



# Crazies Hill

## C.E. Primary School

### SAFEGUARDING POLICY

**Committee Responsible:** TKAT

**Date of Next Review:** Autumn 2021

Version	Date Reviewed	Changes	Date Approved
	Autumn 2020	Adopted the TKAT Policy	03/12/2020

'A tree is known by its fruit, people by their actions' (based on Matthew 12 verse 33-5'.

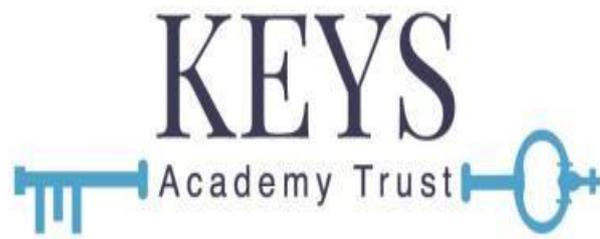
Our vision at Crazies Hill is that our 'fruit' will be children and adults who have the resilience to weather life's ups and downs, respect for themselves, others and their environment and the ability to build and maintain good relationships with all in their community. All our policies are written with this vision in mind.

#### **Model TKAT Policy**

The Governing Body of Crazies Hill Primary School adopted this TKAT policy on 3rd December 2020.

Signed: Head Teacher \_\_\_\_\_

Signed: Chair of Governors \_\_\_\_\_



# Safeguarding Policy

Date: Autumn 2020

Review: Summer 2021

## WHOLE SCHOOL POLICY (including Early Years Foundation Stage) – SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN AND YOUNG PEOPLE

Crazies Hill CE Primary recognises its responsibilities for safeguarding children and protecting them from harm.

This Safeguarding Policy will be reviewed by the Sand C Committee of the Local Governing Body.

Date of last review: September 2020

Date of next review: September 2021

Role	Name	Contact Details	Date Training Undertaken
Designated Governor for Safeguarding	Helga Lehman	<a href="mailto:hlehman@crazieshill.wokingham.sch.uk">hlehman@crazieshill.wokingham.sch.uk</a>	14.10.18
Senior Designated Person for Safeguarding	Philippa Chan	head@crazieshill.wokingham.sch.uk	16.09.20 (Booked)
Deputy Designated Person(s) for Safeguarding	Jo Shell	Jshell@crazieshill.wokingham.sch.uk	11.02.20
LA Safeguarding Contact/LADO (Local Area Designated Officer)	Email; <a href="mailto:LADO@wokingham.gov.uk">LADO@wokingham.gov.uk</a>	0118 974 6141	
Referral and Assessment Team – WBC Children's Social Care	Email: <a href="mailto:triage@wokingham.gov.uk">triage@wokingham.gov.uk</a>  <a href="mailto:MASH@achievingforchildren.org.uk">MASH@achievingforchildren.org.uk</a> RBWM  South Oxfordshire-online form	0118 908 8002  01628 683150  01865 815843	
Berkshire West Safeguarding Children Partnership (BWSCP)	<a href="mailto:wscb@wokingham.gov.uk">wscb@wokingham.gov.uk</a>	<a href="http://www.berkshirerwestsafeguardingchildrenpartnership.org.uk/scp">www.berkshirerwestsafeguardingchildrenpartnership.org.uk/scp</a>	
ARC Information and Counselling Service	35 Reading Road Wokingham Berkshire RG41 1EG	<a href="http://www.arcweb.org.uk">http://www.arcweb.org.uk</a>	
Chanel helpline		02073407264	

All parents/carers are made aware of the school's responsibilities in regard to safeguarding procedures through publication of the school's safeguarding policy on the school's website and a copy can be obtained from the school office.

**Record of document changes**

Date	Change

## CONTENTS

### Section

1	Introduction	5
1.1	School Commitment	5
1.2	Duties	6
2	School Responsibilities	7
2.1	Role and Responsibilities of Senior and Deputy Designated persons	7
2.1.1	Referrals	8
2.1.2	Raising Awareness	8
2.1.3	Training	9
3	Role and Responsibilities of Head Teacher	10
4	Role and Responsibilities of Governing Body	10
5	Identifying Concerns	11
6	Confidentiality	11
7	Records and Monitoring	12
8	Supporting Children	12
8.1	Children missing from education	13
8.2	Mental health concerns	14
8.3	Pupils with a social worker	14
8.4	Looked-after and previously looked-after children	14
8.5	Radicalisation and Extremism	15
8.6	Forced Marriage (FM)	16
8.7	Female Genital Mutilation (FGM)	16
8.8	Domestic Abuse	16
8.9	Child Sexual Exploitation (CSE)	17
8.10	Child Criminal Exploitation (CCE)	17
8.11	Allegations of abuse made against other pupils	18
8.12	Pupils with special educational needs and disabilities	19
9	Recruitment	19
10	Volunteers	19
11	Safe Staff	19
12	Conduct of Staff	20
13	Supporting Staff	20
14	Images of Children and Young People	21
15	Before and After School Activities and Contracted Services	22
16	Links to other School Policies	22
	Appendix 1 - Safeguarding Children Key Points	23
	Appendix 2 - Flowchart for Raising Concerns about a child	24
	Appendix 3 - Recognising Signs of Abuse	25
	Appendix 4 - Honour Based Abuse	30
	Appendix 5 - Specific safeguarding issues	31
	Appendix 6 - Indicators of Vulnerability to Radicalisation	32
	Appendix 7 - Dealing with allegations against staff	36
	Appendix 8 – Training	37

## 1 Introduction

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

Safeguarding and promoting the welfare of children is defined as:

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

Child Protection is a part of Safeguarding and promoting welfare. It refers to the activity that is undertaken to protect specific children who are suffering, or are likely to suffer, significant harm. Effective child protection is essential as part of wider work to safeguard and promote the welfare of children. However, all agencies and individuals should aim to proactively safeguard and promote the welfare of children so that the need for action to protect children from harm is reduced.

There are six main elements to our policy:

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

#### 1.1 School Commitment

The school is committed to creating and maintaining a safe learning environment for children and young people, identifying where there are child welfare concerns and taking action to address them, in partnership with other agencies. This policy reflects the policies of the Berkshire West Safeguarding Children Partnership (BWSCP) who are responsible for developing policies and procedures for safeguarding and promoting the welfare of children in the area of the authority, including policies and procedures in relation to—

- (i) the action to be taken where there are concerns about a child's safety or welfare, including thresholds for intervention;
- (ii) training of persons who work with children or in services affecting the safety and welfare of children;
- (iii) recruitment and supervision of persons who work with children;
- (iv) investigation of allegations concerning persons who work with children;
- (v) safety and welfare of children who are privately fostered;
- (vi) co-operation with neighbouring children's services authorities and their Board partners;

- see page 1 for contact details.

