

SAFEGUARDING & CHILD PROTECTION POLICY



WHERE LEARNING IS UNSTOPPABLE AND ASPIRATIONS HAVE NO LIMITS

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Signed Chair of Trustees:	

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School Child Protection and Safeguarding Policy Framework

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

1. Ethos statement

We recognise the moral and statutory responsibility placed on all staff to safeguard and promote the welfare of all children. We aim to provide a safe and welcoming environment in which children can learn, underpinned by a culture of openness where both children and adults feel secure, are able to raise concerns and believe they are being listened to, and that appropriate action will be taken to keep them safe.

2. Introduction

Orwell Multi Academy Trust¹ recognises the need to ensure that it complies with its duties under legislation and this policy has regard to statutory guidance, Keeping Children Safe

¹ In maintained schools the governing body is responsible for ensuring their functions are exercised with a view to safeguarding and promoting the welfare of children in accordance with section 175 of the Education Act 2002, for pupil referral units it is the management committee, in independent schools, including academies and free schools, and 16-19 academies this duty sits with the proprietor. References to the governing body throughout this policy framework includes management committees.

in Education (KCSiE), Working Together to Safeguard Children and locally agreed interagency procedures put in place by the Suffolk Safeguarding Partnership Board. This policy will be reviewed annually, as a minimum, and will be made available publicly via the school website or on request.

Safeguarding and promoting the welfare of children is defined as: protecting children from maltreatment; preventing impairment of children's mental and physical health or development; ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and taking action to enable all children to have the best outcomes.

This policy is for all staff, parents, governors, volunteers, supply staff, contractors and the wider school community. It forms part of the child protection and safeguarding arrangements for our schools and is one of a suite of policies and procedures which encompass the safeguarding responsibilities of the school. In particular, this policy should be read in conjunction with the Staff Code of Conduct (including Acceptable Use of ICT), Safer Recruitment Policy, Online Safety Policy, Behaviour Policy, Anti-Bullying and Prejudice Related Incidents Policy, Child on Child Abuse procedures and the Trust board's guidance on low-level concerns - Annex E of this policy and Part Five of KCSiE, copies of which will be provided to all staff on induction.

The aims of this policy are to:

- ✦ Provide staff with a framework to promote and safeguard the wellbeing of children and young people and ensure that all staff understand and meet their statutory responsibilities;
- ✦ Ensure consistent good practice across the school.

Orwell Multi Academy Trust expects that all staff will have read and understand this child protection and safeguarding policy and their responsibility to implement it. Staff, working directly with children **must**, as a minimum, have read and understand [Part One of KCSiE](#) and [Annex B](#). Orwell Multi Academy Trust will ensure that they and senior leaders have read and understand [Parts One and Two of KCSiE](#). Staff who do not work directly with children have read either Part One or Annex A of KCSiE² together with Annex B. There may be some staff whom the Trust board require they read additional sections.³

Orwell Multi Academy Trust will ensure that arrangements are in place for all staff members to receive appropriate safeguarding and child protection training (including online) at induction which is regularly updated.

Compliance with the policy will be monitored by the CEO, Headteachers, designated safeguarding leads (DSL), named safeguarding governors and Trust Safeguarding Lead.

² Annex A is a condensed version of Part One of KCSiE. OMAT and Suffolk Safeguarding Partnership take the view that it should only be those staff who do not have regular contact with children in school e.g., cleaners who come in out of hours, who are expected to read the condensed version of Part One of KCSiE.

³ The Trust board may decide that for some roles should read additional parts of the guidance e.g., colleagues involved in safer recruitment administration including the maintenance of the single central record should also read Part Three of KCSE.

3. Statutory framework

Section 175 of the Education Act 2002 (as amended) in the case of maintained schools and pupil referral units⁴, Section 157 of the Education Act 2002 (as amended) and the Education (Independent School Standards) Regulations 2014 for independent schools (including academies and free schools), the Non-Maintained Special Schools (England) Regulations 2015, and the Apprenticeships, Skills, Children and Learning Act 2009 (as amended) for post 16 education providers, place a statutory duty on governing bodies and proprietors to have policies and procedures in place that safeguard and promote the welfare of children and young people who are pupils of the school which must have regard to any guidance given by the Secretary of State.

In accordance with statutory guidance, Working Together to Safeguard Children 2018, local safeguarding arrangements must be established for every local authority area by the three safeguarding partners (Local Authority, Police and Integrated Care Boards). All three partners have equal and joint responsibility for a range of roles and statutory functions including developing local safeguarding policy and procedures and scrutinising local arrangements. In Suffolk, all schools have been named by the Suffolk Safeguarding Partnership (SSP) as relevant agencies, this means staff in schools must work in accordance with the multi-agency procedures developed by the Suffolk Safeguarding Partnership (SSP) which can be found on their website at: <https://www.suffolksp.org.uk/#gsc.tab=0>.

4. Key roles and responsibilities

Trust Board

The Trust board has a strategic leadership responsibility for the safeguarding arrangements of the schools within the trust and must ensure that they comply with their duties under legislation. The Trust board has a legal responsibility to make sure that there are appropriate policies and procedures in place, which have regard to statutory guidance, in order for appropriate action to be taken in a timely manner to safeguard and promote children and young people's welfare. The Trust board will also ensure that the policy is made available to parents and carers by publishing this on the school website or in writing if requested.

The Trust board will ensure they facilitate a whole school approach to safeguarding in each of the schools within the trust. This means involving everyone across the Trust and ensuring safeguarding and child protection are at the forefront and underpin all relevant aspects of process and policy development and that all systems, processes and policies are transparent, clear and easy to understand and operate with the best interests of the child at their heart.

The Trust board will ensure that where there is a safeguarding concern, school leaders will make sure the child's wishes and feelings are taken into account when determining what action to take and what services to provide. Systems are in place that are well promoted, easily understood and easily accessible for children to confidently report any form of

⁴ Section 175, Education Act 2002 – for management committees of pupil referral units, this is by virtue of regulation 3 and paragraph 19A of Schedule 1 to the Education (Pupil Referral Units) (Application of Enactments) (England) Regulations 2007

abuse, knowing their concerns will be treated seriously, and knowing they can safely express their views and give feedback.

The Trust board will ensure that schools contribute to multi-agency working in line with statutory guidance Working Together to Safeguard Children and that the school's safeguarding arrangements take into account the procedures and practice of the locally agreed multi-agency safeguarding arrangements in place.

The Trust board will ensure that, as a minimum, the following policies are in place to enable appropriate action to be taken to safeguard and promote the welfare of children and young people as appropriate:

- ✦ child-on-child abuse
- ✦ online safety,
- ✦ behaviour, including measures to prevent bullying (including cyberbullying, prejudice based and discriminatory bullying)
- ✦ special educational needs and disability
- ✦ supporting pupils in school with medical conditions
- ✦ staff code of conduct (which should also include the procedures that will be followed to address low-level concerns and allegations made against staff, and acceptable use of IT, including the use of mobile devices and communications, including the use of social media.)
- ✦ procedure for responding to children who go missing from education, particularly on repeat occasions
- ✦ safer recruitment

It is the responsibility of the Trust board to ensure that staff and volunteers are properly vetted to make sure they are safe to work with the pupils who attend our schools and that the schools have procedures for appropriately managing allegations of abuse made against, or low-level concerns involving, members of staff (including the headteacher, supply teachers, contractors and volunteer helpers).

The Trust board will ensure that there is a named Trustee for safeguarding, a named local governor for safeguarding, a Designated Safeguarding Lead (DSL) who is a senior member of the leadership team and has lead responsibility for safeguarding and child protection, and a designated teacher to promote the educational achievement of children who are looked after or previously looked after and will ensure that these people have the appropriate training.

The Trust board will have regard to their obligations under the Human Rights Act 1998 and the Equality Act 2010 (including the Public Sector Equality Duty).⁵

The Trust board will inform Suffolk County Council and the SSP annually about the discharge of their safeguarding duties by ensuring each school completes the safeguarding self-assessment audit.

⁵ Set out in paragraphs 83-93 of KCSiE

Designated Safeguarding Lead (DSL)

The DSL will take lead responsibility for safeguarding and child protection (including online safety and understanding the filtering and monitoring systems in place). This will be made explicit in the role-holder's job description. (The broad areas of responsibility and activities related to the role of the DSL are set out in Annex C of KCSiE).

The DSL will have the appropriate status and authority, time, funding, training, resources and support they need to carry out the duties of the post effectively.

The DSL and any alternate DSLs will provide advice and support to staff in school and will liaise with the local authority and work with other agencies in line with Working Together to Safeguard Children.

During term time, the DSL and/or an alternate should always be available during school hours for staff to discuss any safeguarding concerns. The DSL will make arrangements for adequate and appropriate cover arrangements for any out of hours/out of term time activities.

The DSL will undergo training to provide them with the knowledge and skills to carry out the role. This training will be updated at least every two years.

The DSL will liaise with the headteacher to inform them of issues and in particular ongoing enquiries under section 47 of the Children Act 1989 and police investigations.⁶

Headteacher

The headteacher will ensure that the policies and procedures adopted by the Trust board are fully implemented and that sufficient resources and time and training are provided to enable staff members to discharge their safeguarding responsibilities and contribute effectively to a whole school approach to safeguarding.

The headteacher will be responsible for ensuring a culture of safety and ongoing vigilance that fosters the belief that 'it could happen here'.

All staff

All staff have a responsibility to provide a safe environment in which children can learn.

All staff working directly with children must read and ensure they understand at least Part One of KCSiE. Those staff that do not work directly with children must read and ensure that understand either at least Part One or Annex A as appropriate.⁷

All staff must ensure they are familiar with the systems within school which support safeguarding, including the safeguarding and child protection policy, the behaviour policy of the school, the staff code of conduct, the safeguarding response to children

⁶ See LA explanatory note on the requirements around children having an appropriate adult [Schools - StopSearch-v2.3.pdf \(squarespace.com\)](#)

⁷ Annex A is a condensed version of Part One of KCSiE. OMAT and Suffolk Safeguarding Partnership take the view that it should only be those staff who do not have regular contact with children in school e.g., cleaners who come in out of hours, who are expected to read the condensed version of Part One of KCSiE.

who go missing from education, and the role of the DSL (including the identity of the DSL and any deputies). These will be explained to all staff on induction.

All staff should be aware of indicators of abuse and neglect so that they are able to identify cases of children who may be in need of help or protection. All staff should maintain a belief that 'it could happen here' where safeguarding is concerned and if staff have any concerns about a child's welfare, they must act on them immediately.

All staff should be able to reassure victims that they are being taken seriously and that they will be supported and kept safe. A victim should never be given the impression that they are creating a problem by reporting abuse, sexual violence sexual harassment. Nor should a victim ever be made to feel ashamed for making a report.

All staff should know what to do if a child tells them he/she is being abused, neglected or exploited and/or is otherwise at risk of involvement in criminal activity, such as knife crime, or involved in county lines drug dealing.

All staff should be aware of the process for making referrals to children's social care and for statutory assessments under the Children Act 1989 that may follow a referral, especially section 17 (children in need) and section 47 (a child suffering, or likely to suffer, significant harm) along with the role they might be expected to play in such assessments.

All staff should be aware of, and understand their role within the [early help process](#) for all services, at both a Local Authority and school level. This includes providing support as soon as a problem emerges, liaising with the DSL, and sharing information with other professionals in order to support early identification and assessment, focussing on providing interventions to avoid escalation of worries and needs (see Section 13: Information Sharing). In some cases, staff may be asked to act as the lead professional in undertaking an early help assessment.

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

- ✦ is disabled or has certain health conditions and has specific additional needs;
- ✦ has special educational needs (whether or not they have a statutory Education, Health and Care Plan);
- ✦ has a mental health need;
- ✦ is a young carer;
- ✦ is showing signs of being drawn in to anti-social or criminal behaviour, including gang involvement and association with organised crime groups or county lines;
- ✦ is frequently missing/goes missing from care or from home;
- ✦ is at risk of modern slavery, trafficking, sexual or criminal exploitation;
- ✦ is at risk of being radicalised or exploited;
- ✦ has a family member in prison, or is affected by parental offending;
- ✦ is in a family circumstance presenting challenges for the child, such as drug and alcohol misuse, adult mental health issues or domestic abuse;

- ✦ is misusing alcohol or other drugs themselves;
- ✦ has returned home to their family from care;
- ✦ is at risk of 'honour'-based abuse such as Female Genital Mutilation (FGM) or forced marriage;
- ✦ is a privately fostered child
- ✦ is persistently absent from education, including persistent absences for part of the school day.

Knowing what to look out for is vital to the early identification of abuse and neglect and specific safeguarding issues such as child criminal exploitation and child sexual exploitation. If staff are unsure, they should always speak to the DSL (or deputy). If in exceptional circumstances the DSL (or deputy) is not available, this should not delay appropriate action being taken. Staff should consider speaking to a member of the senior leadership team and/or take advice from children's social care. In these circumstances, any action taken should be shared with the DSL as soon as is practically possible. Details of the schools' safeguarding teams can be found on page 23 of this policy.

Appendix A contains a list of the staff / governors with responsibility for Safeguarding and any school specific procedures for each of the Trust's schools.

5. Induction & Training

Orwell Multi Academy Trust will ensure that all staff receive appropriate safeguarding and child protection training (including online safety, which amongst other things includes an understanding of the expectations, applicable role and responsibilities in relation to filtering and monitoring) which is regularly updated and [in line with advice from Suffolk Safeguarding Partnership](#). In addition, all staff members will receive regular safeguarding and child protection updates (for example, via email, e-bulletins, staff meetings) as required, but at least annually, to provide them with relevant skills and knowledge of emerging and evolving safeguarding issues to safeguard children effectively.

All new staff members will undergo safeguarding and child protection training at induction. This will include training on the Trust's safeguarding and child protection policy, online safety, school specific procedures in relation to Safeguarding, the staff code of conduct, low-level concerns guidance, the behaviour policy, the safeguarding response to children who are absent from education and the role of the designated safeguarding lead. Copies of the school's policies, procedures and Part One of KCSiE or Annex A, will be provided to new staff at induction as appropriate.

The Trust board will ensure that safeguarding training for staff including online safety training, is integrated, aligned and considered as part of the whole school safeguarding approach and wider staff training and curriculum planning.

