

Safeguarding (Child Protection) Policy

Glebe House School

September 2021

This Document sets out the Safeguarding Policy and Procedures for Glebe House . Details of important contacts (including the Designated Safeguarding Lead and deputies) are set out at the front of the document, and guidance on receiving a disclosure and reporting concerns are set out in Appendix 2.

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Key school contacts

Designated Safeguarding Lead (DSL) Louis Taylor	Email: louis.taylor@glebehouseschool.co.uk Telephone number: 07590529353
Deputy Designated Safeguarding Lead (DDSL) Rob Gladstone	Email: rng@glebehouseschool.co.uk Telephone number: 07818 061028
Nursery Safeguarding Leads Susie Pull Julie Ashby	Email: szp@glebehouseschool.co.uk Or jashby@glebehouseschool.co.uk Phone number: 01485 532809
Chair of Governors Nicholas Crane	Email: nick.crane@glebehouseschool.co.uk Telephone number: 07775 508166
Nominated Safeguarding Governor Sarah Johnson	Email: Sarah Johnson sarah.Johnson@glebehouseschool.co.uk Telephone number: 07702 276666

We refer concerns to the local authority children's social care department and co-operate fully in any subsequent investigation.

For concerns call CADS customer service centre – 24 hours – 0344 800 8021

In some cases this may mean the police or another agency identified by the Local Safeguarding Children's Partnership.

We take care not to influence the outcome either through the way we speak to children or by asking questions of children.

We take account of the need to protect young people aged 16-19 years as defined by the Children Act 1989. This may include students or school children on work placement, young employees or young parents. Where abuse is suspected we follow the procedure for reporting any other child protection concerns. The views of the young person will always be taken into account, but the setting may override the young person's refusal to consent to share information if it feels that it is necessary to prevent a crime being committed or intervene where one may have been, or to prevent harm to a child or adult. Sharing confidential information without consent is done only where not sharing it could be worse than the outcome of having shared it.

We use Norfolk CADS consultation service or LADO when making a referral to children social care or other appropriate agencies, or call police direct in an emergency.

Police – line 9, 999; CADS – 9, 0344 800 8021; LADO –9, 01603 223473 (email is the preferred method of referral mailto:LADO@norfolk.gov.uk & NSPCC – 9, 0808800 5000

FGM reporting - non-emergency police contact number	
101	
School's Police liaison officer	
Safer Schools Team	
Telephone number: 020 8345 3429	
Police Anti-Terrorist Hotline 0800 789 321	
Non-emergency DfE advice	
020 7340 7264	
counter-extremism@education.gsi.gov.uk	
UK Safer Internet Centre	0344 381 4772 helpline@saferinternet.org.uk
NSPCC whistleblowing helpline	Weston House 42 Curtain Road London EC2A 3NH Telephone: 0800 028 0285 Email: help@nspcc.org.uk https://www.nspcc.org.uk/what-is-child-abuse/types-of-abuse/
Reporting serious wrongdoing to the Charity Commission	For further guidance see: https://www.gov.uk/guidance/report-serious-wrongdoing-at-a-charity-as-a-worker-or-volunteer whistleblowing@charitycommission.gsi.gov.uk

1 Aims

1.1 This is the safeguarding policy and procedures of Glebe House School **(School)**.

1.2 **The aims of this policy are as follows:**

- a) to safeguard and promote the welfare of children¹, staff and others who come into contact with the School and to protect them from harm;
- b) to have clear procedures in place for dealing with and referring concerns about the welfare of any individual and / or allegations of abuse, neglect and / or exploitation;
- c) to raise staff awareness about the School's safeguarding expectations;
- e) to raise awareness about how to report concerns and how they will be investigated, whether they are current or historic in nature;
- f) to ensure staff are competent to carry out their safeguarding responsibilities and feel supported in this role;
- g) to ensure consistent good safeguarding practice throughout the School, to include the promotion of a zero tolerance approach to peer on peer sexual violence and harassment in which pupils are confident to report it and staff are confident to identify and respond to it;
- h) to actively promote the well-being of pupils²; and
- i) to create a culture of safety, equality and protection.

1.3 Every pupil should feel safe and protected from any form of abuse and neglect.

1.4 All staff should understand the indicators of abuse and neglect and specific safeguarding risks so that they can identify them and report any concerns about children. The indicators and key safeguarding risks for the School community are set out in Appendix 1.

1.5 Members of the School community (to include alumni) should also feel able to raise any safeguarding concerns, whether current or non-recent, safe in the knowledge that they will be supported, the matter will be handled sensitively and appropriate action taken.

1.6 Anyone about whom a concern is raised should feel confident that they will be supported and the matter will be handled sensitively and that appropriate action will be taken.

1.7 This policy forms part of the School's whole school approach to promoting child safeguarding and wellbeing, which seeks to ensure that the best interests of pupils underpins and is at the heart of all decisions, systems, processes and policies.

¹ This wording reflects the requirements in part 3 paragraph 7 of ISSR.

² This wording reflects the requirements in part 8 paragraph 34 of the ISSR. Well-being means well-being within the meaning of section 10(2) of the Children Act 2004(a): the physical and mental health and emotional well-being; protection from harm and neglect; education training and recreation; contribution made by pupils to society; social and economic well-being.

2 Scope and Application

- 2.1 This policy applies to the whole School.
- 2.2 This policy applies at all times including where pupils or staff are away from the School, whether they are on school- arranged activities or otherwise, and whether or not the School is open. It will therefore apply out of School hours and in the holidays.
- 2.3 This policy applies to core School activities and to out of hours and commercial activities.
- 2.4 This policy is designed to address:
 - 2.4.1 the specific statutory obligations on the School to safeguard and promote the welfare of children
 - 2.4.2 the School's charity law safeguarding duty to
 - a) provide a safe and trusted environment which safeguards anyone who comes into contact with it, including beneficiaries, staff and volunteers;
 - b) set an organisational culture that prioritises safeguarding, so that it is safe for those affected to report incidents and concerns with the assurance they will be handled sensitively and properly;
 - c) have adequate safeguarding policies, procedures and measures to protect people;
 - d) provide clarity as to how incidents and allegations will be handled should they arise, including reporting to the relevant authorities, such as the police, local authority and Charity Commission.

3 Regulatory Framework

- 3.1 This policy has been prepared to meet the School's responsibilities under the following legislation:
 - 3.1.1 Education (Independent School Standards) Regulations 2014;
 - 3.1.2 Education and Skills Act 2008;
 - 3.1.3 Children Act 1989;
 - 3.1.4 Children Act 2004;
 - 3.1.5 Childcare Act 2006;
 - 3.1.6 Safeguarding Vulnerable Groups Act 2006
 - 3.1.7 Children and Social Work Act 2017;
 - 3.1.8 Data Protection Act 2018 and General Data Protection Regulation (GDPR);
 - 3.1.9 Equality Act 2010; and
 - 3.1.10 Charities Act 2011.

3.2 This policy has regard to the following guidance and advice:

- 3.2.1 [Keeping children safe in education](#) (DfE, September 2021) (KCSIE);
- 3.2.2 [Working together to safeguard children](#) (HM Government, July 2018) (WTSC);
- 3.2.3 [Disqualification under the Childcare Act 2006](#) (DfE, 31 August 2018);
- 3.2.4 [Revised Prevent duty guidance for England and Wales](#) (HM Government, April 2019);
- 3.2.5 [Educate Against Hate](#) (HM Government 2018);
- 3.2.6 [Multi-agency statutory guidance on female genital mutilation](#) (HM Government, July 2020);
- 3.2.7 [What to do if you're worried a child is being abused: advice for practitioners](#) (HM Government, March 2015);
- 3.2.8 [Information sharing: advice for practitioners providing safeguarding services to children, young people, parents and carers](#) (HM Government, July 2018);
- 3.2.9 [Sexting in schools and colleges: responding to incidents and safeguarding young people](#) (UK Council for Child Internet Safety (UKCCIS), August 2016);
- 3.2.10 [Children missing education](#) (DfE, September 2016);
- 3.2.11 [Child sexual exploitation: definition and a guide for practitioners local leaders and decision makers working to protect children from child sexual exploitation](#) (DfE, February 2017);
- 3.2.12 [Searching, screening and confiscation: advice for schools](#) (DfE, January 2018);
- 3.2.13 [Listening to and involving children and young people](#) (DfE, January 2014);
- 3.2.14 [Safeguarding children \(links to government guidance and resources\)](#);
- 3.2.15 [Strategy for dealing with safeguarding issues in charities](#) (Charity Commission, December 2017);
- 3.2.16 [Regulatory alert to charities - safeguarding](#) (Charity Commission, December 2017);]
- 3.2.17 [How to report a serious incident in your charity](#) (Charity Commission, June 2019);
- 3.2.18 [Reporting a serious incident in your charity when it involves a partner](#) (Charity Commission, December 2020);
- 3.2.19 [Report serious wrongdoing at a charity as a worker or volunteer](#) (Charity Commission, June 2019);
- 3.2.20 [Guidance on handling safeguarding allegations in a charity](#) (Office for Civil Society, January 2019);
- 3.2.21 [Relationships education, relationships and sex education and health education](#)

[guidance](#) (DfE, June 2019); and

- 3.2.22 Channel duty guidance: protecting vulnerable people from being drawn into terrorism (HM Government, February 2021);
- 3.2.23 Sexual violence and sexual harassment between children in schools and colleges (DfE, September 2021);
- 3.2.24 Sharing nudes and semi-nudes: advice for education settings working with children and young people (DCMS and UKCIS, December 2020)
- 3.2.25 Teaching online safety in schools (DfE, June 2019);
- 3.2.26 Harmful online challenges and online hoaxes (DfE, February 2021)
- 3.3 The following School policies, procedures and resource materials are relevant to this policy:
 - 3.3.1 staff code of conduct;
 - 3.3.2 staff acceptable use and social media policy;
 - 3.3.3 whistleblowing policy;
 - 3.3.4 safer recruitment policy;
 - 3.3.5 on line safety policy;
 - 3.3.6 behaviour policy
 - 3.3.7 anti-bullying policy;
 - 3.3.8 acceptable use policy for pupils;
 - 3.3.9 safeguarding guidelines for contractors and visitors;
 - 3.3.10 risk assessment policy;
 - 3.3.11 missing pupil policy
 - 3.3.12 SEND policy;
 - 3.3.13 health and safety policy;
 - 3.3.14 relationships and sex education policy; and
 - 3.3.15 medicines and conditions policy.

4 Publication and Availability

- 4.1 This policy is published on the School website.
- 4.2 This policy is available in hard copy on request.
- 4.3 A copy of the policy is available for inspection from the School Office during the School

day upon request.

4.4 This policy can be made available in large print or other accessible format if required.

4.5 This policy and all policies referred to in it are also available to staff.

5 Definitions

5.1 Where the following words or phrases are used in this policy:

5.1.1 In this policy the Governors are the Proprietor for the purpose of the relevant regulations;

5.1.2 References to **working days** mean Monday to Friday, when the School is open during term time. The dates of terms are published on the School's website. If referrals to an external agency are required outside term time, references to **working days** are to the days on which the relevant external agency is working;

5.1.3 **Safeguarding** is the protection of people from harm.

5.1.4 **Safeguarding and promoting the welfare of children** is defined in WTSC and KCSIE as:

- a) protecting children from maltreatment;
- b) preventing impairment of children's mental and physical health or development;
- c) ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and
- d) taking action to enable all children to have the best outcomes.

5.1.5 **CSC** means Children's Social Care and includes, depending on the context, the team based in the local authority where the School is located and, where appropriate, the team based in the local authority where the child is resident.

5.1.6 **DSL** means the School's Designated Safeguarding Lead. References to the DSL include the Deputy DSL (**DDSL**) where the DSL is unavailable.

5.1.7 **Designated Officer** means designated officer at the local authority (often referred to as LADO). The designated officer(s) has overall responsibility for oversight of the procedures for dealing with allegations, for resolving any inter-agency issues, and for liaison with the three safeguarding partners.

