



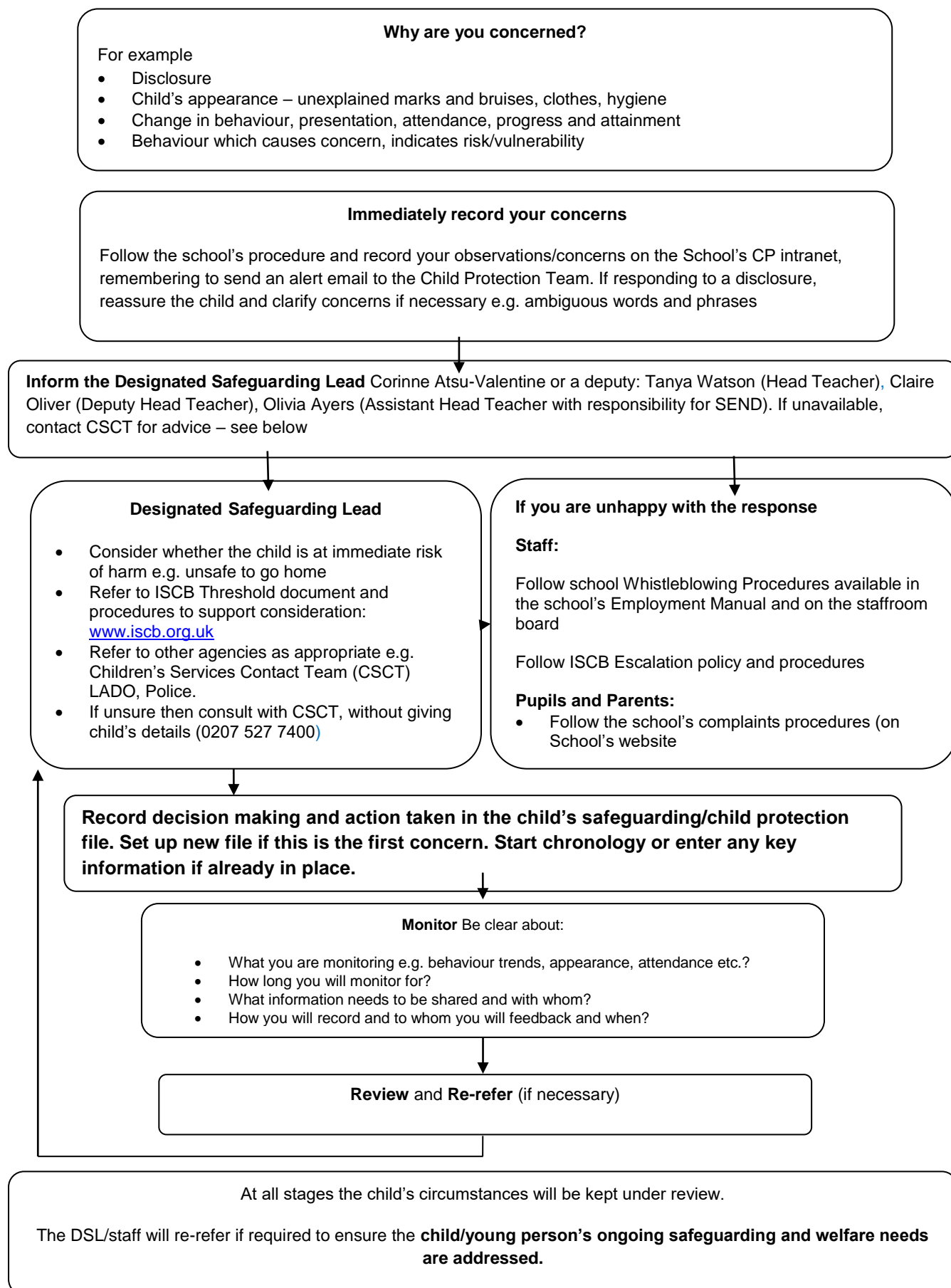
*An exceptional education for all*

# **Child Protection Policy**

**September 2021**

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## What to do if you have a welfare concern in our school



This policy will be reviewed annually and/or following any updates to national and local guidance and procedures.

The Lead Governor for child protection is: **Constance d'Achon**.

The Designated Safeguarding Lead (DSL) for child protection is: **Corinne Atsu-Valentine**

The Deputy Designated Safeguarding Leads (DSLs) for child protection are: **Tanya Watson (Head Teacher), Claire Oliver (Deputy Head Teacher) Olivia Ayers (Assistant Head Teacher with responsibility for SEND) and Sophie Gavalda (Assistant Head Teacher)**.

The Designated Member of Staff for Allegations against staff and Volunteers is: **Tanya Watson (Head Teacher)**.

**The Senior Mental Health Lead is: Corinne Atsu-Valentine**

### **Policy Statement**

**Our Child Protection Policy is for all staff, parents, governors, volunteers and the wider school community. It forms part of the safeguarding arrangements for our school. All children have the right to be safe from harm and abuse.**

**ALL STAFF at William Tyndale will have access to this policy and sign annually, via email, to say they have read and understood its contents, as well as those within the latest *Keeping Children Safe In Education* document. This information will be recorded in a centrally retained log.**

**Child protection is everyone's responsibility and we will work with children, parents and the community to ensure we support children's rights, creating and maintaining the safest possible environment for children.**

**'Safeguarding and promoting the welfare of children is everyone's responsibility. Everyone who comes into contact with children and their families has a role to play. In order to fulfil this responsibility effectively, all practitioners should make sure their approach is child-centred. This means that they should consider, at all times, what is in the best interests of the child.'** – KCSIE 2021

This Policy will be read in conjunction with:

*Keeping children safe in education 2021;*

<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

and supported by the following documents:

*London Child Protection Procedures 2021;*

<http://www.londoncp.co.uk/index.html>

*Teaching online safety in school 2019;*

<https://www.gov.uk/government/publications/teaching-online-safety-in-schools>

*Working Together to Safeguard Children 2020;*

<https://www.gov.uk/government/publications/working-together-to-safeguard-children--2>

*Inspecting safeguarding in early years, education and skills, Ofsted 2021;*  
<https://www.gov.uk/government/publications/inspecting-safeguarding-in-early-years-education-and-skills>

[Criminal Exploitation of children and vulnerable adults - county lines guidance \(Home Office, 2018\)](#)

*Sexual Violence and Sexual Harassment Between Children in Schools and Colleges 2021;*  
<https://www.gov.uk/government/publications/sexual-violence-and-sexual-harassment-between-children-in-schools-and-colleges>

*Children and Social Work Act 2017;*

[Preventing and Tackling Bullying \(DfE, 2017\)](#)

[Preventing youth violence and gang involvement \(Home Office, 2015\)](#)

[What to do if you're worried a child is being abused - Publications - GOV.UK](#)

*Guidance for Safer Working Practice for Adults who Work with Children and Young People in Education Settings - Safer Recruitment Consortium, 2019;* <https://c-cluster-110.uploads.documents.cimpress.io/v1/uploads/13ecce28-e8f2-49e9-83c6-c29337cd8071~110/original?tenant=vbu-digital>

*Mental Health & Behaviour in Schools 2018;* [Mental health and behaviour in schools - Publications - GOV.UK](#)

*Teachers Standards 2021;* [Teachers' Standards](#)

*Safeguarding Disabled Children – Practice Guidance - DOH, 2009;*  
<https://www.gov.uk/government/publications/safeguarding-disabled-children-practice-guidance>

*DfE Guidance on Information Sharing 2018*  
[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/721581/Information\\_sharing\\_advice\\_practitioners\\_safeguarding\\_services.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/721581/Information_sharing_advice_practitioners_safeguarding_services.pdf)

*Promoting Children and Young People's Emotional Health & Wellbeing 2021;* [Promoting children and young people's emotional wellbeing](#)

*Rise Above links to lesson plans and materials;*  
<https://campaignresources.phe.gov.uk/schools/topics/rise-above/overview>

*Female Genital Mutilation Act 2003 (S. 74 - Serious Crime Act 2015);*  
<https://www.gov.uk/government/publications/mandatory-reporting-of-female-genital-mutilation-procedural-information/mandatory-reporting-of-female-genital-mutilation-procedural-information-accessible-version>

*William Tyndale School's Employment Manual;*

*William Tyndale School's Special Educational Needs Policy;*

*William Tyndale School's Looked After Children Policy;*

*William Tyndale School's Behaviour Policy, which incorporates our Anti-Bullying policy;*

*William Tyndale School's GDPR Data Protection Policy; and*

*William Tyndale School's Health and Safety Policy.*

These documents can be found in the CP drive and/or in the school office.

## **Purpose and Aims**

The purpose and aims of our Child Protection Policy are to:

- raise the awareness of all staff of the need to safeguard children and of their responsibilities in identifying concerns and reporting them as a matter of priority;
- provide a framework to support staff in identifying concerns that a child may be suffering harm or abuse thereby enabling them to report those concerns without delay;
- maintain an environment where children feel secure and are listened to;
- ensure that the school has sufficient Designated Members of Staff for Child Protection to enable one of them to be available or contactable at all times during the school day;
- ensure that the Governing Body has a nominated member who is responsible for child protection;
- enable and support good levels of communication between staff;
- ensure that all Designated Members of Staff for child protection have undertaken suitable and appropriate training and that this training is up-dated every two years;
- ensure that all staff receive regular updates annually and full child protection training every three years;
- develop and promote effective working relationships with partner agencies;
- provide a systematic means of monitoring children who are thought be at risk of harm or who are subject to child protection plans;
- provide structured procedures within the school which will be followed by all staff when there are concerns about a child;
- ensure that all adults working with children in the school community have undergone appropriate checks as to their suitability to work with children in line with Department for Education (DfE);
- ensure that procedures are followed where an allegation is made against a member of staff or volunteer in accordance with part 4 of Keeping Children Safe in Education and with the involvement of the Local Authority Designated Officers (LADO), Timur Djavit, Service Manager Children Protection at [LADO@islington.gov.uk](mailto:LADO@islington.gov.uk), 020 7527 8102.

The School will promote the well-being of all its pupils as per the Education and Inspections Act 2006. Well-being is defined in the Children Act 2004 in terms of: -

- physical and mental health and emotional well-being;
- protection from harm and neglect;
- education, training and recreation;
- the contribution children make to society; and
- social and economic well-being.

We will do this by:

- recognising that all children have the right to freedom from abuse and harm;
- promoting joint working with parents and carers in the interest of children's welfare;
- following safe recruitment procedures which ensure that staff are carefully selected, vetted and have the relevant qualifications and experience;
- ensuring that all staff are aware of and accept responsibility for helping to prevent the abuse of child;
- ensuring that staff, volunteers and visitors are vetted as appropriate;
- naming Lead and Deputy Designated Members of Staff for child protection who take specific responsibility for children's protection, safety and well-being;
- naming a Governor for child protection who takes specific responsibility for children's protection, safety and well-being;
- supporting all staff in bringing concerns to the Designated Members of Staff;
- responding quickly and appropriately to all suspicions or allegations of abuse;
- providing parents, carers, and children with the opportunity to voice any concerns they may have. This includes having knowledge of, and ensuring children have access to their preferred methods of communication and that staff are trained in a variety of communication tools;
- adopting positive behaviour management strategies which are non-violent and do not impose humiliation;
- reviewing the effectiveness of our Child Protection Policy and Procedures annually; and
- working in partnership with external organisations and professionals to ensure that children are protected.

## **PART ONE**

### **Procedures**

Our procedures are in line with the London Child Protection Procedures 2021, a copy of which is available on the London Safeguarding Board website: <http://www.londoncp.co.uk/>

All school staff will be knowledgeable about what constitutes abuse (see Appendix 1).

When new staff, volunteers or regular visitors join our school they are informed of the safeguarding arrangements in place, the name of the DSL and how to share concerns with them.

Any member of staff, volunteer or visitor to the school who receives a disclosure or allegation of abuse, or suspects that abuse may have occurred, **must** report it immediately

to the DSL (or, in their absence, the deputy DSL). See flowchart **What to do if you have a welfare concern in our school** on page 3.

The DSL or the deputy will immediately refer cases of suspected abuse or allegations, by telephone, to the Children's Services Contact Team (CSCT) in Islington on 0207 527 7400 or the local authority where the child lives. For Islington referrals the telephone referral to CSCT will be confirmed in writing using the CSCT Request for Service/Referral Form within 48 hours. Referrals to other local authority statutory services will be followed up, within the same timescale, using their referral forms.

All referrals will include the pupil's name, address, date of birth, family composition, the reason for the referral, whether the child's parents are aware of the referral plus any other relevant information or advice given.

Wherever possible, the school will share any safeguarding concerns, or an intention to refer a child to Children's Social Care, with parents or carers. However, we will not do so where it is felt that to do so could place the child at greater risk of harm or impede a criminal investigation. On occasions, it may be necessary to seek advice from CSCT and/or Police in making decisions about when it is appropriate to share information with parents / carers.

If a member of staff continues to have concerns about a child and feels the situation is not being addressed or does not appear to be improving, they should press the DSL for re-consideration of the case.

Safeguarding contact details are displayed in the school to ensure that all staff members have unfettered access to safeguarding support.

## **Confidentiality**

Confidentiality is an issue which needs to be fully understood by all those working with children, particularly in the context of child protection.

All matters relating to child protection are strictly confidential. We respect the right of families to have information about them dealt with sensitively and confidentially in line with statute and guidance. Child Protection information regarding children in our school will be shared with staff on a strictly need to know basis. A member of staff will 'need to know' information when it demonstrably benefits the child. All staff are expected to conform to the school's standards of good professional practice and maintain confidentiality appropriately at all times.