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

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

- The Education Act, 2002, HM Guidance;
- Working Together to Safeguard Children, 2018;
- Keeping Children Safe in Education 2020 – follow link

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

These duties are listed below:

## **1.2 Duties**

To provide a safe Environment the Local Governing Body, Headteacher and the Senior Leadership Team of the school will:

- Ensure that everyone from the Designated Safeguarding Governor to the Senior Designated Person for Safeguarding and all members of the school community have appropriate safeguards and supports in place should they choose to raise safeguarding issues, however surprising these may be;
- Cultivate an ethos within the school community where all adults feel confident, competent, comfortable and supported to draw safeguarding issues to the attention of the Headteacher, the Senior Designated Person for safeguarding or the Designated Safeguarding Governor and are able to pose safeguarding questions with “respectful uncertainty” as part of their shared responsibility to safeguard children;
- Establish and maintain an environment where children feel secure, are encouraged to talk and are listened to;
- Ensure children know that there are adults in the school whom they can approach if they are worried;
- Ensure that every effort is made to establish effective working relationships with parents and colleagues from other agencies;
- Ensure all adults working with children are aware of the role of the Berkshire West Safeguarding Children Partnership (BWSCP);
- Include opportunities in the Personal, Social and Health Education (PSHE) curriculum for children to develop the skills they need to recognise and stay safe from abuse;
- Take all reasonable measures to ensure risks of harm to children's welfare are minimised;
- Take all appropriate actions to address concerns about the welfare of a child, working to local policies and procedures in full working partnership with agencies;
- Ensure robust safeguarding arrangements are in place and embedded in the daily life and practice of the school;
- Promote pupil health and safety;
- Promote safe practice and challenge unsafe practice;
- Ensure that procedures are in place to deal with allegations of abuse against staff and volunteers- see below:
  - *Keeping Children Safe in Education, part 4- Allegations of abuse made against teachers and other staff. (also set out within the Local Interagency Procedures)*
- Put in place and promote robust anti-bullying, including cyber bullying, strategies;
- Meet the health needs of children with medical conditions;
- Provide first aid;
- Maximise school security;

- Tackle drugs and substance misuse;
- Provide support and planning for young people in custody and their resettlement back into the community;
- Work with all agencies with regard to missing children, anti social behaviour/gang activity and violence/knife crime in the community.
- Ensure all information is treated in the strictest of confidence and in accordance with relevant Data Protection legislation.

## **2 School Responsibilities**

The school will identify harm and maintain safety by:

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

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

- The availability of advice and support in their local area and online;
- Recognising and managing risks in different situations, including on the internet;
- Judging what kind of physical contact is acceptable and unacceptable;
- Recognising when pressure from others, including people they know, threatens their personal safety and well-being (Reference Prevent Strategy, Safer internet use and CSE, FM, FGM)
- Developing effective ways of resisting pressure;
- Developing healthy relationships, including awareness of unhealthy relationships where domestic violence, bullying and abuse occur;
- Emphasising their personal safety and highlighting the risks of running away.

### **2.1 The roles and responsibilities of the Senior Designated Person and the Deputy Designated Person**

Members of the School's Leadership Team have been assigned to the roles of Senior Designated Person Philippa Chan and Deputy Designated Person Jo Shell for Safeguarding children. They have received appropriate training and support for the roles.

The Deputy will provide additional support to ensure the responsibilities for Safeguarding children are fully embedded within the school ethos and that specific duties are discharged. This will entail supporting the Senior Designated Person in dealing with referrals, attending Case Conferences and supporting the child/children.

We acknowledge the need for effective and appropriate communication between all members of staff in relation to safeguarding pupils. The Designated Person will ensure a structured

procedure within the school, which will be followed in cases of suspected abuse. Concerns will be recorded using the secure online monitoring tool called CPOMS. If staff do not have access to IT equipment concerns can be recorded using a safeguarding form which is available in the Headteacher's Office.

**The Senior Designated Person and the Deputy Designated Person are responsible for the following:**

### **2.1.1 Referrals**

- Referring cases of suspected abuse or allegations to the relevant investigating agencies; Concerns about a child not involving allegations of abuse by a member of staff should be referred to the WBC Referral and Assessment Team at WBC Social Care – see page 1 for contact details.
- The Senior Designated Person is not responsible for dealing with allegations made against members of staff. This is the responsibility of the Executive Head Teacher/Headteacher
- who will inform the LA Local Authority Designated Officer (LADO).
- Acting as a source of support, advice and expertise within the school when deciding whether to make a referral by liaising with relevant agencies;
- Liaising with the Headteacher (where the Senior Designated Person role is not carried out by the Headteacher) to inform him/her of any issues and ongoing investigations. The Senior Designated Person will ensure there is always cover for this role
- Ensuring that a systematic means of monitoring children known or thought to be at risk of harm, is in place and that the school contributes to assessments of need and supports multi agency plans for those children;

### **2.1.2 Raising Awareness**

- Working with the local governing body to ensure that the School's Safeguarding Policy is updated and reviewed annually;
- Ensuring that, in order to avoid conflict later, parents are aware that referrals may be made and of the role of the School;
- Ensuring that when children leave the school, their Child Protection File is discussed as soon as possible with the Senior Designated Person at the new school;
- Making sure that the Child Protection File is transferred separately from the main pupil file; It should be posted recorded delivery to the Senior Designated Person at the new school, unless the child is leaving year 11 to go to a further education setting, in which case the file should be retained by the current school for a period stipulated in current statutory guidance.
- Where the new school is not known, alerting the Education Welfare Officer at Wokingham Borough council (WBC) so that the child's name can be included on the data base for missing pupils;
- Cascading safeguarding advice and guidance issued by the Berkshire West Safeguarding Children Partnership (BWSCP) which can be found at:  
[www.berkshirerwestsafeguardingchildrenpartnership.org.uk/scp](http://www.berkshirerwestsafeguardingchildrenpartnership.org.uk/scp)

### **2.1.3 Training**

The Senior Designated Person and the Deputy Designated Person will attend appropriate training or carry out online training within the timeframes as noted in Keeping Children Safe in Education and other relevant guidance, in order to:

- Recognise how to identify signs of abuse and when it is appropriate to make a referral;
- Have a working knowledge of Wokingham Safeguarding Children Board (WSCB) Levels of Need and Intervention Thresholds Document: [www.berkshirerwestsafeguardingchildrenpartnership.org.uk/scp/wokingham/wokinghamshtp://www.berkshirerwestsafeguardingchildrenpartnership.org.uk/scp/wokingham/wokinghams-levels-of-need-and-threshold-guidancelevels-of-need-and-threshold-guidance](http://www.berkshirerwestsafeguardingchildrenpartnership.org.uk/scp/wokingham/wokinghamshtp://www.berkshirerwestsafeguardingchildrenpartnership.org.uk/scp/wokingham/wokinghams-levels-of-need-and-threshold-guidancelevels-of-need-and-threshold-guidance)
- How to make a referral to Wokingham Borough Council Referral and Assessment Team and what to include;
- how a child protection case conference is conducted, how to provide a report and be able to attend and contribute effectively to these when required to do so;
- Be able to keep detailed, accurate and secure written records of referrals/concerns.