The Headteacher will ensure that an accurate record of safeguarding training undertaken by all staff is maintained and updated regularly.

In considering safeguarding training arrangements the Trust will also have regard to the Teachers' Standards which set out the expectation that all teachers manage behaviour

effectively to ensure a good and safe educational environment and require teachers to have a clear understanding of the needs of all pupils.

6. Recognising concerns - signs and indicators of abuse

All staff should be aware of indicators of abuse and neglect so that staff are able to identify cases of children who may be in need of help or protection. Staff should be aware that children can be at risk of harm inside and outside of school, inside and outside of home and online. Staff should exercise **professional curiosity** and know what to look for as this is vital for the early identification of abuse or neglect.

All staff should be aware that abuse, neglect and safeguarding issues are rarely standalone events that can be covered by one definition or label. In most cases, multiple issues will overlap with one another.

All staff should consider whether children might be at risk of abuse or exploitation in situations outside their families – harms take a variety of different forms and children can be vulnerable to multiple harms including sexual abuse (including harassment and exploitation), domestic abuse in their own intimate relationships (teenage relationship abuse), criminal exploitation, serious youth violence, county lines and radicalisation.

All staff should be aware that technology is a significant component in many safeguarding and wellbeing issues and recognise that children are at risk of abuse online as well as face to face. In many cases abuse will take place concurrently both online and offline. Children can also abuse other children online, this can take the form of abusive, harassing or misogynistic/misandrist messages, the non-consensual sharing of indecent images, especially around chat groups, and the sharing of abusive images and pornography, to those who do not want to receive such content.

In all cases, if staff are unsure, they should always speak to the DSL.

Indicators of abuse and neglect

Abuse is defined as a form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm or by failing to act to prevent harm. Harm can include ill treatment that is not physical as well as the impact of witnessing ill treatment of others. This can be particularly relevant, for example, in relation to the impact on children of all forms of domestic abuse. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others. Abuse can take place wholly online, or technology may be used to facilitate offline abuse. They may be abused by an adult or adults or another child or children.

The following indicators listed under the categories of abuse are not an exhaustive list:

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

Emotional abuse: the persistent emotional maltreatment of a child such as to cause severe and adverse effects on the child's emotional development. It 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. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature 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. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyberbullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, although it may occur alone.

Sexual abuse: involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children. The sexual abuse of children by other children is a specific safeguarding issue (also known as child-on-child abuse) in education and all staff should be aware of it and of the school's policy and procedures for dealing with it. (See section 7: Specific safeguarding issues, Appendix B and Appendix E)

Neglect: the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to: provide adequate food, clothing and shelter (including exclusion from home or abandonment); protect a child from physical and emotional harm or danger; ensure adequate supervision (including the use of inadequate caregivers); or ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

(Source Keeping Children Safe in Education)

7. Specific safeguarding issues

All staff should have an awareness of safeguarding issues that can put children at risk of harm. Behaviours linked to issues such as drug taking and/or alcohol abuse, deliberately missing education, serious violence (including that linked to county lines) and consensual and non-consensual sharing of nudes and semi-nudes images and/or videos can be signs that children are at risk. Other safeguarding issues all staff should be aware of include:

Child-on-child abuse

All staff should be aware that children can abuse other children (often referred to as child-on-child abuse). And that it can happen both inside and outside of school and online. It is

important that all staff recognise the indicators and signs of child-on-child abuse and know how to identify it and respond to reports.

All staff should understand, that even if there no reports in school it does not mean it's not happening, it may be the case that it is just not being reported. As such, it is important if staff have any concerns regarding child-on-child abuse they should speak to the DSL (or deputy) and record these using the schools' safeguarding system CPOMS.

It is essential that all staff understand the importance of challenging inappropriate behaviours between children, many of which are listed below, that are abusive in nature. Downplaying certain behaviours, for example dismissing sexual harassment as "just banter", "just having a laugh", "part of growing up" or "boys being boys" can lead to a culture of unacceptable behaviours, an unsafe environment for children and in worst case scenarios a culture that normalises abuse leading to children accepting it as normal and not coming forward to report it.

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

- ✦ bullying (including cyberbullying, prejudice-based and discriminatory bullying)
- ✦ Abuse in intimate personal relationships between children (sometimes known as 'teenage relationship abuse')
- ✦ physical abuse 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 stand-alone or part of a broader pattern of abuse.
- ✦ causing someone to engage in sexual activity without consent, such as forcing someone to strip, touch themselves sexually, or to engage in sexual activity with a third party.
- ✦ consensual and non-consensual sharing of nudes and semi nudes images and or videos⁸ (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)

All staff should be clear about the school's policy and procedures with regards to child-on-child abuse and the important role they have to play in preventing it and responding where they believe a child may be at risk from it. [See Appendix E]

⁸ UKCIS guidance: Sharing nudes and semi-nudes advice for education settings.

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

Both CSE and CCE are forms of abuse and both occur when an individual or group takes advantages of an imbalance of power to coerce, manipulate or deceive a child into taking part in sexual or criminal activity, in exchange for something the victim needs or wants, and/or for the financial advantage or increased status of the perpetrator or facilitator and/or through violence or threat of violence. CSE and CCE can affect children, both male and female and can include children who have been moved (commonly referred to as trafficking) for the purpose of exploitation.

Child Criminal Exploitation (CCE)

Some specific forms of CCE can include children being forced or manipulated into transporting drugs or money through county lines, working in cannabis factories, shoplifting or pickpocketing. They can also be forced or manipulated into committing vehicle crime or threatening/committing serious violence to others.

Children become trapped by this type of exploitation as perpetrators can threaten victims (and their families) with violence or entrap or coerce them into debt. They may be coerced into carrying weapons such as knives or begin to carry a knife for a sense of protection from harm from others. As children involved in criminal exploitation often commit crimes themselves, their vulnerability as victims is not always recognised by adults and professionals and they are not treated as victims despite the harm they have experienced. They may still have been criminally exploited even if the activity appears to be something they have agreed or consented to.

It is important to note that the experience of girls who are criminally exploited can be very different to boys. The indicators may not be the same, however, staff should be very aware that girls are at risk of criminal exploitation too. It is also important to note that both boys and girls being criminally exploited may be at higher risk of sexual exploitation. Further information about CCE including definitions and indicators is included in Appendix B.

Child Sexual Exploitation (CSE)

CSE is a form of child sexual abuse. Sexual abuse may involve physical contact, including assault by penetration (for example rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing or touching outside clothing. It may include non-contact activities, such as involving children in the production of sexual images, forcing children to look at sexual images or watch sexual activities, encouraging children to behave in a sexually inappropriate ways or grooming a child in preparation for abuse including via the internet.

CSE can occur over time or be a one-off occurrence, and may happen without a child's immediate knowledge e.g., through other sharing videos or images of them on social media.

CSE can affect any child, who has been coerced into engaging in sexual activities. This includes 16- and 17-year-olds, who can legally consent to having sex. Some children may not realise that are being exploited e.g., they believe they are in a genuine romantic

relationship. Further information about CSE including definitions and indicators is included in Appendix B.

Domestic Abuse

Domestic abuse can encompass a wide range of behaviours and may be a single incident or pattern of incidents. That's abuse can be, but is not limited to, psychological, physical, sexual, financial or emotional. Children can be victims of domestic abuse. They may see, hear, or experience the effects of abuse at home and/or suffer domestic abuse in their own intimate relationships (teenage relationship abuse). All of which can have a detrimental and long-term impact on their health, well-being, development, and ability to learn. Further information about Domestic Abuse including definitions and indicators is included in Appendix B

Female Genital Mutilation (FGM)

Whilst all staff should speak to the DSL (or deputy) with regard to any concerns about FGM, there is a specific legal duty on teachers⁹. If a teacher, in the course of their work in the profession, discovers that an act of FGM appears to have been carried out on a girl under the age of 18, the teacher must report this to the police. See Appendix B for further details.

Mental Health

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

Only appropriate trained professional should attempt to make a diagnosis of a mental health problem. Education staff, however, are well placed to observe children day to day and identify those whose behaviour suggests that they may be experiencing a mental health problem or be at risk of developing one.

Staff can access a range of advice to help them identify children in need of extra mental health support, this includes working with external agencies.

If staff have a mental health concern about a child that is also a safeguarding concern, immediate action should be taken, following the school's policy, and speaking to the DSL or a deputy.

Serious Violence

All staff should be aware of the indicators which may signal that children are at risk from, or involved with, serious violent crime. These may include absence from school, a change in friendships or relationships with older individuals or groups, a significant decline in performance, signs of self-harm or a significant change in wellbeing, or signs of assault or unexplained injuries. Unexplained gifts or new possessions could indicate that children have been approached by, or are involved with, individuals associated with criminal

⁹ Under section 5B(11) (a) of the Female Genital Mutilation Act 2003, 'teacher' means, in relation to England, a person within section 141A(1) of the Education Act 2002 (persons employed or engaged to carry out teaching work at schools and other institutions in England)

networks or gangs and may be at risk of criminal exploitation. Further information about specific forms of abuse and safeguarding issues can be found in Appendix B. All staff should familiarise themselves with this.

8. Children potentially at greater risk of harm

The Trust board recognises that whilst all children should be protected there are some groups of children who are potentially at greater risk of harm and, in some cases, these children may find it difficult to communicate what is happening to them.

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

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

The Trust board expects that the Local Authority will share the fact a child has a social worker, and the DSL will hold and use this information so that decisions can be made in the best interests of the child's safety, welfare and educational outcomes. This should be considered as a matter of routine. There are clear powers to share this information under existing duties on both LAs and school to safeguard and promote the welfare of children.

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

Children absent from education

A child being absent from education, particularly repeatedly, can be a warning sign of a range of safeguarding issues. This might include abuse or neglect, such as sexual abuse or exploitation or child criminal exploitation, or issues such as mental health problems, substance abuse, radicalisation, FGM or forced marriage.

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

- ✦ Are at risk of harm or neglect
- ✦ Are at risk of forced marriage or FGM
- ✦ Come from Gypsy, Roma, or Traveller families
- ✦ Come from the families of service personnel
- ✦ Go missing or run away from home or care
- ✦ Are supervised by the youth justice system
- ✦ Cease to attend a school
- ✦ Come from new migrant families

It is important that the school's procedures for unauthorised absence and for dealing with children who are absent from education are followed, particularly on repeat occasions, to help identify the risk of abuse and neglect, including sexual exploitation, and to help prevent the risks of going missing in future. This includes when problems are first emerging but also where children are already known to LA children's social care and need a social worker (such as on a child in need or child protection plan, or as a looked after child), where absence from education may increase known safeguarding risks within the family or in the community. As such, all staff should be aware of the school's unauthorised absence procedures and children missing education procedures.

This includes informing the LA if a child leaves the school without a new school being named and adhering to requirements with respect to sharing information with the LA, when applicable, when removing a child's name from the admission register at non-standard transition points.

Staff will be trained in signs to look out for and the individual triggers to be aware of when considering the risks of potential safeguarding concerns which may be related to being absent, such as travelling to conflict zones, FGM and forced marriage.

Further information and support include:

- schools' duties regarding children missing education, including information schools must provide to the LA when removing a child from the school roll at standard and non-standard transition points can be found in the DfE's statutory guidance: [Children Missing Education](#).
- General information and advice for schools can be found in the Government's [Missing Children and Adults Strategy](#).
- further information for colleges providing education for a child of compulsory school age can be found in: [Full-time-Enrolment of 14 to 16 year olds in Further Education and Sixth Form Colleges](#)
- guidance for schools concerning children who are absent from education [Working Together To Improve School Attendance](#)

Elective Home Education

Many home education children have an overwhelmingly positive learning experience. We would expect the parents' decision to home educate to be made with their child's best education at the heart of the decision. However, this is not the case for all, and home education can mean some children are less visible to the services that are there to keep them safe and supported in line with their needs.

Where a parent/carer has expressed their intention to remove a child from school with a view to educating at home, the school will work together with the LA and other key professionals to coordinate a meeting with parents/carers where possible.

Ideally this would be before a final decision has been made to, to ensure the parents/carers have considered what is in the best interests of each child. This is particularly important where a child has SEND, is vulnerable, and/or has a social worker. Where a child has an Education, Health and Care plan in place the LA will need to review the plan, working closely with parents and carers.

Children requiring mental health support

Mental health problems can, in some cases, be an indicator that a child has suffered or is at risk of suffering abuse, neglect or exploitation.

The Trust board will ensure there is a clear system and process in place for identifying possible mental health problems, including routes to escalate, and a clear referral and accountability system.

Staff can access further advice in a DfE guidance documents [Preventing and tackling bullying, mental health and behaviour in schools](#) and [mental health and behaviour in schools](#) which set out how staff can help prevent mental health problems by promoting resilience as part of an integrated, whole school approach to social and emotional wellbeing, which is tailored to the needs of pupils.

Looked after children and previously looked after children

The most common reason for children becoming looked after is as a result of abuse and/or neglect. The Trust board will ensure staff have the skills, knowledge and understanding to keep looked after children safe.

The Trust board will ensure there are arrangements in place so that appropriate staff have the information they need in relation to a child's looked after legal status (whether they are looked after under voluntary arrangements with consent of parents, or on an interim or full care order) and the child's contact arrangements with birth parents or those with parental responsibility.

Appropriate staff will also have information about the child's care arrangements and the levels of authority delegated to the carer by the authority looking after the child. The DSL should have the details of the child's social worker and the name of the virtual school head in the authority that looks after the child.

A previously looked after child potentially remains vulnerable and all staff should have the skills, knowledge and understanding to keep previously looked after children safe. The Trust board recognise that when dealing with looked after children and previously looked after children, it is important that all agencies work together and prompt action is taken when necessary to safeguard these children, who are a particularly vulnerable group.

Children with SEN and disabilities or health issues can face additional safeguarding challenges, both online and offline.

Staff should avoid making assumptions that indicators of possible abuse such as behaviour, mood and injury may relate to the child's disability or medical condition without further exploration.

Staff should also be aware that these children may be more prone to peer group isolation or bullying (including prejudice-based bullying) than other children. Similarly, staff should be aware of the potential for children with SEND or certain medical conditions being disproportionately impacted by behaviours such as bullying without outwardly showing signs or being able to communicate how they are feeling.

