North Cerney C of E Primary Academy

Diocese of Gloucester

Academies Trust

Child Protection and Safeguarding Policy

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Status & Review Cycle;	Statutory and annual
Responsible group:	The Trust with LGB amendments to setting and ratification
Implementation date:	September 2019
Next Review Date:	September 2020

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To gain immediate guidance from this policy on reporting a concern, please see Page 4 for contact information and Page 13 Paragraph 8.7 for the process and Appendix 8 for recording sheets.

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Safeguarding Statement

Name of Academy/academy recognises our moral and statutory responsibility to safeguard and promote the welfare of all pupils. We endeavour to provide a safe and welcoming environment where children are respected and valued. We are alert to the signs of abuse and neglect and follow our procedures to ensure that children receive effective support, protection and justice. Child protection forms part of the Academy's safeguarding responsibilities. The academy will fully contribute to multi-agency working in line with statutory guidance outlined in KCSIE 2019 and Working together to safeguard children. **Safeguarding is everyone's responsibility.**

Key Contacts

The Designated Safeguarding Lead (DSL) is: Mrs Suki Pascoe Contact details: email: head@northcerney.gloucs.sch.uk Telephone: 01285 831310
The deputy DSL(s) is /are: Mrs Becki Gray Contact email: senco@northcerney.gloucs.sch.uk Telephone: 01285831310
The nominated safeguarding governor is: Mrs Kate Scott-Wilding Contact details: email: katescott-wilding@northcerney.gloucs.sch.uk Telephone: 01285831310
The Headteacher is: Mrs Suki Pascoe Contact details: email: head@bibury.gloucs.sch.uk Telephone 01285831310
The Chair of Governors is: Rev David Minns Contact details: email: Chair@northcerney.gloucs.sch.uk Telephone 01285 831310
Children's Helpdesk (8am-5pm) Telephone: 01452 426565 Out of Hours – Emergency Duty Team Telephone: 01452 614194 or 101 Link to Gloucestershire Children's Safeguarding Board process http://www.gscb.org.uk/CHttpHandler.ashx?id=68070&p=0
Allegations Management LADO – Nigel Hatten Telephone: 01452 426 994
If there is an emergency and you feel that a child may be in immediate danger use 999

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Terminology

Safeguarding and promoting the welfare of children is defined as:

• protecting children from maltreatment;

• preventing impairment of children's health or development;

• ensuring that children grow up in circumstances consistent with the provision of safe and

effective care; and

• taking action to enable all children to have the best outcomes.

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

Staff refers to all those working for or on behalf of the academy, full or part time, temporary or permanent, either in a paid or voluntary capacity.

Practitioners refers to "all individuals who work with children and their families in any capacity"

Child includes everyone under the age of 18.

Parents refer to birth parents and other adults who are in a legally recognized parenting role, for example step- parents, foster carers and adoptive parents.

For the purposes of this policy, the term "harmful sexual behaviour includes, but is not limited to, the following actions;

- Using sexually explicit words and phrases
- Inappropriate touching
- Sexual violence or threats
- Full penetrative sex with other children or adults.

In accordance with the DFE's guidance 'Sexual violence and sexual harassment between children in academy's and colleges' (2017), and for the purpose of this policy, the term "sexual harassment "is used within this policy to describe any unwanted conduct of a sexual nature, both online or offline, which violates child's dignity and makes them feel intimidated, degraded or humiliated and can create a hostile, sexualized or offensive environment.

For the purposes of this policy, the term "sexual violence" encompasses the definitions provided in the Sexual Offences Act 2003, including those pertaining to rape, assault by penetration and sexual assault.

The term "teaching role" is defined as planning and preparing lessons and course for pupils; delivering lessons to pupils; assessing the development, progress and attainment of pupils; and reporting on the development, progress and attainment of pupils. These activities are not teaching activities if the person carrying out the activities does so (other than for the purpose of induction) subject to the direction and

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supervision of a qualified teacher or other person nominated by the Headteacher to provide such direction and supervision.

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1. Introduction

1.1. This policy has been created with due regard to all relevant legislation including, but not limited to, the following:

Legislation

- Children Act 1989
- Children Act 2004
- Safeguarding Vulnerable Groups Act 2006
- The Education (Academy Teachers' Appraisal) (England) Regulations 2012 (as amended)
- Sexual Offences Act 2003
- General Data Protection Regulation (GDPR)
- The Childcare (Disqualification) Regulations 2009
- The Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018

Statutory guidance

- HM Government (2014) 'Multi-agency practice guidelines: Handling cases of Forced Marriage'
- DfE (2018) 'Working together to safeguard children'
- DfE (2015) 'What to do if you're worried a child is being abused'
- DfE (2015) 'Information sharing'
- DfE (2015) 'The Prevent duty'
- DfE (2019) 'Keeping children safe in education'
- DfE (2016) 'Disqualification under the Childcare Act 2006'
- DfE (2017) 'Child sexual exploitation'
- DfE (2018) 'Sexual violence and sexual harassment between children in Academies and colleges'

Other relevant Academy policies include:

- Behaviour policy
- Anti-bullying policy
- Attendance policy

1.2. The Governing body takes seriously its responsibility under section 175 of the Education Act 2002 to safeguard and promote the welfare of children; and to work together with other agencies to ensure adequate arrangements within our Academy to identify, assess, and support those children who are suffering harm.

1.3. This policy applies to all members of staff, volunteers, visitors and governors in the Academy.

2. Policy Principles

2.1. The welfare of the child is paramount

2.2. All children regardless of age, gender, culture, language, race, ability, sexual identity or religion have equal rights to protection, safeguarding and opportunities.

2.3. We recognise that all adults, including temporary staff, volunteers and governors, have a full and active part to play in protecting our pupils from harm and have an equal responsibility to act on any suspicion or disclosure that may suggest a child is at risk of harm;

2.4. All staff believe that our Academy should provide a caring, positive, safe and stimulating environment that promotes the social, physical and moral development of the individual child.

2.5. Pupils and staff involved in child protection issues will receive appropriate support.

3. Policy Aims

3.1. To demonstrate the Academy's commitment with regard to safeguarding and child protection to pupils, parents and other partners and to provide a framework within which this is done.

3.2. To support the child's development in ways that will foster security, confidence and independence.

3.3. To provide an environment in which children and young people feel safe, secure, valued and respected, and feel confident to, and know how to approach adults if they are in difficulties, believing they will be effectively listened to.

3.4. To raise the awareness of all teaching and non-teaching staff of the need to safeguard children and of their responsibilities in identifying and reporting possible cases of abuse.

3.5. To provide a systematic means of monitoring children known or thought to be at risk of harm, and ensure we, the Academy, contribute to assessments of need and support packages for those children.

3.6. To emphasise the need for good levels of communication between all members of staff.

3.7. To develop a structured procedure within the Academy which will be followed by all members of the Academy community in cases of suspected abuse.

3.8. To ensure effective working relationships with other agencies, especially the Police and Social Care are in place.

3.9. To ensure that all staff working within our Academy who have substantial access to children have been checked as to their suitability, including verification of their identity, qualifications, and a satisfactory DBS check (according to guidance), and a single central record is maintained accurately and checked regularly.

4. Supporting Children

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

Academy may provide the only stability in the lives of children who have been abused or who are at risk of harm.

We accept that research shows that the behaviour of a child in these circumstances may range from that which is perceived to be normal to aggressive or withdrawn.

- Our Academy will support all children by:
- Encouraging self-esteem and self-assertiveness, through the curriculum as well as our relationships, whilst not condoning aggression or bullying.
- Promoting a caring, safe and positive environment within the Academy.
- Responding sympathetically to any requests for time out to deal with distress and anxiety.
- Offering details of helplines, counselling or other avenues of external support.
- Liaising and working together with all other support services and those agencies involved in the safeguarding of children.
- Notifying Social Care as soon as there is a significant concern.
- Providing continuing support to a child about whom there have been concerns who leaves the Academy by ensuring that appropriate information is copied under confidential cover to the child's new setting and ensuring the Academy medical records are forwarded as a matter of priority.
- Children are taught to understand and manage risk through our person, social, health and economic (PSHE) education and Relationship and Sex Education and through all aspects of Academy life. This includes online safety;

4.2. Prevention/Protection- we recognise that the Academy plays a significant part in the prevention of harm to our children by providing children with good lines of communication with trusted adults, supportive friends and an ethos of protection.

The Academy community will therefore:

- Work to establish and maintain an ethos where children feel secure, are encouraged to talk and are always listened to.
- Include regular consultation with children e.g. through safety questionnaires, participation in anti-bullying week, asking children to report whether they have had happy/sad lunchtimes/playtimes
- Ensure that all children know there is an adult in the Academy whom they can approach if they are worried or in difficulty.
- Include safeguarding across the curriculum, including PSHE, opportunities which equip children with the skills they need to stay safe from harm and to know to whom they should turn for help. In particular this will include anti- bullying work, online-safety, road safety, pedestrian and cycle training. Also focused work in Year 6 to prepare for transition to Secondary Academy and more personal safety/independent travel.
- Ensure all staff are aware of guidance for their use of mobile technology and have discussed safeguarding issues around the use of mobile technologies and their associated risks.

5. Safe Academy, Safe Staff

5.1. We will ensure that;

- All staff receive information about the Academy's safeguarding arrangements, the Academy's safeguarding statement, staff behaviour policy (code of conduct), child protection policy, the role and names of the Designated Safeguarding Lead and their deputy(ies), and Keeping Children Safe in Education part 1 and annex A on induction;
- All staff receive safeguarding and child protection training at induction in line with advice from Gloucestershire's Safeguarding Partners which is regularly updated and receive safeguarding and child protection updates (for example, via email, e-bulletins and staff meetings), as required, but at least annually;
- All members of staff are trained in and receive regular updates in online safety and reporting concerns.
- All staff and governors have regular child protection awareness training, updated by the DSL as appropriate, to maintain their understanding of the signs and indicators of abuse;
- The safeguarding policy is made available via the Academy website or other means and that parents/carers are made aware of this policy and their entitlement to have a copy via the Academy handbook/newsletter/website. All parents/carers are made aware of the responsibilities of staff members with regard to child protection procedures through the publication of the Safeguarding Policy and reference to it in the Academy's handbook.
- The Academy provides a coordinated offer of Early Help when additional needs of children are identified and contributes to early help arrangements and inter-agency working and plans.
- Our lettings policy will seek to ensure the suitability of adults working with children on Academy sites at any time;
- Community users organising activities for children are aware of the Academy's Safeguarding Policy, guidelines and procedures;
- The name of the designated members of staff for child protection, the Designated Safeguarding Lead and deputy(ies), are clearly advertised in the Academy.
- All staff will be given a copy of Part 1 and Annex A of Keeping Children Safe in Education 2018 and will sign to say they have read and understood it. This applies to the Governing Body in relation to part 2 of the same guidance.

6. <u>Roles and Responsibilities</u>

6.1. All members of The Governing Body and DGAT understand and fulfil their responsibilities, namely to ensure that:

- there is a Safeguarding policy together with a staff behaviour policy (code of conduct);
- ensure that there is a senior board level lead responsible for safeguarding arrangements.
- child protection, safeguarding, recruitment and managing allegations policies and procedures, including the staff behaviour policy (code of conduct), are consistent with Gloucestershire's Safeguarding Partners and statutory requirements, are reviewed annually and that the Child Protection policy is publically available on the Academy website or by other means;
- all staff including temporary staff and volunteers are provided with the Academy's safeguarding policy and staff behaviour policy
- all staff have read Keeping Children Safe in Education (2019) part 1 and Annex A and that mechanisms are in place to assist staff in understanding and discharging their roles and responsibilities as set out in the guidance.

