



Child Protection and Safeguarding Policy

Hillyfield Academy

Updated October 2018

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1. Safeguarding Policy Principles

- 1.1. This policy has been authorised by the Governors of Hillyfield Academy, is published on the Academy website and is available in hardcopy to parents on request. This policy can be made available in large print or other accessible format if required. This policy and its procedures apply wherever staff or volunteers are working with pupils even where this is away from the Academy, for example an educational visit. It also applies where there is Early Years Foundation Stage (**EYFS**) provision.
- 1.2. Every pupil should feel safe and protected from any form of abuse. The Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The Academy will take all reasonable measures to:
 - 1.2.1. Ensure that we practise safer recruitment in checking the suitability of staff, and volunteers (including members of the governing body and staff employed by another organisation) to work with children and young people;
 - 1.2.2. Ensure that where staff from another organisation are working with our pupils on another site, we require written confirmation that appropriate child protection checks and procedures have been completed on those staff;
 - 1.2.3. Follow the local inter-agency procedures of the Waltham Forest Safeguarding Children Board;
 - 1.2.4. Be alert to signs of abuse both in the Academy and from outside and to protect each pupil from any form of abuse, whether from an adult or another pupil;
 - 1.2.5. Deal appropriately with every suspicion or complaint of abuse and to support children who have been abused in accordance with any agreed child protection plan;
 - 1.2.6. Design and operate procedures which, so far as possible, ensure that teachers and others who are innocent are not prejudiced by false allegations;
 - 1.2.7. Be alert to the medical needs of children with physical and mental health conditions;
 - 1.2.8. Operate robust and sensible health and safety procedures and operate clear and supportive policies on drugs, alcohol and substance misuse;

- 1.2.9. Assess the risk of children 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;
- 1.2.10. Identify children who may be vulnerable to radicalisation, and know what to do when they are identified;
- 1.2.11. Teach pupils about safeguarding, for example through use of online resources, through the curriculum and PSHE, together with guidance on adjusting behaviour to reduce risks including the safe use of electronic devices and the internet, building resilience to protect themselves and their peers, and information about who they should turn to for help;
- 1.2.12. Take all practicable steps to ensure that Academy premises are as secure as circumstances permit;
- 1.2.13. Consider and develop procedures to deal with any other safeguarding issues which may be specific to individual children in our Academy or in our local area; and

2. Statutory and Regulatory Framework

- 2.1. This policy has regard to regulations and standards issued by the Secretary of State for Education (**DfE**) in accordance with section 94 of the Education and Skills Act 2008 and sections 29 and 38 of the Counter-Terrorism and Security Act 2015 and associated regulations. Staff recruitment procedures will be in accordance with the guidance given in *Keeping children safe in education (updated 2018)*; the Education (Independent School Standards) (England) Regulations 2016; the Statutory Framework for the Early Years Foundation Stage.
- 2.2. *Keeping children safe in education* defines safeguarding and promoting the welfare of children as protecting children from maltreatment; preventing impairment of children's health or development; ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and taking action to enable all children to have the best outcomes. The *Prevent Duty Guidance for England and Wales* emphasises that the duty to have due regard to the need to prevent children from being drawn into terrorism is an aspect of safeguarding. 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. Schools should be safe spaces in which children and young people can understand and discuss sensitive topics, including terrorism and the extremist ideas that are part of terrorist ideology, and learn how to challenge these ideas.

3. The Designated Safeguarding Lead

3.1. The Academy has appointed a senior member of staff with the necessary status and authority (**Designated Safeguarding Lead**) to be responsible for matters relating to child protection and welfare.

3.2. The Designated Safeguarding Leads for the Academy site are:

- **Cross Site:**
 - DSL Pauline Casbolt – Headteacher (Single Point of Contact for Prevent)
 - DSL Hannah Taylor – Deputy for Inclusion
- **Hillyfield at the Park – telephone: 020 8498 4920**
 - DSL - Samantha Chaplin (Operation Encompass Key Adult)
 - Deputy DSL - Rachael Cuddy
 - Deputy DSL - Elaine Lowe
- **Hillyfield on the Hill – telephone: 020 8527 7934**
 - DSL - Mark Jones
 - Deputy DSL - Val Davies
 - Deputy DSL - Jacqui Stow

3.3. The main responsibilities of the Designated Safeguarding Lead are set out in **Appendix 1**.

3.4. If the Designated safeguarding Lead is unavailable the Deputy Designated Safeguarding Lead will carry out their duties. The Deputy Designated Safeguarding Lead is identified above. In this policy, reference to the Designated Safeguarding Lead includes the Deputy Designated Safeguarding Lead where the Designated Safeguarding Lead is unavailable.

3.5. The Designated Safeguarding Lead and the Deputy Designated Safeguarding Lead have undertaken child protection training and training in inter-agency working and will attend refresher training at two-yearly intervals.

3.6. A Designated Safeguarding Lead will always be present in the building during the teaching day. During the extended day – a Designated Safeguarding Lead will be available by telephone if not in person. A member of the Senior Leadership Team will always be present.

