



THE KING'S SCHOOL

GRANTHAM

Safeguarding and Child Protection Policy

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- **Key Academy contacts**

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Deputy Designated Safeguarding Lead (DDSL) Simone Bieber	Email: simone.bieber@kings.lincs.sch.uk Telephone (term time): 01476 563180
Head Master Simon Pickett	Email: headmaster@kings.lincs.sch.uk Telephone number: 01476 563180
Contact details of the Senior Leadership team	Email: su.orrey@kings.lincs.sch.uk Telephone number: 01476 563180
Chair of Governors	Email: paul.ross@kings.lincs.sch.uk
Nominated Safeguarding Emma Drury	Telephone number: 01476 563180

- **Key external contacts**

Designated Officer(s) of the local authority	Rachael Powis and Jemma Parkinson Telephone number: 01522 554674 Email: LADO@lincolnshire.gcsx.gov.uk
Children Services Customer Services Centre (CSC)	Telephone number: 01522 782111 Out of hours emergency: 01522 782111
Lincolnshire Safeguarding Partners for advice around safeguarding policy, audits, training etc.	Ruth Fox – Safeguarding & Education Welfare Supervisor Telephone number: 01522 554695 Email: safeguardinginschools@lincolnshire.gov.uk
FGM reporting - non-emergency police contact number	101
Prevent partners and advice about extremism	Lincolnshire Channel Police Practitioner Telephone number: 101 Channel Local Authority Chair Telephone number: 101 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 Education and Skills Funding Agency	For further guidance please see: https://www.gov.uk/guidance/how-esfa-handles-whistleblowing-disclosures
Report Abuse in Education helpline	A dedicated helpline for children and young people who have experienced abuse at school, and for worried adults and professionals that need support and guidance, including for non-recent abuse. 0800 136 663 or email help@nspcc.org.uk

1 **Aims**

- 1.1 This is the safeguarding and child protection policy and procedures of The King's School Academy.
- 1.2 The aims of this policy are as follows:
 - 1.2.1 to actively promote the well-being of pupils¹;
 - 1.2.2 to safeguard and promote the welfare of children², staff and others who come into contact with the Academy and to protect them from harm;
 - 1.2.3 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;
 - 1.2.4 to raise awareness about how to report concerns and how they will be investigated whether they are current or historic in nature;
 - 1.2.5 to raise staff awareness about the Academy's safeguarding expectations;
 - 1.2.6 to ensure staff are competent to carry out their safeguarding responsibilities and feel supported in this role;
 - 1.2.7 to ensure consistent good safeguarding practice throughout the Academy 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; and
 - 1.2.8 to promote a whole school 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 Academy community are set out in Appendix 1.
- 1.5 Members of the Academy 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 Academy'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.

2 **Scope and application**

- 2.1 This policy applies to the whole Academy

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

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- 2.2 This policy applies at all times including where pupils or staff are away from the Academy, whether they are on school-arranged activities or otherwise, and whether or not the Academy is open. It will therefore apply out of school hours and in the holidays.
- 2.3 This policy applies to core Academy activities and to out of hours activities.
- 2.4 This policy is designed to address:
- 2.4.1 the specific statutory obligations on the Proprietor of the Academy Trust to safeguard and promote the welfare of children
- 2.4.2 The Proprietor'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; and
 - (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 Education and Skills Funding Agency (**ESFA**).

3 Regulatory framework

- 3.1 This policy has been prepared to meet the Academy'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 Education and Training (Welfare of Children) Act 2021³;
 - 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 UK General Data Protection Regulation (UK **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 Statutory guidance:
- (a) [Keeping children safe in education](#) (DfE, September 2021) (**KCSIE**);

³ This imposes duties on 16-19 Academies, Special Post-16 institutions and Independent Training Providers in relation to safeguarding and promoting the welfare of children.

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- (b) [Working together to safeguard children](#) (HM Government, July 2018, as amended December 2020) (**WTSC**);
- (c) [Disqualification under the Childcare Act 2006](#) (DfE, August 2018);
- (d) Revised [Prevent duty guidance for England and Wales](#) (Home Office, April 2021);
- (e) [Channel duty guidance: protecting vulnerable people from being drawn into terrorism](#) (HM Government, February 2021);
- (f) [Children missing education](#) (DfE, September 2016);
- (g) [Relationships education, relationships and sex education and health education guidance](#) (DfE, June 2019);
- (h) [Multi-agency statutory guidance on female genital mutilation](#) (HM Government, July 2020);

3.2.2 Non-statutory guidance:

- (a) [What to do if you're worried a child is being abused: advice for practitioners](#) (HM Government, March 2015);
- (b) [Information sharing: advice for practitioners providing safeguarding services to children, young people, parents and carers](#) (HM Government, July 2018);
- (c) [Sharing nudes and semi-nudes: advice for education settings working with children and young people](#) (DCMS and UKCIS, December 2020);
- (d) [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);
- (e) [Sexual violence and sexual harassment between children in schools and colleges](#) (DfE, September 2021);
- (f) [Searching, screening and confiscation: advice for schools](#) (DfE, January 2018);
- (g) [Teaching online safety in schools](#) (DfE, June 2019);
- (h) [Harmful online challenges and online hoaxes](#) (DfE, February 2021);
- (i) [Educate Against Hate](#) (HM Government 2018);

3.2.3 Charities advice:

- (a) [How to report a serious incident in your charity](#) (Charity Commission, June 2019);
- (b) [Reporting a serious incident in your charity when it involves a partner](#) (Charity Commission, December 2019);
- (c) [How ESFA handles whistleblowing disclosures](#) (ESFA, September 2019);
- (d) [Safeguarding duties for charity trustees](#) (Charity Commission, October 2019);

3.2.4 Lincolnshire Safeguarding Partners referral / threshold procedures / guidance.

3.3 The following Academy policies, procedures and resource materials are relevant to this policy:

3.3.1 Staff code of conduct;

3.3.2 Whistleblowing policy;

3.3.3 Safer recruitment policy;

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- 3.3.4 Online safety policy;
- 3.3.5 Behaviour and discipline policy;
- 3.3.6 Anti-bullying policy;
- 3.3.7 Acceptable use policy for pupils;
- 3.3.8 Risk assessment policy for pupil welfare;
- 3.3.9 Missing pupil policy;
- 3.3.10 Special educational needs and disability policy;
- 3.3.11 Health and safety policy;
- 3.3.12 Relationships and sex education policy;
- 3.3.13 Administration of medicines and supporting pupils with medical conditions policy.

