's experiences, can impact on their mental health, behaviour and education.

If staff have a mental health concern about a child that is also a safeguarding concern, immediate action should be taken, following this child protection policy and speaking to the designated safeguarding lead or a deputy.

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

Children missing from education

A child going missing from education is a potential indicator of abuse or neglect and may also raise concerns about other safeguarding issues; such children are at risk of being victims of harm, sexual and criminal exploitation or radicalisation and to help prevent the risks of going missing in future.

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

- are at risk of harm or neglect
- come from Gypsy, Roma, or Traveller families
- come from the families of service personnel
- go missing or run away from home or care
- are supervised by the youth justice system
- cease to attend a school
- come from new migrant families.

In response to the guidance in Keeping Children Safe in Education (2022) the academy has:

- staff who understand what to do when children do not attend regularly
- appropriate policies, procedures and responses for pupils with unauthorised absence and/or who go missing from education (especially on repeat occasions)
- staff who know the signs and triggers for travelling to conflict zones, FGM and forced marriage
- procedures to inform the local authority when we plan to take pupils off-roll when they:
 - leave school to be home educated
 - move away from the academy's location
 - remain medically unfit beyond compulsory school age
 - are in custody for four months or more (and will not return to school afterwards)
 - are permanently excluded.

We will ensure that pupils who are expected to attend the academy but fail to take up the place will be referred to the local authority.

When a pupil leaves the academy, we will record the name of the pupil's new academy and their expected start date.

The academy will follow up with parents/carers where pupils are not at school and thus need to ensure they have provided two up to date contact numbers. The academy will inform the local authority if a child leaves the academy without a new school being named and adhering to requirements with respect to sharing information with the local authority, when applicable, when removing a child's name from the admission register at non-standard transition points.

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

See attendance policy, DfE: *Children missing education: statutory guidance for local authorities*, Sept 2016

Child Sexual Exploitation (CSE) and Child Criminal Exploitation (CCE)

Both CSE and CCE are forms of abuse and both occur where an individual or group takes advantage of an imbalance in power to coerce, manipulate or deceive a child (male or female) into sexual or criminal activity. Whilst age may be the most obvious, this power imbalance can also be due to a range of other factors including sexual identity, cognitive ability, learning difficulties, communication ability, physical strength, status, and access to economic or other resources. In some cases, the abuse will be in exchange for something the victim needs or wants and/or will be to the financial benefit or other advantage (such as increased status) of the perpetrator or females, and children or adults. The abuse can be a one-off occurrence or a series of incidents over time and range from opportunistic to complex organised abuse. It can involve force and/or enticement-based methods of compliance and may, or may not, be accompanied by violence or threats of violence. Victims can be exploited even when activity appears consensual, and it should be noted exploitation as well as being physical can be facilitated and/or take place online.

Staff should be aware of the indicators of and range of risk factors for CSE, CCE, Gang involvement and County Lines, as they may signal that children are at risk from or are involved with serious violent crime.

Child Sexual Exploitation

Child sexual exploitation (CSE) is a form of child sexual abuse. It occurs where an individual/group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. It does not always involve physical contact; it can occur through the use of technology. (*Child Sexual Exploitation* February 2017)

This can involve violent, humiliating and degrading sexual assaults, but does not always involve physical contact and can happen online. For example, young people may be persuaded or forced to share sexually explicit images of themselves, have sexual conversations by text, or take part in sexual activities using a webcam

Children or young people who are being sexually exploited may not understand that they are being abused. They often trust their abuser and may be tricked into believing they are in a loving, consensual relationship.

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

Indicators of sexual exploitation can include a child:

- appearing with unexplained gifts or new possessions e.g., Money, clothes, mobile phones etc
- associating with other young people involved in exploitation
- relationships with controlling or significantly older individuals or groups, (having older boyfriends or girlfriends)
- isolation from peers/social networks
- excessive receipt of texts/phone calls (unknown adults or peers)
- concerning use of internet or other social media

- suffering from sexually transmitted infections or becoming pregnant
- displaying inappropriate sexualised behaviour
- evidence or suspicions of physical or sexual assault
- suffering from changes in emotional wellbeing, including self-harm
- increasing secretiveness around behaviours
- misusing drugs and/or alcohol
- going missing for periods of time, or regularly coming home late
- regularly missing school or education, or not taking part in education.

Potential vulnerabilities

Although the following vulnerabilities increase the risk of child sexual exploitation, it must be remembered that not all children with these indicators will be exploited. Child sexual exploitation can occur without any of these issues:

- having a prior experience of neglect, physical and/or sexual abuse
- lack of a safe/stable home environment, now or in the past (or parental substance misuse, mental health issues or criminality, for example)
- recent bereavement or loss
- social isolation or social difficulties
- absence of a safe environment to explore sexuality
- economic vulnerability
- homelessness or insecure accommodation status
- connections with other children and young people who are being sexually exploited
- family members or other connections involved in adult sex work
- having a physical or learning disability
- being in care (particularly those in residential care and those with interrupted care histories)
- sexual identity.

More information can be found in: [Child sexual exploitation: Definition and a guide for practitioners \(DfE 2017\)](#)

Child Criminal Exploitation

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

The victim may have been criminally exploited even if the activity appears consensual. CCE does not always involve physical contact; it can also occur through the use of technology.

Indicators of criminal exploitation can include a child:

- appearing with unexplained gifts or new possessions
- associating with other young people involved in exploitation
- suffering from changes in emotional wellbeing
- misusing drugs and alcohol
- missing for periods of time or regularly come home late
- regularly missing school or education or who do not take part in education.

If a member of staff suspects CCE, they will discuss this with the DSL. The DSL will trigger the local safeguarding procedures, including a referral to the local authority's children's social care team and the police, if appropriate. (See KCSIE Sept 2022 Annex B)

County Lines

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

Exploitation is an integral part of the county lines offending model with children and vulnerable adults exploited to move (and store) drugs and money. Offenders will often use coercion, intimidation, violence (including sexual violence) and weapons to ensure compliance of victims. Children are often recruited to move drugs and money between locations and are known to be exposed to techniques such as 'plugging', where drugs are concealed internally to avoid detection.

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

Indicators of criminal exploitation can include a child missing from education or home for periods of time.

If a member of staff suspects involvement in county lines, they will discuss this with the DSL. The DSL will trigger the local safeguarding procedures, including a referral to the local authority's children's social care team, the police and relevant support agencies, if appropriate. (See KCSIE Sept 2022 Annex B)

Domestic Abuse

The Domestic Abuse Act April 2021 (Part 1) defines domestic abuse as any of the following behaviours, either as a pattern of behaviour, or as a single incident, between two people over the age of 16, who are 'personally connected' to each other:

- physical or sexual abuse
- violent or threatening behaviour
- controlling or coercive behaviour
- economic abuse (adverse effect of the victim to acquire, use or maintain money or other property; or obtain goods or services)
- psychological, emotional or other abuse.

People are 'personally connected' when they are or have been married to each other or civil partners; or have agreed to marry or become civil partners. If the two people have been in an intimate relationship with each other, have shared parental responsibility for the same child, or they are relatives.

The definition of Domestic Abuse applies to children if they see or hear, or experience the effects of, the abuse; and they are related to the abusive person.

(The definition can be found here: <https://www.legislation.gov.uk/ukpga/2021/17/part/1/enacted>)

Types of domestic abuse include intimate partner violence, abuse by family members, teenage relationship abuse and child/adolescent to parent violence and abuse. It can be physical, sexual, financial, psychological or emotional. It can also include ill treatment that isn't physical, as well as witnessing the ill treatment of others – for example, the impact of all forms of domestic abuse on children.

Anyone can be a victim of domestic abuse, regardless of sexual identity, age, ethnicity, socio-economic status, sexuality or background and domestic abuse can take place inside or outside of the home. Children who witness domestic abuse are also victims.

