
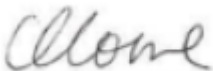


# Child Protection and Safeguarding Policy 2023-24

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**THIS IS A TEMPLATE TO BE LOCALISED FOR INDIVIDUAL SCHOOL USE. EACH SCHOOL POLICY SHOULD BE DISCUSSED AND APPROVED BY THE RESPECTIVE ACADEMY COUNCIL AT THEIR FIRST MEETING OF THE AUTUMN TERM.**

### Trust Safeguarding Statement

Inspire Learning Partnership is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We ensure that all our employment practices reflect this commitment.

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## 1. Purpose

- To reduce risk and prevention of harm to children.
- To ensure the identification of, and timely and appropriate responses to, risk and harm to children.
- To ensure that all adults working or volunteering in the school community, understand their roles and responsibilities in respect of the above.

This policy is statutory and is underpinned by the latest version of Keeping Children Safe in Education.

This policy will be provided to and followed by all adults working or volunteering in our school. A copy will be available on our school website and made available in hard copy to any person upon request.

## 2. Context

**Choose an item.** School provides a universal service to children in our locality. School staff are closely involved, daily, with children and their families. Consequently, we have a critically important role towards the identification and prevention of harm and abuse.

This policy does not reiterate extensive sections of statutory guidance. It is intended as a practical reference document that clarifies the roles and duties of all adults working or volunteering in our schools and wider Trust community. It should be used in conjunction with Keeping Children Safe in Education and related school and Trust policies, as detailed in **Section 7** of this policy.

We welcome our personal and professional safeguarding responsibilities, and as set out in statutory guidance (**Appendix 1**), it is our duty to maintain a professional working knowledge of relevant statutory guidance and of local arrangements as determined by **Choose an item.** Safeguarding Children Partnership.

For clarity, the term 'child' includes everyone under the age of 18.

'Parent' refers to birth parents and other adults who are in a parenting role, for example, step-parents, foster carers and adoptive parents.

## 3. Definition of Safeguarding

Safeguarding is the action that is taken to promote the welfare of children and protect them from harm. This applies to all children in our care and in our communities.

**Safeguarding is everyone's responsibility.** Safeguarding means:

- protecting children from abuse and maltreatment;

- preventing harm to children's health or development;
- ensuring children grow up with the provision of safe and effective care;
- taking action to enable all children and young people to have the best outcomes.

Contextual Safeguarding refers to our commitment to understanding wider environmental factors in a child's life that may be a threat to their safety and/or welfare.

We embed a culture of safeguarding by: **(schools can add to/amend this table and remove this text)**

Having a system where concerns can be reported immediately	<ul style="list-style-type: none"> <li>• Our school uses the CPOMs recording system. This is a secure digital platform that enables staff to record their safeguarding concerns quickly and easily.</li> <li>• Actions in response to any concerns are timely and effective and recorded chronologically.</li> </ul>
Supporting our pupils	<ul style="list-style-type: none"> <li>• Pupils understand what is unacceptable and how they can disclose this information to us, even if the disclosure isn't about them.</li> <li>• Pupils feel safe and are confident to seek help if they need to.</li> <li>• DSLs have access to safeguarding supervision.</li> <li>• We work proactively with other institutions to support pupil transition.</li> </ul>
Working with parents and carers	<ul style="list-style-type: none"> <li>• We support our parents and make sure that they are not only aware of what safeguarding is, but articulate how they can report concerns to us.</li> <li>• We ensure that the parents of our pupils know that we are always there to hear their concerns and that their concerns will always be treated appropriately.</li> </ul>
Exercising appropriate governance	<ul style="list-style-type: none"> <li>• We use the Trust Scheme of Delegation to ensure that those involved in governance seek appropriate assurances, challenging and supporting, as required.</li> <li>• The Trust provide policies for us to localise (where applicable) in addition to our own, such as behaviour.</li> <li>• We provide support materials and CPD opportunities to ensure that those in governance roles have the confidence to exercise their responsibilities appropriately.</li> </ul>
Providing continual professional development	<ul style="list-style-type: none"> <li>• All new staff and those involved in governance are provided with a safeguarding induction when they commence their post.</li> <li>• As a Trust we use The National College for e-learning, supplemented by annual training from the Trust DSL, in addition to support for DSLs in school throughout the year.</li> <li>• School attends the half-termly Trust DSL network meetings.</li> <li>• All staff understand and recognise risk, as well as potential signs of harm, abuse or other safeguarding concerns. They are expected to demonstrate levels of appropriate professional curiosity.</li> </ul>

	<ul style="list-style-type: none"> <li>Learning from training is embedded across the activities of the school</li> </ul>
Delivering an appropriate curriculum	<ul style="list-style-type: none"> <li>Elements of our curriculum enable pupils to recognise and respond to contextual risks to their wellbeing which are successfully designed and delivered – for example,</li> <li>Learning about online safety</li> <li>A clear RSHE programme in school.</li> </ul>
Ensuring there is a safe environment	<ul style="list-style-type: none"> <li>Our environment is effectively designed to safeguard students – this includes physical aspects of the learning environment including site safety, as well as more cultural or behavioural elements, such as zero-tolerance of discriminatory language.</li> <li>We deploy the Trust Visitors Policy and Visiting Speakers Agreement to help keep our children safe.</li> </ul>

## 4. Definition of Child Protection

'Child protection' is the activity to protect specific children who are suffering, or who are likely to suffer, significant harm. Therefore, *protection* is a specific element of safeguarding, whereas safeguarding legislation in general is about the promotion of children's needs and the prevention of harm. This emphasises the need for all staff to be able to respond early when they have a concern rather than wait until this is more defined and certain.

At this point the involvement of services to protect the child(ren), including Children's Social Care, is statutory. The critical message from legislation that should inform all actions and decisions is that "the child's welfare is paramount". We will always act in the best interest of the child.

## 5. Named staff with additional safeguarding responsibilities

Amend this table to reflect your school staffing, include email contacts and remove this text and highlights

Role and Name	Contact Email	Contact Phone Number
Choose an item.: Choose an item.		School Number
Head of School (remove line if no Head of School): Choose an item.		School Number
Assistant/Vice Principal:		School Number
Designated Safeguarding (DSL) and Prevent Lead: (must be one person only and a member of your SLT)	DSL@	School Number
Deputy Designated Safeguarding Leads (DDSL):	DSL@	School Number

Designated Teacher for children who are Looked After (LAC) and Previously Looked After (PLAC):		School Number
E-Safety Lead:		School Number
Trust Designated Safeguarding Lead (DSL): <b>Miss Amanda Johnston</b>	Amanda.johnston@ilpartnership.org	07771244023
Trustee with responsibility for Safeguarding and Child Protection: <b>Mr. Alex Scott</b>	Alex.scott@ilpartnership.org	023 8089 3132
Academy Council Child Protection and Safeguarding Champion:		School Number

## 6. Local arrangements and useful contacts

### 6.1 Local Safeguarding Children Partnership

Our Local Safeguarding Children's Partnership is: [Choose an item.](#)  
[Insert a hyperlink to the respective LSCP NOT \(Children's Services\) and remove this text](#)

The local area's multi-agency safeguarding arrangements are led by the three statutory safeguarding partners/organisations i.e. local authorities, integrated care boards and the police.

### 6.2 Communication with parents and carers

We are fully committed to working in partnership with parents and carers. Staff will normally seek to discuss any concerns about a pupil with their parents. This must be handled sensitively, and the DSL will usually make contact with the parent in the event of a concern, suspicion or disclosure. However, our focus is the safety and wellbeing of the pupil. Therefore, if we believe that notifying parents could increase the risk to the child or exacerbate the problem, advice will first be sought from children's social care and/or the police before parents are contacted. As such, there may be times when it is necessary to share information without consent such as:

- to gain consent would place the child at risk, and/or
- by doing so could compromise a criminal investigation, and/or
- it cannot be reasonably expected that a practitioner gains consent, and/or,
- if by sharing information it will enhance the safeguarding of a child in a timely manner, but it is not possible to gain consent.