Staff also need to be mindful of children's cognitive understanding, for example, whether they are able to understand the difference between fact and fiction in online content and the consequences of repeating the content/behaviours in school.

As such, any reports of abuse involving children with SEND will require close liaison with the DSL and SENCO.

Further information can be found in the DfE's:

- [SEND Code of Practice 0 to 25 years](#) and
- [Supporting Pupils at School with Medical Conditions](#).

Children who are lesbian, gay, bi, or trans (LGBT)

The Trust board acknowledge that the fact that a child or young person may be LGBT is not in itself an inherent risk factor for harm. However, children who are LGBT can be targeted by other children. In some cases, a child who is perceived to be LGBT (whether they are or not) can be just as vulnerable as children who identify as LGBT.

Risks can be compounded where children who are LGBT lack a trusted adult with whom they can be open. Staff should therefore endeavour to reduce the additional barriers faced and provide a safe space for them to speak out or share their concerns with members of staff.

9. Opportunities to teach safeguarding

The Trust will ensure that children and young people are taught about how to keep themselves and others safe, including online.

The Trust recognises that effective education should be tailored to the specific needs and vulnerabilities of individual children, including children who are victims of abuse, and children with SEND.

Relevant topics will be included within Relationships Education (*primary schools*) and through Health Education (*all pupils in state funded schools*), having regard to statutory guidance.

Preventative education is most effective in the context of a whole-school approach that prepares children and young people for life in modern Britain and creates a culture of zero tolerance for sexism, misogyny/misandry, homophobia, biphobic and sexual violence/harassment.

The Trust expects that the school's values and standards should be upheld and demonstrated throughout all aspects of school life. These will be underpinned by the school's behaviour policy and pastoral support system, as well as by a planned programme of evidence based RSHE delivered in regularly timetables lessons and reinforced throughout the whole curriculum. This whole-school approach will be fully inclusive and developed to be age and stage of development appropriate, and will tackle (in age-appropriate stages) issues such as:

- ✦ Healthy and respectful relationships
- ✦ Boundaries and consent
- ✦ Stereotyping, prejudice and equality

- ✦ Body confidence and self-esteem
- ✦ How to recognise and abusive relationship, including coercive and controlling behaviour
- ✦ The concepts of, and laws relating to – sexual consent, sexual exploitation, abuse, grooming, coercion, harassment, rape, domestic abuse, so called honour-based violence such as forced marriage and FGM, and how to access support, and
- ✦ What constitutes sexual harassment and sexual violence and why these are always unacceptable.

The school will ensure that there are appropriate filters and monitoring systems in place to safeguard children and young people from potentially harmful and inappropriate online material.

10. Online safety and filtering and monitoring

The use of technology has become a significant component of many safeguarding issues such as child sexual exploitation, radicalisation and sexual predation and technology often provides the platform that facilitates such harm.

The Trust has had due regard to the additional information and support set out in KCSiE and ensures that their schools have a whole school approach to online safety and a clear policy on use of communications technology in school. Online safety will be a running and interrelated theme when devising and implementing policies and procedures. This will include considering how online safety is reflected in all relevant policies and whilst planning the curriculum, any teacher training, the role of the DSL and any parental engagement.

It is essential that children are safeguarded from potentially harmful and inappropriate online material. The schools adopt a whole school approach to online safety to protect and educate pupils and staff in their use of technology, and establishes mechanisms to identify, intervene in, and escalate any concerns as appropriate.

Online safety issues can be categorised into four areas of risk:

- ✦ **Content:** being exposed to illegal, inappropriate or harmful content, for example: pornography, fake news, racism, misogyny, self-harm, suicide, anti-Semitism, radicalisation and extremism.
- ✦ **Contact:** being exposed to harmful online interaction with other users; for example: peer to peer pressure, commercial advertising and adults posing as children or young adults with the intention to groom or exploit them for sexual, criminal, financial or other purposes¹.
- ✦ **Conduct:** personal online behaviour that increases the likelihood of, or causes, harm; for example, making, sending and receiving explicit images (e.g., consensual and non-consensual sharing of nudes and semi-nudes and/or pornography, sharing other explicit images and online bullying); and
- ✦ **Commerce** - risks such as online gambling, inappropriate advertising, phishing and or financial scams. If staff feel that either they or pupils are at risk this should be reported to the Anti-Phishing Working Group (<https://apwg.org/>).

The Trust board ensures that an annual review is undertaken of the Trust schools' approach to online safety including the school's filtering and monitoring provision, supported by an annual risk assessment that considers and reflect the risks pupils face online. The review includes a member of the senior leadership team, the DSL, the IT service provider and a governor. The Trust board working in collaboration with their IT provider, ensure compliance with the filtering and monitoring requirements of KCSiE through the use of Coconnect with Netsweeper to ensure all content is filtered before reaching pupils and other users. Headteachers are able to proactively monitor the use of computers through the use of NetSupport in 'real time' and the DSL receives and has access to a monitoring report of any flagged content or phrases across the entire devices. The monitoring and daily filtering reports list IP addresses and user identities where content has been blocked. The Trust board ensures they have the appropriate level of security protection procedures in place in order to safeguard their systems, staff and learners and review the effectiveness of these procedures periodically to keep up with evolving cyber-crime technologies. Guidance on cyber security including considerations can be found at [Cyber security training for school staff - NCSC.GOV.UK](https://www.ncsc.gov.uk/online-safety/cyber-security-training-for-school-staff). Please refer to the Online Safety Policy and Acceptable Use Policy published on the schools' websites for further information. Please refer to the Trust's online safety policy for further information regarding the appropriate filtering and monitoring which take places on school devices and school networks. It also outlines the expectations, applicable roles and responsibilities in relation filtering and monitoring.

Staff can access resources, information and support as set out in Annex B of KCSiE.

11. Procedures

If staff notice any indicators of abuse/neglect or signs that a child or young person may be experiencing a safeguarding issue they should record their concerns on the Child Protection Online Management System (CPOMS), the Trust recording system for safeguarding concerns, and send it to the DSL without delay.

What to do if you are concerned

If a child makes an allegation or disclosure of abuse against an adult or other child or young person, it is important that you:

- ✦ Stay calm and listen carefully;
- ✦ Accept what is being said;
- ✦ Allow the child/young person to talk freely – do not interrupt or put words in the child/young person's mouth;
- ✦ Only ask questions when necessary to clarify, do not investigate or ask leading questions;
- ✦ Reassure the child, but don't make promises which it might not be possible to keep;
- ✦ Do not promise confidentiality;

- ✦ Emphasise that it was the right thing to tell someone;
- ✦ Reassure them that what has happened is not their fault;
- ✦ Do not criticise the perpetrator;
- ✦ Explain what has to be done next and who has to be told;
- ✦ Make a written record on CPOMs (or the Trust Purple Safeguarding Form if you do not have online access), which should be signed and include the time, date and your position in school;
- ✦ Do not include your opinion without stating it is your opinion;
- ✦ Pass the information to the DSL or alternate without delay
- ✦ Consider seeking support for yourself and discuss this with the DSL as dealing with a disclosure can be distressing.

When a record of a safeguarding concern is passed to the DSL, the DSL will record the time and date the record of concern was received. The DSL will assess the concern and, taking into account any other safeguarding information known about the child/young person, consider whether it suggests that the threshold of significant harm, or risk of significant harm, has been reached or may be a child in need. If the DSL is unsure whether the threshold has been met, they will contact the MASH Professional Consultation Line for advice (0345 606 1499). Where appropriate, the DSL will complete and submit the Suffolk Safeguarding Partnership multi agency referral form (MARF) through the online portal ([available on the Suffolk Safeguarding Partnership website](#))¹⁰.

Where the DSL believes that a child or young person may be at imminent and significant risk of harm, they should call Customer First immediately and then complete the SSP MARF within 24 hours to confirm the referral. In these circumstances, it is important that any consultation should not delay a referral to Customer First.

Where a safeguarding concern does not meet the threshold for completion of a MARF, the DSL should record how this decision has been reached and should consider whether additional needs of the child have been identified that might be met by a coordinated offer of early help including the school's local early help offer.

School staff might be required to contribute to multi-agency plans to provide additional support to children. This might include attendance at child protection conferences or core group meetings. The trust is committed to providing as much relevant up to date information about the child as possible, including submitting reports for child protection conference in advance of the meeting in accordance with SSP procedures and timescales.

Where reasonably possible, the Trust expects the school to endeavour to obtain more than one emergency contact number for each pupil.

¹⁰ N.B. The exception to this process will be in those cases of known FGM where there is a mandatory requirement for the teacher to report directly to the police, although the DSL should also be made aware.

School staff must ensure that they are aware of the procedure to follow when a child goes missing from education. Further information can be found in Appendix B and staff with responsibilities in relation to this are listed in the school specific procedures in Appendix A.

12. Information sharing, record keeping and confidentiality

Information sharing is vital in safeguarding children by identifying and tackling all forms of abuse and neglect, and in promoting children's welfare, including in relation to their educational outcomes. Schools have clear powers to share, hold and use information for these purposes.

As part of meeting a child's needs, the Trust understands that it is critical to recognise the importance of information sharing between professionals and local agencies and will contribute to multi-agency working in line with Working Together to Safeguard Children. Where there are concerns about the safety of a child, the sharing of information in a timely and effective manner between organisations can reduce the risk of harm. Whilst the Data Protection Act 2018 places duties on organisations and individuals to process personal information fairly and lawfully, and to keep the information they hold safe and secure, it is not a barrier to sharing information where the failure to do so would result in a child or vulnerable adult being placed at risk of harm. Similarly, human rights concerns, such as respecting the right to a private and family life would not prevent sharing where there are real safeguarding concerns. Staff should not assume a colleague or another professional will take action and share information that might be critical in keeping children safe. Staff will have regard to the Government guidance: [Information sharing: advice for practitioners providing safeguarding services](#) which supports staff who have to make decisions about sharing information. This advice includes the seven golden rules for sharing information and considerations with regard to the Data Protection Act 2018 and General Data Protection Regulation (GDPR). If in any doubt about sharing information, staff should speak to the DSL or a deputy.

Well-kept records are essential to good child protection practice. All concerns, discussions and decisions made and the reasons for those decisions should be recorded using CPOMS. If in doubt about recording requirements, staff should discuss with the DSL.

The trust recognises that confidentiality should be maintained in respect of all matters relating to child protection. Information on individual child protection cases may be shared by the DSL or alternate DSL with other relevant members of staff. This will be on a 'need to know' basis and where it is in the child's best interests to do so.

A member of staff must never guarantee confidentiality to anyone about a safeguarding concern (including parents / carers or pupils) or promise a child to keep a secret which might compromise the child's safety or wellbeing.

As well as allowing for information sharing, in circumstances where it is warranted because it would put a child at a risk of serious harm, the DPA 2018 and the GDPR allow school to withhold information. This may be particularly relevant where a child is affected by a domestic abuse perpetrated by a parent or carer, is in a refuge or another form of emergency accommodation, and the serious harm test is met.

Ordinarily, the school will always undertake to share its intention to refer a child to Social Care with their parents/carers unless to do so could put the child at greater risk of harm, or impede a criminal investigation. It would be legitimate to share information without consent where: it is not possible to gain consent; it cannot reasonably be expected that a practitioner gains consent; and, if to gain consent would put a child at risk. If in doubt, staff will consult with the MASH Professional Consultation Line on this point.

The trust will have regard to SCC [Guidance for schools on maintaining and transferring pupil safeguarding/child protection records](#). Where children leave the school, the DSL will ensure their child protection file is transferred to the new school as soon as possible (within 5 days for an in-year transfer or within 5 days of the start of a new term). The file will be transferred separately from the main pupil file, ensuring secure transit, and confirmation of receipt should be obtained.

13. Managing allegations made against members of staff or volunteers

The Trust follows the Suffolk Safeguarding Partnership [Arrangements for Managing Allegations of Abuse Against People Who Work With Children or Those Who Are in A Position of Trust](#) if a safeguarding concern or an allegation is raised against an adult in a position of trust.

An allegation that may meet the threshold is any information which indicates that a member of staff/volunteer may have:

- ✦ behaved in a way that has harmed a child, or may have harmed a child;
- ✦ possibly committed a criminal offence against or related to a child; and/or
- ✦ behaved towards a child or children in a way that indicates he/she may pose a risk of harm to children; or
- ✦ behaved or may have behaved in a way that indicates they may not be suitable to work with child.

This applies to any child the member of staff, supply teacher, volunteer or contractor has contact with in their personal, professional or community life. It also applies regardless of whether the alleged abuse took place in our school.

Staff will report concerns that do not meet the threshold, to the DSL. The DSL will inform the Headteacher of the concern in a timely manner. The Headteacher will always be the ultimate decision maker in respect of all low-level concerns. All reported low-level concerns and the associated outcomes will be recorded using Appendix F – OMAT Low Level Concerns Recording Form and retained on the individual personnel file. Please also refer to OMAT Staff Code of Conduct.

If any member of staff has concerns that a colleague, supply teacher, volunteer or contractor might pose a risk to children, it is their duty to report these to the headteacher. Where the concerns or allegations are about the headteacher, these should be referred to the Chair of Governors and CEO.

The headteacher/Chair of Governors/CEO should report the concern to the Local Authority Designated Officer (LADO) within one working day.

The corporate director for Health, Wellbeing and Children's Services, has identified dedicated staff to undertake the role of LADO. LADOs can be contacted via email on LADO@suffolk.gov.uk or by using the LADO central telephone number: **0300 123 2044** for allegations against all staff and volunteers.

14. Use of school premises for non-school activities

The Trust board will ensure that where school facilities/premises are hired or rented out to organisations or individuals, sports associations or service providers to run community or extra-curricular activities appropriate arrangements are in place to keep children safe.

The school will seek assurance that the body concerned has appropriate child protection and safeguarding policies and procedures in place, including inspecting these as needed. Arrangements will also be put in place for the body hiring or renting the school facilities or premises to liaise with the school on these matters where appropriate.

These arrangements will apply regardless of whether or not the children who attend any of these services or activities are children on the school roll.

Where a lease or hire agreement is entered into the Trust board will ensure safeguarding requirements are included as a condition of use and occupation of the premises; this will make clear that any failure to comply would lead to termination of the agreement. The guidance on [Keeping children safe in out-of-school settings](#) details the safeguarding arrangements that schools and colleges should expect these providers to have in place.

