



Child  
Protection and  
Safeguarding  
Policy

September

**2018**



# AIMS

We seek to fulfil the needs of learners in a caring, happy environment, enabling them to realise their true potential as young people and citizens.

We aim to enable our learners to:-

**P**REPARE for adult life in a happy, caring and purposeful environment

**A**CHIEVE their full potential regardless of individual need

**C**ARE for everyone and encourage respect and tolerance

**E**NJOY education and rejoice in success



## **CONTENTS**

- 1 - Introduction**
  - 1.1 - School Commitment**
  - 1.2 - Duties**
- 2 - School Responsibilities**
- 3 - Role and Responsibilities of Head Teacher**
- 4 - Role and Responsibilities of Governing Body**
- 5 - Identifying Concerns**
- 6 - Confidentiality**
- 7 - Records and Monitoring**
- 8 - Supporting Children**
- 9 - Early Intervention and Prevention**
- 10 – Young Carers**
- 11 - Children in care**
- 12 – E safety**
- 13 - Recruitment**
- 14 - Volunteers**

**15 - Safe Staff**

**16 - Conduct of Staff**

**17 - Supporting Staff**

**18 – Photographing Children**

**19 – Use of Reasonable Force**

**20 - Before and After School Activities and Contracted Services**

**21. Complaints**

This Policy will be read in conjunction with other policies and guidance regarding the safety and welfare of children. These together make up the suite of policies to safeguard and promote the welfare of children in this school and include the following:

- Whistleblowing Policy
- Lockdown Policy (to be ratified)
- Staff Charter (Code of Conduct)
- Use of Reasonable Force
- Positive Relations Policy
- *Sexual Violence and Sexual Harassment between children in schools and colleges (DfE 2017)*

**“Schools, Colleges and other educational providers have a pivotal role to play in safeguarding children and promoting their welfare”**

*Working Together to Safeguarding Children 2018*

## **1 Introduction**

### **What is the difference between Safeguarding and Child Protection?**

Safeguarding and promoting the welfare of children is defined as:

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

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

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

There are six main elements to our policy:

- Ensuring we practise safe recruitment in checking the suitability of staff and volunteers to work with children;
- Raising awareness of Safeguarding children and child protection
- Equipping children with the skills needed to keep them safe;
- Developing and implementing procedures for identifying and reporting cases, or suspected cases of abuse;
- Supporting students who have been abused in accordance with his/her child protection plan;
- Establishing a safe environment in which children can learn and develop.

## **1.1 School Commitment**

The school is committed to creating and maintaining a safe learning environment for children and young people, identifying where there are child welfare concerns and taking action to address them, in partnership with families and other agencies. All members of staff have a responsibility in ensuring effective Safeguarding and all they need to be aware of and understand what these responsibilities are. This policy reflects the policies of Cheshire West Safeguarding Children Board <http://www.cheshirewestlscb.org.uk/> and is in line with “Working Together to Safeguard Children” (2018) <https://www.gov.uk/governmentpublications/working-together-to-safeguard-children--2> and “Keeping Children Safe in Education” (2018) <https://www.gov.uk/government/publications/Keeping-children-safe-in-education--2>

The school will also contribute through the curriculum by developing children’s understanding, awareness and promoting their resilience by providing a safe environment within schools.

To create this safe environment the school has certain statutory duties and responsibilities set out within:

- The Education Act, 2002,
- Keeping Children Safe in Education, 2018,
- Working Together to Safeguard Children, 2018.

These duties are listed below:

## 1.2 Duties

To provide a safe environment the Governing Body, Head Teacher and the Senior Leadership Team of the school will:

- Ensure that everyone from the Designated Safeguarding Governor to the Designated Safeguarding Lead and all members of the school community have appropriate safeguards and supports in place should they choose to raise Safeguarding issues, however unusual or sensitive these may be;
- Cultivate an ethos within the school community where all adults feel comfortable and supported to bring Safeguarding issues to the attention of the Head Teacher and/or the Designated Safeguarding Lead and are able to pose Safeguarding questions with “respectful uncertainty” as part of their shared responsibility to safeguard children;
- Establish and maintain an environment where children feel secure, are encouraged to talk without coercion and are listened to;
- Ensure children know that if they are worried they can talk to adults in the school;
- Ensure that every effort is made to establish effective working relationships with parents and colleagues from other agencies and are fully committed to the provision of Early Help;
- Ensure all adults working with children are aware of the role of the Cheshire West Safeguarding Children Board;
- Include opportunities in the Personal, Social and Health Education (PSHE) & Sex and Relationship Education (SRE) curriculum for children to develop the skills they need to recognise and stay safe from abuse and to assess and manage risk (including e-safety) as is appropriate to their age, stage of development and level of understanding;
- Take all reasonable measures to ensure risks of harm to children’s welfare are minimised;
- Take all appropriate actions to address concerns about the welfare of a child, working to local policies and procedures in full working partnership with families and agencies as far as possible;
- Ensure robust Safeguarding arrangements are in place and embedded in the daily life and practice of the school;
- Promote student health and safety;
- Promote safe practice and challenge unsafe practice in line with procedure;
- Ensure that procedures are in place to deal with allegations of abuse against staff and volunteers;
  - *HM Government Guidance on Keeping Children Safe in Education, 2018, Part 4: Allegations of abuse made against teachers and other staff*
- Put in place and promote robust anti-bullying, including cyber bullying, homophobic, transphobic and hate crime strategies;
- Meet the health needs of children with medical conditions;
- Provide first aid;
- Tackle drugs and substance misuse;
- Maximise school security

- Work with all agencies with regard to missing children, anti-social behaviour/gang activity, child sexual exploitation, radicalisation and extremism, and violence/knife crime in the community.

### 1.3 Site procedures

The safety of both students and staff is paramount. Staff are asked to adhere to the 5 mph speed limits around the site and also be mindful of student movement if leaving the site in a vehicle during the school day.

## 2 Responsibilities

The school will identify harm and maintain safety by:

- Everybody having a duty to safeguard children inside and outside the school environment including school trips, extended schools, activities and vocational placements;
- Involving parents and providing advice/guidance regarding Safeguarding;
- Maintaining a child focus and listening to children;
- Recognising signs of concern, especially with children who may be vulnerable;
- Documenting and collating information on individual children to support early identification, referral and actions to safeguard and by ensuring these records follow the child throughout their educational career;
- Taking appropriate actions to address concerns about a child's welfare in partnership with other organisations and Safeguarding agencies;
- Informing all staff and volunteers who the Designated Safeguarding and Deputy Safeguarding Leads are in school;
- Providing PSHE/SRE, including raising awareness with children in what are and are not acceptable behaviours.

PSHE/SRE input will provide opportunities for children and young people to learn how to keep themselves safe, for example, by:

- The availability of advice and support in their local area and online;
- Recognising and managing risks in different situations, including on the internet;
- Judging what kind of physical contact is acceptable and unacceptable;
- Recognising when pressure from others, including people they know, threatens their personal safety and well-being
- Developing effective ways of resisting pressure;
- Developing healthy relationships, including awareness of unhealthy relationships where domestic violence, bullying and abuse occur;

### 2.1 The roles and responsibilities of the Designated Safeguarding Lead and other Designated Safeguarding Leads

An appropriate member of the school's leadership team has been assigned to the role of Designated Safeguarding Officer. They have received appropriate training and are supported in their role:

Designated Safeguarding Lead

**Mr S Gray**

Governor responsible for Safeguarding

**Miss G Morris**

Deputy Designated Leads provide additional support to ensure the responsibilities for safeguarding children are fully embedded within the school ethos and that specific duties are discharged. This entails supporting the Designated Safeguarding Lead in dealing with referrals, attending case conferences and supporting the child/children. They have received appropriate training and are supported in their role:

Deputy Designated Safeguarding Leads **Mrs H Hill, Miss L Hewitt, Mrs K Hill and Mr D McGrath.**

House Progress Managers also have significant responsibility for Welfare and Safeguarding and often deal with Safeguarding incidents with guidance from the Safeguarding or Deputy Safeguarding Leads.