For secondary schools: older children may also experience and/or be the perpetrators of domestic abuse and/or violence in their own personal relationships. This can include sexual harassment.

All children can witness and be adversely affected by domestic abuse in the context of their home life where domestic abuse occurs between family members. Exposure to domestic abuse and/or violence can have a serious, long lasting emotional and psychological impact on children and affect their health, wellbeing,

development and ability to learn. In some cases, a child may blame themselves for the abuse or may have had to leave the family home as a result.

Operation Encompass

Operation Encompass operates in the majority of police forces across England. It helps police and schools work together to provide emotional and practical help to children. The system ensures that when police are called to an incident of domestic abuse, where there are children in the household who have experienced the domestic incident, the police will inform the key adult (usually the designated safeguarding lead) in school before the child or children arrive at school the following day. This ensures that the academy has up to date relevant information about the child's circumstances and can enable support to be given to the child according to their needs. Police forces not signed up to operation encompass will have their own arrangements in place.

Operation Encompass provides an advice and helpline service for all staff members from educational settings who may be concerned about children who have experienced domestic abuse. The helpline is available 8AM to 1PM, Monday to Friday on 0204 513 9990 (charged at local rate).

National Domestic Abuse Helpline

The National Domestic Abuse Helpline can be called free of charge and in confidence, 24 hours a day on 0808 2000 247. Its website provides guidance and support for potential victims, as well as those who are worried about friends and loved ones. It also has a form through which a safe time from the team for a call can be booked.

Additional advice on identifying children who are affected by domestic abuse and how they can be helped is available at:

[NSPCC- UK domestic-abuse Signs Symptoms Effects](#)

[Refuge what is domestic violence/effects of domestic violence on children](#)

[SafeLives: young people and domestic abuse](#)

FGM

FGM, as defined on P12 above, typically takes place between birth and around 15 years old; although it is believed that the majority of cases happen between the ages of 5 and 8 years old.

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

Page 12 of this policy sets out the procedures to be followed if a staff member discovers that an act of F appears to have been carried out or suspects that a pupil is at risk of FGM.

Indicators that FGM has already occurred include:

- a pupil confiding in a professional that FGM has taken place
- a mother/family member disclosing that FGM has been carried out
- a family/pupil already being known to social services in relation to other safeguarding issues
- a girl:
 - having difficulty walking, sitting or standing, or looking uncomfortable
 - finding it hard to sit still for long periods of time (where this was not a problem previously)
 - spending longer than normal in the bathroom or toilet due to difficulties urinating
 - having frequent urinary, menstrual or stomach problems
 - avoiding physical exercise or missing PE
 - being repeatedly absent from school or absent for a prolonged period
 - demonstrating increased emotional and psychological needs – for example, withdrawal or depression, or significant change in behaviour
 - being reluctant to undergo any medical examinations

- asking for help, but not being explicit about the problem
- talking about pain or discomfort between her legs.

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

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

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

So-called 'honour-based abuse' (HBA)

This encompasses incidents or crimes, which have been committed to protect or defend the honour of the family and/or the community, including female genital mutilation (FGM), forced marriage, and practices such as breast ironing.

All forms of so-called HBA are abuse (regardless of the motivation) and should be handled and escalated as such.

Where staff are concerned that a child might be at risk of HBA, they must contact the Designated Safeguarding Lead as a matter of urgency.

Forced marriage

Forcing a person into marriage is a crime. A forced marriage is one entered into without the full and free consent of one or both parties and where abuse, violence, threats, or any other form of coercion is used to cause a person to enter into a marriage. Threats can be physical or emotional and psychological.

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

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

The DSL will:

- speak to the pupil about the concerns in a secure and private place
- activate the local safeguarding procedures and refer the case to the local authority's designated officer
- seek advice from the Forced Marriage Unit on 020 7008 0151 or fm@fco.gov.uk
- refer the pupil to an education welfare officer, pastoral tutor, learning mentor, or school counsellor, as appropriate.

Preventing radicalisation

Please refer to the Prevent Policy in Appendix 3.

The DSL and Principal will promote the Trust Prevent Policy in the academy.

Sexual violence and sexual harassment between children in schools, including allegations of abuse made against another pupil child-on-child abuse, (previously peer on peer)

Please refer to Allegations of abuse made against another pupil child-on-child abuse, (previously peer-on-peer) Appendix 1, and to the Harmful Sexual Behaviour Policy in Appendix 2.

The DSL and Principal will promote the Harmful Sexual Behaviour Policy.

Serious violence

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

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

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

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

Staff will be aware of these indicators and risk factors. If a member of staff has a concern about a pupil being involved in, or at risk of, serious violence, they will report this to the DSL.

Checking the identity and suitability of visitors

All visitors will be required to verify their identity to the satisfaction of staff and to leave their belongings, including their mobile phone(s), in a safe place during their visit.

If the visitor is unknown to the setting, we will check their credentials and reason for visiting before allowing them to enter the setting. Visitors should be ready to produce identification.

Visitors are expected to sign the visitors' book and wear a visitor's badge.

Visitors to the academy who are visiting for a professional purpose, such as educational psychologists and school improvement officers, will be asked to show photo ID and:

- will be asked to show their DBS certificate, which will be checked alongside their photo ID, or
- the organisation sending the professional, such as the LA or educational psychology service, will provide prior written confirmation that an appropriate level of DBS check has been carried out (if this is provided, we will not ask to see the DBS certificate).

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

Non-collection of children

If a child is not collected at the end of the session/day, we will contact home if the child is usually collected.

Not applicable.

Missing pupils

Our procedures are designed to ensure that a missing child is found and returned to effective supervision as soon as possible. If a child goes missing, we will: make a referral via a MASH form.

Set out your procedure here or refer to a separate policy/procedure for this if you have one. Your procedure should include the roles of different members of staff, and when parents and the emergency services will be contacted.

Sharing of nude and semi-nude images and/or videos and/or live stream ('sexting')

Your responsibilities when responding to an incident

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

You must not:

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

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

Initial review meeting

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

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

The DSL will make an immediate referral to police and/or children's social care if:

- the incident involves an adult
- there is reason to believe that a young person has been coerced, blackmailed or groomed, or if there are concerns about their capacity to consent (for example owing to special educational needs)
- what the DSL knows about the images or videos suggests the content depicts sexual acts which are unusual for the young person's developmental stage or are violent
- the imagery involves sexual acts and any pupil in the images or videos is under 13
- the DSL has reason to believe a pupil is at immediate risk of harm owing to the sharing of nude and semi-nude images and/or videos (for example, the young person is presenting as suicidal or self-harming).

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

Further review by the DSL

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

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

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

Informing parents/carers

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

Referring to the police

If it is necessary to refer an incident to the police, this will be done through completing a MASH referral, logging on CPOMS and informing a safer schools officer, or local neighbourhood police, dialling 101.

Recording incidents

All incidents of sharing of nude and semi-nude images and/or videos, and the decisions made in responding to them, will be recorded in line with the academy's record-keeping arrangements.

Curriculum coverage

Students are taught about the issues surrounding the sharing of nudes and semi-nudes as part of our relationships and sex education and computing programmes. Teaching covers the following in relation to the sharing of nude and semi-nude images and/or videos:

- what it is
- how it is most likely to be encountered
- the consequences of requesting, forwarding or providing such images, including when it is and is not abusive and when it may be deemed as online sexual harassment
- issues of legality
- the risk of damage to people's feelings and reputation.

Pupils also learn the strategies and skills needed to manage:

- specific requests or pressure to provide (or forward) such images
- the receipt of such images

This policy on the sharing of nude and semi-nude images and/or videos is also shared with pupils so they are aware of the processes the academy will follow in the event of an incident.