3.4 Publication and availability

- 3.4.1 This policy is published on the Academy website.
- 3.4.2 This policy is available in hard copy on request.
- 3.4.3 A copy of the policy is available for inspection from the Head Master's PA during the school day.
- 3.4.4 This policy and all policies referred to in it are also available to staff on the Academy's SharePoint.

4 **Definitions**

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

- 4.1.1 References to the **Proprietor** are references to The King's School Academy Trust.
- 4.1.2 References to **Parent** or **Parents** means the natural or adoptive Parents of the pupil (irrespective of whether they are or have ever been married, with whom the pupil lives, or whether they have contact with the pupil) as well as any person who is not the natural or adoptive Parent of the pupil, but who has care of, or Parental responsibility for, the pupil (e.g. foster carer / legal guardian).
- 4.1.3 References to **school days** mean Monday to Friday, when the Academy is open to pupils during term time. The dates of terms are published on the Academy'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;
- 4.1.4 **Safeguarding** is the protection of people from harm.
- 4.1.5 **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.

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- 4.1.6 **CSC means Children's Social Care and includes, depending on the context, the team based in the local authority where the Academy is located and, where appropriate, the team based in the local authority where the child is resident.**
- 4.1.7 **DSL** means the Academy's Designated Safeguarding Lead. References to the DSL include the Deputy DSL (**DDSL**) where the DSL is unavailable.
- 4.1.8 **Designated Officer** means designated officer at the local authority (often referred to as the 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.
- 4.1.9 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.
- 4.1.10 Reference to **staff** includes all those who work for or on behalf of the Proprietor, regardless of their employment status, including contractors, supply staff, volunteers, Trustees and Governors unless otherwise indicated.
- 4.1.11 Senior Leadership Team (**SLT**) comprises of the Head Master, Deputy Head Master's, Assistant Headteachers and Director of Finance and Estates.

5 **Responsibility statement and allocation of tasks: The Academy's approach to safeguarding leadership**

- 5.1 The Proprietor has overall responsibility for all matters which are the subject of this policy including:
 - 5.1.1 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 Academy, having regard to relevant guidance issued by the Secretary of State;
 - 5.1.2 strategic leadership responsibility for the Academy's safeguarding arrangements; and
 - 5.1.3 specific responsibilities to facilitate a whole school approach to safeguarding, set out in more detail in Part 2 of KCSIE.
- 5.2 The Proprietor:
 - 5.2.1 appoints a Board level lead on safeguarding matters, whose contact details are set out in the Academy contacts list at the front of this policy;
 - 5.2.2 ensures 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
 - 5.2.3 establishes appropriate delegation arrangements at Academy level, led by the Head Master and DSL, to enable the Academy to discharge its safeguarding duties effectively.
- 5.3 The Proprietor is aware of its duties under the Equality Act 2010 and the requirement under s 149 of the Equality Act 2010 to meet the Public Sector Equality Duty. This means in carrying out its functions, the Proprietor is required to have due regard to the need to:
 - 5.3.1 eliminate discrimination and other conduct that is prohibited by the Act;
 - 5.3.2 advance equality of opportunity between people who share a protected characteristic and people who do not share it; and

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5.3.3 foster good relations across all characteristics - between people who share a protected characteristic and people who do not share it.

5.4 To ensure the efficient discharge of its responsibilities under this policy, the Proprietor has 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	Justin Dixon (Deputy Head Master and DSL)	As required, and at least termly
Monitoring the implementation of the policy, relevant risk assessments and any action taken in response and evaluating effectiveness	Justin Dixon (Deputy Head Master and DSL)	As required, and at least termly
Assessing the adequacy of safeguarding arrangements for those who use or hire premises	Proprietor	As a minimum Before commencement of arrangement and thereafter at least annually
Formal annual review of the Academy's safeguarding policies and procedures and their implementation	Proprietor	As a minimum annually, and as required
Overall responsibility for content and implementation	Proprietor	As a minimum annually

5.5 Head Master

5.5.1 The Head Master is responsible for the overall management of the Academy and for the management of concerns and allegations about staff.

5.5.2 The Head Master ensures that the Academy's policies and procedures, particularly those concerning referrals of cases of suspected abuse and neglect, are understood, and followed by all staff.

5.6 Designated Safeguarding Lead (DSL)

5.6.1 The DSL is a senior member of staff of the Academy'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 Academy.

5.6.2 The DSL has the time, funding, training, resources and support to enable them 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 Academy contacts list at the front of this policy. The main responsibilities of the DSL are set out in Annex C of KCSIE 2021.

5.6.3 The DSL will take lead responsibility for pupils who are looked after children.

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- 5.6.4 The DSL will also line manager the role of Mental Health and Wellbeing Lead and will promote and support the mental wellbeing of pupils and staff.
- 5.6.5 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 Academy contacts list at the front of this policy.

6 Specific safeguarding duties in relation to children

- 6.1 Safeguarding and promoting the welfare of children is **everyone's** responsibility.
- 6.2 The Academy is committed to acting in the best interests of the child so as to safeguard and promote the welfare of children and young people. The Academy requires everyone who comes into contact with children and their families to share this commitment.
 - 6.2.1 The Academy will:
 - (a) understand its role in the safeguarding partner arrangements [Lincolnshire Safeguarding Children Partnership – About the LSCP - Lincolnshire County Council](#) and make itself aware of and follow the local inter-agency procedures of the Lincolnshire Safeguarding Partners
 - (b) be alert to signs of abuse whether in school, within the child's family or from outside, and take steps to protect individuals from any form of abuse or neglect, 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) 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;
 - (e) 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;
 - (f) design and operate procedures which, so far as possible, ensure that staff, pupils 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 victims of abuse and taking account of their wishes and feelings in any measure put in place and actions taken by the Academy to protect them;
 - (k) operate robust and sensible health and safety procedures and operate clear and supportive policies on drugs, alcohol and substance misuse;

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- (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 Academy or in the local area. See Appendix 6 - Local arrangements for more details.

6.3 Staff may follow the Academy's whistleblowing policy to raise concerns about poor or unsafe safeguarding practices at the Academy or potential failures by the Academy 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 Academy's Local Authority or to the ESFA if they consider that the Academy has failed to deal with concerns appropriately.

7 Reporting obligations of staff

7.1 Reporting obligations generally

7.1.1 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.