4. Duty of employees, governors and volunteers

4.1. Every employee and governor of the Academy as well as every volunteer who assists the Academy is under a general legal duty:

4.1.1. To protect children from abuse;

4.1.2. To be aware of the Academy's child protection procedures and to follow them;

- 4.1.3. To know how to access and implement the Academy's child protection procedures, independently if necessary;
- 4.1.4. To keep a sufficient record of any significant complaint, conversation or event in accordance with this policy; and
- 4.2. To report any matters of concern to the Designated Safeguarding Lead.
- 4.3. Staff connected to the School's Early Years and Later Years provisions are under an ongoing duty to inform the Academy if their circumstances change which would mean they meet any of the criteria for disqualification under the Childcare Act 2006. Staff should refer to the Academy's Safer Recruitment Policy for further information about this duty and to their contract of employment in respect of their ongoing duty to update the Academy.
- 4.4. The Governing Body ensures that the Academy's safeguarding arrangements take into account the procedures and practice of the Local Safeguarding Children Board. The Governing Body has nominated one of its members to manage child protection incidents on behalf of the Board and to liaise with external agencies where this is required. **The Nominated Safeguarding Governor is Rebecca Lyons.**
- 4.5. A designated teacher will be appointed by the Governors to promote the educational achievement of children who are looked after. The Governors will ensure that staff have the skills, knowledge and understanding necessary to keep looked after children safe. In particular they will ensure that the information they need in relation to the child's looked after status, his / her care arrangements and the levels of authority delegated to the carer by the authority looking after him / her is made available to them.

5. Training

5.1. Induction

- 5.1.1. All staff, including temporary staff and volunteers, will be provided with induction training that includes:
- This Policy;
 - The Whistleblowing policy – See Appendix 4
 - The role of the Designated Safeguarding Lead and his / her identity and contact details together with that of and his / her Deputy;
 - Child protection training in accordance with the Local Safeguarding Children Board procedures;
 - A copy of 'Part 1 of Keeping children safe in education';

5.2. Child protection training

- 5.2.1. All staff including the Headteacher will receive a copy of this policy and Part 1 of *Keeping children safe in education (September 2018)*, and will be required to confirm that they have read these.
- 5.2.2. The Headteacher and all staff members will undertake appropriate child protection training which will be updated every 2 years and following consultation with the Waltham Forest Safeguarding Children Board.¹ Training will include guidance on the duties of staff in relation to both children in need and children at risk of harm.
- 5.2.3. Staff development training will also include training on online safety and, where they have not been able to access other Prevent training assessed as appropriate for them by the Academy, the online general awareness training module on Channel.
- 5.2.4. Additionally, the Academy will make an assessment of the appropriate level and focus for staff training and responsiveness to specific safeguarding concerns such as radicalisation, child sexual exploitation, female genital mutilation, cyberbullying and mental health.
- 5.2.5. The Nominated Safeguarding Governor and the Chair of Governors will receive appropriate training to enable them to fulfil their safeguarding responsibilities.

5.3. Whistleblowing

- 5.3.1. All staff are required to report to the Headteacher, or the Chair of Governors in his / her absence, any concern or allegations about Academy practices or the behaviour of colleagues which are likely to put pupils at risk of abuse or other serious harm. There will be no retribution or disciplinary action taken against a member of staff for making such a report provided that it is done in good faith.
- 5.3.2. See Appendix 3. for full details of the procedures to be followed in relation to allegations against staff.

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6. Procedures

6.1. Complaints of abuse

- 6.1.1. Every complaint or suspicion of abuse from within or outside the Academy will be taken seriously and action taken in accordance with this policy.
- 6.1.2. The child protection training provided to staff considers the types and signs of abuse staff should be aware of. Further details are set out in Appendix 2 – Signs of Abuse
- 6.1.3. If a member of staff is concerned that a pupil may be suffering harm, the matter should be referred to the Designated Safeguarding Lead as soon as possible.
- 6.1.4. If, at any point, there is a risk of immediate serious harm to a child a referral should be made to children's social care immediately. Anybody can make a referral. If the child's situation does not appear to be improving the staff member with concerns should press for reconsideration – see Appendix 5 - Escalation of Concerns
- 6.1.5. All staff are particularly reminded:
 - From October 2015, teachers must report to the police cases where they discover that an act of female genital mutilation appears to have been carried out. Unless the teacher has a good reason not to, they should still consider and discuss any such case with the Designated Safeguarding Lead and involve children's social care as appropriate.
 - Normal referral processes must be used when there are concerns about children who may be at risk of being drawn into terrorism.

6.2. Action by the Designated Safeguarding Lead

- 6.2.1. On being notified of a complaint or suspicion of abuse, the action to be taken by the Designated Safeguarding Lead will take into account:
 - a) The local inter-agency procedures of the Local Safeguarding Children Board;
 - b) Where relevant, local information sharing protocols relating to Channel referrals;
 - c) The nature and seriousness of the suspicion or complaint. A complaint involving a serious criminal offence, including the identification of someone who may already be engaged in illegal terrorist activity, will always be referred to local authority children's social care services, and if appropriate the police; the child's wishes and feelings; and
 - d) Duties of confidentiality, so far as applicable.