15. Whistleblowing

The Trust recognises that children cannot be expected to raise concerns in an environment where staff fail to do so. All staff and volunteers should feel able to raise concerns about poor or unsafe practice and potential failures in the schools' safeguarding regime and know that such concerns will be taken seriously by the senior leadership team.

Whistleblowing is 'making a disclosure in the public interest' and occurs when a worker (or member of the wider school community) raises a concern about danger or illegality that affects others, for example, pupils in the school or members of the public.

All staff should be aware of their duty to raise concerns, where they exist, about the management of child protection, which may include the attitude or actions/inactions of colleagues, poor or unsafe practice and potential failures in the school's safeguarding arrangements.

The trust would wish for everyone in the school community to feel able to report any child protection/safeguarding concerns through existing procedures within school, including the whistleblowing procedure adopted by trust where necessary. However, for members of staff who do not feel able to raise such concerns internally, there is a NSPCC whistleblowing helpline. Staff can call 0800 028 0285 (line available from 8.00am to 8.00pm, Monday to Friday) or email: help@nspcc.org.uk

16. Useful Contacts:

Multi-agency Safeguarding Hub (MASH) Professional Helpline: 0345 606 1499

MASH Webchat Facility [webchat facility](#)

Customer First (Professional Referral Line) for use in emergencies only: 0345 606 6167

Customer First: 0808 800 4005

Police (emergency only): 999

Suffolk Police main switchboard: 01473 613500

Suffolk Police Cybercrime Unit: 101

Suffolk Safeguarding Partnership <https://suffolksp.org.uk/>

Suffolk County Council: www.suffolk.gov.uk/communityandsafety/stayingsafeonline/esafer-suffolk/

17. Appendix A – Trust and School Specific Safeguarding Information

Contact Numbers for Individual Staff Members / Chairs of Governors / Trustees are available on school safeguarding noticeboards.

Orwell Multi Academy Trust

Role:	Name:
CEO	Alastair Heath-Robinson
Named safeguarding trustee	Naomi Smith
Chair of Trust Board	Fr Paul Carter

Brooklands Primary School

Contact Number: 01206 392291

Role:	Name:
Designated Safeguarding & Prevent Lead (DSL)	Mike Waddell
Alternate DSL	Christine Davy
Named safeguarding governor	Hayley Aherne
Chair of Governors	Peter Johnson
School Online Safety Lead	Mike Waddell

Designated teacher for Children in Care and children previously in care (CiC)	Christine Davy
Staff Member Responsible for CME referrals	Christine Davy
Procedures that differ from those outlined in section 11:	

Halifax Primary School

Contact Number: 01473 683932

Role:	Name:
Designated Safeguarding & Prevent Lead (DSL)	Kelly Landers
Alternate DSL	Sarah Barnes, Rob Doyle, Anita Krishna
Named safeguarding governor	Chloe Barnett
Chair of Governors	Lisa Elmer
School Online Safety Lead	Rob Doyle
Designated teacher for Children in Care and children previously in care (CiC)	Kelly Landers
Staff Member Responsible for CME referrals	Kelly Landers
Procedures that differ from those outlined in section 11: If a member of the midday team, a volunteer or visitor notices any indicators of abuse, they must record their concerns on the Trust recording form included in Appendix C. This must be signed, dated and timed and pass it to the DSL without delay.	

Handford Hall Primary School

Contact Number: 01473 251603

Role:	Name:
Designated Safeguarding Lead (DSL)	Helen Caston

Alternate DSL	Kasha Blake, Lucy Hilton, Pennie Grew, Lauren Bodkin, Tess Kirby
Prevent Lead	Kasha Blake
Named safeguarding governor	Naomi Smith
Chair of Governors	Naomi Smith
School Online Safety Lead	Helen Caston & Toby Harraway
Designated teacher for Children in Care and children previously in care (CiC)	Helen Caston
Staff Member Responsible for CME referrals	Abigail Wiltshire
<p>Procedures that differ from those outlined in section 11: If a member of the midday team, a volunteer or visitor notices any indicators of abuse, they must record their concerns on the Trust recording form included in Appendix C. This must be signed, dated and timed and pass it to the DSL without delay.</p>	

Springfield Infant School & Nursery Contact Number: 01473 741305

Role:	Name
Designated Safeguarding & Prevent Lead (DSL)	Gail Phillips
Alternate DSL	Jo O'Neill, Katie Beckinsale, Julie Rolfe, Suzanne Wesson
Named safeguarding governor	Christine Moseley
Chair of Governors	David Rutherford
School Online Safety Lead	Alesha Clarke & Gail Philips

Designated teacher for Children in Care and children previously in care (CiC)	Kelly Head
Staff Member Responsible for CME referrals	Louise Peirson
Procedures that differ from those outlined in section 11:	

The Willows Primary School

Contact Number: 01473 683178

Role:	Name:
Designated Safeguarding & Prevent Lead (DSL)	Viv Hunt
Alternate DSL	Kelly Head, Lisa Godfrey, Megan Glazin
Named safeguarding governor	Naomi Smith
Chair of Governors	Stella Day
School Online Safety Lead	Kelly Head
Designated teacher for Children in Care and children previously in care (CiC)	Viv Hunt
Staff Member Responsible for CME referrals	Nikki Moore
Procedures that differ from those outlined in section 11:	

Grange CP School

Contact Number: 01394 283912

Role:	Name:
Designated Safeguarding & Prevent Lead (DSL)	Lee Abbott
Alternate DSL	Julie Robinson & Debbie Nield
Named safeguarding governor	Lynn Norris

Chair of Governors	Helen Greengrass
School Online Safety Lead	Julie Robinson
Designated teacher for Children in Care and children previously in care (CiC)	Lee Abbott
Staff Member Responsible for CME referrals	Julie Robinson
Procedures that differ from those outlined in section 11:	

Grace Cook Primary School and Nursery Contact Number: 01473 684922

Role:	Name:
Designated Safeguarding & Prevent Lead (DSL)	Richard Dediccoat
Alternate DSL	Lisa Mayes
Named safeguarding governor	Jo Stanley-Bell
Chair of Governors	Jo Stanley-Bell
School Online Safety Lead	Richard Dediccoat
Designated teacher for Children in Care and children previously in care (CiC)	Richard Dediccoat
Staff Member Responsible for CME referrals	Richard Dediccoat
Procedures that differ from those outlined in section 11: If a volunteer or visitor notices any indicators of abuse, they must record their concerns on the Trust recording form included in Appendix C. This must be signed, dated and timed and pass it to the DSL without delay.	

18. APPENDIX B Further information on specific safeguarding issues (source: Annex B, KCSiE)

Child abduction and community safety incidents

Child abduction is the unauthorised removal or retention of a minor from a parent or anyone with legal responsibility for the child. Child abduction can be committed by parents or other family members; by people known but not related to the victim (such as neighbours, friends and acquaintances; and by strangers.

Other community safety incidents in the vicinity of a school can raise concerns amongst children and parents, for example, people loitering nearby or unknown adults engaging children in conversation.

As children get older and are granted more independence (for example, as they start walking to school on their own) it is important they are given practical advice on how to keep themselves safe. Many schools provide outdoor-safety lessons run by teachers or by local police staff.

Is it important that lessons focus on building children's confidence and abilities rather than simply warning them about all strangers. Further information is available at: www.actionagainstabduction.org and www.clevernevergoes.org.

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

We know that different forms of harm often overlap, and that perpetrators may subject children and young people to multiple forms of abuse, such as criminal exploitation (including county lines) and sexual exploitation.

In some case the exploitation or abuse will be in exchange for something the victim needs or wants (for example, money, gifts or affection), and/or will be to the financial benefit or other advantage, such as increased status, of the perpetrator or facilitator.

Children can be exploited by adult males or females, as individuals or in groups. They may also be exploited by other children, who themselves may be experiencing exploitation – where this is the case, it is important that the child perpetrator is also recognised as a victim.

Whilst the age of the child may be a contributing factor for an imbalance of power, there are a range of other factors that could make a child more vulnerable to exploitation, including gender, sexual identity, cognitive ability, learning difficulties, communication ability, physical strength, status, and access to economic or other resources.

Some of the following can be indicators of both child criminal and sexual exploitation where children:

- ✦ appear with unexplained gifts or new possessions;
- ✦ associate with other young people involved in exploitation;
- ✦ suffer from changes in emotional well-being;
- ✦ misuse alcohol and other drugs;
- ✦ go missing for periods of time or regularly come home late; and ✦ regularly miss school or education or do not take part in education.

Children who have been exploited will need additional support to help keep them in education.

CSE can be a one-off occurrence or a series of incidents over time and range from opportunistic to complex organised abuse. It can involve force and/or enticement-based methods of compliance and may, or may not, be accompanied by violence or threats of violence.

Some additional specific indicators that may be present in CSE are children who:

- ✦ have older boyfriends or girlfriends; and
- ✦ suffer from sexually transmitted infections, display sexual behaviours beyond expected sexual development or become pregnant.

Further information on signs of a child's involvement in sexual exploitation is available in Home Office guidance: [Child sexual exploitation: guide for practitioners](#)

County Lines

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

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

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

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

- ✦ go missing and are subsequently found in areas away from their home;

- ✦ have been the victim or perpetrator of serious violence (e.g. knife crime)
- ✦ are involved in receiving requests for drugs via a phone line, moving drugs, handing over and collecting money for drugs;
- ✦ are exposed to techniques such as 'plugging', where drugs are concealed internally to avoid detection;
- ✦ are found in accommodation that they have no connection with, often called a 'trap house or cuckooing' or hotel room where there is drug activity;
- ✦ owe a 'debt bond' to their exploiters;
- ✦ have their bank accounts used to facilitate drug dealing.

Further information on the signs of a child's involvement in county lines is available in guidance published by the [Home Office and The Children's Society County Lines Toolkit For Professionals](#)

Children and the court system

Children are sometimes required to give evidence in criminal courts, either for crimes committed against them or for crimes they have witnessed. There are two age appropriate guides to support children [5-11 year olds](#) and [12-17 year olds](#).

They explain each step of the process and support and special measures that are available. There are diagrams illustrating the courtroom structure and the use of video links is explained.

Making child arrangements via the family courts following separation can be stressful and entrench conflict in families. This can be stressful for children. The Ministry of Justice has launched an online [child arrangements information tool](#) with clear and concise information on the dispute resolution service. This may be useful for some parents and carers.

Children who are absent from education

All staff should be aware that children being absent from school or college, particularly repeatedly and/or for prolonged periods, and children missing education can act as a vital warning sign of a range of safeguarding possibilities. This may include abuse and neglect such as sexual abuse or exploitation and can also be a sign of child criminal exploitation including involvement in county lines. It may indicate mental health problems, risk of substance abuse, risk of travelling to conflict zones, risk of female genital mutilation, so-called 'honour'-based abuse or risk of forced marriage. Early intervention is essential to identify the existence of any underlying safeguarding risk and to help prevent the risks of a child going missing in future. It is important that staff are aware of their school's or college's unauthorised absence procedures and children missing education procedures.

Children with family members in prison

Approximately 200,000 children have a parent sent to prison each year. These children are at risk of poor outcomes including poverty, stigma, isolation and poor mental health. [NICCO](#) provides information designed to support professionals working with offenders and their children, to help mitigate negative consequences for those children.

Cybercrime

Cybercrime is criminal activity committed using computers and/or the internet. It is broadly categorised as either 'cyber-enabled' (crimes that can happen off-line but are enabled at scale and at speed on-line) or 'cyber-dependent' (crimes that can be committed only by using a computer). Cyber-dependent crimes include:

- ✦ unauthorised access to computers (illegal 'hacking'), for example accessing a school's computer network to look for test paper answers or change grades awarded;
- ✦ 'Denial of Service (Dos or DDos) attacks or 'booting'. These are attempts to make a computer, network or website unavailable by overwhelming it with internet traffic from multiple sources; and
- ✦ making, supplying or obtaining malware (malicious software) such as viruses, spyware, ransomware, botnets and Remote Access Trojans with the intent to commit further offence, including those above.

Children with particular skills and interest in computing and technology may inadvertently or deliberately stray into cyber-dependent crime.

If there are concerns about a child in this area, the DSL (or a deputy), should consider referring into the Cyber Choices programme. This is a nationwide police programme supported by the Home Office and led by the National Crime Agency, working with regional and local policing. It aims to intervene where young people are at risk of committing, or being drawn into, low level cyber-dependent offences and divert them to a more positive use of their skills and interests.

Note that Cyber Choices does not currently cover 'cyber-enabled' crime such as fraud, purchasing of illegal drugs on-line and child sexual abuse and exploitation, not other areas of concern such as on-line bullying or general on-line safety.

Additional advice can be found at [Cyber Choices](#), ['NSPCC – When to call the Police'](#) and [National Cyber Security Centre – NCSC.GOV.UK](#)

Domestic abuse

The Domestic Abuse Act 2021 received Royal Assent on 29 April 2021. The Act introduces the first ever statutory definition of domestic abuse and recognises the impact of domestic abuse on children, as victims in their own right, if they see, hear or experience the effects of abuse. The statutory definition of domestic abuse, based on the previous cross-government definition, ensures the different types of relationship are captured, including ex-partners and family members. The definition captures a range of different abusive behaviours, including physical, emotional and economic abuse and coercive and controlling behaviour. Both the person who is carrying out the behaviour and the person to the behaviour is directed towards must be aged 16 or over and they must be 'personally connected' (as defined in section 2 of the 2021 Act).

Types of domestic abuse include intimate partner violence, abuse by family members, teenage relationship abuse and child/adolescent to parent violence and abuse. Anyone can be a victim of domestic abuse, regardless of sexual identity, age, ethnicity, socioeconomic status, sexuality or background and domestic abuse can take place

inside or outside of the home. The government will issue statutory guidance to provide further information for those working with domestic abuse victims and perpetrators, including the impact on children.

All children can witness and be adversely affected by domestic abuse in the context of their home life where domestic abuse occurs between family members. Experiencing domestic abuse and/or violence can have a serious, long lasting emotional and psychological impact on children. In some cases, a child may blame themselves for the abuse or may have had to leave the family home as a result.