5.1.8 Reference to **staff** includes all those who work for or on behalf of the School, regardless of their employment status, including contractors, supply staff, volunteers and Governors unless otherwise indicated.

5.1.9 References to **harmful sexual behaviour** in this policy refer to the DfE's definition: sexual behaviours expressed by children and young people under the age of 18 years old that are developmentally inappropriate, may be harmful towards self or others, or abusive towards another child, young person or adult.

5.1.10 Senior Leadership Team (SLT) comprises the Headmaster, Deputy Head, DSL, Head of Pre Prep and the Service Support Manager (where such a position exists).

6 Responsibility Statement and Allocation of Tasks

- 6.1 The Governors have overall responsibility for all matters which are the subject of this policy and has specific responsibilities as described in Part 2 of KCSIE., including
- 6.1.1 specific responsibilities as described in Part 2 of KCSIE. Legal responsibility to ensure that arrangements are made to safeguard and promote the welfare of pupils at the school, having regard to relevant guidance issued by the Secretary of State;
 - 6.1.2 strategic leadership responsibility for the School's safeguarding arrangements. Contact details are set out in the School contacts list at the front of this policy.; and
 - 6.1.3 specific responsibilities to facilitate a whole school approach to safeguarding, set out in more detail in Part 2 of KCSIE.
- 6.2 The Governors:
- 6.2.1 appoint a Board level lead on safeguarding matters, whose contact details are set out in the School contacts list at the front of this policy;
 - 6.2.2 ensure that appropriate arrangements are in place for the whole Board to discharge their function, including appropriate consideration of safeguarding matters at Board meetings and a holistic annual review of safeguarding ; and
 - 6.2.3 establish appropriate delegation arrangements at School level, led by the Head and DSL, to enable the School to discharge its safeguarding duties effectively
- 6.3 To ensure the efficient discharge of its responsibilities under this policy, the Governors have allocated the following tasks:

Task	Allocated to	When / frequency of review
Keeping the policy up to date and compliant with the law and best practice	Headmaster, DSL, along with the Safeguarding Governor	As required, and at least annually
Monitoring the implementation of the policy, relevant risk assessments and any action taken in response and evaluating effectiveness	SLT including DSL and DDSL	As required, and at least termly
Seeking input from interested groups (such as pupils, staff, parents) to consider improvements to the School's processes under the policy	SLT including DSL and DDSL	As required, and at least annually

Formal annual review of the School's safeguarding policies and procedures and their implementation.	Governing Body	At least annually
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Task	Allocated to	When / frequency of review
Assessing the adequacy of safeguarding arrangements for those who use or hire premises	The Service Support Manager/Bursar	Before commencement of arrangement and thereafter at least annually

6.4 Head

- 6.4.1 The Head is responsible for the overall management of the School and for the management of concerns and allegations about staff.
- 6.4.2 The Head ensures that the School's policies and procedures, particularly those concerning referrals of cases of suspected abuse and neglect, are understood, and followed by all staff.

6.5 Designated Safeguarding Lead (DSL)

- 6.5.1 The DSL is a senior member of staff of the School's leadership team with the necessary status and authority to take lead responsibility for all aspects of safeguarding and child protection (including online safety) throughout the School.
- 6.5.2 The DSL has the time, funding, training, resources and support to enable him / her to provide advice and support to other staff on child welfare and child protection matters, to take part in strategy discussions and inter-agency meetings (and / or to support other staff to do so) and to contribute to the assessment of children. The name and contact details of the DSL are set out in the School contacts list at the front of this policy. The main responsibilities of the DSL are set out in Annex C of KCSIE 2021.
- 6.5.3 If the DSL is unavailable the activities of the DSL will be carried out by the Deputy DSL. The Deputy DSL's details are also set out in the School contacts list at the front of this policy.
- 6.5.4 The DSL will take lead responsibility for pupils who are looked after children³.
- 6.5.5 The DSL will also undertake the role of senior mental health lead and is responsible **for developing a holistic approach to promoting and supporting the mental wellbeing of pupils and staff.**⁴

³ KCSIE states that there should be a designated member of staff with responsibility for the welfare and progress of looked after children and must be trained for the role. As the DSL has day to day responsibility for all aspects of safeguarding and child protection we have recommended that the DSL takes on this role. However if it is not the case please amend the policy to ensure that it reflects the School's custom and practice.

⁴The senior mental health lead role is not mandatory. KCSIE states that different senior leads will

have different levels of knowledge and skills to promote wellbeing and mental health, and different responsibilities, as roles are locally defined to fit in with other relevant roles and responsibilities. If the DSL does not take on this role, the DfE recommends that they are a member of the SLT so they have the authority, capacity and support to influence and lead strategic change within the setting.

7 Specific Safeguarding Duties in Relation to Children

7.1 Safeguarding and promoting the welfare of children is **everyone's** responsibility.

7.1.1 The School will:

- a) understand its role in the three safeguarding partner arrangements and make itself aware of and follow the local inter-agency procedures
- b) be alert to signs of abuse whether in School, within the child's family or outside, and take steps to protect individuals from any form of abuse, whether from an adult or another child;
- c) include opportunities within the curriculum for children to develop the skills they need to recognise, and stay safe from abuse;
- d) deal appropriately with every suspicion or complaint of abuse and support children who have been abused in accordance with appropriate education, child protection and / or welfare plans;
- e) promote the systems in place for children to confidentially report abuse, ensuring they know their concerns will be treated seriously, they can safely express their views and give feedback;
- f) design and operate procedures which, so far as possible, ensure that staff and others who are innocent are not prejudiced by malicious, false, unsubstantiated or unfounded allegations;
- g) prepare staff to identify children who may benefit from early help and encourage them to be particularly alert to the potential need for early help for children with the indicators listed in KCSIE or WTSC;
- h) be alert to children who are at potentially greater risk of harm including children who need a social worker and children requiring mental health support;
- i) be alert to the needs of pupils with physical or mental health conditions, special educational needs or disabilities, which could be an indicator that a child has suffered or is at risk of suffering abuse, neglect or exploitation and where additional barriers can exist when detecting abuse or neglect;
- j) encourage a culture of listening to pupils and taking account of their wishes and feelings in any measure put in place by the School to protect them; numerous people within the School community are available and advertised to the pupils, verbally, in publications and on posters around the site as a potential listening ear: a member of staff, peer, prefect, member of the pastoral or safeguarding team, one of the School counsellors, or other similar supporting stakeholders. Pupil surveys and feedback on a variety of matters are used to inform whole school decisions and numerous pupil-led groups such as School Council have been influential in shaping school policy and events.
- k) operate robust and sensible health and safety procedures and operate clear and supportive policies on drugs, alcohol and substance misuse;
- l) assess the risk of pupils being drawn into terrorism, including support for extremist ideas that are part of terrorist ideology, based on an understanding of the potential risk in the

- local area;
- m) identify pupils who may be vulnerable to radicalisation, and know what to do when they are identified; and
 - n) consider and develop procedures to deal with any other safeguarding issues which may be specific to individual pupils in the School or in the local area. See Appendix 6 - Local arrangements for more detail.
- 7.2 Staff may follow the School's whistleblowing policy to raise concerns about poor or unsafe safeguarding practices at the School or potential failures by the School or its staff to properly fulfil its safeguarding responsibilities. Such concerns will be taken seriously. The NSPCC whistleblowing helpline is available for staff who do not feel able to raise concerns about child protection failures internally (see the front of this policy for the relevant contact details). Staff may also report concerns direct to the School's Local Authority or to the Charity Commission if they consider that the School has failed to deal with concerns appropriately.

8 Reporting Obligations of Staff in Relation to Safeguarding

8.1 Reporting obligations generally

- 8.1.1 Staff members should maintain an attitude of "**it could happen here**" where safeguarding is concerned. When concerned about the welfare of a pupil, staff members should always act in the **best** interests of the pupil.
- 8.1.2 **All staff have a duty to:**
- a) report any concerns they may have about the safety and / or well-being of pupils;
 - b) report any concerns they may have about the safety and / or well-being of other persons associated with the School;
 - c) report any safeguarding concerns about staff or anyone else associated with the School; and
 - d) follow up on any such reports to ensure that appropriate action is or has been taken.
- 8.1.3 The procedures for doing so are set out below. If staff are unsure about the appropriate process to use, they should not hesitate to speak to the DSL, senior leadership team or directly to children's social care or police in their absence for guidance.

8.2 What to do if Staff have a Concern about a Pupil

- 8.2.1 If staff have **any concerns about a pupil's welfare**, they should report their concern to the DSL (or the DDSs in the DSL's absence) **immediately**.
- a) the contact details of the DSL and DDSs are set out in the contacts list at the front of this policy;
 - b) see below and Appendix 2, for guidance about what to do when receiving a disclosure and recording concern.

8.2.2 A concern about a child is not defined and should be interpreted broadly. It may relate to a recognition that a child would benefit from extra support, to an emerging problem or to a potentially unmet need or may reflect a concern that a child may be deemed to be "in need" or at "immediate risk of harm" as defined by the Children Act 1989.

8.2.3 Teachers must report known cases of female genital mutilation (**FGM**) to the police. See Appendix 1 for further information about FGM and this reporting duty. All other staff should refer FGM concerns to the DSL.

8.2.1 If the concern involves an **allegation or concern against a member of staff**, supply staff, contractors or volunteers⁵ this must be reported in accordance with the procedures set out in Appendix 4 and Parts 1 and 4 of KCSIE.

8.3 What if the DSL is unavailable?

8.3.1 the DSL or the DDSLs should always be available to discuss safeguarding concerns and may be contacted on their mobile phones in relation to any safeguarding concerns out of School hours;

8.3.2 if in exceptional circumstances the DSL and DDSLs are unavailable, staff must not delay taking action. Staff should speak to their line manager or a member of the senior leadership team and / or advice should be taken from governors. Their contact details are set out at the front of this policy;

8.3.3 where a child is suffering, or is likely to suffer from harm, a referral to children's social care and / or police should be made immediately. Staff should be aware of the process for making referrals direct to children's social care and / or the police in these circumstances. See section 9 below for further details on making a referral;

8.3.4 any action taken by a member of staff pursuant to this requirement should then be shared with the DSL or DDSLs, or a member of the senior leadership team, as soon as is practically possible.

⁵ This is defined above but given new focus on supply staff and volunteers in KCSIE 2020 it has been expressly stated here.

8.4 Action by the DSL

- 8.4.1 On receipt of a report of a concern, the DSL will consider the appropriate course of action in accordance with the Norfolk Local Safeguarding Board procedures and referral threshold document. Such action may include:
- 8.4.2 managing any support for the pupil internally via the School's own pastoral support processes, seeking advice from children's social care where required (see 9 below);
- 8.4.3 an early help assessment (see 10 below); or
- 8.4.4 a referral for statutory services (see 11 below)
- 8.4.5 The views of the child will be taken into account when considering the appropriate course of action, but will not be determinative.
- 8.4.6 Where the concern relates to the welfare of a pupil who is aged 18 or over, the DSL will consider whether it is necessary to refer such concerns to the Safeguarding Adults Board rather than, or in addition to, children's social care.
- 8.4.7 If it is decided that a referral is not required, the DSL will keep the matter under review and give ongoing consideration to a referral if the pupil's situation does not appear to be improving.

9 Managing Support for Pupils Internally

- 9.1 The School will ensure that appropriate advice and consultation is sought about the management of safeguarding issues, including advice from CSC where necessary.
- 9.2 The School has a framework for the identification, assessment, management and review of risk to pupil welfare, so that appropriate action can be taken to reduce the risks identified. See the School's risk assessment policy.
- 9.3 The pastoral support processes implemented by the School include: the tutor and House system, access to school counsellors and support from the School's Learning Support department and Mental Health Champion. In addition to this the School is making plans to create safe spaces for pupils and there is a flexible approach to accommodating individual pupils' needs in consultation with parents and the pupil where this is appropriate.