The Senior and Deputy Designated Persons will ensure staff receive appropriate Safeguarding training, if necessary from an external provider. Safeguarding is a regular agenda item on all staff meetings to ensure that up to date information with regard to strategies such as Prevent are shared and discussed in open forms. On line training is also used to further enhance knowledge and understanding.

**Free on line training** can be accessed at:

- PREVENT [http://course.ncalt.com/Channel\\_General\\_Awareness/01/index.html](http://course.ncalt.com/Channel_General_Awareness/01/index.html)
- CSE <http://www.safeguardingchildren.co.uk/resources/keep-them-safe/>
- FGM <https://www.virtual-college.co.uk/resources/free-courses/recognising-and-preventinghttps://www.virtual-college.co.uk/resources/free-courses/recognising-and-preventing-fgmfgm>

All staff will be expected to undergo induction training on Safeguarding and refresher training every 2 years, to enable them to fulfil their safeguarding responsibilities effectively:

All staff and volunteers, especially new or part-time staff who may work with different educational settings, will receive basic safeguarding information (“What to do if you’re worried a child is being abused” document):

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/419604/What\\_to\\_do\\_if\\_you\\_re\\_worried\\_a\\_child\\_is\\_being\\_abused.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/419604/What_to_do_if_you_re_worried_a_child_is_being_abused.pdf)

and a copy of part 1- Keeping Children safe in Education:

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/828587/Keeping\\_children\\_safe\\_in\\_education\\_part\\_one.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/828587/Keeping_children_safe_in_education_part_one.pdf)

- induction training will ensure that staff
  - have an overview of the organisation
  - understand its purpose, values, services and structure
  - are able to recognise/identify signs of abuse which may include:
    - significant changes in children's behaviour;
    - deterioration in children’s general well-being;
    - unexplained bruising, marks or signs of possible abuse or neglect;
    - children’s comments which give cause for concern;

- any reasons to suspect neglect or abuse outside the setting, for example in the child's home; and/or
  - inappropriate behaviour displayed by other members of staff, or any other person working with the children. For example, inappropriate sexual comments; excessive one-to-one attention beyond the requirements of their usual role and responsibilities; or inappropriate sharing of images.
- know that they must report any concerns immediately they arise
  - understand confidentiality issues.

### **3 Roles and Responsibilities of the Headteacher/Head of School**

The /Headteacher/Head of School will ensure that:

- The policies and procedures adopted by the Local Governing Body are fully implemented, and followed by all staff so that everyone knows what to do if concerned about a child;
- Sufficient resources and time are allocated to enable the Senior and Deputy Designated Persons and other staff to discharge their responsibilities, including taking part in strategy discussions and other inter-agency meetings, and contributing to the assessment of children;
- All staff and volunteers feel able to raise concerns about poor or unsafe practice in regard to children, and such concerns are addressed sensitively and effectively in a timely manner in accordance with agreed whistle-blowing policies;
- They personally and other senior leaders undertake safer recruitment training in order to comply with the statutory requirement to have a trained person on every recruitment panel.
- Allegations against a member of staff are investigated and referred to the LA Local Authority Designated Officer (LADO) if appropriate.

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

The Governing body is collectively responsible for the school's safeguarding arrangements. The Designated Safeguarding Governor, Helga Lehman will undertake initial half a day Safeguarding training and refresher training every 3 years. Ideally, all governors will undertake the half day Safeguarding training or appropriate e-learning training. All Governors will undertake an enhanced DBS check.

Allegations of abuse made against the Headteacher are reported to the Chair or Vice Chair of Governors, and referred to the LA Local Area Designated Officer (LADO).

The Governing Body will ensure that:

- Safeguarding arrangements are fully embedded within the school's ethos and reflected in the school's day to day safeguarding practices;
- Sufficient governors are trained in safer recruitment practices that appointments to the senior leadership team can be adequately supported;
- The school has effective policies and procedures in place in accordance with this policy, and school's compliance with them is monitored;
- There are policies and procedures in place for dealing with complaints and/or allegations against staff and any subsequent staff disciplinary hearings.

- There is a Designated Safeguarding Governor to champion safeguarding issues within the school, to liaise with the Headteacher, and to provide information and reports to the Governing Body. The Designated Safeguarding Governor is able to confide in and be supported by the Chair of Governors;
- The Headteacher, and all staff who work with children, will undertake a Safeguarding training course/e-learning every two years as a minimum.
- The Senior and Deputy Designated Persons are trained and will undertake a DSL training course/e-learning every two years as a minimum.
- Temporary staff, volunteers and other regular visitors to the school who work with children are made aware of the school's arrangements for safeguarding and their responsibilities.

## 5 Identifying Concerns

All members of staff, volunteers and governors must know how to identify and respond to safeguarding or child protection concerns whether they are the result of a direct disclosure or not.

Where a child discloses abuse, they must be familiar with procedures to be followed as below:

If a child chooses to tell someone in school about alleged abuse, that person will support the child as follows:

- Establish the key facts in language that the child understands, using the child's words;
- Clarify that no promises will be made to the child e.g. to keep secrets and inform the child that this information will now have to be passed on;
- Stay calm and be available to listen with the utmost care to what the child is saying;
- Question normally, without pressurising, using only open questions. **Leading questions should be avoided. Particularly if it is believed a crime may have been committed any questioning should be limited to establishing whether immediate protection is required and the next course of action to be taken.**
- Avoid putting words into the child's mouth but note the main points carefully;
- Re-assure the child that they were right to inform you;
- Write a full record – signed, dated, timed - of what the child did, said etc.;
- Immediately inform the Senior or Deputy Designated Person unless the disclosure has been made to them, following agreed procedures and referrals as appropriate.

## 6 Confidentiality

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

Where there is a Child Protection concern it will be passed immediately to the Senior Designated Person who will contact the Local Authority Designated Officer (LADO) if appropriate- see page 1 for contact details

The parents of the child should be informed immediately unless it is felt that this would not be in the best interests of the child, would place them at further risk or where it is believed a crime may have been committed

The Headteacher or Senior or Deputy Designated Person will disclose personal information about a pupil, including the level of involvement of other agencies, to other members of staff only on a 'need to know' basis.

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

## **7 Records and Monitoring**

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

Hard copies of records or reports relating to Child Protection concerns will be kept in a separate, confidential file, securely stored away from the main pupil file. The main pupil file could have, for example, a red C in the top right hand corner to denote the existence of a separate file. Schools may hold some electronic records, for example, a record of concern log or the multi agency referral form or a central list of those pupils who have a child protection plan in place. Authorisation to access these electronic records will be controlled by the Senior Designated Officer.