7.1.2 All staff have a duty to:

- (a) report any concerns they may have about the safety and / or wellbeing of pupils;
- (b) report any concerns they may have about the safety and / or wellbeing of other persons associated with the Academy;
- (c) report any safeguarding concerns about staff or anyone else associated with the Academy; and
- (d) follow up on any such reports to ensure that appropriate action is or has been taken.

7.1.3 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, any member of the SLT or directly to children's social care (whether the Academy's local authority or that local to the child's home address) or police in their absence for guidance.

7.2 What to do if staff have a concern about a pupil's welfare

7.2.1 If staff have **any concern about a pupil's welfare**, they should report their concern to the DSL (or the DDSL in the DSL's absence) **immediately**.

- (a) The contact details of the DSL and DDSL are set out in the contacts list at the front of this policy.
- (b) See paragraph 22 and Appendix 2 below, for guidance about what to do when receiving a disclosure and recording a concern.

7.2.2 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

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deemed to be "in need" or at "immediate risk of harm" as defined by the Children Act 1989.

- 7.2.3 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.
- 7.2.4 If the concern involves an **allegation or concern raised about a member of staff**, supply staff, volunteers or contractors, this must be reported in accordance with the procedures set out in Appendix 5 and part 1 and part 4 of KCSIE.
- 7.2.5 **What if the DSL is unavailable?**
- (a) The DSL or the DDSL 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. The number is available in the Staff Handbook on SharePoint under Safeguarding.
 - (b) If in exceptional circumstances the DSL and DDSL are unavailable, staff must not delay taking action. Staff should speak to their line manager or a member of the SLT and / or advice should be taken from children's social care. Their contact details are set out at the front of this policy.
 - (c) 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 10 below for further details on making a referral.
 - (d) Any action taken by a member of staff pursuant to this requirement should then be shared with the DSL or DDSL, or a member of the SLT, as soon as is practically possible.

7.3 Action by the DSL

- 7.3.1 On receipt of a report of a concern, the DSL will consider the appropriate course of action in accordance with the appropriate Local Safeguarding Partners procedures and referral threshold document. Such action may include:
- (a) managing any support for the pupil internally via the Academy's own pastoral support processes, seeking advice from children's social care where required (see 8 below);
 - (b) undertaking an early help assessment (which generally requires parental consent) (see 9 below); or
 - (c) making a referral for statutory services (see 10 below).
- 7.3.2 The views of the child will be taken into account when considering the appropriate course of action but will not be determinative.
- 7.3.3 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
- 7.3.4 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.

8 **Managing support for pupils internally**

- 8.1 The Academy 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 section 21 and the Academy's Risk Assessment for pupil welfare policy or policy where this is included.
- 8.2 The Academy will ensure that appropriate advice and consultation is sought about the management of safeguarding issues, including advice from CSC where necessary.

9 **Early help**

- 9.1 Early help, also known as early intervention, is support given to a family when a problem first emerges. It can be provided at any stage of a child or young person's life to parents, children or whole families, and is generally supported by CSC in consultation with the family.
- 9.2 The Academy understands that providing early help is more effective in promoting the welfare of children than reacting later.
- 9.3 The Academy's safeguarding training includes guidance about early help processes 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:
- 9.3.1 is disabled or has certain health conditions and has specific additional needs;
 - 9.3.2 has special educational needs (whether or not they have a statutory education, health and care plan);
 - 9.3.3 has a mental health need;
 - 9.3.4 is a young carer;
 - 9.3.5 is showing signs of being drawn into anti-social or criminal behaviour, including gang involvement and association with organised crime groups or county lines;
 - 9.3.6 is frequently missing / goes missing from care or from home;
 - 9.3.7 is at risk of modern slavery, trafficking, sexual or criminal exploitation;
 - 9.3.8 is at risk of being radicalised or exploited;
 - 9.3.9 has a family member in prison, or is affected by parental offending;
 - 9.3.10 is in a family circumstance presenting challenges for the child, such as substance abuse, adult mental health problems or domestic abuse;
 - 9.3.11 is misusing drugs or alcohol themselves;
 - 9.3.12 is looked after or has returned home to their family from care;
 - 9.3.13 is at risk of 'honour' based abuse such as Female Genital Mutilation or Forced Marriage;
 - 9.3.14 is a privately fostered child; and
 - 9.3.15 is persistently absent from education including persistent absences for part of the school day.
- 9.4 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 (see

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paragraph 22 below and Appendix 2 for further guidance). The DSL will consider the appropriate action to take in accordance with the child's Safeguarding Children Partners 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.

- 9.5 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 Academy staff may be required to take a lead role.
- 9.6 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.

10 Making a referral

10.1 **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.**

10.2 "Harm" is the "ill treatment or impairment of the health or development of a child."⁴ 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."

10.3 Anyone can make contact with CSC to discuss concerns before a referral is made. This includes professionals 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.

10.4 **Statutory assessments**

10.4.1 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.*

10.5 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.

10.6 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:

⁴ Section 31 Children Act 1989

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- 10.6.1 personal details of the child including the child's developmental needs;
 - 10.6.2 detailed information about the concern;
 - 10.6.3 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.
- 10.7 If the referral is made by telephone, this should be followed up in writing.
- 10.8 If the referral is made by someone other than the DSL, the DSL should be informed of the referral as soon as possible.
- 10.9 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.
- 10.10 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, in accordance with the procedures set out in Appendix 6.

11 Allegations against pupils - peer-on-peer / child on child abuse

- 11.1 Allegations against pupils should be reported in accordance with the procedures set out in this policy in Appendix 5. If harmful sexual behaviour is alleged to have occurred, the DSL will have regard to Part 5 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.
- 11.2 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.

12 Extra-familial harm

- 12.1 Safeguarding incidents and / or behaviours can be associated with factors outside the Academy and / or can occur between children outside the Academy.
- 12.2 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.
- 12.3 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.
- 12.4 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 and county lines.

13 **Risk assessment**

- 13.1 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.
- 13.2 The format of risk assessment may vary and may be included as part of the Academy'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 Academy's approach to promoting pupil welfare will be systematic and pupil focused.
- 13.3 The Head Master 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.
- 13.4 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.

14 **What to do if staff have a safeguarding concern about someone else's welfare**

- 14.1 Staff who have safeguarding concerns about the welfare of others or any other safeguarding issue not expressly covered by this policy, should report them.
- 14.2 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.