- 6.2.2. If there is room for doubt as to whether a referral should be made, the Designated Safeguarding Lead will consult with children's social care on a no names basis without identifying the family. However, as soon as sufficient concern exists that a child may be at risk of significant harm, a referral to the local authority children's social care services will be made without delay (and in any event within 24 hours).
- 6.2.3. If the initial referral is made by telephone, the Designated Safeguarding Lead will confirm the referral in writing to the local authority children's social care services within 24 hours. If no response or acknowledgment is received within three working days, the Designated Safeguarding Lead will contact the local authority children's social care services again.
- 6.2.4. Whether or not the Academy decides to refer a particular complaint to local authority children's social care services or the police, the parents and pupil will be informed in writing of their right to make their own complaint or referral to local authority children's social care services or the police and will be provided with contact names, addresses and telephone numbers, as appropriate.
- 6.2.5. In circumstances where a pupil has not suffered and is not likely to suffer significant harm but is in need of additional support from one or more agencies, the Designated Safeguarding Lead will liaise with children's social care and where appropriate an inter-agency assessment will take place, including use of the and Team around the Child approaches, as necessary. Decisions to seek such support for a pupil will be taken in consultation with parents unless there are reasonable grounds for suspecting that in doing so, the pupil will be at risk of significant harm.
- 6.2.6. Where relevant, the Academy will co-operate with the Channel Panel and the police in providing any relevant information so that each can effectively carry out its functions to determine whether an individual is vulnerable to being drawn into terrorism. The Academy will respond to requests for information from the police promptly and in any event within five to ten working days.

6.3. Dealing with allegations against staff, Governors and volunteers

- 6.3.1. The Academy has procedures for dealing with allegations against staff, Governors and volunteers who work with children that aim to strike a balance between the need to protect children from abuse and the need to protect staff, Governors and volunteers from false or unfounded allegations. These procedures are set out in Appendix 3 and follow the DfE guidance found in Part 4 of *Keeping children safe in education*

6.3.2. 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 (Local Authority Designated Officer(s) - LADO). The designated officer(s) will be informed immediately and in any event within one working day of all allegations against staff, Governors and volunteers that come to the Academy's attention and appear to meet the criteria set out in paragraph 1 of Appendix 3.

6.3.3. Early Years Foundation Stage (EYFS)

- The Academy will inform Ofsted of any allegations of serious harm or abuse by any person working or looking after children on the premises of the Nursery (whether that allegation relates to harm or abuse committed on the premises or elsewhere), and will provide details of the action taken in respect of those allegations.
- These notifications will be made as soon as reasonably practicable, but in any event within 14 days of the allegations being made.

6.3.4. Detailed guidance is given to staff, Governors and volunteers to ensure that their behaviour and actions do not place pupils or themselves at risk of harm or of allegations of harm to a pupil as part of their induction.

6.4. Allegations against pupils

6.4.1. Allegations against pupils should be reported in accordance with the procedures set out in this policy. A pupil against whom an allegation of abuse has been made may be suspended from the Academy during the investigation and the Academy's policy on behaviour, discipline and sanctions will apply.

6.4.2. The Academy will take advice from children's social care services on the investigation of such allegations and will take all appropriate action to ensure the safety and welfare of all pupils involved including the pupil or pupils accused of abuse.

6.4.3. Where an allegation is made against a pupil, both the victim and the perpetrator will be treated as being at risk and safeguarding procedures in accordance with this Policy will be followed.

6.5. Missing child and child missing from education procedures

6.5.1. Missing child

- All staff are informed of the separate procedure to be used for searching for, and if necessary, reporting, any pupil missing from the Academy. The procedure includes the requirement to record any incident, the action taken and the reasons given by the pupil for being missing. Waltham Forest Child Missing in Education procedures will be followed.

6.5.2. Children Missing from Education

6.5.2.1. The Academy recognises that a child going missing from education is a potential indicator of abuse or neglect. The procedures in this policy will be followed when dealing with children who go missing from education, particularly on repeat occasions, to help to identify the risk of abuse and neglect and to help prevent the risks of them going missing in the future. Where a child is going to be deleted from the pupil roll, the School will inform the local authority in which the child resides in the applicable circumstances.

6.5.2.2. The Academy shall inform the applicable local authority of any pupil who fails to attend the Academy regularly, or has been absent without the Academy's permission for a continuous period of 10 school days or more, at such intervals as are agreed between the Academy and the local authority (or in default of such agreement, at intervals determined by the Secretary of State).

6.6. Informing parents

6.6.1. Parents will normally be kept informed as appropriate of any action to be taken under these procedures. However, there may be circumstances when the Designated Safeguarding Lead will need to consult the Head, the designated officer, local authority children's social care services and / or the police before discussing details with parents.