The school will keep written records of concerns about children, even where there is no need to refer the matter immediately. These records will be kept within the separate confidential file. Records will be kept up to date and reviewed regularly. Original notes will be retained as evidence if there are criminal proceedings arising from current or historical allegations of abuse or neglect.

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

If the child moves to another setting the Child Protection file should be sent, by registered post immediately to the Senior Designated Person at the new setting, making sure that the Child Protection file is transferred separately from the main pupil file. There must be liaison between the two Senior Designated Persons in order to ensure a smooth and safe transition for the child.

Where the new school is not known the Educational Welfare Officer at WBC should be informed so that the child can be included on the data base for missing pupils.

The school processes any personal data collected during the safeguarding process in accordance with its data protection policy. Further details can be found in the Privacy Notice on the school's website. Any data collected is held securely and accessed by, and disclosed to, individuals only for the purposes of completing the safeguarding procedure.

## **8 Supporting children**

We recognise that the school plays a significant part in the prevention of harm to our children by providing good lines of communication with trusted adults, supportive friends and an ethos of protection. We recognise that children who are abused or witness violence may feel

helplessness, humiliation and some sense of blame and that their behaviour may be challenging or defiant, or they may be withdrawn. We appreciate that school may be the only stable, secure and predictable element in the lives of children at risk.

We will endeavour to support our pupils through:

- Working to establish and maintain an ethos where children feel secure and are encouraged to talk and are always listened to;
- Ensuring that all pupils know there is an adult in the school whom they can approach if they are worried or in difficulty;
- 1:1 nurture work with Learning Mentors and the opportunity to talk to an adult of their choice at any time;
- Regular consultation with children e.g. through questionnaires, participation in anti-bullying assemblies and presentations, monitor playground incidents;
- Including 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, e-safety, road safety, pedestrian and cycle training. Also focussed work in Year 6 to prepare for transition to Secondary school and more personal safety/independent travel; Liaison with other agencies that support the pupil, such as Social Services, Foundry College and Education Psychology Service;
- Ensuring all staff are aware of school guidance for their use of mobile technology and have discussed safeguarding issues around the use of mobile technologies and their associated risks.
- Implementation of the school Positive Behaviour Policy which is aimed at supporting vulnerable pupils. The school will ensure that the pupil knows that some behaviour is unacceptable but they are nonetheless valued and are not to be blamed for any abuse which has occurred;
- Ensuring that, where a pupil subject to a child protection plan leaves, their information is transferred to the new school immediately and that the child's social worker is informed.

### **8.1 Children missing from education**

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

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

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

We will follow our procedures for unauthorised absence and for dealing with children who go missing from education, particularly on repeat occasions, to help identify the risk of abuse and neglect, including sexual exploitation, and to help prevent the risks of going missing in future. This includes informing the local authority if a child leaves the school without a new school being named, and adhering to requirements with respect to sharing information with the local

authority, when applicable, when removing a child's name from the admission register at non-standard transition points.

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

## **8.2 Mental health concern**

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

Staff will be alert to behavioural signs that suggest a child may be experiencing a mental health problem or be at risk of developing one.

If you have a mental health concern about a child that is also a safeguarding concern, take immediate action by following the steps in section 7.4.

If you have a mental health concern that is **not** also a safeguarding concern, speak to the Designated Safeguarding Person to agree a course of action.

All staff can complete a referral for nurture/mental Health support. The forms are stored on the h drive and are available from the office.

## **8.3 Pupils with a social worker**

Pupils may need a social worker due to safeguarding or welfare needs. We recognise that a child's experiences of adversity and trauma can leave them vulnerable to further harm as well as potentially creating barriers to attendance, learning, behaviour and mental health.

The DSL and all members of staff will work with and support social workers to help protect vulnerable children.

Where we are aware that a pupil has a social worker, the DSL will always consider this fact to ensure any decisions are made in the best interests of the pupil's safety, welfare and educational outcomes. For example, it will inform decisions about:

- Responding to unauthorised absence or missing education where there are known safeguarding risks
- The provision of pastoral and/or academic support

## **8.4. Looked-after and previously looked-after children**

We will ensure that staff have the skills, knowledge and understanding to keep looked-after children and previously looked-after children safe. In particular, we will ensure that:

- Appropriate staff have relevant information about children's looked after legal status, contact arrangements with birth parents or those with parental responsibility, and care arrangements
- The DSL has details of children's social workers and relevant virtual school headteachers

The Headteacher, Philippa Chan is responsible for promoting the educational achievement of looked-after children and previously looked-after children in line with statutory guidance.

The designated teacher is appropriately trained and has the relevant qualifications and experience to perform the role.

As part of their role, the designated person will:

- Work closely with the DSL to ensure that any safeguarding concerns regarding looked-after and previously looked-after children are quickly and effectively responded to
- Work with virtual school headteachers to promote the educational achievement of looked-after and previously looked-after children, including discussing how pupil premium plus funding can be best used to support looked-after children and meet the needs identified in their personal education plans

## 8.5 Radicalisation and Extremism

Since 2010, when the Government published the Prevent Strategy, there has been an awareness of the specific need to safeguard children, young people and families from violent extremism. There have been several occasions both locally and nationally in which extremist groups have attempted to radicalise vulnerable children and young people to hold extreme views including views justifying political, religious, sexist or racist violence, or to steer them into a rigid and narrow ideology that is intolerant of diversity and leaves them vulnerable to future radicalisation.

Our School values freedom of speech and the expression of beliefs / ideology as fundamental rights underpinning society's values. Both pupils and teachers have the right to speak freely and voice their opinions. However, freedom comes with responsibility and free speech that is designed to manipulate the vulnerable or that leads to violence and harm of others goes against the moral principles in which freedom of speech is valued. Free speech is not an unqualified privilege; it is subject to laws and policies governing equality, human rights, community safety and community cohesion.

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

### **Response**

When any member of staff has concerns that a pupil may be at risk of radicalisation or involvement in terrorism, they should speak to the Headteacher or to the Senior Designated Safeguarding Persons who will follow safeguarding procedures in the Prevent Policy. If the matter is urgent then Thames Valley Police must be contacted by dialling 999. In non-urgent cases where police advice is sought then contact should be via 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). Share any action taken with the Designated Safeguarding Person as soon as possible.

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

## **8.6 Forced Marriage (FM)**

This is an entirely separate issue from arranged marriage. It is a human rights abuse and falls within the Crown Prosecution Service definition of domestic violence. Young men and women can be at risk in affected ethnic groups. Whistle-blowing may come from younger siblings. Other

indicators may be detected by changes in adolescent behaviours. Never attempt to intervene directly as a school or through a third party. Always call either the Contact Centre or the Forced Marriage Unit 020 7008 0151.

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

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. From 31 October 2015 a mandatory reporting duty requires teachers to report 'known' cases of FGM in under 18s, which are identified in the course of their professional work, to the police.