- the Academy operates a safer recruitment procedure that includes statutory checks on staff suitability to work with children and disqualification by association regulations and by ensuring that there is at least one person on every recruitment panel who has completed safer recruitment training;
- the Academy has procedures for dealing with allegations of abuse against staff (including the Headteacher), volunteers and against other children and that a referral is made to the DBS if a person in regulated activity has been dismissed or removed due to safeguarding concerns, or would have had they not resigned.
- a member of the Governing Body, usually the Chair, is nominated to liaise with the LA on Child Protection issues and in the event of an allegation of abuse made against the Headteacher
- a member of the senior leadership team has been appointed as the Designated Safeguarding Lead (DSL) by the Governing Body who will take lead responsibility for safeguarding and child protection and that the role is explicit in the role holder's job description;
- on appointment, the DSL and deputy(ies) undertake interagency training and 'Update' training every two years
- ensure that one or more deputy DSL are appointed to provide support to the DSL, and that they are trained to the same standard as the DSL. The role will be explicit in their job description(s).
- all other staff have safeguarding training updated as appropriate so that they are appropriately equipped to support pupils to be themselves, e.g. if they are LGBT.
- at least one member of the governing body has completed safer recruitment training to be repeated every five years.
- children are taught about safeguarding (including online safety) as part of a broad and balanced curriculum covering relevant issues through personal social health and economic education (PSHE) and/or for maintained Academies through relationship and sex education (SRE);
- appropriate safeguarding responses are in place for children who go missing from education, particularly on repeat occasions, to help identify the risk of abuse and neglect including sexual abuse or exploitation and to help prevent the risks of their going missing in future;
- appropriate online filtering and monitoring systems are in place across the academy;
- enhanced DBS checks (without barred list checks, unless the governor is also a volunteer at the Academy) are in place for all Governors;
- any weaknesses in Safeguarding are remedied immediately;

6.2. The Headteacher will ensure that;

- the Child Protection and Safeguarding Policy and procedures are implemented and followed by all staff;
- sufficient time, training, support, resources, including cover arrangements where necessary, is allocated to the DSL and deputy(ies) DSL(s) to carry out their roles effectively, including the assessment of pupils and attendance at strategy discussions and other necessary meetings;
- where there is a safeguarding concern that 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 for children to express their views and give feedback which operate with the best interest of the child at heart;
- all staff feel able to raise concerns about poor or unsafe practice and that such concerns are handled sensitively and in accordance with the whistle-blowing procedures;

- that pupils are provided with opportunities throughout the curriculum to learn about safeguarding, including keeping themselves safe online;
- they liaise with the Local Authority Designated Officer (LADO), before taking any action and on an ongoing basis, where an allegation is made against a member of staff or volunteer;
- anyone who has harmed or may pose a risk to a child s referred to the Disclosure and Barring Service.

6.3. <u>The Designated Safeguarding Lead;</u>

- Holds ultimate responsibility for safeguarding and child protection in the Academy;
- Acts as a source of support and expertise in carrying out safeguarding duties for the whole Academy community;
- Encourages a culture of listening to children and taking account of their wishes and feelings;
- Is appropriately trained with updates every two years and will refresh their knowledge and skills at regular intervals but at least annually;
- Will refer a child if there are concerns about possible abuse, to the relevant partners including the police if necessary through the Gloucestershire Mash team, and act as a focal point for staff to discuss concerns. Referrals should be made in writing, following a telephone call using the online Multi Agency Referral Form (MARF);
- Will keep detailed, accurate records, either written or using appropriate online software, of all concerns about a child even if there is no need to make an immediate referral;
- Will ensure that all such records are kept confidential, stored securely and are separate from pupil records, until the child's 25th birthday;
- Will ensure that an indication of the existence of the additional file above is marked on the pupil records with a red sticker.
- Will ensure that when a pupil leaves the Academy, their child protection file is passed to the new Academy (separately from the main pupil and ensuring secure transit) and that confirmation of receipt is obtained
- Will liaise with the Local Authority and work with other agencies and professionals in line with Working Together to Safeguard Children;
- Will ensure that either they, or another staff member, attend case conferences, core groups, or other multi-agency planning meetings, contribute to assessments, and provide a report where required which has been shared with the parents;
- Will ensure that any pupil currently with a child protection plan who is absent in the educational setting without explanation for two days is referred to their key worker's Social Care Team;
- Will ensure that all staff sign to say they have read, understood and agree to work within the Academy's Safeguarding policy, staff behaviour policy (code of conduct) and Keeping Children Safe in Education Part 1 and annex A
- Will ensure that either they, or another staff member, attend case conferences, core groups, or other multi-agency planning meetings, contribute to assessments, and provide a report where required which has been shared with the parents;
- Will ensure that any pupil currently with a child protection plan who is absent in the educational setting without explanation for two days is referred that the policies are used appropriately;

- Will organise child protection and safeguarding induction, regularly update training (including that related to online safety) for all Academy staff, keep a record of attendance and address any absences from the training;
- Will contribute to and provide, with the Headteacher and Chair of Governors, the "Audit of Statutory Duties and Associated Responsibilities" to be submitted annually to the Education Safeguarding Team at GCSB;
- Has an understanding of locally agreed processes for providing early help and intervention and will support members of staff where Early Help is appropriate;
- Will ensure that the names of the Designated Safeguarding Lead and deputies, are clearly advertised in the Academy, with a statement explaining the Academy's role in referring and monitoring cases of suspected abuse.
- Hold the details of the LA personal advisor and liaise with them as necessary.

6.4. <u>The Deputy Designated Safeguarding Lead(s) will</u>

- Is/are trained to the same standard as the Designated Safeguarding Lead and, in the absence of the DSL, carries out those functions necessary to ensure the ongoing safety and protection of pupils. In the event of the long-term absence of the DSL the deputy will assume all of the functions above. The role will be explicit in their job description(s).

6.5. <u>All Academy Staff will:</u>

- Understand that it is everyone's responsibility to safeguard and promote the welfare of children and that they have a role to play in identifying concerns, sharing information and taking prompt action by immediately speaking to the DSL or a deputy.
- Consider, at all times, what is in the best interests of the child;
- Know how to respond to a pupil who discloses abuse through delivery of 'Working together to Safeguard Children', and 'What to do if you suspect a Child is being Abused' (2015);
- Refer any safeguarding or child protection concerns to the DSL or if necessary where the child is at immediate risk to the police or children's social care;
- Be aware of the Early Help process and understand their role within it including identifying emerging problems for children who may benefit from an offer of Early Help, liaising with the DSL in the first instance and supporting other agencies and professionals in an early help assessment through information sharing. In some cases staff may act as the Lead Professional in Early Help Cases.
- Will provide a safe environment in which children can learn

<u>6.6. – Safeguarding Governor will</u>

- Will undertake training appropriate to the role
- Will monitor the SCR to check for compliance
- Will liaise with the Safeguarding Lead and appropriate inform the governing body of any pertinent information

<u>6.7 – Designated Teacher</u>

- The designated teacher has a responsibility for promoting the educational achievement of LAC and previously LAC and for children who have left care through adoption, special guardianship or child arrangement orders or who were adopted from state care outside England and Wales.

7. Confidentiality

7.1. All staff will ensure that in line with DFE guidance on information sharing they will: Contribute to inter-agency working as part of its statutory duty. This includes work with the LA, SC, the police, health services and other services to protect the welfare of its pupils through the early help process and by contributing to inter-agency plans to provide additional support.

7.2. In recognition of this, staff members are aware that whilst GDPR places a duty on Academy to process personal information fairly and lawfully , it is not a barrier to sharing information where failure to do so would result in the pupils being place at the risk of harm. Staff members will ensure that fear of sharing information does not stand in the way of their responsibility to promote the welfare and safety of pupils.

7.3. All staff must be aware that they cannot promise a child to keep secrets which might compromise the child's safety or wellbeing.

7.4. However, we also recognise that all matters relating to child protection are personal to children and families. Therefore, in this respect they are confidential and the Headteacher or DSLs will only disclose information about a child to other members of staff on a need to know basis.

7.5. We will always undertake to share our 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. If in doubt, we will consult with Children's Services Team on this point.

8. Child Protection Procedures

8.1. Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm or by failing to act to prevent harm. Children may be abused in the family or in an institutional or community setting by those known to them or, more rarely, by others (e.g. via the internet). They may be abused by an adult or adults or by another child or children.

8.2. Further information about the four categories of abuse; physical, emotional, sexual and neglect, and indicators that a child may be being abused can be found in Appendices 1 and 2.

8.3. Any child in any family in any Academy could become a victim of abuse. Staff should always maintain an attitude of "It could happen here".

8.4. There are also a number of specific safeguarding concerns that we recognise our pupils may experience;

- child missing from education (see para 21)
- child missing from home or care
- child sexual exploitation (CSE) (see para 14 and Appendix 3)
- county lines criminal activity
- contextual safeguarding

- bullying including cyberbullying (see para 10)
- domestic abuse (see para 13 and Appendix 5)
- drugs
- fabricated or induced illness
- faith abuse
- female genital mutilation (FGM) (see para 15 and Appendix 4)
- forced marriage (see para 16)
- gangs and youth violence
- gender-based violence/violence against women and girls (VAWG)
- Homelessness
- mental health
- private fostering
- pupils with family members in prison
- pupils required to give evidence in court
- radicalisation (see para 12 and Appendix 6)
- youth produced sexual imagery (sexting) (see para 24)
- teenage relationship abuse (see para 24)
- trafficking
- peer on peer abuse (see para 24)

8.5. Staff are aware that behaviours linked to drug taking, alcohol abuse, truanting and sexting put children in danger and that safeguarding issues can manifest themselves via peer on peer abuse.

8.6. We also recognise that abuse, neglect and safeguarding issues are complex and are rarely standalone events that can be covered by one definition or label. Staff are aware that in most cases multiple issues will overlap one another.

8.7 If Staff are concerned about a child's welfare

8.7.1. If staff notice any indicators of abuse/neglect or signs that a child may be experiencing a safeguarding issue they should record these concerns and pass it to the DSL. They may also discuss their concerns in person with the DSL but the details of the concern should be recorded in writing.

8.7.2. There will be occasions when staff may suspect that a pupil may be at risk, but have no 'real' evidence. The pupil's behaviour may have changed, their artwork could be bizarre, they may write stories or poetry that reveal confusion or distress, or physical or inconclusive signs may have been noticed.

8.7.3. It is recognised that the signs may be due to a variety of factors, for example, a parent has moved out, a pet has died, a grandparent is very ill or an accident has occurred. However, they may also indicate a child is being abused or is in need of safeguarding.

8.7.4. In these circumstances staff will try to give the child the opportunity to talk. It is fine for staff to ask the pupil if they are OK or if they can help in any way.

8.7.5. Staff should record these early concerns and give the completed form to the DSL.

8.7.6. Following an initial conversation with the pupil, if the member of staff remains concerned they should discuss their concerns with the DSL and put them in writing.

8.7.7. If the pupil does being to reveal that they are being harmed, staff should follow the advice below regarding a pupil making a disclosure

8.8. <u>If a pupil discloses to a member of staff</u>

8.8.1. We recognise that it takes a lot of courage for a child to disclose they are being abused. They may feel ashamed, guilty or scared, their abuser may have threatened that something will happen if they tell, they may have lost all trust in adults or believe that was has happened is their fault. Sometimes they may not be aware that what is happening is abuse.

8.8.2. A child who makes a disclosure may have to tell their story on a number of subsequent occasions to the police and/or social workers. Therefore, it is vital that their first experience of talking to a trusted adult is a positive one.

