



**Gladstone Primary**  
Academy

# **SAFEGUARDING AND CHILD PROTECTION POLICY 2019/20**

*(This policy has been adapted from the LA model child protection and safeguarding policy)*

**Version:**

**Type:** Policy

**Issue Status:** Awaiting approval from Academy Committee

<b>Approved by:</b>	Academy Committee	<b>Date:</b> 9 <sup>th</sup> October 2019
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<b>Last reviewed on:</b>	October 2019
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## Key Contacts

Key Contact list for Safeguarding in Gladstone Primary Academy

	Name	Telephone contact	email
Designated Safeguarding Lead	P. Fountain	01733 343908	pfountain@gpa.education
Deputy Designated Safeguarding Lead	S. Martin	01733 343908	<a href="mailto:smartin@gpa.education">smartin@gpa.education</a>
Safeguarding Team members	R. Fazil I. Jawaid A. Warboys	01733 343908	<a href="mailto:rfazil@gpa.education">rfazil@gpa.education</a> <a href="mailto:ijawaid@gpa.education">ijawaid@gpa.education</a> awarboys@gpa.education
SPOC (for all Prevent referrals)	P. Fountain	01733 343908	pfountain@gpa.education
Safeguarding Academy committee member	J. Turner	01733 343908	

Key local contacts

	Name	Telephone contact	Email
Contact Centre		(01733) 864170	
Out of hours		(01733) 234724	
MASH Police Child Abuse Investigation Unit		(01480) 847743 or 101/999 (in an emergency)	Mash.cp@cambs.pnn.police.uk
Early Help		(01733) 863649	helpwithcaf@peterborough.gov.uk
Designated Officer (LADO)		(01733) 864042	Gisela.jarman@peterborough.gov.uk

## INTRODUCTION

Gladstone Primary Academy fully recognises the responsibility it has under section 157 of the Education Act 2002 to have arrangements in place to safeguard and promote the welfare of children.

This responsibility is more fully explained in the statutory guidance for academies and colleges 'Keeping Children Safe in Education' (September 2019). All staff must be made aware of their duties and responsibilities under part one of this document, which are set out below.

Staff should read the above document together with 'What to do if you're worried a child is being abused: Advice for practitioners' (March 2015)

Through their day-to day contact with pupils and direct work with families, all staff in the academy have a responsibility to:

- Identify concerns early to prevent them from escalating
- Provide a safe environment in which children can learn
- Identify children who may benefit from early help
- Know what to do if a child tells them he/she is being abused or neglected
- Follow the referral process if they have a concerns (See Keeping Children Safe in Education, 2019, flowchart p13)

This policy sets out how the academy's Academy Committee discharges its statutory responsibilities relating to safeguarding and promoting the welfare of children who are pupils at the academy. Our policy applies to all staff and volunteers working in the academy, including Academy committee members. Teaching assistants, mid-day supervisors, office staff as well as teachers can be the first point of disclosure for a child. Concerned parents/carers may also contact the academy and its Academy Committee members.

It is consistent with the [Safeguarding Children Partnership](#) Board procedures.

There are four main elements to our policy:

**PREVENTION**, through the teaching and pastoral support offered to pupils and the creation and maintenance of a whole academy protective ethos

**PROCEDURES** for identifying and reporting cases, or suspected cases of abuse. The definitions of the four categories of abuse are attached (see Appendix A)

**SUPPORTING CHILDREN**, particularly those who may have been abused or witnessed violence towards others

**PREVENTING UNSUITABLE PEOPLE WORKING WITH CHILDREN** Processes are followed to ensure that those who are unsuitable to work with children are not employed.

This policy is available to parents on request and is on the academy website.

## **1. PREVENTION**

1.1. We recognise that for our pupils, high self-esteem, confidence, supportive friends and good lines of communication with a trusted adult helps to protect children.