10 Early Help

- 10.1 Early help means providing support as soon as a problem emerges at any point in a child's life, from the foundation years through to the teenage years. The School understands that providing early help is more effective in promoting the welfare of children than reacting later.
- 10.2 The School's safeguarding training includes guidance about the early help process and prepares all staff to identify children who may benefit from early help. Staff are mindful of specific safeguarding issues and those pupils who may face additional safeguarding challenges. Staff should be particularly alert to the potential need for early help for a child who:
 - 10.2.1 is disabled or has certain health conditions and has specific additional needs;
 - 10.2.2 has special educational needs (whether or not they have a statutory education,

health and care plan);

10.2.3 has a mental health need;

10.2.4 is a young carer;

10.2.5 is showing signs of being drawn in to anti-social or criminal behaviour, including gang involvement and association with organised crime groups;

10.2.6 is frequently missing / goes missing from care or from home;

10.2.7 is at risk of modern slavery, trafficking sexual or criminal or exploitation;

10.2.8 is at risk of being radicalised or exploited;

10.2.9 is in a family circumstance presenting challenges for the child, such as substance abuse, adult mental health problems or domestic abuse, has a family member in prison, or is affected by parental offending;

10.2.10 is misusing drugs or alcohol themselves;

10.2.11 is looked after or has returned home to their family from care;

10.2.12 is a privately fostered child;

10.2.13 is at risk of 'honour' based abuse such as Female Genital Mutilation or Forced Marriage;

10.2.14 is persistently absent from education including persistent absences for part of the school day.

10.3 A member of staff who considers that a pupil may benefit from early help should keep a written record of their concerns and in the first instance discuss this with the DSL. The DSL will consider the appropriate action to take in accordance with the Norfolk menu of early help services and their referral threshold document and will support staff in liaising with parents and other agencies and setting up an inter-agency assessment as appropriate.

10.4 If early help is appropriate, staff may be required to support other agencies and professionals in an early help assessment and will be supported by the DSL in carrying out this role. In some cases School staff may be required to take a lead role.

10.5 The matter will be kept under review and consideration given to a referral to children's social care for assessment for statutory services if the pupil's situation appears to be getting worse, or does not appear to be improving.

11 Making a Referral

11.1 Where a child is suffering, or is likely to suffer from harm, a referral to children's social care (and if appropriate the police) should be made immediately.

11.2 "Harm" is the "ill treatment or impairment of the health or development of a child." Seeing or hearing the ill-treatment of another person is also a form of harm. It can be determined "significant" by "comparing a child's health and development with what might be reasonably expected of a similar child."

- 11.3 The contact details for the School's CSC team are set out at the front of this policy.
- 11.4 Anyone can make contact with CSC to discuss concerns before a referral is made. This includes professional as well as a child themselves, family members and members of the public. The child's local safeguarding partnership will have a threshold of need framework and guidance which will provide more information which can support decision making in relation to contacting CSC.
- 11.2 Statutory assessments**
- 11.2.1 Children's social care may undertake a statutory assessment under the *Children Act 1989* into the needs of the child. It is likely that the person making the referral will be asked to contribute to this process. Statutory assessments include:
- a) **Children in need:** *A child in need is a child who is unlikely to achieve or maintain a reasonable level of health or development, or whose health and development is likely to be significantly or further impaired, without the provision of services; or a child who is disabled.* Children in need may be assessed under section 17 of the Children Act 1989.
 - b) **Children suffering or likely to suffer significant harm:** Local authorities have a duty to make enquiries under section 47 of the Children Act 1989 if they have reasonable cause to suspect that *a child is suffering, or is likely to suffer, significant harm.*
 - c) All those involved in such allegations will be treated as being at risk and in need of support and the safeguarding procedures in accordance with this policy will be followed. Appropriate support will be provided to all pupils involved, including support from external services as necessary.
- 11.3 Staff required to make a direct referral may find helpful the flowchart set out on page 23 of KCSIE and the flowcharts set out in Chapter 1 of WTSC for information about the likely actions and decisions required.
- 11.4 Staff will need to have access to certain information about the child and the safeguarding concern in order to make the referral. In general terms, this information will comprise:
- 11.4.1 personal details of the child including the child's developmental needs;
 - 11.4.2 detailed information about the concern;
 - 11.4.3 information about the child's family and siblings including the capacity of the child's parents or carers to meet the child's developmental needs and any external factors that may be undermining their capacity to parent.
- 11.5 If the referral is made by telephone, this should be followed up in writing.
- 11.6 If the referral is made by someone other than the DSL, the DSL should be informed of the referral as soon as possible.
- 11.7 Confirmation of the referral and details of the decision as to what course of action will be taken should be received from the local authority within one working day. If this is not received, the DSL (or the person that made the referral) should contact children's social care again.

- 11.8 Following a referral, if the child's situation does not appear to be improving, the local escalation procedures should be followed to ensure that the concerns have been addressed and that the child's situation improves. (See Appendix 6)

12 Allegations Against Pupils - Peer on Peer / Child on Child Abuse

- 12.1 Allegations against pupils should be reported in accordance with the procedures set out in Appendix 3). If harmful sexual behaviour is alleged to have occurred, the DSL will have regard to Part 5 KCSIE of KCSIE and the non-statutory guidance Sexual Violence and Sexual Harassment between children in schools (DfE, September 2021) and take into account the local response of the police and children's social care to these issues. The views of the alleged victim will be taken into account but will not be determinative.

13 Extra-familial harm

- 13.1 Safeguarding incidents and / or behaviours can be associated with factors outside the School and / or can occur between children outside the School.
- 13.2 All staff, including the DSL, should consider the context within which such incidents and / or behaviours occur, for example where wider environmental factors are present in a child's life that may be a threat to their safety and / or welfare and should record these appropriately.
- 13.3 Children's social care should be informed of all such information to allow any assessment process to consider all available evidence and the full context of any abuse.
- 13.4 Extra-familial harm: all staff, but especially the DSL (and deputies) should consider whether children are at risk of abuse or exploitation in situations outside their families. Extra-familial harms take a variety of different forms and children can be vulnerable to multiple harms including (but not limited to) sexual exploitation, criminal exploitation, sexual abuse and serious youth violence.

14 Risk Assessment

- 14.1 Where a concern about a pupil's welfare is identified, the risks to that pupil's welfare will be assessed and appropriate action will be taken to reduce the risks identified.
- 14.2 The format of risk assessment may vary and may be included as part of the School's overall response to a welfare issue, including the use of individual pupil welfare plans (such as behaviour, healthcare and education plans, as appropriate). Regardless of the form used, the School's approach to promoting pupil welfare will be systematic and pupil focused.
- 14.3 The Head has overall responsibility for ensuring that matters which affect pupil welfare are adequately risk assessed and for ensuring that the relevant findings are implemented, monitored and evaluated.
- 14.4 Day to day responsibility to carry out risk assessments under this policy will be delegated to the DSL who has been properly trained in, and tasked with, carrying out the particular assessment.

15 What to do if Staff have a Safeguarding Concern about Someone Else's Welfare

- 15.1 Staff who have safeguarding concerns about the welfare of others or any other safeguarding issue not expressly covered by this policy, should report them.

- 15.2 In the absence of an express procedure about reporting, they should report such concerns to their line manager or the DSL in the first instance.

16 Allegations/Concerns Against Staff

- 16.1 The School has procedures for dealing with allegations made and/or concerns raised against staff or anyone working in the School, including supply teachers, contractors and volunteers⁶.
- 16.2 The procedures in this policy apply to staff who pose a risk of harm to children or may behave in a way that indicates that they may be unsuitable to work with children. They also apply to low level concerns that do not meet the harms threshold. The procedures aim to strike a balance between the need to protect children from abuse and the need to protect staff from malicious, unfounded, false or unsubstantiated allegations. These procedures are set out in Appendix 3 and follow Part 4 of KCSIE.
- 16.3 The School will follow its employment procedures for dealing with any other safeguarding concern raised about staff, involving external agencies as appropriate.
- 16.4 Detailed guidance is provided to staff to ensure that all staff are clear on the rules of conduct and the expectations of the School in relation to contact with pupils, parents, colleagues and any other person who comes into contact with the School. This guidance is contained in the Employment Manual and includes details of additional safeguarding arrangements where staff engage in one-to-one teaching and meetings with pupils.

17 Informing Parents

⁶ This is defined above but given new focus on supply staff and volunteers in KCSIE 2021 it has been expressly stated here.

- 17.1 Parents will normally be kept informed, as appropriate, of any action to be taken under these procedures. However, there may be circumstances when the DSL will need to consult the Head, the Designated Officer(s), children's social care, the police and / or the pupil before discussing details with parents.
- 17.2 In all cases, the DSL will be guided by the Norfolk Local Safeguarding Board referral threshold document.
- 17.3 See also Appendix 3 for details about the disclosure of information where an allegation has been made against a member of staff

18 Sharing nudes and semi-nudes: how to respond to an incident.

Report it to your Designated Safeguarding Lead (DSL) or a member of the Safeguarding Team immediately.

- **Never** view, copy, print, share, store or save the imagery yourself, or ask a child to share or download – **this is illegal.**

- If you have already viewed the imagery by accident (e.g. if a young person has showed it to you before you could ask them not to), report this to the DSL (or equivalent) and seek support.
- **Do not** delete the imagery or ask the young person to delete it.
- **Do not** ask the child/children or young person(s) who are involved in the incident to disclose information regarding the imagery. This is the responsibility of the DSL (or equivalent).
- **Do not** share information about the incident with other members of staff, the young person(s) it involves or their, or other, parents and/or carers.
- **Do not** say or do anything to blame or shame any young people involved.
- **Do** explain to them that you need to report it and reassure them that they will receive support and help from the DSL (or equivalent).

19 Additional Reporting

- 19.1 In addition to the reporting requirements explained above, the School will consider whether it is required to report safeguarding incidents to any other regulatory body or organisation, including but not limited to:

18.1.1 Health and Safety Executive

- a) the School is legally required under RIDDOR to report certain incidents to the Health and Safety Executive. Please see the School's Health and Safety Policy for further details about this.

18.1.2 Charity Commission

- a) the School is a registered charity and is required to report all serious incidents to the Charity Commission promptly in accordance with the guidance [How to report a serious incident in your charity \(Charity Commission, June 2019\)](#);
- b) serious incidents that will be reported to the Charity Commission include suspicions, allegations or incidents of abuse involving pupils or other beneficiaries. This is likely to involve the following:
- i. pupils or other beneficiaries have been, or are alleged to have been, abused or mistreated while under the care of the School or by someone connected with the School, for example a Governor, staff member or volunteer;
 - ii. there has been an incident involving the abuse or mistreatment (alleged or actual) of someone who has come into contact with the School through its work, which has resulted in or risks significant harm, and this is connected with the activities of the School or partner organisation;
 - iii. there has been a breach of the School's procedures or policies which has put pupils or others who come into contact with it at risk of significant harm, including failure to carry out checks which would have identified that a person is disqualified in law, under safeguarding legislation, from working with children or otherwise disqualified from holding their position.
- c) The School will notify the Charity Commission of other agencies to which the incident has been reported in accordance with this policy;
- d) The School will tell the Charity Commission what action it has taken or is planning to take at the time of reporting a serious incident, including the immediate management of the incident and any wider review or lessons learned exercise.

18.1.3 Disclosure and Barring Service (DBS)

- a) a referral to the DBS will be made promptly if the criteria are met. See 4, 8.1-8.2: for further details.

18.1.4 Teaching Regulation Agency (TRA)

- a) separate consideration will be given as to whether a referral to the TRA should be made where a teacher has been dismissed, or would have been dismissed if he / she had not resigned. See 4 and 8.30, for more details.