We acknowledge the need for effective and appropriate communication between all members of staff in relation to safeguarding students. The Designated Safeguarding Leads will ensure a structured procedure within the school, which will be followed in cases of suspected abuse.

**The Designated Safeguarding Leads are responsible for the following:**

### **2.1.1 Referrals**

- Referring cases of suspected abuse or allegations to the relevant investigating agencies;
- Acting as a source of support, advice and expertise within the school when deciding on the most appropriate course of action by liaising with relevant agencies;
- Liaising with the Head Teacher to inform him of any issues and ongoing investigations. The Designated Safeguarding Person will ensure there is always cover for this role on the school site in the event of their absence;
- Ensuring that a systematic means of monitoring children known or thought to be at risk of harm, is in place and that the school contributes to assessments of need and actively supports multi agency planning for those children.
- If a designated Safeguarding Lead is unavailable to make an urgent referral then any member of staff in school can do this.
- The Designated Safeguarding Person is not responsible for dealing with allegations made against members of staff. This is the responsibility of the Head Teacher who will inform the Local Authority Designated Officer (DO).



<http://cheshirewestlscb.org.uk/wp-content/uploads/2015/06/Allegations-Referral-Form-West-Jan-15.doc>

Following any information raising concern, the Designated Safeguarding Lead will consider:

- any urgent medical needs of the child
- the immediate safety and wellbeing of the child
- discussing the matter with other agencies currently known to be involved with the child and family
- the child's wishes and feelings.

The DT will then decide:

- wherever possible, to talk to parents, unless to do so may place a child at risk of significant harm, impede any police investigation and/or place the member of staff or others at risk
- whether to make a child protection referral to Integrated Access Referral Team (I-ART) because a child is suffering or is likely to suffer significant harm and if this needs to be undertaken immediately

**OR**

- not to make a referral at this stage
- if further monitoring is necessary
- if it would be appropriate to invite the parent or carer to engage with a Multi-agency group meeting, Team Around the Family assessment and/or make a referral for other services e.g. I-ART.

All information and actions taken, including the reasons for any decisions made, will be documented on the school CPOMs system.

### **2.1.2 Action following a child protection referral**

The Safeguarding Lead or House Progress Manager will:

- make contact with the allocated social worker or team manager in the event of absence
- wherever possible, contribute to the strategy discussion
- provide a report for, attend and contribute to any subsequent child protection conference
- if the child or children are made the subject of a child protection plan, contribute to the child protection plan and attend core group meetings and review conferences
- endeavour to share all reports with parents prior to meetings
- where in disagreement with a decision made by Children's Social Care e.g. not to apply child protection procedures or not to convene a child protection

conference, follow the formal Escalation Process in respect of resolving professional disagreements/escalation process  
<http://cheshirewestlscb.org.uk/policy-and-practice/escalation-and-resolution-policy/>

- where a child subject to a child protection plan moves from the school or goes missing, immediately inform I-ART.

### **2.1.3 Raising Awareness**

The Safeguarding Lead will:

- Work with the governing body to ensure that the School's Safeguarding Policy is updated and reviewed annually;
- Ensure that, in order to avoid conflict and mistrust, parents are aware that referrals may be made and of the role of the School;
- Ensure that when children leave the school, their Child Protection File is discussed as soon as possible with the Designated Safeguarding Lead at the new school;
- Make sure that the Child Protection File is transferred separately from the main student file within 15 days of transfer; It should be posted recorded delivery to the Designated Safeguarding Lead at the new school or delivered directly by hand and a signature received, unless the child is leaving year 11 and not going to a further education setting, in which case the file should be retained by the current school for a period stipulated in current statutory guidance;
- Where the new school is not known, alert the Education Welfare Service at Cheshire West and Chester Council so that the child's name can be included on the database for missing students and appropriate action taken to ascertain the safety of the child;
- Cascade Safeguarding advice and guidance issued by Cheshire West Safeguarding Children's Board and government guidance and legislation.

### **2.1.4 Training**

Designated Safeguarding Leads need to attend the multi-agency two day Level 3 course in Safeguarding. This training then needs to be updated by attending a one day refresher course, at least every two years, unless a repeat of the two days is required. This will enable more time to attend additional courses in areas such as CSE, Neglect and Domestic Abuse. The Designated and Deputy Designated Safeguarding Leads will ensure all staff receive appropriate Safeguarding training.

The Level 3 training enables Safeguarding Leads to:

- Recognise how to identify signs of abuse and when it is appropriate to make a referral by using the continuum of need thresholds;
- Have a working knowledge of how to support the TAF, how CWAC LCSB operates, how a child protection case conference is conducted, and be able to attend and contribute to planning meetings if required to.

In addition to the formal training, knowledge and skills should be updated by reading email bulletins, attending safeguarding lead meetings and reading child protection updates.

All staff will be expected to undergo endorsed Basic Awareness in Safeguarding training within the first term of their employment/placement, which will be refreshed every three years. All staff and volunteers, especially new or part-time staff who may work with different educational settings, will receive:

- a copy of the safeguarding summary document;
- induction training to ensure that they:
  - have an overview of the organisation
  - understand its purpose, values, services and structure
  - are able to recognise/identify signs of abuse which may include:
    - significant changes in children's behaviour;
    - deterioration in children's general well-being;
    - unexplained bruising, marks or signs of possible abuse or neglect;
    - children's comments which give cause for concern;
    - any reasons to suspect neglect or abuse outside the setting, for example in the child's home; and/or
    - inappropriate behaviour displayed by other members of staff, or any other person working with the children. For example, inappropriate sexual comments; excessive one-to-one attention beyond the requirements of their usual role and responsibilities; or inappropriate sharing of personal information (e.g. phone numbers, email, social networking) or images
- know that they must report any concerns immediately they arise and to whom and are aware of the whistle blowing policy
- understand confidentiality issues.

Staff will sign training registers as training is completed.

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

The Head Teacher will ensure that:

- Policies and procedures adopted by the Governing Body are fully implemented and followed by all staff, so that everyone knows what to do if concerned about a child;
- Sufficient resources and time are allocated to enable the Designated and Deputy Designated Safeguarding Leads and other staff to discharge their responsibilities;
- All staff and volunteers feel able to raise concerns about poor or unsafe practice in regard to children, and such concerns are addressed sensitively and effectively in a timely manner in accordance with agreed whistle-blowing policies;

- They personally, along with other senior leaders undertake safer recruitment training in order to comply with the statutory requirement to have a trained person on every recruitment panel;
- Allegations against a member of staff are referred in a timely manner to the Local Authority Designated Officer (DO) if appropriate.

#### **4 Roles and Responsibilities of the Governing Body**

The Governing body is collectively responsible for the school's Safeguarding arrangements. The Designated Safeguarding Governor will undertake initial Safeguarding training to understand their Role and Responsibilities. Ideally, all governors will undertake the Basic Awareness Safeguarding training with their school.

Allegations of abuse made against the Head Teacher are reported to the Chair of Governors, and referred to the Designated Officer.