15 **Allegations made and or / concerns raised about staff and others in school**

- 15.1 The Academy has procedures for dealing with allegations made and / or concerns raised about staff or anyone working in the Academy, including supply teachers, volunteers and contractors.
- 15.2 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 5 and follow the guidance in Part 1 and Part 4 of KCSIE.
- 15.3 The Academy will follow its employment procedures for dealing with any other safeguarding concern raised about staff, involving external agencies as appropriate.
- 15.4 Detailed guidance is provided to staff to ensure that all staff are clear on the rules of conduct and the expectations of the Academy in relation to contact with pupils, parents, colleagues and any other person who comes into contact with the Academy.

16 **Informing parents**

- 16.1 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 Master, the Designated Officer(s), children's social care, the police and / or the pupil before discussing details with parents.
- 16.2 In all cases, the DSL will be guided by the Lincolnshire Safeguarding Partners referral threshold document.

16.3 See also Appendix 5 for details about the disclosure of information where an allegation has been made against a member of staff.

17 **Additional reporting**

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

17.1.1 **Health and Safety Executive**

- (a) The Academy is legally required under RIDDOR to report certain incidents to the Health and Safety Executive. Please see the Academy's Health and safety policy for further details about this.

17.1.2 **Education and Skills Funding Agency (ESFA)**

- (a) The Proprietor⁵ is an exempt charity and
- (b) is required to report all serious incidents to the ESFA promptly and in accordance with the guidance [How to report a serious incident in your charity \(Charity Commission, June 2019\)](#) includes examples of incidents it may be necessary to report.

17.1.3 **Disclosure and Barring Service (DBS)**

- (a) A referral to the DBS will be made promptly if the criteria are met. See Appendix 4, 12.1 - 12.2 for further details.

17.1.4 **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 Appendix 4, 12.3 for more details.

17.1.5 **Insurers**

- (a) The Proprietor 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 Proprietor complies with its duties under the Insurance Act 2015. If the Proprietor 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.

18 **Safer recruitment and supervision of staff**

18.1 The Academy is committed to practising safer recruitment in checking the suitability of staff (including staff employed by another organisation).

18.2 The Academy maintains a single central register of appointments for all staff.

⁵ The Proprietor acts through its board of trustees which may put in place delegations in relation to this function]

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18.3 Staff connected to the Academy'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.

18.4 The Academy has a protocol for ensuring that visiting speakers are suitable and appropriately supervised.

19 Use of mobile technology

19.1 The Academy's policy on the use of mobile technology, including phones and cameras, in the Academy, is as follows:

19.1.1 the Academy's Acceptable use policy for pupils sets out the expectations on pupils from Year 7 to Year13.

19.1.2 all staff should use mobile devices and cameras in accordance with the guidance set out in the staff Code of conduct;

19.1.3 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.

19.2 The Academy allows access to the internet onsite. Appropriate internet safety measures are taken to manage associated risks, including use of filters and monitoring of usage.

19.3 The Academy's approach to online safety is set out in the Academy's Online safety policy and Acceptable use policy for pupils.

20 Training

20.1 The Academy 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.

20.2 The level and frequency of training depends on the role of the individual member of staff.

20.3 The Academy maintains records of all staff training.

20.4 Induction

20.4.1 All staff, including temporary staff and volunteers, will be provided with induction training that includes (and where relevant includes access to copies of):

- (a) this policy;
- (b) the role, identity and contact details of the DSL and their Deputy;
- (c) the Behaviour and discipline policy for pupils;
- (d) the staff Code of conduct including the Whistleblowing policy and Acceptable Use policy;
- (e) the safeguarding response to children who go missing from education;
- (f) the Academy's approach to online safety;

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- (g) safeguarding training in accordance with Lincolnshire Safeguarding Partners procedures including guidance on managing a report of peer-on-peer harmful sexual behaviour;
- (h) a copy of Annex A of KCSIE to those staff not working directly with children; or
- (i) a copy of Part 1 and, where appropriate, Annex B of KCSIE; and
- (j) appropriate Prevent duty training.

20.5 Safeguarding training

- 20.5.1 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.
- 20.5.2 Staff working directly with children 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.
- 20.5.3 Members of the SLT (including the Head Master and the Nominated Safeguarding Governor will have access to this policy and be expected to read all of KCSIE. All other Governors / Trustees should read Part 2 of KCSIE.
- 20.5.4 The Head Master and all staff members will undertake appropriate safeguarding training which will be updated every year. In addition, all staff members will receive safeguarding and child protection updates including online safety via email, and staff meetings on a regular basis and at least annually.
- 20.5.5 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 Academy.
- 20.5.6 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, peer-on-peer abuse, harmful sexual behaviour, child criminal and child sexual exploitation, female genital mutilation, cyberbullying, prejudiced-based and discriminatory bullying and mental health and to ensure that staff have the skills, knowledge and understanding to keep looked after children safe⁶.
- 20.5.7 All Governors / Trustees receive safeguarding training.. The Nominated Safeguarding Governor / Trustee] and the Chair of Trustees 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 / Trustees will be expected to read Part 2 of KCSIE.
- 20.5.8 The Academy 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, and professional development reviews. This includes information on how staff can report concerns occurring out of hours / out of term time and should, where

⁶ [• Drafting note: Schools with one or more looked after children should include further information about the arrangements in place to keep looked after children safe, including details of appropriately trained teachers and how they work with the virtual school head in the authority that looks after the child.]

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appropriate, refer to the Academy's risk assessment for out of hours /out of term safeguarding arrangements.

20.5.9 Designated Safeguarding Lead (DSL)

- (a) The DSL and Deputy DSL 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.
- (b) 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 Annex C of KCSIE.
- (c) Prevent duty training will be consistent with the Government's Prevent training for schools. See Educate Against Hate (HM Government, 2018) for further details.

20.5.10 Teaching pupils about safeguarding

- (a) The Academy teaches pupils about safeguarding through the curriculum and PSHE. This includes guidance on adjusting behaviour to reduce risks, particularly online, building 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.
- (b) The Academy 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.
- (c) Pupils are taught about harmful sexual behaviours, including sexual violence and sexual harassment, through relationships and sex education and PSHE education appropriate to their age and stage of development. It will tackle issues such as: healthy and respectful relationships, what respectful behaviour looks like, 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.
- (d) 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.
- (e) 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 Academy has appropriate filters and monitoring systems in place (see the Online safety policy and is mindful that this should not lead to unnecessary restrictions on learning.