18.1.5 Insurers

- a) the School will consider whether it is necessary to report a safeguarding incident to the relevant insurers and / or brokers. It may be necessary to report to a number of insurers as there may be concurrent cover under existing and historic policies;
- b) care should be taken to ensure this is done before renewal to ensure that the School complies with its duties under the Insurance Act 2015. If the School is in any doubt with regard to the correct insurer and / or policy and / or if it is unable to locate the relevant insurer, professional advice should be sought.

20 Safer Recruitment and Supervision of Staff

- 20.1 the School is committed to practising safer recruitment in checking the suitability of staff (including staff employed by another organisation). See the School's separate safer recruitment policy.
- 20.2 the School maintains a single central register of appointments for all staff.

The School's protocol for ensuring that visiting speakers are suitable and appropriately supervised is set out in the School's separate Safeguarding Guidelines for Contractors and Visitors.

21 Use of Mobile Technology

- 21.1 The School's policy on the use of mobile technology, including phones and cameras, in the School, is as follows:
 - 20.1.1 the School's Acceptable Use Policy for Pupils which sets out the expectations on pupils
 - 20.1.2 all staff should use mobile devices and cameras in accordance with the guidance set out in the staff code of conduct;
 - 20.1.3 parents of all pupils may bring mobile devices onto the premises but may only take photographs during events such as plays, concerts or sporting events for personal use. Parents should be reminded that the publication of such images (including on personal social networking sites even where access to the image may be limited) may be unlawful.
- 21.2 The School allows access to the internet onsite. Appropriate internet safety measures are taken to manage associated risks, including use of filters and monitoring of usage.
- 21.3 The School's approach to online safety is set out in the School's Online Safety Policy and

Acceptable Use Policy for Pupils.

22 General

22.1 Training

- 21.1.1 The School ensures that regular guidance and training is arranged on induction and at regular intervals thereafter so that staff understand what is expected of them by this policy and have the necessary knowledge and skills to carry out their roles.
- 21.1.2 The level and frequency of training depends on role of the individual member of staff.
- 21.1.3 The School maintains written records of all staff training.
- 21.1.4 All training will be carried out in accordance with Norfolk Local Safeguarding Board procedures where possible.

22.2 Induction

- 21.2.1 All staff, including temporary staff and volunteers, will be provided with induction training that includes (and where relevant includes the provision of copies of):
 - a) this policy;
 - b) the role, identity and contact details of the DSL and his / her Deputy;
 - c) the behaviour, rewards and sanctions policy for pupils;
 - d) the staff code of conduct including the whistleblowing policy, staff social media policy and acceptable use policy;
 - e) the safeguarding response to children who go missing from education;
 - f) the School's approach to online safety;
 - g) safeguarding training in order that they are aware of what to do in a situation where they are concerned for a child
 - h) a copy of Part 1 and, where appropriate, Annex B of KCSIE; or
 - i) a copy of Annex A of KCSIE to those staff not working directly with children; and
 - j) appropriate Prevent duty training where necessary.

22.3 Safeguarding training

- 21.3.1 All staff including the Head will receive a copy of this policy and Part 1 and where appropriate, Annex B of KCSIE, and will be required to confirm that they have read and understand these.
- 21.3.2 Staff not working directly with children will receive a copy of this policy and Annex A of KCSIE and will be required to confirm that they have read and understand these;
- 21.3.3 Members of the SLT (including the Head) and the Nominated Safeguarding Governor

will receive a copy of this policy and be expected to read all of KCSIE. All other Governors should read Part 2 of KCSIE.

- 21.3.4 The Head and all staff members will undertake appropriate safeguarding training which will be updated biennially and following consultation with the Norfolk Local Safeguarding Board. In addition, all staff members will receive safeguarding and child protection updates via email, ebulletins, staff meetings and case conferences on a regular basis and at least annually.
- 21.3.5 Staff development training will also include training on online safety, searching pupils for prohibited and banned items, and Prevent duty training assessed as appropriate for them by the School.
- 21.3.6 Additionally, the School will make an assessment of the appropriate level and focus for staff training and responsiveness to specific safeguarding concerns such as radicalisation, peer on peer abuse, harmful sexual behaviour, child and criminal and child sexual exploitation, female genital mutilation, cyberbullying, and discriminatory and prejudiced-based bullying, and mental health and to ensure that staff have the skills, knowledge and understanding to keep looked after children safe.
- 21.3.7 All Governors receive safeguarding training on induction. The Nominated Safeguarding Governor and the Chair of Governors will receive additional appropriate training to enable them to fulfil their safeguarding responsibilities. As part of that training the Nominated Safeguarding Governor will be expected to read the entirety of KCSIE. All other Governors will be expected to read Part 2 of KCSIE
- 21.3.8 The School has mechanisms in place to assist staff to understand and discharge their role and responsibilities and to ensure that they have the relevant knowledge, skills and experience to safeguard children effectively, including questionnaires, staff meetings, professional development and case conferences. This includes information on how staff can report concerns occurring out of hours / out of term time and should, where appropriate, refer to the School's risk assessment for out of hours /out of term safeguarding arrangements.

22.4 Designated Safeguarding Lead (DSL)

- 21.4.1 the DSL and Deputy DSLs will undertake training to provide them with the knowledge and skills required to carry out the role. This training includes Prevent awareness training and will be updated at least every two years;
- 21.4.2 in addition, their knowledge and skills will be refreshed at regular intervals, at least annually, to allow them to understand and keep up with any developments relevant to their role. For further details about the training of the DSL, see Appendix C of KCSIE.
- 21.4.3 Prevent duty training will be consistent with the Government's Prevent training for schools. See Educate Against Hate (HM Government, 2018) for further details.

22.5 Teaching pupils about safeguarding

- 21.5.1 the School teaches pupils about safeguarding through the curriculum and PSHEE program of study. This includes guidance on adjusting behaviour to reduce risks particularly online, building pupils' resilience to protect themselves and their peers, fostering healthy and respectful relationships with others and providing information

about who they should turn to for help;

- 21.5.2 The School recognises that a one size fits all approach may not be appropriate for children, and a more personalised or contextualised approach for more vulnerable children, victims of abuse and some SEND children might be needed.
- 21.5.3 pupils are taught about harmful sexual behaviours, including sexual violence and sexual harassment, through relationships and sex education and PSHEE appropriate to their age and stage of development. It will tackle issues such as: healthy and respectful relationships, what respectful behaviour lookslike, consent, gender roles, stereotyping, equality, body confidence and self-esteem, prejudiced behaviour, that sexual violence and sexual harassment is always wrong, and addressing cultures of sexual harassment.
- 21.5.4 pupils are given the opportunity to talk about safeguarding issues within the classroom environment and are made aware of the processes by which any concerns they have can be raised, including the processes for reporting a concern about a friend or peer, and how any report will be handled.
- 21.5.5 the safe use of technology is a focus in all areas of the curriculum and key ICT safety messages are reinforced as part of assemblies and tutorial / pastoral activities. The School has appropriate filters and monitoring systems in place (see the on line safety policy) and is mindful that this should not lead to unnecessary restrictions on learning.

23 Monitoring and Review

- 23.1 The DSL will ensure that the procedures set out in this policy and the implementation of these procedures are updated and reviewed regularly, working with the Governors as necessary and seeking contributions from staff. The DSL will update the Senior Leadership Team regularly on the operation of the School's safeguarding arrangements.
- 23.2 Any safeguarding incidents at the School will be followed by a review of these procedures by the DSL and a report made to the Governors. Where an incident involves a member of staff, the Designated Officer(s) will be asked to assist in this review to determine whether any improvements can be made to the School's procedures. Any deficiencies or weaknesses in regard to safeguarding arrangements at any time will be remedied without delay.
- 23.3 The Governors will undertake an annual review of this policy and the School's safeguarding procedures, including an update and review of the effectiveness of procedures and their implementation and the effectiveness of inter-agency working. It will also undertake an annual review of its approach to online safety, supported by an annual risk assessment that considers and reflects the risks its pupils face.
- 23.4 The DSL will work with the Nominated Safeguarding Governor, preparing a written report commissioned by the Governors. The written report should address how the School ensures that this policy is kept up to date; staff training on safeguarding; referral information; issues and themes which may have emerged in the School and how these have been handled; and the contribution the School is making to multi-agency working in individual cases or local discussions on safeguarding matters. The Governors should also consider independent corroboration, such as:
 - 22.4.1 inspection of records or feedback from external agencies including the Designated Officer(s);

22.4.2 reports of ISI inspections;

22.4.3 the outcome of any relevant complaints, claims or related proceedings; and

22.4.4 press reports.

23.5 The Governors will review the report, this policy and the implementation of its procedures and consider any proposed amendments to the policy before giving the revised policy its final approval.

24 Record Keeping

24.1 **All concerns, discussions and decisions made and the reasons for those decisions should be recorded in writing.** Information should be kept confidential and stored securely. Concerns and referrals will be kept in a separate child protection file for each child. These should include:

23.1.1 a clear and comprehensive summary of the concern;

23.1.2 details of how the concern was followed up and resolved;

23.1.3 a note of any action taken, decisions reached and the outcome

24.2 The information created in connection with this policy may contain personal data. The School's use of this personal data will be in accordance with data protection law.

24.3 All records created in accordance with this policy are managed in accordance with the School's policies that apply to the retention and destruction of records.

24.4 Insofar as pupil records are concerned:

23.4.1 All concerns about a pupil must be recorded on Safeguard, our safeguarding software. Guidance on recording a concern is set out in Appendix 2.

23.4.2 The DSL will open a child protection file following a report to him / her of a child protection concern about a pupil. The DSL will record all discussions with both colleagues and external agencies, decisions made and the reasons for them and detail of the action taken.

24.5 Information sharing and multi-agency working

23.5.1 The School will treat all safeguarding information with an appropriate level of confidentiality, only involving others where appropriate. The School will always act in order to safeguard and promote the welfare of others.

23.5.2 The School understands that information sharing is essential for effective safeguarding and promoting the welfare of children and young people, including their educational outcomes. Fears about sharing information will not stand in the way of the need to promote the welfare, and protect the safety, of pupils, which is always the School's paramount concern. Schools have clear powers to share, hold and use information for these purposes and the UK GDPR and Data Protection Act 2018 provide a framework to ensure that personal information is shared appropriately.

23.5.3 When the School receives a request for safeguarding information (e.g. a subject

access request from a parent or a request from the police), the School will carefully consider its response to make sure that any disclosure is in accordance with its obligations under the GDPR and Data Protection Act 2018. The School will also have regard to its data protection policies. The School's Data Protection Lead (the Bursar) will work with the DSL as appropriate to determine what should be disclosed.

- 23.5.4 The School will co-operate with children's social care, and where appropriate the police, to ensure that all relevant information is shared for the purposes of early help assessments, and assessments and child protection investigations under the Children Act 1989.
- 23.5.5 Where allegations have been made against staff, the School will consult with the Designated Officer(s) and, where appropriate, the police and children's social care to agree the information that should be disclosed and to whom.
- 23.5.6 While the School will share information with those involved where and when it is appropriate to do so, they may be unable to for reasons of data protection and confidentiality, for example because to do so may pose a risk of harm to others or because it has been prohibited by external agencies.