Upskirting

'Upskirting' typically involves taking a picture under a person's clothing (not necessarily a skirt) without their permission and/or knowledge, with the intention of viewing their genitals or buttocks (with or without underwear) to obtain sexual gratification, or cause the victim humiliation, distress or alarm. It is now a criminal offence. This offence come under the Voyeurism (Offences) Act 2019. Anyone of any gender, can be a victim.

Appendix 1: Allegations of abuse made against another pupil child-on-child abuse, (previously peer on peer)

All staff should be aware that children are capable of abusing other children, should be able to identify this, be aware of the importance of their role in preventing it and know how to respond where they feel a child may be at risk. They must know to act on any concerns immediately and speak to the DSL without delay.

We recognise that even if there are no reported cases of child-on-child abuse, it may still be taking place but is just not being reported. We have a zero-tolerance approach to abuse, and it will never be tolerated or passed off as 'banter', 'just having a laugh' or 'part of growing up' as this can lead to a culture of unacceptable behaviours and an unsafe environment for pupils.

We recognise that the abuse can happen in or out of academy, face-to-face or online and can occur simultaneously between the 2; that it is more likely that girls will be victims and boys' perpetrators, but all child-on-child abuse is unacceptable and will be taken seriously

Most cases of pupils hurting other pupils will be dealt with under our academy's behaviour policy, but this child protection and safeguarding policy will apply to any allegations that raise safeguarding concerns.

Further guidance is given about child-on-child sexual violence and sexual harassment below and in the separate policy entitled Harmful Sexual Behaviour (Appendix 2):

Child-on-child abuse is most likely to include, but may not be limited to:

- bullying (including cyberbullying, prejudice-based and discriminatory bullying)
- abuse in intimate personal relationships between children (sometimes known as 'teenage relationship abuse')
- physical abuse which includes 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 stand alone 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 nude and semi-nude images and/or videos and/or live streams (also/previously known as sexting or youth produced sexual imagery) (see Appendix 2)
- up skirting, which typically involves taking a picture under a person's clothing without them knowing, with the intention of viewing their genitals or buttocks to obtain sexual gratification, or cause their victim humiliation, distress or alarm. This is a criminal offence thus there is a duty to report to the police
- 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).
- When considering instances of harmful sexual behaviour between children, we will consider their ages and stages of development. We recognise that children displaying harmful sexual behaviour have often experienced their own abuse and trauma and will offer them appropriate support.

Further support can be found in UK Council for Internet Safety (UKCIS) Guidance: Sharing nudes and semi-nudes advice for education settings working with children and young people (December 2020)

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

- you must tell the DSL and record the allegation, but do not investigate it
- the DSL will contact the local authority children's social care team and follow its advice, as well as the police if the allegation involves a potential criminal offence
- the DSL will put a risk assessment and support plan into place for all children involved – the victim(s), the child(ren) against whom the allegation has been made and any other children affected by child-on-child abuse – with a named person they can talk to if needed, aware there may be physical and mental health

implications requiring further support as well as signposting for additional support. This will include considering academy transport as a potentially vulnerable place for a victim or alleged perpetrator(s)

- the DSL will take the lead role in any disciplining of the alleged perpetrator(s). Academy will provide support at the same time as taking any disciplinary action
- if the incident is a criminal offence and there are delays in the criminal process, the DSL will work closely with the police (and other agencies as required) while protecting children and/or taking any disciplinary measures against the alleged perpetrator. We will ask the police if we have any questions about the investigation
- disciplinary action can be taken while other investigations are going on, e.g. by the police. The fact that another body is investigating or has investigated an incident doesn't (in itself) prevent our academy from coming to its own conclusion about what happened and imposing a penalty accordingly. We will consider these matters on a case-by-case basis, considering whether:
 - taking action would prejudice an investigation and/or subsequent prosecution – we will liaise with the police and/or LA children's social care to determine this
 - there are circumstances that make it unreasonable or irrational for us to reach our own view about what happened while an independent investigation is ongoing

(See KCSiE 2022 Paragraph 543 for further detail)

- the DSL will contact the children and adolescent mental health services (CAMHS), if appropriate.
- If a victim asks the academy not to tell anyone about the sexual violence or sexual harassment:
- there's no definitive answer, because even if a victim does not consent to sharing information, staff may still lawfully share it if there's another legal basis under the UK GDPR that applies
- the DSL will have to balance the victim's wishes against their duty to protect the victim and other children
- the DSL should consider that: parents or carers should normally be informed (unless this would put the victim at greater risk)
- the basic safeguarding principle is: if a child is at risk of harm, is in immediate danger, or has been harmed, a referral should be made to local authority children's social care
- rape, assault by penetration and sexual assault are crimes. Where a report of rape, assault by penetration or sexual assault is made, this should be referred to the police. While the age of criminal responsibility is 10, if the alleged perpetrator is under 10, the starting principle of referring to the police remains.

Regarding anonymity, all staff will:

- be aware of anonymity, witness support and the criminal process in general where an allegation of sexual violence or sexual harassment is progressing through the criminal justice system
- do all they reasonably can to protect the anonymity of any children involved in any report of sexual violence or sexual harassment, for example, carefully considering which staff should know about the report, and any support for children involved
- consider the potential impact of social media in facilitating the spreading of rumours and exposing victims' identities
- 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 DSL (or deputy)
- Add in further details here depending on the academy's procedures for recording, investigating and dealing with allegations, and supporting victims, perpetrators and any other children affected.
- We will create a supportive environment in academy and minimise the risk of child-on-child abuse by:
- being proactive with action to minimise the risk of child-on-child abuse, and creating a supportive environment where victims feel confident in reporting incidents
- challenging any form of derogatory or sexualised language or behaviour between peers including requesting or sending sexual images
- being vigilant to issues that particularly affect different genders – for example, sexualised or aggressive touching or grabbing towards female pupils, and initiation or hazing type violence with respect to boys; listening for conversations; being observant about any behavioural changes
- ensuring our curriculum helps to educate pupils about appropriate behaviour and consent

- ensuring pupils know they can talk to staff confidently and confidentially by [insert your procedures for making pupils aware of this here, including that they know their concerns will be treated seriously]
- being alert to reports of sexual violence and/or harassment that may point to environmental or systemic problems that could be addressed by updating policies, processes and the curriculum; or could reflect wider issues in the local area that should be shared with safeguarding partners
- supporting children who have witnessed sexual violence, especially rape or assault by penetration. We will do all we can to make sure the victim, alleged perpetrator(s) and any witnesses are not bullied or harassed
- considering intra familial harms and any necessary support for siblings following a report of sexual violence and/or harassment
- 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
- dealing with any child-on-child abuse in a timely manner

Appendix 2: Harmful Sexual Behaviour

Introduction

This Harmful Sexual Behaviour policy requires that:

Staff **must** read the Child Protection Policy and as a minimum at least Part I of the most recent version of Keeping Children Safe in Education

Duke's Aldridge Academy references the UKCCIS Guidance: Sexting in schools and colleges, responding to incidents and safeguarding young people (2016)

All staff members are to be informed of how to access this policy, as well as the Child Protection Policy and procedures and the academy's Behaviour Policy together with advice from their Local Authority Safeguarding Partnership

All staff members must be kept up to date with any relevant developments about harmful sexual behaviours

All staff have had training about harmful sexual behaviours

Context

This policy has been developed in accordance with the principles established by the updated Children Acts 1989 and 2004 and related guidance. This includes:

Keeping Children Safe in Education (KCSIE)

Working Together to Safeguard Children

What to do if you are worried a child is being abused

Information Sharing Advice for practitioners DFE

Safer Working Practice for Adults Who Work with Children and Young People in Education Settings

Relationships education, relationships and sex education (RSE) and health education

'Early years' foundation stage statutory framework (EYFS)

Inspecting safeguarding in early years, education and skills settings

Similarly, we have a duty to safeguard vulnerable adults in our adult learning settings and to ensure that our standards of safeguarding never fall below the practice set out in the documents above, whatever the setting.