The Governing Body will ensure that:

- Safeguarding arrangements are fully embedded within the school's ethos and reflected in the school's day to day safeguarding practices;
- Sufficient governors are trained in safer recruitment practices that appointments to the senior leadership team can be adequately supported;
- The school has effective policies and procedures in place in accordance with this policy, and school's compliance with them is monitored;
- There are policies and procedures in place for dealing with complaints and/or allegations against staff, including the Head Teacher and any subsequent staff disciplinary hearings.
- There is a Designated Safeguarding Governor to champion Safeguarding issues within the school, to liaise with the Head Teacher/Designated Safeguarding Leads and to provide information to the Governing Body. The Designated Safeguarding Governor should be supported by the Chair of Governors;
- The Head Teacher, and all staff who work with children, will undertake a full and endorsed Basic Awareness Safeguarding training every three years and have access to regular safeguarding and child protection updates via email, staff briefings and meetings as required;
- Temporary staff, volunteers and other regular visitors to the school who work with children are made aware of the school's arrangements for Safeguarding and their responsibilities.
- A termly Governor visit and "walk around" takes place with a focus on behaviour and safety.

#### **5 Identifying Concerns**

*"Early identification and provision of help is in the child's best interest and results – services which deliver and support families are vital in promoting children's wellbeing."*

*"All who come into contact with families have a part to play in identifying these children whose needs are not being adequately met."*

The Munro Review of Child Protection Part 1 : A systems analysis Professor Eileen Munro.

Teachers and other adults in school are well placed to observe any physical, emotional or behavioural signs which indicate that a child may be suffering significant harm. The relationships between staff, students, parents and the public which foster respect, confidence and trust can lead to disclosures of abuse, and/or school staff being alerted to concerns. If concerns are identified, the child may be spoken to in order to ascertain whether abuse might be occurring and may be done without consent from the child's parent/carer because the member of staff has a duty of care under "loco parentis". This would also be the case if the child is a witness to the abuse of another child, e.g. bullying.

## 5.1 Definitions, signs and symptoms of abuse

**A child:** As in the Children act of 1989 and 2004, a child is anyone who has not yet reached his/her 18<sup>th</sup> birthday or in the case of disabled children 25 years.

**Harm** means ill-treatment or impairment of health and development, including, for example, impairment suffered from seeing or hearing the ill-treatment of another;

**Development** means physical, intellectual, emotional, social or behavioural development;

**Health** includes physical and mental health;

**Ill-treatment** includes sexual abuse and other forms of ill-treatment which are not physical.

**Abuse and Neglect** are forms of maltreatment. Somebody may abuse or neglect a child by inflicting harm or failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting, by those known to them, or, more rarely, by a stranger. They may be abused by an adult or adults or another child or children.

**Physical Abuse** may involve the 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.

**Sexual Abuse** involves forcing or enticing a child or young person to take part in sexual activities, not necessarily a high level of violence, whether or not the child is aware of what is happening. These activities may involve physical contact, including penetrative (e.g. rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may include non-contact activities, such as involving children looking at or in the production of, sexual images, watching sexual activities, or 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.

**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. The following might be indicators of sexual abuse.

- Children who appear with unexplained gifts or new possessions
- Children who associate with other young people involved in exploitation
- Children who have older boyfriends or girlfriends
- Children who contract sexually transmitted disease or who become pregnant
- Children who suffer from changes in emotional well-being.
- Children who misuse drugs and alcohol
- Children who go missing from home for periods of time or regularly come home late
- Children who are regularly absent from school.

**Child criminal exploitation** is, as set out in the Serious Violence Strategy published by the Home Office, where an individual or group takes advantage of an imbalance of power to coerce, control, manipulate or deceive a child or young person under the age of 18 into any criminal activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial or other advantage of the perpetrator or facilitator and/or (c) through violence or the threat of violence. The victim may have been criminally exploited even if the activity appears consensual. Child criminal exploitation does not always involve physical contact; it can also occur through the use of technology. Some of the following signs may be indicators of criminal exploitation:

- Persistently going missing from school or home and / or being found out-of-area;
- Unexplained acquisition of money, clothes, or mobile phones
- Excessive receipt of texts / phone calls
- Relationships with controlling / older individuals or groups
- Leaving home / care without explanation
- Suspicion of physical assault / unexplained injuries
- Parental concerns
- Carrying weapons
- Significant decline in school results / performance
- Gang association or isolation from peers or social networks
- Self-harm or significant changes in emotional well-being

**County Lines** is a form of criminal exploitation whereby gangs and organised criminal networks involved in exporting illegal drugs into one or more importing areas within the UK, using dedicated mobile phone lines or other form of 'deal line'. They

are likely to exploit children and vulnerable adults to move and store the drugs and money, and they will often use coercion, intimidation, violence (including sexual violence) and weapons

**Emotional Abuse** is the persistent emotional ill treatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve:

- conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person
- 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 the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction.
- It may involve seeing or hearing the ill-treatment of another.
- It may involve serious bullying (including cyber-bullying) causing children frequently to feel frightened or in danger, or the exploitation or corruption of children.

**Neglect** is the **persistent** failure to meet a child's basic physical and or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- provide adequate food, clothing or 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-takers
- ensure access to appropriate medical care or treatment.

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

**Domestic Abuse** is 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 and 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 includes issues of concern to black and minority ethnic (B&ME) communities such as 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."

## **Sexual Violence and Sexual Harassment**

It is important to recognise that abuse of children does not just involve adults, it can occur between peers – "Peer on peer abuse" (Appendix 8). The DfE's 'Sexual violence and sexual harassment between children in schools and colleges' (2017) makes this clear. A summary of this Guidance has been issued to staff (January 2018). When such instances occur, the School will take steps to support the victim and perpetrator. These steps include:

- A risk assessment to evaluate the risks posed by the perpetrator
- Emotional support for the victim
- Support for the perpetrator
- Steps to try and maintain confidentiality regarding the issue in school
- Liaison with outside agencies, as required
- Liaison with parents/carers, as required
- Consideration of day-to-day routines in school, for example whether the victim and perpetrator are in the same form group or classes

Sexual violence or sexual harassment can occur between 2 children of any sex. It can occur through a group of children sexually assaulting or sexually harassing a single child or group of children. The guidance defines the following terms: **Sexual Violence, Sexual Harassment and Harmful sexual behaviours.**

Sexual violence includes: rape, assault by penetration and sexual assault – intentionally touching another person in a way that is sexual.

Sexual harassment is defined in the guidance as 'unwanted conduct of a sexual nature' that can occur online and offline. Sexual harassment is likely to: violate a child's dignity, and/or make them feel intimidated, degraded or humiliated and/or create a hostile, offensive or sexualised environment.

Harmful sexual behaviours is defined in the guidance as problematic, abusive and violent sexual behaviours that are developmentally inappropriate and may cause developmental damage. Sexual behaviour between children can be considered harmful if 1 of the children is much older, particularly if there is more than 2 years' difference in age or if one of the children is pre-pubescent and the other is not. Children displaying harmful sexual behaviours have often experienced their own abuse and trauma.



Children who experience sexual violence and sexual harassment will likely find it stressful and distressing. It is more likely that girls will be the victims of sexual violence and more likely that sexual harassment will be perpetrated by boys, although it is recognised that sexual violence and harassment can be, and is, perpetrated by girls. Children with Special Educational Needs and Disabilities (SEND) can be especially vulnerable.

For the best way to respond to these issues, staff should read the following advice: <https://www.gov.uk/government/publications/sexual-violence-and-sexual-harassment-between-children-in-schools-and-colleges>

### **Child trafficking and modern slavery**

Child trafficking and modern slavery are forms of child abuse where children are recruited, moved or transported and then exploited, forced to work or sold. Children are trafficked for sexual exploitation, benefit fraud, forced marriage, domestic servitude such as: cleaning, childcare, cooking, forced labour in factories or agriculture and criminal activity such as: pickpocketing, begging, transporting drugs, working on cannabis farms, selling pirated DVDs and bag theft. Many children are trafficked into the UK from abroad, but children can also be trafficked from one part of the UK to another.