8.8.3. During their conversation with the pupil staff will;

- Listen to what the child has to say and allow them to speak freely
- Remain calm and not overact or act shocked or disgusted – the pupil may stop talking if they feel they are upsetting the listener
- Reassure the child that it is not their fault and that they have done the right thing in telling someone
- Not be afraid of silences – staff must remember how difficult it is for the pupil and allow them time to talk
- Take what the child is disclosing seriously
- Ask open questions and avoid asking leading questions
- Avoid jumping to conclusions, speculation or make accusations
- Not automatically offer any physical touch as comfort. It may be anything but comforting to a child who is being abused.
- Avoid admonishing the child for not disclosing sooner. Saying things such as 'I do wish you had told me about it when it started' may be the staff member's way of being supportive but may be interpreted by the child to mean they have done something wrong.
- Tell the child what will happen next.

8.8.4. If a pupil talks to any member of staff about any risks to their safety or wellbeing the staff member will let the child know that they will have to pass the information on – staff are not allowed to keep secrets.

8.8.5. The member of staff should write up their conversation as soon as possible in the child's own words. Staff should make this a matter of priority. The record should be signed and dated, the member of staff's name should be printed and it should also detail where the disclosure was made and who else was present. The record should be hand or emailed to the DSL.

8.9. <u>Notifying Parents</u>

8.9.1. The Academy will normally seek to discuss any concerns about a pupil with their parents. This must be handled sensitively and the DSL will make contact with the parent in the event of a concern, suspicion or disclosure.

8.9.2. However, if the Academy believes that notifying parents could increase the risk to the child or exacerbate the problem, advice will first be sought from children's social care.

8.9.3. Where there are concerns about forced marriage or honour based violence parents should not be informed a referral is being made as to do so may place the child at a significantly increased risk.

8.10. Making a referral

8.10.1. Concerns about a child or a disclosure should be discussed with the DSL who will help decide whether a referral to children's social care, early help or other support is appropriate in accordance with Gloucestershire's Safeguarding Partners Levels of Need document.

8.10.2. If a referral is needed then the DSL should usually make it. However, anyone can make a referral and if for any reason a staff member thinks a referral is appropriate and one hasn't been made they can and should consider making a referral themselves.

8.10.3. The child (subject to their age and understanding) and the parents will be told that a referral is being made, unless to do so would increase the risk to the child.

8.10.4. If after a referral the child's situation does not appear to be improving the designated safeguarding lead (or the person that made the referral) should press for re-consideration to ensure their concerns have been addressed, and most importantly the child's situation improves.

8.10.5. If a child is in immediate danger or is at risk of harm a referral should be made to children's social care and/or the police immediately. Anybody can make a referral.

8.10.6. Where referrals are not made by the DSL, the DSL should be informed as soon as possible.

Click here for the link to Gloucestershire Children's Safeguarding Board Process for further information
http://www.gscb.org.uk/CHttpHandler.ashx?id=68070&p=0

8.11 Supporting Staff

8.11.1. We recognise that staff working in the Academy who have become involved with a child who has suffered harm, or appears to be likely to suffer harm may find the situation stressful and upsetting.

8.11.2. We will support such staff by providing an opportunity to talk through their anxieties with the DSLs and to seek further support as appropriate.

9. Children who are particularly vulnerable

9.1. It is recognised that some children are more vulnerable to abuse and neglect and that additional barriers exist when recognising abuse for some children.

9.2. We understand that this increase in risk is due more to societal attitudes and assumptions or child protection procedures which fail to acknowledge children's diverse circumstances, rather than the individual child's personality, impairment or circumstances.

9.3. In some cases possible indicators of abuse such as a child's mood, behaviour or injury might be assumed to relate to the child's impairment or disability rather than giving a cause for concern. Or a focus may be on the child's disability, special educational needs or situation without consideration of the full picture. In other cases, such as bullying, the child may be disproportionately impacted by the behaviour without outwardly showing any signs that they are experiencing it.

9.4. Some children may also find it harder to disclose abuse due to communication barriers, lack of access to a trusted adult or not being aware that what they are experiencing is abuse.

9.5. To ensure that all of our pupils receive equal protection we will give special consideration to children who are;

- Disabled or have special educational needs
- Is showing signs of being drawn into anti-social or criminal behaviour, including gang involvement and association with organised crime groups.
- Young carers
- Affected by parental substance misuse, domestic abuse or parental mental health needs
- Asylum seekers
- Is frequently missing or goes missing from care or home
- Living away from home
- Vulnerable to being bullied or engaged in bullying
- Already viewed as a 'problem'
- Living in temporary accommodation
- Live transient lifestyles
- Living in chaotic and unsupportive home situations
- Vulnerable to discrimination on the grounds of race, ethnicity, religion, disability or sexuality
- At risk of sexual exploitation, trafficking or slavery.
- Is at risk of being radicalised or exploited.
- Do not have English as a first language
- Potentially at risk of female genital mutilation
- Potentially at risk of forced marriage
- Is privately fostered.

10. Anti-Bullying/Cyberbullying

10.1. Our Academy policy on anti-bullying is set out in a separate document and acknowledges that to allow or condone bullying may lead to consideration under child protection procedures. This includes all forms e.g. cyber, racist, homophobic and gender related bullying. We keep a record of known bullying incidents which is shared with and analysed by the governing body. All staff are aware that children with SEND and / or differences/perceived differences are more susceptible to being bullied / victims of child abuse.

10.2. If the bullying is particularly serious, or the anti-bullying procedures are seen to be ineffective, the Headteacher and the DSL will consider implementing child protection procedures.

10.3. The subject of bullying is addressed at regular intervals in PHSE education.

11. Racist Incidents

11.1. Our policy on racist incidents is set out separately, and acknowledges that repeated racist incidents or a single serious incident may lead to consideration under child protection procedures. We keep a record of racist incidents.

12. Radicalisation and Extremism

12.1. The Prevent Duty for England and Wales (2015) under section 26 of the Counter- Terrorism and Security Act 2015 places a duty on education and other children's services to have due regard to the need to prevent people from being drawn into terrorism.

12.2. Extremism is defined as 'as 'vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs'. We also include in our definition of extremism calls for the death of members of our armed forces, whether in this country or overseas.

12.3. Some children are at risk of being radicalised; adopting beliefs and engaging in activities which are harmful, criminal or dangerous.

12.4. We are clear that exploitation of vulnerable children and radicalisation should be viewed as a safeguarding concern and follows the Department for Education guidance for academy's and childcare providers on preventing children and young people from being drawn into terrorism.

12.5. We seek to protect children and young people against the messages of all violent extremism.

12.6. Academy staff receive training to help identify early signs of radicalisation and extremism. Indicators of vulnerability to radicalisation are in detailed in Appendix 6.

12.7. Opportunities are provided in the curriculum to enable pupils to discuss issues of religion, ethnicity and culture and the Academy follows the DfE advice Promoting Fundamental British Values as part of SMSC (spiritual, moral, social and cultural education) in academy's (2014).

12.8. The Academy governors, the Head Teacher and the Designated Safeguarding Lead (DSL) will assess the level of risk within the Academy and put actions in place to reduce that risk.

Risk assessments may include, the use of Academy premises by external agencies, anti- bullying policy and other issues specific to the Academy's profile, community and philosophy.

12.9. When any member of staff has concerns that a pupil may be at risk of radicalisation or involvement in terrorism, they should speak with the DSL. They should then follow normal safeguarding procedures. If the matter is urgent then Gloucestershire Police must be contacted by dialing 999. In non-urgent cases where

police advice is sought then dial 101. The Department of Education has also set up a dedicated telephone helpline for staff and governors to raise concerns around Prevent (020 7340 7264).

13. Domestic Abuse

13.1. Domestic abuse represents one quarter of all violent crime. It is actual or threatened physical, emotional, psychological or sexual abuse. It involves the use of power and control by one person over another. It occurs regardless of race, ethnicity, gender, class, sexuality, age, and religion, mental or physical ability. Domestic abuse can also involve other types of abuse.

13.2. We use the term domestic abuse to reflect that a number of abusive and controlling behaviours are involved beyond violence.

13.3. Slapping, punching, kicking, bruising, rape, ridicule, constant criticism, threats, manipulation, sleep deprivation, social isolation, and other controlling behaviours all count as abuse.

13.4. Living in a home where domestic abuse takes place is harmful to children and can have a serious impact on their behaviour, wellbeing and understanding of healthy, positive relationships. Children who witness domestic abuse are at risk of significant harm and staff are alert to the signs and symptoms of a child suffering or witnessing domestic abuse (See Appendix 5)

14. Child Sexual Exploitation (CSE)

14.1. Child sexual exploitation is a form of sexual abuse where children are sexually exploited for money, power or status. More information and the indicators of CSE is set out in appendix 3. CSE can happen online and offline and all staff should be aware of the link between online safety and vulnerability to CSE.

14.2. Any concerns that a child is being or is at risk of being sexually exploited should be passed without delay to the DSL. There is a clear link between regular Academy absence/truanting and CSE. Staff should consider a child to be at potential CSE risk in the case of regular Academy absence/truanting and make reasonable enquiries with the child and parents to assess this risk.

14.3. The DSL will use Gloucestershire's Safeguarding Partners CSE Guidance on all occasions when there is a concern that a child is being or is at risk of being sexually exploited or where indicators have been observed that are consistent with a child who is being or who is at risk of being sexually exploited.

14.4. In all cases if the tool identified any level of concern (green, amber or red) the DSL should contact their local Referral, Intervention and Assessment team and email the completed CSE Screening Tool along with a Multi-Agency Referral Form (MARF). If a child is in immediate danger the police should be called on 999.

14.5. A child often is not able to recognise the coercive nature of the abuse and does not see themselves as a victim. As a consequence the child may resent what they perceive as interference by staff. However, staff must act on their concerns as they would for any other type of abuse.

14.6. The risks of sexual exploitation are covered in the PHSE and SRE curriculum in an age appropriate way. Pupils will be informed of the grooming process and how to protect themselves from people who may

potentially be intent on causing harm. They will be supported in terms of recognising and assessing risk in relation to CSE, including online, and knowing how and where to get help.

15. Female Genital Mutilation (FGM)

15.1. Female Genital Mutilation (FGM) is illegal in England and Wales under the FGM Act (2003). It is a form of child abuse and violence against women. Teachers are legally required to report 'known' cases of FGM in under 18s, which are identified in the course of their professional work, to the police. Failure to do this will result in disciplinary action.

15.2. The duty applies to all persons who are employed or engaged to carry out 'teaching work' in the Academy, whether or not they have qualified teacher status. The duty applies to the individual who becomes aware of the case to make a report. It should not be transferred to the Designated Safeguarding Lead, however the DSL should be informed and will provide guidance.

15.3. If a teacher is informed by a girl under 18 that an act of FGM has been carried out on her or a teacher observes physical signs which appear to show that an act of FGM has been carried out on a girl under 18 and they have no reason to believe the act was necessary for the girl's physical or mental health or for purposes connected with labour or birth, the teacher should personally make a report to the police force in which the girl resides by calling 101. The report should be made by the close of the next working day.

15.4. Academy staff are trained to be aware of risk indicators of FGM which are set out in Appendix 4. Concerns about FGM outside of the mandatory reporting duty should be reported as per the safeguarding protection procedures. Staff should be particularly alert to suspicions or concerns expressed by female pupils about going on a long holiday during the summer vacation period. There should also be consideration of potential risk to other girls in the family and practicing community.

