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strengthening communities through excellent education.

**Ted  
Wragg** TRUST



# **Child Protection and Safeguarding Policy**

## **(KCSIE 2023 Update)**

Responsibility for approval: Trust Board  
Date of approval: July 2023

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## 1.0 Safeguarding Statement

1.1 St James School recognise our moral and statutory responsibility to safeguard and promote the welfare of all pupils and expects all staff, governors and volunteers to share this commitment. We recognise that all children, regardless of age, disability, Special Educational Needs (SEND), gender reassignment, race, religion or belief, sex, or sexual orientation have an equal right to protection from all types of harm or abuse.

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. We listen to our pupils and take seriously what they tell us and our children are aware of the adults they can talk to if they have a concern. When there are concerns for a child's welfare, we may need to share information and work in partnership with other agencies. We will ensure concerns are discussed with parents/carers first, unless we have reason to believe that by doing so would be contrary to the child's welfare.

This Child Protection and Safeguarding policy underpins and guides our safeguarding procedures and protocols.

### Child Protection and Safeguarding Policy Circulation

- This policy will be published on the Trust's and individual school's websites and included in the Trust's policy monitoring schedule.
- This policy will be circulated to every Member, Trustee/Director, Governor and Senior Employee by sending an email to the link on the Trust's website.
- The Trustees and Trust Leader for Safeguarding & Attendance are responsible for overseeing, reviewing and organising the revision of this policy.

## 2.0 Terminology

- 2.1 *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.
- 2.2 *Staff* refers to all those working for or on behalf of the school, full or part time, temporary or permanent, in either a paid or voluntary capacity.
- 2.3 *Child* includes everyone under the age of 18 or 25 if a care leaver.
- 2.4 *Parents* refers to birth parents and other adults who are in a parenting role, for example step-parents, foster carers, adoptive parents and local authority (LA) corporate parents.
- 2.5 *Safeguarding and promoting the welfare of children* is defined as:
- Protecting children from maltreatment.
  - Preventing impairment of children's mental and physical health or development.
  - Ensuring that children grow up in circumstances consistent with the provision of safe and effective care.
  - Acting to enable all children to have the best outcomes.

## 3.0 Safeguarding Legislation and Guidance

3.1 The following safeguarding legislation and guidance has been considered when drafting this policy:

- [Education Act 2002 Section 175 \(maintained schools only\)](#)
- [Education Act 2002 Section 157 \(Independent schools incl Academies and CTC's\)](#)
- [The Education \(Independent School Standards\) \(England\) Regulations 2003](#)
- [The Safeguarding Vulnerable Groups Act 2006](#)
- [Teachers' Standards \(Guidance for school leaders, school staff and governing bodies\)](#)
- [Working Together to Safeguarding Children](#)

- [Keeping Children Safe in Education](#)
- [Information Sharing 2018](#)
- [What to do if you're worried a child is being abused](#)

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## 4.0 Policy Principals, Aims and Values

### 4.1 The welfare of the child is paramount:

- All children regardless of age, gender, culture, language, race, ability, sexual identity or religion have equal rights to protection, safeguarding and opportunities.
- We recognise that all adults, including temporary staff<sup>1</sup>, volunteers and governors, all have a duty to protect 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.
- All staff believe that our school should provide a caring, positive, safe and stimulating environment that promotes the social, physical, mental wellbeing and moral development of the individual child.
- Pupils and staff involved in child protection issues will receive appropriate support and supervision.

### 4.2 This policy aims to:

- Raise the awareness of all staff of the need to safeguard children.
- Provide all staff with guidance on the procedures they should adopt in the event that they suspect a child, young person may be experiencing, or be at risk of experiencing, harm. Including (by Designated Safeguarding Lead (DSL)/ Deputy Designated Safeguarding Lead (DDSL)) consideration to the use of appropriate assessments, resources and agency support.
- Provide an environment in which children and young people feel safe, secure, valued and respected, and that they will be listened to should they make a disclosure.
- Raise awareness that abuse can be both Familial and/or Contextual; and abusers can be both adult/s to child/ren or child/ren to child/ren.
- Demonstrate the school's commitment with regard to safeguarding and child protection to pupils, parents and other partners.
- Provide a systematic means of monitoring children known or thought to be at risk of harm.
- Emphasise the need for high levels of communication between staff and the designated safeguarding leads internally and with external agencies and partners, including our contribution to assessments, referrals and support plans.
- Develop and promote effective working relationships with other partnership agencies, particularly Children's Social Care, Police and Health.
- Support the child's development in ways that will foster security, confidence and independence.
- Ensure that all staff working within our school who have substantial access to children have been checked as to their suitability, including pre-employment checks and online searches, verification of their identity, qualifications, and a satisfactory Disclosure Barring Service (DBS) check (according to guidance)<sup>2</sup>, and a single central record is kept for audit.
- Provide clarity and expectations on professional behaviours and code of conduct including lone working requirements.

### 4.3 Supporting and Protecting Children:

<sup>1</sup> Wherever the word "staff" is used, it covers ALL staff on site, including ancillary supply and self-employed staff, contractors, volunteers working with children etc. and governors.

<sup>2</sup> Guidance regarding DBS checks recently updated by the Protection of Freedoms Act 2012

- We recognise that a child who is abused or witness's violence may feel helpless and humiliated and could experience barriers to making a disclosure. We understand that the behaviour of a child in these circumstances may range from that which is perceived to be normal to that which is aggressive or withdrawn, as well as exhibiting signs of mental health problems. We understand the impact on a child's mental health, behaviour and education from familial and/or contextual abuse. St James School may not only provide stability in the lives of children who have been abused or who are at risk of harm, but it plays a significant part in the prevention of harm to our children.

#### 4.4 Our school 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 (incl. cyber bullying),
- Promoting a caring, safe and positive environment within the school and providing children with good lines of communication with trusted adults, supportive friends and an ethos of protection.
- 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 settings, support services and those agencies involved in the safeguarding of children.
- Notifying children's social care as soon as there is a significant concern.
- Ensuring appropriate information is shared confidentially at key transition points in a child's journey to ensure continues support (incl. school medical records).
- Ensuring that children are taught to understand and manage risk through our Personal, Social, Health and Economic (PSHE) Education and Relationship and Sex Education (RSE) and through all aspects of school life, including online safety.
- Accessing and utilising the necessary resources, guidance and toolkits to support the identification of children requiring mental health support, support services and assessments.
- Reassuring victims that they are being taken seriously and that they will be supported and kept safe.

#### 4.5 The school community will protect children by:

- Working to establish and maintain an ethos where children feel secure, are encouraged to talk and are always listened to.
- Ensuring all children know there are adults in the school whom they can approach if they are worried or in difficulty.
- Including regular consultation with children, parents and staff to gather their voice.
- Including safeguarding across the curriculum to 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, information about child on child abuse (sexual harassment, sexual violence, harmful sexual behaviour, consent), online-safety, road safety, pedestrian and cycle training;
- Provide focussed activities to prepare specific year groups for transition to new settings and/or key stages e.g. more personal safety/independent travel/orientation and identification of key adults.
- Ensuring all staff, pupils and parents are aware of school guidance for their use of mobile technology and the safeguarding issues around the use of mobile technologies, including the use of social media and their associated risks have been shared.

## 5.0 Safe School, Safe Staff

### 5.1 Staff will:

- Read Keeping Children Safe in Education (*KCSiE*) **September 23** Part 1 & Annex A or B as appropriate.

- Be made aware of systems within their school which support safeguarding, and these will be explained to them as part of staff induction and also on an annual basis. This will include the:
  - child protection policy (which should amongst other things also include the policy and procedures to deal with child-on-child abuse)
  - behaviour policy (which should include measures to prevent bullying, including cyberbullying, prejudice-based and discriminatory bullying)
  - staff behaviour policy (sometimes called a code of conduct) should amongst other things, include low-level concerns, allegations against staff and whistleblowing
  - safeguarding response to children who are absent from education, particularly on repeat occasions and/or prolonged periods and
- the role of the designated safeguarding lead (including the identity of the designated safeguarding lead and any deputies).
- Copies of the policies and a copy of Part one (or Annex A, if appropriate) of **KCSiE 23** will be provided to all staff at induction.
- Receive safeguarding awareness training annually.
- Receive regular safeguarding updates including online safety as well as filtering and monitoring.
- Be aware of their role in safeguarding, early help and implementing child protection support plans.