6.6.2. In relation to Channel referrals, the Designated Safeguarding Lead will consider seeking the consent of the pupil (or their parent/guardian) when determining what information can be shared. Whether or not consent is sought will be dependent on the circumstances of the case but may relate to issues such as the health of the individual, law enforcement or protection of the public.

6.6.3. See also section 3 of Appendix 3 for details about the disclosure of information where an allegation has been made against a member of staff, volunteer or the Headteacher of the Academy.

7. Secure school premises

7.1. The Academy will take all practicable steps to ensure that Academy premises are as secure as circumstances permit.

7.2. All visitors must enter school via the school office. Visitors must sign in using the electronic Visitor devices on each site. Visitors are required to wear a visitor badge somewhere visible about their person at all times. Visitors to school will be supervised at all times by a member of staff unless that visitor is taking part in a regulated activity and a valid DBS check is in place. The use of cameras or personal mobile phones is strictly forbidden when children are present.

8. Confidentiality and information sharing

- 8.1. The Academy will keep all child protection records confidential, allowing disclosure only to those who need the information in order to safeguard and promote the welfare of children. The Academy will cooperate with police and local authority children's social care services to ensure that all relevant information is shared for the purposes of child protection investigations under section 47 of the Children Act 1989 in accordance with the requirements of Working together to safeguard children (March 2015), the Prevent Duty Guidance for England and Wales (2015) and Channel Duty Guidance: Protecting vulnerable people from being drawn into terrorism (2015).
- 8.2. Where allegations have been made against staff, the Academy will consult with the Local Authority Designated Officer and, where appropriate, the police and local authority children's social care services to agree the information that should be disclosed and to whom.

9. Monitoring

- 9.1. Any child protection incidents at the Academy will be followed by a review of the safeguarding procedures within the Academy and a prompt report to the Governors. Where an incident involves a member of staff, the Local Authority Designated Officer will assist in this review to determine whether any improvements can be made to the Academy's procedures.
- 9.2. In addition, the Designated Safeguarding Lead will monitor the operation of this policy and its procedures and will make an annual report to the Governors.
- 9.3. The Governors will undertake an annual review of this policy and its procedures and of the efficiency with which the relevant duties have been discharged.
- 9.4. The Governors will ensure that any deficiencies or weaknesses in regard to child protection arrangements at any time are remedied without delay.

10. Contacts

- 10.1. The details of the Local Authority Designated Officer are as follows:

Waltham Forest's LADO (Local Authority Designated Officer)

Address:

Sycamore House
Waltham Forest Town Hall
Forest Road E17 4JF

Phone 020 8496 3646 or 07791559789

Phone 020 8496 3000 (Out of Hours)

Email: LADO@walthamforest.gov.uk

10.2. The telephone numbers of the Waltham Forest Council children's social care services departments are as follows:

Multi agency safeguarding hub (MASH)

Phone: 020 8496 2310 (Mon - Thurs 9am-5.15pm and Fri 9am-5pm)
020 8496 3000 (Out of Hours)
Fax: 020 8496 2313
Email: MASHrequests@walthamforest.gov.uk

These contact details are also used for any Channel/Prevent enquiries at the first stage.

10.3. The following telephone numbers may be useful for pupils:

Childline	0800 1111
NSPCC	0808 800 5000
Ofsted's Whistleblower Hotline	0300 123 3155

Authorised by	Hillyfield Academy Board of Governors
Date	Academic year 2018-19

Effective date of the policy	
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Appendix 1 - Role of the Designated Safeguarding Lead

1. The main responsibilities of the Designated Safeguarding Lead are:
 - 1.1. To be the first point of contact for parents, pupils, teaching and non-teaching staff and external agencies in all matters of child protection;
 - 1.2. To co-ordinate the child protection procedures in the Academy;
 - 1.3. To ensure that all members of staff and volunteers receive the appropriate training on child protection and safer recruitment procedure and to keep and maintain records of this training;
 - 1.4. To advise and act upon all suspicion, belief and evidence of abuse reported to them;
 - 1.5. To liaise with the Designated Officer, the local authority children's social care services and other external agencies on behalf of the Academy;
 - 1.6. Keep the Headteacher informed of all actions unless the Headteacher is the subject of a complaint (see **Appendix 3.** for the procedures for dealing with allegations against staff);
 - 1.7. To monitor the keeping, confidentiality and storage of records in relation to child protection;
 - 1.8. To monitor records of pupils in the Academy who are subject to a child protection plan to ensure that this is maintained and updated as notification is received;
 - 1.9. To liaise with other professionals to ensure that children who are subject to child protection plans are monitored and, where appropriate, to take part in child protection conferences or reviews.
 - 1.10. In accordance with the Prevent Duty Guidance for England and Wales and Channel Duty Guidance: Protecting vulnerable people from being drawn into terrorism (2015) the Designated Safeguarding Lead has, in addition, the following responsibilities:
 - 1.10.1. Acting as the first point of contact for parents, pupils, teaching and non-teaching staff and external agencies in all matters relating to the Prevent duty;
 - 1.10.2. Co-ordinating Prevent duty procedures in the school;
 - 1.10.3. Liaising with local Prevent co-ordinators, the police and local authorities and through existing multi-agency forums, including referrals to the Channel Police Practitioner and/or the police where indicated;
 - 1.10.4. Undergoing WRAP or other appropriate training;
 - 1.10.5. Maintaining on-going training programme for all school employees including induction training for all new employees and keeping records of staff training; and

1.10.6. Monitoring the keeping, confidentiality and storage of records in relation to the Prevent duty.

2. The Deputy Designated Safeguarding Lead will carry out this role where the Designated Safeguarding Lead is unavailable.