25 Version Control

Date of adoption of this policy	September, 2021
Date of last review of this policy	May 2022
Date for next review of this policy	September, 2022
Policy owner (SLT)	Louis Taylor, Headmaster and DSL
Policy owner (Governors)	Sarah Johnson

26 Appendices 1-7

Appendix 1 - Forms of abuse and neglect and specific safeguarding risks

- 1.1 Staff should be aware that abuse, neglect and safeguarding issues are rarely standalone events that can be covered by one definition or label and in most cases, multiple issues will overlap with one another, therefore staff should always be vigilant and always raise any concerns with the DSL (or deputies).
- 1.2 **Abuse:** a form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others. Abuse can take place wholly online, or technology may be used to facilitate offline abuse. They may be abused by an adult or adults or by another child or children.
- 1.3 **Physical abuse:** a form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

- 1.4 **Emotional abuse:** the persistent emotional maltreatment of a child such as to cause severe and adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or "making fun" of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability as well as overprotection and limitation of exploration and learning, or preventing the child from participating in normal social interaction. It may involve seeing or hearing the ill treatment of another. It may involve serious bullying (including cyberbullying and discriminatory or prejudiced-based bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, although it may occur alone.
- 1.5 **Sexual abuse:** involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse. Sexual abuse can take place online, and technology can be used to facilitate offline abuse. Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children. The sexual abuse of children by other children is a specific safeguarding issue (also known as peer on peer abuse) in education. All staff should be aware of it. The school policy and procedures can be found in Appendix 3.
- 1.6 **Neglect:** the persistent failure to meet a child's basic physical and / or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy, for example, as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to: provide adequate food, clothing and shelter (including exclusion from home or abandonment); protect a child from physical and emotional harm or danger; ensure adequate supervision (including the use of inadequate care-givers); or ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

2 Signs of Abuse

- 2.1 Possible signs of abuse include, but are not limited to:
- 2.1.1 the pupil says he / she has been abused or asks a question or makes a comment which gives rise to that inference;
 - 2.1.2 there is no reasonable or consistent explanation for a pupil's injury, the injury is unusual in kind or location or there have been a number of injuries and there is a pattern to the injuries;
 - 2.1.3 the pupil's behaviour stands out from the group as either being extreme model behaviour or extremely challenging behaviour, or there is a sudden or significant change in the pupil's behaviour;

- 2.1.4 the pupil asks to drop subjects with a particular teacher and seems reluctant to discuss the reasons;
 - 2.1.5 the pupil's development is delayed, the pupil loses or gains weight or there is deterioration in the pupil's general well-being;
 - 2.1.6 the pupil appears neglected, e.g. dirty, hungry, inadequately clothed;
 - 2.1.7 the pupil is reluctant to go home, or has been openly rejected by his / her parents or carers; and
 - 2.1.8 inappropriate behaviour displayed by other members of staff or any other person working with children, for example inappropriate sexual comments; excessive one-to-one attention beyond the requirements of their usual role or responsibilities; or inappropriate sharing of images.
- 2.2 The Norfolk Local Safeguarding Board can provide advice on the signs of abuse and the DfE advice [What to do if you're worried a child is being abused \(March 2015\)](#) provides advice in identifying child abuse. The [NSPCC website](#) is also a good source of information and advice.

3 Specific Safeguarding Issues

- 3.1 Statutory guidance acknowledges the following as specific safeguarding issues:
- 3.1.1 child abduction and community safety incidents;
 - 3.1.2 children and the court system;
 - 3.1.3 children missing from education);
 - 3.1.4 children with family members in prison;
 - 3.1.5 child criminal exploitation;
 - 3.1.6 child sexual exploitation;
 - 3.1.7 county lines;
 - 3.1.8 modern slavery and the national referral mechanism;
 - 3.1.9 cybercrime
 - 3.1.10 domestic abuse;
 - 3.1.11 homelessness;
 - 3.1.12 so-called 'honour-based' abuse (including Female Genital Mutilation and Forced marriage);
 - 3.1.13 preventing radicalisation ;
 - 3.1.14 peer on peer / child on child abuse ;
 - 3.1.15 sexual violence and sexual harassment between children in schools and colleges);

3.1.16 upskirting.

- 3.2 Further advice and links to guidance on these specific safeguarding issues can be found in Annex B of KCSIE. Staff should be particularly aware of the safeguarding issues set out below.

4 Children Missing Education

- 4.1 Children going missing, particularly persistently, can act as a vital warning sign of a range of safeguarding issues including neglect, sexual abuse and child sexual and criminal exploitation. School attendance registers are carefully monitored to identify any trends. Action should be taken in accordance with this policy if any absence of a pupil from the School gives rise to a concern about his / her welfare.
- 4.2 Where reasonably possible the School will hold more than one emergency contact for each pupil.
- 4.3 The School shall inform the local authority of any pupil who is going to be added to or deleted from the School's admission register at non-standard transition points in accordance with the requirements of the Education (Pupil Registration) (England) Regulations 2006 (as amended).
- 4.4 This will assist the local authority to:
- 4.4.1 fulfil its duty to identify children of compulsory school age who are missing from education; and
 - 4.4.2 follow up with any child who might be in danger of not receiving an education and who might be at risk of abuse, neglect or radicalisation or involvement with serious violent crime.
- 4.5 The School shall inform the local authority of any pupil who:
- 4.5.1 fails to attend School regularly; or
 - 4.5.2 has been absent without the School's permission for a continuous period of ten school days or more, at such intervals as are agreed between the School and the local authority (or in default of such agreement, at intervals determined by the Secretary of State).

5 Elective Home Education (EHE)

- 5.1 Where a parent expresses their intention to remove a pupil from School with a view to educating at home, the School will work with the local authority and other key professionals to coordinate a meeting with parents where possible, ideally before a final decision has been made. This is to ensure parents have considered what is in the best interests of their child. This will be particularly important where a child has SEND, is vulnerable, and / or has a social worker.

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

- 6.1 Both CSE and CCE are forms of abuse where an individual or group (adult or another child) takes advantage of an imbalance of power to coerce, manipulate or deceive a

child into taking part in sexual or criminal activity:

- 6.1.1 in exchange for something the victim needs or wants; and / or
 - 6.1.2 for the financial advantage or increased status of the perpetrator or facilitator; and/ or
 - 6.1.3 through violence or threat of violence to the victim or their families.
- 6.2 Children can be exploited by adult males or females, as individuals or in groups. They may also be exploited by other children, who themselves may be experiencing exploitation - where this is the case, it is important that the child perpetrator is also recognised as a victim.
- 6.3 CSE and CCE can affect children of any sex and can include children who have been moved (commonly referred to as trafficking) for the purpose of exploitation.
- 6.4 The victim may have been exploited even if the criminal activity appears consensual.
- 6.5 CCE can include children being coerced into moving drugs or money across the country (county lines), forced to shoplift or pickpocket, or to threaten other young people.
- 6.6 Some of the following signs can be can be indicators of CCE, including children who:
- 6.6.1 appear with unexplained gifts, money or new possessions;
 - 6.6.2 associate with other young people involved in exploitation;
 - 6.6.3 suffer from changes in emotional well-being;
 - 6.6.4 misuse drugs and alcohol;
 - 6.6.5 go missing for periods of time or regularly come home late; and
 - 6.6.6 regularly miss school or education or do not take part in education.
- 6.7 Children who have been exploited will need additional support to help maintain them in education.
- 6.8 CSE can be a one-off occurrence or a series of incidents over time and range from opportunistic to complex organised abuse. It can involve force and/or enticement-based methods of compliance and may, or may not, be accompanied by violence or threats of violence.
- 6.8.1
- 6.9 The victim may have been sexually exploited even if the sexual activity appears consensual. CSE does not always involve physical contact; it can also occur through the use of technology. CSE can include both contact (penetrative and non-penetrative acts) and non-contact sexual activity and may occur without the child or young person's immediate knowledge (e.g. through others copying videos or images they have created and posted on social media). The above CCE indicators can also be indicators of CSE, as can children who:

- 6.9.1 have older boyfriends or girlfriends;
- 6.9.2 suffer from sexually transmitted infections or become pregnant.

7 County lines

- 7.1 County lines⁷ is a term used to describe gangs and organised criminal networks involved in exporting illegal drugs (primarily crack cocaine and heroin) into one or more importing areas within the UK, using dedicated mobile phone lines or other form of "deal line". They are likely to exploit children and vulnerable adults to move and sell and store the drugs and money and they will often use coercion, intimidation, violence (including sexual violence) and weapons.
- 7.2 Children can easily become trapped by this type of exploitation as county lines gangs create drug debts and can threaten serious violence and kidnap towards victims (and their families) if they attempt to leave the county lines network.
- 7.3 Additional reporting duties:
 - 7.3.1 if a child is suspected to be at risk of, or involved in county lines, a safeguarding referral should be considered alongside consideration of availability of local services / third sector providers who offer support to victims of county lines exploitation;
 - 7.3.2 where a pupil may have been trafficked for the purpose of transporting drugs, a referral to the National Referral Mechanism⁸ should be considered.

8 Serious violence

⁷ See the Home Office's [Preventing youth violence and gang involvement](#) and its [Criminal exploitation of children and vulnerable adults: county lines](#) guidance for more information.

⁸ For further information and a definition of trafficking, see: [National Crime Agency - modern slavery and human trafficking](#) and the DfE and Home Office guidance: [Trafficking: safeguarding children](#)

- 8.1 Indicators which may signal children are at risk from, or are involved with serious violence crime may include:
 - 8.1.1 Increased absence from school;
 - 8.1.2 a change in friendships or relationships with older individuals or groups;
 - 8.1.3 a significant decline in performance;
 - 8.1.4 signs of self-harm or a significant change in wellbeing;
 - 8.1.5 signs of assault or unexplained injuries; and
 - 8.1.6 unexplained gifts or new positions (which may also indicate a child is at risk

of criminal exploitation).

- 8.2 Staff should be aware of the range of risk factors which increase the likelihood of involvement in serious violence e.g. [being male], having been frequently absent or permanently excluded from school, having experienced child maltreatment and having been involved in offending, such as theft or robbery. Further advice for schools is provided in the Home Office's Preventing youth violence and gang involvement and its Criminal exploitation of children and vulnerable adults: county lines guidance.

9 Cybercrime

- 9.1 Cybercrime is a criminal activity committed using computers and / or the internet. It is broadly categorised as either "cyber-enabled" (crimes that can happen off-line but enabled at scale and speed online e.g. fraud, purchasing of illegal drugs, child sex abuse and exploitation) or "cyber-dependent" (crimes that can only be committed by using a computer).
- 9.2 Cyber-dependent crimes include:
- 9.2.1 unauthorised access to computers (illegal hacking) e.g. accessing a school's computer network to look for test papers or change grades awarded;
 - 9.2.2 denial of Service (**Dos** or **DDos**) attacks or "booting" - attempts to make a computer, network or website unavailable by overwhelming it with internet traffic;
 - 9.2.3 making, supplying or obtaining malware e.g. viruses, spyware, ransomware, botnets and Remote Access Trojans with intent to commit further offence.
- 9.3 Children with particular skills and interest in computing and technology may inadvertently or deliberately stray into cyber-dependent crime.
- 9.4 The DSL (or deputies) should consider referring into the Cyber Choices programme if they have concerns. This is a nationwide programme which intervenes when young people are at risk of committing, or being drawn into, low level cyber-dependent offences and divert them to a more positive use of their skills and interests.

10 Domestic abuse

- 10.1 The cross-government definition of domestic violence and abuse is any incident or pattern of incidents of controlling, coercive, threatening behaviour, violence or abuse between those aged 16 or over who are, or have been, intimate partners or family members regardless of gender or sexuality. The abuse can encompass, but is not limited to: psychological; physical; sexual; financial; and emotional.
- 10.2 All children can witness and be adversely affected by domestic abuse in the context of their home life where domestic abuse occurs between family members. Exposure to domestic abuse and / or violence can have a serious, long lasting emotional and psychological impact on children. In some cases, a child may blame themselves for the abuse or may have had to leave the family home as a result.
- 10.3 Further advice on identifying children who are affected by domestic abuse and how

they can be helped can be found in Annex B of KCSIE. This includes details about Operation Encompass which operates in the majority of police forces across England, helping schools and police work together to provide emotional and practical help to children.

11 So called Honour-based abuse

- 11.1 All forms of so-called honour-based violence are abuse (regardless of motivation) and should be handled and escalated as such. Abuse committed in the context of preserving "honour" often involves additional risk factors such as a wider network of family or community pressure and the possibility of multiple perpetrators which should be taken into account when deciding what safeguarding action to take. Staff should speak to the DSL if they have any doubts.
- 11.2 If appropriate, the DSL will activate local safeguarding procedures, using existing national and local protocols for multiagency liaison with police and children's social care.