15.5. Where there is a risk to life or likelihood of serious immediate harm the teacher should report the case immediately to the police, including dialing 999 if appropriate.

15.6. There are no circumstances in which a teacher or other member of staff should examine a girl.

16. Forced Marriage

16.1. A forced marriage is a marriage in which one or both people do not (or in cases of people with learning disabilities cannot) consent to the marriage but are coerced into it. Coercion may include physical, psychological, financial, sexual and emotional pressure.

It may also involve physical or sexual violence and abuse.

16.2. Forced marriage is recognised in the UK as a form of violence against women and men, domestic/child abuse and a serious abuse of human rights. Since June 2014 forcing someone to marry has become a criminal offence in England and Wales under the Anti-Social Behaviour, Crime and Policing Act 2014.

16.3. A forced marriage is not the same as an arranged marriage which is common in several cultures. The families of both spouses take a leading role in arranging the marriage but the choice of whether or not to accept the arrangement remains with the prospective spouses.

16.4. Academy staff should never attempt to intervene directly as an Academy or through a third party. Contact should be made with the contact centre or the Forced Marriage Unit 020 7008 0151.

17. Honour-based Violence (including FGM and Forced Marriage)

17.1. Honour based violence (HBV) can be described as a collection of practices, which are used to control behaviour within families or other social groups to protect perceived cultural and religious beliefs and/or honour. Such violence can occur when perpetrators perceive that a relative has shamed the family and/or community by breaking their honour code.

17.2. Honour based violence might be committed against people who;

- become involved with a boyfriend or girlfriend from a different culture or religion;
- want to get out of an arranged marriage;
- want to get out of a forced marriage;
- wear clothes or take part in activities that might not be considered traditional within a particular culture.

17.3. It is a violation of human rights and may be a form of domestic and/or sexual abuse. There is no, and cannot be, honour or justification for abusing the human rights of others.

18. One Chance Rule

18.1. All staff are aware of the 'One Chance' Rule' in relation to forced marriage, FGM and HBV. Staff recognise they may only have one chance' to speak to a pupil who is a potential victim and have just one chance to save a life.

18.2. All staff are aware that if the victim is not offered support following disclosure that the 'One Chance' opportunity may be lost. Therefore, all staff are aware of their responsibilities and obligations when they become aware of potential forced marriage, FGM and HBV cases.

19. Private Fostering Arrangements

19.1. A private fostering arrangement occurs when someone other than a parent or close relative cares for a child for a period of 28 days or more, with the agreement of the child's parents. It applies to children under the age of 16 or 18 if the child is disabled. Children looked after by the local authority or who are place in residential academies, children's homes or hospitals are not considered to be privately fostered.

19.2. Private fostering occurs in all cultures, including British culture and children may be privately fostered at any age.

19.3. This academy recognises that most privately fostered children remain safe and well but are aware that safeguarding concerns have been raised in some cases. Therefore, all staff are alert to possible safeguarding issues, including the possibility that the child has been trafficked into the country.

19.4. By law, a parent, private foster carer or other persons involved in making a private fostering arrangement must notify children's services as soon as possible. However, where a member of staff becomes

aware that a pupil may be in a private fostering arrangement they will raise this will the DSL and the DSL will notify Gloucestershire Children's Social Care of the circumstances.

20. Looked After Children

20.1. The most common reason for children becoming looked after is as a result of abuse and neglect. This academy ensures that staff have the necessary skills and understanding to keep looked after children safe. Appropriate staff have information about a child's looked after legal status and care arrangements, including the level of authority delegated to the carer by the authority looking after the child and contact arrangements with birth parents or those with parental responsibility.

20.2. The designated teacher for looked after children and the DSL have details of the child's social worker and the name and contact details of the Gloucestershire County Council's virtual Academy head for children in care.

The Designated Teacher for Looked After Children is:

20.3. The designated teacher for looked after child works with the virtual Academy head to discuss how Pupil Premium Plus funding can be best used to support the progress of looked after children in the Academy and meet the needs in the child's personal education plan.

21. Children Missing Education

21.1. Attendance, absence and exclusions are closely monitored. A child going missing from education is a potential indicator of abuse and neglect, including sexual abuse and sexual exploitation.

21.2. The DSL will monitor unauthorised absences and take appropriate action including notifying the local authority particularly where children go missing on repeat occasions and/or are missing for periods during the Academy day in conjunction with 'Children Missing Education: Statutory Guidance for Local Authorities'.

21.3. Staff must be alert to signs of children at risk of travelling to conflict zones, female genital mutilation and forced marriage.

21.4 The Academy will ensure that the relevant personal information will be kept for each pupil including two emergency contact details where possible.

21.5 Staff will monitor pupils who do not attend the Academy on the agreed date and will notify the LA at the earliest date.

22. Online Safety

22.1. Our pupils increasingly use electronic equipment on a daily basis to access the internet and share content and images via social media sites such as Facebook, Twitter, Instagram, Snapchat etc.

22.2. Unfortunately, some adults and other children use these technologies to harm children. The harm might range from sending hurtful or abusive texts or emails, to grooming and enticing children to engage in sexual behaviour such as webcam photography or face-to- face meetings. Pupils may also be distressed or harmed by

accessing inappropriate material such as pornographic websites or those which promote extremist behaviour, criminal activity, suicide or eating disorders.

22.3. The Academy will ensure that suitable filtering systems are in place to prevent pupils from accessing inappropriate content in accordance with our online safety policy.

22.4. This academy has an online safety policy which explains how we try to keep pupils safe in Academy and how we respond to online safety incidents (See flowchart, Appendix 7). **ALL** Pupils are taught about online safety throughout the curriculum and all staff receive online safety training which is regularly updated.

22.5 The use of mobile phones by staff is closely monitored by the Academy in accordance with the code of conduct.

The Academy online safety coordinator is:

23. Peer on Peer Abuse

23.1. In most instances, the conduct of pupils towards each other will be covered by our behaviour policy. However, some allegations may be of such a serious nature that they may raise safeguarding concerns. We recognise that children are capable of abusing their peers. It will not be passed off as 'banter' or 'part of growing up'. The forms of peer on peer abuse are outlined below.

23.1.1. Domestic abuse – an incident or pattern of actual or threatened acts of physical, sexual, financial and/or emotional abuse, perpetrated by an adolescent against a current or former dating partner regardless of gender or sexuality.

23.1.2. Child Sexual Exploitation – children under the age of 18 may be sexually abused in the context of exploitative relationships, contexts and situations by peers who are also under 18.

23.1.3. Harmful Sexual Behaviour – Children and young people presenting with sexual behaviours that are outside of developmentally 'normative' parameters and harmful to themselves and others (For more information, please see Appendix 2).

23.1.4. Serious Youth Violence – Any offence of most serious violence or weapon enabled crime, where the victim is aged 1-19' i.e. murder, manslaughter, rape, wounding with intent and causing grievous bodily harm. 'Youth violence' is defined in the same way, but also includes assault with injury offences.

23.1.5 Up skirting - typically involving taking a picture under the victims clothing without them knowing with the intention of viewing their genitals or buttocks to obtain sexual gratification, or cause the victim humiliation, distress or alarm.

23.2. The term peer-on-peer abuse can refer to all of these definitions and a child may experience one or multiple facets of abuse at any one time. Therefore, our response will cut across these definitions and capture the complex web of their experiences.

23.3. There are also different gender issues that can be prevalent when dealing with peer on peer abuse (i.e. girls being sexually touched/assaulted or boys being subjected to initiation/hazing type violence).

23.4. This academy aims to reduce the likelihood of peer on peer abuse through;

- the established Academy values.
- high expectations of behaviour;
- clear consequences for unacceptable behaviour;
- providing a developmentally appropriate PSHE curriculum which develops pupils' understanding of healthy relationships, acceptable behaviour, consent and keeping themselves safe;
- systems for any pupil to raise concerns with staff, knowing that they will be listened to, valued and believed;
- robust risk assessments and providing targeted work for pupils identified as being a potential risk to other pupils and those identified as being at risk.

23.5. Research indicates that young people rarely disclose peer on peer abuse and that if they do, it is likely to be to their friends. Therefore, this academy will also educate pupils in how to support their friends if they are concerned about them, that they should talk to a trusted adult in the Academy and what services they can contact for further advice.

Sexual Harassment

23.6. Sexual harassment refers to unwanted conduct of a sexual nature that occurs online or offline. Sexual harassment violates a child's dignity and makes them feel intimidated, degraded, or humiliated and can create a hostile, sexualized or offensive environment. If left unchallenged, sexual harassment can create an atmosphere that normalised inappropriate behaviour and may lead to sexual violence. Sexual harassment includes;

- Sexual comments
- Sexual "jokes" and taunting
- Physical behaviour, such as deliberately brushing against another pupil.
- Online sexual harassment, including non-consensual sharing of images and videos and consensual sharing of sexual images and videos (often known as sexting), inappropriate comments on social media, exploitation, coercion and threats – online sexual harassment may isolated or part of a wider pattern.

23.7. Sexual Violence refers to the following three offences;

- Rape
- Assault by Penetration
- Sexual Assault

23.8. Harmful sexual behaviours is a term used to describe behaviour that is problematic, abusive and violent and that may cause developmental damage. Harmful sexual behaviour may include:

- Using sexually explicit words and phrases.
- Inappropriate touching
- Sexual violence or threats
- Full penetrative sex with other children or adults
- Sexual interests in adults or children of very different ages to their own.
- Forceful or aggressive sexual behaviour
- Compulsive habit's

- Sexual behaviour affecting progress and achievement

Preventative Approach

23.9. The Academy will ensure that a preventative approach is in place through educating pupils about abuse, its forms and the importance of discussing any concerns and respecting others through the curriculum, assemblies, RSE and PSHCE lessons.

23.10. The Academy will also ensure that pupils are taught about safeguarding including online safety as part of a broad and balanced curriculum. Such content will be age and stage appropriate and will tackle a wide range of issues such as healthy relationships, respectful behaviour, body confidence and self –esteem and gender roles and stereotyping and equality.

Awareness

23.11 All staff will be aware that pupils of any age and sex are capable of abusing their peers and will never tolerated abuse as "banter" or "part of growing up".

23.12 All staff will be aware that peer-on-peer abuse can be manifested in many different ways, including sexting and gender issues, such as girls being sexually touched or assaulted and boys being subject to initiation type of violence which aims to cause physical, emotional or psychological harm.

23.13 All staff will be made aware of the heightened vulnerability of pupils with SEND, who are three times more likely to be abused than their non-SEND peers. Staff will not assume that possible indicators of abuses relate to the pupils SEND and will always explore indicators further.

23.14 LGBT children can be targeted by their peers. In some cases children who are perceived to be LGBT, whether they are or not, can be just as vulnerable to abuse as LGBT children. The Academy's response to boy-on-boy and girl-on-girl sexual violence and sexual harassment will be as equally robust as it is for incidents between children of the opposite sex.

23.14 Pupils will be made aware of how to raise concerns or make a report and how any reports will be handled. This includes the process for reporting concerns about friends or peers.

Support if a child has been harmed, is immediate danger or at risk of harm

23.15 Support will be available for any child who has been harmed, who in immediate danger or at risk of harm. A referral will be made for the pupil using the normal channels and following the appropriate process.

Support when a crime may have been committed.

23.16 Support will be available where a crime has been committed. Rape, assault by penetration and sexual assaults are all crimes. Where a report includes such an act, the police will be notified often as a natural progression of making a referral. The DSL will be aware of the local process for referrals. Whilst the age of criminal responsibility is 10 years of age, if the alleged perpetrator is under 10, the principle of referring to the police remains. In these cases the police will take a welfare approach rather than a criminal justice approach. The Academy has a close relationship with the local police and the DSL will liaise closely.