21 Monitoring and review

- 21.1 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 Proprietor and seeking contributions from staff as necessary. The DSL will update the Senior Management Team regularly on the operation of the Academy's safeguarding arrangements.

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- 21.2 The Proprietor will undertake an annual review of this policy and the Academy'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.
- 21.3 The DSL will work with the Nominated Safeguarding Governor to prepare an annual safeguarding audit which will follow the Lincolnshire Safeguarding Board template. The written report should address how the Academy ensures that this policy is kept up to date; staff training on safeguarding; referral information; issues and themes which may have emerged in the Academy and how these have been handled, including lessons learned and the contribution the Academy is making to multi-agency working in individual cases or local discussions on safeguarding matters. The Proprietor should also consider independent corroboration, such as:
- 21.3.1 inspection of records or feedback from external agencies including the Designated Officer(s);
 - 21.3.2 reports of Ofsted inspections;
 - 21.3.3 the outcome of any relevant complaints, claims or related proceedings; and
 - 21.3.4 press reports.

22 **Record keeping**

- 22.1 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:
- 22.1.1 a clear and comprehensive summary of the concern;
 - 22.1.2 details of how the concern was followed up and resolved;
 - 22.1.3 a note of any action taken, decisions reached and the outcome.
- 22.2 The information created in connection with this policy may contain personal data. The Academy's use of this personal data will be in accordance with data protection law. The Academy has published on its website privacy notices which explain how the Academy will use personal data. All records created in accordance with this policy are managed in accordance with the Academy's policies that apply to the retention and destruction of records.
- 22.3 Insofar as pupil records are concerned:
- 22.3.1 Staff must record all concerns about a pupil on the Academy's safeguarding software. Guidance on record keeping is set out in Appendix 2.
 - 22.3.2 The DSL will open a child protection file following a report to them 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.
- 22.4 **Information sharing and multi-agency working**
- 22.4.1 The Academy will treat all safeguarding information with an appropriate level of confidentiality, only involving others where appropriate. The Academy will always act in order to safeguard and promote the welfare of others.

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- 22.4.2 The Academy 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 Academy'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.
- 22.4.3 When the Academy receives a request for safeguarding information (e.g. a subject access request from a parent or a request from the police), the Academy will carefully consider its response to make sure that any disclosure is in accordance with its obligations under the UK GDPR and Data Protection Act 2018. The Academy will also have regard to its data protection policies. The Academy's Data Protection Lead will work with the DSL as appropriate to determine what should be disclosed.
- 22.4.4 The Academy 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.
- 22.4.5 Where allegations have been made against staff, the Academy 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.
- 22.4.6 While the Academy 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.

23 **Version control**

Date of adoption of this policy	1 September 2020
Date of last review of this policy	1 September 2021
Date for next review of this policy	1 September 2022

Appendix 1 Forms of abuse and neglect and specific safeguarding risks

1 Abuse and neglect

- 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 deputy).
- 1.2 Children can also abuse their peers online, this can take the form of abusive, harassing, and misogynistic messages, the non-consensual sharing of indecent images, especially around chat groups, and the sharing of abusive images and pornography, to those who do not want to receive such content.

2 Definitions of abuse and neglect

- 2.1 **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.
- 2.2 **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.
- 2.3 **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 prejudiced-based or discriminatory 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.
- 2.4 **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

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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 and all staff should be aware of it. The Academy policy and procedures can be found in Appendix 3.

- 2.5 **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.

3 Signs of abuse

- 3.1 Possible signs of abuse include, but are not limited to:

- 3.1.1 the pupil says they have been abused or asks a question or makes a comment which gives rise to that inference;
- 3.1.2 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;
- 3.1.3 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;
- 3.1.4 the pupil asks to drop subjects with a particular teacher and seems reluctant to discuss the reasons;
- 3.1.5 the pupil's development is delayed, the pupil loses or gains weight or there is deterioration in the pupil's general well-being;
- 3.1.6 the pupil appears neglected, e.g. dirty, hungry, inadequately clothed;
- 3.1.7 the pupil is reluctant to go home, or has been openly rejected by their parents or carers; and
- 3.1.8 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.

- 3.2 The Lincolnshire Safeguarding Partners 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.

4 Specific safeguarding issues

- 4.1 Statutory guidance acknowledges the following as specific safeguarding issues:

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- 4.1.1 child abduction and community safety incidents;
 - 4.1.2 children and the court system;
 - 4.1.3 children missing from education (see section 5 below);
 - 4.1.4 children with family members in prison;
 - 4.1.5 child criminal exploitation and child sexual exploitation (see section 7 below);
 - 4.1.6 county lines (see section 8 below);
 - 4.1.7 modern slavery and the national referral mechanism;
 - 4.1.8 cybercrime; (see section 10 below)
 - 4.1.9 domestic abuse (see section 11 below);
 - 4.1.10 homelessness;
 - 4.1.11 so-called "honour-based" abuse (including Female Genital Mutilation and Forced marriage) (see sections 12, 13 and 14 below);
 - 4.1.12 preventing radicalisation (see section 15 below);
 - 4.1.13 peer-on-peer / child on child abuse (see Appendix 3 below);
 - 4.1.14 sexual violence and sexual harassment between children in schools and colleges (see Appendix 3)
 - 4.1.15 upskirting (see section 19 below).
- 4.2 Further advice and links to guidance on these specific safeguarding issues can be found in Annex A of KCSIE. Staff should be particularly aware of the safeguarding issues set out below.

5 Children missing from education

- 5.1 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 including involvement in county lines. 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 Academy gives rise to a concern about their welfare.
- 5.2 Where reasonably possible the Academy will hold more than one emergency contact for each pupil.
- 5.3 The Academy shall inform the local authority of any pupil who is going to be added to or deleted from the Academy's admission register at non-standard transition points in accordance with the requirements of the Education (Pupil Registration) (England) Regulations 2006 (as amended).
- 5.4 This will assist the local authority to:
 - 5.4.1 fulfil its duty to identify children of compulsory school age who are missing from education; and

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5.4.2 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.

5.5 The Academy shall inform the local authority of any pupil who:

5.5.1 fails to attend school regularly; or

5.5.2 has been absent without the Academy's permission for a continuous period of ten 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 Elective Home Education (EHE)

6.1 Where a parent expresses their intention to remove a pupil from school with a view to educating at home, the Academy 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.