## 5.2 Governors will

- Read **KCSiE September 23** Part 1 & Part 2 and Annex B.
- Know the named safeguarding governor and any deputy safeguarding governor and must read all of the **KCSiE September 23** document.
- Be aware of the key safeguarding personnel within the school and the schools safeguarding statement and ethos.
- Receive appropriate safeguarding training for the role as they join (at the point of induction) the governing board and at least annually thereafter.
- Ensure safeguarding requirements are included in any transfer of control agreement (i.e. lease or hire agreement), as a condition of use and occupation of the premises; and that failure to comply with this would lead to termination of the agreement. The guidance on Keeping children safe in out-of-school settings details the safeguarding arrangements that schools and colleges should expect these providers to have in place.
- Seek assurance that the provider concerned has appropriate safeguarding and child protection policies and procedures in place (including inspecting these as needed); and ensure that there are arrangements in place for the provider to liaise with the school on these matters where appropriate. ***This applies regardless of whether or not the children who attend any of these services or activities are children on the school roll.***

## 5.3 School will:

- Provide a coordinated offer of Early Help, contribute to such arrangements, support interagency working and plans, record on the R4Ch system or other recording site as applicable. Maintain the SCR to ensure the suitability of adults working with children on site E.g. Letters of assurance, DBS checks and safeguarding training.
- Provide community users with the school's Child Protection and Safeguarding policy

## 5.4 Parents will:

- Have access to the Safeguarding statement, policy and other associated documents.
- Be made aware of school's responsibility to safeguard children.
- Have access to appropriate signposting for support e.g. Domestic Abuse.



## 6.0 Roles and Responsibilities

6.1 We will follow the statutory guidance as set out in the latest **KCSiE 23 Document** (and associated documents and guidance), adhering to the roles, responsibilities and expectations identified for:

- Governing bodies, proprietors and management committees.
- The Headteacher
- The DSL.
- The DDSL.
- Staff.

### 6.2 Governing bodies, proprietors and management committees:

- All members of the governing body understand and fulfil their responsibilities, namely, to ensure that there is an effective Child Protection and Safeguarding policy, a Behaviour Policy, which includes measures to prevent bullying (including cyberbullying, prejudice-based and discriminatory bullying), together with a Staff Behaviour policy (Code of Conduct) which should, amongst other things, include low-level concerns, allegations against staff and whistleblowing, plus acceptable use of technologies (including the use of mobile devices), staff/pupil relationships and communications including the use of social media..
- Governing bodies and proprietors should ensure appropriate safeguarding arrangements are in place to respond to children who are absent from education, particularly on repeat occasions and/or for prolonged periods,
- Governing bodies and proprietors should ensure that all governors and trustees receive appropriate safeguarding and child protection (including online) training at induction and annually thereafter. This training should equip them with the knowledge to provide strategic challenge to test and assure themselves that the safeguarding policies and procedures in place in schools and colleges are effective and support the delivery of a robust whole school approach to safeguarding. Their training should be regularly updated.
- Governing bodies and proprietors should ensure their school or college has appropriate filtering and monitoring systems in place and regularly review their effectiveness. They should ensure that the leadership team and relevant staff have an awareness and understanding of the provisions in place and manage them effectively.

### 6.3 Roles and responsibilities will include:

- Child protection, safeguarding, recruitment and managing allegations policies and procedures, including the staff behaviour policy (code of conduct), are consistent with the LA and statutory requirements, are reviewed annually and that the Child Protection and Safeguarding policy is publicly available on the school website or by other means.
- Ensuring that all staff including temporary staff and volunteers are provided with the school's Child Protection and Safeguarding policy and staff Code of Conduct.
- Ensuring that all staff have read KCSiE 23 Part 1\* and Annex B and mechanisms are in place to assist staff in understanding and discharging their roles and responsibilities, as set out in the guidance. (\* or Annex A if not working directly with children).
- Ensuring the school operates a safer recruitment procedure that includes statutory checks on staff, disqualification by association regulations and by ensuring that there is at least one person on every recruitment panel who has completed safer recruitment training.
- Ensuring that the school has procedures for dealing with allegations of abuse against staff (including the Headteacher), supply staff, volunteers and against other children, and that a referral is made to the DBS if a person in regulated activity has been dismissed.
- Ensuring that a member of the Governing Body/Board, 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.



- Ensuring that a member of the school senior leadership team has been appointed as the DSL by the Governing Body/Board who will take a lead responsibility for safeguarding and child protection across the school
- Ensuring the designated safeguarding lead has the appropriate status and authority within the school or college to carry out the duties of the post.
- Ensuring that the DSL and deputy(ies) undertake appropriate Level 3 training every two years.
- Ensuring all staff and volunteers undertake safeguarding training as appropriate; but at least annually.
- Ensuring that at least one member of the governing body has completed safer recruitment training, to be refreshed at least every five years.
- Ensuring at least one member of the governing body has completed cyber security training (annually).
- Ensuring children are being taught about safeguarding (including online safety) as part of a broad and balanced curriculum, covering relevant issues to meet their needs including children who have recognised vulnerabilities.
- Having appropriate safeguarding responses in place for children who are absent from education.
- Having appropriate online filtering and monitoring systems are in place that are reviewed regularly and adhere to the Department for Education filtering and monitoring standards
- Ensuring enhanced DBS checks at the appropriate level are in place for all Governors.
- Ensuring any weaknesses in Child Protection are remedied immediately.

6.4 The Headteacher will support the governing body, designated safeguarding lead, deputies, staff and volunteers to fulfil their roles and responsibilities.

**Roles and responsibilities will include:**

- Ensuring the Child Protection and Safeguarding policy and procedures are effectively implemented and followed by all staff.
- Enabling sufficient time, training, support, resources, including cover arrangements where necessary, are allocated to the DSL and deputy(ies) DSL(s) to carry out their roles effectively.
- Supporting and promoting a safeguarding culture and ethos in school, so that child/ren’s wishes and feelings are considered when determining what action to take and what services to provide.
- Ensuring appropriate online filtering and monitoring systems are in place that are reviewed regularly and adhere to the Department for Education filtering and monitoring standards.
- Ensuring the appropriate level of security protection procedures are in place in order to safeguard the school systems, staff and learners and review the effectiveness of these procedures periodically to keep up with evolving cyber-crime technologies.
- Carrying out an annual review of the school’s approach to online safety, supported by an annual risk assessment that considers and reflects the risks the children face.
- Ensuring systems are in place for children to regularly express their views and give feedback.
- Following the whistleblowing policy and procedures if an allegation is made against a member of staff, supply staff or volunteer, including liaising with the Local Authority Designated Officer (LADO) and referring anyone who has harmed or may pose a risk to a child to the Disclosure and Barring Service.
- Pupils are provided with opportunities throughout the curriculum to learn about safeguarding and managing risk, including keeping themselves safe online.

**6.5 The Designated Safeguarding Lead (DSL):**

The designated safeguarding lead should take lead responsibility for safeguarding and child protection (including online safety and understanding the filtering and monitoring systems and processes in place). This should be explicit in the role holder’s job description.

**Roles and responsibilities will include:**

- During term time the designated safeguarding lead (or a deputy) should always be available (during school or college hours) for staff in the school or college to discuss any safeguarding concerns.
- Managing and making referrals to, Children’s Social Care, Channel programme, Disclosure and Barring service, the Police and other agencies as appropriate
- Creating positive working relationships with others – e.g. a point of contact with safeguarding partners and agencies, a source of support and advice for staff, to promote supportive engagement with parents and/or carers and the SLT/Governing body
- Ensuring that the school staff know who the cohort of children who have or have had a social worker are, understanding their academic progress and attainment, and maintaining a culture of high aspirations for this cohort
- Supporting teaching staff to provide additional academic support or reasonable adjustments to help children who have or have had a social worker reach their potential, recognising that even when statutory social care intervention has ended
- Information sharing and managing the child protection files
- Raising Safeguarding and Child Protection Awareness
- Keeping up to date with the training, knowledge and skills required to carry out the role of DSL
- Providing support, advice and guidance to staff
- Holding and sharing information as appropriate
- Undertaking termly safeguarding supervision with TWT Safeguarding Manager.

#### 6.6 The Deputy Designated Safeguarding Lead/s (DDSL):

- 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.
- Whilst the activities of the designated safeguarding lead can be delegated to appropriately trained deputies, the ultimate lead responsibility for child protection, as set out above, remains with the Designated Safeguarding Lead, this lead responsibility should not be delegated.