All members of staff are aware that whilst they have duties to keep any information about children, families and colleagues which they have access to as a result of their role confidential, they also have a professional responsibility to share information with other agencies in order to safeguard children. The Data Protection Act 2018 and GDPR do not prevent the sharing of information for the purposes of keeping children safe. 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.

Our school has due regard to the relevant data protection principles, which allow us to share (and withhold) personal information, as provided for in the Data Protection Act 2018 and the GDPR. This includes:



- being confident of the processing conditions which allow us to store and share information for safeguarding purposes, including information which is sensitive and personal, and should be treated as 'special category personal data'.
- understanding that 'safeguarding of children and individuals at risk' is a processing condition that allows practitioners to share special category personal data. This includes allowing practitioners to share information without consent where there is good reason to do so, and that the sharing of information will enhance the safeguarding of a child in a timely manner but it is not possible to gain consent, it cannot be reasonably expected that a practitioner gains consent, or if to gain consent would place a child at risk.
- not providing pupils' personal data where the serious harm test under the legislation is met. For example, in a situation where a child is in a refuge or another form of emergency accommodation, and the serious harms test is met, we will withhold providing the data in compliance with our obligations under the Data Protection Act 2018 and the GDPR.

Also see Data Protection Toolkit for Schools:

<https://www.gov.uk/government/publications/data-protection-toolkit-for-schools>

All staff must be aware of their responsibility to share information with the DSL and with other agencies in order to protect and safeguard children. This must be done in accordance with *What to do if you're Worried a Child is being Abused 2015 Appendix 1 Information Sharing: Practitioners' Guide*. Where there is uncertainty about the need to share information, the six points, referred to in Appendix 1 of the document, should be considered.

No one in the school may guarantee confidentiality to a parent or carer and must make it clear that information will be shared if there are concerns about the welfare of a child, even if they do not consent to the sharing of information.

No one in the school may guarantee to a child that they will keep a secret and must always make it clear to children in language that is appropriate to the age and understanding of the child, that any information which leads an adult to be concerned that a child is suffering or is at risk of suffering harm will be shared with the DSL in order to take measures to safeguard the child or other children at risk.

## **Supporting Children**

We recognise that a child who is abused or neglected may find it difficult to develop and maintain a sense of self-worth. We recognise that children may feel helpless and humiliated and may blame themselves for what has or is happening to them. Our school may provide a vital source of stability in the lives of children who have been abused or are at risk of harm. We recognise that the behaviour of a child in these circumstances may range from that which is perceived to be 'normal' to aggressive or withdrawn.

We aim to support the children in our school by:

- Encouraging a sense of self-worth and assertiveness whilst not condoning bullying and aggression. Bullying in itself may result in the threshold of significant harm being met and we take seriously our responsibility to challenge bullying behaviours in accordance with our anti-bullying policy;
- Promoting a caring and safe environment within the school and
- Providing opportunities through our curriculum for example, PHSE, ICT, Science, PE, offsite activities, the RRS programme (Rights Respecting Schools) and School

Council for children to learn strategies to protect themselves, ask for help and support and gain confidence in standing up for their rights and valuing and respecting others. This list is not exhaustive. The school's work within the School Travel Plan also provides such opportunities e.g. cycling safety.

- Providing opportunities for children to work with other local schools through taking part in borough initiatives and with other external agencies.
- Working in partnership with other services involved in safeguarding children and notifying Children's Social Care as soon as there are significant concerns about a child.

## **Early Help**

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

- has health conditions, including a mental health need;
- is disabled and has specific additional needs;
- has special educational needs (whether or not they have a statutory education, health and care plan);
- is a young carer;
- is showing signs of being drawn in to anti-social or criminal behaviour, including gang involvement and association with organised crime groups and county lines;
- is at risk of child sexual exploitation and/or other extra familial harm;
- is frequently missing/goes missing from care or from home;
- is misusing drugs or alcohol themselves;
- Is at risk of modern slavery, trafficking or exploitation;
- is in a family circumstance presenting challenges for the child, such as substance abuse, adult mental health problems or domestic abuse;
- has returned home to their family from care;
- is showing early signs of abuse and/or neglect;
- is at risk of being radicalised or exploited;
- is a privately fostered child;
- has a family member in prison;
- is affected by parental offending;
- is at risk of honour based abuse;
- is at risk of female genital mutilation;
- is at risk of forced marriage; and
- is persistently absent from school (including for part of the school day).

All staff are aware of the Early Help process, and understand their role within it. This includes identifying emerging problems, liaising with the DSL, sharing information with other professionals to support early identification and assessment and, in some cases, acting as the lead professional in undertaking an early help assessment.

If Early Help is assessed to be appropriate, then the DSL will support staff members involved with the family to initiate an Early Help Assessment by requesting Early Help services from Bright Start 5 - 19. The DSL will keep all Early Help cases under constant review and will give consideration to making a child in need or child protection referral if the situation doesn't appear to be improving for the child.

## **Safeguarding Children with Special Educational Needs or Disabilities**

We acknowledge that children with special educational needs and disabilities and/or certain health conditions can face additional safeguarding challenges as they may have an impaired capacity to resist or avoid abuse.

Any child with a disability is by definition a 'child in need' under s17 of the Children Act 1989. Disabled children can be more vulnerable to significant harm through physical, sexual, emotional abuse and/or neglect than children who do not have a disability. The presence of multiple disabilities increases the risk of abuse and neglect. Research suggests that children with special educational needs or disabilities are more vulnerable to abuse. The risks to disabled children may be increased by their need for practical assistance and physical dependency including intimate care which may be delivered by a number of different carers, by possible communication difficulties and lack of access to strategies to keep themselves safe or by the increased risk that they may be socially isolated.

Where there are concerns about the welfare of a disabled child, they should be acted upon in accordance with the guidance, in the same way as with any other child. Particular attention should be paid to promoting a high level of awareness of the risks of harm, high standards of practice, and awareness of barriers to communication which may make it difficult to tell others what is happening.

Staff who work with children in any capacity must be aware of, and sensitive to, how the effects of abuse or harm may present and be able to pick up on any changes in behaviour or presentation that might indicate a concern. Concerns should be shared immediately with the DSL or in her absence one of the DDSLs. The staff in this school will have important information about individual children's presentation, their levels of understanding and how best to communicate with them.

All staff working with children with special educational needs or disabilities will receive appropriate training to enable them to meet the needs of these children appropriately and to recognise and report any concerns. This information should be read in conjunction with our separate policies for SEND and Supporting Pupils with Medical Conditions.

In particular, our staff will be made aware of the additional barriers which exist recognising abuse and neglect in this group of children, which include:

- these children being more prone to peer group isolation or bullying (including prejudice-based bullying) than other children;
- the potential for children with SEND or certain medical conditions being disproportionately impacted by behaviours such as bullying, without outwardly showing any signs;
- assumptions that indicators of possible abuse such as behaviour, mood and injury relate to the child's disability rather than abuse or neglect, without further exploration;
- speech, language and communication needs which may make it difficult to tell others what is happening and managing or reporting these challenges.

To address these additional challenges, staff will consider extra pastoral support and attention for these children, along with ensuring any appropriate support for communication is in place.

## **Mental Health**

We recognise the importance of our role in supporting the mental health and wellbeing of children. Staff have an awareness that mental health problems can, in some cases, be an indicator that a child has suffered or is at risk of suffering abuse, neglect or exploitation. Staff are not expected to make a diagnosis of a mental health problem. Staff, however, are well placed to observe children day-to-day and identify those whose behaviour suggests that they may be experiencing a mental health problem or be at risk of developing one and work with external agencies.

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. 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, speaking to the DSL or a Deputy.

## **Children who need a social worker (Child in Need and Child Protection Plans)**

Children may need a social worker due to safeguarding or welfare needs. Children may need this help due to abuse, neglect and complex family circumstances. A child's experiences of adversity and trauma can leave them vulnerable to further harm, as well as educationally disadvantaged in facing barriers to attendance, learning, behaviour and mental health.

Once information about a child with a social worker is communicated to the school, the DSL will, as a matter of routine, hold and use this information so that decisions can be made in the best interests of the child's safety, welfare and educational outcomes.

Where children need a social worker, this will inform decisions about safeguarding (for example, responding to unauthorised absence or missing education where there are known safeguarding risks) and about promoting welfare (for example, considering the provision of pastoral and/or academic support, alongside action by statutory services).

Findings from the Children in Need review, 'Improving the educational outcomes of Children in Need of help and protection' <https://www.gov.uk/government/publications/review-of-children-in-need/review-of-children-in-need> contains further information; the conclusion of the review, 'Help, protection, education' [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/809236/190614\\_CHILDREN\\_IN\\_NEED\\_PUBLICATION\\_FINAL.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/809236/190614_CHILDREN_IN_NEED_PUBLICATION_FINAL.pdf) sets out action the Government is taking to support this.

## **Supporting Staff**

We recognise that child protection is a difficult and sometimes upsetting subject for those who work with children. Working with a child who has suffered harm or is at risk of harm may be stressful and distressing. We are committed to supporting such staff by providing opportunities for them to talk through their experiences and anxieties with the DSL and/or to seek further support as appropriate. All staff and volunteers should feel able to raise concerns about poor or unsafe practice. Such concerns will be addressed sensitively and effectively in accordance with agreed whistle blowing procedures. A copy of the summary

version of *What to do if you're worried a Child is Being Abused 2015* is made available to every member of staff.

The Senior Leadership Team (SLT) aim to create a culture and environment where members of staff feel competent and confident to raise concerns and feel supported in their safeguarding role. Any member of staff affected by issues arising from concerns for children's welfare or safety is encouraged to seek support from the DSL.

The induction process will include familiarisation with child protection responsibilities and procedures as outlined above. All new staff including newly qualified teachers and support staff will receive induction training and may have a mentor or co-ordinator with whom they can discuss general safeguarding concerns. However, their induction should be clear that safeguarding and child protection concerns should be brought to the DSL's attention, as soon as possible.

The school will provide appropriate supervision/1:1 support for all members of staff to ensure that:

- staff are competent to carry out their responsibilities for safeguarding and promoting the welfare of children
- all staff have regular reviews of their own practice to ensure they improve over time.
- case holding staff have a space to discuss and reflect upon their work and progress with particular children and young people.

The DSL will also put staff in touch with outside agencies for professional support if they so wish. Staff can also approach organisations such as their Union or other similar organisations directly. Further information about a range of supporting organisations can be found in appendix 4.

The school will ensure that members of staff who are working within the Foundation Stage are provided with appropriate supervision in accordance with the statutory requirements of Early Years Foundation Stage (EYFS).

## **Restraint and Reasonable Force**

There are circumstances when it is appropriate for staff to use 'reasonable force' to safeguard children and young people, such as guiding a child to safety or breaking up a fight. The term 'reasonable force' covers a broad range of actions used by staff that involve a degree of physical contact to control or restrain children. 'Reasonable' means using no more force than is needed. Our school works in accordance with statutory and local guidance on the use of reasonable force) and recognises that where intervention is required, it should always be considered in a safeguarding context.

Section 93 of the Education and Inspections Act 2006 enables school staff (including support staff, non-teaching staff and voluntary staff) to use such force as is reasonable in the circumstances to prevent a pupil from:

1. Committing an offence, or if a child is under the age of 10, what would be deemed an offence in law if they were older than aged 10.
2. Causing personal injury to any person (including themselves) or damage to any property

3. Prejudicing the maintenance of good order and discipline at the school or any pupils at the school either during a lesson or otherwise

This includes occasions when the pupil is not on school premises e.g. on school visits.

Section 45 of the Violent Crime Reduction Act 2006 gives head teachers and authorised staff the right to search pupils for weapons without their consent, where they have reasonable cause to suspect they are carrying a weapon. If resistance is expected school MUST call the Police.

Guidance has been given to staff on appropriate behaviour, including the use of physical restraint. Further guidance for staff can be found in the school's Behaviour Policy and the DfE guidance **Use of reasonable force in schools**

**[www.gov.uk/government/publications/use-of-reasonable-force-in-schools](http://www.gov.uk/government/publications/use-of-reasonable-force-in-schools)** Parents and carers will be informed when restraint has been used and protocols agreed with parents and carers if use of restraint is thought likely. Pupils displaying extreme behaviour in relation to a learning disability, autistic spectrum disorders, behavioural, emotional and social difficulties or pupils with severe behavioural difficulties will be handled in accordance with DfE guidance.

## **Recording**

Recording is a tool of professional accountability and is central to safeguarding and protecting children. The school also keeps a record of staff child protection training.

It is not always possible to know whether a small or vague concern held today may increase as the days or weeks pass and later form the substance of a child protection referral. For this reason, it is vital that concerns are recorded accurately so that they can be monitored and emerging patterns noticed.

Initial concerns are logged on a secure 'Child Protection Drive'. This drive is accessible to all class teachers and senior managers. Support staff should communicate concerns to a member of staff with access rights who will record them. This also helps to ensure communication takes place between a concerned member of staff and the child's class teacher or a senior manager. The Child Protection Drive is separate from class teachers' normal shared computer drive and is secured with its own user name and password.

All records related to child protection are kept in an individual safeguarding / child protection file for that child (which is separate to the pupil file). All child protection records are stored securely and confidentially and will be retained for 25 years after the pupil's date of birth.

Where a pupil transfers from our school to another school / educational setting (including college), the DSL (or deputy DSLs) will copy their safeguarding/ child protection file in its entirety and forward the original file to the new educational setting within five days. The DSL will also transfer any information relating to the Channel Programme.