Definition of Harmful Sexual Behaviour (HSB)

Children's sexual behaviour exists on a wide continuum, from normal and developmentally expected, to inappropriate, problematic, abusive and violent. Problematic, abusive and violent sexual behaviour is developmentally inappropriate and is defined as **harmful sexual behaviour** (HSB). HSB can occur online and/or face to face and can also occur simultaneously between the two.

Sexual behaviour between children can be considered harmful if one of the children is;

much older, particularly if there is more than two years' difference - however, a younger child can abuse an older child, particularly if they have power over them, for example, if the older child has a disability or is smaller in stature

if one of the children is pre-pubescent and the other is not

HSB involves a child engaging in discussions or acts that are inappropriate for their age or stage of development, whether online or offline. It includes sexualised language or role play, viewing pornography,

sexual harassment and sexual violence. It also includes ‘sexting’ or ‘youth produced sexual imagery’, whereby a sexually explicit text, image or video is sent or received. It is a criminal offence to take, possess or distribute sexual content of anyone under 18 years of age.

Ways in which Harmful Sexual Behaviour happens

When defining harmful sexual behaviours and those that are ‘normal’ and age appropriate, the following continuum is used (Simon Hackett, 2014) and has been used as part of this policy: -

Sexual behaviours across a continuum



Simon Hackett (2014) “Children and Young People with Harmful Sexual Behaviours”

Other behaviours

When dealing with other alleged behaviour which involves reports of, for example, emotional and/or physical abuse, staff can draw on aspects of the continuum to assess where the alleged behaviour falls on a spectrum and to decide how to respond. This could include, for example, whether it:

- is socially acceptable,
- involves a single incident or has occurred over a period of time,
- is socially acceptable within the peer group,
- is problematic and concerning,
- involves any overt elements of victimisation or discrimination e.g., related to race, gender, sexual orientation, physical, emotional, or intellectual vulnerability,
- involves an element of coercion or pre-planning,
- involves a power imbalance between the child/ children allegedly responsible for the behaviour and the child/children allegedly the subject of that power, and
- involves a misuse of power.

Harmful Sexual Behaviour usually manifests as one, or a combination, of the following:

Sexual harassment: unwanted conduct of a sexual nature, which can include sexual comments about another’s body, un-wanted physical contact, interfering with clothing, comments about another person’s sexual experience, sexual “jokes” or taunting including innuendo, sexual name-calling, sexual gestures.

Online sexual harassment: Sexual harassment creates an atmosphere that, if not challenged, can normalise inappropriate behaviours and provide an environment that may lead to sexual violence. Online abuse can take the form of online grooming, sending or receiving of inappropriate images of children, cyber bullying, Revenge Porn and stalking.

Youth produced sexual imagery: Creating or sharing explicit images of a child (anyone under 18 years of age) is illegal, even if the person doing it is a child. A child or young person is breaking the law if they:

take an explicit photo or video of themselves or a friend

share an explicit image or video of a child, even if it's shared between children of the same age

possess, download or store an explicit image or video of a child, even if the child gave their permission for it to be created

Sexual violence: rape, assault by penetration or sexual assault, as defined by the Sexual Offences Act 2003. A child under 13 can never consent to sexual activity.

Up-skirting: involves taking a picture under a person's clothing without them knowing, with the intention of viewing their genitals or buttocks to obtain sexual gratification, or cause the victim humiliation, distress or alarm. It has been a criminal offence since 2019 and constitutes sexual harassment.

Signs and Indicators

Harmful Sexual Behaviour is a complex issue and will have varied warning signs. However, staff should be alert to the well-being of learners and be aware of the signs and be mindful of the fact that the way(s) in which children will disclose or present with behaviour(s) as a result of their experiences will differ.

Warning signs can include:

- Changes in behaviour or demeanour; for example, a child becoming withdrawn
- Signs of depression or anxiety
- Avoidance of particular individuals
- Unexplained injuries
- Disengaging from classes or struggling to carry out academy related tasks to the standard ordinarily expected
- Sudden development of sexualised behaviour or language
- Exclusion or isolation from peers
- Acts of extreme compliance
- Failing to attend school
- Experiencing difficulties with mental health and/or emotional wellbeing
- Becoming withdrawn and/or shy; experiencing headaches, stomach aches, anxiety and/or panic attacks
Suffering from nightmares or lack of sleep or sleeping too much
- Alcohol or substance misuse
- Changes in appearance and/or starting to act in a way that is not appropriate for the child or young person's age
- Abusive behaviour towards others

Any child can be vulnerable to harmful sexual behaviour due to the strength of peer influence during adolescence, and staff should be alert to signs of such abuse amongst all learners and take all concerns raised by third parties seriously – ensuring that they are reported.

Individual and situational factors can increase a child's vulnerability to abuse by their peers. For example, an inappropriate image of a child could be shared, following which they could become more vulnerable to child-on-child abuse due to how others now perceive them, regardless of any characteristics which may be inherent in them and/or their family.

Peer group dynamics can also play an important role in determining a child's vulnerability to such abuse, as well as contextual influences, for example:

- Children who are questioning or exploring their sexuality may also be particularly vulnerable to abuse by their peers and others.
- Girls are more susceptible to being victims of harmful sexual behaviour than boys and this difference may be due to societal norms (particularly around power, control and the way in which femininity and masculinity are constructed) rather than biological factors.
- Children with Special Educational Needs and/or Disabilities (SEND) are much more likely to be abused than their peers without SEND, and additional barriers can sometimes exist when recognising abuse in children with SEND. These can include assumptions that indicators of possible abuse such as a behaviour, mood and injury relate to a child's presenting need rather than the possibility of them being harmed by others, the potential for children with SEND to be disproportionately impacted by behaviours such as bullying and harassment, without outwardly showing any signs, which could be due to communication barriers and difficulties.

Ethnicity, race, religious beliefs and sexual orientation are other indicators why some children are more likely to experience harmful sexual behaviour than others. Studies have also found that black and ethnic minority children are often under-identified as victims and over-identified as perpetrators.

Boys and young men in gang-affected neighbourhoods.

Those with a history of abuse within their families.

Children who are looked-after.

Those who have experienced loss through bereavement.

Roles and Responsibilities

The Aldridge Education Trust Board

The Aldridge Education Trust Board retains statutory responsibility for ensuring that all legal responsibilities in connection with child-on-child abuse (previously called peer-on-peer abuse) and safeguarding are discharged. The Board appoints a Safeguarding Link Trustee to act as the link between the Trustees and Executive team.

Principal

The Principal will ensure that the policies and procedures adopted by the Aldridge Education Trust Board and Local Governing Committee associated with protecting children/learners are fully implemented, understood and followed by all staff and adhered to at all times.