7 Child Sexual Exploitation (CSE) and Child Criminal Exploitation (CCE)

7.1 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:

7.1.1 in exchange for something the victim needs or wants e.g. money, gifts or affection; and / or

7.1.2 for the financial advantage or increased status of the perpetrator or facilitator; and / or

7.1.3 through violence or threat of violence to victims (and their families).

7.2 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.

7.3 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.

7.4 The victim may have been exploited even if the activity appears consensual.

7.5 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.

7.6 Some of the following can be indicators of both CSE and CCE, including children who:

7.6.1 appear with unexplained gifts, money or new possessions;

7.6.2 associate with other young people involved in exploitation;

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- 7.6.3 suffer from changes in emotional well-being;
 - 7.6.4 misuse drugs and alcohol;
 - 7.6.5 go missing for periods of time or regularly come home late; or
 - 7.6.6 regularly miss school or education or do not take part in education.
- 7.7 Children who have been exploited will need additional support to help maintain them in education.
- 7.8 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.
- 7.9 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:
- 7.9.1 have older boyfriends or girlfriends; or
 - 7.9.2 suffer from sexually transmitted infections or become pregnant.

8 County lines

- 8.1 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, store and sell drugs and money and they will often use coercion, intimidation, violence (including sexual violence) and weapons.
- 8.2 Children are increasingly being targeted and recruited online using social media. Children can easily become trapped by this type of exploitation as county lines gangs can manufacture drug debts which need to be worked off and can threaten serious violence and kidnap towards victims (and their families) if they attempt to leave the county lines network.
- 8.3 A number of the indicators for CSE and CCE as detailed above (and in Annex B of KCSIE) may also be applicable to children involved in county lines.
- 8.4 Additional reporting duties:
- 8.4.1 if a child is suspected to be at risk of, or involved in county lines, a safeguarding referral should be considered alongside consideration of

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.

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availability of local services / third sector providers who offer support to victims of county lines exploitation;

- 8.4.2 where a pupil may have been trafficked for the purpose of transporting drugs, a referral to the National Referral Mechanism⁸ should be considered.

9 Serious violence

- 9.1 Indicators which may signal children are at risk from, or are involved with serious violence crime may include:

- 9.1.1 Increased absence from school;
- 9.1.2 a change in friendships or relationships with older individuals or groups;
- 9.1.3 a significant decline in performance;
- 9.1.4 signs of self-harm or a significant change in wellbeing;
- 9.1.5 signs of assault or unexplained injuries; and
- 9.1.6 unexplained gifts or new possessions (which may also indicate a child is at risk of criminal exploitation).

- 9.2 Staff should be aware of the range of risk factors which increase the likelihood of involvement in serious violence e.g. being male, having 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.

10 Cybercrime

- 10.1 Cybercrime is a criminal activity committed using computers and / or the internet. It's 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).

- 10.2 Cyber-dependent crimes include:

- 10.2.1 unauthorised access to computers (illegal hacking) e.g. accessing a school's computer network to look for test papers or change grades awarded;
- 10.2.2 denial of Service (Dos or DDos) attacks or "booting" - attempts to make a computer, network or website unavailable by overwhelming it with internet traffic;
- 10.2.3 making, supplying or obtaining malware e.g. viruses, spyware, ransomware, botnets and Remote Access Trojans with intent to commit further offence.

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

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- 10.3 Children with particular skills and interest in computing and technology may inadvertently or deliberately stray into cyber-dependent crime.
- 10.4 The DSL (or deputy) 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.

11 Domestic abuse

- 11.1 The statutory definition of domestic violence and abuse is based on the previous cross-government definition: it 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 definition captures a range of different abusive behaviours, including physical, sexual, emotional and economic abuse and coercive and controlling behaviour. The Domestic Abuse Act 2021 now recognises the impact of domestic abuse on children, as victims in their own right, if they see hear or experience the effects of abuse.
- 11.2 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.
- 11.3 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 all police forces across England, helping schools and police work together to provide emotional and practical help to children.

12 So-called "honour-based" abuse

- 12.1 All forms of so-called "honour-based" abuse 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.
- 12.2 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.

13 Female genital mutilation (FGM)

- 13.1 FGM is a form of so-called "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.
- 13.2 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).

- 13.3 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.
- 13.4 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.
- 13.5 Guidance published by the [Department for Health](#) also provides useful information and support for health professionals which will be taken into account by the Academy'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,

14 **Forced marriage**

- 14.1 Forced marriage is also a form of so-called '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 of 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.
- 14.2 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).
- 14.3 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 fm@fco.gov.uk for advice and information.

15 **Radicalisation and the Prevent duty**

- 15.1 The Academy has a legal duty to have due regard to the need to prevent people from being drawn into terrorism.
- 15.2 The Academy 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 Academy is committed to providing a

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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.

- 15.3 The Academy has adopted the government's definitions for the purposes of compliance with the Prevent duty:
- 15.4 **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"*
- 15.5 **Radicalisation:** *"the process by which a person comes to support terrorism and forms of extremist ideologies associated with terrorist groups."*
- 15.6 **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."*
- 15.7 There is no single way of identifying an individual who is likely to be susceptible 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).
- 15.8 It is possible to protect vulnerable people from extremist ideology and intervene to prevent those at risk of radicalisation 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. Academy 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. 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 duty 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.

16 Peer-on-peer / child-on-child abuse

- 16.1 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.
- 16.2 The Academy's policy and procedures for dealing with peer-on-peer abuse can be found in Appendix 3 below.

17 Online safety

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- 17.1 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.
- 17.2 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.
- 17.3 The breadth of issues classified within online safety is considerable, but can be categorised into four areas of risk:
- 17.3.1 **content:** being exposed to illegal, inappropriate or harmful content, for example: pornography, fake news, racism, misogyny, self-harm, suicide, anti-Semitism, radicalisation and extremism;
- 17.3.2 **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;
- 17.3.3 **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
- 17.3.4 **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.