This will be marked 'Strictly Confidential' and for the attention of the receiving school's DSL, with a return address on the envelope so it can be returned to us if it goes astray. We will obtain evidence that the paperwork has been received by the new school and place this on the copied file which will be archived in line with our retention policy.

Where a pupil joins our school, we will routinely check with the previous early years setting or school whether there are current or historical safeguarding / child protection records.

Once an update has been made or an initial concern registered the 'CP Team' – Head Teacher, Deputy Head Teacher, Assistant Head Teachers and Pastoral Lead and any other relevant staff – are e-mailed to let them know. This system ensures that information is stored securely yet is readily available to staff who need it.

## **Referrals**

Child Protection referrals will be made to Children's Social Care in the child's home borough. Referrals will be made by telephone in the first instance to the Referral and Assessment Team on 020 7527 7400 with a written version completed and e-mailed to [cscreferrals@islington.gov.uk](mailto:cscreferrals@islington.gov.uk) within 24 hours. A copy of the referral will be kept confidentially by the school on our Child Protection Drive.

Where a pupil is transferring to another school and they have had CP concerns but are no longer on a CP plan, the DSL will liaise with the school the pupil is transferring to verbally; parental consent must be sought and records will not be copied or forwarded to the other school.

If a pupil is still on a CP plan then the relevant documentation will be sent hard copy, recorded delivery, or via email through password protected secure email. Parental consent does NOT need to be sought for this.

## **Inter-Agency Working**

- Our school has an important role to play in multi-agency safeguarding arrangements and contributes to multi-agency working in line with WTSC 2018. If named as a relevant agency by the three safeguarding partners that make up the Islington Safeguarding Children Board, the school has a statutory duty to cooperate with published arrangements.
- Schools are not the investigating agency when there are child protection concerns and the school will therefore pass all relevant cases to the statutory agencies. We will however contribute to the investigation and assessment processes as required, and recognise that a crucial part of this may be in supporting the child while these take place.
- We recognise the importance of inter-agency working and will ensure that staff are enabled to attend relevant safeguarding meetings, including Child Protection Conferences, Core Groups, Strategy Meetings, Child in Need meetings and Early Help meetings.
- The School Leadership Team including the DSL will work to establish strong and co-operative relationships with relevant professionals in other agencies.

## Working in Partnership with Parents and Carers

The Governing Body and staff of the school are committed to creating and maintaining a culture of openness and honesty and strive at all times to work in partnership with parents and carers. We believe that this is in the best interests of children and their families. Only by developing co-operative working relationships within which parents and carers feel respected will we be able to work holistically with children.

Parents and carers will be given access to our child protection policy. We believe it is important that parents and carers are aware of our statutory duty to safeguard and promote the welfare of children and that we will, where necessary, share concerns about children with Children's Social Care.

Wherever possible we will aim to discuss concerns about children with their parents or carers and inform them, **unless told otherwise**, if we intend to make a referral to Children's Social Care. There may be instances when, after seeking advice from CSCT, it is not appropriate to speak to a parent or carer before making a referral to Children's Social Services. This would happen when it is felt that to do so could place the child at greater risk of harm or impede a criminal investigation.

Parents and carers are encouraged to:

- discuss safeguarding issues with their children, support the school in their safeguarding approaches, and reinforce appropriate safe behaviours at home;
- identify changes in behaviour which could indicate that their child is at risk of harm online, or in the wider community; and
- seek help and support from the school, or other appropriate agencies, if they or their child have any safeguarding concerns.

## Training

All members of staff are provided with a copy of part one of KCSIE, 2021 which provides an overview of safeguarding duties and responsibilities. The school's Senior Leadership and Management team will read the entire document. All members of staff who work directly with children will read Part 1 and sign to confirm that they have read and understood it.

This information is kept on our school's Google Drive.

All staff working directly with children will:

- have read at least Part 1 of KCSIE
- reassure victims of abuse that they are being taken seriously, they will be supported and kept safe
- not give children the impression they are creating a problem or made to feel ashamed for making a report
- know the indicators of abuse and neglect for specific safeguarding issues eg child criminal exploitation and child sexual exploitation
- be aware that multiple safeguarding issues often overlap with one another
- be aware of the risk factors that increase the likelihood of involvement in serious violence

The DSL (and deputy) undertake child protection training at least every two years and regularly update their safeguarding and child protection knowledge and skills through attending DSL briefings and reading safeguarding newsletters, e.g. NSPCC Casper Weekly



Updates. The Head Teacher, all staff members and governors receive appropriate child protection training which is regularly updated and in line with advice from the ISCB.

The school ensures that the DSL (and deputies) also undertake training in multi-agency working and specific safeguarding areas as appropriate.

In addition, all staff members receive safeguarding and child protection updates as required, but at least annually, to provide them with relevant skills and knowledge to safeguard children effectively. Training will always include a reminder of in school referral processes. Topics may include: Indicators of abuse, Prevent, CSE, Online Safety, FGM, County Lines, Sexual violence and sexual harassment

Induction for all new members of staff, governors and volunteers will include circulating the:

- safeguarding and child protection policy
- staff code of conduct and staff acceptable use policy
- behaviour policy
- procedures for managing children who are missing education

Records of all child protection training undertaken are kept for all staff and governors.

## **The Prevent Duty**

All schools are subject to a duty under section 26 of the Counter-Terrorism and Security Act 2015, to have “***due regard to the need to prevent people from being drawn into terrorism***”, known as the Prevent Duty. The school recognises that protecting children from the risk of radicalisation is part of the school’s wider safeguarding duties and is similar in nature to protecting children from other harms, whether these come from within their family or are the product of outside influences.

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

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

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

The school has regard to the statutory Revised Prevent Duty Guidance:

[www.gov.uk/government/publications/protecting-children-from-radicalisation-the-prevent-duty](http://www.gov.uk/government/publications/protecting-children-from-radicalisation-the-prevent-duty)

The school ensures that pupils are safe from terrorist and extremist material when accessing the internet in school, including by establishing appropriate levels of filtering and will ensure that “over blocking” does not lead to unreasonable restrictions as to what children can be taught with regards to online teaching and safeguarding.

All staff are required to complete the online Channel training:

[http://course.ncalt.com/Channel\\_General\\_Awareness/01/index.html](http://course.ncalt.com/Channel_General_Awareness/01/index.html)

a programme focusing on providing support at an early stage to people who are identified as being vulnerable to being drawn into terrorism.

The school is committed to building 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 school will promote the spiritual, moral, social and cultural development of pupils and fundamental shared values through PHSE and encourages pupils to develop positive character traits such as resilience, determination, self-esteem and confidence.

Where a member of staff has a concern about a particular pupil they should follow normal safeguarding procedures, discussing with the DSL and where necessary with children's social care. The Department of Education has a dedicated telephone line 020 7340 7264 and email [counter.extremism@education.gsi.gov.uk](mailto:counter.extremism@education.gsi.gov.uk) available for staff and governors to raise concerns directly about extremism. These contact details are not for emergency situations; normal emergency procedures should be followed if a child is at immediate risk of harm.

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

## **Safer Recruitment**

A safe recruitment and selection practice is vital in safeguarding and protecting children. The Governing Body recognises and takes seriously its responsibility to adopt practice which minimises risk to the children in this school by ensuring that measures are in place through this practice to deter, reject or identify people who might abuse children or who are unsuitable to work with them. The Governing Body is committed to evidencing this practice in relation to all staff working with children in the school. The safety and well-being of children is borne in mind at all times throughout the recruitment and selection process. The school follows the DfE statutory guidance, **Keeping Children Safe in Education 2021**, as well as the **London Child Protection Procedures 2021**.

As part of the school's safeguarding culture, the school has robust recruitment procedures that deter and prevent people who are unsuitable to work with children from applying for or securing employment, or volunteering opportunities in our school.

Any members of staff who are involved in the recruitment and selection process are appropriately trained in safer recruitment, covering the topics contained in Part 3 of KCSIE 2021 at a minimum. In accordance with The School Staffing (England) Regulations 2009 and the Education (Pupil Referral Units) (Application of Enactments) (England) Regulations 2007, we will ensure that at least one of the persons who conducts an interview has completed safer recruitment training recommended by the Islington Safeguarding Children Partnership and should be repeated every three years.

The school will ensure that the safer recruitment process covers paragraphs 192 – 316 of KCSIE 2021 in relation to advertisements, application forms, shortlisting, employment history and references, selection, ID, DBS checks etc.

In accordance with this, the school makes sure that appropriate checks are carried out on new staff, volunteers and parent helpers and bears in mind the safety of children when drawing up job descriptions and person specifications, advertising posts, calling for and scrutinising references and picking up on gaps in employment history through to the interview process and carrying out DBS and professional checks and verifications of qualifications and identity.

In addition, we carry out our own checks on all visitors such as governors, curriculum workshop workers, sports coaches, after school activity tutors, students and supply teachers if they are not employed by an agency who administer their own checks. We require photo identification as well as DBS clearance documentation before any person is allowed into the school building unattended by a member of staff. If we have any concerns about any individuals we follow the important step of reporting them to the DBS.

We will ensure that our Single Central Record is accurate and complete, ensuring in particular that:

- staff will be added to it, even if they only work for one day; and
- details will be removed from it once an individual no longer works for the school.

## **PART TWO**

### **Roles and Responsibilities**

#### **The Governing Body**

The Governing Body holds responsibility for ensuring that the safety of the children in this school is always of paramount importance and recognises the contribution the school makes in safeguarding and protecting children. The Governing Body takes seriously its statutory responsibility to do so and recognises that all staff working with children have a full and active part to play in protecting them from harm.

Our school has a nominated governor for safeguarding, named on the front of this document. They take the lead role in ensuring that the school has an effective safeguarding and child protection policy which interlinks with other related policies; that locally agreed procedures are in place and being followed; and that the policy and structures supporting safeguarding children are reviewed at least annually. **They are responsible for liaising with the Head Teacher and the DSL regarding child protection issues in terms of their strategic role – they will not be involved in concerns about individual pupils.**

The Governing Body will read and follow KCSIE 2021.

The Governing Body is responsible for ensuring that any deficiencies or weaknesses in the school's arrangements for safeguarding and promoting the welfare of children are addressed and remedied without delay.

Whilst the Governing Body holds overall responsibility for child protection and safeguarding functions of the school, the day to day operational responsibility rests with the Head Teacher. It is the duty of the Governing Body to evaluate this policy annually.

The Designated Safeguarding Governor is responsible for liaising with the Head Teacher and the DSL regarding child protection issues. This governor will also liaise with Islington Council's Local Authority Designated Officer (LADO) in the event of allegations of abuse being made against the Head Teacher. This name of this governor is **Constance d'Achon**.

The Governing Body ensures

- that the policies, procedures and training in our school are effective and comply with the law at all times. It ensures that all required policies relating to safeguarding are in place and that the child protection policy reflects statutory and local guidance and is reviewed at least annually;
- there is a named designated safeguarding lead and deputy safeguarding lead in place;
- the school contributes to multi-agency working, in line with statutory and local guidance. It ensures that information is shared and stored appropriately and in accordance with statutory requirements;
- that all staff and volunteers undergo safeguarding and child protection training at induction and that it is then regularly updated. All staff members receive regular safeguarding and child protection updates, at least annually, to provide them with the relevant skills and knowledge to keep our children safe;
- that for those staff engaged in management roles, an additional check is required to ensure they are not prohibited under section 128 provisions; this includes all governors;
- along with the school leadership team, that recruitment procedures are followed which help to deter, reject or identify people who might abuse children. It adheres to statutory responsibilities to check adults working with children and has recruitment and selection procedures in place (see the school's 'Safer Recruitment' policy for further information). It ensures that volunteers are appropriately supervised in school;
- our pupils are taught how to keep themselves safe (including online and ensuring that that appropriate filters and monitoring systems for online usage are in place) through teaching and learning opportunities as part of a broad and balanced curriculum. Our school works in accordance with new government regulations which make the subjects of Relationships Education mandatory; and
- that members of staff who are working within the Foundation Stage are provided with appropriate supervision in accordance with the statutory requirements of Early Years Foundation Stage (EYFS) 2021.

### **Roles and Responsibilities of the Head Teacher**

The Head Teacher is responsible for ensuring that the Child Protection Policy and procedures adopted by the Governing Body are fully implemented and followed by all staff.

It is the Head Teacher's responsibility to allocate sufficient resources and time to enable the responsibilities of the DSL for Child Protection to be discharged fully and to ensure that staff are able to attend strategy discussions and child protection conferences and other inter-agency meetings and to contribute fully to the assessment of children.

The Head Teacher is responsible for ensuring that all stakeholders, including children, feel able to raise concerns about poor or unsafe practice regarding children, and that concerns will be addressed sensitively and in a timely manner in accordance with the school's whistle blowing policy. We recognise that it is not the responsibility of children to raise concerns. It is the responsibility of all staff to share concerns about the actions or attitudes of colleagues with the Head Teacher who will deal with the concerns appropriately.

The Head Teacher manages all concerns about the conduct of adults in the school in relation to safeguarding and child protection. All concerns about poor or unsafe practice regarding children, will be addressed sensitively and in a timely manner in accordance with the school's whistle blowing policy.

The Head Teacher will ensure that there are robust systems in place to cover for the DSL's planned and unplanned absences from the school, including having Deputy DSLs who have the role added to their job descriptions.

### **Roles and responsibilities of the Designated Safeguarding Lead (DSL)**

The school has appointed a member of the senior leadership team, **Corinne Atsu-Valentine**, as the DSL. The DSL has the overall responsibility for the day to day oversight of safeguarding and child protection systems in school. The school has also identified additional staff to deputise (DDSLs) for when the DSL is not available.