1.2. This academy will therefore:

1.2.1 establish and maintain an ethos where children feel **safe, including in a digital context**, and are encouraged to talk, and are listened to;

1.2.2 ensure children know that there are adults in the academy whom they can approach if they are worried or in difficulty and their concerns will be taken seriously and acted upon as appropriate;

1.2.3 **Incorporate into the curriculum, activities and opportunities which equip children with the skills they need to stay safer from abuse in all contexts, including:**

- How to recognise if family relationships are making them feel unhappy or unsafe and how to seek help or advice from others if needed.
- How to recognise who to trust and who not to trust, how to judge when a friendship is making them feel unhappy or uncomfortable...and how to seek help or advice from others, if needed.
- The importance of permission-seeking and giving in relationships with friends, peers and adults.
- That some people behave differently online, including by pretending to be someone they are not.
- The rules and principles for keeping safe online, how to recognise risks, harmful context and contact and how to report them.
- How to critically consider their online friendships and sources of information including awareness of the risks associated with people they have never met.
- About the concept of privacy and the implications of it for both children and adults; including that it is not always right to keep secrets if they relate to being safe.
- That each person's body belongs to them, and the differences between appropriate and inappropriate or unsafe physical, and other, contact.
- How to respond safely and appropriately to adults they may encounter (in all contexts, including online) whom they do not know.

- How to recognise and report feelings of being unsafe or feeling bad about any adult.
- How to ask for advice or help for themselves or others, and to keep trying until they are heard.
- How to report concerns or abuse, and the vocabulary and confidence needed to do so.
- Where to get advice e.g. family, academy and/or other sources.
- This reflects the Relationships Education statutory guidance which comes into effect in September 2020.

1.2.4 We use P.S! - Healthy and Safer Lifestyles Unit from the Cambridgeshire PSHE Service Personal Development Programme. This Unit reinforces essential skills for every child. Self esteem and confidence building, thinking independently and making assessments of risk based on their own judgements are encouraged throughout the Unit.

1.2.5 engage fully in the Early Help process to maximise the opportunity for timely intervention;

### 1.3 Prevention of Peer on Peer Abuse

We recognise that peer on peer abuse can manifest itself in many ways. This can include but is not limited to: bullying, cyberbullying, sexual violence, sexual harassment, being coerced to send sexual images (sexting), teenage relationship abuse, physical abuse and upskirting.

1.3.1 **All** forms of peer on peer abuse are unacceptable and will be taken seriously.

The academy will therefore:

- 1.3.2 Create a whole academy protective ethos in which peer on peer abuse, including sexual harassment will not be tolerated.
- 1.3.3 Provide training for staff about recognising and responding to peer on peer abuse, including raising awareness of the gendered nature of peer abuse, with girls more likely to be victims and boys perpetrators.
- 1.3.4 Ensure that staff do not dismiss instances of peer on peer abuse, including sexual violence and sexual harassment as an inevitable part of growing up.
- 1.3.5 Include within the curriculum, information and, materials that support children in keeping themselves safe from abuse, including abuse from their peers and online.
- 1.3.6 Provide high quality Relationship and Sex Education (RSE), including teaching about consent.
- 1.3.7 Ensure that staff members follow the procedures outlined in this policy when they become aware of peer on peer abuse.

## 2. PROCEDURES

2.1 We will follow the procedures set out in the Cambridgeshire and Peterborough Safeguarding Children Partnership Board 'Inter-Agency Procedures'. A copy of these procedures can be found on their website: <http://www.safeguardingcambspeterborough.org.uk/children-board/>

### 2.2.1 The Designated Safeguarding Lead for Child Protection is:

**Paul Fountain**

### 2.2.2 The following members of staff have also received the Designated Safeguarding Lead training:

**Simon Martin, Amy Warboys, Ifrat Jawaid, Rozina Fazil**

### 2.2.3 The nominated Academy Committee member for Safeguarding and Child Protection is:

**John Turner**

2.3 The *Academy committee* will:

2.3.1 Appoint a senior member of staff, from the leadership team, to the role of Designated Safeguarding Lead (DSL). The DSL will take lead responsibility for safeguarding and child protection. Whilst the activities of the DSL can be delegated to appropriately trained deputies, (**Deputy Designated Safeguarding Lead, DDSL**), the lead responsibility for child protection remains with the DSL and cannot be delegated.