Young people can also experience domestic abuse within their own intimate relationships. This form of child-on child abuse is sometimes referred to as 'teenage relationship abuse'. Depending on the age of the young people this may not be recognised in law under the statutory definition of 'domestic abuse' (if one or both parties are under 16). However, as with any child under 18, where there are concerns about safety or welfare, child safeguarding procedures should be followed and both young victims and young perpetrators should be offered support.

Operation Encompass

[Operation Encompass](#) operates in all police forces across England. It helps police and schools work together to provide emotional and practical help to children. The system ensures that when police are called to an incident of domestic abuse, where there are children in the household who have experienced the domestic incident, the police will inform the key adult (usually the DSL or deputy) in school before the child or children arrive at school the following day. This ensures that the school has up to date relevant information about the child's circumstances and can enable immediate support to be put in place, according to the child's needs. Operation Encompass does not replace statutory safeguarding procedures. Where appropriate, the police and/or schools should make a referral to children's social care if they are concerned about a child's welfare. More information about the scheme and how schools can become involved is available in the Operation Encompass website.

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

National Domestic Abuse Helpline

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

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

[NSPCC-UK domestic-abuse signs symptoms effects](#)

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

[Safe Young Lives: young people and domestic abuse](#)

[Domestic abuse: specialist sources of support - GOV.UK \(www.gov.uk\) \(includes information for adult victims, young people facing abuse in their own relationships and parents experiencing child to parent violence/abuse\)](#)

[Home: Operation Encompass \(includes information for schools on the impact of domestic abuse on children\)](#)

Homelessness

Being homeless or at risk of becoming homeless presents a real risk to a child's welfare. The designated safeguarding lead (and any deputies) should be aware of contact details and referral routes into the Local Housing Authority so they can raise/progress concerns at the earliest opportunity. Indicators that a family may be at risk of homelessness include household debt, rent arrears, domestic abuse and anti-social behaviour, as well as the family being asked to leave a property. Whilst referrals and/or discussion with the Local Housing Authority should be progressed as appropriate, this does not, and should not, replace a referral into local authority children's social care where a child has been harmed or is at risk of harm.

The Homelessness Reduction Act 2017 places a new legal duty on English councils so that everyone who is homeless or at risk of homelessness will have access to meaningful help including an assessment of their needs and circumstances, the development of a personalised housing plan, and work to help them retain their accommodation or find a new place to live. The following factsheets usefully summarise the new duties. [Homeless Reduction Act Factsheets](#). The new duties shift focus to early intervention and encourage those at risk to seek support as soon as possible, before they are facing a homelessness crisis.

In most cases school and college staff will be considering homelessness in the context of children who live with their families, and intervention will be on that basis. However, it should also be recognised in some cases 16- and 17-year-olds could be living independently from their family home and will require a different level of intervention and support. Local authority children's services will be the lead agency for these young people and the designated safeguarding lead (or a deputy) should ensure appropriate referrals are made based on the child's circumstances. The department and the Department for Levelling Up, Housing and Communities have just published joint statutory guidance on the provision of accommodation for 16 and 17 year olds who may be homeless and/or require accommodation: [here](#)

Mental Health

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

More information can be found in the [Mental health and behaviour in schools guidance](#). Public Health England has produced a range of resources to support secondary school

teachers to promote positive health, wellbeing and resilience among children. See [Every Mind Matters](#) for links to all materials and lesson plans.

Modern Slavery and the National Referral Mechanism

Modern slavery encompasses human trafficking and slavery, servitude and forced or compulsory labour. Exploitation can take many forms, including sexual exploitation, forced labour, slavery, servitude, forced criminality and the removal of organs.

Further information on the signs that someone may be a victim of modern slavery, the support available to victims and how to refer them to the NRM is available in Statutory Guidance.

[Modern slavery: how to identify and support victims - GOV.UK](#)

Preventing radicalisation

Children are vulnerable to extremist ideology and radicalisation. Similar to protecting children from other forms of harm and abuse, protecting children from this risk should be a part of a school's or college's safeguarding approach.

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

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

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

Although, there is no single way of identifying whether a child is likely to be susceptible to an extremist ideology, there are [possible indicators](#) that should be taken into consideration alongside other factors and contexts. Background factors combined with specific influences such as family and friends may contribute to a child's vulnerability. Similarly, radicalisation can occur through many different methods (such as social media or the internet) and settings (such as within the home).

However, it is possible to protect vulnerable people from ideology and intervene to prevent those at risk of radicalisation being radicalised. As with other safeguarding risks, staff should be alert to changes in children's behaviour which could indicate that they may be in need of help or protection. Staff should use their judgement in identifying children who may be at risk of radicalisation and act proportionately which may include the designated safeguarding lead (or deputy) [making a Prevent referral](#).

Although not a cause for concern on their own, possible indicators when taken into consideration alongside other factors or context may be a sign of being radicalised.

The Prevent duty

All schools and colleges are subject to a duty under section 26 of the Counterterrorism and Security Act 2015 (the CTSA 2015), in the exercise of their functions, to have “due regard to the need to prevent people from being drawn into terrorism”.¹⁴ This duty is known as the Prevent duty.

The Prevent duty should be seen as part of schools' and colleges' wider safeguarding obligations. Designated safeguarding leads and other senior leaders should familiarise themselves with the [Revised Prevent duty guidance: for England and Wales](#), especially paragraphs 57-76 which are specifically concerns with schools (and also covers childcare). The guidance is set out in terms of four general themes: risk assessment, working in partnership, staff training, and IT policies.

The school's or college's designated safeguarding lead (and any deputies) should be aware of local procedures for making a Prevent referral.

Channel

Channel is a voluntary, confidential support programme which focuses on providing support at an early stage to people who are identified as being vulnerable to being drawn into terrorism. Prevent referrals may be passed to a multi-agency Channel panel, which will discuss the individual referred to determine whether they are vulnerable to being drawn into terrorism and consider the appropriate support required. A representative from the school or college may be asked to attend the Channel panel to help with this assessment. An individual will be required to provide their consent before any support delivered through the programme is provided.

The DSL should consider if it would be appropriate to share any information with the new school or college in advance of the child leaving. For example, information that would allow the new school or college to continue supporting victims of abuse or those who are currently receiving support through the 'Channel' programme and have that support in place for when the child arrives.

Guidance on Channel is available at: [Channel guidance](#).

Additional support

The department has published further advice for schools on the [Prevent duty](#). The advice is intended to complement the Prevent guidance and signposts to other sources of advice and support.

The Home Office has developed three e-learning modules:

- [Prevent awareness e-learning](#) offers an introduction to the Prevent duty.
- [Prevent referrals e-learning](#) supports staff to make Prevent referrals that are **robust, informed** and with **good intention**.
- [Channel awareness e-learning](#) is aimed at staff who may be asked to contribute to or sit on a multi-agency Channel panel.

[Educate Against Hate](#), is a government website designed to support school teachers and leaders to help them safeguard their students from radicalisation and extremism. The platform provides free information and resources to help school staff identify and address the risks, as well as build resilience to radicalisation.

London Grid for Learning have also produced useful resources on Prevent ([Online Safety Resource Centre – London Grid for Learning \(lgfl.net\)](#))

Sexual violence and sexual harassment between children in schools and colleges

Sexual violence and sexual harassment can occur between two children of any age and sex from primary to secondary stage and into colleges. It can also occur online. It can also occur through a group of children sexually assaulting or sexually harassing a single child or group of children.

Children who are victims of sexual violence and sexual harassment will likely find the experience stressful and distressing. This will, in all likelihood, adversely affect their educational attainment and will be exacerbated if the alleged perpetrator(s) attends the same school or college. Sexual violence and sexual harassment exist on a continuum and may overlap, they can occur online and offline (both physical and verbal) and are never acceptable.

It is essential that all victims are reassured that they are being taken seriously and that they will be supported and kept safe. A victim should never be given the impression that they are creating a problem by reporting sexual violence or sexual harassment. Nor should a victim ever be made to feel ashamed for making a report. Detailed advice is available in Part Five of KCSiE.

Serious Violence

There are a number of indicators, which may signal children are at risk from, or are involved with, serious violent crime. These may include:

- ✦ Increased absence from school
- ✦ A change in friendships or relationships with older individuals or groups
- ✦ A significant decline in performance
- ✦ Signs of self-harm or a significant change in wellbeing, or signs of assault or unexplained injuries
- ✦ Unexplained gifts or new possessions could also indicate that children have been approached by, or are involved with, individual associated with criminal networks or gangs and may be at risk of criminal exploitation.

The likelihood of involvement in serious violence may be increased by factors such as:

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

A fuller list of risk factors can be found in the Home Office's [Serious Violence Strategy](#). Professionals should also be aware that violence can often peak in the hours just before or just after school, when pupils are travelling to and from school. These times can be particularly risky for young people involved in serious violence.

Advice for schools and colleges is provided in the Home Office's Criminal exploitation of children and vulnerable adults: [county lines guidance](#). The [Youth Endowment Fund \(YEF\) Toolkit](#) sets out the evidence for what works in preventing young people from becoming involved in violence.

Home Office funded Violence Reduction Units (VRU) operate in the 20 police force areas across England and Wales that have the highest volumes of serious violence, as measured by hospital admissions for injury with a sharp object. A list of these locations can be found [here](#). As the strategic co-ordinators for local violence prevention, each VRU is mandated to include at least one local education representative within their Core Membership group, which is responsible for setting the direction for VRU activity. Schools and educational partners within these areas are encouraged to reach out to their local VRU, either directly or via their education Core Member, to better ingrain partnership working to tackle serious violence across local areas and ensure a joined-up approach to young people across the risk spectrum.

The Police, Crime, Sentencing and Courts Act will introduce early in 2023 a new duty on a range of specified authorities, such as the police, local government, youth offending teams, health and probation services, to work collaboratively, share data and information, and put in place plans to prevent and reduce serious violence within their local communities. Educational authorities and prisons/youth custody authorities will be under a separate duty to co-operate with core duty holders when asked, and there will be a requirement for the partnership to consult with all such institutions in their area.

The Duty is not intended to replace or duplicate existing safeguarding duties. Local partners may choose to meet the requirements of the Duty through existing multi-agency structures, such as multi-agency safeguarding arrangements, providing the correct set of partners are involved.

So-called 'honour-based' abuse (including Female Genital Mutilation and Forced Marriage)

So-called 'honour-based' abuse (HBA) encompasses incidents or crimes which have been committed to protect or defend the honour of the family and/or the community, including female genital mutilation (FGM), forced marriage, and practices such as breast ironing. Abuse committed in the context of preserving "honour" often involves a wider network of family or community pressure and can include multiple perpetrators. It is important to be aware of this dynamic and additional risk factors when deciding what form of safeguarding action to take. All forms of HBA are abuse (regardless of the motivation) and should be handled and escalated as such. Professionals in all agencies, and individuals and groups in relevant communities, need to be alert to the possibility of a child being at risk of HBA, or already having suffered HBA.

Actions

If staff have a concern regarding a child that might be at risk of HBA or who has suffered from HBA, they should speak to the designated safeguarding lead (or deputy). As appropriate, they will activate local safeguarding procedures, using existing national and local protocols for multi-agency liaison with police and local authority children's social care. Where FGM has taken place, since 31 October 2015 there has been a mandatory reporting duty placed on **teachers** that requires a different approach (see below).

FGM

FGM comprises all procedures involving partial or total removal of the external female genitalia or other injury to the female genital organs. It is illegal in the UK and a form of child abuse with long-lasting harmful consequences.

FGM mandatory reporting duty for teachers

Section 5B of the Female Genital Mutilation Act 2003 (as inserted by section 74 of the Serious Crime Act 2016) places a statutory duty upon **teachers** along with regulated health and social care professionals in England and Wales, to report to the police where they discover (either through disclosure by the victim or visual evidence) that FGM appears to have been carried out on a girl under 18. Those failing to report such cases will face disciplinary sanctions. It will be rare for teachers to see visual evidence and they should **not** be examining pupils, but the same definition of what is meant by "to discover that an act of FGM appears to have been carried out" is used for all professionals to whom this mandatory reporting duty applies. Information on when and how to make a report can be found at: [Mandatory reporting of female genital mutilation procedural information](#).

Teachers **must** personally report to the police cases where they discover that an act of FGM appears to have been carried out. Unless the teacher has good reason not to, they should still consider and discuss any such case with the school or college's designated safeguarding lead (or deputy) and involve local authority children's social care as appropriate. The duty does not apply in relation to at risk or suspected cases (i.e., where the teacher does not discover that an act of FGM appears to have been carried out, either through disclosure by the victim or visual evidence) or in cases where the woman is 18 or over. The following is a useful summary of the FGM mandatory reporting duty: [FGM Fact Sheet](#).

Further information can be found in the [Multi-agency statutory guidance on female genital mutilation](#) and the [FGM resource pack](#) particularly section 13.

Forced marriage

Forcing a person into marriage is a crime in England and Wales. A forced marriage is one entered into without the full and free consent one or both parties and where violence, threats or any other form of coercion is used to cause a person to enter into a marriage. Threats can be physical or emotional and psychological. A lack of full and free consent can be where a person does not consent or where they cannot consent (if they have learning disabilities, for example.) Nevertheless, some communities use religion and culture

as a way to coerce a person into marriage, Schools and colleges can play an important role in safeguarding children from forced marriage.

The Forced Marriage Unit (FMU) has created: Multi-agency practice guidelines: handling cases of forced marriage (pages 75-80 of which focus on the role of schools and colleges) and, Multi-agency statutory guidance for dealing with forced marriage, which can both be found at [The right to choose: government guidance on forced marriage - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/guidance/the-right-to-choose-government-guidance-on-forced-marriage) School and college staff can contact the Forced Marriage Unit if they need advice or information: Contact: 020 7008 0151 or email fmu@fcdo.gov.uk.

In addition, since February 2023 it has also been a crime to carry out any conduct whose purpose is to cause a child to marry before their eighteenth birthday, even if violence, threats or another form of coercion are not used. As with the existing forced marriage law, this applies to non-binding, unofficial 'marriages' as well as legal marriages.