The DSL will undergo appropriate and specific training to provide them with the knowledge and skills required to carry out their role. This training will be approved by and meet the standards as required by Islington Safeguarding Children Board in line with guidance set out in Competence Still Matters, 2014. The DSL's training will be updated formally every two years but their knowledge and skills will be updated through a variety of methods at regular intervals, at least annually, to keep up with any developments relevant to their role.

During term time the DSL (or a deputy) will always be available (during normal school or college hours) for staff in school to discuss any safeguarding concerns. Whilst generally speaking the DSL (or deputy) would be expected to be available in person, in *exceptional circumstances* availability via phone and or video call or other such mediums is acceptable.

The DSL is the central contact point for all staff to discuss any safeguarding concerns and has lead responsibility for managing child protection referrals, safeguarding training and raising awareness of all child protection policies and procedures. They will ensure that everyone in school (including temporary staff, volunteers and contractors) is aware of this policy and our procedures and that they are followed at all times.

The DSL maintains a confidential recording system for all safeguarding and child protection concerns and works closely with the Designated Teacher for Looked After Children and the Head of the Virtual School for all children who are looked after or have previously been looked after.

Additionally, the DSL will:

- ensure that all staff receive appropriate child protection training to ensure that they are up to date with current legislation, policy and practice and that all staff new to the school receive the child protection policy in their induction pack to enable them to adhere to the school's policy. Because children will often talk to non-teaching staff about their concerns and what is happening to them, it is important that **all** staff receive training to enable them to respond sensitively and appropriately to what children tell them;
- maintain and up-date child protection and safeguarding policies and procedures, ensuring that they are disseminated and adhered to by all staff;
- ensure that there is a system for monitoring and recording concerns about children at an early stage which is implemented across the school and adhered to by all staff;
- manage child protection concerns and make referrals to Children's Social Care for the borough in which the child is resident, when it is appropriate to do so, and seeking advice and guidance on these matters as appropriate;
- attend and provide reports to child protection conferences and core group meetings and contribute to child protection plans;
- monitor the attendance and progress of children who are the subject of child protection plans and implement the school's part of the plan;
- inform Children's Social Care of any proposed change of school of a child who is subject to a protection plan and alert them if a child who is subject to a protection plan is absent for more than two days;
- ensure that relevant information about children is shared with staff on a 'need to know basis';
- maintain accurate child protection records which are held securely and confidentially;
- ensure that all staff are aware of the need to record concerns about children and enabling them to do this as part of a school-wide process;
- ensure that complete and accurate records are forwarded to receiving schools whether that be at 11+ or for any other reason;
- ensure that parents and carers have access to the school's child protection policy and that it is made available on request, so that they are aware of the school's statutory duty to refer child protection concerns and that this is referred to in the school's Parent and Carer handbook;
- have a working knowledge of the role and function of the Islington Safeguarding Children Board. [www.islingtonscb.org.uk](http://www.islingtonscb.org.uk) ;
- ensure that all school staff receive up to date safeguarding training at least every three years and annually re updates;
- ensure that safeguarding policy and procedures are drawn to the attention of all temporary staff (see appendix 2);

- ensure that the school is represented at any child protection conference called for children on the school roll or previously known to them. In addition, we will ensure that a child protection conference report is submitted two working days in advance of an initial conference and five working days for a review conference, in line with London Child Protection Procedures;
- share, where possible and appropriate, any report in advance with the parent(s) / carer(s). Whoever attends will be fully briefed on any issues or concerns the school has and be prepared to contribute to the discussions at the conference in line with London Child Protection Procedures;
- ensure, if a child is subject to a Child Protection, Child in Need plan or Early Help Assessment and Plan, that the child is monitored regarding their school attendance, emotional well-being, academic progress, welfare and presentation;
- ensure, where the school is part of the core group, that the school is represented, provides appropriate information and contributes to the plan at these meetings. Any concerns about the Child Protection plan and / or the child's welfare will be discussed and recorded at the core group meeting, unless to do so would place the child at further risk of significant harm. In this case the DSL will inform the child's social worker immediately and then record that they have done so and the actions agreed;
- take responsibility for online safety as well as safeguarding and child protection;
- work with mental health leads where safeguarding is linked to mental health;
- promote supportive engagement with parents and carers
- promote educational outcomes of Children in Need by knowing and helping to address issues they have/are experiencing by:
  - ensuring the school knows which children need a social worker, understand their academic progress and attainment and maintaining a culture of high aspirations
  - supporting teaching staff to provide additional academic support or reasonable adjustments to help children who have/had a social worker reach their potential
  - recognising the lasting impact on educational outcomes
- work with the Head Teacher and 'relevant strategic leads' on information sharing:
  - understanding the importance of sharing information with other schools/colleges on transfers including in-year transfers and between primary and secondary education
  - ensuring information in child protection files is kept confidential and stored securely
  - ensuring that the child protection file is transferred to a new school/college within 5 days for an in-year transfer or within first 5 days of start of a new term.
- Ensure their training, knowledge and skills provide them with a good understanding of:
  - how to identify, understand and respond to specific needs that can increase the vulnerability of children
  - specific harms that could put children at risk
  - the important role they play in providing information and support to CSC to safeguard and promote their welfare
  - the lasting impact of adversity and trauma on education, behaviour, mental health and wellbeing, and what is needed to respond to this
  - the difficulties that children may have in approaching staff about their circumstances and consider how to build trusted relationships that facilitate communication
  - Children in Need (disabled children, those with relevant health needs and young carers) who have specific needs to be alert to.

The Governing Body, Headteacher and Leadership Team will ensure that the DSL is properly supported in this role in relation to the availability of appropriate time, support and resources.

### **Roles and responsibilities of the Deputy Designated Safeguarding Leads (DDSLs)**

The Head Teacher, Deputy Head Teacher and Assistant Head Teachers are the Deputy Designated Safeguarding Leads (DDSLs) for child protection in the school. This is stated in their job descriptions.

It is the role of the DSL to act as a source of support and guidance on all matters of child protection and safeguarding within the school. In the absence of the DSL, staff should report any concerns to one of the DDSLs who will act in accordance with this policy and the Safeguarding Children and Safer Recruitment in Education/London Child Protection Procedures and report back to the DSL.

### **Responsibilities of the school staff, volunteers and regular visitors**

The school is committed to providing an environment where children can play, learn, develop and achieve and where they are safeguarded and are enabled to tell or communicate if they are being harmed in some way. We are committed to ensuring that all staff are sensitive to issues of race, culture, gender and diversity but these issues should never be a barrier to sharing and reporting concerns about children.

This includes children and young people who:

- are disabled and have specific additional needs;
- have special educational needs (whether or not they have an Education, Health and Care Plan (EHCP));
- are young carers;
- are showing signs of being drawn into anti-social or criminal behaviour, including gang involvement and association with organised crime groups;
- are frequently missing/going missing from care or home;
- are at risk of modern slavery, trafficking or exploitation;
- are at risk of being radicalised or exploited;
- are in challenging family circumstances such as drug and alcohol misuse, adult mental health issues and domestic abuse;
- are misusing drugs and alcohol themselves;
- have returned home to their family from care; and
- are privately fostered.

All staff including teaching and non-teaching staff, temporary and supply staff, clerical and domestic staff, volunteers and staff working on site employed by other services and agencies and those working with children and families in the community have a statutory responsibility to safeguard and promote the welfare of children and must be aware of and fully conversant with this policy. All staff will be given the policy and know to follow the school's procedures and guidance at all times.

For the purposes of this document, the term 'staff' will apply to those listed above. Because of their day to day contact with children, staff in this school are well placed to observe possible signs of abuse in children.



It is neither the role nor responsibility of those working with children in the school to assess, diagnose or investigate whether a child is at risk of or suffering harm or abuse. It is the responsibility of all staff to be aware of the need to report any concerns about a child to the DSL as a matter of priority or to one of the Deputy DSLs in her absence.

Neither is it the role of the DSL to decide whether a child has been abused or not. This is the task of Children's Social Services who have the legal responsibility. But it is the responsibility of the DSL to ensure that concerns are shared and appropriate action taken.

Visitors will let the class teacher or a DSL know if they have any concerns about a child. This will be relayed to supply teachers through a school information sheet which they receive before beginning work. Volunteers will be informed of these duties by the class teacher. Designated members of staff for child protection will be identified on the staff photo board in the school foyer as well as on the walls of each floor in the school.

#### All staff

- are aware of their responsibility for referring any concerns. They are aware of the signs of abuse and neglect and are able to identify children who may be in need of help or protection. Staff are also aware of environmental factors which may impact on a child's welfare and safety and understand safeguarding in the wider context (contextual safeguarding). Staff are aware of safeguarding issues that can put children at risk of harm and understand that behaviours linked to issues such as drug taking, alcohol abuse, deliberately missing education and sexting put children in danger.
- are aware of and follow school processes (as set out in this policy) and are aware of how to make a referral to Social Care if there is a need to do so.
- and volunteers take individual responsibility for knowing what to do if a child discloses, or they have concerns about abuse or neglect, and will pass this information on immediately to the DSL, or, in their absence, the deputy DSLs.
- have a responsibility to provide a safe learning environment in which our children can learn. They will ensure all children are able to develop appropriate strategies to recognise and respond to risk and build resilience, including through curriculum development and planning
- understand that any child may benefit from early help and they are aware of the local early help process and their role in it.
- know how to access edition 6 of the London Child Protection Procedures at <http://www.londoncp.co.uk/>
- are aware of the school's 'Whistleblowing and Managing Allegations Policy' and how to access it.

If, in exceptional circumstances, the DSL or deputy is not available, staff should speak to a member of the Senior Leadership Team and/or take advice from local children's social care. In these circumstances, any action taken should be shared with the DSL or Deputy as soon as is practically possible.

## **Extended Services and Activities**

The Governing Body of the school is responsible for controlling the use of school premises both during and outside school hours, except where a trust deed allows a person other than the Governing Body to control the use of the premises, or a transfer of control agreement has been made.

Where services are provided directly under the supervision and management of the school, the school's child protection policy and procedures will apply.

Where activities and services are provided separately, the Governing Body will seek assurances that the body concerned has appropriate safeguarding and child protection policies and procedures in place and that there are agreed arrangements to liaise with the school on these matters where appropriate. Evidence of appropriate policies and procedures must be provided to the Governing Body.

The Governing Body will only work with providers that can demonstrate that they have effective child protection policies and procedures in place, provide appropriate training and that the vetting arrangements for their staff are compatible with government guidance. The Governing Body will enter into a formal letting contract with the provider once these conditions are met but reserve the right to withdraw permission for any letting.

## **Services Provided by the Extended School**

There will be at any one time, a number of professionals delivering services to children and families on behalf of the school in the community as well as on the school site. These professionals may be employed by partner agencies such as Children's Social Care, Health or other agencies.

All staff providing services to children, whether in school or in the community, on behalf of the school must adhere to the school's child protection policy.

Staff from partner agencies, working with children in the community, will follow the referral procedures of their own agency and will inform the DSL that they have made a child protection referral as a matter of priority.

## **Shared Sites**

Where children attend other school sites it is the responsibility of the DSL for that site to manage any concerns about those children appropriately, ensuring that there is good communication, liaison and information sharing with the DSL for the school on which the child is on roll or at which the child is based.

A concern about a child should be raised and discussed with the DSL for the child's school immediately. Should a child make a disclosure to a member of staff whilst not on their own school site, the DSL for the school site on which the disclosure is made will refer the matter to Children's Social Care but will inform the DSL for the child's 'parent' school that they are doing so and will copy them into the referral form and ensure that they are aware of any action to be taken by Children's Social Care so that they can play their part in the process and contribute appropriate and necessary information.

## **Allegations against school staff and volunteers (see also our Behaviour Policy)**

We recognise that it is possible for staff, supply staff and volunteers to pose a risk of harm to children by behaving in a way that might cause them harm. We will take seriously any allegation received and follow the guidance in Part 4, Section 1 of KCSIE 2021.

A referral to the Local Authority Designated Officer will be made immediately if a member of staff, volunteer or supply staff has:

- behaved in a way that has harmed a child, or may have harmed a child;
- possibly committed a criminal offence against or related to a child;
- behaved towards a child or children in a way that indicates he or she may pose a risk of harm to children; or
- behaved or may have behaved in a way that indicates they may not be suitable to work with children (e.g. where they are involved in an incident outside of school which did not involve children but could have an impact on their suitability to work with children, one example being domestic abuse.)

In the event that there are concerns regarding any one or more of the above criteria the following will take place:

1. Basic enquiries to establish facts before contacting LADO
2. A case manager (usually headteacher) will lead the investigation
3. The case manager will discuss any concerns about the welfare of other children in the community or the member of staff's family with the DSL and make a risk assessment
4. The DSL may then make a referral to children's social care

If staff have safeguarding concerns, or an allegation is made about another member of staff (including supply staff and volunteers) posing a risk of harm to children, this should be immediately referred to the Head Teacher.

Where there are concerns/allegations about the headteacher, this should be referred to the chair of governors;

Where there is an allegation against an agency or supply member of staff, we will take the lead because agencies do not have direct access to children or other school staff, so they will not be able to collect the facts when an allegation is made, nor do they have all the relevant information required by the LADO as part of the referral process. Supply teachers, whilst not employed by the school, are under the supervision, direction and control of the governing body when working in the school. They will be advised to contact their trade union representative if they have one, or a colleague for support.

### **Low Level Concerns**

Low level concerns (including allegations) are those that do not meet the harm threshold set out above. Concerns may arise from suspicions, complaints, a disclosure made by a child, parent or other adult or member of the public or as a result of vetting checks undertaken. We will manage and record such concerns and take appropriate action to safeguard children.