Appendix 2 - Types and signs of abuse

1. Types of abuse

Abuse is 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. An adult or adults or another child or children may abuse them. Part one of *Keeping children safe in education* defines the following types of abuse.

- 1.1. **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.
- 1.2. **Emotional abuse:** the persistent emotional maltreatment of a child such as to cause severe and adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyberbullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, although it may occur alone.
- 1.3. **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 (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.
- 1.4. **Neglect:** the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to: provide adequate food, clothing and shelter (including exclusion from home or abandonment); protect a child from physical and emotional harm or danger; ensure adequate supervision (including the use of inadequate 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.

1.5. *Keeping children safe in education* also acknowledges the following as specific safeguarding issues:

1.5.1. children missing from education

1.5.2. children missing from home or care

1.5.3. bullying including cyberbullying

1.5.4. domestic violence

1.5.4.1. Hillyfield Academy is part of the Waltham Forest Police and Waltham Forest Social Services Operation Encompass to ensure that we can swiftly identify and support pupils who have witnessed or been present during an incident of domestic abuse/violence. All information shared will be treated confidentially as per all Child Protection procedures.

1.5.5. drugs

1.5.6. fabricated or induced illness

1.5.7. faith abuse

1.5.8. forced marriage

1.5.9. gangs and youth violence

1.5.10. gender-based violence / violence against women and girls

1.5.11. mental health

1.5.12. private fostering

1.5.13. preventing radicalisation (see section 3 below)

1.5.14. sexting

1.5.15. teenage relationship abuse

1.5.16. trafficking

1.6. **Child sexual exploitation:** involves exploitative situations, contexts and relationships where young people receive something (for example food, accommodation, drugs, alcohol, gifts, money or in some cases simply affection) as a result of engaging in sexual activities. Sexual exploitation can take many forms ranging from the seemingly 'consensual' relationship where sex is exchanged for affection or gifts, to serious organised crime by gangs and groups. What marks out exploitation is an imbalance of power in the relationship. The perpetrator always holds some kind of power over the victim which increases as the exploitative relationship develops. Sexual exploitation involves varying degrees of coercion, intimidation or enticement, including unwanted pressure from peers to have sex, sexual bullying including cyberbullying and grooming.

However, it is also important to recognise that some young people who are being sexually exploited do not exhibit any external signs of this abuse.

- 1.7. **Female genital mutilation:** professionals in all agencies, and individuals and groups in relevant communities, need to be alert to the possibility of a girl being at risk of FGM, or already having suffered FGM. There is a range of potential indicators that a child or young person may be at risk of FGM, which individually may not indicate risk but if there are two or more indicators present this could signal a risk to the child or young person. Victims of FGM are likely to come from a community that is known to practise FGM. Professionals should note that girls at risk of FGM may not yet be aware of the practice or that it may be conducted on them, so sensitivity should always be shown when approaching the subject. Warning signs that FGM may be about to take place, or may have already taken place, can be found on pages 16-17 of the Multi-Agency Practice Guidelines. Staff should activate local safeguarding procedures, using existing national and local protocols for multi-agency liaison with police and children's social care.
- 1.8. **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. 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. This mandatory reporting duty commenced in October 2015. Teachers must report to the police cases where they discover that an act of FGM appears to have been carried out. Unless the teacher has a good reason not to, they should still consider and discuss any such case with the Designated Safeguarding Lead and involve children's social care as appropriate.

2. Signs of abuse

- 2.1. Possible signs of abuse include, but are not limited to:
- 2.2. The pupil says they have been abused or asks a question or makes a comment which gives rise to that inference;
- 2.3. 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;
- 2.4. 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;
- 2.5. The pupil asks to drop subjects with a particular teacher and seems reluctant to discuss the reasons;
- 2.6. The pupil's development is delayed, the pupil loses or gains weight or there is deterioration in the pupil's general wellbeing;
- 2.7. The pupil appears neglected, e.g. dirty, hungry, inadequately clothed; and

- 2.8. The pupil is reluctant to go home, or has been openly rejected by his / her parents or carers.
- 2.9. 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.
- 2.10. The Local Safeguarding Children 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 (2015)* provides advice in identifying child abuse. The NSPCC website is also a good source of information and advice.