The duty applies to all persons employed or engaged to carry out 'teaching work' in the school, whether or not they have qualified teacher status. Please refer to the Home Office and Department for Education's procedural information for full details:

<https://www.gov.uk/government/publications/mandatory-reporting-of-female-genital-mutilation>  
<https://www.gov.uk/government/publications/mandatory-reporting-of-female-genital-mutilation-procedural-information>

If a teacher is informed by a pupil 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 the teacher should call 101 and make a report to the police force in which the girl resides. Unless they have been specifically told not to disclose, they should also discuss the case with the Designated Safeguarding Person and involve children's social care as appropriate.

The duty applies to the individual who becomes aware of the case to make a report.

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

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

### **8.8 Domestic Abuse**

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, religion, mental or physical ability. Domestic abuse can also involve other types of abuse. We use the term domestic abuse to reflect that a number of abusive and controlling behaviours are involvement beyond violence.

Slapping, punching, kicking, bruising, rape, ridicule, constant criticism, threats, manipulation, sleep deprivation, social isolation, and other controlling behaviours all count as abuse. Children can witness and be adversely affected by domestic abuse and/or violence at home where it occurs between family members. Exposure to domestic abuse and/or violence can have a serious, long-lasting emotional and psychological impact on children.

If a member of staff is concerned that a pupil is the subject of or witness to domestic abuse, then this should be reported to the Headteacher or Senior Designated Person.

### **8.9 Child Sexual Exploitation (CSE) Child sexual exploitation**

Sexual exploitation of children and young people under 18 involves exploitative situations, contexts and relationships where the young person (or third person/s) receive 'something' (e.g. food, accommodation, drugs, alcohol, cigarettes, affection, gifts, money) as a result of them performing, and/or others performing on them, sexual activities.

Child sexual exploitation can occur through the use of technology without the child's immediate recognition; for example, being persuaded to post images on the internet/mobile phones without immediate payment or gain. Violence, coercion and intimidation are common. Involvement in exploitative relationships is characterized by the child's or young person's limited availability of choice, as a result of their social, economic or emotional vulnerability.

In addition to the CCE indicators above, indicators of CSE can include a child:

- Having an older boyfriend or girlfriend
- Suffering from sexually transmitted infections or becoming pregnant

A common feature of CSE is that the child or young person does not recognise the coercive nature of the relationship and does not see themselves as a victim of exploitation.

If a member of staff is concerned that a pupil is the subject of CSE then this should be reported to the Headteacher or Senior Designated Person.

## **8.10 Child Criminal Exploitation (County Lines)**

Criminal exploitation of children is a geographically widespread form of harm that is a typical feature of county lines criminal activity, drug networks or gangs groom and exploit children and young people to carry drugs and money from urban areas to suburban and rural areas, market and seaside towns. The key to identifying potential involvement in county lines are missing episodes, when the victim may have been trafficked for the purpose of transporting drugs and a referral to the National Referral Mechanism should be considered.

Like other forms of abuse and exploitation, county lines exploitation:

- can affect any child or young person (male or female) under the age of 18 years;
- can affect any vulnerable adult over the age of 18 years;
- can still be exploitation even if the activity appears consensual;
- can involve force and/or enticement-based methods of compliance and is often accompanied by violence or threats of violence;
- can be perpetrated by individuals or groups, males or females, and young people or adults; and
- is typified by some form of power imbalance in favour of those perpetrating the exploitation.

Whilst age may be the most obvious, this power imbalance can also be due to a range of other factors including gender, cognitive ability, physical strength, status, and access to economic or other resources.

If a member of staff suspects CCE, they will discuss this with the DSL. The DSL will trigger the local safeguarding procedures, including a referral to the local authority's children's social care team and the police, if appropriate.

## **8.11 Allegations of abuse made against other pupils**

We recognise that children are capable of abusing their peers. Abuse will never be tolerated or passed off as “banter”, “just having a laugh” or “part of growing up”.

We also recognise the gendered nature of peer-on-peer abuse (i.e. that it is more likely that girls will be victims and boys the perpetrators). However, all peer-on-peer abuse is unacceptable and will be taken seriously.

Most cases of pupils hurting other pupils will be dealt with under our school’s behaviour policy, but this child protection and safeguarding policy will apply to any allegations that raise safeguarding concerns. This might include where the alleged behaviour:

- Is serious, and potentially a criminal offence
- Could put pupils in the school at risk
- Is violent
- Involves pupils being forced to use drugs or alcohol
- Involves sexual exploitation, sexual abuse or sexual harassment, such as indecent exposure, sexual assault, upskirting<sup>1</sup> or sexually inappropriate pictures or videos (including sexting)

If a pupil makes an allegation of abuse against another pupil:

- You must record the allegation and tell the DSL, but do not investigate it
- The DSL will contact the local authority children’s social care team and follow its advice, as well as the police if the allegation involves a potential criminal offence
- The DSL will put a risk assessment and support plan into place for all children involved (including the victim(s), the child(ren) against whom the allegation has been made and any others affected) with a named person they can talk to if needed
- The DSL will contact the children and adolescent mental health services (CAMHS), if appropriate

We will minimise the risk of peer-on-peer abuse by:

- Challenging any form of derogatory or sexualised language or behaviour, including requesting or sending sexual images
- Being vigilant to issues that particularly affect different genders – for example, sexualised or aggressive touching or grabbing towards female pupils, and initiation or hazing type violence with respect to boys
- Ensuring our curriculum helps to educate pupils about appropriate behaviour and consent
- Ensuring pupils know they can talk to staff confidentially by information given in assemblies, PSHE lessons, regular NSPCC updates/posters and signposting to the Pastoral Support Link.
- Ensuring staff are trained to understand that a pupil harming a peer could be a sign that the child is being abused themselves, and that this would fall under the scope of this policy

### **8.12 Pupils with special educational needs and disabilities**

We recognise that pupils with special educational needs (SEN) and disabilities can face additional safeguarding challenges. Additional barriers can exist when recognising abuse and neglect in this group, including:

- Assumptions that indicators of possible abuse such as behaviour, mood and injury relate to the child’s disability without further exploration
- Pupils being more prone to peer group isolation than other pupils

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<sup>1</sup> ‘Upskirting’ typically involves taking a picture under a person’s clothing without them knowing, with the intention of viewing their genitals or buttocks to obtain sexual gratification, or cause the victim humiliation, distress or alarm. It is now a criminal offence.

- The potential for pupils with SEN and disabilities being disproportionately impacted by behaviours such as bullying, without outwardly showing any signs
- Communication barriers and difficulties in overcoming these barriers

We offer extra pastoral support for pupils with SEN and disabilities. This includes:

: SEN Support Plans, nurture groups and friendship groups.