Trafficked children experience multiple forms of abuse and neglect. Physical, sexual and emotional violence are often used to control victims of trafficking. Children are also likely to be physically and emotionally neglected.

Children are tricked, forced or persuaded to leave their homes. Traffickers use grooming techniques to gain the trust of the child, family or community. They may threaten families, but this isn't always the case, they may promise children education or persuade parents their child can have a better future in another place. Sometimes families will be asked for payment towards the 'service' a trafficker is providing e.g. sorting out travel documentation or transport. Traffickers make a profit from the money a child earns through exploitation, forced labour or crime. Often this is explained as a way for a child to pay off a debt they or their family 'owe' to the traffickers.

Although these are methods used by traffickers, coercion, violence or threats do not need to be proven in cases of child trafficking – a child cannot legally consent so child trafficking only requires evidence of movement and exploitation.

Our safeguarding policy, through the school's values, ethos and behaviour policies, provides the basic platform to ensure children and young people are given the support to respect themselves and others, stand up for themselves and protect each other.

### **Students who are vulnerable to extremism**

The Whitby High School values freedom of speech and the expression of beliefs / ideology as fundamental rights underpinning our society's values. Both students and

teachers have the right to speak freely and voice their opinions. However, freedom comes with responsibility and free speech that is designed to manipulate the vulnerable or that leads to violence and harm of others goes against the moral principles in which freedom of speech is valued. Free speech is not an unqualified privilege; it is subject to laws and policies governing equality, human rights, community safety and community cohesion.

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

**Definitions of radicalisation and extremism, and indicators of vulnerability to radicalisation are in Appendix 4.**

We seek to protect children and young people against the messages of all violent Extremism including, but not restricted to, those linked to Islamist ideology, or to Far Right/Neo Nazi/White Supremacist ideology, Irish Nationalist and Loyalist paramilitary groups, and extremist Animal Rights movements.

The school governors, the Head Teacher and the Designated Safeguarding Leads have assessed the level of risk of radicalisation and extremism within the school and put actions in place to reduce that risk. This risk assessment will be reviewed annually.

The Prevent Single Point of Contact (SPOC) for Safeguarding in relation to protecting individuals from radicalisation and involvement in terrorism is Mr. S Gray. The responsibilities of the Single Point Of Contact are described in **Appendix 5**.

When any member of staff has concerns that a student may be at risk of radicalisation or involvement in terrorism, they should speak with the SPOC or another Designated Safeguarding Lead.

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.

**Students who are vulnerable to exploitation, forced marriage, honour-based violence, female genital mutilation, trafficking or modern slavery**

Our Safeguarding policy through the school's values, ethos and behaviour policies provides the basic platform to ensure children and young people are given the support to respect themselves and others, stand up for themselves and protect each other.

Our school keeps itself up to date on the latest advice and guidance provided to assist in addressing specific vulnerabilities and forms of exploitation. Staff are supported to recognise warning signs and symptoms in relation to specific issues.

The serious crime act 2015 introduced a new duty on teachers and other professionals to report to the police known cases of FGM involving victims under 18. See **Appendix 6**.

So called Honour-Based Violence encompasses crimes which have been committed in order to protect or defend the honour of the family and/or community and include FGM, forced marriage. All forms of HBV are abuse and should be handled and escalated as such. Further guidance can be found at [https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/512906/Multi Agency statutory guidance on FGM – FINAL.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/512906/Multi_Agency_statutory_guidance_on_FGM_-_FINAL.pdf) and [https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/322307/HMG MULTI AGENCY PRACTICE GUIDELINES v1 180614 FINAL.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/322307/HMG_MULTI_AGENCY_PRACTICE_GUIDELINES_v1_180614_FINAL.pdf)

**Sexting** has no clear definition but is generally considered to be young people sending or posting sexually suggestive images via email or on the internet. Creating and sharing sexual photos and videos of under 18s is illegal. The response from schools requires careful management. The phrase “Youth produced sexual imagery” has been introduced and covers:

- A person under the age of 18 creating and sharing sexual imagery of themselves with a peer under the age of 18
- A person under the age of 18 sharing sexual imagery created by another person under the age of 18 with a peer under the age of 18 or an adult
- A person under the age of 18 being in possession of sexual imagery created by another person under the age of 18.

In dealing with such cases schools should refer to the following advice [https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/545997/Sexting in schools and colleges UKCCIS 4.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/545997/Sexting_in_schools_and_colleges_UKCCIS_4.pdf)

## 5.2 Disclosure

All members of staff, volunteers and governors must know how to respond to a student who discloses abuse, and they must be familiar with procedures to be followed.

***“Staff across frontline services need appropriate support and training to ensure that as far as possible they put themselves in the place of the child or young person and consider first and foremost***

It takes a lot of courage for a child to disclose that they are being abused. They may feel disloyal, ashamed, particularly if the abuse is sexual, their abuser may have threatened what will happen if they tell, they may have lost all trust in adults, or they may believe, or have been told, that the abuse is their own fault. If a student talks to you about any risks to their safety or wellbeing you will need to let them know that you must pass the information on – you are not allowed to keep secrets. The point at which you do this is a matter for professional judgement. If you jump in immediately,

the student may think that you do not want to listen, if you leave it until the very end of the conversation, the student may feel that you have misled them into revealing more than they would have otherwise.

During your conversation with the student:

- Allow them to speak freely
- Remain calm and do not overreact
- Give reassuring nods or words of comfort
- Under no circumstances ask investigative questions
- At an appropriate time tell the student that in order to help them you must pass the information on
- Respect the child's personal space
- Tell the student what will happen next
- Report verbally to a Designated Safeguarding Lead

After the conversation:

- Write up your conversation on CPOMs as soon as possible and verbally alert the designated Lead
- Seek support if you feel distressed
- If, at any point, there is a risk of immediate serious harm to a child, a referral should be made to children's social care immediately. A Safeguarding Lead or House Progress Manager should make the referral. In the event that a senior or experienced member of staff is not available any member of staff can make a referral.

## **6 Confidentiality**

While it is recognised that all matters relating to safeguarding individual children are confidential, a member of staff, governor or volunteer, if confided in by a student, must never guarantee confidentiality to that student.

Where there is a Child Protection concern it will be passed immediately to a Designated Safeguarding Lead who will consider the most appropriate response, consulting with relevant partners if appropriate.

The parents of the child should be informed immediately unless it is felt that this would not be in the best interests of the child.

The Head Teacher, Designated Safeguarding Lead or House Progress Manager will disclose personal information about a student, including the level of involvement of other agencies, to other members of staff only on a 'need to know' basis.

All staff must be aware that they have a professional responsibility to share information with other agencies in order to safeguard children.

CPOMs (Child Protection Online Management System) is used to log all concerns, incidents and actions though paper files are still used for legacy documents. House Progress Managers and Designated Safeguarding Leads have full access to all information stored. Other colleagues are able to report incidents and view incidents they are specifically alerted to.

## 7 Records and Monitoring

Child protection information will be stored and handled in line with the principles of the Data Protection Act 1998 to ensure that information is:

- Processed lawfully, fairly and in a transparent manner in relation to the data subject.
- Collected for specified, explicit and legitimate purposes (in this case to meet statutory safeguarding requirements as set out in government legislation).
- Adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed.
- Accurate, and where necessary, kept up to date.
- Kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed (Child Protection files should be passed on to any new school the child attends and kept until they are 25 (7 years after they reach school leaving age).

Appropriate security measures are in place to protect the personal data held and the school takes responsibility for how the personal data is used.

Safeguarding records are normally exempt from the disclosure provisions of the Data Protection Act, 1998, which means that children and parents do not have an automatic right to see them. Requests must be Subject Access requests. This information belongs to the child, who has a right to deny their parent/carer access to the file if they wish to do so. Further information is available here <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/rights-of-access/>. If any member of staff receives a request from a student or parent to see child protection records, they should refer the request to the Head Teacher.