#### 6.7 Staff

Roles and responsibilities will include:

- Maintaining an attitude of ‘it could happen here’ where safeguarding is concerned.
- Identifying concerns early, provide help for children, promote children’s welfare and prevent concerns from escalating.
- Providing a safe environment in which children can learn.
- Knowing what to do if a child tells them they are being abused, exploited, or neglected.
- Being able to reassure ‘victims’ that they are being taken seriously and that they will be supported and kept safe.
- Recognising the barriers for children when wanting to make a disclosure (verbal or non-verbal).
- Identifying children who may benefit from early help, (providing support as soon as a problem emerges) and the part they play in these support plans.
- Raising any concerns for a child following the schools safeguarding policies and procedures.
- Being aware of local authority referral processes and supporting social workers and other agencies following any referral.
- Adhering to Teachers’ Standards - that teachers (which includes headteachers) should safeguard children’s wellbeing and maintain public trust in the teaching profession as part of their professional duties.
- Being aware of systems within school which support safeguarding e.g. safeguarding policy, behaviour policy, code of conduct, SEND policy, Attendance policy and Children Missing from Education.

Undergo safeguarding and child protection training (including online safety which, amongst other things, includes an understanding of the expectations, applicable roles and responsibilities in relation to filtering and monitoring and cyber security. Recognising that children absent from education can act as a vital warning sign to a range of safeguarding issues including neglect, sexual abuse and child sexual and criminal exploitation and as such acting if this occurs

See Appendix 18 Principles and Standards for Safeguarding Supervision

## 7.0 Confidentiality

- Our school recognises that in order to effectively meet a child's needs, safeguard their welfare and protect them from harm the school must contribute to inter-agency working in line with [Working Together to Safeguard Children](#) and share information between professionals and agencies where there are concerns.
- All staff must be aware that they have a professional responsibility to share information with other agencies in order to safeguard children and that the Data Protection Act 2018<sup>3</sup> is not a barrier to sharing information where the failure to do so would place a child at risk of harm.
- All staff must be aware that they cannot promise a child to keep secrets which might compromise the child's safety or wellbeing.
- 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.
- We will always undertake to share our intention to refer a child to the Local Authority Safeguarding Hub 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 contact the Local Authority Safeguarding Hub consultation line.
- In line with *KCSiE September 23* all children's safeguarding files will be kept confidential and stored securely.

## 8.0 Recognising and Responding to Safeguarding Concerns

### 8.1 Recognising:

Any child, in any family, in any school, could become a victim of abuse. Staff should always maintain an attitude of "it could happen here". 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.

- 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. Abuse can take place wholly online, or technology may be used to facilitate offline abuse. They may be abused by an adult or adults or by another child or children.
- Abuse and Neglect may also take place outside of the home, contextual safeguarding, and this may include (but not limited to), sexual exploitation criminal exploitation, serious youth violence, radicalisation.

<sup>3</sup> The UK Data Protection Act 2018 (DPA 2018) is supplementary to the General Data Protection Regulation 2016 (the GDPR) and replaces DPA 1998.

- 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 child-on-child abuse.

Further information about the four categories of abuse; physical, emotional, sexual and neglect, (familial and contextual) and indicators that a child may be being abused can be found in appendices 1 - 17 and in **Keeping Children Safe in Education 23** Part 1/Annex A/Annex B. There are also a number of specific safeguarding concerns that we recognise our pupils may experience below:

- |  |   |
|--|---|
| • Child missing or absent from education                             | • Gender-based violence/violence against women and girls (VAWG) |
| • Child missing from home or care                                    | • Mental health difficulties                                    |
| • Child sexual exploitation (CSE), child criminal exploitation (CCE) | • Private fostering   |
| • Bullying including cyberbullying                                   | • Radicalisation  |
| • Domestic abuse   | • Youth produced sexual imagery (sexting)                       |
| • Substance misuse   | • Teenage relationship abuse                                    |
| • Fabricated or induced illness                                      | • Trafficking   |
| • Faith abuse  | • Child on child abuse  |
| • Female genital mutilation (FGM)                                    | • Up skirting   |
| • Forced marriage  | • Serious violence  |
| • Gangs and youth violence   | • Sexual harassment/sexual violence                             |

- 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, and they may write stories or poetry that reveal confusion or distress, or physical or inconclusive signs may have been noticed.
- We recognise 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 needs safeguarding.
- 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 okay or if they can help in any way.
- Further information on the different types of safeguarding concerns and schools’ response can be found in the Appendices Section –

App 1. Categories of Abuse	17
App 2. Anti-Bullying / Cyberbullying	20
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## 8.2 Lone Working:

- When undertaking home visits, it is best practice for there to be two members of staff who attend.
- Wherever possible, staff should ring ahead and inform the parent/carer of the intended visit, if this is appropriate.
- Staff should always notify an appropriate person of their intention to undertake a home visit.
- In the event where it is not possible for staff to be accompanied by a colleague on a home visit, emergency contact numbers should be exchanged and an expected arrival and finish time should be shared with an appropriate member of staff at school.

## 8.3 Responding:

- 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, see FLOW CHART A. Records should include:
  - a clear and comprehensive summary of the concern.
  - details of how the concern was followed up and resolved.
  - a note of any action taken, decisions reached and the outcome.
- If the pupil does begin to reveal that they are being harmed, staff should follow the advice in FLOW CHART A and in the table below 'pupil making a disclosure'.
- All concerns however small must be recorded and shared with the DSL, as this information could provide the 'missing' piece of the bigger picture of the lived experience for the child.
- **FLOW CHART A**

1. Offer reassurance, listen and take seriously what is being said. Never promise to keep secrets or be persuaded by the child, young person or their family not to take action.

2. Recognise that it is not your job to investigate, verify what is being said or examine the individual disclosing; this is the statutory responsibility of the child protection services and/or the Police. However, it is important to ascertain relevant information in a timely and sensitive manner.

3. Explain the process to the individual; that you will need to pass this information on, to whom, and the reasons why and possible actions / outcomes.

4. Any concerns will be recorded, including the child's voice, body map (if necessary) and other relevant information in line with our schools recording procedure. Concerns may also be shared with the DSL/DDSL verbally, these conversations will also be recorded in writing.

## 8.4 If a pupil discloses to a member of staff;

- 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 what has happened is their fault. Sometimes they may not be aware that what is happening is abuse.

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 and where possible, the child is not passed on to someone else to listen to their concerns.

#### 8.5 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.
- Avoid automatically offering 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, that they cannot keep secrets and that information will be shared (and with who) to ensure the right level of support is given.

#### 8.6 Notifying Parents

- The school will normally seek to discuss any concerns about a pupil with their parents. This must be handled sensitively and normally the DSL/DDSL will contact the parent in the event of a concern, suspicion or disclosure of abuse of that the child has been harmed in some way.
- However, if the school believes that notifying parents could increase the risk to the child or exacerbate the problem, advice will first be sought from the Local Authority Safeguarding Hub e.g. familial sexual abuse.
- Where there are concerns about forced marriage or honour-based abuse, parents should not be informed a referral is being made, as to do so may place the child at a significantly increased risk. In some circumstances it would be appropriate to contact the police.

#### 8.7 Making a referral

- Concerns about a child or a disclosure should be immediately raised with the DSL who will help decide whether a referral to the Local Authority Safeguarding Hub or other support is appropriate in accordance with The Local Authority Threshold Tool<sup>4</sup>.
- If school are uncertain about whether a concern raised should be referred to the Local Authority Safeguarding Hub, a consultation will be sought with the Local Authority to seek further support and guidance.
- If a referral is needed, the DSL should make this rapidly and have the necessary systems in place to enable this to happen. 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.

<sup>4</sup> DCFP Levels of Need document



- 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.
- 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.
- If a child is in immediate danger or is at risk of harm, a referral should be made to the Local Authority Safeguarding Hub and/or the police immediately. Anybody can make a referral
- Where referrals are not made by the DSL, the DSL should be informed as soon as possible.

## 8.8 Supporting our staff

- We recognise that staff working in the school 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.
- We will support such staff by providing an opportunity to talk through their anxieties with the DSLs and to seek further support as appropriate.

## 9.0 Children who are particularly vulnerable

9.1 St James School recognises that some children are more vulnerable to abuse, neglect and contextual safeguarding concerns and that additional barriers exist when recognising abuse for some children. 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.

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.

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.