As part of our whole school approach to safeguarding, we promote an open and transparent culture in which all concerns about all adults working in or on behalf of the school (including supply teachers, volunteers and contractors) are dealt with promptly and appropriately. We believe it is critical to create a culture in which all concerns about adults (including allegations that do not meet the harms threshold (see Part Four - Section one KCSIE 2021)

are shared responsibly and with the right person, recorded and dealt with appropriately. This is to ensure that problematic or inappropriate behaviour is identified early, the risk of abuse is minimised and that all adults working in the school are clear about professional boundaries and act within these boundaries, and in accordance with the ethos and values of the school.

A low level concern means that the behaviour towards a child does not meet the threshold set out above (paragraph 338 of KCSIE 2021). A low-level concern is any concern – no matter how small, and even if no more than causing a sense of unease or a ‘nagging doubt’ - that an adult working in or on behalf of the school may have acted in a way that:

- is inconsistent with the staff code of conduct, including inappropriate conduct outside of work; and
- does not meet the allegations threshold or is otherwise not considered serious enough to consider a referral to the LADO.

Examples of such behaviour could 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; or
- using inappropriate sexualised, intimidating or offensive language.

We believe it is crucial that any such concerns, including those which do not meet the allegation/harm threshold above, are shared responsibly and with the right person, and recorded and dealt with appropriately. This will also protect staff from potential false allegations or misunderstandings.

Low-level concerns about a member of staff will be reported to the DSL. Where a low-level concern is raised about the DSL, it will be shared with the Head Teacher.

The school encourages staff to feel confident 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.

Where a low-level concern relates to a person employed by a supply agency or a contractor, that concern will be shared with the DSL and/or Head Teacher and recorded as below; the employer i.e. the head Teacher or the Chair of Governors, if it is the Head Teacher who has been identified as a concern, will be notified about the concern, so that any potential patterns of inappropriate behaviour can be identified.

All low-level concerns will be recorded in writing by the DSL. The record should include details of the concern, the context in which the concern arose, and action taken. The name of the individual sharing their concerns should also be noted, unless the individual wishes to remain anonymous. This will be respected as far as reasonably possible.

Records will be kept confidential, held securely and comply with the Data Protection Act 2018 and the UK General Data Protection Regulation (UK GDPR) (as per paragraph 109 KCSIE 2021).

Records will be reviewed so that potential patterns of concerning, problematic or inappropriate behaviour can be identified. Where a pattern of such behaviour is identified, the school will either implement disciplinary procedures or, where a pattern of behaviour moves from a concern to meeting the harms threshold, it will be referred to the LADO.

Consideration will also be given to whether there are wider cultural issues within the school that have enabled the behaviour to occur and where appropriate policies will be reviewed and updated or extra training delivered to minimise the risk of it happening again. The records will be retained at least until the individual leaves the employment of the school, unless there is an ongoing investigation taking place.

All staff and volunteers are made aware of the school's Whistle-blowing procedure and that it is a disciplinary offence not to report concerns about the conduct of a colleague that could place a child at risk. Staff and volunteers can also access the NSPCC whistleblowing helpline if they do not feel able to raise concerns regarding child protection failures internally on 0800 028 0285 (8:00 AM to 8:00 PM Monday to Friday) or email: [help@nspcc.org.uk](mailto:help@nspcc.org.uk)

We are aware of our legal duty to refer to the Disclosure and Barring Service (DBS) anyone who has harmed, or poses a risk of harm, to a child, or if there is reason to believe the member of staff has committed one of a number of listed offences, and who has been removed from working (paid or unpaid) in regulated activity, or would have been removed had they not left. The DBS will consider whether to bar the person. If these circumstances arise in relation to a member of staff at our school, a referral will be made as soon as possible after the resignation or removal of the individual in accordance with advice from the LADO.

All staff members are made aware of the boundaries of appropriate behaviour and conduct. These matters form part of staff induction and are outlined in the Staff Handbook or the Code of Conduct.

Allegations made against school staff, supply staff and volunteers will be dealt with according to the process laid out in Part 4 of Keeping Children Safe In Education 2021 and the ASV/LADO procedures (LSCB 2017). The Head Teacher or the Chair of the Governing Body, **Julia Marlow**, (if it is an allegation about the Head Teacher) will work with the Local Authority Designated Officer (020 7527 8101) to confirm the details of individual cases and to reach a decision on the way forward in each case, in conjunction with Children's Social Care and the Police Child Abuse Investigation Team. This role is distinct from the DSL as the named person should have sufficient status and authority in the school to manage employment procedures. Staffing matters are confidential and the school operates within statutory guidance around Data Protection.

School staff will not investigate cases of suspected abuse themselves. The school will cooperate fully with the Police and Children's Social Care.

To assess the most appropriate course of action, the following initial information will be collated:

- the date and time of the observation or the disclosure;
- the exact words spoken by the child/staff/member/parent/volunteer as far as possible;
- the name of the person to whom the concern was reported (with date and time);
- the names of any other person present at the time; and
- and wider relevant knowledge or background information.

***(Note: it is not appropriate at this stage to conduct formal interviews or take written statements from staff, as this could compromise a later or police investigation)***

The Local Authority designated officer (LADO) **must be informed within one working day** on Tel: **020 7527 8101/8102**. The LADO will clarify if and how the matter will be taken forward and what appropriate course of action should be taken. In serious situations, the LADO will advise whether a suspension should take place immediately.

All staff have a duty to protect children from abuse and keep children safe. Wanting to support a colleague or finding it difficult to believe what you have seen or heard must come second to that. Staff must be vigilant in relation to inappropriate behaviour displayed by members of staff, or any other person working with the children. Examples include inappropriate sexual comments; excessive one-to-one attention beyond the requirements of their usual roles and responsibilities; or inappropriate sharing of images.

- If any worker is concerned that no action is being taken, it is their responsibility to report the matter directly to the LADO
- It is the responsibility of all staff to share concerns about the actions or attitudes of colleagues with the DSL or DDSLs who will deal with the concerns appropriately
- This often difficult issue should be discussed at staff meetings so that all staff understand what is meant by the term 'whistle-blowing' and their responsibilities with regards to it, and are able to raise concerns with the DSL
- Staff must give management details of any incident, order, determination, conviction or any other possible issue which may impact on their suitability to work with children.
- If any such event should lead to disqualification appropriate action will be taken to ensure the safety and well-being of children in the setting.
- Details will be forwarded to OFSTED who, in certain circumstances, may consider a waiver of the disqualification in line with relevant legislation.

### **Curriculum, Learning at Home and Online Safety**

- Our school recognises our essential role in helping children through PSHE to understand and identify the parameters of what is appropriate child and adult behaviour; what is 'safe'; to recognise when they and others close to them are not safe; and how to seek advice and support when they are concerned.
- Our school will ensure that children are taught about safeguarding, including online safety as we consider that this is part of providing a broad and balanced curriculum. This may include covering relevant issues in the Relationships Education and Health Education curriculum.
- We will be flexible in how we discharge our duties effectively within the first year of compulsory teaching and have been encouraged to take a phased approach (if needed) when introducing these subjects.
- **Relationships and Sex Education and Health Education:**  
<https://www.gov.uk/government/publications/relationships-education-relationships-and-sex-education-rse-and-health-education>

Where children are being asked to learn online at home, the DfE has provided advice to support schools and colleges do so safely: [COVID-19 Safeguarding in Schools COVID-19 and remote education](#). It is essential that children are safeguarded from potentially harmful and inappropriate online material. Staff with access to school devices are reminded about rules on the **misuse of school technology** – devices used at home will be used just as if they were in full view of a teacher or colleague. School staff will:

- not use private accounts
- log all contacts
- log issues and concerns
- consider children with SEND

- avoid private chats with children

We will use the curriculum to provide opportunities for increasing self-awareness, self-esteem, social and emotional understanding, assertiveness and decision making so that students have a range of contacts and strategies to ensure their own protection and understand the importance of protecting others.

Systems have been established to support the empowerment of children to talk to a range of staff so that our children will be listened to and heard, their concerns taken seriously and acted upon as appropriate. Specific systems outside of expected day to day classroom interaction and support include:

- School Council
- Worry boxes
- Buddy and peer-mentoring systems
- Peer mediation
- PSHE events
- Regular feedback questionnaires with children
- Anti-Bullying Policy
- Think U Know, Childnet, Digital Literacy Scheme of Work, etc.

We recognise that the use of technology presents particular challenges and risks to children and adults both inside and outside of school. The DSL and leadership team have read Annex C regarding Online Safety within KCSIE, 2021.

Members of staff with appropriate skills, interest and expertise regarding online safety are encouraged to help support the DSL, and deputy DSLs, when developing curriculum approaches or making technical decisions. However, the DSL retains overall responsibility for online safeguarding within the school.

Our school identifies that the issues classified within online safety are considerable, but can be broadly categorised into four areas of risk:

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

We recognise the specific risks that can be posed by mobile phones and cameras and in accordance with KCSIE 2020 and we have appropriate policies in place that are shared and understood by all members of the school community.

The school's approach to online safety will consider the 4 'c's above. We have clear rules relating to the use of mobile and smart technology that means pupils are not allowed to access their mobile phones. In doing so we are preventing and deterring the use of mobile phone networks during school time for pupils to sexually harass their peers via their mobile and smart technology, share indecent images - consensually and non-consensually - (often via large chat groups), and view and share pornography and other harmful content. This approach is also reflected in our online safety, behaviour and anti-bullying policies.

We recognise that online safety is part of the whole school approach to safeguarding which includes:

- parental engagement with online safety;
- an appropriate level of security to protect users and their data;
- an annual review of the school's online safety procedures which include a risk assessment that reflects and considers the risks children face online;
- curriculum planning;
- teacher training; and
- the role and responsibilities of the DSL.

Further information reading the specific approaches relating to this can be found in the school's Employment Manual.

We ensure that appropriate filtering and monitoring systems are in place when pupils and staff access school systems and internet provision. We will be careful to ensure that these systems do not place unreasonable restrictions on internet access or limit what children can be taught with regards to online teaching and safeguarding.

We will ensure a comprehensive whole school curriculum response is in place to enable all pupils to learn about and manage online risks effectively and will support parents and the wider school community (including all members of staff) to become aware and alert to the need to keep children safe online.

Mobile phones and digital devices can present a number of problems when not used appropriately. Phones and personal devices can allow internet access and bypass the centre security settings and filtering.

Mobile phones with integrated cameras could lead to child protection, bullying and data protection issues with regard to inappropriate capture, use or distribution of images of children or staff. Therefore:

- staff will not have mobile phones with them whilst working with children;
- staff mobile phones will be kept in bags and used only during break time in the staff room or outside the setting, unless there is a specific need for their use;
- parents will be requested to avoid giving their children access to their mobile phones for other activities particularly any that involve access to the internet;
- the school's landline will be used for staff as an emergency contact;



- staff will not photograph pupils for personal reasons – only for educational purposes, such as assessment, displays, etc. and with a school device;
- staff will know the children for whom photography is not allowed – as per the image consent forms issued to all parents and carers; and
- no one is permitted to photograph or record images with children in changing or toilet areas.

It is not the intention to prevent parents or carers from taking pictures, but to ensure that photographic practices are monitored and to reduce the risks of inappropriate photography or filming.

### Internet and Photography

The internet will not to be made available to children on our school premises except under the direction and supervision of staff.

Parents are requested not to allow their children access to the internet on their personal devices whilst on the school's premises.

Our commitment to safeguarding children is voiced on our school's website:

***William Tyndale School is committed to safeguarding and promoting the welfare of all its pupils.***

This policy will be implemented by the DSL in accordance with procedures herein.

This policy will be monitored by the Senior Management Team, which includes the DSL and the DDSLs.

This policy will be reviewed annually by the Governing Body.

### **USEFUL CONTACT NUMBERS**

Police	999
Islington Children's Social Care	020 7527 7400
Islington Child Protection Advisors	020 7527 8102
Islington Police Child Abuse Investigation Team	020 7421 0291
Islington Women's Aid	020 8269 2121
Domestic Violence National Helpline	0808 200247
Forced Marriage Unit	020 7008 0151
Honour Violence Helpline	0800 599 9247
NSPCC	0800 800 500
ChildLine	0800 1111

## **APPENDIX 1 - GUIDANCE ON SPECIFIC AREAS OF CONCERN**

**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. They may be abused by an adult or adults or another child or children. It should be noted that abuse can be carried out both on and offline and be perpetrated by men, women and children. All staff should be aware that abuse, neglect and safeguarding issues are rarely standalone events that can be covered by one definition or label. In most cases multiple issues will overlap with one another.

- All staff are aware that safeguarding incidents and/or behaviours can be associated with factors outside the school and/or can occur between children outside of these environments. All staff, but especially the DSL (and deputies) will 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
- The warning signs and symptoms of child abuse and neglect can vary from child to child. Children also develop and mature at different rates, so what appears to be worrying behaviour for a younger child might be normal for an older child. Parental behaviours may also indicate child abuse or neglect, so staff are alert to parent-child interactions or concerning parental behaviours; this could include parents who are under the influence of drugs or alcohol or if there is a sudden change in their mental health.
- By understanding the warning signs, our school can respond to problems as early as possible and provide the right support and services for the child and their family. It is important to recognise that a warning sign doesn't automatically mean a child is being abused.

The four main categories of abuse are **physical, sexual, emotional abuse** and **neglect**.