## **9 Recruitment**

In order to ensure that children are protected whilst at this school, we will ensure that staff and volunteers are carefully selected, screened, trained and supervised.

We accept that it is our responsibility to follow the guidance set out in Keeping Children Safe in Education 2020. The link below will direct you to the WBC model Recruitment policies which are aligned to current government guidance and adopted by the Trust:

<http://wsh.wokingham.gov.uk/leadership/policies/recruitment-policy/>

## **10 Volunteers**

We understand that some people otherwise unsuitable for working with children may use volunteering to gain access to children; for this reason, any volunteers in the school, in whatever capacity, are expected to follow the policies and procedures in the same way as paid staff.

Where a parent or other volunteer helps on a one-off basis, he/she will only work under the direct supervision of a member of staff, and at no time have one to one contact with children. However, if a parent or other volunteer is to be in school regularly or over a longer period then they will be checked to ensure their suitability to work with children.

## **11 Safe Staff**

Checks will be undertaken corresponding to Safer Recruitment procedures on all adults working in the school to establish their suitability to work with children. Records of these checks will be kept in accordance with Part 3 - Keeping Children Safe in Education 2020, and Data Protection legislation.

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

If an allegation is made against another member of staff (including a supply teacher or volunteer), the member of staff receiving the allegation will immediately inform the Headteacher or the most senior teacher if the Headteacher is not present. The Headteacher or most senior teacher will inform the CEO who will advise on processes to consult with the Local Area Designated Officer.

Allegations against the Head of School are reported to the Executive Headteacher and allegations against the Headteacher/Executive Headteacher are reported to the Chair or Vice Chair of Governors, and referred to the LA Local Authority Designated Officer (LADO) - see page 1 for contact details.

## 12 Conduct of Staff

The school has a duty to ensure that professional behaviour applies to relationships between staff and children, and that all members of staff are clear about what constitutes appropriate behaviour and professional boundaries. (See Staff Code of Conduct).

At all times, members of staff are required to work in a professional way with children. All staff should be aware of the expectations, inherent risks and possible consequences in:

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

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

## 13 Supporting staff

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

We will support such staff by providing an opportunity to talk through anxieties with the Senior Designated Person and to seek further support, if necessary.

The Senior and Deputy Designated Person and the Headteacher can seek personal support through ARC *counselling services*-see *page 1 for contact details*, or other appropriate counselling services.

Staff will have access to The Guidance for Safer Working Practices for Adults who work with Children and Young People <https://www.saferrecruitmentconsortium.org/about>

This provides advice on the boundaries of appropriate behaviour and the circumstances that should be avoided in order to limit complaints against staff of the abuse of trust and/or allegations of abuse.

## 14 Images of Children and Young People

The use of digital images in schools is a complex area and it is recommended that schools have a detailed policy and guidelines that set out what is acceptable in their setting. The text below is a brief summary of the key points extracted from the Wokingham Borough Council Children's Services 'All in One E-Safety Guidelines', available via this link:

<http://wsh.wokingham.gov.uk/learning-and-teaching/ict-computing-and-online-safety/ehttp://wsh.wokingham.gov.uk/learning-and-teaching/ict-computing-and-online-safety/e-safety/online-safety-school-guidance-for-senior-leaders/safety/online-safety-school-guidance-for-senior-leaders/>

- **School Policy** – The school has a clear and sufficiently detailed policy which covers the taking and use of digital images and video of pupils and takes steps to ensure that it is understood and enforced. Particular care will be taken when images of pupils may pass beyond the direct control of the school and into the public domain, e.g. on the school website, social networking. Guidance will include reference to the storage and deletion of images of pupils, including the policy on the use of devices with a facility to store or transfer data to other locations (e.g. 'cloud' storage) to ensure the school is line with ICO (Information Commission's Office) guidance.
- **Acceptable Use Agreements** – Staff and pupils sign ICT Acceptable Use Agreements. For staff this includes a section on the use of digital images and clarification about the position regarding the use of personal mobile phones/cameras for taking pictures. Where volunteers are supporting school staff, they should abide by the same rules as school staff as far as is reasonable.
- **Parental Permission** – The school will ensure that appropriate written permissions are obtained before any photographs or videos are used. Where parental permission has not been obtained, or it is known that a pupil should not be photographed or filmed, every reasonable effort should be made to ensure that a pupil's image is not recorded.
- **Parents taking photographs or video** – Where the school chooses to allow the recording of images at events it will be made clear that images may only be recorded for personal use and can only be shared with immediate family and friends. Images must not be shared on social networking sites or other websites that are accessible by the general public.
- **Events/Activities involving multiple schools** – When taking part in events organised by other schools or organisations, the schools involved will consider what image guidelines should apply. For larger events it is reasonable to expect that specific image guidelines should be in place. Consideration should be given as to how those attending the event will be informed of the image guidelines that apply. Although the school will make reasonable efforts to safeguard the digital images of pupils, parents should be made aware that at some types of event it is not always realistic to strictly enforce image guidelines. The school cannot therefore be held accountable for the use of images taken by parents or members of the public at events.

## 15 Before and After School Activities and Contracted Services

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

## **16 Links to other School policies**

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

***Behaviour and Anti Bullying***  
***Code of Conduct***  
***Children missing in education***  
***Attendance***  
***ICT Acceptable Use***  
***ESafety***  
***Equal Opportunities***  
***Whistleblowing***  
***Volunteers in school***  
***Safer Recruitment***  
***Complaints***  
***Family Care***  
***Health and Safety***  
***Data Protection***  
***Induction***  
***School's Privacy Notice***

### **Berkshire Child Protection Procedures**

<http://www.proceduresonline.com/berks/wokingham/index.html>

## Appendix 1 Safeguarding Children – Key Points

Staff and volunteers in charge of children or young people should know what to do if they suspect that someone is being physically, emotionally or sexually abused, or if someone tells them that this is happening. Ensure that you are familiar with the Safeguarding policy; copies of which are located in the staffroom and on the school's website. On request you will be provided with a printed copy.