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

- Is disabled and has specific additional needs.
- Has special educational needs (whether or not they have a statutory education, health and care plan).
- Is a young carer.
- Is showing signs of being drawn in to anti-social or criminal behaviour, including gang involvement and association with organised crime groups.
- Is frequently missing/goes missing from care or from home.
- Is misusing drugs or alcohol themselves.
- Is at risk of modern slavery, trafficking or exploitation.
- Is in a family circumstance presenting challenges for the child, such as substance abuse, adult mental health problems or domestic abuse.
- Has returned home to their family from care.
- Is showing early signs of abuse and/or neglect.
- Is susceptible to being radicalised or exploited.
- Is a privately fostered child.



- Has an imprisoned parent.
- Is experiencing mental health, wellbeing difficulties.
- Is persistently absent from education (including persistently absent for part of the school day).
- Is at risk of 'honour' based abuse such as FGM or Forced Marriage.

## 10.0 Whistleblowing

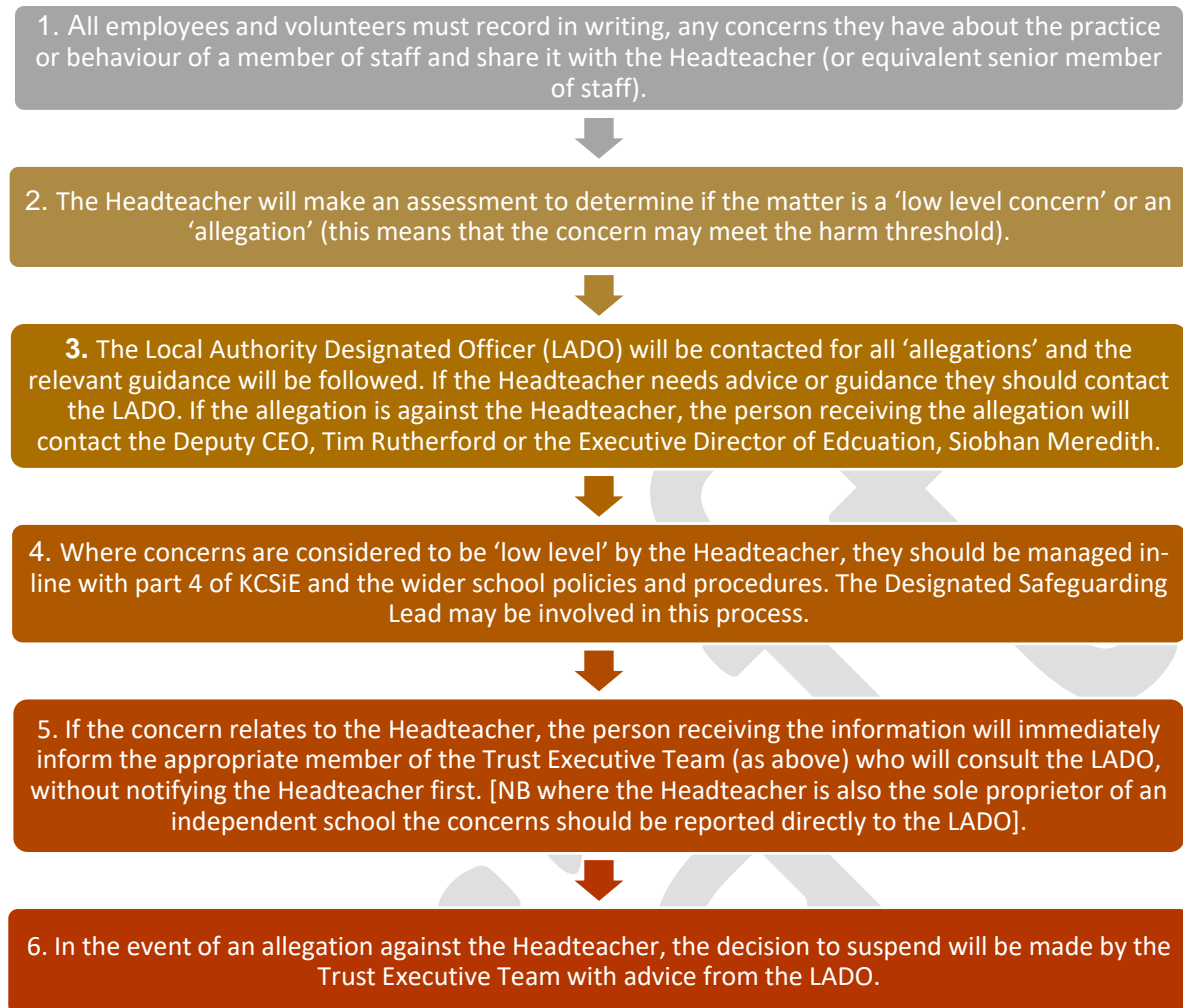
10.1 At St James School we recognise that children cannot be expected to raise concerns in an environment where staff fail to do so.

- 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 school's safeguarding arrangements. If it becomes necessary to consult outside the school, they should speak in the first instance, to Deputy CEO, Tim Rutherford or Executive Director of Education, Siobhan Meredith or the LADO in accordance with the Whistleblowing Policy.
- The National Society for the Prevention of Cruelty to Children (NSPCC) whistleblowing helpline is available for staff who do not feel able to raise concerns regarding child protection failures internally. <https://www.nspcc.org.uk/keeping-children-safe/reporting-abuse/dedicated-helplines/>  
Staff can call: 0800 028 0285 and the line is available from 8:00 AM to 8:00 PM, Monday to Friday and email: [help@nspcc.org.uk](mailto:help@nspcc.org.uk)
- Whistleblowing re the Headteacher should be made to Deputy CEO, Tim Rutherford or Executive Director of Education, Siobhan Meredith.

## 11.0 Allegations against Staff

11.1 All school 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. Guidance about conduct and safe practice, including safe use of mobile phones by staff and volunteers will be given at induction<sup>5</sup>. <sup>1</sup>Refer to "Guidance for Safe Working Practice"

## FLOW CHART B



In line with **KCSiE September 23** part 4 guidelines:

Suspension of the member of staff, excluding the Headteacher, against whom an allegation has been made, needs careful consideration. Suspension should not be an automatic response when an allegation is reported. All options to avoid suspension should be considered prior to taking that step and the Headteacher will seek the advice of the LADO, the Deputy CEO or Executive Director of Education and a member of the HR team in making this decision. Staff, parents, governors and trustees are reminded that publication of material that may lead to the identification of a staff member who is the subject of an allegation is prohibited by law. Publication includes verbal conversations or writing including content placed on social media sites.

- The Trust Leader for Safeguarding & Attendance will be advised of all allegations (that meet the harm threshold) relating to staff with the exception of Headteachers and Executive Team.

### Organisations or Individuals using school premises.

Schools and colleges may receive an allegation relating to an incident that happened when an individual or organisation was using their school premises for the purposes of running activities for children (for example community groups, sports associations, or service providers that run extra-curricular activities). As with any safeguarding allegation, schools and colleges should follow their own safeguarding policies and procedures, including informing the LADO.

When dealing with an allegation against a member of staff, refer to Part 4 of KCSiE 23 for additional guidance.

## 12.0 Physical Intervention

We acknowledge that staff must only ever use physical intervention as a last resort, when a child is endangering themselves or others, and that at all times it must be the minimal force necessary to prevent injury to another person. Such events should be recorded and signed by a witness.

- Staff who are likely to need to use physical intervention will be appropriately trained.
- 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.
- We recognise that touch is appropriate in the context of working with children, and all staff have been given 'Safe Practice' guidance to ensure they are clear about their professional boundaries.

## 13.0 Confidentiality, Sharing Information and GDPR

- All staff will understand that child protection issues warrant a high level of confidentiality, not only out of respect for the pupil and staff involved but also to ensure that information being released into the public domain does not compromise evidence.
- Staff should be proactive in sharing as early as possible to help identify, assess and respond to risks or concerns about the safety and welfare of children, whether this is when problems are first emerging, or where a child is already known to local authority children's social care.
- Staff should only discuss concerns with the DSL, Headteacher/principal or Trust Executive Team (depending on who is the subject of the concern). That person will then decide who else needs to have the information and they will disseminate it on a 'need-to-know' basis.
- However, following a number of cases where senior leaders in school had failed to act upon concerns raised by staff, Keeping Children Safe in Education (**KCSiE 23**) emphasises that any member of staff can contact children's social care if they are concerned about a child.
- Child protection information will be stored and handled in line with the Data Protection Act 2018<sup>6</sup> and HM Government Information Sharing and Advice for practitioners providing safeguarding services to children, young people, parents and carers, July 2018. School will consider where appropriate information sharing prior to the child's formal transfer to their new setting, this could also include key staff from their new setting to be invited to meetings e.g. Child Protection, Core group or Team Around a Family (with consent of parents and professionals).
- At the point a child formally transfers to their new setting, their safeguarding file will be transferred securely in line with GDPR expectations as soon as possible but within 5 working days.