The Data Protection Act does not prevent school staff from sharing information with relevant agencies, where that information may help to protect a child.

Any concerns about a child will be recorded in writing within 24 hours. All records must provide a factual, evidence-based account. Accurate recording of actions should be made. Records will be signed, dated and where appropriate witnessed.

Hard copies of records or reports relating to Safeguarding concerns will be kept in a separate, confidential file, securely stored away from the main student file. From March 2016, new Welfare or Safeguarding concerns are recorded and shared electronically in school using CPOMs. This will become over time the central record for recording, reporting and sharing such information. Schools may hold some other electronic records, for example, a record of concern log or the multi-agency referral form or a central list of those students who have a child protection plan in place. Authorisation to access these electronic records will be controlled by the Designated Safeguarding Lead.

Records will be kept up to date and reviewed regularly. Original notes will be retained as evidence if there are criminal proceedings arising from current or historical allegations of abuse or neglect or civil actions.

Timely and accurate recording will take place when there are any issues regarding a child. A record of each episode/incident/concern/activity regarding that child, including telephone calls to other professionals, needs to be recorded in chronological order and kept within the confidential file for that child. Support and advice will be sought from Children's Social Care or the Local Authority Designated Officer whenever necessary and recorded.

If the child moves to another setting the Safeguarding file should be sent encrypted electronically or by registered post immediately to the Designated Safeguarding Person at the new setting, making sure that the Safeguarding file is transferred separately from the main student file. There must be liaison between the two Designated Safeguarding Leads in order to ensure a smooth and safe transition for the child.

Where the new school is not known, the Educational Welfare Service at Cheshire West and Chester should be informed so that the child can be included on the database for missing students and action taken to ascertain the safety and wellbeing of the child and that the child is receiving their right to education.

## 8 Supporting children

*"The damage inflicted by bullying can frequently be underestimated. It can cause considerable distress to children, to the extent it affects their health and development or, at the extreme, causes them significant harm (including self-harm). All settings in which children are provided with services or are living away from home should have in place rigorously enforced anti bullying strategies."*

**Working Together to Safeguard Children 2018**

Some children may have an increased risk of harm. Many factors can contribute to an increase in risk, including prejudice and discrimination, isolation, social exclusion, communication issues and reluctance on the part of some adults to accept that abuse can occur. Our community will therefore establish and maintain an ethos which is understood by all staff and enables young people to feel secure and encourages them to talk knowing that they will be listened to. We will ensure that all young people know there is an adult in school whom they can approach if they are worried or in difficulty. We will provide across the curriculum, opportunities which equip young people with the skills they need to stay safe from harm and to know to whom they should turn for help.

To ensure that all of our students receive equal protection, we will give special consideration to children who are:

- disabled or have special educational needs- staff must consider whether their behaviour, mood and injury may relate to possible abuse and not just their SEN or disability; be aware that they have a higher risk of peer group

isolation; there is a possibility of a disproportionate impact of bullying; they may have communication difficulties

- in the care of the Local Authority
- living in a domestic abuse situation
- affected by parental substance misuse
- asylum seekers
- living away from home
- vulnerable to being bullied or engaging in bullying
- living in temporary accommodation
- living transient lifestyles
- living in chaotic and unsupportive home situations
- vulnerable to discrimination and maltreatment on the grounds of race, ethnicity, religion, sexuality or gender identity
- involved directly or indirectly in CSE
- do not have English as a first language.

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

- the content of the curriculum;
- a school ethos which promotes a positive, supportive and secure environment and gives students a sense of being valued;
- implementation of the school Behaviour Policy.
- liaison with other agencies that support the student;
- ensuring that, where a student subject to a child protection plan leaves, their information is transferred to the new school immediately and that the child's social worker is informed.

## **9 Early Intervention and Prevention within Safeguarding**

All school staff need to be aware of their responsibility to raise any concerns they have about a child as early as possible in order to prevent the situation worsening. This may present as a change in a child's behaviour, appearance or from a

conversation with the family about home conditions, financial difficulties, speech and language, toileting issues etc. Where this concern does not identify a Safeguarding issue but could lead to more serious concerns if left, staff need to follow the procedures set out in the **Team around the Family (TAF)** guidance to fulfil their duties at level 2 and 3 on the **Continuum of Need**. This may involve signposting to or involving more appropriate agencies for support and may involve the school to or sometimes acting as Lead Person on a child's TAF. In the event of complex needs, a referral to the Early Support Access team should be made. The TAF adviser can be contacted in case of query.

## **10. Young Carers (refer to Young Carers Policy)**

In many families, children contribute to family care and well-being as a part of normal family life. A young carer is a child who is responsible for caring on a regular basis for a relative (usually a parent, grandparent, sometimes a sibling or very occasionally a friend) who has an illness or disability. Many young carers may experience:

- 1 Social isolation;
- 2 A low level of school attendance;
- 3 Some educational difficulties;
- 4 Impaired development of their identity and potential;
- 5 Low self-esteem;
- 6 Emotional and physical neglect;
- 7 Conflict between loyalty to their family and their wish to have their own needs met.

The Whitby High School has signed up to Cheshire Young Carers School Support Programme. Colleagues should report concerns to the House Progress Manager. The school has an internal effective reporting system between all staff and the young carer's representative.

## **11 Children in Care (refer to Children in Care Policy)**

The Head teacher will ensure that a member of staff is appointed as a Designated Teacher for CiC. The designated person will ensure that the school is meeting its statutory duties to CiC including completing PEPs, contributing to 'in care reviews' and case conferences of children in care. The designated person for looked after children is **Mrs H. Hill** and the designated Governor is **Mrs C. Palmer**.

## **12 E Safety**

The school network has strict filters and students agree to a code of conduct for network use. Through ICT, PSHCE, and a rolling programme of assemblies and tutorials we



remind our students of how to keep safe online and what is acceptable behaviour. The school subscribes to “E safety Support” and receives frequent bulletins which are shared with staff, students and parents to ensure all are updated on new and emerging e-safety issues. Staff and Governors have completed training in e-safety.

### **13 Recruitment**

The school pays full regard to DfE guidance ‘Keeping Children Safe in Education’ 2018. We ensure that all appropriate measures are applied in relation to everyone who works in the school who is likely to be perceived by the children as a safe and trustworthy adult, including volunteers and staff employed by contractors. Safer recruitment practice includes scrutinising applicants, verifying identity, academic and vocational qualifications, obtaining professional references, checking previous employment history and ensuring that a candidate has the health and physical capacity for the job. It also includes undertaking interviews and checking the Children’s List, Disclosure and Barring checks and right to work in England checks.

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

- An enhanced DBS Check is obtained for **all** new appointments where an individual will ‘intensively and frequently’ have contact with our students, which will include a barred list/prohibition from teaching check for all new teaching staff
- this school is committed to keep an up to date single central record detailing a range of checks carried out on our staff
- all new appointments to our school workforce who have lived outside the UK will be subject to additional checks as appropriate
- our school ensures that supply staff have undergone the necessary checks and will be made aware of this policy
- identity checks must be carried out on all appointments to our school workforce before the appointment is made, in partnership with the LA.

### **14 Volunteers**

All volunteers in the school are expected to follow the policies and procedures in the same way as paid staff. Where a parent or other volunteer helps on a one-off basis, he/she will only work under the direct supervision of a member of staff, and at no time have one to one contact with children. However, if a parent or other volunteer is to be in school regularly or over a longer period then they will be checked to ensure their suitability to work with children. All volunteers receive guidance on the parameters of their role and what to do if they have concerns before they start their work with the school.