23.17 Support will also be available should the report include online behaviour. Online concerns can be especially complicated. The Academy recognises that there is the potential for an online incident to extend further than the local community and for a victim or the alleged perpetrator, to become marginalised and excluded both online and offline. There is also strong potential for repeat victimization if the content continues to exist.

23.18 If the content contains sexual images or videos held online, the Internet Watch Foundation will be consulted to have the material removed. Staff will not view or forward illegal images of a child. If they are made aware of such an image they will contact the DSL.

Managing Disclosures

23.19. Victims will always be taken seriously, reassured, supported and kept safe. Victims will never be made to feel like they are causing a problem or made to feel ashamed. The basic principles for recording the report remain the same and staff will remember to not promise confidentiality at the initial stage and will record the disclosure using the normal Academy processes ensuring that the facts are recorded as the child presents them –not the opinion of the note taker. If a friend of a victim makes a report or a member of staff overhears a conversation, staff will take action. They will never assume that someone else will deal with it. However, staff will consider why the victim has not chosen to make a report themselves and the discussion will be handled sensitively and with the help of the LA and SC where necessary. If staff are in any doubt, they should speak to the DSL.

23.20. Where an alleged incident took place away from the Academy or online, but involved pupils from the Academy. The Academy's duty to safeguard pupils remains the same.

23.21. Anonymity – There are legal requirements for anonymity where a case is progressing through the criminal justice system. The Academy will do all it can to protect the anonymity of the children involved in any report of sexual violence or sexual harassment. It will consider carefully, based on the nature of the report, which staff will be informed and what support will be in place for the children involved.

23.22. When deciding on the steps to take, the Academy will consider the role of social media in potentially exposing victims' identities and facilitating the spread of rumours.

Risk Assessment

23.23. The DSL or deputy DSL will make an immediate risk and needs assessment any time there is a report of sexual violence. For reports of sexual harassment, a risk assessment will be considered on a case-by-case basis. Risk assessments are not intended to replace the detailed assessments of experts, and for incidents of sexual violence it is likely that a professional risk assessment by a social worker or specialist worker will be required. Risk assessments will consider the victim, the alleged perpetrator and other children at the Academy, especially any actions that are appropriate to protect them.

Taking action following a disclosure

23.23. The DSL will decide the Academy's initial response, taking into consideration:

- The victim's wishes.

- The nature of the incident.
- The ages and developmental stages of the children involved.
- Any power imbalance between the children.
- Whether the incident is a one-off or part of a pattern.
- Any ongoing risks.
- Any related issues and the wider context, such as whether there are wider environmental factors in a child's life that threaten their safety and/or welfare.
- The best interests of the child.
- That sexual violence and sexual harassment are always unacceptable and will not be tolerated.

23.24. Immediate consideration will be given as to how to support the victim, alleged perpetrator and any other children involved. Where there is a criminal investigation into rape or assault by penetration, the alleged perpetrator will be removed from classes with the victim and potential contact on Academy premises and transport will be prevented.

Ongoing support for the victim

23.25. For reports of sexual assault of any nature, whilst the Academy establishes the facts, the alleged perpetrator will be removed from any classes shared with the victim. The Academy will consider how to keep the victim and alleged perpetrator apart on Academy premises and on transport where applicable. These actions will not be seen as a judgement of guilt on the alleged perpetrator. In all cases, the wishes of the victim, nature of the allegations and requirement to protect all children will be taken into consideration.

23.26. There are four likely outcomes when managing reports of a sexual violence or sexual harassment;

- Managing internally - in some cases the Academy may decide to handle the incident internally through behaviour and bullying policies and by providing pastoral support or other specialist internal support.
- Providing early help – The Academy may decide that statutory interventions are not required, but that pupils may benefit from early help - providing support as soon as a problem emerges. This approach can be particularly useful in addressing non –violent sexual behaviour and may prevent escalation of sexual violence.
- Referral to SC - if a child has been harmed, is at risk of being harmed or is in immediate danger, the Academy must make a referral. Parents will be informed unless there is a compelling reason not to do so. This decision will be made in consultation with the safeguarding partners. The DSL will work closely with SC to ensure that the Academy's actions do not jeopardise any investigation. Any related risk assessment will be used to inform all decisions. If SC decides that a statutory investigation is not appropriate, the Academy will consider referring the incident again if they believe the child to be in immediate danger or at risk of harm. If the Academy agrees with the decision made by SC they will consider the use of other support mechanisms such as Early Help or pastoral support.
- Reporting to the police – Reports of rape, assault by penetration, or sexual assault will be passed onto the police, even if the perpetrator is under 10. Generally this will be in parallel with a referral to SC. The DSL and deputies will follow the local process for referral. Parents will be informed unless there is a compelling reason not to do so. Where parents are not informed it is essential that the Academy supports the child with any decision taken in consultation with SC and any other specialist agencies.

23.27. Whatever outcome chosen it will be underpinned by the principle that sexual violence and sexual harassment is never acceptable and will not be tolerated. All concerns, discussion, decisions and reason behind decisions, will be recorded on paper or electronically. Due process will be followed at all times.

23.28. The following situations are statutorily clear and do not allow for contrary decisions;

- A child under the age of 13 can never consent to sexual activity
- The age of consent is 16
- Sexual intercourse without consent is rape.
- Rape, assault by penetration and sexual assault are defined in law.
- Creating and sharing sexual images and videos of children under 18 is illegal – including children making and sending images and videos of themselves.

23.29. Any decisions regarding safeguarding and supporting the victim will be made having duly considered;

- The age and developmental stage of the victim,
- The needs and wishes of the victim
- Whether the victim wishes to continue in their normal routine
- The victim will not be made to feel ashamed about making a report.
- What a proportionate response
- The terminology the Academy uses to describes the victim

Victims may not disclose the whole picture immediately and they may be more comfortable talking about the incident in small segments, consequently short sessions may be need to be the considered approach and dialogue needs to be kept open to facilitate this. The victim may choose to appoint a trusted adult.

23.30. Victims may struggle to reintegrate back into a normal classroom environment, therefore it is important not to isolate the victim. The victim may wish be withdrawn from lessons and activities at times. This will only occur at the victims wishes, not because it is easier to manage the situation. The Academy will provide a safe space for the victims to use at this time.

23.31. Victims may struggle for a long period of time and the Academy will need to offer long term support in liaison with the relevant agencies for as long as this is needed.

23.32. Everything possible will be done to prevent the victim from bullying and harassment as a result of any report they have made. If the victim is unable to remain in Academy, alternative provision or a move to another Academy will be considered – this will only be done at the request of the victim and their parents. If the victim does move to another Academy, the DSL will inform the Academy of any ongoing support needs and transfer the child protection file.

Ongoing support for the alleged perpetrator

23.33. When considering the support required for an alleged perpetrator, the Academy will take into account;

- The terminology used to describe the alleged perpetrator or perpetrator.

- The balance of safeguarding the victim and providing the alleged perpetrator with education and support.
- The reasons why the alleged perpetrator may have abused the victim and the support necessary.
- Their age and developmental stage.
- What a proportionate response looks like
- Whether the behaviour is a symptom of their own abuse of exposure to abusive practices and/or materials.

When making a decision the Academy will seek advice from the LA, SC, specialist sexual violence services and the police as appropriate.

23.34. If the alleged perpetrator moves to another Academy, for any reason, the DSL will inform the destination Academy of any ongoing support that is required and transfer the child protection file in the usual way.

23.35. The Academy will work with professionals as required to understand why the abuse took place and provide a high level of support to help the pupil understand and overcome the reasons for their behaviour and rescue the likelihood of them abusing again.

Disciplining the alleged perpetrator

23.36. Disciplinary action can be taken whilst investigations are ongoing and the fact that investigations are ongoing does not prevent the Academy reaching its own conclusions and imposing an appropriate penalty. The Academy will make decisions on a case by case basis, with the DSL taking a lead role. The Academy will take into consideration whether any action will prejudice an investigation and/or subsequent prosecution. The police and SC/LA will be consulted where necessary.

23.37. The Academy will also consider whether circumstances make it unreasonable or irrational for the Academy to make a decision about what happened while an investigation is considering the same facts.

27.38. Disciplinary action and support can take place at the same time. The Academy will be clear though whether action taken is disciplinary, supportive or both.

23.39. Where a criminal investigation leads to a conviction or caution this will constitute a serious breach of discipline and will result in the view that allowing the perpetrator to remain in the Academy would harm the education or welfare of the victim and potentially other pupils. This means permanent exclusion. LA guidance will be sought at all times for any such cases.

Working with parents and carers

23.40. In most sexual violence cases, the academy will work with the parents of both the victim and alleged perpetrator. For cases of sexual harassment decisions will be made on a case by case basis. The Academy will meet the victim's parents with the victim present to discuss the arrangements being put in place to safeguard the victim and to understand their wishes in terms of support arrangements and next steps.

23.41. The academy will also meet the parents of the alleged perpetrator to discuss the arrangements that will impact their child, such as being removed from classes with the victims, changes to routines etc. Reasons behind these decisions and explained as well the support being made available. The DSL or a deputy will attend such meetings, with agencies invited as necessary.

Safeguarding other children

23.42. Children who have witnessed sexual violence will be provided with support. It is likely that children will "take sides" following a disclosure and the Academy will do everything in its power to protect the victim, alleged perpetrator and witnesses from bullying and harassment. The Academy will be mindful that contact may be made between the victim and perpetrator and that harassment from friends of both parties could take place via social media and do everything in its power to prevent this and will record this on the risk assessment. The Academy will also ensure that the academy's risk assessment consider transport arrangements as a vulnerable place for both victims and perpetrators and any additional support that could be put into place to mitigate risk.

24. Youth produced sexual imagery (sexting)

24.1. The practice of children sharing images and videos via text message, email, social media or mobile messaging apps has become commonplace. However, this online technology has also given children the opportunity to produce and distribute sexual imagery in the form of photos and videos. Such imagery involving anyone under the age of 18 is illegal.

24.2. Youth produced sexual imagery refers to both images and videos where;

24.2.1. A person under the age of 18 creates and shares sexual imagery of themselves with a peer under the age of 18.

24.2.2. A person under the age of 18 shares sexual imagery created by another person under the age of 18 with a peer under the age of 18 or an adult.

24.2.3. A person under the age if 18 is in possession of sexual imagery created by another person under the age of 18.

24.3. All incidents of this nature should be treated as a safeguarding concern and in line with the UKCCIS guidance 'Sexting in Academys and colleges: responding to incidents and safeguarding young people'.

24.4. Cases where sexual imagery of people under 18 has been shared by adults and where sexual imagery of a person of any age has been shared by an adult to a child is child sexual abuse and should be responded to accordingly.

24.5. If a member of staff becomes aware of an incident involving youth produced sexual imagery they should follow the child protection procedures and refer to the DSL as soon as possible. The member of staff should confiscate the device involved and set it to flight mode or, if this is not possible, turn it off. Staff should not view, copy or print the youth produced sexual imagery.

24.6. The DSL should hold an initial review meeting with appropriate Academy staff and subsequent interviews with the children involved (if appropriate). Parents should be informed at an early stage and involved in the process unless there is reason to believe that involving parents would put the child at risk of harm. At any point in the process if there is concern a young person has been harmed or is at risk of harm a referral should be made to Children's Social Care or the Police as appropriate.