Information sharing is guided by the following principles:

- Necessary and proportionate
- Relevant
- Adequate
- Accurate
- Timely
- Secure

Fears about sharing information cannot be allowed to stand in the way of the need to promote the welfare and protect the safety of children.

<sup>6</sup> The UK Data Protection Act 2018 (DPA 2018) is supplementary to the General Data Protection Regulation 2016 (the GDPR) and replaces DPA 1998.

St James school will ensure that images of children used within publications, publicity and on the website has written parental consent prior to any images being taken and used. This consent will be obtained in line with school's annual data collection process.

## 14.0 Policy Links

This policy also links to our policies on:

- Behaviour
- Staff Behaviour Policy / Code of Conduct
- Whistleblowing
- Anti-bullying
- Health & Safety
- Allegations against staff
- Parental concerns
- Attendance
- Curriculum
- PSHE
- Teaching and Learning
- Administration of medicines
- Drug Education
- Relationships and Sex Education
- Physical intervention
- Online Safety
- IT Acceptable Use
- Risk Assessment
- Recruitment and Selection
- Child Sexual Exploitation
- Intimate Care
- Radicalisation and Extremism
- Data Protection/GDPR Guidance

### Adoption of the Policy

This Policy has been adopted by the Trustees of the Ted Wragg Multi Academy Trust.

## Appendix

### 1. Categories of 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-needing behaviour
- Suspicious bruises with unsatisfactory explanations
- Lack of self-esteem
- Self-injury
- Depression and/or anxiousness
- Age-inappropriate sexual behaviour
- Child Sexual Exploitation
- Criminality
- Substance abuse
- Mental health problems
- Poor attendance

#### 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, handprints or a hairbrush.
- 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.

Mongolian Blue Spot: Bruising in non-mobile children is rare and may indicate abuse or neglect. Birth marks, especially Mongolian Blue Spots, can mimic bruising.

Mongolian Blue Spot can be identified (see below), however if in any doubt as to the cause of the bruise refer to [Southwest Child Protection Procedures \(proceduresonline.com\)](http://proceduresonline.com) local authority guidance and consultation.

- Areas of skin hyperpigmentation – flat, not raised, swollen or inflamed.
- Not painful to touch.
- Usually present at birth/ develop soon afterwards.
- Will not change in shape or colour within a few days.

- Normally uniform blue/ grey in colour across the mark.
- Common in African, Middle Eastern, Mediterranean and Asian children.
- While most occur at the lower back and buttocks, they can appear anywhere (e.g. back of shoulder or limb). Scalp/ face rarely affected.
- Can be single/ multiple, vary in size, but mostly few centimetres diameter.
- Gradually fade over many years.

### **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 e.g. anxious, indiscriminate or not attachment.



- Indiscriminate attachment or failure to attach.
- Aggressive behaviour towards others.
- Scapegoated 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.

### 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 irresponsible 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.

## 2. Anti-bullying/Cyberbullying

Our school 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 Special Educational Needs (SEND) and / or differences/perceived differences are more susceptible to being bullied / victims of child abuse.

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.

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

### 3. Racist Incidents

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 which is shared and analysed by the governing body.

### 4. Radicalisation and Extremism

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.

Extremism is defined 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.

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

School is clear that exploitation of vulnerable children and radicalisation should be viewed as a safeguarding concern and follows the Department for Education guidance for schools and childcare providers on preventing children and young people from being drawn into terrorism<sup>7</sup>.

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

School staff receive training to help identify early signs of radicalisation and extremism. Indicators of susceptibility to radicalisation are in detailed in the Appendix section.

Opportunities are provided in the curriculum to enable pupils to discuss issues of religion, ethnicity and culture and the school follows the DfE advice Promoting Fundamental British Values as part of SMSC (spiritual, moral, social and cultural education) in Schools (2014)<sup>8</sup>.

The school governors, the Headteacher and the Designated Safeguarding Lead (DSL) will assess the level of risk within the school and put actions in place to reduce that risk. Risk assessment may include the use of school premises by external agencies, anti-bullying policy and other issues specific to the school's profile, community and philosophy.

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

<sup>7</sup> <https://www.gov.uk/government/publications/prevent-duty-guidance/revised-prevent-duty-guidance-for-england-and-wales>

<sup>8</sup> [Promoting Fundamental British Values](#)

then the Police must be contacted by dialling 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).

### Indicators of Susceptibility 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.

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.

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.

### Indicators of susceptibility

Indicators of susceptibility 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.

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

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.
- 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 Prevent duty ensures schools and colleges have ‘due regard’ to the need to prevent people from being drawn into terrorism.

Channel is the voluntary, confidential support programme which focuses on providing support at an early stage to individuals that have been identified as being vulnerable to radicalisation. Prevent referrals may be passed to the multi-agency Channel panel to determine whether individuals require support.

[The Prevent Duty can be accessed via this link.](#) (School specific para’s 57-76)

Guidance on Channel <https://www.gov.uk/government/publications/channel-guidance>

Further information can be obtained from the Home Office website.

## 5. Domestic Abuse (Including Operation Encompass)

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.

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

*How does it affect children?*

- Domestic abuse can encompass a wide range of behaviours and may be a single incident or a pattern of incidents. That abuse can be, but is not limited to, psychological, physical, sexual, financial or emotional. Children can be victims of domestic abuse. They may see, hear, or experience the effects of abuse at home and/or suffer domestic abuse in their own intimate relationships (teenage relationship abuse). All of which can have a detrimental and long-term impact on their health, well-being, development, and ability to learn. In some cases, children may blame themselves for the abuse or may have had to leave the family home as a result. Children who witness domestic abuse are at risk of significant harm.

*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.

## Operation Encompass

Operation Encompass helps police and schools work together to provide emotional and practical help for children. Police will inform the 'key adult' within school if they have been called to an incident of domestic abuse, where there are children in the household before registration the next day.

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

#### Devon:

Contact: <https://new.devon.gov.uk/dsva/>

#### Devon:

**Splitz Support Service** is a charity delivering support services to women and young people experiencing the trauma of domestic abuse and sexual violence. Telephone 0345 155 1074 or email [admin@splitzdevon.org](mailto:admin@splitzdevon.org)  
**SAFE (Stop Abuse For Everyone)** is a charity based in Exeter providing help and support to children and families who have experienced domestic abuse and violence. Telephone 030 30 30 0112 or email [hello@safe-services.org.uk](mailto:hello@safe-services.org.uk) (Monday to Friday, 9am – 5pm)

### If you are concerned about a child or young person in:

#### Devon:

Please contact the [Multi-Agency Safeguarding Hub \(LOCAL AUTHORITY SAFEGUARDING HUB\)](#) on 0345 155 1071 or email [Local Authority Safeguarding Hubsecure@devon.gov.uk](mailto:Local Authority Safeguarding Hubsecure@devon.gov.uk).

### If you are concerned about an adult (aged 16+) in:

#### Devon:

Please complete the [Risk Identification Checklist](#) (SafeLives DASH RIC) to identify the level of risk which support service to refer them too, and follow the advice on the [MARAC page](#) for all levels of risk.

#### Devon:

Please contact [Care Direct](#) on 0845 155 1007 (8am – 8pm Monday to Friday and 9am – 1pm on Saturdays) In an emergency, please contact the Emergency Duty Service 0845 6000 388 or email [csc.caredirect@devon.gov.uk](mailto:csc.caredirect@devon.gov.uk).

## 6. Exploitation including CCE, CSE and County Lines

Both CSE (child sexual exploitation) and CCE (Child Criminal Exploitation) are forms of abuse and both occur where an individual or group takes advantage of an imbalance in power to coerce, manipulate or deceive a child into sexual or criminal activity. This power imbalance could be due to age, gender, sexual identity, cognitive ability, physical strength, status, and /or access to economic or other resources. The abuse could be linked to an exchange for something the victim perceives that they need or want and/or will be to the financial benefit or other advantage (such as increase status) of the perpetrator or facilitator.

The abuse can be perpetrated by individuals or groups, males or females, and adults or children (who themselves may be experiencing exploitation). The abuse can be a one-off occurrence or a series of incidents over time and range from opportunistic to complex organised abuse. It may involve force and/or enticement-based methods of compliance and may, or may not, be accompanied by violence or threats of violence.