### 6.3 Confidentiality and Information sharing

All staff will understand that child protection issues warrant a high level of confidentiality, not only out of respect for the pupil and staff involved, but also to ensure that information being released into the public domain does not compromise evidence.

Staff should only discuss concerns with the DSL (or a Deputy in their absence). That person will then decide who else needs to have the information and they will disseminate it on a 'need-to-know' basis.

We will share information with the three statutory safeguarding partners/organisations and other organisations, agencies and practitioners as required to help keep children safe. Further information is provided in the **Trust Data Protection Policy**.

The Data Protection Act 2018 and UK 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.

Child protection records are normally exempt from the disclosure provisions of the Data Protection Act, which means that children and parents do not have an automatic right to see them. If any member of staff receives a request from a pupil or parent to see child protection records, they will refer the request to the Trust Data Protection Officer.

#### **6.4 Advice and support for referral and assessment:**

(add to/amend the below procedure as required and remove this highlighted text)

See **Sections 9 – 13** for specific information on recognizing, reporting and referring concerns. A summary is provided below. If in any doubt, seek out a DSL without delay. **All DSLs in our Trust are easily identifiable as they wear a black Inspire lanyard with DSL written in white on it.**

##### **Reporting a concern:**

- Make an initial record of the information, ideally straight into CPOMS, but do not delay reporting with this step – **See Appendix 4 and 5**
- Report the concern to the DSL immediately
- The DSL will consider if there is a requirement for immediate medical intervention. Urgent medical attention should not be delayed if the DSL is not immediately available.
- Make an accurate record (which may be used in any subsequent court proceedings) as soon as possible and within 24 hours of the occurrence. Include everything that has happened, including:
  - A clear and comprehensive summary of the concern. Including:
  - Dates
  - Times
  - Any injuries
  - Explanations given by the child/adult
  - Any actual words or phrases by the child
  - Details of how the concern was followed up and resolved
  - A note of any action taken, decisions reached and the outcome

At all times keep the recording factual – who, what, when, where. A briefing sheet for supply, temporary staff and visitors is provided as **Appendix 6**.

The DSL will make a referral (as appropriate) to Children's Services:

- **CRT/CRS:**
- **Out of hours or at weekends:**

- Weblink to LA safeguarding page:
- Early Help Hub:

Anyone can make a referral to Children's Services if they have a concern or in the absence of a DSL.

Staff must not close down a concern because they feel 'stuck' or they 'can't do it anymore'. It is important to escalate concerns to DSLs, Principals, or if necessary, the Trust DSL.

If there are concerns about the work of an external agency staff they will follow the escalation steps outlined in the locally agreed procedures documents.

The important principle is not to allow a concern to be "closed down" without it having received the necessary attention, assessment and resolution.

### **6.5 If a child makes a disclosure to you**

You should:

- Show them you care – give them your full attention.
- Listen to and believe them. Allow them time to talk freely and do not ask leading questions – if necessary, use the 'reflect back' technique.
- Take your time, stay calm and do not show that you are shocked or upset.
- Tell the child they have done the right thing in telling you. Do not tell them they should have told you sooner.
- Explain what will happen next and that you will have to pass this information on. Do not promise to keep it a secret.
- Ensure the child has the appropriate support in the moment e.g. by the class teacher. Don't leave them unattended after a disclosure.
- Write up your conversation as soon as possible in the child's own words. **(See 6.4)**
- Sign and date the write-up and pass it on to the DSL. Alternatively, if appropriate, make a referral to children's social care and/or the police directly **(see 6.6)**, and tell the DSL as soon as possible that you have done so. Aside from these people, do not disclose the information to anyone else unless told to do so by a relevant authority involved in the safeguarding process.

Bear in mind that some children may:

- Not feel ready, or know how to tell someone that they are being abused, exploited or neglected.
- Not recognise their experiences as harmful.
- Feel embarrassed, humiliated or threatened. This could be due to their vulnerability, disability, sexual orientation and/or language barriers.
- None of this should stop you from having a 'professional curiosity' and speaking to the DSL if you have concerns about a child.

### **6.6 Involving the police:**

- If a child is in immediate danger, telephone 999 and request the Police



- To contact the police to discuss a child protection or safeguarding concern, when a child is not in immediate danger, telephone 101

## 6.7 The Local Authority Designated Officer (LADO)

If you are concerned that an adult working or volunteering with children may have harmed a child, please refer to the **Trust Allegations of Abuse Against Adults Policy**. This policy includes the Trust's approach to the management of low-level concerns. The policy provides details about when to contact the LADO. If in doubt, contact the LADO.

- **LADO Name:**
- **Phone Number:**
- Email:
- **Weblink to LA LADO page:**

Immediate concerns should be reported to the Principal, unless they are about the Principal. In which case the concerns should be reported to the Chair of the Trust Board, Rob Shaw: [Rob.Shaw@ilpartnership.org](mailto:Rob.Shaw@ilpartnership.org)

Anyone can make a referral to the LADO if they have a concern.

Whistleblowing procedures protect staff members who report colleagues they believe are doing something wrong or illegal, or who are neglecting their duties. The Protected Disclosures (Whistleblowing) Policy is not designed to be used for concerns that fall under statutory procedures (for example child protection or allegations against staff) as these should be reported as detailed above. However, the policy will apply if there is good reason to believe that the relevant procedure is not being followed or will not be followed effectively. The NSPCC Whistleblowing Advice line is: 0800 028 0285. **Please see the Trust Protected Disclosures (Whistleblowing) Policy for further information.**

## 6.8 Radicalisation

If you believe someone is in danger of being exploited or becoming radicalised and there is no immediate threat, use this policy and your duty of care procedures in the first instance to raise your concerns. Channel can then become involved if necessary. If there is an immediate threat, call 999 without delay. Further information can be found in the **Trust's Tackling Radicalisation and Extremism Policy**.

Anyone can call the national police Prevent advice line on 0800 011 3764, in confidence, to share concerns with specially trained officers. The advice line is open 9am to 5pm every day. Further advice can be sought from the local Prevent team: [\(insert link to Hants/S'ton\)](#)

However, if you are concerned that someone may be displaying extremist behaviour or ideology or radicalisation, you should complete the [National Prevent Referral Form](#).

## 6.9 Additional support for online abuse

[CEOP](#) works to keep children safe from sexual abuse and grooming online. CEOP are unable to respond to reports about bullying, fake accounts or account hacking. You can report to CEOP if

you are concerned that a child is being sexually abused or groomed online. This might be from someone they know or someone they have only ever met online. CEOP are here to help and advise you and to make the child safe.

If you have already reported your concern to your local statutory service, including children's social care or the police, you do not need to make a report to CEOP.

If you think a child is in immediate danger, call the police on 999.

For more information relating to keeping children safe online from sexual exploitation and abuse you can visit our [CEOP Education website for professionals](#).

### **6.10 Children absent from education**

Knowing where children are during school hours is an extremely important aspect of safeguarding. Absence can be an indicator of abuse and neglect and may also raise concerns about other safeguarding issues, including the criminal exploitation of children.

We monitor attendance carefully and address poor or irregular attendance without delay. We will always follow up with parents/carers when pupils are not at school. This means we need to have a least two up to date contact numbers for parents/carers. Parents should remember to update the school as soon as possible if the numbers change.

In response to the latest guidance in Keeping Children Safe in Education, leaders have ensured that:

1. Staff understand what to do when children do not attend regularly
2. Appropriate policies, procedures and responses for pupils who go missing from education (especially on repeat occasions) are in place.
3. Staff know that travelling to conflict zones could be an indicator of FGM or forced marriage.
4. Procedures are in place to ensure that we always inform the local authority when we plan to take pupils off-roll or when they:
  - leave the school to be home educated
  - move away from the school location
  - remain medically unfit beyond compulsory school age
  - are in custody for four months or more (and will not return to school afterwards) or
  - are permanently excluded

We will ensure that pupils who are expected to attend the school but fail to take up the place will be referred to the local authority. When a pupil leaves, we will record the name of the pupil's new school and their expected start date.