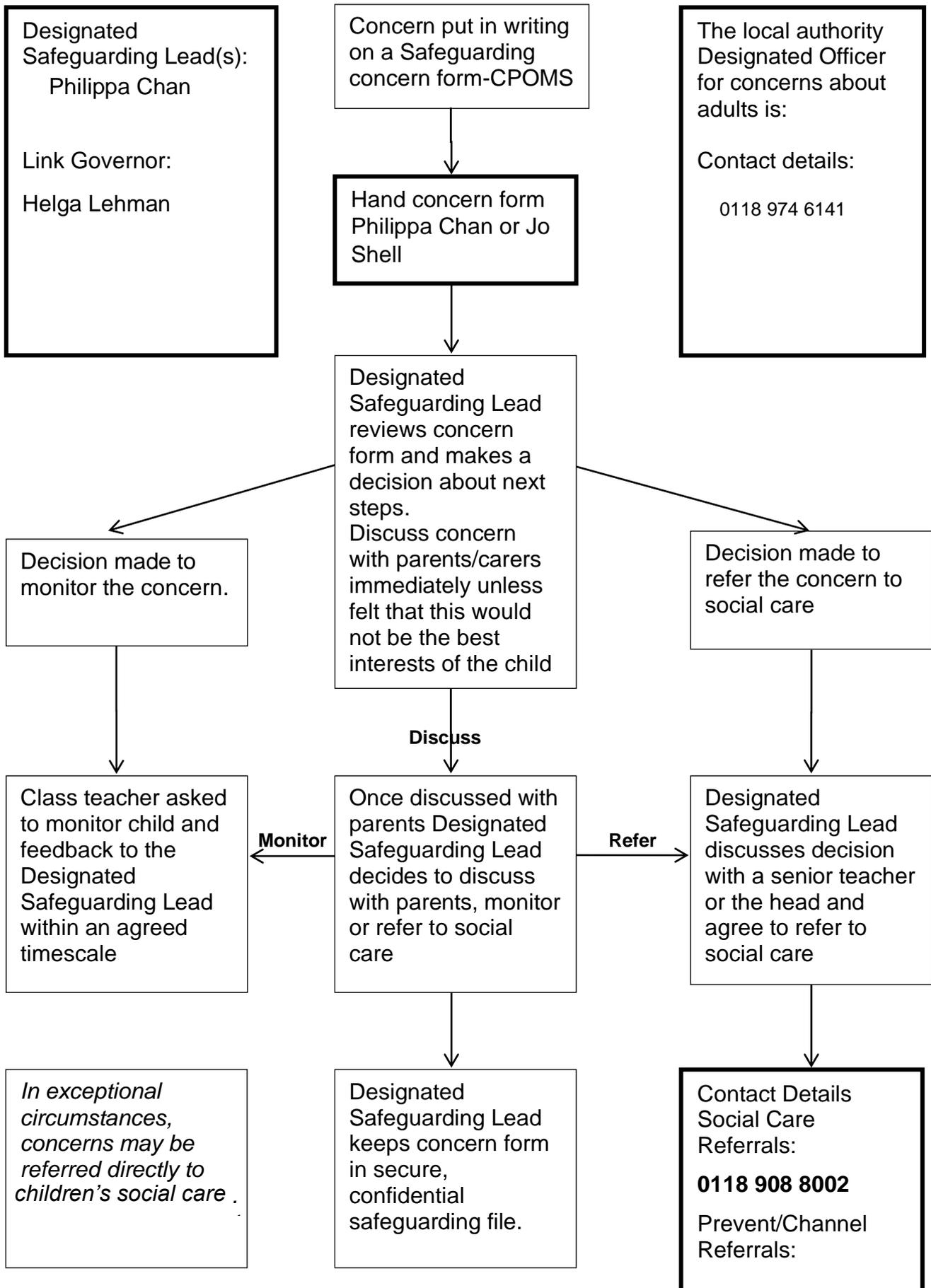
In addition, the following key points give you a guide on what to do and not to do.

1. Always stop and listen straight away to someone who wants to tell you about incidents or suspicions of abuse.
2. If you can, write brief notes of what they are telling you while they are speaking. These may help later if you have to remember exactly what was said. Keep your original notes, however rough and even if you wrote on the back of something else. It's what you wrote at the time that may be important later, not a tidier and improved version you wrote up afterwards! If you don't have the means to write at the time, make notes of what was said or observed as soon as possible afterwards.
3. Never make a promise that you will keep what is said confidential or secret. If you are told about abuse you have a responsibility to tell the right people to get something done about it. If asked, explain that if you are going to be told something very important that needs to be sorted out, you will need to tell the people who can sort it out, but that you will only tell the people who absolutely have to know.
4. Do not ask leading questions that might give your own ideas of what might have happened, e.g. "did he do X to you?" Just ask, "what do you want to tell me?" or "Is there anything else you want to say?"
5. Immediately tell the senior designated person for safeguarding, unless they are the subject of the accusation. Don't tell other adults or young people what you have been told. If someone has made an accusation to you about the Headteacher, you should report your concerns to the Chair of Governors.
6. Never attempt to carry out an investigation of suspected or alleged abuse by interviewing people etc. The Local Area Designated Officer (LADO) or the Referral and Assessment team, WBC Social Care and police officers are the people trained to do this. You could cause more damage and endanger possible criminal proceedings.

It is your duty to refer concerns on, not investigate.

7. As soon as possible (and certainly the same day) the senior designated person for safeguarding or the Chair of Governors where the allegation is against the Headteacher/Executive Headteacher, should refer the matter to the LADO or the Referral and Assessment Team WBC Social Care (helped by your notes). Follow their instructions about what to do next. They will set up any necessary investigations. That is their statutory job.
8. Never think abuse is impossible in your organisation or that an accusation against someone you know well and trust is bound to be wrong.
9. Children and young people often tell other young people, rather than staff or other adults about abuse. Therefore, you may hear an allegation from another child.

## Appendix 2 FLOW CHART FOR RAISING SAFEGUARDING CONCERNS ABOUT A CHILD



### **Appendix 3 Recognising signs of child abuse**

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

#### **Categories of Abuse:**

- Physical Abuse
- Emotional Abuse (including Domestic Abuse)
- Sexual Abuse
- 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.

Children with special educational needs (SEN) and disabilities may face additional safeguarding challenges. Additional barriers can exist when recognising abuse and neglect in this group of children, including:

- assumptions that indicators of possible abuse such as behaviour, mood and injury relate to the child's disability without further exploration;
- the potential for children with SEN and disabilities being disproportionately impacted by behaviours such as bullying, without outwardly showing any signs; and
- communication barriers and difficulties in overcoming these barriers.

### **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

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 e.g. anxious, indiscriminate or not attachment
- Indiscriminate attachment or failure to attach
- Aggressive behaviour towards others
- Scape-goated within the family
- Frozen watchfulness, particularly in pre-school 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

### **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, sexting, 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, inappropriate 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.

### **Assessment**

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. Further advice is available from the Referral and Assessment Team.

### **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 school
- Child left with adults who are intoxicated or violent
- Child abandoned or left alone for excessive periods

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:

- 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;
- 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 school, 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;

## Appendix 4 Honour Based Abuse

### So-called 'honour-based' abuse (including FGM and forced marriage)

So-called 'honour-based' abuse (HBA) encompasses incidents or crimes committed to protect or defend the honour of the family and/or community, including FGM, forced marriage, and practices such as breast ironing.

Abuse committed in this context often involves a wider network of family or community pressure and can include multiple perpetrators.

All forms of HBA are abuse and will be handled and escalated as such. All staff will be alert to the possibility of a child being at risk of HBA or already having suffered it. If staff have a concern, they will speak to the DSL, who will activate local safeguarding procedures.