3. Radicalisation and the Prevent duty

- 3.1. The Academy has a legal duty to have due regard to the need to prevent people from being drawn into terrorism.
- 3.2. The Academy aims to build pupils' resilience to radicalisation by promoting fundamental British values and enabling them to challenge extremist views. The Academy is committed to providing a safe space in which children, young people and staff can understand the risks associated with terrorism and develop the knowledge and skills to be able to challenge extremist arguments.
- 3.3. The Academy has adopted the Government's definitions for the purposes of compliance with the Prevent duty:

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"

Radicalisation: "the process by which a person comes to support terrorism and forms of extremism leading to terrorism"

- 3.4. There is no single way of identifying an individual who is likely to be susceptible to a terrorist ideology. 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. Children at risk of radicalisation may display different signs or seek to hide their views. Academy staff should use their professional judgement in identifying children who might be at risk of radicalisation and act proportionately. In particular, outward expressions of faith, in the absence of any other indicator of vulnerability, will not be regarded as a reason to make a referral to Channel.
- 3.5. *Channel Duty Guidance: Protecting vulnerable people from being drawn into terrorism (2015)* notes the following:

"There is no single way of identifying who is likely to be vulnerable to being drawn into terrorism. Factors that may have a bearing on someone becoming vulnerable may include: peer pressure, influence from other people or via the internet,

bullying, crime against them or their involvement in crime, anti-social behaviour, family tensions, race/hate crime, lack of self-esteem or identity and personal or political grievances.

The academy will be sensitive to age appropriate behaviour though example indicators that an individual is engaged with an extremist group, cause or ideology include:

- Spending increasing time in the company of other suspected extremists;
- Changing their style of dress or personal appearance to accord with the group;
- Day-to-day behaviour becoming increasingly centred around an extremist ideology, group or cause;
- Loss of interest in other friends and activities not associated with the extremist ideology, group or cause;
- Possession of material or symbols associated with an extremist cause (e.g. the swastika for far right groups);
- Attempts to recruit others to the group/cause/ideology; or
- Communications with others that suggest identification with a group/cause/ideology.

Example indicators that an individual has an intention to cause harm, use violence or other illegal means include:

- Clearly identifying another group as threatening what they stand for and blaming that group for all social or political ills;
- Using insulting or derogatory names or labels for another group;
- Speaking about the imminence of harm from the other group and the importance of action now;
- Expressing attitudes that justify offending on behalf of the group, cause or ideology;
- Condoning or supporting violence or harm towards others; or
- Plotting or conspiring with others."

3.6. Protecting children from the risk of radicalisation is part of the Academy's wider safeguarding duties, and is similar in nature to protecting children from other harms (e.g. drugs, gangs, neglect, sexual exploitation), whether these come from within their family or are the product of outside influences.

The DfE's briefing note *The use of social media for on-line radicalisation (2015)* includes information on how social media is used to radicalise young people and guidance on protecting pupils at risk.

Guidance for staff and volunteers on suspecting or hearing a complaint of abuse

4. Action staff must take

4.1. A member of staff or volunteer suspecting or hearing a complaint of abuse:

4.1.1. Must listen carefully to the child and keep an open mind. The member of staff should not take a decision as to whether or not the abuse has taken place;

4.1.2. Must not ask leading questions, i.e. a question which suggests its own answer;

4.1.3. Must reassure the child but not give a guarantee of absolute confidentiality. The member of staff should explain that they need to pass the information to the Designated Safeguarding Lead who will ensure that the correct action is taken; and

4.1.4. must keep a sufficient written record of the conversation. The record should include:

- the date and time;
- the place of the conversation; and
- the essence of what was said and done by whom and in whose presence.

4.2. The record should be signed by the person making it and should use names, not initials. The record must be kept securely and handed to the Designated Safeguarding Lead as soon as possible.

4.3. All evidence, for example, scribbled notes, mobile phones containing text messages, clothing, computers, must be safeguarded and preserved and passed to the Designated Safeguarding Lead.

4.4. All suspicions or complaints of abuse must be reported to the Designated Safeguarding Lead as soon as possible, unless it is an allegation against a member of staff in which case the procedures set out in **Appendix 3**. should be followed.

4.5. If there is a risk of immediate serious harm to a child a referral should be made to children's social care immediately. Anybody can make a referral. If the child's situation does not appear to be improving the staff member with concerns should press for re-consideration.

Appendix 3 - Dealing with allegations against staff, the Headteacher, Governors or volunteers

1 **The Academy's procedures**

2 The Academy's procedures for dealing with allegations made against staff will be used where the member of staff, the Headteacher, a Governor or volunteer has:

3 Behaved in a way that has harmed a child, or may have harmed a child;

4 Possibly committed a criminal offence against or related to a child; or

5 Behaved towards a child or children in a way that indicates he or she would pose a risk of harm if he or she work regularly or closely with children.

6 Any allegations not meeting these criteria will be dealt with in accordance with the Local Safeguarding Children Board procedures. Advice from the designated officer will be sought in borderline cases.

7 All such allegations must be dealt with as a priority so as to avoid any delay.

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

9 **Reporting an allegation against staff, the Headteacher, a Governor or volunteer**

10 Where an allegation or complaint is made against any member of staff or volunteer, the matter should be reported immediately to the Headteacher, or in his / her absence to the Nominated Safeguarding Governor. The allegation will be discussed immediately with the designated officer before further action is taken. Where appropriate, the Headteacher will consult with the Designated Safeguarding Lead.