Additional advice and support

Abuse or Safeguarding issue	Link to Guidance/Advice	Source
Abuse	Supporting practice in tackling child sexual abuse - CSA Centre What to do if you're worried a child is being abused Domestic abuse: Various Information/Guidance Faith based abuse: National Action Plan Tackling Child Sexual Abuse Strategy Together we can stop child sexual abuse	Centre of expertise on child sexual abuse DfE advice Home Office DfE advice Home Office policy paper HM Government campaign
Bullying	Preventing bullying including cyberbullying	DfE advice
Children and the courts	Advice for 5-11-year-old witnesses in criminal courts Advice for 12-17-year-old witnesses in criminal courts	MoJ advice MoJ advice
Children missing from education, home or care	Children missing education Children missing from home or care	DfE statutory guidance DfE statutory guidance
Children with family members in prison	Children and adults missing strategy National Information Centre on Children of Offenders	Home Office strategy Barnardo's in partnership with Her Majesty's Prison and Probation Service (HMPPS) advice
Child Exploitation	Trafficking: safeguarding children Care of unaccompanied and trafficked children	DfE and HO guidance DfE statutory guidance
	Modern slavery: how to identify and support victims Child exploitation disruption toolkit	HO statutory guidance HO statutory guidance
	County Lines Toolkit For Professionals	The Children's Society

Drugs	Drugs: advice for schools Drug strategy 2021 Information and advice on drugs ADEPIS platform sharing information and resources for schools: covering drug (& alcohol) prevention Drug and Alcohol education – teacher guidance & evidence review	DfE and ACPO advice Home Office strategy Talk to Frank website Website developed by Mentor UK PSHE Association website
“Honour Based Abuse” including FGM and forced marriage (so called)	Female genital mutilation: information and resources Female genital mutilation: multi agency statutory guidance fmu@fcdo.gov.uk FGM resource pack	Home Office DfE, DH, and HO statutory guidance Forced Marriage Unit (FMU) statutory guidance HM Government guidance
Mental Health and Wellbeing	Rise Above: Free PSHE resources on health, wellbeing and resilience Medical conditions: supporting pupils at school Mental health and behaviour Overview - Fabricated or induced illness	Public Health England resources DfE statutory guidance DfE advice NHS Advice
Online Safety Advice	Childnet provide guidance for schools on cyberbullying <p>London Grid for Learning provides advice on all aspects of a school or college’s online safety arrangements</p> <p>NSPCC E-safety for schools provides advice, templates, and tools on all aspects of a school or college’s online safety arrangements</p> <p>Safer recruitment consortium “guidance for safe working practice”, which may help ensure staff behaviour policies are robust and effective</p> <p>Searching screening and confiscation is departmental advice for schools on searching children and confiscating items such as mobile phones</p>	

[Use of social media for online radicalisation](#) - A briefing note for schools on how social

media is used to encourage travel to Syria and Iraq

[Online Safety Audit Tool](#) from UK Council for Internet Safety to help mentors of trainee teachers and newly qualified teachers induct mentees and provide ongoing support, development and monitoring

[UK Safer Internet Centre](#) provide tips, advice, guides and other resources to help keep children safe online

[Departmental guidance on safeguarding and remote education](#) including planning remote education

[Childline](#) for free and confidential advice

[CEOP](#) for advice on making a report about online abuse

[Childnet](#) offers a toolkit to support parents and carers of children of any age to start discussions about their online life, and to find out where to get more help and support

[Government advice](#) about protecting children from specific online harms such as child sexual abuse, sexting, and cyberbullying

[Internet Matters](#) provide age-specific online safety checklists, guides on how to set

Homelessness	Homelessness: How local authorities should exercise their functions	HCLG
Private fostering	Private fostering: local authorities	DfE – statutory guidance
Radicalisation	Prevent duty guidance Prevent duty: additional advice for schools Educate Against Hate Website Prevent for FE and Training	Home Office guidance DfE advice DfE and Home Office Education and Training Foundation (ETF)
	Extremism and Radicalisation Safeguarding Resources – Resources by London Grid for	
Violence	Serious violence strategy	Home Office strategy

<u>Factors linked to serious violence and how these factors can be used to identify individuals for intervention</u>	Home office
<u>Youth Endowment Fund</u>	Home Office
<u>Gangs and youth violence: for schools and colleges</u>	Home Office advice
<u>Ending violence against women and girls 2016-2020 strategy</u>	Home Office strategy
<u>Violence against women and girls: national statement of expectations for victims</u>	Home Office guidance
<u>Sexual violence and sexual harassment between children in schools and colleges</u>	DfE advice

19. Appendix C

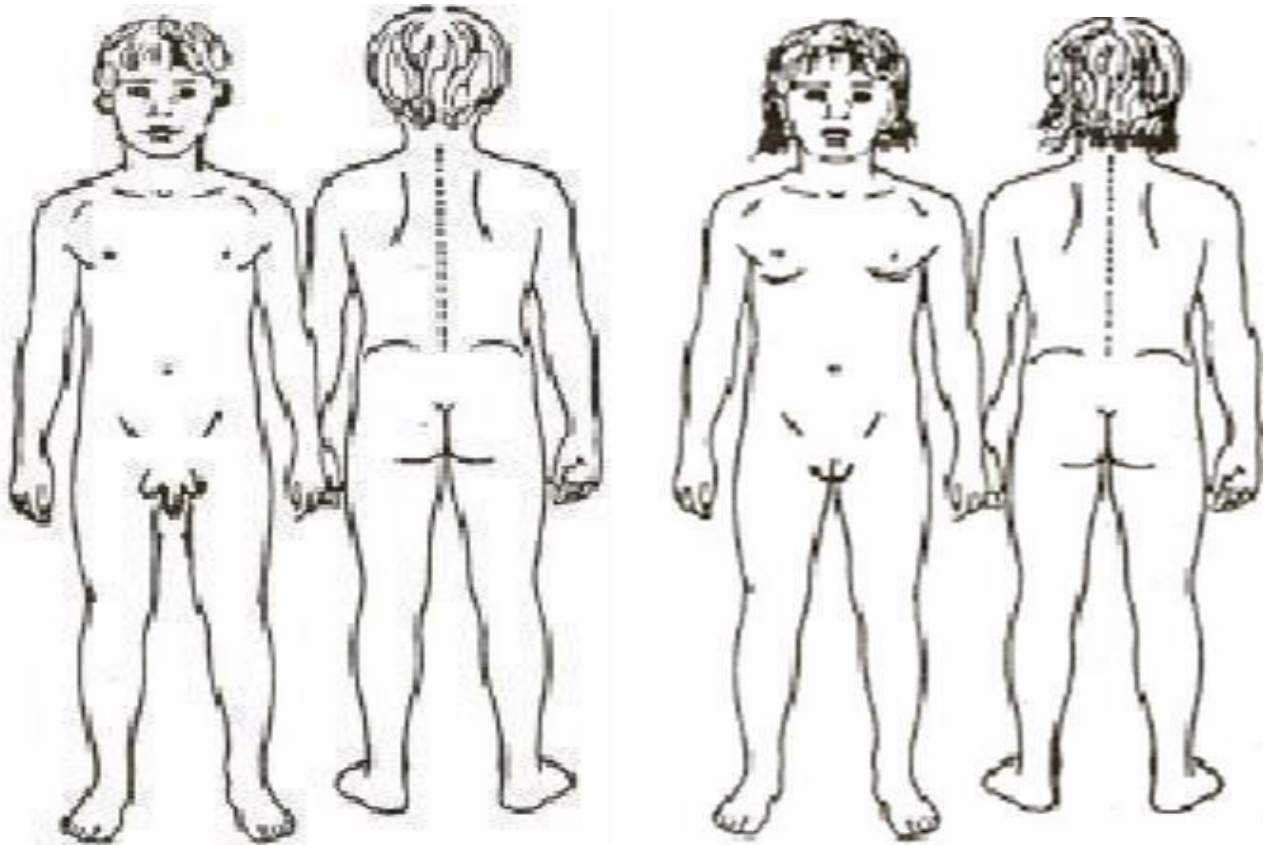


Recording Form for Safeguarding Concerns

(Must be hand-written & handed directly to the DSL / ADSL)

Name of person making the disclosure or that you are concerned about		Class	Your name (and position in school)		
Nature of Concern/Disclosure <small>Remember to only record fact DO NOT</small>					
<small>add your own opinion</small>					
Date of incident:		Time of incident:			
Was there an injury?	Yes / No	Did you see it?	Yes / No		
Describe the injury:					
Have you filled in a body plan to show where the injury is and its approximate size?					Yes / No
Was anyone else Who?	with you? Yes /	No			
Where were you?					
Has this happened before?	Yes / No				
Did you report the previous incident?	Yes / No	To Whom?	Date:		
Is the safeguarding concern enabled by or dependant on the internet or does it involve a technological device? <small>If yes, discuss with the Online Safety Lead & ensure it is recorded on the Online Safety Lead's log.</small>					Yes / No
Is the safeguarding concern Prevent related? <small>If yes, discuss with the Prevent Lead & ensure it is recorded on the Prevent Lead's log.</small>					Yes / No
Who are you passing this information on to?	DSL	ADSL	LADO	Police	Customer First
Name of who you are passing this on to:			Time:	Date:	
Your Signature:			Print Name:		

Body map: (Please mark on the picture any physical marks relating to the concern raised)



Summary of action taken:						
Referred to: (Circle all that apply)					Recorded on log: YES / NO	
Parents	FSW (School)	MARF	Attached FSP	Attached Social Worker	LADO	Police
EWO	School Nurse	VTR form	Online Safety Lead	Other:		
Signature:					Date & Time completed	

20. Appendix D

Detailed Body Map (to be used if an individual case requires it)

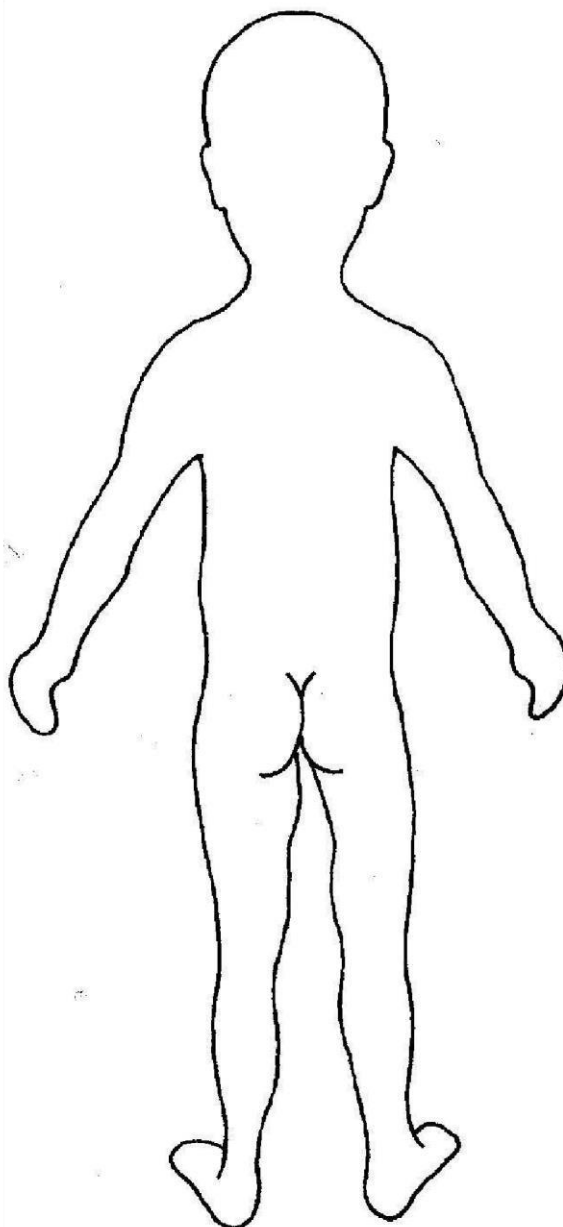
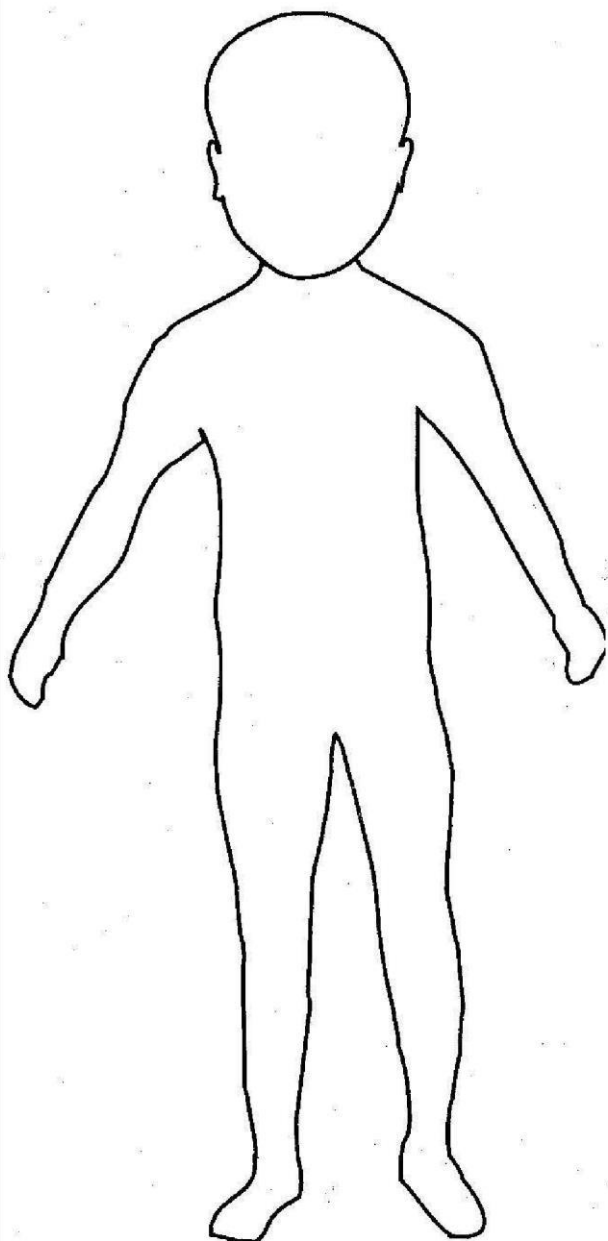
BODYMAP

(This must be completed at time of observation)