Victims can be exploited even when the activity appears consensual, and it should be noted exploitation as well as being physical can be facilitated and/or take place online. The experience of girls who are criminally exploited can be very different from boys, the indicators may not be the same and both boys and girls that are being criminally exploited may be at higher risk of sexual exploitation.

Any concerns that a child is being or is at risk of being sexually or criminally exploited should be passed without delay to the DSL. We are aware there is a clear link between regular school absence/truancy, CSE and CCE. Staff should consider a child to be at potential CSE/CCE risk in the case of regular school absence/truancy and make reasonable enquiries with the child and parents to assess this risk in all cases.

The DSL will use the appropriate Local Authority Assessment tool e.g. the Exploitation Toolkit, the Devon Children and Families Partnership Adolescent Safety Framework Safer Me Assessment<sup>9</sup> on all occasions when there is a concern that a child is being or is at risk of being sexually or criminally exploited or where indicators have been observed that are consistent with a child who is being or who is at risk of being sexually or criminally exploited. These assessments will indicate to the DSL whether e.g. a Safer Me Early Help approach or referral to the Exploitation Hub/Local Authority Safeguarding Hub is required. If the DSL is in any doubt, they will contact the Local Authority Safeguarding Hub.

In all cases if the assessment identified any level of concern the DSL should contact their local MACE<sup>10</sup> (Missing and Child Exploitation) and email the completed (e.g. Safer Me) assessment along with a Safeguarding Hub enquiry form. If a child is in immediate danger the police should be called on 999.

St James School is aware that 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.

St James School includes the risks of sexual and criminal exploitation in the PHSE and RSE curriculum. 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/CCE, including online, and knowing how and where to get help.

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 or criminal exploitation.

Signs include:

- Going missing from home or school.
- Regular school absence/truancy.
- 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.

<sup>9</sup> [DCFP Adolescent Safety Framework info and Safer Me Assessment Plymouth Adolescent Safety Framework](#)).

<sup>10</sup> [DCFP MACE guidance](#)



- 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.
- Injuries from physical assault, physical restraint, sexual assault.

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

County lines is a term used to describe gangs and organised criminal networks involved in the exporting of illegal drugs (primarily crack cocaine and heroin) into one or more importing areas (within the UK), using dedicated mobile phone lines or other form of 'deal line.'

Exploitation is an integral part of the county lines offending model with children and vulnerable adults being exploited to move (and store) drugs and money. The same grooming models used to coerce, intimidate and abuse individuals for sexual and criminal exploitation are also used for grooming vulnerable individuals for county lines.

CSE is a form of child sexual abuse. CSE can occur over time or be a one-off occurrence. CSE can affect any child, who has been coerced into engaging in sexual activities. This includes 16 and 17-year-olds who can legally consent to have sex.

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

**For further information on signs of a child's involvement in sexual exploitation:** [Child sexual exploitation: guide for practitioners](#)

**For further information on County Lines:** [Criminal exploitation of children and vulnerable adults: county lines guidance](#)



## 7. Female Genital Mutilation (FMG)

It is essential that staff are aware of FGM practices and the need to look for signs, symptoms and other indicators of FGM. If a member of staff, in the course of their work, discovers that an act of FGM appears to have been carried out, the member of staff must report this to the Police.

Female Genital Mutilation (FGM) is illegal in England and Wales under the FGM Act 2003 ("the 2003 Act"). It is a form of child abuse and violence against women. FGM comprises all procedures involving partial or total removal of the external female genitalia for non-medical reasons.

Section 5B of the 2003 Act<sup>1</sup> introduces a mandatory reporting duty which requires regulated health and social care professionals and teachers in England and Wales to report 'known' cases of FGM in under 18s which they identify in the course of their professional work to the police. The duty came into force on 31 October 2015.

### *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?*

- FGM can be carried out due to the 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. 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. A mandatory reporting duty requires all **staff** to report 'known' cases of FGM in under 18s, which are identified in the course of their professional work, to the police<sup>11</sup>.
- The duty applies to all persons in our school. 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.
- If a member of staff is informed by a girl under 18 that an act of FGM has been carried out on her, or a member of staff 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

<sup>11</sup> [FGM procedural information](#)

mental health or for purposes connected with labour or birth, the member of staff 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.

- St James School staff are trained to be aware of risk indicators of FGM identified in this section of the Appendix. Concerns about FGM outside of the mandatory reporting duty should be reported as per our school's child 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.
- 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 any member of staff should examine a girl.

#### **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 changes 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 (outlined below) there is the 'One Chance' rule. It is essential that settings /schools/colleges act **without delay** and make a referral to children's services.

## **8. Forced Marriage**

Forcing a person into a marriage is a crime in England and Wales.

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.

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

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.

School staff should never attempt to intervene directly as a school or through a third party. Contact should be made with the Local Authority Safeguarding Hub. Schools and colleges can play an important role in safeguarding children from forced marriage. The Forced Marriage Unit (FMU) has created: Multi-agency practice guidelines: handling cases of forced marriage (pages 75-80 of which focus on the role of schools and colleges) and, Multi-agency statutory guidance for dealing with forced marriage, which can both be found at The right to choose: government guidance on forced marriage - GOV.UK ([www.gov.uk](http://www.gov.uk)) School and college staff can contact the Forced Marriage Unit if they need advice or information: Contact: 020 7008 0151 or email [fm@fcdo.gov.uk](mailto:fm@fcdo.gov.uk).

## 9. Honour-based Abuse

Honour based abuse (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 abuse can occur when perpetrators perceive that a relative has shamed the family and/or community by breaking their honour code.

Honour based abuse 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.

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.

## 10. One Chance Rule

All staff are aware of the 'One Chance' Rule' in relation to forced marriage, FGM and HBV. St James School 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.

St James School is 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.

## 11. Mental Health

Staff will be aware that mental health problems can, in some cases, be an indicator that a child has suffered or is at risk of suffering abuse, neglect or exploitation. Whilst St James School recognise that only appropriately trained professionals can diagnose mental health problems; staff are able to make day to day observations of children and identify such behaviour that may suggest they are experiencing a mental health problem or be at risk of developing one.

How traumatic Adverse Childhood Experiences and experiences of abuse and neglect can impact on a child's mental health, behaviour and education through to adolescence and adulthood will be covered in safeguarding awareness training and updates. If staff have a concern about a child's mental health that is also a safeguarding concern, they will share this with the DSL or Deputy DSL. St James School will also refer to the mental health and behaviour in schools' guidance<sup>12</sup>.

When supporting children experiencing mental health difficulties school will explore resources such as:

<https://www.annafreud.org/> Anna Freud National Centre for Children and Families

[Senior Mental Health Lead Training](#)

[Promoting children and young people's mental health and wellbeing](#)

[Rise Above: Resources for School from Public Health England #esafety](#)

[Every Interaction Matters Webinar](#)

[Wellbeing for Education Recovery](#)

[Preventing and Tackling Bullying](#)

[Promoting and supporting mental health and wellbeing in schools and colleges](#)

## 12. Private Fostering Arrangements

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 placed in residential schools, children's homes or hospitals are not considered to be privately fostered.

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

St James School recognise 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.

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 with the DSL and the DSL will notify MASH of the circumstances.

## 13. Looked after children and previously looked after children

The most common reason for children becoming looked after is as a result of abuse and neglect. Our school will ensure that staff have the necessary skills and understanding to keep looked after/previously 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.

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 Local Authority's virtual school head for children in care.

The designated teacher for looked after children works with the virtual school head to discuss how Pupil Premium Plus funding can be best used to support the progress of looked after children in the school and meet

<sup>12</sup> [Mental health and behaviour in schools: guidance](#)

the needs in the child's personal education plan. The designated teacher will follow the statutory guidance 'Promoting the education of Looked After Children'.

## 14. Children Missing Education

Attendance, absence and exclusions are closely monitored. The school will hold more than one emergency contact number for pupils and students where reasonably possible. A child going missing or who is absent from education is a potential indicator of abuse and neglect, including sexual abuse and sexual exploitation.

The DSL will monitor unauthorised absences and take appropriate action including notifying the local authority particularly where children go missing or are absent from education on repeat occasions and/or are missing for periods during the school day in conjunction with 'Children Missing Education: Statutory Guidance for Local Authorities'<sup>13</sup>.

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

## 15. Child on Child Abuse (including Sexual Violence, Sexual Harassment and HSB)

The DSL, Governing Body/Board and Head Teacher will take due regard to Part 5, KCSiE **September 23**.

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. St James School 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 child-on-child abuse are outlined below.