2.3.2 Ensure that the role of DSL and **DDSL** is explicit in the role holder's job description.

2.3.3 Ensure that the DSL has the appropriate status and authority within the Academy to carry out the duties of the post. Give the DSL the time, funding, training, resources and support to provide advice and support to other staff on child welfare and child protection matters. (See 'Keeping Children Safe in Education, Annex B'). Ensure that the DSL and deputies have undertaken the two day training provided by the Education Safeguarding Team and that this training is updated **at least every two years**.

2.3.4 Ensure that in addition to the formal training set out above, the DSL and **DDSLs** refresh their knowledge and skills e.g. via bulletins, meetings or further reading **at least annually**.

- 2.3.5 Ensure that every member of staff, paid and unpaid, and the Academy committee knows who the **Designated Safeguarding Leads and Deputies** are and the procedures for passing on concerns from the **point of induction**.

*‘Staff members are required to log a concern via My Concern and submit it to the DSL/ DDSL immediately.*

- 2.3.6 Ensure that the DSL or **DDSL** are always available (during school hours, during term-time) to discuss any safeguarding concerns and that all staff are clear upon the course of action they must take if in exceptional circumstances the DSL and **DDSL** are not available.

*Staff will speak to a member of the senior leadership team and/or take advice from social care if this exceptional circumstance occurs.*

- 2.3.7 Nominate a committee member for safeguarding and child protection who has undertaken appropriate training.

- 2.3.8 Ensure every member of staff and every Academy committee member knows:

- the name of the **designated safeguarding leads/deputies** and their role;
- how to identify the signs of abuse and neglect;
- how to pass on and record concerns about a pupil;
- that they have an individual responsibility to be alert to the signs and indicators of abuse; and for referring child protection concerns to the DSL/**DDSL**;
- that they have a responsibility to provide a safe environment in which children can learn;
- where to find the Inter – Agency Procedures on the **Safeguarding Children Partnership Board** website;
- their role in the early help process;
- the process for making referrals to children’s social care.

- 2.3.9 Ensure all staff members undergo safeguarding and child protection training at induction. Ensure that staff training is regularly updated and that in addition to this training all staff members receive regular safeguarding and child protection updates as required **but at least annually**.

- 2.3.10 Ensure that all staff, paid and unpaid, recognise their duty and feel able to raise concerns about poor or unsafe practice in regard to children and that such concerns are addressed sensitively and effectively in a timely manner in accordance with agreed whistle-blowing policies.

- 2.3.11 Ensure that parents are informed of the responsibility placed on the Academy and staff in relation to child protection by setting out these duties in the Academy safeguarding leaflet and on the website..

2.3.12 Ensure that this policy is available publicly either via the Academy website (*www.gpa.education*) or by other means.

2.3.13 Where pupils are educated off site or in alternative provision, the Academy and the provider will have clear procedures about managing safeguarding concerns between the two agencies. Written confirmation that the alternative provider has carried out appropriate safeguarding checks on individuals working at the establishment will be sought by the Academy. These details will be recorded on the SCR.

## 2.4 **Liaison with Other Agencies**

The Academy will:

2.4.1 Work to develop effective links with relevant services to promote the safety and welfare of all pupils.

2.4.2 Co-operate as required, in line with 'Working Together to Safeguard Children,' (July 2018), with key agencies in their enquiries regarding child protection matters including attendance and providing written reports at child protection conferences and core groups.

2.4.3 Notify the relevant Social Care Team immediately if:

- it should have to exclude a pupil who is subject to a Child Protection Plan (whether fixed term or permanently);
- there is an unexplained absence of a pupil who is subject to a Child Protection Plan;
- there is any change in circumstances to a pupil who is subject to a Child Protection Plan.

2.4.4 When a pupil who is subject to a child protection plan leaves, information will be transferred to the new school immediately. The Child Protection Chair and Social Work Team will also be informed.

2.4.5 The lead responsibility for safeguarding and child protection will not be delegated, though specific activities may be delegated to appropriately trained deputies.