Name of Pupil: _____ Date of Birth: _____

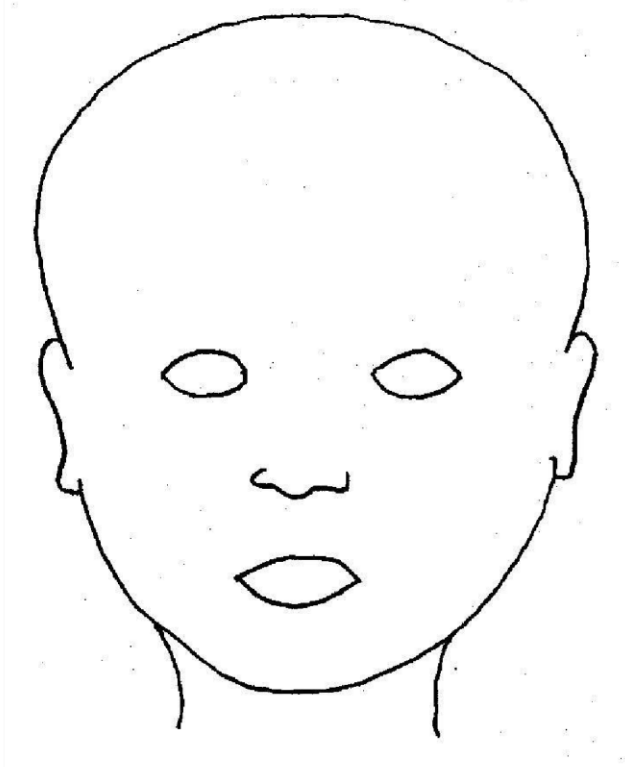
Name of Staff: _____ Job title: _____

Date and time of observation: _____

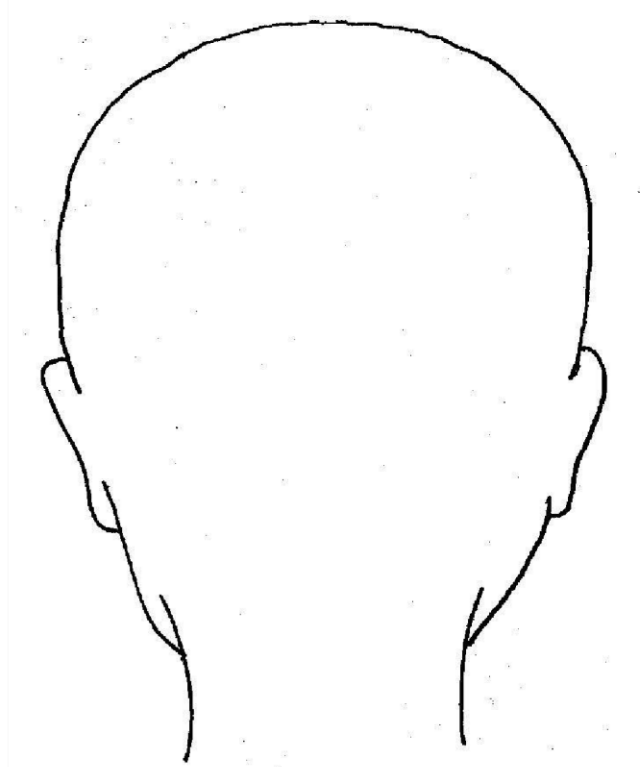


Name of pupil: _____

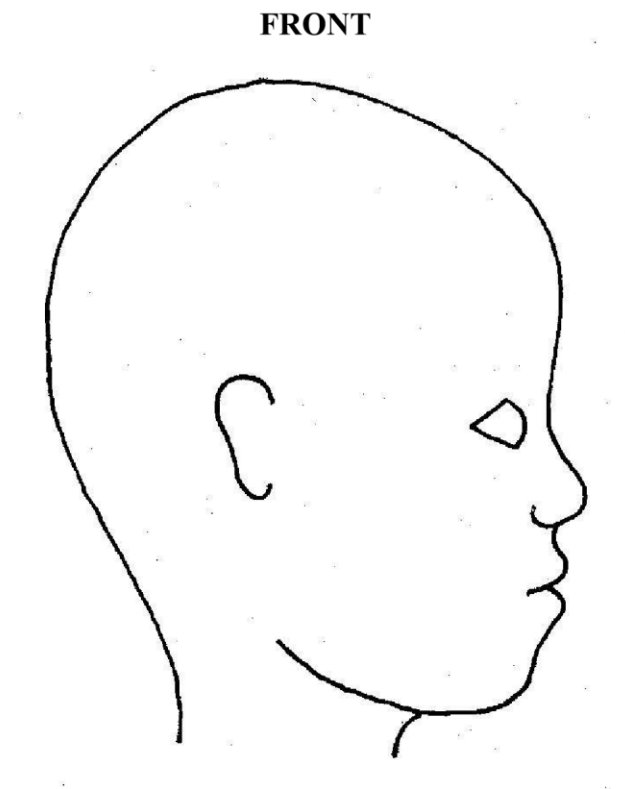
Date and time of
observation: _____



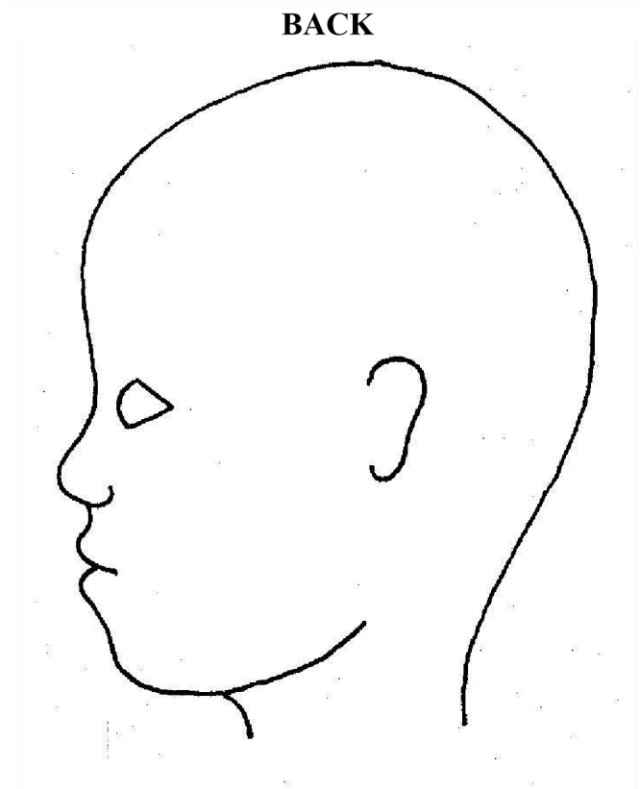
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BACK



RIGHT

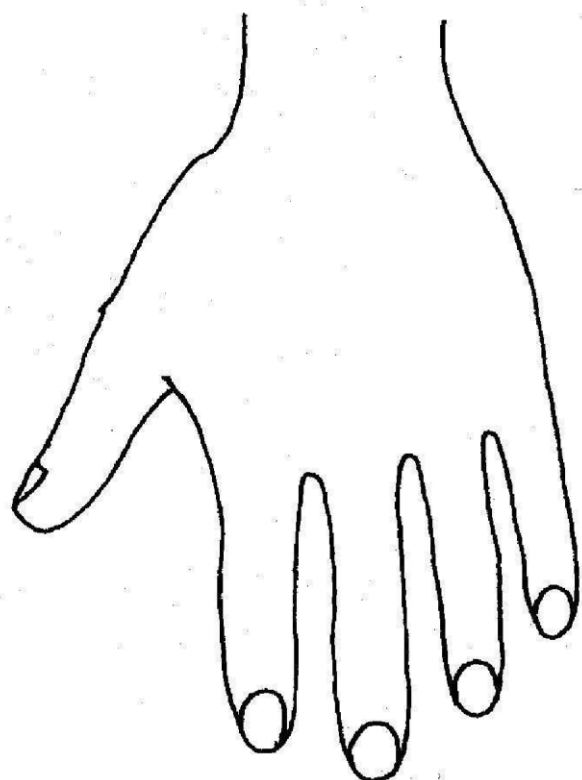
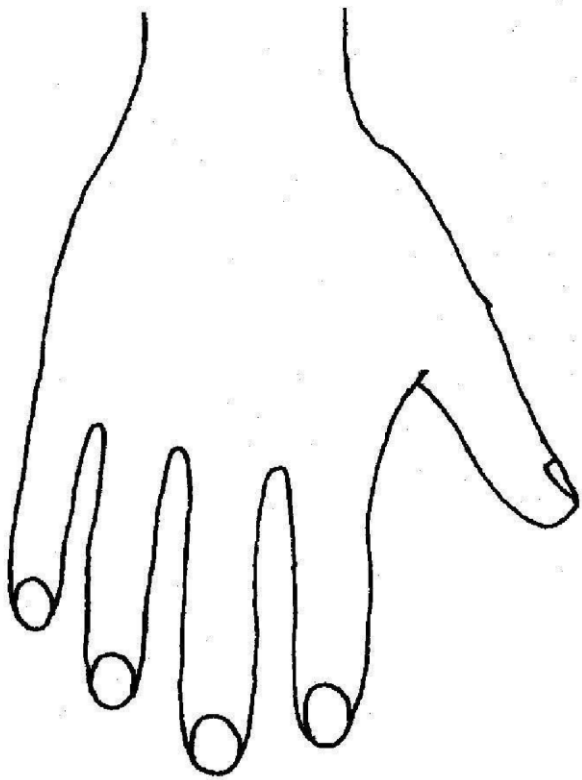


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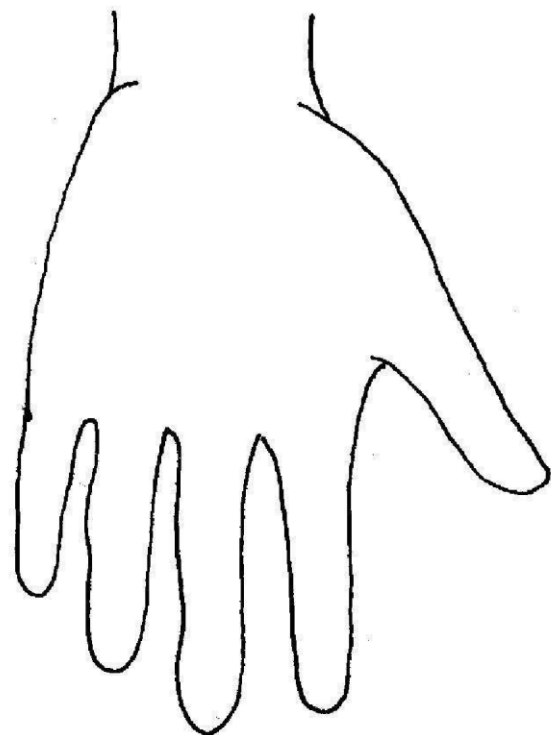
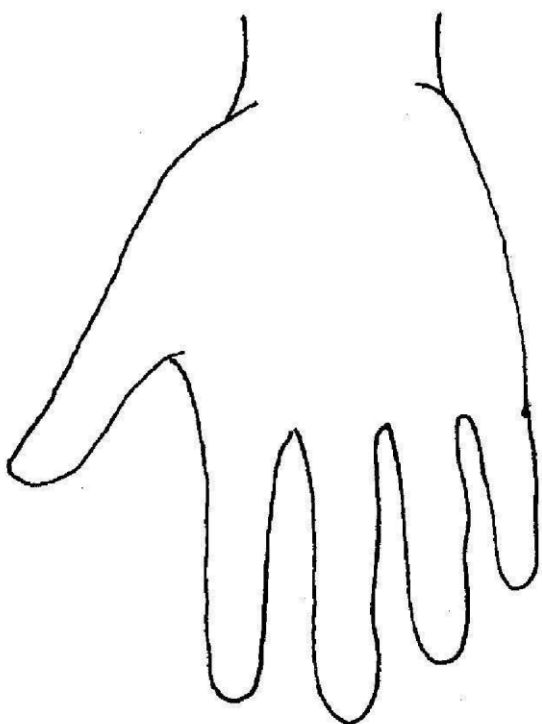
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observation: _____



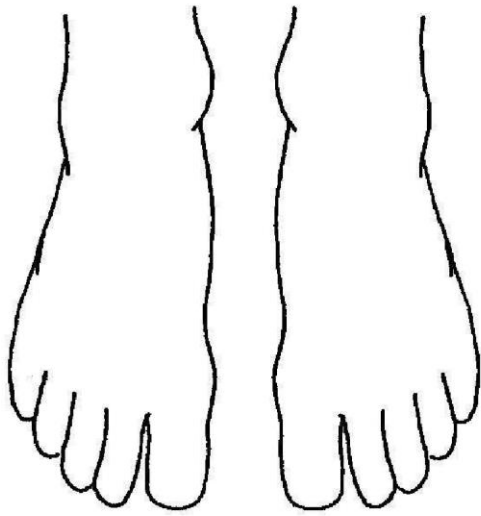
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BACK



Name of Pupil:

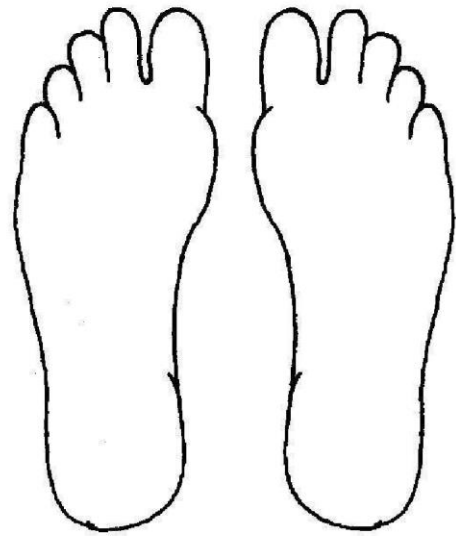
Date and time of observation:



R

TOP

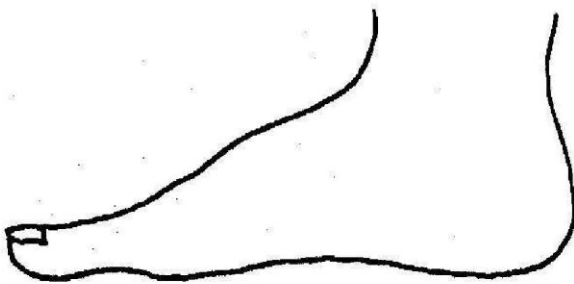
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R