### **15 Safe Staff**

Checks will be undertaken corresponding to Safer Recruitment procedures on all adults working in the school to establish their suitability to work with children. All school staff will take care not to place themselves in a vulnerable position with a child. It is always advisable for interviews or work with individual children or parents to be conducted with or in view of other adults. If an allegation is made against another member of staff, the member of staff receiving the allegation will immediately inform the Head Teacher or the most senior teacher if the Head Teacher is not present. The Head Teacher or most senior teacher will then consult with the Local Authority Designated Officer.

Allegations against the Head Teacher are reported to the Chair and referred to the Local Authority Designated Officer (DO).  
The Head teacher can be contacted via 0151 355 8445. The Chair of Governors can be contacted via the school.

## 16 Conduct of Staff (see Staff Charter)

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

The school has a duty to ensure that professional behaviour applies to relationships between staff and children, and that all members of staff are clear about what constitutes appropriate behaviour and professional boundaries. Staff will have access to Keeping Children Safe in Education 2018 on appointment/induction, and the link is below.

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/737289/Keeping\\_Children\\_Safe\\_in\\_Education\\_Sept\\_2018.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/737289/Keeping_Children_Safe_in_Education_Sept_2018.pdf)

All staff should be aware of the dangers inherent in:

- Working alone with a child;
- Physical interventions;
- Cultural and gender stereotyping;
- Dealing with sensitive information;
- Giving to, and receiving gifts from, children and parents;
- Contacting children through private telephones (including texting), e-mail, MSN, or social networking websites;
- Disclosing personal details inappropriately;
- Meeting students outside school hours or school duties;
- Making inappropriate comments or excessive one to one attention beyond the normal requirements of the role.

If any member of staff has reasonable suspicion that a child is suffering harm, and fails to act in accordance with this policy and Cheshire West Safeguarding Children Board procedures, this will be viewed as misconduct, and appropriate action taken.

Staff must understand that, under the Sexual Offences Act 2003, it is an offence for a person over the age of 18 to have a sexual relationship with a person under the

age of 18, where that person is in a position of trust, even if the relationship is consensual. This means that any sexual activity between a member of the school staff and a student under 18 may be a criminal offence, even if that student is over the age of consent.

### **16.1 Whistleblowing (see Whistleblowing Policy)**

Suspicions or concerns about inappropriate behaviour or malpractice must be reported in line with The Whitby High School's Whistleblowing procedures. Please refer to this policy for more details. If a member of staff is dismissed from their role at the School due to a safeguarding issue, or resigns before dismissal, the Safeguarding Lead will liaise with the Local Authority 'LADO Team' to ensure that the DBS is informed and that appropriate records are passed on to that body. A written assurance will be sought from the Local Authority that requisite steps have been taken in such circumstances

### **16.2 Allegations**

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

- a. behaved in a way that has harmed, or may have harmed, a child;
- b. possibly committed a criminal offence against or related to a child; or
- c. behaved towards a child or children in a way that indicates he or she would pose a risk of harm if they work regularly or closely with children

We will apply the same principles as in the rest of this document and will always follow the Cheshire West Safeguarding Children Procedures. Detailed records will be made to include decisions, actions taken, and reasons for these. All records will be retained securely.

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

Initial action to be taken:

- The person who has received an allegation or witnessed an event will immediately inform the Head teacher and make a record
- In the event that an allegation is made against the head teacher the matter will be reported to the Chair of Governors who will proceed as the 'Head teacher'
- The Head teacher will take steps, where necessary, to secure the immediate safety of children and any urgent medical needs
- The member of staff will not be approached at this stage unless it is necessary to address the immediate safety of children

- The head teacher may need to clarify any information regarding the allegation, however no person will be interviewed at this stage
- The head teacher will consult with the Local Authority Designated Officer (see Contacts List) in order to determine if it is appropriate for the allegation to be dealt with by school or if there needs to be a referral to Contact and Referral and/or the police for investigation
- Consideration will be given throughout to the support and information needs of students, parents and staff
- The head teacher will inform the Chair of Governors of any allegation.
- If consideration needs to be given to the individual's employment, advice will be sought from HR (see contact sheet).

## **17 Supporting staff**

We recognise that staff working who have become involved with a child who has suffered harm, or who appears likely to suffer harm, may find this situation stressful and upsetting. We will support staff by providing an opportunity to talk through anxieties with a Designated Safeguarding Lead or Head Teacher and to seek further support, if necessary.

### **Guidance for Safer Working Practice for Adults who work with Children and Young People in Education Settings**

<https://www.saferrecruitmentconsortium.org/GSWP%20Oct%202015.pdf> This guidance provides advice on the boundaries of appropriate behaviour and the circumstances that should be avoided in order to limit complaints against staff of the abuse of trust and/or allegations of abuse.

## **18 Photographing Children**

The vast majority of people who take or view photographs or videos of children do so for entirely innocent, understandable and acceptable reasons. We acknowledge, however, that some people abuse children through taking, using or circulating images.

### **Staff and Volunteers**

- Parental consent will be sought annually and permissions noted
- Staff and volunteers must seek the authorisation of the Head Teacher and/or individual parents prior to taking photographs/ videos of children and must only use school equipment unless given specific authorisation by the Head Teacher
- The use of cameras on mobile phones or the downloading of images onto any internet site is forbidden
- Only the student's first name will be used with an image
- It will be ensured that students are appropriately dressed before images are taken

- Students are encouraged to tell us if they are worried or unsure about any photographs that are taken of them.

The Guidance for Safer working Practices for Adults who work with Children and Young People provides detailed guidance on the taking of photographs and storage of images.

The school cannot, however, be held accountable for the use of photographs or video footage taken by parents or members of the public at school functions where parental permission has been given.

## **19 Use of Reasonable Force**

Our policy on Use of Reasonable Force by staff is set out separately. The DfE guidance covering this topic is The use reasonable force in schools, July 2013. Such events should be recorded on the school pro forma, signed by a witness where possible and forwarded to the Deputy Head (Pastoral).

We understand that physical intervention of a nature which appears to cause injury or distress to a child will be referred to the LADO and may be considered under the Council's child protection or disciplinary procedures

## **20 Before and After School Activities and Contracted Services**

Where the Governing Body transfers control or otherwise allows the use of school premises to external bodies (such as sports clubs) or service providers during or out of school hours, we will ensure that these bodies or providers have appropriate Safeguarding policies and procedures, and that there are arrangements in place to co-ordinate with the school on such matters. Such considerations will be made explicit in any contract or service level agreement with the bodies or providers.

## **21 Complaints and Compliments**

The School complaints procedure will be followed where a student or parent raises a concern about poor practice towards a student but does not reach the threshold for child protection action.

Additional information for parents/carers

We recognise that relationship breakdowns can be distressing, however, any contact arrangement must be agreed outside of school and school should not be put in a position where they are in any way involved in contact disputes. We aim to ensure the school environment remains a calm and safe place for all children, as well as the rest of the school community. School is unable to prevent anyone with parental responsibility from collecting a child from school unless there is a court order in place stating that this is not allowed. However, the school will always attempt to contact the primary carer before releasing the child.

## Appendix 1

### Safeguarding Children – Key Points

All adults in charge of or in contact with children or young people should know what to do if they suspect that someone is being physically, emotionally or sexually abused, or if someone tells them that this is happening. Ensure that you are familiar with the Safeguarding policy; copies of which are located on the staff J drive.

In addition, the following key points give a guide on what to do and not to do.