Staff will monitor unauthorised absence and take appropriate action including notifying the Local Authority, particularly where children go missing on repeated occasions and/or are missing for periods during the school day. Staff must be alert to signs of children at risk of travelling to conflict zones, female genital mutilation and forced marriage.

### **6.11 Home Visits**

The school may carry out home visits where the welfare of a child is in question due to non-attendance at school and lack of contact with parent or other contacts. Visits should be carried out by two members of staff wearing Trust lanyards and will be logged on CPOMS. Any and all safeguarding concerns will be recorded and reported in line with the procedures outlined in this policy.

If a staff member suspects that a child is suffering from harm or neglect, we will follow local child protection procedures, including with respect to making reasonable enquiries. We will make an immediate referral to the local authority children's social care team, and the police, if the child is suffering or likely to suffer from harm, or in immediate danger. If a child has a social worker, they will be informed of unauthorised absence or missing education.

### **6.12 Complaints**

General complaints will be dealt with in accordance with the Trust Complaints procedure and this policy, as applicable.

Complaints against staff that are likely to require a child protection investigation will be handled in accordance with our procedures for dealing with allegations of abuse made against staff (see appendix 3).

## **7. Linked policies**

This document forms part of our integrated safeguarding portfolio and should be read alongside the:

- Trust Recruitment Policy
- Trust Staff Code of Conduct
- Trust Allegations of Abuse Against Adults Policy
- Trust Protected Disclosures (Whistleblowing) Policy
- Trust Tackling Radicalisation and Extremism Policy
- Trust Acceptable Use of ICT
- Trust Data Protection Policy
- Trust Visitors Policy and Visiting Speakers Agreement
- Trust Lettings Policy
- **Local School Policies**
  - Online Safety
  - Behaviour and Anti-Bullying Policy
  - Relationships and Sex Education policy (and PSHE Curriculum overview)
  - Positive Handling/Physical Restraint Policy
  - Intimate Care Policy

- o Mental Health and Well-being Policy
- o Educational Visits Policy
- o Attendance Policy
- o Uncollected child policy
- o Missing Child in Nursery policy

## 8. Safeguarding resources available to Trust schools

- Inspire Learning Partnership has a Trust DSL to support and challenge school DSLs in their day to day management and to have strategic oversight of safeguarding.
- On behalf of its schools, the Trust subscribes to a range of services – please see the Trust Education Strategy and central offer for more details.
- All staff use CPOMS as the means of reporting and recording concerns about children. The Trust DSL has access to CPOMS Spotlight and the CPOMS accounts of all schools.
- The Trust provides a variety of CPD materials to support professional learning across the school year, which are shared and stored via the 'ILP Safeguarding Resources Hub' (SharePoint/Teams). Schools are encouraged to share their own resources and communicate with one another via this platform e.g. assemblies, briefing documents.
- A termly workplan, accompanied by a role description and template visit form, is available to Academy Council Safeguarding Champions. This supports safeguarding assurance visits to schools.
- The Trust utilises My New Term for recruitment and a secure Excel document to house the Single Central Record. **See the Trust Recruitment Policy for further details.**
- Safeguarding supervision is provided to DSLs on a half-termly basis or more frequently if ad hoc supervision is required.
- Schools maintain close links with their local safeguarding partnership and make use of learning events and resources as applicable.

## 9. Right Help: Right time – Local Levels of Need Threshold Guidance

### Thresholds Guidance

INSERT LINK TO YOUR HAMPSHIRE/SCOUTHAMPTON LSCP THRESHOLDS DOCUMENT AND REMOVE THIS HIGHLIGHT

#### 9.1 All staff

Should possess a working knowledge of the local levels of need thresholds guidance. Reference to this guidance will inform the identification of risk and harm.

## 9.2 Outline Levels of Need categories:

Amend as necessary to match your LSCP threshold document and remove this text

- Universal (Level 1) No additional support beyond that which is universally available.
- Early Help (Level 2) Children and young people where some concerns are emerging and who require additional support, usually from professionals already involved with them (Threshold to Consider Early Help Assessment **EHA**).
- Targeted Early Help (Level 3) Children and young people who are causing significant concern or where concerns recur frequently (Threshold to initiate **EHA**).
- Specialist (Level 4) Children and young people who are very vulnerable. (Threshold to refer to Children's Social Care).

## 9.3 Early Intervention

It is generally expected that referrals to children's social care would follow significant input at levels 2 and 3. If an Early Help Assessment is appropriate, the DSL will lead on liaising with other agencies and setting up an inter-agency assessment as appropriate. Staff may be required to support other agencies and professionals in an Early Help Assessment, in some cases acting as the lead practitioner. The DSL will keep the case under constant review and the school will consider a referral to local authority children's social care if the situation does not seem to be improving. Timelines of interventions will be monitored and reviewed.

Add details of your local procedures for early help assessments, including services available and remove this highlight.

# 10. The 4 categories of abuse

## 10.1 Background

Child abuse is the maltreatment of a child by another person - by adults or children. Somebody may abuse or neglect a child by inflicting harm or failing to act to prevent harm. Abuse, including neglect, and other safeguarding issues are rarely standalone events that can be covered by one definition or label. In most cases, multiple issues will overlap. All referrals to children's social care will be under one or more of these broad categories of abuse. Supporting tools, such as the Neglect Toolkit, may be utilized to support referrals, as appropriate.

Some pupils may be disproportionately susceptible to an increased risk of abuse, both online and offline. For example, some may be at more risk of harm from specific issues such as sexual violence; homophobic, biphobic or transphobic bullying; or racial discrimination. We offer extra pastoral support for these pupils. This includes: Add details of the pastoral support you offer these pupils, as well as the support you provide to help pupils overcome any communication barriers they face and remove this highlighted text.

We train staff to understand that additional barriers can exist when recognising abuse and neglect in relation to children with special educational needs and/or disabilities (SEND), or certain medical or physical health conditions.

- 10.2 Physical abuse** may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.
- 10.3 Emotional abuse** is the persistent emotional maltreatment of a child such as to cause severe and adverse effects on the child's emotional development. Some level of emotional abuse is involved in all types of maltreatment of a child, although it may occur alone.
- 10.4 Emotional abuse may involve:**
- Conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person.
  - Not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate.
  - Age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction.
  - Seeing or hearing the ill-treatment of another.
  - Serious bullying (including cyberbullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children.
- 10.5 Sexual abuse** involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve:
- Physical contact, including assault by penetration (for example rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing.
  - Non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet).
  - Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.
- 10.6 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).
  - Ensure access to appropriate medical care or treatment.

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

## 11. Child on Child abuse

All staff should recognise that children can abuse their peers, including online. It is important that incidents of abuse and harm are treated in line with this policy and in conjunction with the school Behaviour Policy. See **Appendix 7** for our approach to the identification and management of child on child abuse.

### 11.1 Creating a supportive environment in school and minimising the risk of child-on-child abuse

We recognise the importance of taking proactive action to minimise the risk of child-on-child abuse, and of creating a supportive environment where victims feel confident in reporting incidents.

To achieve this, we will:

- Challenge any form of derogatory or sexualised language or inappropriate behaviour between children, including requesting or sending sexual images
- Be vigilant to issues that particularly affect different genders – for example, sexualised or aggressive touching or grabbing towards female pupils, and initiation or hazing type violence that might impact, more typically, on boys
- Ensure our curriculum helps to educate pupils about appropriate behaviour and consent
- Ensure pupils are able to easily and confidently report abuse
- Ensure staff reassure victims that they are being taken seriously.