11 Where an allegation or complaint is made against the Headteacher, the matter should be reported immediately to the Chair of Governors, or the Nominated Safeguarding Governor, without first notifying the Headteacher. Again, the allegation will be discussed immediately with the designated officer before further action is taken.

12 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 before further action is taken. Where appropriate, the Chair of Governors will consult the Nominated Safeguarding Governor, and vice versa.

13 If it is not possible to report to the Headteacher or Chair of Governors or Nominated Safeguarding Governor in the circumstances set out above, a report should be made immediately to the Designated Safeguarding Lead or, if he / she is unavailable, the Deputy Designated Safeguarding Lead. The Designated Safeguarding Lead will take action in accordance with these procedures and will as soon as possible inform the Headteacher or, where appropriate, the Chair of Governors and the Nominated Safeguarding Governor.

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

15 **Disclosure of information**

16 The case manager will inform the accused person of the allegation as soon as possible after the designated officer has been consulted.

17 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 will also be kept informed of the progress of the case, including the outcome of any disciplinary process. 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.

18 Where the designated officer advises that a strategy discussion is needed, or the police or the local authority's social care services 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.

19 The reporting restrictions preventing the identification of a teacher who is the subject of such an allegation in certain circumstances will be observed.

20 **Further action to be taken by the Academy**

21 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 Academy will act in accordance with part four of 'Keeping children safe in education' and the Academy's employment procedures.

22 **Ceasing to use staff**

23 If the Academy ceases to use the services of a member of staff or volunteer because they are unsuitable to work with children, a compromise agreement will not be used and there will be a prompt and detailed report to the Disclosure and Barring Service (DBS). Any such incidents will be followed by a review of the safeguarding procedures within the Academy, with a report being presented to the Governors without delay.

24 If a member of staff (or a governor or volunteer) tenders his or her resignation, or ceases to provide his or her services, any child protection allegations will still be followed up by the Academy in accordance with this policy and a prompt and

detailed report will be made to the Disclosure and Barring Service in appropriate circumstances.

25 Where a teacher has been dismissed, or would have been dismissed had he / she not resigned, separate consideration will be given as to whether a referral to the National College for Teaching and Leadership should be made.

26 In the case of any Early Years and Foundation Stage provision at the academy:

27 The School will inform Ofsted of any allegations of serious harm or abuse by any person living, working or looking after children on the premises of any Early Years and Foundation Stage provision (whether that allegation relates to harm or abuse committed on the premises or elsewhere), and will provide details of the action taken in respect of those allegations.

28 These notifications will be made as soon as reasonably practicable, but in any event within 14 days of the allegations being made.

29 **Unsubstantiated false or malicious allegations**

30 Where an allegation by a pupil is shown to have been deliberately invented or malicious, the Headteacher will consider whether to take disciplinary action in accordance with the Academy's behaviour and discipline policy.

31 Whether or not the person making the allegation is a pupil or a parent (or other member of the public), the Academy reserves the right to contact the police to determine whether any action might be appropriate.

32 **Record keeping**

33 Details of allegations found to be malicious will be removed from personnel records.

34 For all other allegations, full details will be recorded on the confidential personnel file of the person accused. .

35 An allegation proven to be unsubstantiated, unfounded or malicious will not be referred to in employer references. In accordance with 'Keeping children safe in education', history of repeated concerns or allegations which have all been found

to be false, unsubstantiated, or malicious will also not be included in any reference.

- 36 The Academy will retain all safeguarding records and relevant personnel records for so long as reasonably required.²

Appendix 4 – Whistleblowing Policy

Staff must acknowledge their individual responsibility to bring matters of concern to the attention of senior management and/or relevant agencies. Although this can be difficult this is particularly important where the welfare of children may be at risk.

² In accordance with the terms of reference of the Goddard Inquiry 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.

You may be the first to recognise that something is wrong but may not feel able to express your concerns out of a feeling that this would be disloyal to colleagues or you may fear harassment or victimisation. These feelings, however natural, must never result in a child or young person continuing to be unnecessarily at risk. Remember it is often the most vulnerable children or young people who are targeted. These children need someone like you to safeguard their welfare.

Don't think what if I'm wrong - think what if I'm right

Reasons for whistle blowing

- Each individual has a responsibility for raising concerns about unacceptable practice or behaviour
- To prevent the problem worsening or widening
- To protect or reduce risks to others
- To prevent becoming implicated yourself

What stops people from whistle blowing

- Fear of starting a chain of events which spirals out of control
- Disrupting the work or project
- Fear of getting it wrong
- Fear of repercussions or damaging careers
- Fear of not being believed

How to raise a concern

- You should voice your concerns, suspicions or uneasiness as soon as you feel you can. The earlier a concern is expressed the easier and sooner action can be taken
- Try to pinpoint exactly what practice is concerning you and why
- Approach the Designated Teachers for Child Protection
- If your concern is about a designated teacher for child protection, speak to the Chair of Governors or if you feel you need to take it to someone outside the school, contact the Education Child Protection Service
- Make sure you get a satisfactory response - don't let matters rest. Ideally, you should put your concerns in writing, outlining the background and history, giving names, dates and places wherever you can
- **A member of staff is not expected to prove the truth of an allegation but will need to demonstrate sufficient grounds for the concern.**

¹Staff includes any adult, paid or voluntary, who works in a school or educational establishment within the Local Authority.