- 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.  
Bullying (including cyberbullying, prejudice-based and discriminatory bullying).
- 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.
- Harmful sexual behaviour – children and young people presenting with sexual behaviours that are outside of developmentally 'normative' parameters and harmful to themselves and others
- Up skirting – which 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.
- Serious youth violence<sup>14</sup> – any offence of most serious violence or weapon enabled crime, where the victim is aged 0-19' 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. All staff will receive training so that they are aware of indicators which may signal that children are at risk from or involved with serious violence and crime.
- Initiation/hazing type violence and rituals (this could include activities involving harassment, abuse or humiliation used as a way of initiating a person into a group and may also include an online element); and
- Consensual and non-consensual sharing of nudes and semi nudes' images and or videos (also known as sexting or youth produced sexual imagery).

<sup>13</sup> [CME Statutory Guidance for Local Authorities](#)

<sup>14</sup> [Preventing youth violence and gang involvement](#)

The term child-on-child 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.

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

St James School aims to reduce the likelihood of child-on-child abuse through:

- The established ethos of respect, friendship, courtesy and kindness.
- 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.

Research indicates that young people rarely disclose child-on-child abuse and that if they do, it is likely to be to their friends. Therefore, St James School 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 school and what services they can contact for further advice.

Any concerns, disclosures or allegations of child-on-child abuse in any form should be referred to the DSL using the school's child protection procedures as set out in this policy. Where a concern regarding child-on-child abuse has been disclosed to the DSL(s), advice and guidance will be sought from KCSiE 23 or the Local Authority Safeguarding Hub and where it is clear a crime has been committed, or there is a risk of crime being committed the Police will be contacted.

Working with external agencies, the school will respond to the unacceptable behaviour. If a pupil's behaviour negatively impacts on the safety and welfare of other pupils, then safeguards will be put in place to promote the well-being of the pupils affected and the victim and perpetrator will be provided with support. This will include a risk assessment / management plan which will be clearly communicated to parents / carers and the pupils and will be regularly reviewed.

### **Sexual Harassment, Sexual Violence and Harmful Sexual Behaviour**

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. Children's sexual behaviour exists on a wide continuum, ranging from normal and developmentally expected to inappropriate, problematic, abusive and violent. Problematic, abusive and violent sexual behaviour is developmentally inappropriate and may cause developmental damage. 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. Staff should be vigilant to:

- Bullying (including cyberbullying).
- Physical abuse such as hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm.
- Sexual violence and sexual harassment.
- Sexting (also known as youth produced sexual imagery).



- Initiation/hazing type violence and rituals.
- Up skirting.

### **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. The Brook Traffic Light Tool can be used by staff to determine age appropriate behaviour and to aid decision making.

### **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. 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 information and advice is available in the Devon multi-agency protocol “Working with Sexually Active Young People” available at [https://www.proceduresonline.com/swcpp/devon/p\\_underage\\_sexual\\_act.html](https://www.proceduresonline.com/swcpp/devon/p_underage_sexual_act.html) or go to South West Child Protection Procedures (www.proceduresonline.com) choose Child Protection Procedures, scroll down to Safeguarding Practice Guidance.

## **16. Online Safety**

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 and ooVoo.

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.

St James School has an online safety policy which explains how we try to keep pupils safe in school and how we respond to online safety incidents and also includes the approach taken in filtering and monitoring pupil online activity. (See flowchart, Appendix 7).

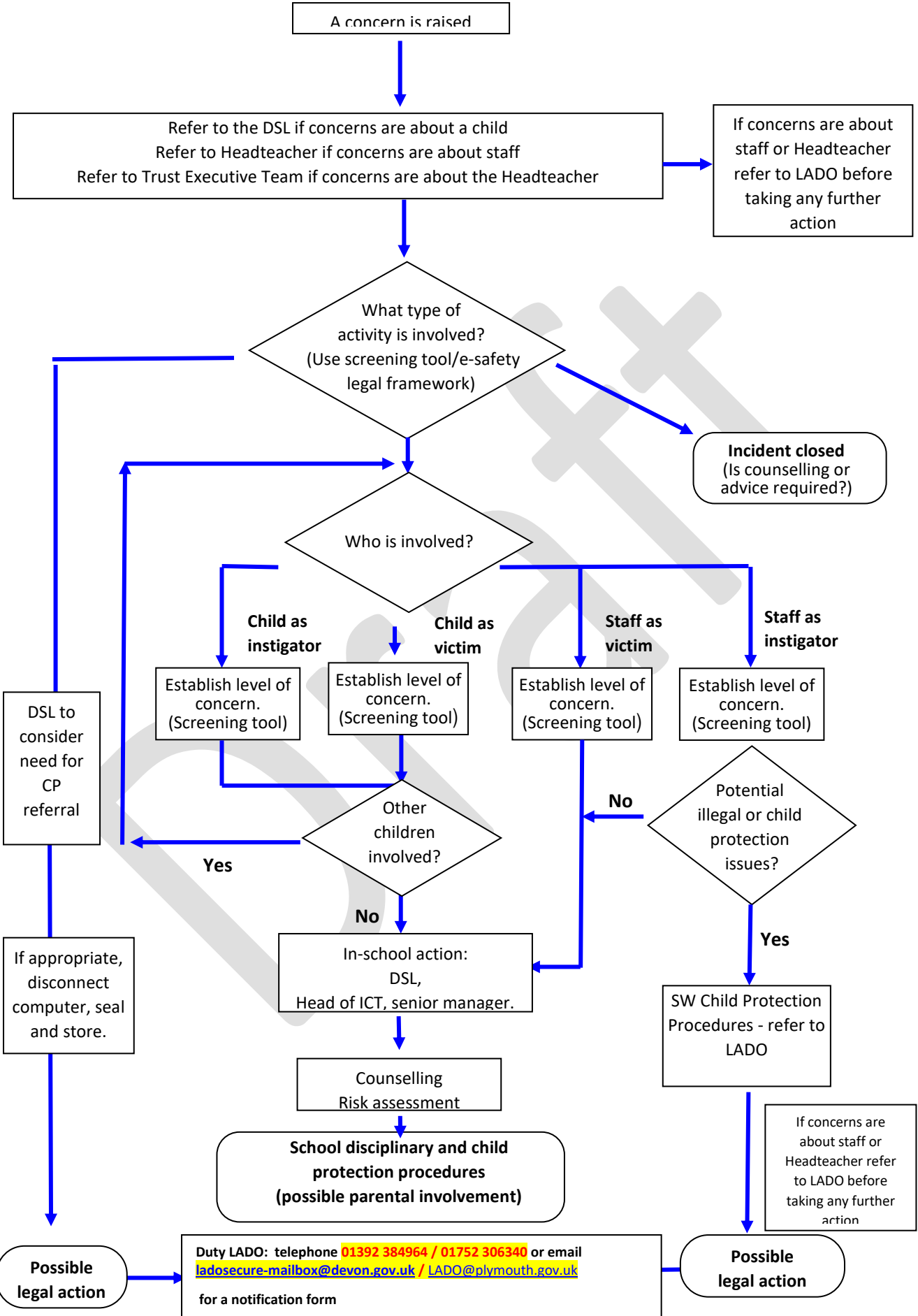
St James School will also provide advice to parents when pupils are being asked to learn online at home and consider how best to safeguard both pupils and staff.

Pupils are taught about online safety throughout the curriculum and all staff receive online safety training, including their role in filtering and monitoring which is regularly reviewed and updated.

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**What to do if you have an online safety concern:**



## 17. Youth produced sexual imagery (sexting)

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.

Youth produced sexual imagery refers to both images and videos where:

- A person under the age of 18 creates and shares sexual imagery of themselves with a peer under the age of 18.
- 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.
- A person under the age of 18 is in possession of sexual imagery created by another person under the age of 18.

All incidents of this nature should be treated as a safeguarding concern and in line with the UKCIS guidance 'Sexting in schools and colleges: responding to incidents and safeguarding young people'<sup>15</sup>, and 'Sharing nudes and semi-nudes: how to respond to an incident.'<sup>16</sup>

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.

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.

The DSL should hold an initial review meeting with appropriate school 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 the Local Authority Safeguarding Hub and/or the Police as appropriate.

Immediate referral at the initial review stage should be made to the Local Authority Safeguarding Hub/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.

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 the Local Authority Safeguarding Hub or the police. Such decisions will be recorded.

<sup>15</sup> [Sexting in schools and colleges](#)

<sup>16</sup> [Sharing nudes and semi-nudes: how to respond to an incident \(UCKIS\)](#)

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.