24.7. Immediate referral at the initial review stage should be made to Children's Social Care/Police if;

- The incident involves an adult;
- There is good reason to believe that a young person has been coerced, blackmailed or groomed or if there are concerns about their capacity to consent (for example, owing to special education needs);
- What you know about the imagery suggests the content depicts sexual acts which are unusual for the child's development stage or are violent;
- The imagery involves sexual acts;
- The imagery involves anyone aged 12 or under;
- There is reason to believe a child is at immediate risk of harm owing to the sharing of the imagery, for example the child is presenting as suicidal or self-harming.

24.8. If none of the above apply then the DSL will use their professional judgement to assess the risk to pupils involved and may decide, with input from the Headteacher, to respond to the incident without escalation to Children's Social Care or the police.

24.9. In applying judgement the DSL will consider if;

- there is a significant age difference between the sender/receiver;
- there is any coercion or encouragement beyond the sender/receiver;
- the imagery was shared and received with the knowledge of the child in the imagery;
- the child is more vulnerable than usual i.e. at risk;
- there is a significant impact on the children involved;
- the image is of a severe or extreme nature;
- the child involved understands consent;
- the situation is isolated or if the image been more widely distributed;
- there other circumstances relating to either the sender or recipient that may add cause for concern i.e. difficult home circumstances;
- the children have been involved in incidents relating to youth produced imagery before.

24.10. If any of these circumstances are present the situation will be escalated according to our child protection procedures, including reporting to the police or children's social care. Otherwise, the situation will be managed within the Academy.

24.11. The DSL will record all incidents of youth produced sexual imagery, including both the actions taken, actions not taken, reasons for doing so and the resolution in line with safeguarding recording procedures.

25. Homelessness

25.1 The DSL and deputies will be aware of the contact details and referral routes in the Local Housing Authority so that concerns over homelessness can be raised as early as possible.

25.2 Indicators that a family may be at risk of homelessness include the following:

- Household debt
- Rent arrears
- Domestic Abuse
- Anti-social behaviour
- Any mention of the family saying they are moving home because "they have to"

25.3 Referrals to the Local Housing Authority do not replace referrals to social care where a child is being harmed or at risk of harm.

26. County lines criminal activity

26.1 County lines criminal activity refers to drug networks or gang grooming and exploiting children to carry drugs and money from urban areas to suburban areas, rural areas and market and seaside towns.

26.2 Staff will make the DSL aware of any pupils for whom they have concerns because of increased absence, new friendships, especially that with much older individuals or groups, a decline in performance, signs of self-harm or changes to wellbeing, signs of assaults or unexplained injuries. Unexplained gifts or new possessions might also be an indication that pupils have been involved with criminal activity.

26.3 Staff members who suspect a pupil may be vulnerable to, or involved in this activity will immediately report all concerns to the DSL.

26.4 the DSL will consider referral to the National Referral Mechanism on a case by case basis.

27. Pupils with family members in prison

27.1 Pupils with a family member in prison will be offered pastoral support as necessary.

27.2 They will receive a copy of "Are you a young person with a family member in prison" from Action for Prisoners' Families where appropriate and allowed the opportunity to discuss questions and concerns with staff.

28. Pupils required to give evidence in court

28.1 Pupils required to give evidence in criminal courts, either for crimes committed against them or crimes they have witnessed will be offered appropriate pastoral support.

28.2 Pupils will also be provided with the booklet 'Going to Court' from HM Courts and Tribunals Service were appropriate and allowed the opportunity to discuss questions and concerns.

29. Contextual Safeguarding

29.1 Safeguarding incidents can occur outside of Academy and can be associated with outside factors. Academy staff, particularly the DSL and their deputies will always consider the context of incidents- this is known as contextual safeguarding.

29.2 Assessment of pupil's behaviour will consider whether there are wider environmental factors that are a threat to their safety or welfare.

29.3 The Academy will provide as much contextual information as possible when making referrals.

30. Alternative Provision

30.1 The Academy will remain responsible for a pupil's welfare during their time at an alternative provider.

30.2. When placing a pupil with an alternative provider, the Academy will obtain written confirmation that the provider has conducted all relevant safeguarding checks on staff.

31. Work Experience

31.1 When a pupil is sent on work experience, the Academy will ensure that the provider has appropriate safeguarding policies and procedures in place.

32. Early Help

32.1 Early help means providing support as soon as a problem emerges at any point in a child's life. Any pupil may benefit from Early Help, but staff will be particularly alert to those very vulnerable pupils identified in para 9.5. The Academy's approach to Early Help will be shared through the offer of Early Help published on the Academy's website.

32.2 All staff will be made aware of the local early help process and understand their role within it.

33. Allegations Against Staff

33.1. All Academy staff should take care not to place themselves in a vulnerable position with a child. It is always advisable for interviews or work with individual children or parents to be conducted in view of other adults.

33.2. Guidance about conduct and safe practice, including safe use of mobile phones by staff and volunteers will be given at induction

33.3. We understand that a pupil may make an allegation against a member of staff or staff may have concerns about another staff member.

33.4. If such an allegation is made, or information is received which suggests that a person may be unsuitable to work with children, the member of staff receiving the allegation or aware of the information, will immediately inform the Headteacher.

33.5. The Headteacher on all such occasions will discuss the content of the allegation with the Local Authority Designated Officer (LADO) at the earliest opportunity and before taking any further action.

33.6. If the allegation made to a member of staff concerns the Headteacher, the person receiving the allegation will immediately inform the Chair of Governors who will consult the LADO as in 25.6 above, without notifying the Headteacher first.

33.7. The Academy will follow the Gloucestershire procedures for managing allegations against staff, procedures set out in Keeping Children Safe in Education and the Academy's Managing Allegations procedures.

33.8. Suspension of the member of staff, excluding the Headteacher, against whom an allegation has been made, needs careful consideration, and the Headteacher will seek the advice of the LADO and an HR Consultant in making this decision.

33.9. In the event of an allegation against the Headteacher, the decision to suspend will be made by the Chair of Governors with advice as in 25.9 above.

33.10. Staff, parents and governors are reminded that publication of material that may lead to the identification of a teacher who is the subject of an allegation is prohibited by law. Publication includes verbal conversations or writing including content placed on social media sites.

34. Whistle-blowing

34.1. We recognise that children cannot be expected to raise concerns in an environment where staff fail to do so.

34.2. 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 of colleagues, poor or unsafe practice and potential failures in the Academy's safeguarding arrangements. If it becomes necessary to consult outside the Academy, they should speak in the first instance, to the LADO following the Whistleblowing Policy.

34.3. The NSPCC whistleblowing helpline is available for staff who do not feel able to raise concerns regarding child protection failures internally. Staff can call: 0800 028 0285 – line is available from 8:00 AM to 8:00 PM, Monday to Friday and Email: help@nspcc.org.uk.

34.4. Whistle-blowing related to the Headteacher should be made to the Chair of the Governing Body whose contact details are readily available to staff.

35. Physical Intervention

35.1. We acknowledge that staff must only ever use physical intervention as a last resort, when a child is endangering him/herself or others, and that at all times it must be the minimal force necessary to prevent injury to another person.

35.2. Such events should be recorded and signed by a witness.

35.3. Staff who are likely to need to use physical intervention will be appropriately trained in using techniques such as "Team Teach".

35.4. We understand that physical intervention of a nature which causes injury or distress to a child may be considered under child protection or disciplinary procedures.

35.5. We recognise that touch is appropriate in the context or working with children, and all staff have been given 'Safe Practice' guidance to ensure they are clear about their professional boundary.

36. Linked Policies

This policy also links to our policies on:

- Behaviour,
- Staff Behaviour Policy / Code of Conduct
- Whistleblowing,
- Anti-bullying,
- Health & Safety
- Allegations against staff,
- Complaints,
- Attendance,
- PSHE
- Teaching and Learning
- Administration of medicines
- Drug Education
- Sex and Relationships Education
- E-Safety, including staff use of mobile phones
- Risk Assessment
- Recruitment and Selection
- Intimate Care

Appendix 1

Recognising signs of child abuse

Categories of Abuse:

- Physical Abuse
- Emotional Abuse (including Domestic Abuse)
- Sexual Abuse (including child sexual exploitation)
- Neglect

Signs of Abuse in Children:

The following non-specific signs may indicate something is wrong:

- Significant change in behaviour
- Extreme anger or sadness
- Aggressive and attention-seeking behaviour
- Suspicious bruises with unsatisfactory explanations
- Lack of self-esteem
- Self-injury
- Depression
- Age inappropriate sexual behaviour
- Child Sexual Exploitation.

Risk Indicators

The factors described in this section are frequently found in cases of child abuse. Their presence is not proof that abuse has occurred, but:

- Must be regarded as indicators of the possibility of significant harm
- Justifies the need for careful assessment and discussion with designated / named / lead person, manager, (or in the absence of all those individuals, an experienced colleague)
- May require consultation with and / or referral to Children's Services

The absence of such indicators does not mean that abuse or neglect has not occurred.

In an abusive relationship the child may:

- Appear frightened of the parent/s
- Act in a way that is inappropriate to her/his age and development (though full account needs to be taken of different patterns of development and different ethnic groups)

The parent or carer may:

- Persistently avoid child health promotion services and treatment of the child's episodic illnesses
- Have unrealistic expectations of the child
- Frequently complain about/to the child and may fail to provide attention or praise (high criticism/low warmth environment)
- Be absent or misusing substances
- Persistently refuse to allow access on home visits
- Be involved in domestic abuse

Staff should be aware of the potential risk to children when individuals, previously known or suspected to have abused children, move into the household.

Recognising Physical Abuse

The following are often regarded as indicators of concern:

- An explanation which is inconsistent with an injury
- Several different explanations provided for an injury
- Unexplained delay in seeking treatment
- The parents/carers are uninterested or undisturbed by an accident or injury
- Parents are absent without good reason when their child is presented for treatment
- Repeated presentation of minor injuries (which may represent a "cry for help" and if ignored could lead to a more serious injury)
- Family use of different doctors and A&E departments
- Reluctance to give information or mention previous injuries

Bruising

Children can have accidental bruising, but the following must be considered as non-accidental unless there is evidence or an adequate explanation provided:

- Any bruising to a pre-crawling or pre-walking baby
- Bruising in or around the mouth, particularly in small babies which may indicate force feeding
- Two simultaneous bruised eyes, without bruising to the forehead, (rarely accidental, though a single bruised eye can be accidental or abusive)
- Repeated or multiple bruising on the head or on sites unlikely to be injured accidentally
- Variation in colour possibly indicating injuries caused at different times
- The outline of an object used e.g. belt marks, hand prints or a hair brush
- Bruising or tears around, or behind, the earlobe/s indicating injury by pulling or twisting
- Bruising around the face
- Grasp marks on small children
- Bruising on the arms, buttocks and thighs may be an indicator of sexual abuse

Bite Marks

Bite marks can leave clear impressions of the teeth. Human bite marks are oval or crescent shaped. Those over 3 cm in diameter are more likely to have been caused by an adult or older child.

A medical opinion should be sought where there is any doubt over the origin of the bite.

Burns and Scalds

It can be difficult to distinguish between accidental and non-accidental burns and scalds, and will always require experienced medical opinion. Any burn with a clear outline may be suspicious e.g.:

- Circular burns from cigarettes (but may be friction burns if along the bony protuberance of the spine)
- Linear burns from hot metal rods or electrical fire elements
- Burns of uniform depth over a large area
- Scalds that have a line indicating immersion or poured liquid (a child getting into hot water is his/her own accord will struggle to get out and cause splash marks)
- Old scars indicating previous burns/scalds which did not have appropriate treatment or adequate explanation

Scalds to the buttocks of a small child, particularly in the absence of burns to the feet, are indicative of dipping into a hot liquid or bath.