The Principal will ensure that:

- They address any culture of abuse, of any form, that may develop
- Ensure that a zero-tolerance attitude towards HSB is maintained by all
- All staff receive appropriate and regular training on the nature, prevalence and effect of harmful sexual behaviour (HSB), and how to prevent, identify, and respond to it
- All staff understand and take seriously all forms of HSB (no matter how 'low level' they may appear) and that no form of it is ever dismissed and all incidents reported
- The academy or college maintains up to date records of all sexual related incidents which detail all actions taken and interventions put into place
- They consider the academy environment and the implications where reports of sexual violence or sexual harassment have been made and the victim(s) and perpetrator(s) attend **Duke's Aldridge Academy**. Immediate consideration will be given regarding the proximity of the victim(s) and alleged perpetrator(s) during lessons and social times
- If rape or assault by penetration is reported by a student at **Duke's Aldridge Academy**, and the alleged perpetrator(s) also attend the academy or college, all parties will be separated from any classes that they share
- Educating children and young people about the nature and prevalence of HSB, positive, responsible and safe use of social media, and the facts about consent, via RSE and the wider curriculum

- Ensure learners are taught about what constitutes acceptable behaviour and learn about topics such as healthy and respectful relationships, self-esteem and gender roles
- Create conditions in which all learners can aspire to, and realise, safe and healthy relationships fostering a whole-academy culture based on the idea that every member of the **Duke's Aldridge Academy**, community is responsible for building and maintaining safe and positive relationships in which violence and abuse are never acceptable

Designated Safeguarding Lead (DSL) / Deputy Designated Safeguarding Lead (DDSL)

The DSL will:

- Act as the central contact point for all staff to discuss all safeguarding concerns
- Respond to cases of HSB promptly and appropriately
- Maintain up to date records of all sexual related incidents which detail all actions taken and interventions put into place, so that they can spot and address any concerning trends and identify learners who may be in need of additional support
- Coordinate specific safeguarding actions for individual learners where HSB has been identified, ensuring that this is shared with all relevant external agencies (where applicable)
- Liaise with other agencies and professionals in line with 'Working Together to Safeguard Children'
- Ensure that locally established procedures are followed and make referrals to other agencies, including Early Help, Local Authority referral agencies and the police as necessary
- Represent, or ensure the academy or college is appropriately represented at inter-agency safeguarding meetings (including Child Protection conferences)
- Consider 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
- Review the support in place for both victims and perpetrators, including how you protect anonymity where appropriate. Perpetrators may need help to understand the implications of their behaviour
- Consider the wider context of both the victim and perpetrator to build a picture of why the abuse or harmful behaviour may be occurring
- Liaise with the three local authority safeguarding partners and work with other agencies in line with Working Together to Safeguard Children and the NSPCC – "When to call the police guidance", in order to understand when they should consider calling the police, and what to expect when they do
- Ensure all staff access appropriate peer-on-peer abuse training and relevant updates in line with the recommendations within KCSIE

Local Governing Committee (LGC)

The LGC has read and will follow KCSIE and will provide independent advice and oversight to the academy or college.

The LGC has nominated a governor for safeguarding named on the front of the Child Protection Policy. The nominated governor will undertake independent oversight of the academy or college's management of child-on-child abuse, as well as other safeguarding matters.

Members of Staff

All members of staff have a responsibility to:

- Ensure that all children and young people are able to develop appropriate strategies to recognise HSB
- Report all concerns to the DSL/DDSLs via the academy or college's reporting system
- Maintain an attitude of 'it could happen here' where HSB is concerned, and to always act in the best interests of the learner – whether they are the victim or the perpetrator
- Respond to and refer any concerns about a learners' behaviour or treatment within the community where it is believed that they are involved in HSB as a victim or a perpetrator

- Contribute to a positive environment which allows learners to feel able to share their concerns openly, not be judged, and be listened to
- Contribute towards, read and adhering to the academy or college's relevant policies

The welfare and safety of children and young people are the responsibility of all staff at Duke's Aldridge Academy and ANY concern for their welfare MUST always be reported to the Designated Safeguarding Lead or DDSL.

Children, young people and learners

Children and young people should:

- Be encouraged to understand and adhere to (at a level appropriate to their age and ability) the Harmful Sexual Behaviour and child protection policies and procedures
- Seek help from a trusted adult if things go wrong, and support others that may be experiencing HSB
- Develop and act in a responsible way (at a level that is appropriate to their individual age, ability and vulnerabilities) for keeping themselves and others safe, including online

Parents and Carers

Parents and carers should:

- Read the policies and procedures associated with HSB, encouraging their children to adhere to them, and adhering to them themselves where appropriate
- Discuss HSB issues with their child/ren, support the academy in their safeguarding approaches, and reinforce appropriate safe behaviours at home
- Identify changes in behaviour which could indicate that their child/ren is at risk of, or experiencing HSB– including online
- Seek help and support from the academy, college or other appropriate agencies, if they or their child/ren encounters any child-on-child abuse

Responding to concerns or allegations of Harmful Sexual Behaviour

General principles

It is essential that all concerns and allegations of harmful sexual behaviour are handled sensitively, appropriately and promptly in accordance with the Child Protection Policy. The way in which they are responded to can have a significant impact on our academy or college environment.

Any response should:

- Include a thorough investigation of the concern(s) or allegation(s), and the wider context in which it/they may have occurred (as appropriate) – depending on the nature and seriousness of the alleged incident(s), it may be appropriate for the police and/or children's social care to carry out this investigation
- Treat all learners involved as being at potential risk – while the child or young person allegedly responsible for the abuse may pose a significant risk of harm to others, they may also have considerable unmet needs and be at risk of harm themselves. **Duke's Aldridge Academy** will ensure that a safeguarding response is in place for both the child who has allegedly experienced the abuse, and the child who has allegedly been responsible for it, and additional sanctioning may be required for the latter
- Take into account that the behaviour may indicate wider safeguarding concerns for any of the learners involved, and consider and address the effect of wider sociocultural contexts – such as their peer group (both within and outside of academy or college); family; the academy or college environment; their experience(s) of crime and victimisation in the local community; and the child/children's online presence
- Consider what changes may need to be made to these contexts to address the learners' needs and to mitigate risk

- Ensure that the DSL assesses the suitability of discussing the action steps with the learners' involved and their and their parent or carers (unless it is considered unsafe to do so or an immediate referral needs to be made to children's social care) in order to obtain consent to any referral before it is made
- Manage the learners' expectations about information sharing, and keep them and their parent/carers informed of developments, where appropriate and safe to do so
- Take into account the wishes of any learner who has allegedly been abused, and give them as much control as is reasonably possible over decisions regarding how any investigation will be progressed, and how they will be supported

Multi-agency working and safeguarding partnership arrangements

Duke's Aldridge Academy recognises and is committed to its responsibility to work with other professionals and agencies in line with statutory guidance (WTSC). The DSL will discuss the concern(s) or allegation(s) with the agency and agree on a course of action, which may include:

Manage internally with help from external specialists where appropriate and possible: Where the alleged behaviour is abusive or violent, a referral to children's social care will need to be made. Where the behaviour between learners is 'inappropriate' or 'problematic' – as per the harmful behaviours continuum - and support from local agencies is not available, academy or college may need to handle concerns or allegations internally. In these cases, **Duke's Aldridge Academy** will engage and seek advice from external specialists.

Undertake/contribute to an inter-agency early help assessment, with targeted early help services provided to address the assessed needs of the child/children and their family:

These services may, for example, include family and parenting programmes, responses to emerging thematic concerns in extra familial contexts, a specialist harmful sexual behaviour team, CAMHS and/or youth offending services.

Refer the learner to children's social care for a section 17/47 statutory assessment:

Where a learner is suffering, or is likely to suffer from harm, a referral to children's social care (and, if appropriate, a report to the police) needs to be made immediately to the local authority where learner lives. This needs to be done for both the victim and the alleged perpetrator. Depending on the safeguarding procedures issued by the Local Safeguarding Partnership in that area, there will normally be an initial review and assessment of the referral, in accordance with that area's assessment framework

Report alleged criminal behaviour to the police:

Alleged criminal behaviour will ordinarily be reported to the police unless there are circumstances where it may not be appropriate to report such behaviour. All concerns or allegations will be discussed with children's social care and assessed on a case-by-case basis.