12 Female genital mutilation (FGM)

- 12.1 FGM is a form of Honour Based Abuse. It comprises all procedures involving partial or total removal of the external female genitalia or other injury to the female genital organs. It is illegal in the UK and a form of child abuse with long lasting harmful consequences.
- 12.2 There is a range of potential indicators that a child or young person may be at risk of FGM. Guidance on the warning signs that FGM may be about to take place, or may have already taken place, can be found on pages 38-43 of the [Multi-agency statutory guidance on FGM \(HM Government, July 2020\)](#) (pages 61-63 focus on the role of schools).
- 12.3 All staff must be aware of the requirement for teachers to report to the police where they discover (either through disclosure by the victim or visual evidence) that FGM appears to have been carried out on a girl under 18. The report should be made orally by calling 101, the single non-emergency number. Those failing to report such cases will face disciplinary sanctions. It will be rare for teachers to see visual evidence, and they should not be examining pupils. Unless the teacher has a good reason not to, they should still consider and discuss any such case with the DSL and involve children's social care as appropriate.
- 12.4 If the teacher is unsure whether this reporting duty applies, they must refer the matter to the DSL in accordance with this policy. See the Home Office guidance [Mandatory reporting of female genital mutilation - procedural information \(January 2020\)](#) for further details about the duty.
- 12.5 Guidance published by the [Department for Health](#) also provides useful information and support for health professionals which will be taken into account by the School's medical staff. The National FGM Centre has also produced FGM guidance to help schools understand their role in safeguarding girls, engaging parents and teaching about FGM.

13 Forced marriage

- 13.1 Forced marriage is also a form of Honour Based Abuse. Forcing a person into

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

- 13.2 Guidance on the warning signs that forced marriage may be about to take place, or may have already taken place, can be found on pages 13-14 of the [Multi-agency guidelines: handling case of forced marriage \(HM Government, June 2014\)](#).
- 13.3 Staff should speak to the DSL if they have any concerns. Pages 32-36 of the [Multi-agency guidelines: handling case of forced marriage \(HM Government, June 2014\)](#) focus on the role of schools in detecting and reporting forced marriage and the Forced Marriage Unit can be contacted on 020 7008 0151 or fmufco.gov.uk for advice and information.

14 Radicalisation and the Prevent duty

- 14.1 The School has a legal duty to have due regard to the need to prevent people from being drawn into terrorism.
- 14.2 The School aims to build pupils' resilience to radicalisation by promoting fundamental British values and enabling them to challenge extremist views. Being drawn into terrorism includes not just violent extremism but also non-violent extremism, which can create an atmosphere conducive to terrorism and can popularise views which terrorists exploit. The School is committed to providing a safe space in which children, young people and staff can understand and discuss sensitive topics, including terrorism and the extremist ideas that are part of terrorist ideology, understand the risks associated with terrorism and develop the knowledge and skills to be able to challenge extremist arguments.
- 14.3 The School has adopted the government's definitions for the purposes of compliance with the Prevent duty:
- 14.4 **Extremism:** *"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"*
- 14.5 **Radicalisation:** *"the process by which a person comes to support terrorism and forms of extremist ideologies associated with terrorist groups."*
- 14.6 **Terrorism:** *"an action that endangers or causes serious violence to a person/people; causes serious damage to property; or seriously interferes or disrupts an electronic system. The use or threat must be designed to influence the government or to intimidate the public and made for the purpose of advancing a political, religious or ideological cause."*
- 14.7 There is no single way of identifying an individual who is likely to be susceptible to an extremist ideology. Background factors combined with specific influences such as family and friends may contribute to a child's vulnerability. Radicalisation can occur through many different methods (such as social media) and settings (such as the

internet).

14.8 It is possible to protect vulnerable people from extremist ideology and intervene to prevent those at risk of radicalisation from being radicalised. As with managing other safeguarding risks, staff should be alert to changes in children's behaviour which could indicate that they may be in need of help or protection. School staff should use their professional judgement in identifying children who might be at risk of radicalisation and act proportionately which may include the DSL making a Prevent referral.

14.9 Prevent referrals may be passed to a multi-agency Channel panel, which will discuss the individual referred to determine whether they are vulnerable to being drawn into terrorism and consider the appropriate support required. An individual's engagement with the programme is entirely voluntary at all stages. Guidance on Channel is available at: [Channel guidance](#). protecting vulnerable people from being drawn into terrorism (HM Government, February 2021) The DfE and Home Office's briefing note The use of social media for online radicalisation (DfE, July 2015) includes information on how social media is used to radicalise young people and guidance on protecting pupils at risk.

15 Peer on peer / child on child abuse

15.1 All staff should be aware that children can abuse other children (often referred to as peer on peer abuse) and that it can happen both inside and outside of school or online.

15.2 The School's policy and procedures for dealing with peer on peer abuse can be found in Appendix 3 below.

16 Online safety

16.1 All staff should be aware that technology is a significant component in many safeguarding and wellbeing issues. Children are at risk of abuse online as well as face to face. In many cases abuse will take place concurrently via online channels and in daily life.

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

16.3 The breadth of issues classified within online safety is considerable, but can be categorised into four areas of risk:

16.3.1 **content:** being exposed to illegal, inappropriate or harmful content, for example: pornography, fake news, racism, misogyny, self-harm, suicide, anti-Semitism, radicalisation and extremism.

16.3.2 **contact:** being subjected to harmful online interaction with other users; for example: peer to peer pressure, commercial advertising and adults posing as children or young adults with the intention to groom or exploit them for sexual, criminal, financial or other purposes.

16.3.3 conduct: personal online behaviour that increases the likelihood of, or causes, harm; for example, making, sending and receiving explicit images (e.g. consensual and non-consensual sharing of nudes and semi-nudes and / or pornography, sharing other explicit images and online bullying; and

16.3.4 commerce: risks such as online gambling, inappropriate advertising, phishing and or financial scams. If pupils, students or staff are at risk, it should be reported to the Anti-Phishing Working Group.

17 Sharing nudes and semi-nude images and videos

17.1 Consensual and non-consensual sharing of nudes and semi-nude images and / or videos can be signs that children are at risk.

17.2 Sharing nudes and semi-nudes" means the taking and sending or posting of nude or semi-nude images, videos or live streams by young people under the age of 18 online. This could be via social media, gaming platforms, chat apps or forums. It can also involve sharing between devices offline e.g. via Apple's AirDrop. This is also known as sexting or youth produced sexual imagery.

17.3 The School treats all incidences of sexting as safeguarding matters to be actioned in accordance with this policy.

17.4 Members of staff should not view sexual imagery which is reported to them, or copy, print or share the images under any circumstances. In referring any incident of sexting, members of staff should describe the content of the images as reported to them.

17.5 The DSL may in exceptional circumstances view images with the prior approval of the Head and only where:

17.5.1 it is the only way to make a decision whether to involve other agencies, as there is insufficient information available as to its contents;

17.5.2 it is necessary to report the image to a website app or reporting agency to have it taken down, or to support the pupil or parent in doing so;

17.5.3 a pupil has reported the image directly to a member of staff in circumstances where viewing the image is unavoidable or images have been found on the school's devices or network.

17.6 Where viewing an image is unavoidable:

17.6.1 viewing should take place on School premises wherever possible;

17.6.2 the image should be viewed by a person of the same sex as the person alleged to be shown in the image (where this is known);

17.6.3 a senior member of staff should be present to monitor and support the person viewing the image. This member of staff should not view the image;

17.6.4 full details of the viewing must be recorded in the School's safeguarding records, including who was present, the date and time, the nature of the image and the reasons for viewing it;

- 17.6.5 any member of staff who views an indecent image should be given appropriate support.
- 17.7 If any devices need to be confiscated (whether in order to view the image(s) or to pass evidence to the appropriate authority), they should be turned off and locked away securely until they are required.
- 17.8 If an electronic device that is prohibited by the School rules has been seized and the member of staff has reasonable grounds to suspect that it contains evidence in relation to an offence, or that it contains a pornographic image of a child or an extreme pornographic image, the device will be given to the police.
- 17.9 If external agencies do not need to be involved, the School must consider the deletion of any images. Pupils should be asked to delete images themselves and to confirm that this is done. Members of staff should not search devices to delete images.
- 17.10 If images have been shared online and cannot now be deleted by the person who shared them, the School should consider reporting the images to the relevant web host or service provider (if an option is provided), or contacting the Internet Watch Foundation or ChildLine (if the website does not provide this option).
- 17.11 Where a pupil receives unwanted images, the School should advise the pupil and his / her parents of options that may be available to block the sender or to change the pupil's mobile phone number or email address.
- 17.12 The UK Council for Child Internet Safety's advice note *Sharing nudes and semi-nudes: advice for education settings working with children and young people* (DCMS and UKCIS, December 2020) contains details of support agencies and provides further information for schools on how to respond to incidents of sexting.
- 17.13 The Home Office has published [Indecent images of children: guidance for young people \(November 2019\)](#) to help young people understand the law on indecent images of children and how to navigate the internet confidently and safely within legal boundaries.

18 Upskirting

- 18.1 Upskirting typically involves taking a picture under a person's clothing without their permission or knowledge, with the intention of viewing their genitals or buttocks (with or without underwear), to obtain sexual gratification, or cause the victim humiliation, distress or alarm. Anyone of any gender can be a victim.
- 18.2 Upskirting is a criminal offence. Attempting to commit an act of upskirting may also be a criminal offence e.g. if actions are taken to do something that is more than merely preparatory to committing the offence such as attempting to take a photograph on a telephone or camera but failing to do so because of lack of storage space or battery.
- 18.3 The School will treat incidences of upskirting as a breach of discipline and also as a safeguarding matter under the School's child protection procedures.
- 18.4 All matters relating to upskirting images and devices which may have been used in

connection with an allegation of upskirting will be dealt with in a similar manner to sexting.

19 Special Educational Needs and Disabilities or physical health issues

- 19.1 The School welcomes pupils with special educational needs and disabilities and will do all that is reasonable to ensure that the School's curriculum, ethos, culture, policies, procedures and premises are made accessible to everyone. See the School's policy on special educational needs and learning difficulties and disability policy.
- 19.2 Additional barriers can exist when detecting the abuse or neglect of pupils with a special educational need, certain health conditions or disability creating additional safeguarding challenges for those involved in safeguarding and promoting the welfare of this group of children. The School is mindful in particular that:
 - 19.2.1 assumptions that indicators of possible abuse such as behaviour, mood and injury relate to the pupil's special educational need, condition or disability without further exploration;
 - 19.2.2 pupils with a special education need or disability can be disproportionately prone to peer group isolation and impacted by bullying without outwardly showing any signs; and
 - 19.2.3 there may be communication barriers which are difficult to overcome to identify whether action under this policy is required.
 - 19.2.4 the School should consider providing extra pastoral support and attention for these pupils, along with ensuring any appropriate support for communication is in place.

20 Looked after Children and Previously Looked after Children

- 20.1 The Proprietor ensures that staff have the skills, knowledge and understanding to keep looked after children safe and the information they need in relation to a child's looked after legal status, for example:
 - 20.1.1 whether they are looked after under voluntary arrangements with consent of parents or on an interim or full care order;
 - 20.1.2 contact arrangements with birth parents or those with parental responsibility;
 - 20.1.3 information about a child's care arrangements and the levels of authority delegated to the carer by the authority looking after him / her.
- 20.2 The DSL maintains these details, including contact details of the child's social worker. See Appendix 5: 8, 8.1 for the DSL's role in relation to pupils who are looked after children.

21 Care leavers

The DSL maintains details of the local authority personal advisor appointed to guide and support care leavers and liaises with them as necessary regarding any issues of concern.