### 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 school 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.

## 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.

### Allegations of abuse made against other children

Staff should recognise that children are capable of abusing their peers. There are different forms peer on peer abuse can take, but abuse is abuse and should never be tolerated or passed off as “banter” or “part of growing up”. Peer on peer abuse can manifest itself in many ways. There are different gender issues that can be prevalent when dealing with peer on peer abuse. This could, for example, include children being sexually touched/assaulted or being subject to initiation/hazing type violence.

#### Safeguarding is everyone's responsibility and if there are concerns regarding a child then contact:

- The Senior Designated Person for Safeguarding or one of the Deputy Designated Persons;
- **999 if you believe a child is in immediate danger;**
- Early Help Hub (Children's Safeguarding and Social Care Team) Telephone 0118 908 8002 or email: [triage@wokingham.gcsx.gov.uk](mailto:triage@wokingham.gcsx.gov.uk);
- Emergency Duty Team - out of office hours: telephone: 01344 786 543;
- Thames Valley Police: telephone: 101 non emergencies;
- NSPCC (National Society for the Prevention of Cruelty to Children) 24 Hour Helpline: 0808 800 5000.

### Child criminal exploitation

Child criminal exploitation (CCE) is a form of abuse where an individual or group takes advantage of an imbalance of power to coerce, control, manipulate or deceive a child into criminal activity, in exchange for something the victim needs or wants, and/or for the financial or other advantage of the perpetrator or facilitator, and/or through violence or the threat of violence.

Indicators of CCE can include a child:

- Appearing with unexplained gifts or new possessions
- Associating with other young people involved in exploitation
- Suffering from changes in emotional wellbeing
- Misusing drugs and alcohol
- Going missing for periods of time or regularly coming home late
- Regularly missing school or education
- Not taking part in education

## Appendix 6

### Indicators of vulnerability to radicalisation

1. Radicalisation refers to the process by which a person comes to support terrorism and extreme ideologies associated with terrorist groups.
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. This is also includes calling 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:
  - a. Encourage, justify or glorify terrorist violence in furtherance of particular beliefs;
  - b. Seek to provoke others to terrorist acts;
  - c. Encourage other serious criminal activity or seek to provoke others to serious criminal acts; or
  - d. Foster hatred which might lead to inter-community violence in the UK.
4. Terrorism is defined as an action that endangers or causes serious violence to a person/people; causes serious damage to property; or seriously interferes or disrupts an electronic system. The use or threat must be designed to influence the government or to intimidate the public and is made for the purpose of advancing a political, religious or ideological cause.
5. 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.
6. 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 school staff are able to recognise those vulnerabilities.
7. Indicators of vulnerability include:
  - a. Identity Crisis – the student / pupil is distanced from their cultural / religious heritage and experiences discomfort about their place in society;
  - b. 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;
  - c. 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;
  - d. Unmet Aspirations – the student / pupil may have perceptions of injustice; a feeling of failure; rejection of civic life;

- e. Experiences of Criminality – which may include involvement with criminal groups, imprisonment, and poor resettlement / reintegration;
  - f. 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.
8. 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.
9. More critical risk factors could include:
- a. Being in contact with extremist recruiters;
  - b. Accessing violent extremist websites, especially those with a social networking element;
  - c. Possessing or accessing violent extremist literature;
  - d. Using extremist narratives and a global ideology to explain personal disadvantage;
  - e. Justifying the use of violence to solve societal issues;
  - f. Joining or seeking to join extremist organisations; and
  - g. Significant changes to appearance and / or behaviour;
  - h. 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:  
<https://www.gov.uk/government/publications/protecting-children-from-radicalisation-the-prevent-duty>

## Appendix 7

### Procedure for dealing with allegations

In the event of an allegation, the Executive Headteacher/Headteacher (or chair of governors where the Executive Headteacher/Headteacher is the subject of the allegation) – the ‘case manager’ – will take the following steps:

- Inform the CEO of the Trust and then discuss the allegation with the LADO.
- Inform the accused individual of the concerns or allegations and likely course of action as soon as possible after speaking to the designated Person (and the police or children’s social care services, where necessary).
- In partnership with the Trust consider whether suspension of the individual from contact with children at the school is justified or whether alternative arrangements should be considered.
- Advice should be sought from the school’s HR adviser and CEO whether immediate suspension is considered necessary. The school should document the rationale and use model letters from the HR provider and work within the HR timeframes.
- **If it is decided that no further action is to be taken** in regard to the subject of the allegation or concern, record this decision and the justification for it and agree with the school’s HR provider and Senior Designated Person what information should be put in writing to the individual.
- **If it is decided that further action is needed**, take steps as agreed with the school’s HR provider and Senior Designated Person to initiate the appropriate action in school and/or liaise with the police and/or children’s social care services as appropriate
- Provide effective support for the individual facing the allegation or concern, including appointing a named representative to keep them informed of the progress of the case and considering what other support is appropriate. This information should be contained in the model letters from the school’s HR Provider.
- Inform the parents or carers of the child/children involved about the allegation as soon as possible if they do not already know (following agreement with children’s social care services and/or the police, if applicable). Ensure that confidentiality is maintained throughout the process.
- It may be necessary to make a referral to the DBS where it is thought that the individual facing the allegation or concern has engaged in conduct that harmed or is likely to harm a child, or if the individual otherwise poses a risk of harm to a child. **THIS MUST BE AGREED WITH THE CEO** acting on behalf of the Trust.

If the school is made aware that the secretary of state has made an interim prohibition order in respect of an individual, we will immediately suspend that individual from teaching, pending the findings of the investigation by the Teaching Regulation Agency.

Where the police are involved, wherever possible the Trust will ask the police at the start of the investigation to obtain consent from the individuals involved to share their statements and evidence for use in the school’s disciplinary process, should this be required at a later point.

### Additional considerations for supply staff

If there are concerns or an allegation is made against someone not directly employed by the school, such as supply staff provided by an agency, we will take the actions below in addition to our standard procedures.

The school will not decide to stop using a supply teacher due to safeguarding concerns without finding out the facts and liaising with our local authority designated Person to determine a suitable outcome

The Trust will discuss with the agency whether it is appropriate to suspend the supply teacher, or redeploy them to another part of the school, while the school carries out the investigation

The school will involve the agency fully, but the school will take the lead in collecting the necessary information and providing it to the local authority designated Person as required

The Trust will address issues such as information sharing, to ensure any previous concerns or allegations known to the agency are taken into account (we will do this, for example, as part of the allegations management meeting or by liaising directly with the agency where necessary)

When using an agency, the school will inform them of its process for managing allegations, and keep them updated about its policies as necessary, and will invite the agency's HR manager or equivalent to meetings as appropriate.

All Timescales need to be in line with the Trust's HR Policies

## **Appendix 6**

### **Safeguarding Training Records**

See SSSCPD Training records or list participation in training programmes here