Risk Assessments:

The academy or college will always carry out a risk assessment for:

- Any learner who is alleged to have behaved in a way that is considered to be abusive or violent
- Any learner who has reportedly been abused or affected by the alleged abusive or violent behaviour by another learner
- Any learner who may be at risk due to the alleged abusive or violent behaviour by another learner as deemed appropriate by the DSL

Where it is alleged that a learner has behaved in a way that is considered to be inappropriate or problematic (as opposed to abusive or violent), the DSL will use their professional judgment – based on the particular concern(s) and/or allegation(s) raised, and the needs and circumstances of the individual in question – to determine whether (as explained above) it would be appropriate to contact children's social care, and to carry out a risk assessment.

Where other learners have been identified as witnesses to alleged abuse or violence, consideration should also be given by the DSL to whether there might be any risks to them, and whether a risk assessment would be appropriate in relation to any risks presenting to them.

There is a template risk assessment at the end of this policy that can be used to assess the risks to the children involved in an incident of harmful sexual behaviour.

Disciplinary Action

The academy may wish to consider whether disciplinary action may be appropriate for any learner involved. However, if there are police proceedings underway, or there could be, it is critical that the academy works in partnership with the police and/or children's social care. Where there is no involvement from the police and/or children's social care, the academy will still need to consider what is the most appropriate action to take to ensure positive behaviour management.

Disciplinary action may sometimes be the most appropriate course of action to:

- Ensure that the learners involved take(s) responsibility for and realise(s) the seriousness of their behaviour;
- Demonstrate to those involved, and others, that HSB can never be tolerated, and
- Ensure the safety and wellbeing of other learners at **Duke's Aldridge Academy**

However, these considerations must be balanced against any police or social care investigations, the learner's own potential unmet needs, and any action or intervention planned regarding safeguarding concerns.

Before deciding on appropriate action, the academy or college will always consider its duty to safeguard all learners in its care from harm; the underlying reasons for a child's behaviour; any unmet needs, or harm or abuse suffered by the child; the risk that the child may pose to other children; and the severity of the HSB and the causes of it. **Duke's Aldridge Academy** will, where appropriate, consider the potential benefit of using managed moves or exclusion as a response to an HSB incident.

Suspension will only be considered as a last resort and only where necessary to ensure the safety and wellbeing of the other learners in the academy or college. Engaging in Fair Access Panel processes to assist with decision-making associated to managed moves and suspensions can also be beneficial. In the event of any managed move, consideration must be given to sharing information with the receiving academy regarding the HSB incident in order to allow best protection of the learners in the new academy.

Disciplinary interventions alone are rarely able to solve issues of HSB, and **Duke's Aldridge Academy** will always consider the wider actions that may need to be taken, and any lessons that may need to be learnt going forwards, as set out above.

Staff induction, awareness and training

All members of staff will be given a copy of the Child Protection Policy and Part I of the latest version of "Keeping Children Safe in Education" which covers safeguarding information. Leaders will read the entire document. Leaders and all members of staff who work directly with children and young people will access Annex B.

All staff members will receive appropriate HSB training which will enable them to:

- Recognise potential HSB concerns involving learners
- Respond appropriately to HSB issues and act in line with this policy
- Record concerns in line with the academy Child Protection Policy
- Refer concerns to the DSL and be able to seek support external to the academy if required

The DSL will provide a safeguarding update to the LGC at each termly meeting which details the number of HSB incidents that have been reported and managed. The DSL will also report all HSB training for staff or groups of staff to the LGC.

Alternative provision (AP) and Managed Move placements

Academies are responsible for the safeguarding of their learners when they are placed in an alternative provision. This academy will ensure that a risk assessment is completed for each learner going to alternative provision or a managed move placement where there have been or are concerns about HSB.

Links to other policies

Child Protection Policy

Relationships and Sex Education Policy

Harmful Sexual Behaviour: Risk and Needs assessment

The aim of this template risk assessment is to help assess the risk to the learners involved in an incident of harmful sexual behaviour.

How to use the template

- The learners involved are defined as 'Child A, Child B', etc, rather than being defined as 'victim' and 'perpetrator'. This is because you should avoid assigning guilt until a formal investigation has been conducted by the appropriate authorities.
- Consider each question/consideration from the perspective of both learners, and be sure to do this in collaboration with them. Also consider the impact on, and needs of, the wider academy community, and record any concerns or actions in the most appropriate column.
- Work with your local safeguarding partnership team when conducting this risk assessment, and update it in response to any advice they provide. Some of the prompts may require input from other agencies. Add specific questions and considerations based on the nature of each incident and on the advice provided.
- Keep track of the changes you make:
 - Create a new copy of the document
 - Update the version number at the top of the risk assessment
 - Record what has changed in the update log (at the end of the document)
 - Save the most recent version of the risk assessment in the appropriate places (for example, the child's safeguarding file in CPOMs)
- This should be a live document – you may need to update it as often as daily based on conversations with, and feedback from, the children and parents involved, feedback from staff, guidance from the local safeguarding partnership team, or information from the police and children's social care.

Risk Assessment – Version [INSERT NUMBER]

Date:

Completed by:

Area of Risk	Considerations	Child A	Child B	Child C	Notes	Actions
<p>Details of the incident:</p> <p>Record details of the incident from the point of view of the children involved</p>	<p>How serious is the incident? Was it a crime?</p> <p>How many learners are involved? [Add a column for each child]</p> <p>Do we need to make arrangements to limit contact between the children involved, other than keeping them a reasonable distance apart on academy premises including at before and after-school activities? (If the allegation relates to rape, assault by penetration, or sexual assault, the answer is automatically yes)</p> <p>How did the academy find out about it? Was it reported directly or by someone else with knowledge of the incident?</p> <p>Did the incident take place within a consensual intimate relationship between the children?</p> <p>Are there any related issues, including links to child sexual exploitation and/or child criminal exploitation?</p>	<p>Complete details for each child based on the considerations</p> <p>Ensure that their name and year group are included</p>			<p>Use this column to record additional information that may be relevant</p> <p>For example, previous, unrelated behaviour incidents</p>	<p>Who, What, When?</p>

Area of Risk	Considerations	Child A	Child B	Child C	Notes	Actions
Social Risks:	<p>Do the learners involved share a peer group? Are people in their friendship group likely to take sides?</p> <p>Do they all attend your academy?</p> <p>Do other people know about the incident?</p> <p>Do those people understand – who they can talk to if they have concerns about the people involved, or their own safety?</p> <ul style="list-style-type: none"> - The importance of confidentiality - If and how they may need to be involved in any further investigation - Are they likely to be the subject of gossip, bullying or further harassment? <p>Have there been previous incidents of sexually inappropriate behaviour within their peer group(s)?</p> <p>Do they risk being alienated from their friendship group as a result of the incident?</p>					

Area of Risk	Considerations	Child A	Child B	Child C	Notes	Actions
Physical Risks	<p>Do they feel, or continue to feel, physically threatened by the other learners?</p> <p>Do you have reason to believe there is a continued risk to the safety and wellbeing of the learners involved, or staff?</p> <p>Is either party at risk of physical harm as a result of this incident (for example, bullying or 'retribution' by peers)</p> <p>Do they share classes/break times/etc.?</p> <p>Are they likely to come into contact with each other (or others involved in the incident) outside of school?</p> <p>How can such contact be limited?</p>					
Area of Risk	Considerations	Child A	Child B	Child C	Notes	Actions
Environmental Risks	<p>Do they live in a home where violence or abuse has occurred?</p> <p>Do they live in or near an area or location known to police to be high risk for sexual harassment or assault?</p> <p>Are they active on social media? If so, how? Do they know how to protect themselves from online grooming?</p>					

	<p>What activities do they take part in outside of school?</p> <p>Are parents clear about:</p> <ul style="list-style-type: none"> - How the academy, and other agencies, are handling the incident? - Confidentiality? - The conduct expected of them while an investigation is ongoing? 					
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Date(s)	Updates made	Child/ren involved; Child A, B, C	Reasons for updates	Updates made by
	E.g., "Updated lunchtime arrangements"		E.g., "Feedback from Child A"	

Appendix 3: Prevent Policy

Introduction

This Prevent Policy requires that:

- Staff must read the Child Protection Policy and as a minimum at least Part I of the most recent version of Keeping Children Safe in Education
- The content references the revised Prevent Guidance for England and Wales April 2021
- All staff members are to be informed of how to access this policy, the Child Protection Policy and procedures, and the academy's Behaviour Policy together with advice from their Local Authority Safeguarding Partnership
- All staff members must be kept up to date with any relevant developments about the Prevent Initiative
- All staff have had training about Prevent

Context

To fulfil the Prevent duty, it is essential that staff identify children who may be vulnerable to radicalisation and know what to do when they are identified. Protecting children from the risk of radicalisation is part of all of our wider safeguarding duties and is similar in nature to protecting children from other harms (e.g., drugs, gangs, neglect, sexual exploitation), whether these come from within their family or are the product of outside influences.