### 11.2 We ensure staff are trained to understand:

- How to recognise the indicators and signs of child-on-child abuse, and know how to identify it and respond to reports
- That even if there are no reports of child-on-child abuse in school, it does not mean it is not happening – staff should maintain an attitude of “it could happen here”
- That if they have any concerns about a child's welfare, they should act on them immediately rather than wait to be told, and that victims may not always make a direct report
- That certain children may face additional barriers to telling someone because of their vulnerability, disability, gender, ethnicity and/or sexual orientation
- That a pupil harming a child could be a sign that the child is being abused themselves, and that this would fall under the scope of this policy
- The important role they have to play in preventing child-on-child abuse and responding where they believe a child may be at risk from it
- That they should speak to the DSL if they have any concerns.

## 12. Preventing radicalisation

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

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

**12.3 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 of terrorism is designed to influence the government or to intimidate the public and is made for the purpose of advancing a political, religious or ideological cause.

Schools have a duty to prevent children from being drawn into terrorism. The DSL will undertake appropriate Prevent training and make sure that staff have access to appropriate training to equip them to identify children at risk.

We will assess the risk of children in our school being drawn into terrorism. This assessment will be based on an understanding of the potential risk in our local area, in collaboration with our local safeguarding partners and local police force. Further details can be found in our **Tackling Radicalisation and Preventing Extremism Policy**.

**12.4 We will ensure that suitable internet filtering and monitoring is in place and equip our pupils to stay safe online at school and at home.** Further details can be found in our Acceptable Use of ICT Policy and Online Safety Policy and **Appendix 8**.

**12.5 There is no single way of identifying an individual who is likely to be susceptible to an extremist ideology. Radicalisation can occur quickly or over a long period.**

Staff will be alert to changes in pupils' behaviour. Educate Against Hate provides useful resources to identify indicators of possible radicalisation:  
<https://www.educateagainsthate.com>



## 13. Our personal role in the recognition of needs, harm and abuse

- 13.1 Recognise** It is important that everyone working with children should be able to recognise the signs of possible abuse and neglect. It is not adequate to wait for disclosure as the primary means of detecting child abuse. The recognition and identification of signs of potential abuse will form part of our continuous professional development.
- 13.2 Respond** All adults in school are 'trusted adults' and are emotionally available to children - a crucial aspect of our safeguarding culture. We will not ignore harmful behaviours or actions. We are prepared to respond appropriately to concerns and disclosures of abuse from children.
- 13.3 Record/Report** It is our duty to record first-hand, in writing, concerns and disclosures about children. This will be done promptly and securely using our safeguarding case management software CPOMS. All staff will be supplied with log-in details for CPOMS and are expected to make appropriate use of the system.
- 13.4** In cases of serious risk or harm to a child, an immediate verbal alert to the DSL is required. **The DSL responds to and manages all actions, case notes and chronologies via CPOMS.**
- 13.5 Refer** The DSL will triage all concerns promptly against levels of need thresholds guidance. In normal circumstances, the DSL will decide the most appropriate action. At Levels 3&4 this will normally be in consultation with the 'front door' to children's social care.
- Usually, the DSL will determine the level of concern and refer to external agencies. In the absence of the DSL/DDSL, or if there is disagreement about levels of risk or harm, any staff member can make a referral to Children's Social Care and should notify the DSL as soon as possible.
- 13.6 Female Genital Mutilation (FGM)** Section 5B(11) of the Female Genital Mutilation Act 2003, as inserted by section 74 of the Serious Crime Act 2015, places a statutory duty on teachers to report to the police where they discover that female genital mutilation (FGM) appears to have been carried out on a girl under 18. This individual responsibility must not be delegated.

## 14. Continuous professional development underpins a healthy safeguarding culture in our school.

In the complex and evolving field of safeguarding, effective practice is best ensured through a programme of continuous professional development (CPD).

**14.1 All staff members** will receive input about safeguarding and child protection at induction. This will include:

- Current Keeping Children Safe in Education (KCSiE) guidance
- Relevant Trust and School Policies, including pupil behaviour
- The Trust Staff Code of Conduct
- Allegations of Abuse Against Adults (including the Low-Level Concerns Policy)
- Protected Disclosures (Whistle-blowing) procedures
- Online safety, including their responsibilities for filtering and monitoring

This is to ensure that staff understand school's safeguarding systems, their responsibilities, and can identify signs of possible abuse or neglect.

Professional learning will be continually updated and will:

- Be integrated, aligned and considered as part of the whole-school safeguarding approach and wider staff learning and curriculum planning
- Be in line with advice from the Local Safeguarding Children Partnership
- Have regard to the Teachers' Standards to support the expectation that all teachers: Manage behaviour effectively to ensure a good and safe environment; Have a clear understanding of the needs of all pupils.

Staff will receive regular safeguarding and child protection updates (through emails, e-bulletins and staff meetings) and enhanced by the use of e-learning via The National College, Trust KCSiE quiz and insert as applicable. All staff will receive annual safeguarding INSET and updates, each autumn term, prior to the return to school of children.

**14.2 Contractors** working within the school will be risk assessed and will undergo checks and training commensurate with their work, their contact with pupils and the supervision provided to them. Under no circumstances will a contractor who has not been appropriately checked be left unsupervised.

**14.3 Volunteers** working within the school will be risk assessed and will undergo checks and training commensurate with their work, their contact with pupils and the supervision provided to them. Under no circumstances will a volunteer who has not been appropriately checked be left unsupervised.

**14.4** All staff receive appropriate development on the government's anti-radicalisation strategy, **Prevent**, to enable them to identify children at risk of being drawn into terrorism and to challenge extremist ideas. Learning needs will be identified in accordance with local risk determined through regular Prevent risk assessments, at least every 3 years, unless more urgent need is apparent.

**14.5 Wider societal factors beyond school**

Staff receive regular input regarding contextual safeguarding (the areas of safeguarding specific to the location of the school). This information is enhanced by data of reported crime in our locality. The table below identifies the contextual safeguarding risks that we have identified for our pupils and the steps that we are taking to mitigate them:

Complete the table below and delete this highlighted text

Potential Contextual Safeguarding areas of risk	
Area of risk	Mitigation
•	•
•	•
•	•
•	•
•	•
•	•
•	•

- 14.6 The DSL and Deputy DSLs** will undertake appropriate child protection and safeguarding training (as detailed in Keeping Children Safe in Education) upon appointment and at least every 2 years. In addition, they will update their knowledge and skills at regular intervals and at least annually (for example, through e-bulletins, meeting other DSLs, or taking time to read and digest safeguarding developments). They will also undertake Prevent awareness training.
- 14.7** All those involved in governance (Including Trustees and Academy Councillors) should regularly update learning about safeguarding, to ensure they have the knowledge and information needed to perform their functions and understand their responsibilities i.e. to be able to seek appropriate assurances in accordance with the Scheme of Delegation.
- 14.8 Safe Recruitment**
- Our recruitment procedures are designed to deter and prevent people who are unsuitable to work with children from applying for or securing employment, or volunteering opportunities in our schools. At least one person conducting any interview for a post at the school will have undertaken safer recruitment training. This will cover, as a minimum, the requirements of Keeping Children Safe in Education, and will be in line with local safeguarding procedures. **See the Trust Recruitment Policy for further details.**
- 14.9 The lead DSL who has pastoral contact with pupils and families** will receive regular supervision which will provide them with support, coaching and training, promote the interests of children and allow for confidential discussions of sensitive issues.

## 15. Roles and functions within our school

- 15.1** Safeguarding and child protection is everyone's responsibility. This policy applies to all staff, volunteers and those involved in the governance of the school and is consistent with the procedures of **INSERT Safeguarding Children Partnership**. Our policy and procedures also apply to **extended school** and off-site activities. **The Trust Lettings and Allegations of Abuse Against Adults Policies**, set out our responsibilities in relation to those individuals or organizations, who use our premises to provide activities to children.
- 15.2 All staff** will read and understand Part 1 and Annex B of the Department for Education's statutory safeguarding guidance, Keeping Children Safe in Education, and will review this guidance at least annually.
- 15.3** All staff will undertake a quiz as provided by the Trust, to demonstrate their understanding of the Keeping Children Safe in Education guidance.
- 15.4** All staff will be aware of:

- Our systems which support safeguarding, including:
  - this child protection and safeguarding policy,
  - the staff code of conduct the role and identity of the designated safeguarding lead (DSL) deputies,
  - the behaviour, acceptable use of ICT and online safety policies,
  - the safeguarding response to children who go are absent or go missing from education.
  