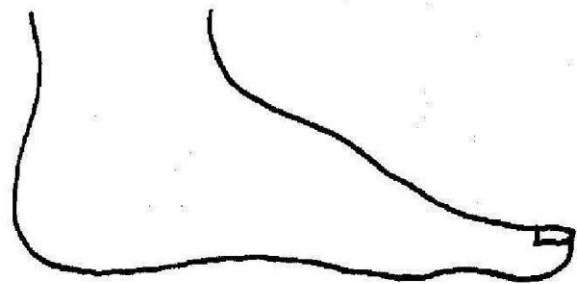
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L

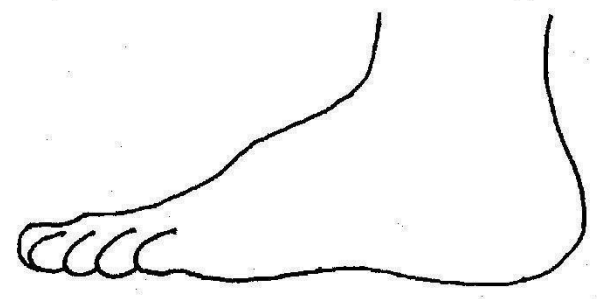
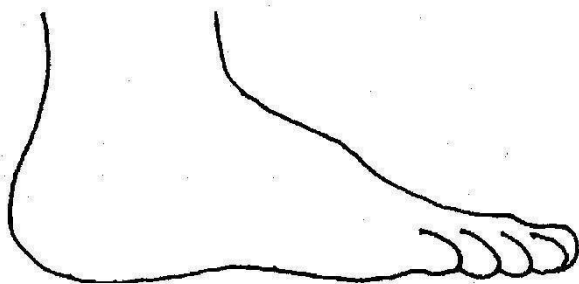


L

INNER



R



R L

OUTER

Printed Name,
Signature and Job title of staff:

21. Appendix E

Orwell Multi Academy Trust Procedure with regard to Child-on-Child Abuse

Children may harm one another in a number of ways which is classified as child-on-child abuse. The purpose of this procedure is to explore the many forms of child-on-child abuse and include a planned and supportive response to any issues that arise. All staff should maintain an attitude of '**it is happening here**'.

Types of abuse

There are many forms of abuse that may occur between children and this list is not exhaustive. Each form of abuse or prejudiced behaviour is described, followed by the support and action that may be required.

Physical abuse which may include, hitting, kicking, nipping, shaking, biting, hair pulling, or any other way of causing physical harm to another person.

Sexually harmful behaviour which may range from inappropriate sexual language, inappropriate role play, sexually touching or sexual assault/abuse.

Bullying is unwanted, aggressive behaviour that involves a real or perceived power imbalance. The behaviour is repeated, or has the potential to be repeated, over time.

Cyberbullying is the use of phones, instant messaging, e-mail, chat rooms or social networking sites to harass, threaten or intimidate someone.

Sharing of images is the consensual and non-consensual sharing of nudes and semi nudes images and or videos (also known as sexting or youth produced sexual imagery);

Initiation/Hazing is a form of initiation ceremony which is used to induct newcomers into a structure such as sports team, club, gang etc. There are a number of different forms, from relatively mild rituals to severe and sometimes violent ceremonies.

Prejudice-related bullying refers to a range of hurtful behaviour, either physical, emotional or both, which causes someone to feel powerless, worthless, excluded or marginalised, and which is connected with prejudices around belonging, identity and equality in wider society – in particular, prejudices to do with disabilities and special educational needs, ethnic, cultural and religious backgrounds, gender, home life, (for example in relation to issues of care, parental occupation, poverty and social class) and sexual identity (homosexual, bisexual, transsexual).

Our Procedure and Action

The type of abuse will have a varying effect on the victim and initiator of the harm, so schools will follow simple steps to clarify the situation and establish the facts before deciding the consequences for those involved in perpetrating harm.

Staff understand it is necessary to gather the information as soon as possible to get the true facts around what has occurred before the child/ren has forgotten or been influenced. It is equally important to deal with it sensitively and think about the language used and its impact on both the children and the parents when they become involved. For example; we do not use the word perpetrator, this can quickly create a 'blame' culture and leave a child labelled. In all cases of child-on-child abuse, all staff deal with any incident, by talking to the child/ren and putting immediate support in place in a calm and consistent manner.

Gathering the Facts

A child is likely to disclose to someone they trust and therefore, it is important that the person to whom the child discloses recognises that the child has placed them in a position of trust and that they should be supportive and respectful of the child/ren involved and act in a non-judgemental way. It is essential that the child/ren are reassured that they are being taken seriously, regardless of how long it has taken them to come forward and that they will be supported and kept safe.

Staff will speak to all the children involved separately; listening carefully to each child and reflecting back, using the child's language. Staff will ask open questions to gain clarity and can ask children if they have been harmed and what the nature of that harm was. Staff will wait until the end of the disclosure to immediately write up a thorough summary. It may be appropriate to make notes during the conversation with the child, however, staff should be conscious of the need to remain engaged with the child and not appear distracted by the notetaking. The written record should only contain the facts as the child presented them and should not reflect the personal opinion of the note taker.

Staff should inform the designated safeguarding lead (or deputy), as soon as is practically possible, if the designated safeguarding lead (or deputy) is not involved in the initial report.

Considering the Intent (begin to Risk Assess)

The designated safeguarding lead (or deputy), is likely to have a complete safeguarding picture and will be the most appropriate person to advise on the school's initial response after taking into account a number of considerations, including but not limited to, the wishes of the victim, the nature of the allegations, the ages of the children involved, the nature of the relationship between the children and the risk of further harm. In dealing with an incident of this nature the answers are not always clear cut and if necessary, we will seek advice from the MASH professional Consultation Line.

Deciding on the next step

From the information that we gather, we will manage the disclosure in one of three ways;

- ✦ managed in school through the use of the Behaviour Policy and by providing pastoral support
- ✦ provide further support through Early Help
- ✦ where a child has been harmed or we believe a child to be at risk of significant harm we will make a safeguarding referral to social care immediately.

Informing parents

We always seek to talk face to face with parents. We recognise that the nature of the incident and the type of harm/abuse a child may be suffering can cause fear and anxiety to parents whether their child has been harmed or harmed another.

Next Steps

Once the outcome of the incident(s) has been established it is necessary to ensure future incidents of abuse do not occur and consider the support and intervention required for those involved.

For the young person who has been harmed

The support required depends on the individual child.

- ✦ There may be a need for counselling or 1:1 support via a mentor.
- ✦ The child may feel able to deal with the incident(s) on their own or with support of family and friends, in which case they will be monitored
- ✦ If the incidents are of a bullying nature, the child may need help and advice to develop assertiveness skills or support to improve peer group relationships or for some restorative justice work with those involved.

Other interventions could be

- ✦ Continued PHSE lessons that enable more frequent discussion and debate
- ✦ To target a whole class or year group with a speaker on cyber bullying, relationship abuse, NSPCC pants rule work etc.
- ✦ A risk assessment that provides a trusted person that they can talk to, support strategies for managing future issues and identified services to offer additional support.

For the young person who has displayed harmful behaviour

In this circumstance it is important to find out why the young person has behaved in such a way. It may be that the young person is experiencing their own difficulties and may even have been harmed themselves in a similar way.

- ✦ Support such as 1:1 mentoring or counselling may be necessary.
- ✦ Particular support from identified services may be necessary through a CAF (Common Assessment Framework) referral or TAC (Team Around the Child) meeting to ensure the child receives additional support from family members.
- ✦ The child may receive a consequence for their behaviour e.g., loss of playtimes, a period of isolation, exclusion or some form of restorative justice
- ✦ In the cases of sexually harmful behaviour, it may be a requirement for the young person to engage in 1:1 work with a particular service or agency
- ✦ If behaviour continues to pose a risk to others an individual risk assessment will be carried out
- ✦ Additional supervision of the child to prevent further inappropriate or harmful behaviour may be needed.

After care

It is important that the child/ren continue to feel supported. Sometimes the feelings of remorse, regret or unhappiness may occur at a much later stage. It is important to ensure that the child does not engage in any further harmful behaviour either towards someone else or to themselves as a way of coping. Schools ensure children are monitored closely and encourage continual dialogue with the families to ensure support is offered when needed.

Preventative Strategies

The strategies schools use to prevent child on child abuse are:

- ✦ Managing the risks and sharing information with all staff.
- ✦ Providing positive, open environments in which children feel safe to share information about anything that is upsetting or worrying them.
- ✦ Strong school behaviour systems
- ✦ Positive PHSE/SMSC curriculums that tackle such issues as prejudiced behaviour and give children an open forum to talk things through rather than look for opportunities to be harmful to one another.
- ✦ All staff are confident to talk about issues and challenge perceptions including use of inappropriate language and behaviour towards one another.
- ✦ Staff do not dismiss issues as 'banter' or 'growing up' and consider each issue and each individual in their own right before taking action.
- ✦ Schools signpost around the building the support that is available at all times.

Record Keeping

Records of any child-on-child abuse cases will be recorded on CPOMS and held on the record of each child as required. Numbers of child-on-child abuse incidents will be reported to the Local Governing Committee as part of termly Safeguarding data reporting.

Additional advice and support

[Barnardo's](#) - UK charity caring for and supporting some of the most vulnerable children and young people through their range of services.

[Lucy Faithful Foundation](#) - UK-wide child protection charity dedicated to preventing child sexual abuse. They work with families affected by sexual abuse and also run the confidential Stop it Now! Helpline.

[Marie Collins Foundation](#) – Charity that, amongst other things, works directly with children, young people, and families to enable their recovery following sexual abuse.

[NSPCC](#) - Children's charity specialising in child protection with statutory powers enabling them to take action and safeguard children at risk of abuse.

[Rape Crisis](#) - National charity and the umbrella body for their network of independent member Rape Crisis Centres.

[UK Safer Internet Centre](#) - Provides advice and support to children, young people, parents, carers and schools about staying safe online.

Harmful sexual behaviour

[Rape Crisis \(England & Wales\)](#) or [The Survivors Trust](#) for information, advice, and details of local specialist sexual violence organisations.

[NICE](#) guidance contains information on, amongst other things: developing interventions; working with families and carers; and multi-agency working.

[HSB toolkit](#) The Lucy Faithfull Foundation - designed for parents, carers, family members and professionals, to help everyone play their part in keeping children safe. It has links to useful information, resources, and support as well as practical tips to prevent harmful sexual behaviour and provide safe environments for families.

[NSPCC Learning: Protecting children from harmful sexual behaviour](#) and [NSPCC - Harmful sexual behaviour framework](#)- free and independent advice about HSB.

[Contextual Safeguarding Network – Beyond Referrals \(Schools\)](#) provides a school self-assessment toolkit and guidance for addressing HSB in schools.

[Preventing harmful sexual behaviour in children - Stop It Now](#) provides a guide for parents, carers and professionals to help everyone do their part in keeping children safe, they also run a free confidential helpline.

Support for Victims

[Anti-Bullying Alliance](#) - Detailed information for anyone being bullied, along with advice for parents and schools. Signposts to various helplines and websites for further support.

[Rape Crisis](#) - Provide and signpost to a range of services to support people who have experienced rape, child abuse or any kind of sexual violence.

[The Survivors Trust](#)- UK-wide national umbrella agency with resources and support dedicated to survivors of rape, sexual violence and child sex abuse.

[Victim Support](#) - Supporting children and young people who have been affected by crime. Also provides support to parents and professionals who work with children and young people – regardless of whether a crime has been reported or how long ago it was.

[Childline](#) provides free and confidential advice for children and young people. **Toolkits**

[ask AVA](#) - The Ask AVA prevention platform has been created to support education practitioners across the UK to develop and deliver a comprehensive programme to stop Violence Against Women and Girls.

[NSPCC](#) - Online Self-assessment tool to ensure organisations are doing everything they can to safeguard children.

[NSPCC](#) - Resources which help adults respond to children disclosing abuse.

NSPCC also provides free and independent advice about HSB: NSPCC - [Harmful sexual behaviour framework](#)

[Contextual Safeguarding Network](#) – self-assessment toolkit for schools to assess their own response to HSB.

[Childnet - STAR SEND Toolkit](#) equips, enables and empowers educators with the knowledge to support young people with special educational needs and disabilities.

[Childnet - Just a joke?](#) provides lesson plans, activities, a quiz and teaching guide designed to explore problematic online sexual behaviour with 9-12 year olds.

[Childnet - Step Up, Speak Up](#) a practical campaign toolkit that addresses the issue of online sexual harassment amongst young people aged 13-17 years old.

[NSPCC - Harmful sexual behaviour framework](#) An evidence-informed framework for children and young people displaying HSB.

[Contextual Safeguarding Network – Beyond Referrals](#) - Schools levers for addressing HSB in schools.

Sharing nudes and semi-nudes

[London Grid for Learning-collection of advice](#) - Various information and resources dealing with the sharing of nudes and semi-nudes.

[UKCIS Sharing nudes and semi-nudes: advice for education settings working with children and young people](#) - Advice for schools and colleges on responding to incidents of non-consensual sharing of nudes and semi-nudes.

Support for parents/carers

NCA CEOP [Thinkuknow](#): Advice/resources on how to deal with concerns about what children may be doing online including advice on how to help challenge harmful sexual attitudes and start a conversation to [support positive sexual behaviour](#).

23. Appendix F

Orwell Multi Academy Trust – Low Level Concerns Recording Form



Name of employee:	Employment start date:	Leaving Date:
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Date concern raised:	Nature of Concern:		
Concern raised by: (staff / parent / visitor)			
Name and role of staff member recording concern:			
Action(s) taken:	Agreed actions / Follow Up needed?	Signature of DSL / Manager on completion of actions:	

Date concern raised:	Nature of Concern:		
Concern raised by: (staff / parent / visitor)			
Name and role of staff member recording concern:			
Action(s) taken:	Agreed actions / Follow Up needed?	Signature of DSL / Manager on completion of actions:	