The academy will also build pupils' resilience to radicalisation by promoting fundamental British Values and enabling them to challenge extremist views. Staff at the academy will be trained to be aware of any incidents of the undermining of British Values. The academy does not intend to stop pupils talking about or debating controversial issues. On the contrary, we intend to provide a safe space in which children, young people and staff can understand the risks associated with terrorism and develop the knowledge and skills to be able to challenge extremist arguments.

In the academy, The Single Point of Contact (SPoC) is always the Designated Safeguarding Lead (DSL). The DSL leads on all issues pertaining to extremist or terrorist-related concerns and will also be the person who will make any referrals to the local authority where it is deemed that intervention is needed via the Channel panel.

Definition of Extremism

Extremism is vocal or active opposition to fundamental British Values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs. Included in the definition of extremism are calls for the death of members of the armed forces, whether in this country or overseas. Terrorist groups very often draw on extremist ideas developed by extremist organisations.

Fundamental British Values

We understand Fundamental British Values to be defined as the following:

Democracy

A culture built upon freedom and equality, where everyone is aware of their rights and responsibilities.

The rule of law

The need for rules to make a happy, safe and secure environment to live and work.

Individual liberty

Protection of each person's rights and the rights of others around them.

Mutual respect & tolerance of different faiths and beliefs

Understanding that all people do not share the same beliefs and values. Respecting each other's values, ideas and beliefs of others whilst not imposing our own onto them.

Should enable and encourage pupils to:

- develop their self-knowledge, self-esteem, and self-confidence,
- distinguish right from wrong and to respect the civil and criminal law of England,
- accept responsibility for their behaviour, show initiative, and to understand how they can contribute positively to the lives of those living and working in the locality of the school and to society more widely,
- acquire a broad general knowledge of and respect for public institutions and services in England,
- further tolerance and harmony between different cultural traditions by enabling them to acquire an appreciation of and respect for their own and other cultures,
- encourage respect for other people,
- encourage respect for democracy and support for participation in the democratic processes, including respect for the basis on which the law is made and applied in England.

The list below describes the understanding and knowledge expected of pupils because of the promotion of fundamental British values.

- an understanding of how citizens can influence decision-making through the democratic process,
- an appreciation that living under the rule of law protects individual citizens and is essential for their wellbeing and safety,
- an understanding that there is a separation of power between the executive and the judiciary, and that while some public bodies such as the police and the army can be held to account through Parliament, others such as the courts maintain independence,
- an understanding that the freedom to choose and hold other faiths and beliefs is protected in law,
- an acceptance that other people having different faiths or beliefs to oneself (or having none) should be accepted and tolerated, and should not be the cause of prejudicial or discriminatory behaviour,
- an understanding of the importance of identifying and combatting discrimination,

It is not necessary for schools or individuals to 'promote' teachings, beliefs, or opinions that conflict with their own, but nor is it acceptable for schools to promote discrimination against people or groups based on their belief, opinion or background.

Risk Assessment

- We should be aware of the increased risk of online radicalisation, as terrorist organisations seek to radicalise young people through the use of social media and the internet.
- There is no single way of identifying an individual who is likely to be susceptible to a terrorist ideology. As with managing other safeguarding risks, we should be alert to changes in children's behaviour which could indicate that they may be in need of help or protection. Children at risk of radicalisation may display a range of different signs and indicators (see page 69), or they seek to hide their views.
- Academy staff should use their professional judgment in identifying children who might be at risk of radicalisation and act proportionately.
- Even very young children may be vulnerable to radicalisation by others, whether in the family or outside, and display concerning behaviour. The Prevent duty does not require teachers or childcare providers to carry out unnecessary intrusion into family life but, as with any other safeguarding risk, they must take action when they observe behaviour of concern.

- Procedures are in place for protecting children at risk of radicalisation. These procedures are set out in existing safeguarding policies.
- Lettings are vetted and monitored by the Premises Team in associated with the Principal
- External speakers are vetted and monitored by academy staff to ensure that they do incite hatred, draw others into extremist-related activities or encourage hate crime or criminal damage

Working in partnership

The Prevent duty builds on existing local partnership arrangements.

- Local Children Safeguarding Partnerships are responsible for co-ordinating what is done by local agencies for the purposes of safeguarding and promoting the welfare of children in their local area. Local authorities are vital to all aspects of Prevent work. This work will also include assessing the thresholds of need for intervention by the Channel panel.
- Working in conjunction with other partners, in particular the police, and also civil society organisations, the academy may be able to receive additional advice and support
- Effective engagement with families is also important as they are in a key position to spot signs of radicalisation. We would look to assist and advise families who raise concerns and be able to point them to the right support mechanisms.

Indicators of extremist related activity

- Unusual use of the Internet: Searches related to sites that promote anti-British Values and production of materials originating from internet sites with extreme content.
- Disclosures: Graffiti symbols, writing or artwork promoting extremist messages or images, voicing opinions drawn from terrorist related ideologies and narratives.
- Support for terrorism: Members/Co-members accessing terrorist related material online, including through social networking sites, using extremist texts or tattoos, use of extremist or hate terms to exclude others or incite violence; using language such as 'us and them', justifying the use of violence to solve real or perceived grievances, tattoo's or literature.
- Personal Crisis: Parental/family reports of changes in behaviour, friendships, appearance or actions and requests for assistance, family tensions, sense of isolation, low self-esteem, and uncertainty about their identity, faith or belonging.
- Concerns from professionals: Partner healthcare organisations, local authority services and police reports of issues affecting patients in other health care organisations.
- Personal Circumstances: migration, local community tensions within set groups, events affecting the student's country of origin, a sense of grievance triggered by personal experience of racism or discrimination

Training

The statutory guidance refers to the importance of Prevent awareness training to equip staff to identify children at risk of being drawn into terrorism and to challenge extremist ideas.

- Key staff have received special individual training in accordance with their role in the academy.
- New staff will receive Prevent training arranged by the DSL.
- All staff will undertake update training as appropriate
- LGC governors will receive online Prevent training via the Home Office platform;

<https://www.elearning.prevent.homeoffice.gov.uk/edu/screen1.html#>

- Trustees will be subject to Prevent training as part of their induction training in safeguarding

IT policies

The academy will follow the statutory guidance that makes clear the need to ensure that children are safe from terrorist and extremist material when accessing the internet in schools.

- We ensure that suitable filtering is in place through Smoothwall.
- Internet safety is integral to our IT curriculum and is also embedded in the PSHE curriculum.