Appendix 2 - Concerns about a child - guidance for staff

1 Receiving a Disclosure

- 1.1 Listen carefully and keep an open mind. Do not take a decision as to whether or not the abuse has taken place.
- 1.2 Do not ask leading questions, i.e. a question which suggests its own answer. Use "tell me, explain to me, describe to me" (**TED**) questioning.
- 1.3 Reassure the pupil they are being taken seriously and they will be supported and kept safe.
- 1.4 Do not give a guarantee of absolute confidentiality. Explain the need to pass on the information in accordance with this policy so that the correct action can be taken.
- 1.5 Keep a sufficient written record of the conversation (see 2 below). All other evidence, for example, scribbled notes, mobile phones containing text messages, clothing, computers, must be kept securely with the written record.
- 1.6 Pass on the record when reporting the concern in accordance with this policy.

2 Recording a Concern

- 2.1 All concerns about a pupil must be recorded on Safeguard.
- 2.2 Records should be factual and signed and dated, with the name of the signatory clearly printed in writing. Records should include:
 - 2.2.1 the pupil's details: name; date of birth; address and family details;
 - 2.2.2 date and time of the event / concern / conversation;
 - 2.2.3 a clear and comprehensive summary of the event/concern / conversation;
 - 2.2.4 details of how the concern was followed up and resolved,
 - 2.2.5 a note of any action taken and by whom, decisions reached and the outcome;
 - 2.2.6 the name and position of the person making the record.
- 2.3 The School has a Safeguarding record system, Safeguard. The concern can be completed on Safeguard after an initial discussion with the DSL, and completed with the DSL where appropriate.

3 Use of Reasonable Force

- 3.1 There are circumstances when it would be appropriate for staff to use reasonable force to safeguard pupils. 'Reasonable' in these circumstances means using no more force than is needed.
- 3.2 Staff should refer to (Appendix 3) of the School's Behaviour, Rewards and Sanctions

Policy and the staff code of conduct for more detailed guidance about the use of reasonable force.

Appendix 3 Dealing with allegations of peer on peer abuse

4 Peer on peer / child on child abuse

- 4.1** Children of any age can abuse other children (often referred to as peer on peer abuse) and this can happen inside and / or outside school and / or online. This includes, but is not limited to:
- [4.1.1](#) bullying (including cyber-bullying and prejudice-based and discriminatory bullying);
 - [4.1.2](#) abuse within intimate personal relationships between peers;
 - [4.1.3](#) physical abuse such as hitting, kicking, biting, hair pulling, or otherwise causing physical harm (this may include an online element which facilitates and / or encourages physical abuse);
 - [4.1.4](#) sexual violence, such as rape, assault by penetration and sexual assault (including grabbing bottoms, breasts and genitalia under or over clothes, flicking bra, unwanted kisses or embraces) possibly with an online element which encourages sexual violence;
 - [4.1.5](#) sexual harassment, such as sexual comments, remarks, jokes and online sexual harassment, which may be standalone or part of a broader pattern of abuse;
 - [4.1.6](#) causing someone to engage in sexual activity without consent, such as forcing someone to strip, touch themselves sexually, or to engage in sexual activity with a third party;
 - [4.1.7](#) consensual and non-consensual sharing of nude and semi-nude images (also known as "sexting" or "youth produced sexual imagery") means the taking and sending or posting of nude or semi-nude images, videos or lives streams by young people under the age of 18 online. This could be via social media, gaming platforms, chat apps or forums. It can also involve sharing between devices offline, for example via Apple's AirDrop;
 - [4.1.8](#) upskirting, typically involving taking a picture under a person's clothing without their permission, with the intention of viewing their genitals or buttocks (with or without underwear) to obtain sexual gratification, or cause the victim humiliation, distress or alarm;
 - [4.1.9](#) 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 include an online element);

5 The School's approach to peer on peer abuse

- 5.1** Such behaviour is never accepted and should be considered as both a safeguarding issue and potentially a disciplinary one. The School will adopt a zero-tolerance

approach to abuse. Downplaying certain behaviours (by, for example, dismissing sexual harassment as "banter", "having a laugh" or "part of growing up" can lead to a culture of unacceptable behaviours, an unsafe environment for children and its worst to a culture that normalises abuse.

- 5.2 All staff should challenge inappropriate behaviour between pupils and anyone who suffers, witnesses or hears of abuse of any form between pupils is asked to report it in accordance with this policy and / or the school's behaviour and discipline and anti-bullying policies, so that appropriate action can be taken.
- 5.3 Appropriate action will involve supporting all members of the school community who may be involved as a priority. This may require investigation by the school or other agencies. Until investigations have been undertaken and findings made, the school will work on the basis that the allegations may or may not be true and undertake careful risk assessment of the welfare of those involved to determine how best to manage the situation. This should be undertaken whether or not the incident is alleged to have occurred at school, or when the pupil involved was under the school's care and whether or not the pupil is under 18, as an issue which may impact pupil welfare. Disciplinary action will follow separately, if appropriate.

6 Sexual violence and sexual harassment (SVSH)

- 6.1 Where the misconduct may constitute sexual violence ⁹ (rape, assault by penetration, sexual assault ¹⁰ or causing someone to engage in sexual activity without consent) or sexual harassment (unwanted conduct of a sexual nature), it should be reported to the DSL and will be managed in accordance with this policy. SVSH is never acceptable.
- 6.2 SVSH can occur between two or more children of any age or sex from primary to secondary stage. It can also occur online. It can also occur through a group of children sexually assaulting or sexually harassing a single child or group of children. SVSH exists on a continuum and may overlap. Addressing inappropriate behaviour (even where it seems to be relatively innocuous) can be an important intervention which helps to prevent problematic or abusive behaviour in the future by setting and enforcing clear expectations of behaviour, supporting victims and encouraging them and others to speak out and facilitating targeted support for those demonstrating harmful sexual behaviour.
- 6.3 The 2021 Ofsted report concluded that whether or not schools are aware of reported instances of SVSH in their community, it is likely to be occurring. The school acknowledges this and that children are likely to report such matters, if at all, to people they trust. All staff are therefore trained to identify signs of abuse and on how to respond to a report.

7 Management of allegations of child on child SVSH

7.1 The initial report

- 7.1.1 The School recognises that it is not easy for children to tell staff about abuse. Staff are trained in signs of abuse and required to look out for them and act upon them; and to respond to all reports of abuse, however they are reported and whether they are made by victims directly or third parties.

⁹ When referring to sexual violence the statutory guidance refers to sexual offences under the Sexual Offences Act 2003 as described above

¹⁰ Sexual assault covers a very wide range of behaviour so a single act of kissing someone without consent or touching someone's bottom / breasts / genitalia without consent, can still constitute sexual assault).

7.1.2 The School acknowledges that the initial response is incredibly important and may impact not just the management of that issue, but others of SVSH. Staff are also trained in how to receive a report. Where possible they should be accompanied by the DSL or other member of staff.

7.1.3 They should:

- (1) listen carefully and respectfully, reassuring the person making the report that they are being taken seriously and offer support without promising confidentiality or making a judgement about its veracity;
- (2) where possible they should ask open questions about whether pupil(s) have been harmed, the nature of the harm or if they may be at risk of harm;
- (3) where there is an online element, considering the searching, screening and / or confiscation of devices and the UKCIS Sharing nudes and semi-nudes: advice for education settings working with children and young people. The key consideration is for staff not to view or forward illegal images of a child;¹¹
- (4) explain the next steps and how the report will be progressed;
- (5) make a written record of the report (recording the facts as the child has presented them);
- (6) inform the DSL (or deputy) as soon as practically possible, if they are not involved in the initial report and then only share the report with those necessary in order to progress it.

7.2 DSL's considerations

7.2.1 Reports of SVSH are often complex and require difficult professional decisions to be made. Further disclosures may follow and the facts may be difficult to establish. These decisions are made on a case by case basis taking all of the circumstances into account, in the best interest of the pupils involved. The School's response is led by the DSL who will always have regard to Part 5 of KCSIE and the more detailed non-statutory Sexual violence and sexual harassment between children in schools and colleges (DfE, September 2021) in the management of the issue.

7.3 School's considerations

7.3.1 The school will consider:

- (1) the victim's wishes in terms of how they want to proceed. Victims should be given as much control as is reasonably possible over decisions made about investigation and support, but their wishes will not always be determinative as the school may have to take action to protect other children;

¹¹ School staff can search pupils with their consent for any item. Staff can search pupils without consent if they have reasonable grounds for suspecting a pupil is in possession of a prohibited item or is likely to be used to commit an offence or cause personal injury or damage to property. See Searching, screening and confiscation: advice for schools for further information.

- (2) the nature of the alleged incident (including whether it was a one-off or sustained pattern), whether a crime may have been committed and whether harmful sexual behaviour ¹² has been displayed;
- (3) the ages and developmental stages of the children involved and any imbalance between them;
- (4) if there is an intimate personal relationship between the children;
- (5) whether there are any ongoing risks to those involved;
- (6) the wider context.

7.3.2 Before deciding how best to support and protect those involved.

7.3.3 This will include:

(1) Immediate risk and needs assessments: these will be undertaken in cases of sexual violence and considered otherwise. Where appropriate, they will be discussed with those involved and their parents. This may involve suspension pending investigation. Risk and needs assessments will be recorded and kept under review in the knowledge that police investigation and criminal proceedings can take several months to conclude.

(2)

On what, if any, further action is appropriate. The School will make a proportionate response to these matters in light of the circumstances and the factors identified above.

8 Investigations and findings

- 8.1 The School will record the findings of investigations undertaken by the police and / or the CPS, and if the police decide not to take any further action, will consider whether investigation should be undertaken or commissioned by the School to enable it to determine, whether or not it is likely that the allegations are substantiated, unsubstantiated, unfounded, false or malicious. There may be circumstances in which this is not appropriate, as it may prejudice a possible future investigation, for example if a victim does not currently wish to make a victim

statement. In those circumstances the School should consider whether a limited investigation is appropriate. The concerns, discussions, decisions and reasons for these should be recorded.

- 8.2 The School should continue to support those involved, with reference to the range of support options set out in Part 5 of KCSIE and should also consider whether further referral and / or disciplinary action may be appropriate against either the perpetrator where concerns are substantiated and/ or harmful sexual behaviours identified or the victim where concerns were found to be deliberately invented or malicious.

¹² Hackett's sexual behaviours across a continuum table - which helps to identify whether sexual behaviours are normal, inappropriate, problematic, abusive or violent may be helpful here.

Appendix 1 Dealing with allegations made and / or concerns raised against members of staff, supply staff, volunteers and contractors

9 The School's procedures

- 9.1 The School promotes an open and transparent culture in which all concerns about all members of staff working in or behalf of the School, in a paid or unpaid capacity, including supply staff, volunteers and contractors are dealt with promptly and appropriately, whether they are low level concerns or constitute an allegation that the person poses a risk of harm.
- 9.2 By doing this, it aims to identify any concerning, problematic or inappropriate behaviour early, in order to minimise the risk of abuse, support everyone affected and to inform members of staff, supply staff, volunteers and contractors of any behaviour which is or could be deemed inappropriate or to cross acceptable professional boundaries and help them to reflect, manage and learn from this.
- 9.3 The School has procedures for dealing with two levels of allegations made / concerns raised about staff. Supply staff, volunteers and contractors These cover:
- 9.3.1 Allegations / concerns that do not meet the harms threshold, otherwise known as "low level concerns";
- 9.3.2 allegations that may meet the harms threshold¹³

10 Low level concerns

- 10.1 The School encourages everyone affected by its operation to report any concern, even if no more than one which causes a sense of unease or a "nagging doubt", they may have that a member of staff, supply staff, volunteer or contractor working in or on behalf of the School may have acted in a way that is inconsistent with expected professional standards and / or the staff code of conduct to the Head, so that the appropriate action can be taken.