1. **Always** stop and listen straight away to someone who wants to tell you about incidents or suspicions of abuse.
2. Make a note of what was said or observed as soon as possible and pass to a Designated Safeguarding Lead or House Progress Manager at your earliest opportunity.
3. Never make a promise that you will keep what is said confidential or secret. If you are told about abuse you have a responsibility to tell the right people to get something done about it. You should explain that if you are going to be told something very important that needs to be sorted out, you will need to tell the people who can sort it out, but that you will only tell the people who absolutely have to know.
4. Do not ask leading questions that might give your own ideas of what might have happened, e.g. "did he do X to you?" Just ask, "what do you want to tell me?" or "Is there anything else you want to say?"
5. Immediately tell the Designated Senior Lead for Safeguarding unless they are the subject of the accusation. Don't tell other adults or young people what you have been told. If someone has made an accusation to you or you have

concerns about the Head Teacher, you should report your concerns to the Chair of Governors.

6. Discuss with the Designated Senior Person for Safeguarding whether any steps need to be taken to protect the person who has told you about the abuse.
7. **Never** attempt to carry out an investigation of suspected or alleged abuse by interviewing people etc. The Local Authority Designated Officer (DO) or Children's Social Care Leads and police officers are the people trained to do this. You could cause more damage and endanger possible criminal proceedings. **It is your duty to refer concerns on, not investigate.**
8. As soon as possible (and certainly the same day) the Designated Senior Lead for Safeguarding or the Chair of Governors where the allegation is against the Head Teacher, should refer the matter to The Local Authority Designated Officer (DO) or the I-ART Team (helped by your notes). Follow their instructions about what to do next. They will set up any necessary investigations. That is their statutory job.
9. **Never** think abuse is impossible in your organisation or assume that an accusation against someone you know well and trust is bound to be wrong.
10. Children and young people often tell other young people, rather than staff or other adults about abuse. Therefore you may hear an allegation from another child. This should be acted upon in exactly the same manner as outlined above.

## Appendix 2 - Essential contacts

	Contact Details
Designated Safeguarding Lead	Mr S Gray
Head teacher	Mr B. Heeley
Nominated Governor for Safeguarding	Miss G. Morris
Chair of Governors	Mrs A Claydon, Mrs C Hibbert
Deputy Designated Safeguarding Leads	Miss L Hewitt, Mrs H Hill, Mrs K. Hill, Mr D McGrath
Local Authority Safeguarding Children in Education Officer	Mrs V Thomason <a href="mailto:victoria.thomason@cheshirewestandchester.gov.uk">victoria.thomason@cheshirewestandchester.gov.uk</a>
Local Authority Designated Officer	
IART (referrals)	0300123 7047
Emergency Duty Team (Out of hours) 4.30pm-8am Mon-Thurs From 4pm Friday 24hours weekends and bank holidays	01244 977 277
TAF Adviser	<a href="mailto:laura.stokes-hughes@cheshirewestandchester.gov.uk">laura.stokes-hughes@cheshirewestandchester.gov.uk</a>
Integrated Access and Referral Team team	0300 123 7047
Local Safeguarding Children's Board	<a href="http://www.cheshirewestlsb.org.uk">www.cheshirewestlsb.org.uk</a> 0151 356 6494
School Health Advisor	<a href="mailto:ondrea.roberts@cheshirewestandchester.gov.uk">ondrea.roberts@cheshirewestandchester.gov.uk</a>
Cheshire Police	0845 458 0000 or 101 for non-emergencies



	999 in case of emergency
Safer Schools Officer	<a href="mailto:Elizabeth.Stanton@cheshire.pnn.police.uk">Elizabeth.Stanton@cheshire.pnn.police.uk</a> 01606 364565

### Appendix 3 Assessment Triangle

#### Assessment Framework Triangle



## Appendix 4

### INDICATORS OF VULNERABILITY TO RADICALISATION

1. Radicalisation refers to the process by which a person comes to support terrorism and forms of extremism leading to terrorism.
2. Extremism is defined by the Government in the Prevent Strategy as:  
Vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs. We also include in our definition of extremism calls for the death of members of our armed forces, whether in this country or overseas.
3. Extremism is defined by the Crown Prosecution Service as:  
The demonstration of unacceptable behaviour by using any means or medium to express views which:
  - Encourage, justify or glorify terrorist violence in furtherance of particular beliefs;
  - Seek to provoke others to terrorist acts;
  - Encourage other serious criminal activity or seek to provoke others to serious criminal acts; or
  - Foster hatred which might lead to inter-community violence in the UK.
4. There is no such thing as a “typical extremist”: those who become involved in extremist actions come from a range of backgrounds and experiences, and most individuals, even those who hold radical views, do not become involved in violent extremist activity.

5. Students may become susceptible to radicalisation through a range of social, personal and environmental factors - it is known that violent extremists exploit vulnerabilities in individuals to drive a wedge between them and their families and communities. It is vital that school staff are able to recognise those vulnerabilities.
6. Indicators of vulnerability include:
  - Identity Crisis – the student / student is distanced from their cultural / religious heritage and experiences discomfort about their place in society;
  - Personal Crisis – the student / student may be experiencing family tensions; a sense of isolation; and low self-esteem; they may have dissociated from their existing friendship group and become involved with a new and different group of friends; they may be searching for answers to questions about identity, faith and belonging;
  - Personal Circumstances – migration; local community tensions; and events affecting the student / student's country or region of origin may contribute to a sense of grievance that is triggered by personal experience of racism or discrimination or aspects of Government policy;
  - Unmet Aspirations – the student / student may have perceptions of injustice; a feeling of failure; rejection of civic life;
  - Experiences of Criminality – which may include involvement with criminal groups, imprisonment, and poor resettlement / reintegration;
  - Special Educational Need – students may experience difficulties with social interaction, empathy with others, understanding the consequences of their actions and awareness of the motivations of others.
7. However, this list is not exhaustive, nor does it mean that all young people experiencing the above are at risk of radicalisation for the purposes of violent extremism.
8. More critical risk factors could include:
  - Being in contact with extremist recruiters;
  - Accessing violent extremist websites, especially those with a social networking element;
  - Possessing or accessing violent extremist literature;
  - Using extremist narratives and a global ideology to explain personal disadvantage;
  - Justifying the use of violence to solve societal issues;
  - Joining or seeking to join extremist organisations; and
  - Significant changes to appearance and / or behaviour;
  - Experiencing a high level of social isolation resulting in issues of identity crisis and / or personal crisis.

## Appendix 5

### PREVENTING VIOLENT EXTREMISM –

#### ROLES AND RESPONSIBILITIES OF THE SINGLE POINT OF CONTACT (SPOC)

The SPOC for The Whitby High School is Mr. S. Gray, who is responsible for:

- Ensuring that staff of the school are aware that you are the SPOC in relation to protecting students/students from radicalisation and involvement in terrorism;
- Maintaining and applying a good understanding of the relevant guidance in relation to preventing students/students from becoming involved in terrorism, and protecting them from radicalisation by those who support terrorism or forms of extremism which lead to terrorism;
- Raising awareness about the role and responsibilities of The Whitby High School in relation to protecting students/students from radicalisation and involvement in terrorism;
- Monitoring the effect in practice of the school's RE curriculum and assembly policy to ensure that they are used to promote community cohesion and tolerance of different faiths and beliefs;
- Raising awareness within the school about the Safeguarding processes relating to protecting students/students from radicalisation and involvement in terrorism;
- Acting as the first point of contact within the school for case discussions relating to students / students who may be at risk of radicalisation or involved in terrorism;
- Collating relevant information from in relation to referrals of vulnerable students / students into the Channel\* process;
- attending Channel\* meetings as necessary and carrying out any actions as agreed;
- Reporting progress on actions to the Channel\* Co-ordinator; and
- Sharing any relevant additional information in a timely manner.