Definition of Radicalisation

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

Factors associated with Radicalisation

These are some factors that might make individuals more vulnerable to being radicalised:-

- Identity Crisis – those exploring issues around their identity may feel removed or out of touch from friends and family, as well as their cultural or religious background, and may also feel that they no longer fit into society
- Personal crisis – may include significant tensions within the family home that makes the individual feel isolated from what is perceived as the 'norm'
- Personal circumstances – individuals may feel that their career and lifestyle aspirations are being undermined by a perceived or real inability to achieve them. This can result in the development of a mindset that chooses to opt out of conforming, and instead adopt a more antagonistic and / or aggressive viewpoint
- Criminality – a vulnerable individual may become involved in criminal activity, or criminal groups that have links to organised crime relating to terrorist related activities

Radicalisation can exploit any of these vulnerabilities by providing the individual with a sense of worth, purpose or belonging.

Building children's resilience to radicalisation

Our academy will enable young people to explore issues such as terrorism and the wider use of violence in a considered and informed way. We believe that we can build pupils' resilience to radicalisation by providing a safe environment for debating controversial issues and helping them to understand how they can influence and participate in decision-making.

Our academy will facilitate the understanding of wider issues within the context of learning about the values on which our society is founded and our system of democratic government. These are important for reasons which go far beyond Prevent but they connect to the Prevent agenda.

Our academy promotes the spiritual, moral, social and cultural development of pupils and, within this, fundamental British values. This is effective in providing pupils with time to explore sensitive or controversial issues and equipping them with the knowledge and skills to understand and manage difficult situations. The subject teaches pupils to recognise and manage risk, make safer choices, and recognise when pressure from others threatens their personal safety and wellbeing. The academy teaches the key principles of the British Values and we encourage our students to demonstrate those ideologies in their day-to-day life. In accordance

with the latest government guidelines regarding the statutory teaching of relationships, we explore the issues of radicalisation and extremism as part of the work done on healthy and non-healthy relationships.

What happens if there is a concern?

- Follow the academy's normal safeguarding procedures in accordance with the Child Protection Policy and raise the concern with the DSL. In their absence the Deputy DSL and/or Principal will be informed.
- Possible Channel referrals will be discussed by the academy Safeguarding Team if appropriate and in accordance with government guidelines.
- The DSL may contact the local police force or dial 101 (the non-emergency number), who can talk in confidence about the concerns and help gain access to support and advice.
- • The Department for Education has dedicated a telephone helpline (020 7340 7264) – open Monday – Friday 11am – 3pm, to raise concerns relating to extremism directly. Concerns can also be raised by email to counter.extremism@education.gsi.gov.uk . Please note that the helpline is not intended for use in emergency situations, such as a child being at immediate risk of harm or a security incident, in which case the Child Protection Policy procedures should be followed.

Equality and Diversity

This policy statement is intended to ensure that no-one is treated in any way less favourably on the grounds of race, colour, national or ethnic or social origin, race, disability, gender, sexual orientation, gender reassignment, marriage & civil partnership, pregnancy & maternity, age, religion/ belief or political/ other personal beliefs.

Links to other policies

- Child Protection Policy
- Relationships and Sex Education Policy

Appendix 4: Documents used to report, record and refer



Multi Agency Safeguarding Hub (MASH) e-form

MASH Referral Form

Referral Guidelines

1. Notes for use: If you are completing form electronically, text boxes will expand to fit your text. Where check boxes appear, click to insert an 'X' in those that apply
2. This form should be completed by practitioners wishing to refer an infant, child or young person
3. *If you have concerns that an infant, child or young person may be or is at risk of significant harm or has been harmed or abused then you must make immediate telephone contact with the MASH Team, and then confirm your referral by submitting this e-form within 48 hours*
4. Contact details for the MASH can be found at the end of this form

Identifying Details

Record details of unborn baby, infant, child or young person being referred. If unborn, state name as 'unborn baby' and mother's name, e.g. unborn baby of Ann Smith.

Given Name(s):	_____	Family Name:	_____
Address:	_____	Gender:	_____
Postcode:	_____	DOB or EDD:	_____
Contact tel. no.	_____	Unique ref. no.	_____
AKA/Previous names:	_____	Version no.	_____

Ethnicity

Ethnic origin is not about nationality, place of birth or citizenship. It is about the group to which you perceive you belong. Please tick the appropriate box

White

White British White Irish Traveler of Irish Heritage Gypsy/Roma Any other White background

Mixed/multiple ethnic groups

White & Black Caribbean White & Black African White & Asian Any other Mixed background

Asian/Asian British

Indian Pakistani Bangladeshi Chinese Any other Asian background

Black/ African/ Caribbean/ Black British

African Caribbean Any other Black background

Not known

If other, please specify: _____

Immigration status: _____

Child's first language: _____

Parent's first language: _____

Is an interpreter required for parent? Yes No

Is the child or young person disabled? Yes No

If 'yes' give details: _____

Details of any specific requirements (for child and/or their parent) e.g. signing or access needs etc. _____

Reason for Referral

Reason for referral: Click or tap here to enter text.

Current family and home situation

Example: family structure including siblings (with date of birth), other significant adults etc; who lives with child and who does not live with child

Current family and home situation: Click or tap here to enter text.

Conclusions

What are your conclusions?

What is working well? Click or tap here to enter text.

What are you worried about? Click or tap here to enter text.

What needs to change? Click or tap here to enter text.

Danger Statement

On a scale of 1 – 10, how likely is this to happen? (1 being least likely, 10 being most likely): Click or tap here to enter text.

For a child over 10 years please complete

Sexual Health and Behaviour? Click or tap here to enter text.

Absent from school or repeatedly running away? Click or tap here to enter text.

Familial absent and/or problems at home? Click or tap here to enter text.

Emotional and physical conditions? Click or tap here to enter text.

Gangs, older age groups and involvement in crime? Click or tap here to enter text.

Use of technology and sexual bullying? Click or tap here to enter text.

Alcohol and drug misuse? Click or tap here to enter text.

Receipt of unexplained gifts or money? Click or tap here to enter text.

Distrust of authority figures? Click or tap here to enter text.

Details of parents / carers

Name: _____ Contact number: _____
Address: _____ Relationship: _____
Postcode: _____ DOB: _____
Parental responsibility? Yes No

Name: _____ Contact number: _____
Address: _____ Relationship: _____
Postcode: _____ DOB: _____
Parental responsibility? Yes No

Detail of person(s) making referral

Name: _____ Contact number: _____
Address: _____ Role: _____
Postcode: _____ Organisation: _____

Name of lead professional (where applicable) _____
Lead professional's number _____
Lead professional's email address _____

Services working with infant, child or young person

GP

Details: _____ Contact number: _____

Early years/education/FE training provision

Details: _____ Contact number: _____

Other services

Details: _____ Contact number: _____

Child or young person's comment on the referral and current circumstances: Click or tap here to enter text.

Parent and carer's comment on the referral and current circumstances: Click or tap here to enter text.

Consent for Information Sharing

Is the parent/carer/young person aware that you are making this referral? Yes No

Does the parent/carer/young person consent to information sharing with the Children and Young People's Service and its partner agencies? Yes No

If the parent/carer is not aware, please advise them that a referral has been made, except where to do so would place a child or young person at increased risk of significant harm, or place an adult at risk of serious harm.

Signature: _____

Name: _____

Date: _____

Where to send this form

Please send your completed form to the MASH Team (contact details below). If you have any concerns that an infant, child or young person may be or is at risk of significant harm or has been harmed or abused then you must make immediate telephone contact with the MASH Team, and then confirm your referral by submitting this e-form within 48 hours.

MASH Team

Address: 3rd Floor, River Park House, 225 High Road, London N22 8HQ

Tel: 020 8489 4470 – office hours (Monday to Thursday 8:45 to 5pm; Friday 8:45 to 4:45pm)
020 8348 3148 – out of office hours (including weekends)

Secure email: mashreferral@haringey.gov.uk

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