Fractures

Fractures may cause pain, swelling and discolouration over a bone or joint.

Non-mobile children rarely sustain fractures.

There are grounds for concern if:

- The history provided is vague, non-existent or inconsistent with the fracture type
- There are associated old fractures
- Medical attention is sought after a period of delay when the fracture has caused symptoms such as swelling, pain or loss of movement
- There is an unexplained fracture in the first year of life

Scars

A large number of scars or scars of different sizes or ages, or on different parts of the body, may suggest abuse.

Recognising Emotional Abuse

Emotional abuse may be difficult to recognise, as the signs are usually behavioural rather than physical. The manifestations of emotional abuse might also indicate the presence of other kinds of abuse.

The indicators of emotional abuse are often also associated with other forms of abuse.

The following may be indicators of emotional abuse:

- Developmental delay
- Abnormal attachment between a child and parent/carer
- Indiscriminate attachment or failure to attach
- Aggressive behaviour towards others
- Scape-goated within the family
- Frozen watchfulness, particularly in pre-Academy children
- Low self-esteem and lack of confidence
- Withdrawn or seen as a "loner" – difficulty relating to others

Recognising Signs of Sexual Abuse

Boys and girls of all ages may be sexually abused and are frequently scared to say anything due to guilt and/or fear. This is particularly difficult for a child to talk about and full account should be taken of the cultural sensitivities of any individual child/family.

Recognition can be difficult, unless the child discloses and is believed. There may be no physical signs and indications are likely to be emotional/behavioural.

Some behavioural indicators associated with this form of abuse are:

- Inappropriate sexualised conduct
- Sexually explicit behaviour, play or conversation, inappropriate to the child's age
- Continual and inappropriate or excessive masturbation
- Self-harm (including eating disorder), self-mutilation and suicide attempts
- Involvement in prostitution or indiscriminate choice of sexual partners
- An anxious unwillingness to remove clothes e.g. for sports events (but this may be related to cultural norms or physical difficulties)

Some physical indicators associated with this form of abuse are:

- Pain or itching of genital area
- Blood on underclothes
- Pregnancy in a younger girl where the identity of the father is not disclosed
- Physical symptoms such as injuries to the genital or anal area, bruising to buttocks, abdomen and thighs, sexually transmitted disease, presence of semen on vagina, anus, external genitalia or clothing

Recognising Neglect

Evidence of neglect is built up over a period of time and can cover different aspects of parenting. Indicators include:

- Failure by parents or carers to meet the basic essential needs e.g. adequate food, clothes, warmth, hygiene and medical care

- A child seen to be listless, apathetic and irresponsive with no apparent medical cause, failure of child to grow within normal expected pattern, with accompanying weight loss
- Child thrives away from home environment
- Child frequently absent from Academy
- Child left with adults who are intoxicated or violent
- Child abandoned or left alone for excessive periods

Appendix 2

Sexual Abuse by Young People the boundary between what is abusive and what is part of normal childhood or youthful experimentation can be blurred. The determination of whether behaviour is developmental, inappropriate or abusive will hinge around the related concepts of true consent, power imbalance and exploitation. This may include children and young people who exhibit a range of sexually problematic behaviour such as indecent exposure, obscene telephone calls, fetishism, bestiality and sexual abuse against adults, peers or children.

Developmental Sexual Activity encompasses those actions that are to be expected from children and young people as they move from infancy through to an adult understanding of their physical, emotional and behavioural relationships with each other. Such sexual activity is essentially information gathering and experience testing. It is characterised by mutuality and of the seeking of consent.

Inappropriate Sexual Behaviour can be inappropriate socially, in appropriate to development, or both. In considering whether behaviour fits into this category, it is important to consider what negative effects it has on any of the parties involved and what concerns it raises about a child or young person. It should be recognised that some actions may be motivated by information seeking, but still cause significant upset, confusion, worry, physical damage, etc. It may also be that the behaviour is "acting out" which may derive from other sexual situations to which the child or young person has been exposed. If an act appears to have been inappropriate, there may still be a need for some form of behaviour management or intervention. For some children, educative inputs may be enough to address the behaviour.

Abusive sexual activity included any behaviour involving coercion, threats, aggression together with secrecy, or where one participant relies on an unequal power base. In order to more fully determine the nature of the incident the following factors should be given consideration. The presence of exploitation in terms of:

- **Equality** – consider differentials of physical, cognitive and emotional development, power and control and authority, passive and assertive tendencies
- **Consent** – agreement including all the following:
    - Understanding that is proposed based on age, maturity, development level, functioning and experience
    - Knowledge of society's standards for what is being proposed
    - Awareness of potential consequences and alternatives
    - Assumption that agreements or disagreements will be respected equally
    - Voluntary decision
    - Mental competence
- **Coercion –** the young perpetrator who abuses may use techniques like bribing, manipulation and emotional threats of secondary gains and losses that is loss of love, friendship, etc. Some may use physical force, brutality or the threat of these regardless of victim resistance.

In evaluating sexual behaviour of children and young people, the above information should be used only as a guide.

Appendix 3

Child Sexual Exploitation

The following list of indicators is not exhaustive or definitive but it does highlight common signs which can assist professionals in identifying children or young people who may be victims of sexual exploitation.

Signs include:

- going missing from home or Academy
- regular Academy absence/truanting
- underage sexual activity
- inappropriate sexual or sexualised behaviour
- sexually risky behaviour, 'swapping' sex
- repeat sexually transmitted infections
- in girls, repeat pregnancy, abortions, miscarriage
- receiving unexplained gifts or gifts from unknown sources
- having multiple mobile phones and worrying about losing contact via mobile
- online safety concerns such as youth produced sexual imagery or being coerced into sharing explicit images.
- having unaffordable new things (clothes, mobile) or expensive habits (alcohol, drugs)
- changes in the way they dress
- going to hotels or other unusual locations to meet friends
- seen at known places of concern
- moving around the country, appearing in new towns or cities, not knowing where they are
- getting in/out of different cars driven by unknown adults
- having older boyfriends or girlfriends
- contact with known perpetrators
- involved in abusive relationships, intimidated and fearful of certain people or situations
- hanging out with groups of older people, or anti-social groups, or with other vulnerable peers
- associating with other young people involved in sexual exploitation
- recruiting other young people to exploitative situations
- truancy, exclusion, disengagement with Academy, opting out of education altogether
- unexplained changes in behaviour or personality (chaotic, aggressive, sexual)
- mood swings, volatile behaviour, emotional distress
- self-harming, suicidal thoughts, suicide attempts, overdosing, eating disorders
- drug or alcohol misuse
- getting involved in crime
- police involvement, police records
- involved in gangs, gang fights, gang membership
- injuries from physical assault, physical restraint, sexual assault.

Appendix 4

Female Genital Mutilation (FGM)

It is essential that staff are aware of FGM practices and the need to look for signs, symptoms and other indicators of FGM.

What is FGM?

It involves procedures that intentionally alter/injure the female genital organs for non-medical reasons.

4 types of procedure:

Type 1 Clitoridectomy – partial/total removal of clitoris

Type 2 Excision – partial/total removal of clitoris and labia minora

Type 3 Infibulation entrance to vagina is narrowed by repositioning the inner/outer labia

Type 4 all other procedures that may include: pricking, piercing, incising, cauterising and scraping the genital area.

Why is it carried out?

Belief that:

- FGM brings status/respect to the girl – social acceptance for marriage
- Preserves a girl's virginity
- Part of being a woman / rite of passage
- Upholds family honour
- Cleanses and purifies the girl
- Gives a sense of belonging to the community
- Fulfils a religious requirement
- Perpetuates a custom/tradition
- Helps girls be clean / hygienic
- Is cosmetically desirable
- Mistakenly believed to make childbirth easier

Is FGM legal?

FGM is internationally recognised as a violation of human rights of girls and women. It is **illegal** in most countries including the UK.

Circumstances and occurrences that may point to FGM happening are:

- Child talking about getting ready for a special ceremony
- Family taking a long trip abroad

- Child's family being from one of the 'at risk' communities for FGM (Kenya, Somalia, Sudan, Sierra Leon, Egypt, Nigeria, Eritrea as well as non-African communities including Yemeni, Afghani, Kurdistan, Indonesia and Pakistan)
- Knowledge that the child's sibling has undergone FGM
- Child talks about going abroad to be 'cut' or to prepare for marriage

Signs that may indicate a child has undergone FGM:

- Prolonged absence from Academy and other activities
- Behaviour change on return from a holiday abroad, such as being withdrawn and appearing subdued
- Bladder or menstrual problems
- Finding it difficult to sit still and looking uncomfortable
- Complaining about pain between the legs
- Mentioning something somebody did to them that they are not allowed to talk about
- Secretive behaviour, including isolating themselves from the group
- Reluctance to take part in physical activity
- Repeated urinal tract infection
- Disclosure

The 'One Chance' rule

As with Forced Marriage there is the 'One Chance' rule. It is essential that settings /academies/colleges take action **without delay** and make a referral to children's services.

Appendix 5

Domestic Abuse

How does it affect children?

Children can be traumatised by seeing and hearing violence and abuse. They may also be directly targeted by the abuser or take on a protective role and get caught in the middle. In the long term this can lead to mental health issues such as depression, self-harm and anxiety.

What are the signs to look out for?

Children affected by domestic abuse reflect their distress in a variety of ways. They may change their usual behaviour and become withdrawn, tired, start to wet the bed and have behavioural difficulties. They may not want to leave their house or may become reluctant to return. Others will excel, using their time in your care as a way to escape from their home life. None of these signs are exclusive to domestic abuse so when you are considering changes in behaviours and concerns about a child, think about whether domestic abuse may be a factor.

What should I do if I suspect a family is affected by domestic abuse?

To talk through your concerns talk to the DSL or if not available call the GCSB safeguarding team.

Appendix 6

INDICATORS OF VULNERABILITY TO RADICALISATION

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

2. Extremism is defined by the Government in the Prevent Strategy as:

   Vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs. We also include in our definition of extremism calls for the death of members of our armed forces, whether in this country or overseas.

3. Extremism is defined by the Crown Prosecution Service as:

   The demonstration of unacceptable behaviour by using any means or medium to express views which:

   - Encourage, justify or glorify terrorist violence in furtherance of particular beliefs;
   - Seek to provoke others to terrorist acts;
   - Encourage other serious criminal activity or seek to provoke others to serious criminal acts; or
   - Foster hatred which might lead to inter-community violence in the UK.

4. There is no such thing as a "typical extremist": those who become involved in extremist actions come from a range of backgrounds and experiences, and most individuals, even those who hold radical views, do not become involved in violent extremist activity.

5. Pupils may become susceptible to radicalisation through a range of social, personal and environmental factors - it is known that violent extremists exploit vulnerabilities in individuals to drive a wedge between them and their families and communities. It is vital that Academy staff are able to recognise those vulnerabilities.