2.4.6 Contingency arrangements are in place should the Designated Safeguarding lead not be available.

- 2.4.7 The DSL and or a deputy will always be available during academy or college hours. Staff can submit a concern at any time using 'My Concern', including out of hours. Concerns will be actioned at 10:00 and 14:00 unless a concern is marked as urgent, in which case it will be actioned immediately. Paper copies of concern forms are available if there is a technical issue with 'My Concern'. These will be submitted to the office in an envelope and actioned in the same way.
- 2.4.8 It is the responsibility of the Designated Safeguarding Lead to ensure that all of the child protection procedures are followed within the academy.
- 2.4.9 The DSL and DPs should undergo two day training provided by Cambridgeshire Education Child Protection Service, and update this training every two years. Knowledge and skills in addition to this formal training should be refreshed regularly.
- 2.4.10 The Academy Committee has a member for Safeguarding and Child Protection, who has undertaken appropriate training.
- 2.4.11 Academy Committees should ensure every member of staff and every Academy knows:
- the name of the designated person/s and their role
  - how to identify the signs of abuse and neglect
  - how to pass on and record concerns about a pupil
  - that they have an individual responsibility to be alert to the signs and indicators of abuse and for referring child protection concerns to the DSL/DP
  - that they have a responsibility to provide a safe environment in which children can learn
  - where to find the Inter-Agency Procedures on the LSCB website
- 2.4.12 Academy Committees should ensure that all staff members have satisfactory checks, including DBS, in place and undergo safeguarding and child protection training **at induction**. The training content should be regularly updated, in line with Keeping Children Safe in Education 2019.
- 2.4.13 Safeguarding is too big to rely on a single training session. Therefore, opportunities will be created for regular staff updates and sharing of information. This will be through staff briefings, staff meetings, staff training days and weekly safeguarding email updates.
- 2.4.14 Academy Committees should ensure that volunteers are subject to a risk assessment to determine the level of checks required.
- 2.4.15 Academy Committees should ensure that parents are informed of the responsibility placed on the academy and staff in relation to child protection

by setting out these duties on the academy website and in the academy safeguarding leaflet.

- 2.4.16 Academy Committees should ensure that all staff and volunteers recognise their duty and feel able to raise concerns about poor or unsafe practice in regard to children, and that such concerns are addressed sensitively and effectively in a timely manner in accordance with agreed whistle-blowing policies.
- 2.4.17 Academy Committees should ensure that this policy is available publically, either via the academy website or by other means.

### **2.3 Record Keeping**

The academy will:

- 2.3.1 keep clear, detailed, accurate written records of concerns about children (noting the date, event and action taken), even when there is no need to refer the matter to Social Care immediately;
- 2.3.2 ensure all records are kept securely, separate from the main pupil file, and in a locked location and stored securely on 'My Concern';
- 2.3.3 Ensure all relevant child protection records are sent to the receiving school or establishment when a pupil moves schools in accordance with 'Keeping Children Safe in Education' (September 2019) and the Education Safeguarding Team's Guidance on Keeping and Managing Child Safeguarding Records. The DSL will consider whether it would be appropriate to share information with the new school/college in advance of a child leaving.
- 2.3.4 make parents aware that such records exist, except where to do so would place the child at risk of harm.
- 2.3.5 All actions and decisions will be led by what is considered to be in the best interests of the child.

### **2.4 Confidentiality and information sharing**

- 2.4.1 The Data Protection Act 2018 does not prevent academy staff from sharing information with relevant agencies, where that information may help to protect a child.
- 2.4.2 Ensure staff and volunteers adhere to confidentiality protocols and that information is shared appropriately.

- 2.6.3 Ensure staff are aware that they have a professional responsibility to share information with other agencies in order to safeguard children, (as set out in 'Information sharing; Advice for practitioners providing safeguarding services to children, young people, parents and carers,' DfE, July 2018).
- 2.6.4 Ensure that if a member of staff receives a Subject Access Request (under the Data Protection Act 2018) from a pupil or parent they will refer the request to the DSL or Headteacher.
- 2.6.5 Ensure staff are clear with children that they cannot promise to keep secrets.