### **Physical Abuse**

**Physical abuse** is deliberately physically hurting a child. It might take a variety of different forms including 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. Physical abuse can also occur outside of the family environment.

#### **Some possible signs of physical abuse:**

- Unexplained injuries, for example, bruising, bite marks, burns and fractures, particularly if recurrent;
- Improbable explanations given for injuries;
- Several explanations provided for an injury;

- Refusal to discuss injuries;
- Untreated injuries;
- Withdrawal from physical contact;
- Admission of punishment which seems excessive or inappropriate;
- Shrinking from physical contact or flinching;
- Fear of going home or of a parent/carer being contacted;
- Fear of undressing or changing or being changed;
- Fear of medical help;
- Aggression/bullying;
- Over-compliant behaviour or a 'watchful attitude';
- Running away;
- Significant changes in behaviour with no explanation;
- Unexplained patterns of attendance;
- Covering up i.e. wearing seasonally inappropriate clothing;
- Signs of physical discomfort without explanation; and
- Female genital mutilation - partial or total removal of the external female genitalia or injury to the female genital organs;

### **Emotional Abuse**

**Emotional abuse** is the persistent emotional maltreatment of a child. It can cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as over protection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill treatment of another. It may involve serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

### **Some possible signs of emotional abuse:**

- Continual self-deprecation, low self esteem;
- Fear of new situations, beyond what would be appropriate;
- Inappropriate emotional responses to new, difficult or painful situations;
- Self-harm (this can present in young children as well as older ones);
- Compulsive stealing, scrounging;
- Obsessive behaviours such as rocking or thumb-sucking;
- Detachment – ‘Don’t care’ attitude;
- Social isolation – does not join in and does not have friends;
- Attention-seeking behaviour beyond what would be age appropriate;
- Eating problems including lack of appetite or over-eating;
- Depression, withdrawal;
- Inability to concentrate;
- Obsessive masturbation in public;
- Acting out aggression between parents or talking about domestic violence at home; and
- Attaching inappropriately to strangers or people that they do not know well.

### **Sexual Abuse**

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

### **Some possible signs of sexual abuse:**

- Continual or excessive masturbation;
- Asking if you will keep a secret if they tell you;
- Unexplained sources of money, sweets or presents;
- Reluctance to get changed for an activity;
- Chronic ailments such as stomach ache or headaches;
- Involving other children in sexual activity;
- Self-harm;
- Bruises, bites or marks on the body;
- Scratches, abrasions or persistent infections in anal or genital regions;
- Age-inappropriate sexual awareness, may be evident in play, drawings, vocabulary, writing or behaviour towards children or adults;
- Attempts to teach other children about sexual activity;
- Attempting to coerce other children into sexualised games or behaviours;
- Refusal to stay with certain people or to go to certain places; and
- Aggression, anger, anxiety, tearfulness.

### **Neglect**

**Neglect** is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to: provide adequate food, clothing and shelter (including exclusion from home or abandonment); protect a child from physical and emotional harm or danger; ensure adequate supervision (including the use of inadequate care-givers); or ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs. This could be when a child's/young person's personal or intimate requirements are ignored, not ensuring children/young people are safe, or exposure to undue cold, heat or unnecessary risk of injury.

## **Some possible signs of neglect:**

- Constant or frequent hunger;
- Small stature or growth or, in babies or young children, not meeting milestones with no medical explanation;
- Poor personal hygiene – in babies or young children this might present as always having nappy rash or regularly being left in dirty, soiled clothes/underwear;
- Frequently being sent to school or nursery when ill;
- Inappropriate clothing (too large, too small, clothes for the opposite gender);
- Frequent lateness or non-attendance;
- Medical needs not met or treatment not sought;
- Low self-esteem, sense of unworthiness;
- Poor social and peer relationships;
- Constant tiredness or hunger;
- Compulsive stealing or scrounging;
- Constant lack of response or interest from parent/carer;
- Under-achieving at school or nursery; and
- High and unusual levels of anxiety or being preoccupied.

## **Specific Safeguarding Issues**

### **Peer-on-Peer Abuse (Allegations of abuse made against other children)**

Peer on peer abuse can manifest itself in many ways. This may include bullying (including cyber bullying), physical abuse, sexual violence / sexual harassment, 'up-skirting', 'sexting' or initiation / hazing type violence and rituals. We do not tolerate any harmful behaviour in school and will take swift action to intervene where this occurs. We use lessons and assemblies to help children understand, in an age-appropriate way, what abuse is and we encourage them to tell a trusted adult if someone is behaving in a way that makes them feel uncomfortable. Our school understands the different gender issues that can be prevalent when dealing with peer on peer abuse.

We recognise that children are capable of abusing their peers. Peer on peer abuse is most likely to include, but may not be limited to:

- bullying (including cyberbullying, prejudice-based and discriminatory bullying);
- abuse in intimate personal relationships between peers;

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

We believe that abuse is abuse and it will never be tolerated, dismissed or minimised. Any incidents of peer on peer abuse will be managed in the same way as any other child protection concern and will follow the same procedures.

We will take steps to minimise the risk of all forms of peer on peer abuse. We will ensure that appropriate curriculum time is dedicated to enable children to develop an awareness and understanding of abusive behaviour and to ensure that children recognise warning signs and have access to support both within the school and externally (such as Islington Police, ChildLine etc.). Further information can be found in e.g. our PSHE and Sex and Relationships Education curricula.

## **Sexting**

The term 'sexting' relates to the sending of indecent images, videos and/or written messages with sexually explicit content; these are created and sent electronically. They are often 'shared' via social networking sites and instant messaging services.

This school will not tolerate sexting; it is inappropriate and illegal amongst young people and can have extremely damaging and long-lasting consequences. Sexting is unacceptable behaviour. The misuse of electronic communication, such as sexting, inappropriate comments on Facebook for example, being the object of cyber-bullying and online grooming are all potential safeguarding concerns.

We will work with parents and carers in ensuring that all pupils are fully aware of the dangers and possible repercussions of sexting. Sharing nudes and semi-nudes or 'Sexting' or 'Youth Produced Sexual Images' will not be tolerated and the school will respond to such cases in line with the UKCCIS guidance [Sharing nudes and semi-nudes: advice for education settings working with children and young people](#)

'Upskirting' is a criminal offence and will not be tolerated. It typically involves someone taking a photograph under a person's clothes (not necessarily a skirt) without them knowing, with the intention of viewing their genitals or buttocks to obtain sexual gratification, or cause the victim humiliation, distress or alarm. Anyone of any gender, can be a victim.

All staff will maintain a culture of 'it could happen here' and that if inappropriate behaviour is addressed early, this can help prevent abusive/violent behaviour

Victims of abuse will be distressed, which can affect progress in school. If the alleged perpetrator is at the same school, this can be made worse. Girls are more likely to be victims, boys more likely to be perpetrators and it could be a group of perpetrators or an individual.

Staff will keep in mind that some children have additional barriers to disclosing due to vulnerability, disability, gender, ethnicity and/or sexual orientation. They can help by reflecting back when hearing a report, using the child's language. They should recognise it may only be the first incident reported, rather than representative of a singular incident and that trauma can impact upon memory, so children may not be able to recall all details or the timeline of abuse.

**Sexual violence and sexual harassment between children** (see <https://www.gov.uk/government/publications/sexual-violence-and-sexual-harassment-between-children-in-schools-and-colleges> and **PART FIVE of KCSIE** <https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>)

- Our school may be the only stable, secure and safe element in the lives of children at risk of, or who have suffered harm. Nevertheless, whilst at school, their behaviour may be challenging and defiant, or they may instead be withdrawn, or display abusive behaviours towards other children. Our school recognises that some children may abuse their peers and any incidents of peer on peer abuse will be managed in the same way as any other child protection concern and will follow the same procedures. We will seek advice and support from other agencies as appropriate.
- Sexual violence and sexual harassment can occur between two children of **any** age and sex. It can also occur through a group of children sexually assaulting or sexually harassing a single child or group of children.
- We are clear that sexual violence and sexual harassment
  - is not acceptable;
  - will never be tolerated;
  - is not an inevitable part of growing up;
  - will not be dismissed as “banter”, “part of growing up”, “just having a laugh” or “boys being boys”; and
  - will be challenged with such behaviours (potentially criminal in nature) as grabbing bottoms, breasts and genitalia, flicking bras and lifting up skirts, not tolerated or dismissed.



- **Sexual violence** is
  - rape
  - assault by penetration; and
  - sexual assault
- **Sexual harassment** (not intended to be an exhaustive list) can include:
  - sexual comments, such as: telling sexual stories, making lewd comments, making sexual remarks about clothes and appearance and calling someone sexualised names;
  - sexual “jokes” or taunting;
  - physical behaviour, such as: deliberately brushing against someone, interfering with someone’s clothes (schools and colleges should be considering when any of this crosses a line into sexual violence - it is important to talk to and consider the experience of the victim) and displaying pictures, photos or drawings of a sexual nature; and
  - online sexual harassment. This may be standalone, or part of a wider pattern of sexual harassment and/or sexual violence.<sup>112</sup> It may include:
    - non-consensual sharing of sexual images and videos;
    - sexualised online bullying;
    - unwanted sexual comments and messages, including, on social media; and sexual exploitation; coercion and threats; and
    - upskirting. ‘**Upskirting**’ 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 the victim humiliation, distress or alarm. It is now a criminal offence. Anyone of any gender can be a victim.

### **Serious violence**

- All staff are aware of indicators which may signal that children are at risk from or involved with serious violent crime. These may include increased absence from school, a change in friendships or relationships with older individuals or groups, a significant decline in performance, signs of self-harm or a significant change in well-being, or signs of assault or unexplained injuries. Unexplained gifts or new possessions could also indicate that a child has been approached by, or is involved with, individuals associated with criminal networks or gangs.

**Child sexual exploitation** is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or

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

This is the updated definition from Working Together to Safeguard Children. A significant number of children who are victims of sexual exploitation go missing from home, care and education at some point.

**Some possible signs of sexual exploitation include children who:**

- appear with unexplained gifts or new possessions;
- associate with other young people involved in exploitation;
- have older boyfriends or girlfriends;
- suffer from sexually transmitted infections or become pregnant;
- suffer from changes in emotional well-being;
- misuse drugs and alcohol;
- go missing for periods of time or regularly come home late; and
- regularly miss school or education or don't take part in education.

It is understood that a significant number of children who are victims of CSE go missing from home, care and education at some point. Our school is alert to the signs and indicators of a child becoming at risk of, or subject to, CSE and will take appropriate action to respond to any concerns. The DSL is the named CSE Lead in school on these issues and will work with other agencies as appropriate.

**Gangs, County Lines, Violent Crime and Criminal and Sexual Exploitation**

We recognise the impact of gangs, county lines, violent crime and criminal and sexual exploitation on children and young people. We recognise that our initial response is important and so staff will take any allegation seriously and work in ways that support children and keep them safe. All staff are aware of the signs of abuse and neglect and are able to identify children who may be in need of help or protection. Staff are also aware of environmental factors which may impact on a child's welfare and safety and understand safeguarding in the wider context (contextual safeguarding). Staff are aware of the different forms of extra familial harm including sexual exploitation, criminal exploitation and serious youth violence. Staff are also aware of safeguarding issues that can put children at risk of harm and understand that behaviours linked to issues that put children in danger, such as:

- drug taking
- alcohol abuse

- deliberately missing education
- sexting

Both Child Sexual Exploitation (CSE) and Child Criminal Exploitation (CCE) are forms of abuse and both occur where an individual or group:

- takes advantage of an imbalance in power (including gender, sexual identity, cognitive ability, physical strength, status and access to economics or other resources) to coerce
- takes advantage to manipulate or deceive a child into sexual or criminal activity
- uses abuse 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 facilitator

The abuse can be perpetrated by individuals or groups, males or females, and children or adults. The abuse can be a one-off occurrence or:

- a series of incidents over time
- from opportunistic to complex organised abuse

The abuse:

- 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.

- All staff have been trained and recognise the need to be vigilant for the signs that may include those referred to in (b) (serious violence) above.
- Children who are victims of sexual violence and sexual harassment will likely find the experience stressful and distressing. This will, in all likelihood, adversely affect their educational attainment. Sexual violence and sexual harassment exist on a continuum and may overlap. They can occur online and offline (both physical and verbal) and are never acceptable. It is important that **all** victims are taken seriously and offered appropriate support. Staff should be aware that some groups are potentially more at risk. Evidence shows girls, children with SEND and LGBT children are at greater risk.
- Staff should be aware of the importance of:

- making clear that sexual violence and sexual harassment is not acceptable, will never be tolerated and is not an inevitable part of growing up
- not tolerating or dismissing sexual violence or sexual harassment as “banter”, “part of growing up”, “just having a laugh” or “boys being boys”
- challenging behaviours (potentially criminal in nature), such as grabbing bottoms, breasts and genitalia, flicking bras and lifting up skirts.
- Not dismissing or tolerating such behaviours as this risks normalising them.

### **What to do if you have concerns**

1. Staff should not wait for a child to make a disclosure, they should act on concerns immediately.
2. Staff may overhear a conversation that suggests a child may have been harmed or behaviour may be an indicator.
3. If the report includes an online element, staff may confiscate devices for evidence to hand to the Police.
4. Staff can ask children outright if they have been harmed and what the nature of the harm was.

### **Support**

Pupils who have been experienced peer on peer abuse will be supported by being:

- offered an immediate opportunity to discuss the experience with a member of staff of their choice; and
- advised to keep a record of concerns as evidence and discussions regarding how to respond to concerns and build resilience, if appropriate.