\* Channel is a multi-agency approach to provide support to individuals who are at risk of being drawn into terrorist related activity. It is led by the West Midlands Police Counter-Terrorism Unit, and it aims to

- Establish an effective multi-agency referral and intervention process to identify vulnerable individuals;

- Safeguard individuals who might be vulnerable to being radicalised, so that they are not at risk of being drawn into terrorist-related activity; and
- Provide early intervention to protect and divert people away from the risks they face and reduce vulnerability.

## Appendix 6

### Female Genital Mutilation

“Female Genital Mutilation (FGM) comprises of all procedures involving partial or total removal of the external female genitalia or other injury to the female genital organs whether for cultural or non-therapeutic reasons.” (World Health Organisation 1997).

Girls are at particular risk of FGM during school summer holidays, when families might choose to take their children abroad for the procedure. Many girls might not be aware that they are at risk of undergoing FGM.

Staff in school are aware of the issue and the school is aware of potential risks. We implement the following procedures:

- 1) A robust attendance policy
- 2) FGM training for Safeguarding Leads and disseminated training for all staff

Indications that a child is at risk of FGM:

- The family comes from a community that is known to practise FGM
- A child may mention FGM in conversation
- A child might have anxieties about a forthcoming holiday to travel.
- A child might express anxiety over a special ceremony.

From 31 October 2015, regulated health and social care professionals and teachers in England and Wales have a mandatory requirement to report visually confirmed or verbally disclosed cases of FGM in girls under 18 to the police.

The duty was introduced through the Serious Crime Act 2015, following a public consultation.

## Appendix 7

Guide to be followed if you have a concern about a child's welfare.

The following table is designed to act as a guide when dealing with child welfare cases:

Nature of concern	Whom should the concern be passed to?	Action
Low-level name-calling and insults	Teaching staff Form tutor	<input type="checkbox"/> If in lesson, to be dealt with by classroom teacher <input type="checkbox"/> Inform form tutor and House staff so they can gain an overview <input type="checkbox"/> Issue appropriate sanction, such as a detention
Persistent verbal abuse	House staff	<input type="checkbox"/> Increased severity of sanction, from a detention to fixed-term exclusion
Bullying and harassment	Teaching staff Form tutor (low level) House staff	<input type="checkbox"/> Record information and pass to form tutor (low level) or House (more serious) <input type="checkbox"/> Issue appropriate sanction, from detention to fixed-term exclusion <input type="checkbox"/> Log serious cases <input type="checkbox"/> Refer to the Inclusion Manager for restorative work
Personal hygiene, under-nourishment or change in behaviour	Form tutor House staff	<input type="checkbox"/> Initially relay the concerns to the form tutor <input type="checkbox"/> Form tutor to liaise with House staff and make home contact if necessary <input type="checkbox"/> Refer to House staff if concerns persist <input type="checkbox"/> Neglect cases – Child Protection Lead
Evidence of self-harm	Form tutor House staff	<input type="checkbox"/> Refer to House staff <input type="checkbox"/> Look at case history – many young people self-harm as a one-off occurrence <input type="checkbox"/> Monitor and make home contact <input type="checkbox"/> If concerns persist, refer to Child Protection Lead <input type="checkbox"/> Learning Mentor referral for serious cases
Evidence of physical injuries – black eye or bruising on body	House staff	<input type="checkbox"/> Children often injure themselves – if you are suspicious, refer to House staff <input type="checkbox"/> Refer to Child Protection Leads if there is a concern about domestic violence
Concerns about whereabouts of parents/carers (child being left alone)	House staff Child Protection Lead	<input type="checkbox"/> Refer concerns to the EWO <input type="checkbox"/> Inform CPO in case Social Services referral is required
Child makes a disclosure about abuse	Child Protection Lead	<input type="checkbox"/> Make it clear any information given must be passed on <input type="checkbox"/> Make notes in as much detail as possible <input type="checkbox"/> Refer to Child Protection Lead <input type="checkbox"/> Social Services referral
Concerns about parental impact on emotional well-being	House staff	<input type="checkbox"/> Initially report to House staff <input type="checkbox"/> Serious concerns - Child Protection Lead
Allegations against members of staff	Senior Child Protection Lead	<input type="checkbox"/> Refer to Senior CPO for investigation

## Appendix 8

### **Sexual Violence and Sexual Harassment Between Children in Schools and Colleges**

This document was produced by the DfE in December 2017. The aim of the document is to give advice to schools on how to deal with the issue of sexual violence and harassment, which has had considerable media coverage in recent times.

#### **The aim of the advice**

- This advice sits alongside all other safeguarding policies and Guidance. It should be read in conjunction with 'Keeping Children Safe in Education', which is currently being updated and will be released in September 2018.
- It is underpinned by the Equality Act 2010 and Human Rights Act 1998.
- This is Guidance, it is for schools to develop their own procedures. The school's Safeguarding Policy will be updated to reflect this current Guidance.

#### **Victims and alleged perpetrators**

- A 'child' is anyone under the age of 18.
- The word 'victim' is used to describe a student who has been on the receiving end of any abuse. This is a widely recognised term. However, schools may use another term a child is comfortable with.
- The 'alleged perpetrator' should be given a different level of support to an adult. It is important to put support in place for these people too. This is stressed numerous times.
- It is recognised that sexual violence and harassment can occur between two children of **any** sex. Groups may also be involved.
- It can be relayed physically or via the internet.
- Girls are more likely to be victims.
- All victims must be offered appropriate support.
- The Guidance stresses that a 'zero tolerance' approach should be taken towards this issue. It should never be accepted or passed off as 'banter'.
- Children with SEND can be more vulnerable and all vulnerable groups need to be monitored closely.

#### **Types of violence and harassment**

The Guidance goes through types of sexual violence and harassment. Sexual and lewd comments are included in these categories. It is stressed more than once that **culture** is vital in a school. Schools need to be tolerant, respectful organisations, where young people feel confident to come forward and discuss any issues which are causing them concern.

Power imbalance is stressed in this Guidance, even if the perpetrator is older. It is vital that schools treat all types of cases the same (boy on boy, boy on girl) and offer appropriate support to all involved (victims and alleged perpetrators).



**Some reminders about the law**

- A child under 13 can never consent to any sexual activity and the age of consent is 16
- Sexual intercourse without consent is rape
- Creating and sharing sexual photos and videos of under-18s is illegal. This includes children making and sharing images of themselves.

**What should I do if I become aware of an issue?**

This is a **safeguarding** issue and should be treated accordingly. The usual guidelines apply:

- If a student approaches you, do **NOT** promise confidentiality
- A student who makes a disclosure needs careful support and should be reassured that they are doing the right thing
- Listen and do not ask leading questions – keep questions open-ended
- Make **factual** notes about what is being said (this may be done after the disclosure and it is usually best to do this in order to maintain a focus on the child)
- Put the information on CPOMs **AND** see a member of the relevant House Team or a Child Protection Officer – do not assume people know about the issue
- The safeguarding team will then follow due process.

The school will liaise with the local Safeguarding Children in Education (SCiE) Team and other agencies, including the police, as appropriate. We will not wait for other agencies to act before putting our own safeguarding measures in place in school. However, a Senior Child Protection Officer will liaise with other agencies closely to ensure any school action does not prejudice the action of these agencies.

**Risk assessment**

The school will conduct a risk assessment following the disclosure of a sexual assault, in order to consider the needs of the victim, alleged perpetrator and other children and staff in the school. This will be placed on SIMs and staff will be made aware of it.

**Sexual harassment and violence outside of school**

Very often, such matters occur outside of school and via on-line platforms. When the school is made aware of an issue, it will still act to ensure the needs of victims and/or alleged perpetrators are met. This includes liaising with appropriate agencies. We will never take the approach that it is an ‘out of school’ issue.

**Movement of students**

Should a victim, alleged perpetrator or perpetrator move schools, it is vital that the safeguarding leads of the school in question share information about the case.

*Signed:* .....

*Date:* .....