18 Sharing nudes and semi-nude images and videos

- 18.1 Consensual and non-consensual sharing of nudes and semi-nude images and / or videos can be signs that children are at risk.
- 18.2 "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.
- 18.3 The Academy treats all incidences of sharing nudes and semi-nude images as safeguarding matters to be actioned in accordance with this policy.
- 18.4 Members of staff must not intentionally view any nude or semi-nude images which are reported to them, or copy, print or share the images under any circumstances. In referring any incident of sharing images members of staff should describe the content of the images as reported to them.
- 18.5 The DSL may in exceptional circumstances view images with the prior approval of the Head Master and only where:

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- 18.5.1 it is the only way to make a decision whether to involve other agencies, as there is insufficient information available as to its contents;
 - 18.5.2 it is necessary to report the image to a website or, app or suitable reporting agency to have it taken down, or to support the pupil or parent in making a report; or
 - 18.5.3 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 academy's devices or network.
- 18.6 Where viewing an image is unavoidable:
- 18.6.1 viewing should take place on Academy premises wherever possible;
 - 18.6.2 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);
 - 18.6.3 a senior member of staff should be present to monitor and support the person viewing the image. This member of senior staff should not view the image;
 - 18.6.4 full details of the viewing must be recorded in the Academy's safeguarding records, including who was present, the date and time, the nature of the image and the reasons for viewing it;
 - 18.6.5 any member of staff who views an indecent image should be given appropriate support.
- 18.7 If any devices need to be confiscated (whether 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.
- 18.8 If an electronic device that is prohibited by the School rules / Behaviour and discipline policy 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.
- 18.9 If external agencies do not need to be involved, the Academy 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.
- 18.10 If images have been shared online and cannot now be deleted by the person who shared them, the Academy 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).
- 18.11 Where a pupil receives unwanted images, the Academy should advise the pupil and their parents of options that may be available to block the sender or to change the pupil's mobile phone number or email address.
- 18.12 The UK Council for 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 responding to incidents of sexting.

- 18.13 The Home Office has published [Indecent images of children: guidance for young people](#) (Home Office, 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.

19 Upskirting

- 19.1 Upskirting typically involves taking a picture under a person's clothing (not necessarily a skirt) 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.
- 19.2 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.
- 19.3 The Academy will treat incidences of upskirting as a breach of discipline and as a safeguarding matter under the Academy's child protection procedures.
- 19.4 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 sharing sexual images / sexting.

20 Special educational needs and disabilities or physical health issues

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

21 Looked after children and previously looked after children

21.1 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:

21.1.1 whether they are looked after under voluntary arrangements with consent of parents or on an interim or full care order;

21.1.2 contact arrangements with birth parents or those with parental responsibility;

21.1.3 information about a child's care arrangements and the levels of authority delegated to the carer by the authority looking after them.

21.2 The DSL maintains these details, including contact details of the child's social worker. See Appendix 1 for the DSL's role in relation to pupils who are looked after children.

22 Care leavers

22.1 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 Staff must record all concerns on the Academy Safeguarding Software
- 2.2 Records should include:
 - 2.2.1 the pupil's name
 - 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 Academy has a pro forma record which should be completed on the Academy safeguarding software and passed on when reporting the matter in accordance with this policy. This pro forma is available through Class Charts. The record can be completed 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 Academy's Behaviour and discipline policy and Use of Reasonable Force and Physical Restraint 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 / child on child abuse

1 Peer-on-peer / child on child abuse

- 1.1 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:
- 1.1.1 bullying (including cyber-bullying and prejudice-based and discriminatory bullying);
 - 1.1.2 abuse within intimate personal relationships between peers;
 - 1.1.3 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);
 - 1.1.4 sexual violence, such as rape, assault by penetration and sexual assault (including grabbing bottoms, breasts and genitalia under or over clothes, flicking bras, unwanted kisses or embraces) possibly with an online element which encourages sexual violence;
 - 1.1.5 sexual harassment, such as sexual comments, remarks, jokes and online sexual harassment, which may be standalone or part of a broader pattern of abuse;
 - 1.1.6 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;
 - 1.1.7 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;
 - 1.1.8 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;
 - 1.1.9 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);

2 The Academy's approach to peer-on-peer abuse

- 2.1 Such behaviour is never accepted and should be considered as both a safeguarding issue and potentially a disciplinary one. The Academy 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.

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- 2.2 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.
- 2.3 Appropriate action will involve supporting all members of the Academy community who may be involved as a priority. This may require investigation by the Academy or other agencies. Until investigations have been undertaken and findings made, the Academy 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 Academy'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.

3 Sexual violence and sexual harassment (SVSH)

- 3.1 Where the misconduct may constitute sexual violence⁹ (rape, assault by penetration, sexual assault¹⁰ 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.
- 3.2 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.
- 3.3 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 Academy 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.

4 Management of allegations of child-on-child SVSH

4.1 The initial report

- 4.1.1 The Academy 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

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).

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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.

- 4.1.2 The Academy 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.
- 4.1.3 They should:
- (a) 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;
 - (b) 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;
 - (c) 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 child¹¹;
 - (d) explain the next steps and how the report will be progressed;
 - (e) make a written record of the report (recording the facts as the child has presented them);
 - (f) 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.

4.2 DSL's considerations

- 4.2.1 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 Academy'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.

4.3 The Academy's considerations

- 4.3.1 The Academy will consider:

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.

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- (a) 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 Academy may have to take action to protect other children;
- (b) 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 behaviour¹² has been displayed;
- (c) the ages and developmental stages of the children involved and any imbalance between them;
- (d) if there is an intimate personal relationship between the children;
- (e) whether there are any ongoing risks to those involved;
- (f) the wider context.

4.3.2 Before deciding how best to support and protect those involved. The Academy will undertake:

- (a) 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.

4.3.3 The Academy will make a proportionate response to these matters in light of the circumstances and the factors identified above and decide if any further action is appropriate.

5 Investigations and findings

5.1 The Academy 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 Academy 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 where 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 Academy should consider whether a limited investigation is appropriate. The concerns, discussions, decisions and reasons for these should be recorded.

5.2 The Academy 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

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.

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where concerns are substantiated and/ or harmful sexual behaviours identified or the victim where concerns were found to be deliberately invented or malicious.

Appendix 4 Dealing with allegations made and / or concerns raised against members of staff, supply staff, volunteers and contractors

6 The Academy's procedures

- 6.1 The Academy promotes an open and transparent culture in which all concerns about all members of staff working in or behalf of the Academy, 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.
- 6.2 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.
- 6.3 The Academy has procedures for dealing with two levels of allegations made / concerns raised about staff, supply staff, volunteers and contractors. These cover:
- 6.3.1 allegations / concerns that do not meet the harms threshold, otherwise known as "low level concerns";
- 6.3.2 allegations that may meet the harms threshold¹³.