- The Early Help process and their role in it, including: the identification of emerging problems, liaison with the DSL, and the sharing of information with other professionals to support early identification and assessment.
- The process for making referrals to local authority children's social care and for statutory assessments that may follow a referral, including the role they might be expected to play
- What to do if they identify a safeguarding issue or a child tells them they are being abused or neglected, including specific issues such as FGM, and how to maintain an appropriate level of confidentiality while liaising with relevant professionals
- The signs of different types of abuse and neglect, as well as specific safeguarding issues, such as child on child abuse, child sexual exploitation (CSE), child criminal exploitation (CCE) indicators of being at risk from or involved with serious violent crime, FGM and radicalisation.
- The importance of reassuring victims that they are being taken seriously and that they will be supported and kept safe.
- Their role in supporting pupils online, including appropriate oversight of filtering and monitoring

**16. The designated safeguarding lead (DSL)** is a member of the senior leadership team. The DSL takes lead responsibility for child protection and wider safeguarding.

During term time, the DSL will be available during school hours for staff to discuss any safeguarding concerns. Out of hours/out of term activities the email contact will be: insert generic email DSL@

**16.1 The DSL will be given the time, funding, training, resources and support to:**

- Provide advice and support to other staff on child welfare and child protection matters
- Take part in strategy discussions and inter-agency meetings and/or support other staff to do so
- Contribute to the assessment of children
- Understand the filtering and monitoring processes in place
- Report to Academy Council termly on the Trust report template.

The DSL will also liaise with local authority case managers and designated officers for child protection concerns as appropriate. **The full responsibilities of the DSL and deputies are set out in their Trust job description and Annex C of Keeping Children Safe in Education**

## 17. Governance

**17.1 The Trust Board** Have ultimate responsibility for safeguarding, including ensuring that policies, procedures and training in schools are effective and comply with the law at all times. They have delegated some operational activities for seeking that assurance, as detailed within the Trust Scheme of Delegation. Trustee duties are further outlined in part 2 of Keeping Children Safe in Education.

There is a Trustee who champions the Trust's safeguarding responsibility, ensuring that safeguarding and child protection practice, process, and policy (including online safety) is effective and is compliant with legislation, statutory guidance, and Local Safeguarding Children Partnership arrangements.

**17.2 The Academy Council** Facilitate a whole-school approach to safeguarding, ensuring that every aspect of school life is viewed through a safeguarding lens. The Academy Council will evaluate and approve this policy at each review, ensure it complies with the law and hold the Principal to account for its implementation. The Academy Council will appoint a Child Protection and Safeguarding Champion whose responsibilities are set out within their role description and termly workplan. Their role is to seek assurance and is not to undertake operational activities.

**17.3 The Principal** is responsible for the implementation of this policy, including ensuring that staff (including temporary staff), volunteers and contractors:

- Are informed of our systems which support safeguarding, including this policy, as part of their induction
- Understand and follow the procedures included in this policy, particularly those concerning referrals of cases of suspected abuse and neglect
- Are recruited safely and recorded on the Single Central Record, in accordance with Trust Policy
- Communicate this policy to parents when their child joins the school and ongoing via the school website
- That the DSL has appropriate time, funding, training and resources, and that there is always adequate cover if the DSL is absent
- That all staff undertake appropriate safeguarding and child protection training and update the content of this training regularly
- The Principal will act as the 'case manager' in the event of an allegation of abuse made against another member of staff or volunteer, where appropriate
- Meet the relevant staffing ratios are met, where applicable (keep if you have a nursery only)
- Make sure each child in the Early Years Foundation Stage is assigned a key person
- Undertake appropriate assurance checks for the use of any Alternative Provision prior to allowing a pupil to commence its use, including that the adults working with pupils have undergone the relevant safer recruitment checks.

## 18. Appendix 1. Legislation and statutory guidance

This policy is based on the Department for Education's statutory guidance Keeping Children Safe in Education 2023, Working Together to Safeguard Children 2018, and the Governance Handbook. We comply with this guidance and the arrangements agreed and published by [\(Insert details of local Safeguarding Children Partnership\)](#).

This policy is also based on the following legislation:

- Section 175 of the Education Act 2002, which places a duty on schools and local authorities to safeguard and promote the welfare of pupils
- The School Staffing (England) Regulations 2009, which set out what must be recorded on the single central record and the requirement for at least one person conducting an interview to be trained in safer recruitment techniques
- Part 3 of the schedule to the Education (Independent School Standards) Regulations 2014, which places a duty on academies and independent schools to safeguard and promote the welfare of pupils at the school
- The Children Act 1989 (and 2004 amendment), which provides a framework for the care and protection of children
- Section 5B(11) of the Female Genital Mutilation Act 2003, as inserted by section 74 of the Serious Crime Act 2015, which places a statutory duty on teachers to report to the police where they discover that female genital mutilation (FGM) appears to have been carried out on a girl under 18
- Statutory guidance on FGM, which sets out responsibilities with regards to safeguarding and supporting girls affected by FGM
- The Rehabilitation of Offenders Act 1974, which outlines when people with criminal convictions can work with children
- Schedule 4 of the Safeguarding Vulnerable Groups Act 2006, which defines what 'regulated activity' is in relation to children
- Statutory guidance on the Prevent duty, which explains schools' duties under the Counter-Terrorism and Security Act 2015 with respect to protecting people from the risk of radicalisation and extremism
- The Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018 (referred to in this policy
- The "2018 Childcare Disqualification Regulations") and Childcare Act 2006, which set out who is disqualified from working with children.

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

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

## 19. Appendix 2. Equalities and additional risk factors

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

- Have special educational needs (SEN) or disabilities or health conditions
- Are young carers
- May experience discrimination due to their race, ethnicity, religion, gender identification or sexuality
- Have English as an additional language
- Are known to be living in difficult situations – for example, temporary accommodation or where there are issues such as substance abuse or domestic violence
- Are at risk of FGM, sexual exploitation, forced marriage, or radicalisation
- Are asylum seekers
- Are at risk due to either their own or a family member's mental health needs
- Are looked after or previously looked after
- Are absent or missing from education
- Whose parent/carer has expressed an intention to remove them from school to be home educated.

**Annex B of KCSiE** contains important additional information about specific forms of abuse and safeguarding issues. School and college leaders and those staff who work directly with children should read this annex and will undertake appropriate actions in line with this policy, in relation to the key safeguarding themes i.e.