What happens next

- You should be given information on the nature and progress of any enquiries
- Your employer has a responsibility to protect you from harassment or victimisation.
- No action will be taken against you if the concern proves to be unfounded and was raised in good faith
- Malicious allegations may be considered as a disciplinary offence

Self reporting

There may be occasions where a member of staff has a personal difficulty, perhaps a physical or mental health problem, which they know to be impinging on their professional competence. Staff have a responsibility to discuss such a situation with their line manager so professional and personal support can be offered to the member of staff concerned. Whilst such reporting will remain confidential in most instances, this cannot be guaranteed where personal difficulties raise concerns about the welfare or safety of children.

Further advice and support

It is recognised that whistle blowing can be difficult and stressful. Advice and support is available from your line manager, HR department and/or your professional or trade union.

"Absolutely without fail- challenge poor practice or performance. If you ignore or collude with poor practice it makes it harder to sound the alarm when things go wrong"
(reproduced with acknowledgement to "Sounding the Alarm" – Barnardos)

Appendix 5 – Escalation of Concerns



BUSINESS MANAGER: Suzanne Elwick
Tel: 020 8496 3683
suzanne.elwick@walthamforest.gov.uk
www.walthamforest.gov.uk/lscb

Dear Colleague,

Re: How to escalate professional concerns about a child

I would like to advise you and staff in your organisation who have a child protection responsibility how to take action using the appropriate channels when you believe that your professional opinions have not been acted on appropriately. Please disseminate this advice widely to appropriate staff.

For example, if you have concerns regarding the lack of response to professional opinions and judgements expressed by your staff about safeguarding matters including concerns that social care services are not taking appropriate actions regarding the well-being of a child, or are not responding in a timely fashion to your concerns.

In the first instance please raise any concerns directly with the manager of the allocated social worker. If there is no allocated social worker please speak to the manager of referral and advice as below:

Children Social Care and Education

Team Manager MASH/Referral and Advice	020 8496 2317
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If you feel your concerns have still not been acted on appropriately then please escalate your concerns to the relevant head of service:

Head of Safeguarding and Family Support	020 8496 8393
Head of Children in Care	020 8496 8388
Head of Placement and Resources	020 8496 2136

Where you remain concerned following your discussion with the head of service, a senior member of staff in your organisation should then speak to:

Divisional Director of Children and Families	020 8496 3206
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If you remain concerned, the most senior manager in your organisation should speak to the Deputy Chief Executive, Families Directorate:

Deputy Chief Executive, Families Directorate	020 8496 3501
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In the event that your concerns involve children social care in another local authority area, the above staff will contact the relevant staff in that organisation.

It is important that concerns are speedily escalated within the management structure for children's social care until a satisfactory resolution of the concern is secured.

If you have any concerns related to the safeguarding practice of any other agencies, in the first instance please speak to the team manager of the practitioner, and if you remain concerned please contact the following. If you do not receive a satisfactory response please ask for the next appropriate manager to speak to.

Schools

Divisional Director Educational Improvement	020 8496 3504
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Barts Health at Whipps Cross Hospital

Named Nurse for Safeguarding	020 8535 6855
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Police

Detective Inspector, Sexual Offences, Exploitation and Child Abuse Command or next stage Detective Chief Inspector	020 8345 3611 Or 020 8217 6471
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Community health services, school nursing, health visitors, child and adolescent mental health services

Named Nurse for Safeguarding, NELFT	020 8430 7827 M:07568 130143
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Community health Child Protection Doctor

Designated Doctor for Child Protection, NELFT	0208 430 7883 M:07795 548987
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Waltham Forest Clinical Commissioning Group (WFCCG)

Designated Nurse for Safeguarding, WFCCG	020 3688 2601 M:07766780448
Designated Nurse for Looked After Children, WFCCG	020 3688 2670 M:07930195306

GP services

Named GP, Waltham Forest	020 8539 9788 M:07939 048641
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If you have any general enquiries about the contents of this letter, please contact Suzanne Elwick, Waltham Forest Safeguarding Children Board, Business Manager, 020 8496 3683, suzanne.elwick@walthamforest.gov.uk.

Please bring this letter to the attention of all staff.

Yours sincerely

A handwritten signature in black ink that reads "Fran Pearson". The signature is written in a cursive, flowing style.

Fran Pearson, WFSCB Independent Chair

Waltham Forest Safeguarding Children Board

Sycamore House – Children's services, Rear of Walthamstow Town Hall, Forest Road, Walthamstow, E17
4SU

☎ 0208 496 3000