7 Low level concerns

- 7.1 The Academy 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 Academy may have acted in a way that is inconsistent with expected professional standards and / or the staff code of conduct to the Head Master, so that the appropriate action can be taken.
- 7.2 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.
- 7.3 The Head Master will usually share the concern with the DSL (or deputy) 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.
- 7.4 The Academy 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).

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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.

- 7.5 The Head Master 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.
- 7.6 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.

8 Allegations that may meet the harms threshold

- 8.1 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:
- 8.1.1 behaved in a way that has harmed a child, or may have harmed a child; and / or
 - 8.1.2 possibly committed a criminal offence against or related to a child; and / or
 - 8.1.3 behaved towards a child or children in a way that indicates he or she would pose a risk of harm to children; and / or
 - 8.1.4 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.
- 8.2 The Academy should consider whether any allegations not meeting these criteria should be dealt with as low-level concerns - see paragraph 10 below. Advice from the local authority Designated Officer(s) will be sought in borderline cases.
- 8.3 All such allegations must be dealt with as a priority without delay.
- 8.4 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 Academy's attention and appear to meet the criteria in paragraph 8.16.1 above.
- 8.5 Allegations against a teacher who is no longer teaching and historical allegations will be referred to the police and may also be discussed with the Designated Officer.

9 Reporting an allegation

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- 9.1 Where an allegation or complaint is made against any member of staff other than the Head Master including the DSL, the matter should be reported immediately to the Head Master. The allegation will be discussed immediately with the Designated Officer(s) before further action is taken. Where appropriate, the Head Master will consult with the DSL.
- 9.2 Where an allegation or complaint is made against the Head Master, the matter should be reported immediately to the Chair of Trustees or the Local Governing Body safeguarding lead without first notifying the Head Master. The allegation will be discussed immediately with the Designated Officer(s) before further action is taken. The Chair of Trustees will consult the Nominated Safeguarding Governor, and vice versa.
- 9.3 Where an allegation is made against any Trustee or Governor the matter should be reported immediately to the Chair of Trustees or the Nominated Safeguarding Governor. If either the Chair of Trustees 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 Trustees will consult the Nominated Safeguarding Governor, and vice versa.
- 9.4 If it is not possible to report to the Head Master or the Chair of Trustees or Nominated Safeguarding Governor in the circumstances set out above, a report should be made immediately to the DSL. The DSL will act in accordance with these procedures and will as soon as possible inform the Head Master or, where appropriate, the Chair of Trustees and the Nominated Safeguarding Governor.
- 9.5 The person taking action in accordance with the procedures in this Appendix is known as the **Case Manager**.

10 Disclosure of information

- 10.1 The Case Manager will inform the accused person of the allegation as soon as possible after the Designated Officer(s) has been consulted.
- 10.2 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.
- 10.3 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.
- 10.4 The reporting restrictions preventing the identification of a teacher who is the subject of such an allegation in certain circumstances will be observed.

11 Further action to be taken by the Academy

- 11.1 An Academy 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

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take action in accordance with Part 4 of KCSIE and the Academy's employment procedures.

- 11.2 Where the Academy is not an employer of an individual about whom safeguarding concerns are raised with the Academy, it will still have responsibility to ensure allegations are dealt with appropriately and will liaise with relevant parties. This includes supply staff, volunteers and contractors. Any action taken will be in accordance with Part 4 of KCSIE. As stated above, reports about supply staff and contractors which do not meet the referral threshold, should be notified to their employers, so any potential patterns of inappropriate behaviour can be identified.

12 Ceasing to use staff

- 12.1 If the Academy 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 Academy, with a report being presented to the Proprietor without delay. The Academy 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.
- 12.2 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 Academy in accordance with this policy and a referral to the DBS will be made promptly if the criteria for referral are met.
- 12.3 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.
- 12.4 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.

13 Malicious allegations

- 13.1 Where an allegation by a pupil is shown to have been deliberately invented or malicious, the Head Master will consider whether to take disciplinary action in accordance with the Academy's behaviour and discipline policy.
- 13.2 Where a parent has made a deliberately invented or malicious allegation the Head Master will consider whether to require that parent to withdraw their child or children from the Academy on the basis that they have treated the Academy or a member of staff unreasonably.
- 13.3 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.

14 Record keeping

- 14.1 Details of allegations found to be malicious will be removed from personnel records.
- 14.2 For all other allegations, full details will be recorded on the confidential personnel file of the person accused.
- 14.3 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.
- 14.4 The Academy 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 5 Charity safeguarding procedures

1 Charity safeguarding duties

- 1.1 As charity trustees of an exempt charity and as Proprietor of the Academy, the Governors/ Trustees 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 Academy Trust from harm, abuse or mistreatment. This protection of the people involved in the Academy Trust 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 Academy'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 Academy Trust which are not expressly covered by those or other Academy policies, they should contact Justin Dixon (DSL) without delay.
- 1.3 The Governors / 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 Academy Trust 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 Academy Trust;
 - 1.3.4 appointing a Designated Governor / Trustee with the required knowledge, skills and expertise or sufficiently qualified and experienced to take leadership responsibility across the Academy Trust;
 - 1.3.5 exercising proper oversight of the management of individual Safeguarding matters and a review of the performance of the Academy Trust's Safeguarding function, including consultation with stakeholders and appropriate trend analysis;
 - 1.3.6 being quick to respond to concerns, to carry out appropriate investigations and take necessary action;
 - 1.3.7 being open and transparent and not ignoring harm or downplaying failures;
 - 1.3.8 managing conflicts of interest and / or loyalty;
 - 1.3.9 ensuring that staff receive training in Safeguarding at a level which is commensurate with their role;

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- 1.3.10 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 those who provide services to the Academy Trust or directly to its beneficiaries (including pupils)) and enter into appropriate agreements with them covering the relationship, their respective roles and monitoring and reporting requirements¹⁵;
- 1.3.11 reviewing its premises and security arrangements and arrangements for third party use to ensure appropriate measures are in place to keep people safe;
- 1.3.12 setting out risks and how it will manage them in a risk register and regularly monitoring and reviewing the risk register and as well as strategies to mitigate risk;
- 1.3.13 allocating sufficient funds for the effective management of Safeguarding and arranging appropriate insurance cover;
- 1.3.14 ensuring a sufficient level of oversight of the Academy Trust's operations to manage risk and report any incident to the ESFA as might be required 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>

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Appendix 6 Local arrangements

[Lincolnshire Safeguarding Children Partnership – About the LSCP - Lincolnshire County Council](#)