- **Should staff have any concerns about a child's welfare, they should act on them immediately. They should follow this child protection policy and speak to the designated safeguarding lead (or deputy).**
- **Where a child is suffering, or is likely to suffer from harm, it is important that a referral to local authority children's social care (and if appropriate the police) is made immediately.**

**This is a valuable supplement to our awareness of risk and harm and is available from the link below for frequent reference.**

**[https://www.keepingchildrensafeineducation.co.uk/annex\\_b.html](https://www.keepingchildrensafeineducation.co.uk/annex_b.html)**



## 20. Appendix 3. Police and Criminal Evidence Act (1984) – Code C

1. The Principal, Designated Safeguarding Lead (DSL) and deputy (DDSL) are aware of the requirement for children to have an appropriate adult when in contact with Police officers.
2. PACE states that anyone who appears to be under 18, shall, in the absence of clear evidence that they are older, be treated as a child for these purposes.
3. PACE also states that if at any time an officer has any reason to suspect that a person of any age may be vulnerable, then that person is entitled to be accompanied by an appropriate adult at any point.
4. If a police officer arrives at the school wishing to speak with a pupil, the receptionist will inform the Principal and the DSL and follow the **Trust Visitor and Visiting Speakers Policy**. The DSL will ensure that arrangements are made to inform parents that this is the case and seek their presence at the school as the appropriate adult. If for any reason the parent cannot attend to be an appropriate adult the DSL or Principal will ensure that an appropriate adult is provided from the school leadership team.
5. The DSL (or deputy) will communicate any vulnerabilities known by the school to any police officer who wishes to speak to a pupil about an offence they may suspect. This communication will be recorded on CPOMS.
6. If having been informed of the vulnerabilities, the DSL (or deputy) does not feel that the officer is acting in accordance with PACE, they will ask to speak with a supervisor or contact 101 to escalate their concerns immediately.
7. A person whom there are grounds to suspect of an offence must be cautioned<sup>1</sup> before questioned about an offence<sup>2</sup>, or asked further questions if the answers they provide the grounds for suspicion, or when put to them the suspect's answers or silence, (i.e. failure or refusal to answer or answer satisfactorily) may be given in evidence to a court in a prosecution.
8. A Police Officer must not caution a child or a vulnerable person unless the appropriate adult is present. If a child or a vulnerable person is cautioned in the absence of the appropriate adult, the caution must be repeated in the appropriate adult's presence.
9. The appropriate adult<sup>1</sup> means, in the case of a child:
  - the parent, guardian or, if the child is in the care of a local authority or voluntary organisation, a person representing that authority or organisation.
  - a social worker of a local authority or, failing these, some other responsible adult aged 18 or over who is not:
    - a police officer;
    - employed by the police;
    - under the direction or control of the chief officer of a police force; or
    - a person who provides services under contractual arrangements (but without being employed by the chief officer of a police force), to assist that force in relation to the discharge of its chief officer's functions.

Further information can be found in the Statutory guidance - [PACE Code C 2019](#).

<sup>1</sup> The police caution is: *"You do not have to say anything. But it may harm your defence if you do not mention when questioned something which you later rely on in Court. Anything you do say may be given in evidence."*

<sup>2</sup> A person need not be cautioned if questions are for other necessary purposes, e.g. (a) solely to establish their identity or ownership of any vehicle; to obtain information in accordance with any relevant statutory requirement; in furtherance of the proper and effective conduct of a search, e.g. to determine the need to search in the exercise of powers of stop and search or to seek co-operation while carrying out a search; or to seek verification of a written record.

## 21. Appendix 4. Recording form for supply staff/visitors/CPOMS is not available

<b>Child's name:</b>			
<b>Date:</b>		<b>Time:</b>	
<b>Name and role of person raising concern:</b>			

<b>Details of concern (who, what, when, where, behaviours? Use child's words)</b>

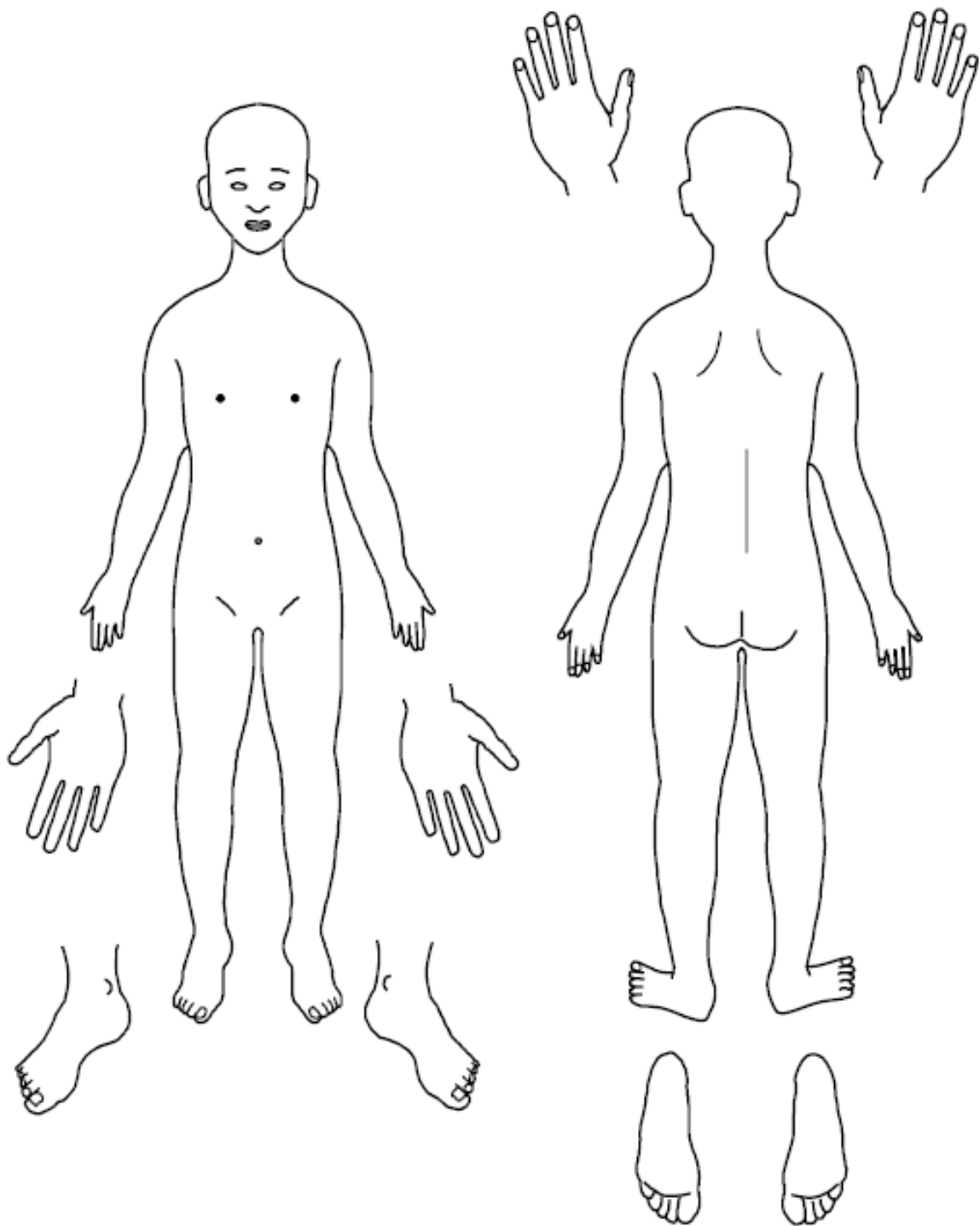
<b>Actions taken</b>			
<b>Date</b>	<b>Person taking action</b>	<b>Action taken</b>	<b>Outcome of action</b>

**Name:**

**Designation:**

## 22. Appendix 5. Skin Map





Name of Child: \_\_\_\_\_

Date of birth: \_\_\_\_\_ Date of recording: \_\_\_\_\_

Name of completer: \_\_\_\_\_

## 23. Appendix 6. Briefing sheet for visitor, temporary and supply staff

### For supply staff and those on short contracts in **Name** School

While working in **Name** school, you have a duty of care towards the children and young people here. This means that at all times you should act in a way that is consistent with their safety and welfare. In addition, if at any time you have a concern about a child or young person, particularly if you think they may be at risk of abuse or neglect, it is your responsibility to share that concern with the school designated safeguarding lead (DSL), who is **Name** and can be found **details**. All DSLs in our Trust are easily identifiable as they wear a black Inspire lanyard with the white writing 'DSL' written on it.

This is not an exhaustive list but you may have become concerned as a result of:

- Observing a physical injury, which you think may have been non-accidental.
- Observing something in the appearance of a child or young person which suggests they are not being sufficiently well cared for.
- Observing child behaviour that leads you to be concerned about a child or young person.
- A child or young person telling you that they have been subjected to some form of abuse
- Observing adult behaviour that leads you to be concerned about their suitability to work with children or young people.