If any of these circumstances are present the situation will be escalated according to our child protection procedures, including reporting to the police or the Local Authority Safeguarding Hub. Otherwise, the situation will be managed within the school.

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 procedure.

## 18.Principals and Standards for Safeguarding Supervision

### Introduction

For the purposes of these standards, the following definition of supervision is used:

**‘Supervision is an accountable process which supports, assures and develops the knowledge, skills and values of an individual, group or team. The purpose is to improve the quality of their work to achieve agreed objectives and outcomes’.**

Safeguarding supervision is complementary to, but separate from, managerial supervision, which is about monitoring and appraising the performance of staff.

Any conversation (planned or unplanned, formal or informal) where you discuss your concerns about a child or family, talk through different ways of engaging with them and discuss different options of support comes under the scope of.

Working to ensure that children are safeguarded is demanding and requires sound professional judgements to be made. It may also be distressing and stressful for the professionals involved. Working Together to Safeguard Children 2018 states: ‘Effective professional supervision can play a critical role in ensuring a clear focus on a child’s welfare. Supervision should support professionals to reflect critically on the impact of their decisions on the child and their family’.

### Functions of safeguarding supervision

Safeguarding supervision uses the supervisory relationship to promote positive outcomes for children and families through creating a safe contained environment where the practitioner has the capacity to think and reflect.

It enables the practitioner to take responsibility for their own practice and response to the safeguarding needs of children and families. Effective supervision should consider the wider family and social context. Safeguarding supervision will:

- Enable the individual to reduce the negative impact of human factors on their performance through the recognition of personal triggers and the personal and organisational resources they have to support them in developing and sustaining resilience in the face of challenging and complex work.
- Facilitate recognition of gaps in knowledge and skills needed for effective safeguarding practice.
- Enhance the ability of practitioners to work effectively with colleagues both within their own organisation and with external agencies.
- Contribute to organisational responsibility for competent accountable performance. Safeguarding supervision should be provided within a structured process. Good practice requires an experienced supervisor with knowledge of safeguarding appropriate to the context in which the supervisee works.

All practitioners have a responsibility to seek safeguarding supervision if they are concerned about the welfare of a child and require support and advice about whether action is needed to safeguard that child. It would be appropriate for any member of staff to seek advice and guidance on safeguarding issues from any member of staff providing safeguarding supervision in their department/organisation. Where additional safeguarding supervision is sought, feedback should be given to the member of staff's manager to inform their own management supervision.

Effective supervision can help to:

- Promote and develop competence and skill in safeguarding practice.
- Maintain a focus on the child.
- Avoid the potential for 'drift'/delay.
- Provide an opportunity for exploring professional difference and challenging fixed views.
- Review the evidence-base for agreed actions and decisions.
- Address the emotional impact of the work. The more stressful aspects of case management may require debriefing processes to explore the emotional aspects outside of formal safeguarding supervision.

### **Types of Safeguarding Supervision**

- **Planned 1:1 safeguarding supervision:** This is planned supervision with the TW Safeguarding Manager. The supervisee presenting cases for discussion will be responsible for implementing any agreed actions.
- **Responsive safeguarding supervision:** This refers to requests made from any professional to the TWT Safeguarding Manager for advice and support on safeguarding issues when they have concerns about a child or family. This advice should be sought as and when issues arise and should not be delayed by waiting for regular planned supervision. The supervisee presenting any cases for discussion will be responsible for implementing any agreed actions.
- **Group safeguarding supervision:** Group supervision can be utilised with any team that has common caseloads or across teams where staff report safeguarding challenges or issues. The purpose of group supervision is to support the team in working effectively to promote a consistent and a cohesive approach. Cases are discussed constructively to improve practice. This could include learning points from internal reviews, Serious Case Reviews (SCRs) and changes in policies and protocols.
- **Unplanned face-to-face contact in the working environment:** Whilst unplanned conversations can be both timely and helpful, staff should be encouraged to share information and seek advice on safeguarding issues in private settings. Some settings are not conducive to good communication and are not sufficiently private to discuss confidential or personal details of cases. It is important to ensure that agreed actions are recorded and followed-up in line with organisational policy.

### **Safeguarding Standards**

Safeguarding supervision should be provided by an appropriately experienced supervisor.

The TWT Safeguarding Manager will have undertaken appropriate training in Safeguarding Supervision.

Some groups of staff should have regular, planned, protected time and space for safeguarding supervision whether this is on a one-to-one or group basis. This should be uninterrupted time that is a priority for both the supervisor and supervisees. Dates and times should be planned in advance and prioritised.

For one-to-one safeguarding supervision, there should be a written agreement that explains the purpose of the safeguarding supervision, its value and importance in developing practice and the roles of the supervisor and supervisee.

The DSL, DDSL and/or the person responsible for safeguarding day to day case management, should undertake one to one safeguarding supervision a minimum of once per term with the TWT Safeguarding Manager. The Safeguarding Manager will keep a written record of each formal supervision session.

The Safeguarding Manager undertakes weekly supervision from the Trust Leader for Safeguarding & Attendance.

Decisions relating to children, young people and families should be recorded (or cross-referenced) on the child/young person's or family's safeguarding chronology. Safeguarding supervision records will be kept securely in line with policy and procedure.

An open culture of learning and development and commitment to continuous improvement in practice should be promoted.

There is a duty to escalate the following concerns should they arise within safeguarding supervision discussion:

- Child/family member may be at risk of significant harm.
- There is unsafe practice placing people at risk.
- There is illegal activity.

Other issues should not be taken outside of safeguarding supervision without advising the supervisor/supervisee first unless this places people at risk. Safeguarding supervision records are the property of the organisation and the organisation has access to supervision records for audit or inspection purposes.

Any complaints or disagreements with regards to safeguarding supervision should be discussed, agreed and recorded with the supervisee. This will usually involve an agreement to involve the supervisor's line manager in a three-way discussion to resolve any issue that the worker and supervisor cannot resolve themselves. Such discussions should take place with reference to relevant organisational policies and the safeguarding supervision protocol

## 19. Principals and Standards for Safeguarding Supervision

Further advice on child protection is available from:

- NSPCC: <http://www.nspcc.org.uk/>
- Childline: <http://www.childline.org.uk/pages/home.aspx>
- 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/>
- Intercom Trust - an LGBT+ led charity, proudly working with 1000's of people each year to improve wellbeing and inclusion across the region <https://www.intercomtrust.org.uk/>

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**Devon:**

- **For Early Help, Consultation and Enquiries please contact:**
  - Telephone: **0345 155 1071**
- Email: [Local Authority Safeguarding Hubsecure@devon.gov.uk](mailto:Local Authority Safeguarding Hubsecure@devon.gov.uk)
  - Fax: 01392 448951
  - Enquiry Form available at:
- <https://new.devon.gov.uk/making-a-Local Authority Safeguarding Hub-enquiry>
  -
- Post: **Multi-Agency Safeguarding Hub, P.O. Box 723, Exeter EX1 9QS**
  - **Emergency Duty Team** out of hours **0845 6000 388**
    - **Police** non-emergency 101
    - **Devon LADO enquiries:**
    - [Devon LADO Information](#)
- For **any** requests for advice, please complete the [notification form](#) or telephone [01392 384964](tel:01392 384964) or email [childsc.localauthoritydesignatedofficersecure-mailbox@devon.gov.uk](mailto:childsc.localauthoritydesignatedofficersecure-mailbox@devon.gov.uk) for a notification form.
  - **Early Help Team:**
    - 
    - Senior Manager: TBC
    - Manager Exeter and South: TBC
      - Manager Mid & East: Ian Flett 07815 562 370
      - Manager South & West: Karen Hayes 07854 253424
      - Manager Northern: Sarah Simpson 07854 304 512
    - 
    - Locality Early Help Mailbox
      - North: [earlyhelpnorthsecuremailbox@devon.gov.uk](mailto:earlyhelpnorthsecuremailbox@devon.gov.uk)
      - Mid & East: [earlyhelpmideastsecuremailbox@devon.gov.uk](mailto:earlyhelpmideastsecuremailbox@devon.gov.uk)
      - South & West: [earlyhelpsouthsecuremailbox@devon.gov.uk](mailto:earlyhelpsouthsecuremailbox@devon.gov.uk)
      - Exeter: [earlyhelpexetersecuremailbox@devon.gov.uk](mailto:earlyhelpexetersecuremailbox@devon.gov.uk)
  -
- For emergencies outside of office hours please call: 0345 600 0388 or 0845 600 0388