We are aware of and will follow the ISCB procedures (<https://www.islingtonscb.org.uk/key-practice-guidance/Pages/Education-and-safeguarding-education.aspx>) for supporting children who are at risk of harm as a result of their own behaviour.

Pupils who are alleged to have abused other pupils will be helped by:

- discussing what happened, establishing the specific concern and the need for behaviour to change;
- informing parents/carers to help change the attitude and behaviour of the child;
- providing appropriate education and support;
- sanctioning them in line with our Behaviour Policy. This may include official warnings, removal of privileges (including denial of online access), fixed-term and permanent exclusions; and
- speaking with police or other local services (such as early help or children’s specialist services) as appropriate.

### **Next Steps**

- The DSL’s risk and needs assessment in response to a report of sexual harassment should also consider whether there have been any other victims. The DSL will regularly review the actions taken to respond to reports and
- Regularly review the risk and needs assessment and put active measures in place to safeguard pupils
- Any risk assessment should be informed by any CSC or multi-agency risk assessment

Staff should be aware of the following:

- Be aware of and respond appropriately to all reports and concerns about sexual violence and/or harassment both online and offline, including those happening outside of school
- Balance the victim's wishes against their responsibility to protect other children
- Remember that sexual violence and sexual harassment can take place within intimate personal relationships between peers
- Think about other related issues and wider context, including any links to CSE and CCE and take the potential for sexual violence and harassment in intimate personal relationships into consideration
- Keep victim and alleged perpetrator a reasonable distance apart on school premises including at before and after-school activities
- Ensure recording practice is comprehensive and accurate
- The DSL should know what the early help process is and how and where to access support
- The previous restrictions on the use of Police bail have been removed – the Police will now consider what action to take to manage the assessed risk of harm, this could include the use of Police or court bail.

### **Domestic Abuse**

**Domestic violence** is defined by the Home Office as:

"Any incident or pattern of incidents of controlling\*, coercive\*\* or threatening behaviour, violence or abuse between those aged 16 or over who are, or have been, intimate partners or family members regardless of gender or sexuality. This can encompass, but is not limited to, the following types of abuse:

- psychological
- physical
- sexual
- financial
- emotional

\*Controlling behaviour is: a range of acts designed to make a person subordinate and/or dependent by isolating them from sources of support, exploiting their resources and capacities for personal gain, depriving them of the means needed for independence, resistance and escape and regulating their everyday behaviour.

\*\*Coercive behaviour is: an act or a pattern of acts of assault, threats, humiliation and intimidation or other abuse that is used to harm, punish, or frighten their victim.'

This definition includes so called 'honour' based violence, female genital mutilation (FGM) and forced marriage, and is clear that victims are not confined to one gender or ethnic group.

All agencies need to work together to identify and protect these children/young people. All children can witness and be adversely affected by domestic abuse in the context of their home life. Refuge runs the National Domestic Abuse Helpline, which can be called free of charge and in confidence, 24 hours a day on 0808 2000 247.

It has been widely understood for some time that coercive control is a core part of domestic violence and it is important to recognise coercive control as a complex pattern of overlapping and repeated abuse perpetrated within a context of power and control.

The main characteristic of domestic violence is that the behaviour is intentional and is calculated to exercise power and control within a relationship. Seeing or overhearing violence to another person in the home has adverse effects on a child's development and welfare. Unborn children are also at increased risk; domestic violence is a prime cause of miscarriage, still birth, premature birth, foetal psychological damage, foetal physical injury and foetal death.

Children of all ages living with a parent, most often the mother, who is experiencing domestic violence, are vulnerable to significant harm through physical, sexual, emotional abuse and / or neglect.

The legal definition of significant harm includes "the harm that children suffer by seeing or hearing the ill-treatment of another, particularly in the home".

Professionals should apply the London Safeguarding Children Board guidance to all situations of domestic violence, for example, where it is perpetrated by women or girls against men and boys, within same sex relationships and from a child.

Professionals should be aware of the possibility that teenage girls could be experiencing violence within intimate partner relationship.

### **Spirit Possession or Witchcraft**

**Spirit possession** is when parents, families and the child believe that an evil force has entered a child and is controlling them; the belief includes the child being able to use the evil force to harm others. A child may suffer emotional, physical and sexual abuse and neglect if they are labelled and treated as being possessed with an evil spirit. Significant harm may occur when an attempt is made to 'exorcise' or 'deliver' the evil spirit from the child. Dismissing the belief may be harmful to the child involved.

### **Honour Based Abuse**

The Metropolitan Police definition of so-called **honour-based abuse** is: 'a crime or incident, which has or may been committed to protect or defend the honour of the family and/or community'. Honour based violence is an ancient cultural tradition that encourages violence towards family members who are considered to have dishonoured their family. It is rooted in domestic violence and is often a conspiracy of family members and associates, meaning victims are a risk from their parents and families. It cuts across all cultures and communities.

The perceived immoral behaviour which could precipitate a murder include: inappropriate make-up or dress; the existence of a boyfriend; kissing or intimacy in a public place; rejecting a forced marriage; pregnancy outside of marriage; being a victim of rape; interfaith relationships; leaving a spouse or seeking divorce.

A child who is at risk of honour-based violence is at significant risk of physical harm (including being murdered) and/or neglect, and may also suffer significant emotional harm through the threat of violence or witnessing violence directed towards a sibling or other family member.

Murders in the name of 'so-called honour' are often the culmination of a series of events over a period of time and are planned. These include: House arrest and excessive restrictions; denial of access to the telephone, internet, passport and friends; threats to kill; pressure to go abroad. There tends to be a degree of premeditation, family conspiracy and a belief that the victim deserved to die.

School staff should respond to suspicions of a forced marriage or honour based violence by making a referral to Islington Children's Social Care 0207 527 7400 and if the risk is acute, to the Islington Police Child Abuse Investigation Team 020 7527 8102. School staff should not treat any allegations of forced marriage or honour-based violence as a domestic issue and send the child back to the family home. It is not unusual for families to deny that forced marriage is intended, and once aware of professional concern, they may move the child and bring forward both travel

arrangements and the marriage. **For this reason, staff should not approach the family or family friends, or attempt to mediate between the child and family, as this will alert them to agency involvement.**

Further information and advice can be obtained from the Forced Marriage Unit [www.gov.uk/stop-forced-marriage](http://www.gov.uk/stop-forced-marriage) or 020 7008 0151 and the Honour Based Violence Helpline 0800 599 9247

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

The World Health Organisation defines **FGM** as: “all procedures (not operations) which involve partial or total removal of the external female genitalia or injury to the female genital organs whether for cultural or other non-therapeutic reasons”

FGM is a criminal offence in the UK. It is also illegal to take a child abroad to undergo FGM. A child for whom FGM is planned is at risk of significant harm through physical and emotional abuse.

Where a child is thought to be at risk of FGM, practitioners need to act quickly before the child is abused through the FGM procedure in the UK or taken abroad to undergo the procedure.

It is illegal in the UK to subject a child to female genital mutilation (FGM) or to take a child abroad to undergo the procedure – Female Genital Mutilation Act 2003. Despite the harm it causes, FGM practising communities consider it normal to protect their cultural identity. The age at which girls are subject to FGM varies greatly from shortly after birth to any time up to adulthood. The average age is 10 to 12 years.

As of October 2015, the Serious Crime Act 2015 (Home Office, 2015) introduced a duty on teachers (and other professionals) to notify the police of known cases of female genital mutilation where it appears to have been carried out on a girl under the age of 18. Our school will operate in accordance with the statutory requirements relating to this issue, and in line with local safeguarding procedures. [Summary of Mandatory FGM reporting duty](#)

If there are concerns that a girl is going to be cut, the DSL should complete the ISCB FGM Risk Assessment Tool [Islington FGM Risk Assessment](#) to identify the relevant indicators and inform further action.

The DSL will complete the FGM e-Learning package (<https://www.fgmelearning.co.uk/>).

The DSL will also ensure that information and training is made available as appropriate to all members of staff. This includes: [FGM The Facts](#)

School staff should be alert to the following indicators:

- The family comes from a community that is known to practise FGM;



- A child may talk about a long holiday to a country where the practice is prevalent;
- A child may confide that she is to have a 'special procedure' or to attend a special occasion;
- A child may request help from a teacher or another adult; and
- Any female child born to a woman or has a sister who has been subjected to FGM must be considered to be at risk, as much as other female children in the extended family

Any information or concern that a child is at immediate risk of or has undergone FGM should result in a child protection referral to Islington Children's Social Care 020 7527 7400. Staff should be alert to the need to act quickly.

### **Forced Marriage**

**Forced marriage is a crime.** It is a marriage conducted without the full consent of both parties and where duress is a factor. Duress cannot be justified on religious or cultural grounds. A child who is being forced into marriage is at risk of significant harm through physical, sexual and emotional abuse. Our staff understand how to report concerns where this may be an issue. The school will contact the Forced Marriage Unit for advice or information on 020 7008 0151 or email [fm@fco.gov.uk](mailto:fm@fco.gov.uk).

Suspicious that a child may be forced into marriage include: A family history of older siblings leaving education early and marrying early; depressive behaviour including self-harming and attempted suicide; being kept at home by their parents; being unable to complete their education; a child always being accompanied including to school and doctors' appointments; a child talking about an upcoming family holiday that they are worried about; a child directly disclosing that they are worried they will be forced to marry.

Information about a forced marriage may come from the child themselves, or the child's peer group, a relative or member of the child's local community or from another professional. Forced marriage may also become apparent when other family issues are addressed, e.g. domestic violence, self-harm, child abuse or neglect, family/young person conflict, a child absent from school or a missing child/runaway. Forced marriage may involve the child being taken out of the country for the ceremony, is likely to involve non-consensual/under-age sex and a refusal to go through with a forced marriage has sometimes been linked to 'honour killing'.

Where a suspicion or allegation of forced marriage or intended forced marriage is raised, there may be only one opportunity to speak to a potential victim, so an appropriate initial response is vital. Professionals should not minimize the potential risk of harm or attempt to be a mediator.

Professionals should see the child immediately, on their own, in a secure and private place and contact the school's named child protection person.

## **Cybercrime**

Cybercrime is criminal activity committed using computers and/or the internet:-

- Cyber-enabled – crimes happen off-line and enabled at scale/speed online or
- Cyber-dependent – where:
  - there is unauthorised access to computers and illegal hacking, e.g. accessing a school's computer network to look for test paper answers or change grades;
  - there is a denial of service attacks or 'booting' where attempts to make a computer, network or website unavailable by overwhelming it with internet traffic from multiple sources;
  - making, supplying or obtaining malware (malicious software) such as viruses, spyware, ransomware, botnets and Remote Access Trojans with the intent to commit further offence, including those above;
  - children with particular skills and interest in computing and technology may inadvertently or deliberately stray into cyber-dependent crime. If there are concerns about a child in this area, the DSL should consider referring to the Cyber Choices programme, a Police programme supported by the Home Officer and led by the National Crime Agency.

*Cyber Choices* aims to intervene where young people are at risk of committing, or being drawn into, low level cyber-dependent offences and divert them to a more positive use of their skills and interests. *Cyber Choices* does not currently cover 'cyber-enabled' crime such as fraud, purchasing of illegal drugs on-line and child sexual abuse and exploitation, nor other areas of concern such as on-line bullying or general on-line safety. Additional advice can be found at: *Cyber Choices*, [National Cyber Security Centre - NCSC.GOV.UK](https://www.ncsc.gov.uk)

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

Child abduction is the unauthorised removal or retention of a minor from a parent or anyone with legal responsibility for the child. Child abduction can be committed by

- parents or other family members;
- by people known but not related to the victim (such as neighbours, friends and acquaintances); and
- by strangers.

Other community safety incidents in the vicinity of a school may raise concerns amongst children and parents, for example, people loitering nearby or unknown adults engaging children in conversation. As children get older and are granted more independence (for example, as they start walking to school on their own) we will give practical advice on how to keep them safe. We will provide outdoor-safety lessons run by teachers or by local Police. The lessons will focus on building children's confidence and abilities rather than simply warning them about all strangers.

Further information is available here: [Home - Action Against Abduction](#) and [Home - Clever Never Goes](#)

## **Modern Slavery and the National Referral Mechanism (NRM)**

Modern slavery is linked to human trafficking and slavery, servitude and forced or compulsory labour. Exploitation can take many forms, including: sexual exploitation, forced labour, slavery, servitude, forced criminality and the removal of organs. Further information on the signs that someone

may be a victim of modern slavery, the support available to victims and how to refer them to the NRM is available in the Modern Slavery Statutory Guidance. Modern slavery: how to identify and support victims - [Modern slavery - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/modern-slavery-how-to-identify-and-support-victims)

### **Trafficked and Exploited Children**

A **trafficked child** is coerced or deceived by the adult who brings them into the country. Trafficked children are denied their human rights and are forced into exploitation e.g. domestic servitude, forced marriage, criminal activity, begging, benefit fraud, acting as a drug mule, sweatshop or restaurant work. Children may appear to submit willingly through fear for themselves or their family, because their parents have agreed to the situation or because of bribes. Recognition of trafficked and exploited children will normally rely on a combination of general signs of abuse and neglect and issues concerned with the child's immigration status. These children may not be in possession of their own travel documents, be excessively afraid of being deported, be in possession of false papers, being cared for by an adult who is not their parent, presenting with a history of missing links and unexplained moves. School staff should make a referral to Children's Social Care if they suspect a child has been trafficked.