In any of the circumstances listed here, you must write down what you saw or heard, date and sign your account, and give it to the DSL as soon as possible and no longer than 24 hours later. This may be the beginning of a legal process – it is important to understand that legal action against a perpetrator can be seriously damaged by any suggestion that the child has been led in any way.

If a child talks to you about abuse, you should follow these guidelines:

- Rather than directly questioning the child, just listen and be supportive
- Never stop a child who is freely recalling significant events, but don't push the child to tell you more than they wish.
- Make it clear that you may need to pass on information to staff in other agencies who may be able to help – do not promise confidentiality. You are obliged to share any information relating to abuse or neglect.
- Write an account of the conversation immediately, as close to verbatim as possible. Put the date and timings on it, and mention anyone else who was present. Then sign it and give your record to the DSL who should follow due process, including contacting Children's Social Care if appropriate.

The school has a policy on safeguarding children and young people which you can find, together with the local procedures to be followed by all staff, in **location**.

If your concern involves a member of staff, speak with the Principal or if it is about the Principal, contact the Chair of Trustees Rob Shaw or the LADO.

**Remember, if you have a concern, report it.**

## 24. Appendix 7. Child on Child Abuse

### Forms of child on child abuse can include:

- Bullying (including cyberbullying, prejudice-based and discriminatory bullying).
- Abuse in intimate personal relationships between peers.
- Physical abuse such as hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm (this may include an online element which facilitates, threatens and/or encourages physical abuse).
- Sexual violence, such as rape, assault by penetration and sexual assault; (this may include an online element which facilitates, threatens and/or encourages sexual violence).
- Sexual harassment, such as sexual comments, remarks, jokes and online sexual harassment, which may be standalone or part of a broader pattern of abuse.
- Causing someone to engage in sexual activity without consent, such as forcing someone to strip, touch themselves sexually, or to engage in sexual activity with a third party.
- Consensual and non-consensual sharing of nudes and semi-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).

Concerns regarding the welfare of pupils and any subsequent support process will be recorded and kept securely on their safeguarding file within CPOMS.

Child-on-child abuse can happen in any environment and is not restricted to school settings. We acknowledge that even if there are no reported cases of child-on-child abuse, such abuse may still be taking place and is simply not being reported.

- We have a zero-tolerance approach to all types of abuse. Incidents are taken seriously. These will never be ignored, tolerated or passed off as 'banter', 'just having a laugh' or 'part of growing up' or 'boys being boys', as this can lead to a culture of unacceptable behaviours and an unsafe environment for children.
- Banter and teasing should be acknowledged and recognised as bullying behaviour and may require proportionate intervention.
- We aim to mitigate the risk of contributing to a culture of unacceptable behaviours or a culture that normalises abuse through education and reflective learning.
- Child-on-child abuse may reflect equality issues in terms of those who may be targeted are more likely to have protected characteristics. We acknowledge that it is more likely that girls will be victims and boys perpetrators, but that all child-on-child abuse is unacceptable and will be taken seriously.
- Early identification of vulnerability to child-on-child abuse is made by reviewing attendance, behaviour, attainment and safeguarding records at least on at least a termly basis.



Pupils are encouraged to report anything that makes them uncomfortable, no matter how 'small' they feel it might be. There are clear systems in place for pupils to report any abuse knowing their concerns will be treated seriously and respectfully. [Insert school systems for child reporting here.](#)

**We will handle initial reports of child on child abuse by:**

- Securing the immediate safety of pupils involved in an incident and sourcing appropriate support for all young people affected.
- Listening carefully to the child, being non-judgmental, being clear about boundaries and how the report will be progressed, not asking leading questions and only prompting the child where necessary with open questions – where, when, what, etc.
- Ensuring that victims will never be given the impression that they are creating a problem by reporting abuse, sexual violence, or sexual harassment. They will never be made to feel ashamed for making a report.
- Ensuring the child's wishes are taken into consideration in any intervention and any action is taken to ensure safety of the target and other members of the wider peer cohort.
- Not promising confidentiality as it is highly likely that information will need to be shared with others.

Children's Services and the police will be important partners where a crime might have been committed. Referrals to the police will often be a natural progression of making a referral to local authority children's social care. The designated safeguarding lead (or a deputy) should lead the school response and should be aware of the local process for referrals to children's social care and making referrals to the police.

**Responding to Incidents of Sexual Violence and Harassment**

Reference to Keeping Children Safe in Education guidance (Part 5) should be made in relation to taking protective action. Responses will be proportionate, considered, supportive and decided on a case-by-case basis. We will always consider whether/what further education is required to support the pupils involved and/or wider school community.

We will take the following actions when responding to incidents of sexual violence and sexual harassment both online and offline, including those that have happened outside of school:

- Incidents will be reported immediately to the DSL/Deputy DSL who will undertake further assessment of what action should be taken proportionate to the factors that have been identified.
- Proportionate action will be taken and consideration given to whether a case can be managed internally or whether support from other support agencies is required.
- The wishes of the victim in terms of how they want to proceed will be considered. This is especially important in the context of sexual violence and sexual harassment. Victims should be given as much control as is reasonably possible over decisions regarding how any investigation will be progressed and any support that they will be offered. However, this will need to be balanced with the school's duty and responsibilities to protect other children.
- [The Brook Tool](#) may be utilised to inform assessment of risk and what actions to subsequently take. This may include seeking specialist advice and guidance from the education psychology team and/or Children's Services.

- When an incident involves an act of sexual violence (rape, assault by penetration, or sexual assault):
  - Cases will be reported to the police regardless of the age of criminal responsibility (10 years old)
  - A concurrent referral to Children Social Care must also be made
  - Children Social Care will determine whether an assessment is required under sections 17 or 47 of the Children Act 1989
  - Where the report includes an online element, the setting will follow the following government guidance Searching, Screening and Confiscation at School and Sharing Nudes and Semi-Nudes
- Risk assessments and or safety plans will be developed for individual children who have been involved in an incident. This should be reviewed regularly or every time there is an occurrence of an incident. These should involve the child and parents/carers and address contextual risks. Risk assessment considerations will include:
  - The ages of the children involved;
  - The developmental stages of the children involved;
  - Any power imbalance between the children. For example, is the alleged perpetrator(s) significantly older, more mature or more confident? Does the victim have a disability or learning difficulty?
  - If the alleged incident is a one-off or a sustained pattern of abuse (sexual abuse can be accompanied by other forms of abuse and a sustained pattern may not just be of a sexual nature);
  - That sexual violence and sexual harassment can take place within intimate personal relationships between peers;
  - Are there ongoing risks to the victim, other children, or school staff?
  - Other related issues and wider context, including any links to child sexual exploitation and child criminal exploitation.

### **Children sharing a classroom**

We will also carefully consider the proximity of the victim and alleged perpetrator(s) and considerations will be made regarding shared classes, sharing school premises and transport.

Where there is a criminal investigation into a rape, assault by penetration or sexual assault, the alleged perpetrator(s) should be removed from any classes they share with the victim. We will also consider how best to keep the victim and alleged perpetrator(s) a reasonable distance apart on school premises (including during before and after school-based activities) and on transport to and from school where appropriate. This is in the best interests of both children and should not be perceived to be a judgement on the guilt of the alleged perpetrator(s). Close liaison with the police and parents is essential.

Where a criminal investigation into a rape or assault by penetration leads to a conviction or caution, we will take suitable action, if they have not already done so. In all but the most exceptional of circumstances, the rape or assault is likely to constitute a serious breach of discipline and lead to the view that allowing the perpetrator(s) to remain in the same school would seriously harm the education or welfare of the victim (and potentially other pupils). Where a criminal investigation into sexual assault leads to a conviction or caution, the school should, if it has not already, consider any suitable sanctions in light of their behaviour policy, including consideration of permanent exclusion. Where the perpetrator(s) is going to remain at the school, the principle would be to continue keeping the victim and perpetrator(s) in separate classes and consider the most appropriate way to manage potential contact on school premises and any transport. The nature of the conviction or caution and wishes of the victim will be especially important in determining how to proceed in such cases. In all cases, we will record and be able to justify their decision making through the risk assessment.