6. Indicators of vulnerability include:

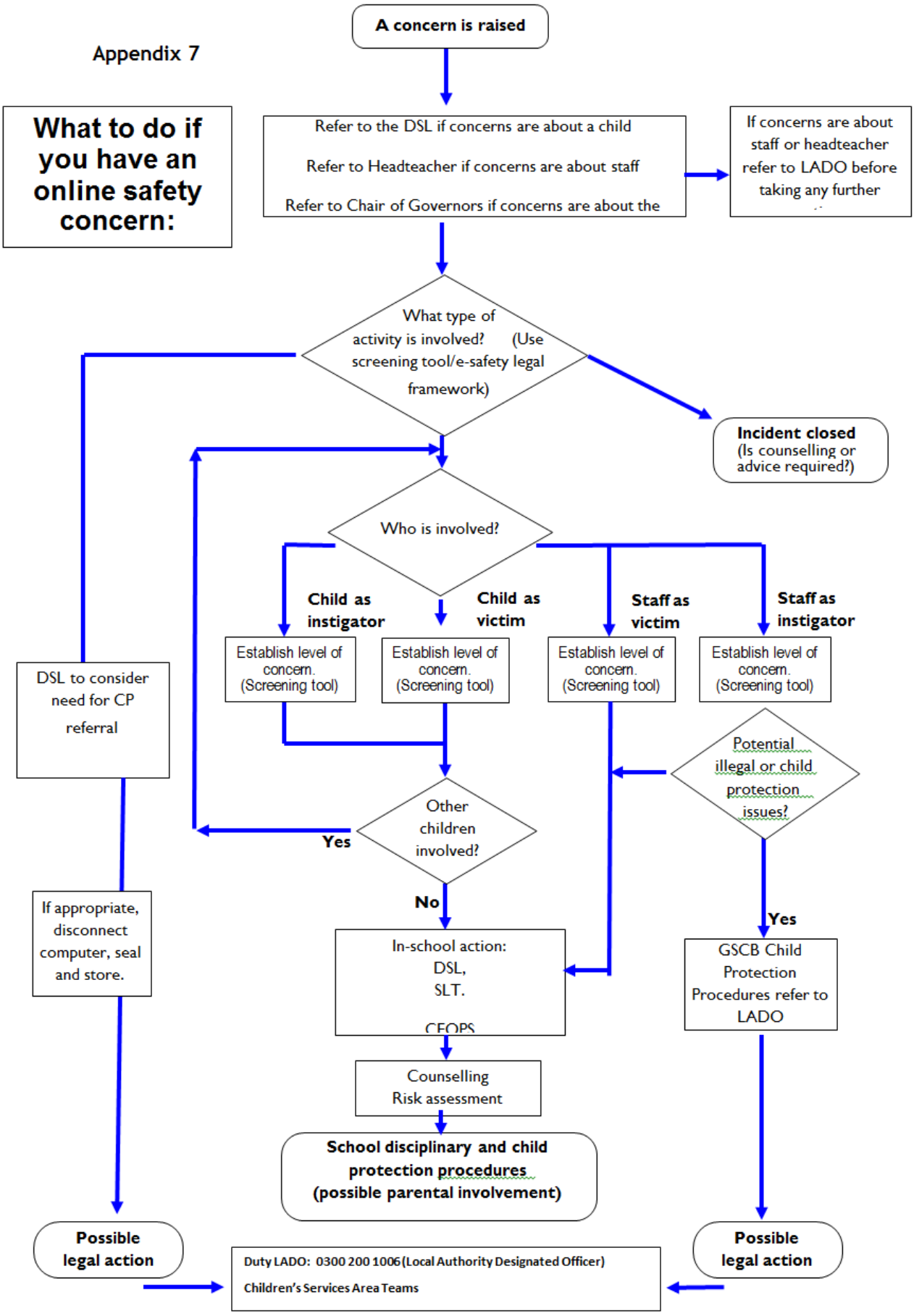
   - Identity Crisis – the student / pupil is distanced from their cultural / religious heritage and experiences discomfort about their place in society;
   - Personal Crisis – the student / pupil may be experiencing family tensions; a sense of isolation; and low self-esteem; they may have dissociated from their existing friendship group and become involved with a new and different group of friends; they may be searching for answers to questions about identity, faith and belonging;
   - Personal Circumstances – migration; local community tensions; and events affecting the student / pupil's country or region of origin may contribute to a sense of grievance that is triggered by personal experience of racism or discrimination or aspects of Government policy;
   - Unmet Aspirations – the student / pupil may have perceptions of injustice; a feeling of failure; rejection of civic life;
   - Experiences of Criminality – which may include involvement with criminal groups, imprisonment, and poor resettlement / reintegration;
   - Special Educational Need – students / pupils may experience difficulties with social interaction, empathy with others, understanding the consequences of their actions and awareness of the motivations of others.

7. However, this list is not exhaustive, nor does it mean that all young people experiencing the above are at risk of radicalisation for the purposes of violent extremism.

8. More critical risk factors could include:
    - Being in contact with extremist recruiters;
    - Accessing violent extremist websites, especially those with a social networking element;
    - Possessing or accessing violent extremist literature;
    - Using extremist narratives and a global ideology to explain personal disadvantage;
    - Justifying the use of violence to solve societal issues;
    - Joining or seeking to join extremist organisations; and
    - Significant changes to appearance and / or behaviour;
    - Experiencing a high level of social isolation resulting in issues of identity crisis and / or personal crisis.

The Department of Education guidance The Prevent Duty can be accessed via this link.

Appendix 7


What to do if you have an online safety concern:
A concern is raised
Refer to the DSL if concerns are about a child
Refer to Headteacher if concerns are about staff
Refer to Chair of Governors if concerns are about the
If concerns are about staff or headteacher refer to LADO before taking any further
What type of activity is involved? (Use screening tool/e-safety legal framework)
Incident closed (Is counselling or advice required?)
Who is involved?
Child as instigator
Child as victim
Staff as victim
Staff as instigator
Establish level of concern. (Screening tool)
Establish level of concern. (Screening tool)
Establish level of concern. (Screening tool)
Establish level of concern. (Screening tool)
DSL to consider need for CP referral
Potential illegal or child protection issues?
Other children involved?
Yes
No
If appropriate, disconnect computer, seal and store.
In-school action: DSL, SLT.
CEOPS
Yes
GSCB Child Protection Procedures refer to LADO
Counselling
Risk assessment
School disciplinary and child protection procedures (possible parental involvement)
Possible legal action
Possible legal action
Duty LADO: 0300 200 1006 (Local Authority Designated Officer)
Children's Services Area Teams

Appendix 8

CHILD PROTECTION RECORD – Front Sheet

Date file opened:			
Child Name:			
Date of birth:			
Any other names by which the child is known/has been known:			
Status: ***CIN, CP, CIC***			
Address:			
Other family members: ***(include full name, relationship, if under 18 include age and school where known)***			
Any other child protection files held in school relating to another child closely connected to this child?	Yes *(name of other child/ren)*		No
Name and contact number of key workers:			
Name and contact details of GP:			

Chronology recording sheet (For Use by DSL)

Sheet Number:

Complete for all incidents of concern including where a 'logging the concern' sheet has not been completed. If one has been completed then add a note to this chronology to cross reference (significant information may also be added).

Name:		
DOB:	Class:	
Date	Information/Details of concerns or contact	Print Name and Signature

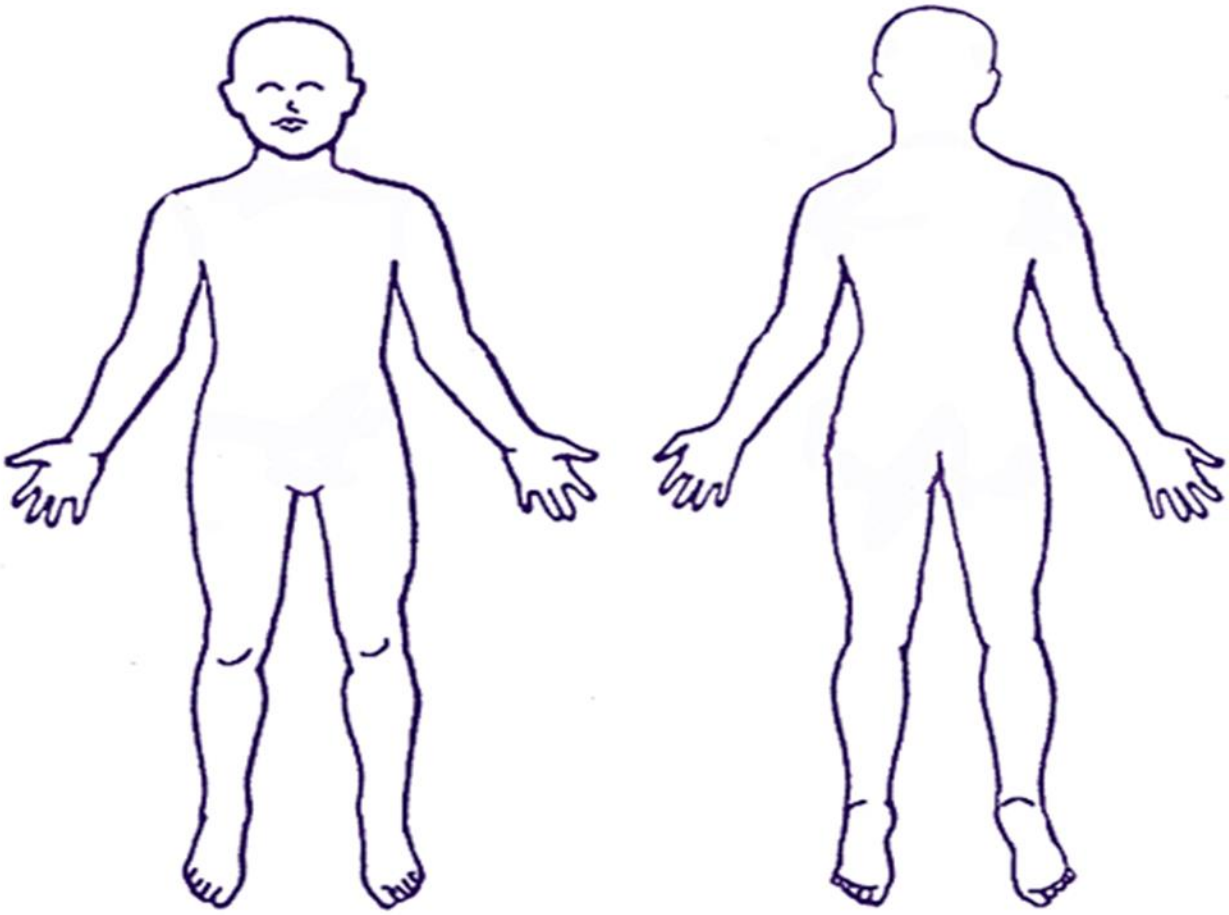
Logging a concern about a child's safety and welfare

Part 1 (for use by any staff)

Pupil's Name:	**Class:**
Date and Time of Incident:	**Date and Time (of writing):**
Name: …….. …… **Print** **Signature** **Job Title:**	
Record the following factually: What are you worried about? Who? What (if recording a verbal disclosure by a child use their words)? Where? When (date and time of incident)? Any witnesses?	

Please hand this form to your Designated Safeguarding Lead straight away.

Body map to identify injuries/ marks – if required



Description of injuries / marks

Please hand this form to your Designated Safeguarding Lead straight away.

Part 2 - for use by DSL

Time and date information received, and from whom.	
<u>Action taken</u>	
<u>Parent's informed?</u> Y/N and reasons.	
<u>Outcome</u>	
Signed	
Printed Name	

Further advice on child protection is available from:

NSPCC: https://www.nspcc.org.uk/what-you-can-do/report-abuse/

Childline: http://www.childline.org.uk/pages/home.aspx

CEOPS Thinkuknow: https://www.thinkuknow.co.uk/

Anti-Bullying Alliance: http://anti-bullyingalliance.org.uk/

Beat Bullying: http://www.beatbullying.org/

Childnet International –making the internet a great and safe place for children. Includes resources for professionals and parents http://www.childnet.com/

Thinkuknow (includes resources for professionals and parents)
https://www.thinkuknow.co.uk/

Safer Internet Centre http://www.saferinternet.org.uk/