- 10.2 All members of staff, supply staff, volunteers and contractors are themselves encouraged to self-refer, where, for example, they have found themselves in a situation which could be misinterpreted, might appear compromising to others, and / or on reflection they believe they have behaved in such a way that they consider may fall below the expected standards.
- 10.3 The Head will usually share the concern with the DSL (or deputies) and they will address the concern in a proportionate manner. They will consider whether the matter is a low level concern - one which does not meet the allegations threshold (as set out in this section) or is otherwise not considered serious enough to consider a referral to the Designated Officer(s), or whether it is sufficiently serious to meet the harms threshold.
- 10.4 The School considers that all concerns about members of staff, supply staff, volunteers and contractors should be shared responsibly with the right person, that they should be recorded and that they should be dealt with appropriately. In most cases that will involve some form of investigation and a discussion with the person

¹³ The harms test is explained on the DBS website and "harm" is defined in section 31 (9) of the Children Act 1989 (as amended by the Adoption and Children Act 2002).

raising the concern and the person about whom the concerns have been raised. The information collected will help to categorise the type of behaviour and determine what further action may need to be taken. This should be recorded along with the context, the rationale for the decisions made and action taken. This information should be kept confidential and stored securely. The name of individuals sharing concerns should also be noted, but a wish to remain anonymous should be respected as far as reasonably possible.

- 10.5 The Head will consider whether reports about supply staff and contractors should be notified to their employers, so any potential patterns of inappropriate behaviour can be identified.
- 10.6 Low level concerns should not be included in staff, supply staff, volunteer and contractor references unless they relate to issues which would normally be included e.g. misconduct or poor performance. Those that relate exclusively to safeguarding should not be referred unless they meet the threshold for referral to the Designated Officer(s) and are found to be substantiated.

11 Allegations that may meet the harms threshold

- 11.1 Allegations that may meet the harms threshold are those that might indicate a person would pose a risk of harm if they continue to work in their present position, or in any capacity with children in the school, for example where the member of staff, supply staff, volunteer or contractor has:

11.1.1 behaved in a way that has harmed a child, or may have harmed a child; and / or

11.1.2 possibly committed a criminal offence against or related to a child; and / or

[11.1.3](#) behaved towards a child or children in a way that indicates he or she would pose a risk of harm to children; and / or

[11.1.4](#) behaved or may have behaved in a way that indicates they may not be suitable to work with children. This includes behaviour that may have happened outside school and creates a transferable risk.

11.2 All such allegations must be dealt with as a priority without delay.

11.3 The local authority has designated a particular officer, or team of officers, to be involved in the management and oversight of allegations against people that work with children (Designated Officer(s)). The Designated Officer(s) will be informed immediately and in any event within one working day of all allegations that come to the School's attention.

11.4 Allegations against a teacher who is no longer teaching and historical allegations will be referred to the police.

12 Reporting an allegation

12.1 Where an allegation or complaint is made against any member of staff (other than the Head), including the DSL, the matter should be reported immediately to the Head. The allegation will be discussed immediately with the Designated Officer(s) before further action is taken. Where appropriate, the Head will consult with the DSL.

12.2 Where an allegation or complaint is made against the Head, the matter should be reported immediately to the Chair of Governors or the Nominated Safeguarding Governor, without first notifying the Head. The allegation will be discussed immediately with the Designated Officer(s) before further action is taken. The Chair of Governors will consult the Nominated Safeguarding Governor, and vice versa.

12.3 Where an allegation is made against any Governor, the matter should be reported immediately to the Chair of Governors or the Nominated Safeguarding Governor. If either the Chair of Governors or the Nominated Safeguarding Governor are the subject of an allegation, the matter should be reported to the other. The allegation will be discussed immediately with the Designated Officer(s) before further action is taken. Where appropriate, the Chair of Governors will consult the Nominated Safeguarding Governor, and vice versa.

12.4 If it is not possible to report to the Head or Chair of Governors or Nominated Safeguarding Governor in the circumstances set out above, a report should be made immediately to the DSL. The DSL will take action in accordance with these procedures and will as soon as possible inform the Head or, where appropriate, the Chair of Governors and the Nominated Safeguarding Governor.

12.5 The person taking action in accordance with the procedures in this Appendix is known as the **Case Manager**.

13 Disclosure of Information

13.1 The Case Manager will inform the accused person of the allegation as soon as possible after the Designated Officer(s) has been consulted.

- 13.2 The parents or carers of the child / children involved will be informed of the allegation as soon as possible if they do not already know of it. They may also be kept informed of the progress of the case, only in relation to their child - no information can be shared regarding the staff member. The timing and extent of disclosures, and the terms on which they are made, will be dependent upon and subject to the laws on confidence and data protection and the advice of external agencies.
- 13.3 Where the Designated Officer(s) advises that a strategy discussion is needed, or the police or children's social care need to be involved, the Case Manager will not inform the accused or the parents or carers until these agencies have been consulted and it has been agreed what information can be disclosed.
- 13.4 The reporting restrictions preventing the identification of a teacher who is the subject of such an allegation in certain circumstances will be observed.

14 Further Action to be Taken By the School

- 14.1 A school has a duty of care towards its employees and as such, it must ensure that effective support is provided for anyone facing an allegation. The School will take action in accordance with Part 4 of KCSIE and the School's employment procedures.
- 14.2 Where the School is not an employer of an individual about whom safeguarding concerns are raised with the School, it will still have responsibility to ensure allegations are dealt with appropriately and will liaise with relevant parties. This includes supply staff, and volunteers and contractors. Any action taken will be in accordance with Part 4 of KCSIE.

15 Ceasing to Use Staff

- 15.1 If the School ceases to use the services of a member of staff because they are unsuitable to work with children, a settlement agreement will not be used and a referral to the Disclosure and Barring Service (**DBS**) will be made promptly if the criteria for a referral are met. Any such incidents will be followed by a review of the safeguarding procedures within the School, with a report being presented to the **Governors** without delay. The School may also need to consider a referral to the DBS if a member of staff is suspended, or deployed to another area of work that is not regulated activity.
- 15.2 If a member of staff tenders his or her resignation, or ceases to provide his or her services at a time when child protection concerns exist in relation to that person, those concerns will still be followed up by the School in accordance with this policy and a referral to the DBS will be made promptly if the criteria for referral are met.
- 15.3 Separate consideration will be given as to whether a referral to the Teaching Regulation Agency (**TRA**) should be made where a teacher has been dismissed, or would have been dismissed had he / she not resigned, because of unacceptable professional conduct, conduct that may bring the profession into disrepute, or a conviction at any time for a relevant offence. An interim referral to the TRA may also be considered and made if appropriate.
- 15.4 When an allegation is made, an investigation should be carried out to gather enough

evidence to establish if it has foundation, and employers should ensure they have sufficient information to meet the referral duty criteria explained in the [DBS referral guidance](#) (see Appendix 4)

16 Malicious Allegations

- 16.1 Where an allegation by a pupil is shown to have been deliberately invented or malicious, the Head will consider whether to take disciplinary action in accordance with the School's behaviour and discipline policy.
- 16.2 Where a parent has made a deliberately invented or malicious allegation the Head will consider whether to require that parent to withdraw their child or children from the School on the basis that they have treated the School or a member of staff unreasonably.
- 16.3 Whether or not the person making the allegation is a pupil or a parent (or other member of the public), the School reserves the right to contact the police to determine whether any action might be appropriate.

17 Record Keeping

- 17.1 Details of allegations found to be malicious will be removed from personnel records.
- 17.2 For all other allegations, full details will be recorded on the confidential personnel file of the person accused.
- 17.3 An allegation proven to be false, unsubstantiated or malicious will not be referred to in employer references. In accordance with KCSIE, a history of repeated concerns or allegations which have all been found to be false, unfounded, unsubstantiated or malicious will also not be included in any reference. Substantiated allegations should be included in references provided that the information is factual and does not include opinions
- 17.4 The School will retain all safeguarding records and relevant personnel records for so long as reasonably required.¹⁴

¹⁴ In accordance with the terms of reference of the Independent Inquiry into Child Sexual Abuse all Schools are required to retain information which relates to allegations (substantiated or not) of organisations and individuals who may have been involved in, or have knowledge of child sexual abuse or child sexual exploitation; allegations (substantiated or not) of individuals having engaged in sexual activity with, or having a sexual interest in, children; institutional failures to protect children from sexual abuse or other exploitation.

Appendix 6 - Charity safeguarding procedures

1 Charity Safeguarding Duties

- 1.1** As trustees of a charity, the trustees as Proprietor of the School, acknowledge in addition to their statutory duties to safeguard and protect children and adults at risk, they have a duty to take reasonable steps to protect everyone associated with the charity from harm, abuse or mistreatment. This protection of the people involved in the charity is central to its culture. The full extent of these additional Safeguarding duties is set out in the Charity Commission guidance: Safeguarding and Protecting People for Charities and Trustees. This guidance lists risks to be aware of, including discrimination, health and safety, cyber abuse and data breaches.
- 1.2** The contents of the School's Safeguarding and data protection suites of policies, the staff handbook and the Health and safety policy set out how many concerns about these issues will be handled. If anyone has any safeguarding concerns which have caused or may cause harm to anyone associated with the charity which are not expressly covered by those or other School policies, they should contact DSL without delay.
- 1.3** The trustees fulfil these duties by:
- 1.3.1 leading by example and promoting a fair, inclusive and positive culture, ensuring that everyone involved with the charity feels able to report any concerns they may have, confident that they will be heard and responded to;
 - 1.3.2 setting and regularly (at least annually) reviewing the suitability of policies and procedures as a Board to ensure they remain fit for purpose and that they are followed in practice;
 - 1.3.3 establishing appropriate delegation arrangements for the effective governance and management of safeguarding matters within the charity;
 - 1.3.4 exercising proper oversight of the management of individual Safeguarding matters and a review of the performance of the charity's Safeguarding function, including consultation with stakeholders and appropriate trend analysis;
 - 1.3.5 being quick to respond to concerns, to carry out appropriate investigations and take necessary action;
 - 1.3.6 being open and transparent and not ignoring harm or downplaying failures;
 - 1.3.7 managing conflicts of interest and / or loyalty

2 Safeguarding Measures

- 2.1** The School will:
- 2.1.1 Ensuring that staff receive training on safeguarding at a level commensurate with their role;
 - 2.1.2 undertake appropriate due diligence checks of third parties¹⁵ (whether those who provide services to the Charity or directly to its beneficiaries (including pupils) and enter into appropriate agreements with them covering the

relationship, their respective roles and monitoring and reporting requirements;

2.1.3 having clear recruitment and contracting processes and ensuring that proper due diligence is undertaken on the suitability of:

- a) staff;
- b) partner organisations
- c) contractors;
- d) beneficiaries;
- e) other third parties (whether other third parties (whether those who provide services to the Charity or directly to its beneficiaries (including pupils)) and enter into appropriate agreements with them covering the relationship, their respective roles and monitoring and reporting requirements;¹⁶
- f) review its premises, security arrangements and arrangements for third party use to ensure appropriate measures are in place to keep people safe;
- g) reviewing any grant-making undertaken to ensure appropriate policies and procedures are in place;

2.1.4 implementing suitable reporting and monitoring processes in place for any work overseas:

set out risks and how it will manage them in a risk register;

allocate sufficient funds for the effective management of safeguarding and arranging appropriate insurance cover;

2.1.5 Ensuring a sufficient level of oversight of the charity's operations to manage risk and report any incidents which materially affect the charity's operations, finances, people or reputation can be reported to the Charity Commission in line with How to report a serious incident in your charity (Charity Commission, June 2019).]

¹⁵ <https://www.gov.uk/government/publications/charities-due-diligence-checks-and-monitoring-end-use-of-funds>

¹⁶ <https://www.gov.uk/government/publications/charities-due-diligence-checks-and-monitoring-end-use-of-funds>

Appendix 7 - Local arrangements

1 Early help menu:

<https://www.norfolk.gov.uk/children-and-families/early-help-and-family-support>

1.1 Local thresholds

<https://www.norfolkscb.org/people-working-with-children/threshold-guide/>

1.2 Child Neglect toolkit – Checklist

<https://www.norfolkscb.org/people-working-with-children/learning-zone/final-neglect-identification-tool/>

1.3 Norfolk Local Safeguarding Board

<https://www.norfolkscb.org/>