### **Safeguarding and supporting the victim**

- The needs and wishes of the victim should be paramount, taking safeguarding needs into consideration in any response. It is important they feel in as much control of the process as is reasonably possible.
- Wherever possible, the victim, if they wish, should be able to continue in their normal routine. Overall, the priority should be to make the victim's daily experience as normal as possible, so that school is a safe space for them.
- Take into consideration, in all decision making, the age and the developmental stage of the victim, the nature of the allegations and the potential risk of further abuse.
- Staff should be aware that, by the very nature of sexual violence and sexual harassment, a power imbalance is likely to have been created between the victim and alleged perpetrator(s).
- Consider the proportionality of the response and support should be tailored on a case-by-case basis. The support required regarding a one-off incident of sexualised name-calling is likely to be vastly different from that for a report of rape.
- Staff should be aware that sexual assault can result in a range of health needs, including physical, mental, and sexual health problems and unwanted pregnancy.
- Children and young people that have a health need arising from sexual assault or abuse can access specialist NHS support from a Sexual Assault Referral Centre (SARC). SARCs offer confidential and non-judgemental support to victims and survivors of sexual assault and abuse. They provide medical, practical, and emotional care and advice to all children and adults, regardless of when the incident occurred.
- Children and Young People's Independent Sexual Violence Advisors (ChISVAs) provide emotional and practical support for victims of sexual violence. They are based within the specialist sexual violence sector and will help the victim understand what their options are and how the criminal justice process works if they have reported or are considering reporting to the police. ChISVAs will work in partnership with schools to ensure the best possible outcomes for the victim.
- CAMHS and the specialist sexual violence sector can provide therapeutic support for children who have experienced sexual violence.

Victims may not talk about the whole picture immediately and they may be more comfortable providing information on a piecemeal basis. When it is clear that ongoing support will be required, the school should ask the victim if they would find it helpful to have a designated

trusted adult (e.g. their form tutor or DSL) to talk to about their needs. The choice of any such adult should be the victim's (as far as reasonably possible). School should respect and support this choice.

A victim of sexual violence is likely to be traumatised and, in some cases, may struggle in a normal classroom environment. While school should avoid any action that would have the effect of isolating the victim, in particular from supportive peer groups, there may be times when the victim finds it difficult to maintain a full-time timetable and may express a wish to withdraw from lessons and activities. This should be because the victim wants to, not because it makes it easier to manage the situation. If required, school should provide a physical space for victims to withdraw to.

It may be necessary for school to maintain arrangements to protect and support the victim for a long time and should be prepared for this and work with children's social care and other agencies as required. The school will do everything it reasonably can to protect the victim from bullying and harassment as a result of any report they have made. Whilst they should be given all the necessary support to remain in school, if the trauma results in the victim being unable to do this, alternative provision or a move to another school should be considered to enable them to continue to receive suitable education. This should only be at the request of the victim (and following discussion with their parents or carers). It is important that if the victim does move to another school (for any reason), that the new school is made aware of any ongoing support needs. The DSL should take responsibility to ensure this happens (and should discuss with the victim and their parents or carers as to the most suitable way of doing this) as well as transferring the child protection file via CPOMS.

### **Safeguarding and Supporting the Alleged Perpetrator**

The school may have to balance the need to safeguard the victim (and other pupils) whilst providing the alleged perpetrator(s) with an education, safeguarding support as appropriate and implement any disciplinary sanctions. Taking disciplinary action and still providing appropriate support are not mutually exclusive actions. They should occur at the same time if necessary.

- Consider the age and the developmental stage of the alleged perpetrator(s), the nature of the allegations and frequency of allegations. Any child will likely experience stress as a result of being the subject of allegations and/or negative reactions by their peers to the allegations against them.
- Consider the proportionality of the response. Support (and sanctions) should be considered on a case-by-case basis. The alleged perpetrator(s) may potentially have unmet needs (in some cases these may be considerable) as well as potentially posing a risk of harm to other children. Harmful Sexualised Behaviour (HSB) in young children may be a symptom of either their own abuse or exposure to abusive practices and or materials.
- It is important that the perpetrator(s) is/are also given the correct support to try to stop them re-offending and to address any underlying trauma that may be causing this behaviour. Addressing inappropriate behaviour can be an important intervention that helps prevent problematic, abusive and/or violent behaviour in the future.
- School can be a significant protective factor for children who have displayed HSB, and continued access to school, with a comprehensive safeguarding management plan in place, is an important factor to consider before final decisions are made. It is important

that if an alleged perpetrator does move to another school (for any reason), that the new school is made aware of any ongoing support needs and where appropriate, potential risks to other children and staff. The school DSL should take responsibility to ensure this happens as well as transferring the child protection file.

- Different gender issues can be prevalent when dealing with child-on-child abuse. This could for example include girls being sexually touched/assaulted or boys being subject to initiation-type violence.

## 25. Appendix 8 Filtering and Monitoring

Filtering and monitoring systems are essential to ensure the safeguarding and welfare of children our school. We have a responsibility to take all reasonable measures to minimise pupils' exposure to risks associated with the Trust's IT systems.

**In our Trust, we use Netsweeper (which powers Broadband4) for filtering and reporting. This fully complies with all requirements in relation to:**

- **being a member of Internet Watch Foundation (IWF)**
- **Being signed up to Counter-Terrorism Internet Referral Unit list (CTIRU)**
- **blocking access to illegal content including child sexual abuse material (CSAM)**

We recognize the importance of clear roles and responsibilities in managing filtering and monitoring systems.

### **Regular Review of Provision:**

To maintain the effectiveness of our filtering and monitoring systems, we are committed to conducting at least annual reviews. These reviews allow us to assess the performance and suitability of our current provision and make necessary adjustments to ensure the continued protection of our pupils. The template for these reviews can be found in the local governance and ILP Safeguarding Resources folders.

### **Blocking of Harmful and Inappropriate Content:**

We prioritise the safety of our students by implementing measures to effectively block access to harmful and inappropriate content. It is our goal to strike a balance between maintaining a secure online environment and minimizing any disruptions to teaching and learning activities.

### **Effective Monitoring Strategies:**

To proactively address potential risks and threats, we establish monitoring strategies that align with our safeguarding needs. These strategies will enable us to promptly identify and respond to any concerning online activities or content.

Further information is provided on the following page:

<b>Filtering and monitoring system:</b>	<b>How this meets the monitoring standards:</b>
Our named person for the responsibility in managing our filtering and monitoring systems.	<p><b>Name DSL:</b></p> <p>Oversees:</p> <ul style="list-style-type: none"> <li>• filtering and monitoring reports</li> <li>• safeguarding concerns</li> <li>• checks to filtering and monitoring systems</li> </ul>
Our filtering system blocks harmful and inappropriate content, without unreasonably impacting teaching and learning.	<p>We do this by:</p> <ul style="list-style-type: none"> <li>• our filtering system is a member of Internet Watch Foundation (IWF)</li> <li>• they are signed up to Counter-Terrorism Internet Referral Unit list (CTIRU)</li> <li>• they block access to illegal content including child sexual abuse material (CSAM)</li> </ul> <p>All Staff will report if:</p> <ul style="list-style-type: none"> <li>• they witness or suspect unsuitable material has been accessed</li> <li>• they can access unsuitable material</li> <li>• they are teaching topics which could create unusual activity on the filtering logs</li> <li>• there is failure in the software or abuse of the system</li> <li>• there are perceived unreasonable restrictions that affect teaching and learning or administrative tasks</li> <li>• they notice abbreviations or misspellings that allow access to restricted material</li> </ul>
Our school's monitoring strategies meet our safeguarding needs.	<p>We do this by:</p> <ul style="list-style-type: none"> <li>• the monitoring system reviews user activity on school devices effectively.</li> <li>• This allows us to act; and the response recorded on CPOMs.</li> </ul>