### **Vulnerability of Disabled Children**

Research indicates that children with special educational needs or disabilities are more vulnerable to abuse. This may be for the following reasons:

- Attitudes and assumptions can lead to the denial or failure to report abuse
- Reluctance to challenge carers – misplaced empathy
- Seeing abuse as attributable to the stress and difficulties of caring for a disabled child
- Beliefs that abuse does not impact on disabled children in the same way
- Double standards – unsatisfactory situations accepted for disabled children
- Dependency – exposure to a wide range of carers for personal and intimate care
- Isolation – easier for abuse and neglect to remain hidden
- Lack of participation and choice in decision making – disempowered and less likely to complain
- Especially vulnerable to bullying and intimidation
- Behaviours misconstrued as part of child's disability
- Communication barriers – may make it difficult to tell others what is happening
- Judgements made about a child's ability to communicate not based on accurate information and specialist advice
- Child's preferred method of communication not recognised / equipment and / or facilitation not available
- Communication aids don't contain the necessary words to help a child describe an experience of abuse

**In addition to the above some possible signs of abuse for disabled children are:**

- Bruising on sites that may not be concerning on a non-disabled child;
- Not getting enough help with feeding;
- Over or under medicating;
- Poor hygiene and personal care arrangements;
- Rough handling / excessive restraint;
- Lack of stimulation;
- Unwillingness to learn a child's means of communication; and
- Ill-fitting equipment / invasive procedures which are unnecessary or carried out against the child's will.

**Bullying**

**Bullying** can also be a category of abuse. Bullying is the abuse and/or intimidation by a person, people or an organisation against another or others. It may be a specific act or it may be institutional. It is an abuse of a perceived power relationship. Children can also bully other children. Bullying may include verbal abuse and intimidation, acts of physical or sexual abuse and coercion, e-bullying, through texting, filming on mobiles and posting on social networks. Whatever its form it is unacceptable. It must be challenged and appropriately addressed.

**Some possible signs of bullying:**

- Reluctance to attend activities previously enjoyed;
- Tearfulness, depression, erratic emotions, loss of concentration;
- Stomach aches, headaches, difficulty in sleeping, bed-wetting, bruising, cuts scratches, damaged clothing, bingeing on food, alcohol or cigarettes;
- Shortage of money, frequent loss of possessions;
- Asking for money or starting stealing (to pay bully/ies); and a
- Drop in performance.

## **Attendance, the School Roll and Missing Pupils**

At agreed intervals, the governing body will give the LA the name and address of every pupil who does not go to school regularly and inform the LA if:

- a pupil has been continuously absent without authorisation for not less than 10 school days, specifying the cause if known;
- a pupil has been permanently excluded;
- a pupil is moving away from the area and is not known to have registered at another school;
- a pupil has a custodial sentence of more than four months and has been taken off the roll;
- the pupil has run away from home; and
- any pupils of compulsory school age have been taken off the roll because the parents have informed the school in writing that the child will be taught at home

If a pupil leaves the school without notice being given by the parent or without the school being advised of the new address and/or school the pupil is to attend, the school will notify our Educational Welfare Officer as soon as possible. If after four weeks enquiries have failed to locate the pupil, the school will remove the pupil's name from the school roll, after having given the parent written notice of the date of removal. The school will enter details of the child on the DCFS S2S Lost Pupils' Database. If there are child protection concerns, the appropriate referral will be made to Children's Social Care or the Police Child Abuse Investigation Team. A common transfer file will be uploaded on to the S2S database ([www.teachernet.gov.uk/s2s](http://www.teachernet.gov.uk/s2s)) each time a pupil's name is taken off the school roll, unless it is for secondary transfer reasons. This will also apply to pupils joining the school without a common transfer file.

### **Children missing from education**

- All children, regardless of their age, ability, aptitude and any special education needs they may have, are entitled to a full-time education. Our school recognises that a child missing education is a potential indicator of abuse or neglect and will follow the school procedures for unauthorised absence and for children missing education.
- The school will hold at least 2 emergency contact numbers for each child and will use both numbers, if necessary, as part of the First Day calling process.
- Parents should always inform us of the reason for any absence. Where contact is not made, a referral may be made to another appropriate agency (Pupil Services, Social Care or Police).

- Our school must inform the local authority of any pupil who fails to attend school regularly, or has been absent without school permission for a continuous period of 10 days or more.

### **Private Fostering**

**Privately fostered** children are cared for by someone other than a parent or close relative (e.g. step-parents, siblings, siblings of a parent and grandparents) for 28 days or more. School staff should make a referral to Islington Children's Social Care 020 7527 7400 and the police if:

- They become aware of a private fostering arrangement which is not likely to be notified to the local authority; and / or if
- They have doubts about whether a child's carers are actually their parents, and there is evidence to support these doubts, including concerns about the child's welfare.

### **Young Carers**

In many families, children contribute to family care and well-being as part of normal family life. A **young carer** is a child who is responsible for caring on a regular basis for an adult or a sibling who has illness or disability. Caring responsibilities can significantly impact upon a child's health and development. The school will refer to Islington Children's Social Care 020 7527 7400 where a young carer is:

- Unlikely to achieve or maintain a reasonable standard of health or development because of their caring responsibilities
- At serious risk of harm through abuse or neglect
- Providing intimate body care.

### **Young Runaways**

Some young people are pushed away from their home by factors that make an environment difficult to live in, such as problems at home, difficult relationships, family breakdown and maltreatment or abuse, problems at school including bullying and personal problems including mental health issues. Other young people are pulled away to be near friends and family or following grooming by adults for sexual exploitation or trafficking.

School must educate young people about the dangers of running and encourage them to seek support rather than run away; some children run because they feel there is no other option. Children and young people need to know where they can access help if they are thinking of running away and what alternatives are open to them. As a school, we are well placed to advise young people about the dangers of running away and to point them to available support.

If school staff become aware of a young runaway, they should ensure they inform their Police Liaison Officer and their Education Welfare Officer.

## **Procedures to follow if you suspect that a child is at risk of harm**

We have a statutory duty to notify agencies if we have a concern about children's safety and welfare (Working Together to Safeguard Children 2015).

- Where there is a concern about a child's welfare or wellbeing or a concern that a child is in need of protection, this should be recorded on the concern form and then passed on to the DSL or DDSLs for action (or if unavailable then seek advice from Children's Social Care)
- These running records should be kept securely in the child's file on the school's CP drive
- All staff and volunteers are aware that they must report concerns immediately
- All records of concerns, emails, notes of phone conversations and actions are filed confidentially and securely in the child's file
- Staff know that when they have concerns about a child's welfare they need to:
  - Focus on the needs of the child – their physical and emotional welfare
  - Be sensitive
  - Talk it over with one of the Designated Members of Staff
- This Child Protection Policy is accessible to all parents and carers on site.
- Concerns will be discussed with parents unless this would put the child at further risk of serious harm
- Unless we are advised otherwise by Children's Social Care, referrals will be shared with parents

## APPENDIX 2 - GUIDANCE FOR STAFF - DEALING WITH DISCLOSURES

THE FOLLOWING BULLET POINTS WILL BE ON DISPLAY BOTH IN THE SCHOOL OFFICE AND IN THE STAFF ROOM.

WILLIAM TYNDALE PRIMARY SCHOOL'S FULL CHILD PROTECTION POLICY IS AVAILABLE IN THE SCHOOL OFFICE. PLEASE REQUEST A COPY IF YOU HAVE NOT ALREADY SEEN IT.

### RECEIVE

- Listen to what is being said, staying calm, without displaying shock or disbelief.
- Accept what is said, seriously.
- Make a note of what has been said as soon as practicable.

### REASSURE

- Reassure the pupil, but only so far as is honest and reliable. For example, don't make promises you may not be able to keep e.g. 'I'll stay with you' or 'everything will be alright now' especially around confidentiality e.g. I promise I won't tell anyone. Tell them you will do your best to help or protect them.
- Do reassure and alleviate guilt, if the pupil refers to it, saying e.g. I will listen to you.

***Do not promise to keep it a secret as your professional responsibilities may require you to report the matter. If you make this promise to a child and then break it, you confirm to the child yet again that adults are not to be trusted.***

### REACT

- React to the pupil only as far as is necessary for you to establish whether or not you need to refer this matter, but do not interrogate for full details. Ask questions for clarification only – no questions which suggest a particular answer. If the disclosure concerns sexual abuse, ask only when it happened, nothing more. (this may be age / cognitive dependent)
- Do not ask 'leading' questions, for example 'what did he do next?' (this assumes he did!), or 'did he touch your private parts?' Such questions may invalidate your evidence (and the child's) in any later prosecution in court.
- Do not criticise the alleged perpetrator; the pupil may care about him/her, and reconciliation may be possible.
- Do not ask the pupil to repeat it all for another member of staff. Explain what you have to do next and whom you have to talk to. Reassure the pupil that it will be a senior member of staff (the Head Teacher). Try to see the matter through yourself and keep in contact with the pupil. Ensure that if a Social Services interview is to follow, that the pupil has a support person present if the pupil wishes it (possibly yourself).



## RECORD

- Make some very brief notes at the time on any paper which comes to hand, and write them up as soon as possible.
- Do not destroy your original notes in case they are required by the court.
- Record the date, time, place, persons present and noticeable non-verbal behaviour, and the words used by the child. If the child uses sexual 'pet' words, record the actual words used, rather than translating them into 'proper' words.
- Draw a diagram or complete a body map to indicate the position of any bruising.
- Record statements and observable things, rather than your 'interpretations' or 'assumptions'.

## REMEMBER

- To follow your school's child protection policy and procedures and share your concerns with your designated child protection teachers. Consult with your designated child protection members of staff as appropriate.
- Refer to Children's Social Care and/or Police if relevant.
- Support the child: listen, comfort, and be available.

**REMEMBER:** Complete confidentiality is essential. *Share your knowledge only with appropriate professional colleagues.*

- Try to get some support for yourself if you need it.

***Children can only be interviewed once and this interview must be conducted by a trained police officer and social worker under Home Office 'Achieving Best Evidence' guidance. If a child has already been interviewed, it means that the police may not be able to pursue the matter.***

# **WILLIAM TYNDALE**

# **CHILD PROTECTION**

# **EMERGENCY PROCEDURES**

TO BE KEPT IN A VISIBLE PLACE IN THE MAIN SCHOOL OFFICE AND STAFF ROOM

## **CHILD PROTECTION EMERGENCY PROCEDURES**

**WILLIAM TYNDALE PRIMARY SCHOOL'S FULL CHILD PROTECTION POLICY IS AVAILABLE IN THE SCHOOL OFFICE.  
PLEASE REQUEST A COPY IF YOU HAVE NOT ALREADY SEEN IT.**

**The Designated Safeguarding Lead (DSL)** for Child Protection at William Tyndale is Corinne Atsu-Valentine (Pastoral Leader)

**The Deputy Designated Safeguarding Leads (DDSLs)** for Child Protection at William Tyndale are Tanya Watson (Head Teacher), Claire Oliver (Deputy Head Teacher), Olivia Ayers (Assistant Head Teacher) and Sophie Gavalda (Assistant Head Teacher).

**Please report any concerns to one of the above people however, in their absence please go ahead and report any disclosures or concerns directly to the duty social worker tel: 020 7527 7400**

## RECEIVE

Listen to what is being said, without displaying shock or disbelief. Accept what is said, seriously. Make a note of what has been said as soon as practicable.

## REASSURE

Reassure the pupil, but only so far as is honest and reliable. For example, don't make promises you may not be able to keep e.g. 'I'll stay with you' or 'everything will be alright now' especially around confidentiality e.g. I promise I won't tell anyone. Tell them you will do your best to help or protect them.

Do reassure and alleviate guilt, if the pupil refers to it, saying e.g. I will listen to you.

***Do not promise to keep it a secret as your professional responsibilities may require you to report the matter. If you make this promise to a child and then break it, you confirm to the child yet again that adults are not to be trusted.***

## REACT

React to the pupil only as far as is necessary for you to establish whether or not you need to refer this matter, but do not interrogate for full details. Ask questions for clarification only – no questions which suggest a particular answer. If the disclosure concerns sexual abuse, ask only when it happened, nothing more. (this may be age / cognitive dependent)

Do not ask 'leading' questions, for example 'what did he do next?' (this assumes he did!), or 'did he touch your private parts?' Such questions may invalidate your evidence (and the child's) in any later prosecution in court.

Do not criticise the alleged perpetrator; the pupil may care about him/her, and reconciliation may be possible.

Do not ask the pupil to repeat it all for another member of staff. Explain what you have to do next and whom you have to talk to. Reassure the pupil that it will be a senior member of staff (the head teacher). Try to see the matter through yourself and keep in contact with the pupil. Ensure that if a Social Services interview is to follow, that the pupil has a support person present if the pupil wishes it (possibly yourself).

## RECORD

Make some very brief notes at the time on any paper which comes to hand, and write them up as soon as possible

Do not destroy your original notes in case they are required by the court.

Record the date, time, place, persons present and noticeable non-verbal behaviour, and the words used by the child. If the child uses sexual 'pet' words, record the actual words used, rather than translating them into 'proper' words.

Draw a diagram or complete a body map to indicate the position of any bruising.

Record statements and observable things, rather than your 'interpretations' or 'assumptions'.

## **REMEMBER**

To follow your school's child protection policy and procedures and share your concerns with your designated child protection teachers. Consult with your designated child protection members of staff as appropriate.

Refer to Children's Social Care and/or Police if relevant.

**REMEMBER:** Complete confidentiality is essential. *Share your knowledge only with appropriate professional colleagues.*

Try to get some support for yourself if you need it.

***Children can only be interviewed once and this interview must be conducted by a trained police officer and social worker under Home Office 'Achieving Best Evidence' guidance. If a child has already been interviewed, it means that the police may not be able to pursue the matter***