The Designated Safeguarding Lead/**Deputies** will:

- 2.6.6 Disclose information about a pupil to other members of staff on a 'need to know' basis. Parental consent may be required.
- 2.6.7 Aim to gain consent to share information and be mindful of situations where to do so would place a child at increased risk of harm. Information may be shared without consent if a person believes that there is good reason to do so, and that the sharing of information will enhance the safeguarding of a child in a timely manner.
- 2.6.8 Record when decisions are made to share or withhold information, who information has been shared with and why. (See 'Working Together to Safeguard Children,' July 2018)
- 2.6.9 Seek advice about confidentiality from outside agencies if required. (See 'Information sharing; Advice for practitioners providing safeguarding services to children, young people, parents and carers,' DfE, July 2018).

## **2.5 Communication with parents/carers**

The Academy will:

- 2.5.1 ensure that parents have an understanding of the responsibility placed on the academy and staff for child protection by setting out its obligations in the academy safeguarding leaflet and on the academy website;
- 2.5.2 undertake appropriate discussion with parents prior to involvement of another agency unless specific circumstances preclude this. **Parents/carers should generally be consulted before a referral is made about them to another agency but there are certain circumstances when this is not the case.** Staff are advised to seek guidance if they are unclear as to whether they should discuss a concern with parents;

- 2.5.3 Seek advice from Social Care if the Academy believes that notifying parents could increase the risk of harm to the child. *[Further guidance on this can be found in the Inter-agency Procedures of the **Safeguarding Children Partnership Board**].* Particular circumstances where parents **may not** be informed include any disclosure of sexual abuse or physical abuse where the child has an injury **or where it may lead to the loss of evidence.**
- 2.5.4
- 2.5.5 record what discussions have taken place with parents on the Log of Concern about a Child's welfare. If a decision has been made not to discuss with parents, the reason should be recorded.

## **2.6 Dealing with Sexual Violence and Sexual harassment between children**

The academy recognises that sexual violence and sexual harassment can occur between two children of any age and sex. Sexual violence may include rape, assault by penetration or sexual assault. Sexual harassment refers to 'unwanted conduct of a sexual nature', such as sexual comments, sexual taunting or physical behaviour such as deliberately brushing against someone. Online sexual harassment may include non-consensual sharing of sexual images and videos, sexualised online bullying, unwanted sexual comments and messages, and sexual exploitation, coercion and threats.

The academy will:

- 2.6.1 Be clear that sexual violence and sexual harassment will not be tolerated.
- 2.6.2 Provide training for staff on how to manage a report of sexual violence or sexual harassment.
- 2.6.3 Make decisions on a case-by-case basis.
- 2.6.4 Reassure victims that they are being taken seriously, offer appropriate support and take the wishes of the victim into account when decision making.
- 2.6.5 Implement measures to keep the victim, alleged perpetrator and, if necessary, other children and staff members safe. Record any risk assessments and keep them under review.
- 2.6.6 Give consideration to the welfare of both the victim(s) and perpetrator(s) in these situations.
- 2.6.7 Liaise closely with external agencies, including police and social care when required.

- 2.6.8 Further guidance can be found in 'Keeping Children Safe in Education 2019' Part Five, 'Sexual violence and sexual harassment between children in schools and colleges' (DfE May 2018) and 'Sexting in schools and colleges: Responding to incidents and safeguarding young people' (UKCCIS)

### **3. SUPPORTING CHILDREN**

The academy recognises that **any** child may be subject to abuse and neglect and as such will support all children by:

- 3.1 Providing curricular opportunities to encourage self-esteem and self-motivation.
- 3.2 Creating an ethos that actively promotes a positive, supportive and safe environment and values the whole community.
- 3.3 Applying the academy's behaviour policy effectively. All staff will agree on a consistent approach, which focuses on the behaviour of the child but does not damage the pupil's sense of self-worth. The academy will ensure that the pupil knows that some behaviour is unacceptable but s/he is valued and not to be blamed for any abuse which has occurred.
- 3.4 Liaising with other agencies which support the pupil such as Social Care, Child and Adolescent Mental Health Services, Cambridgeshire Sexual Behaviour Service or Early Help Teams.
- 3.5 Developing productive and supportive relationships with parents/carers.
- 3.6 The academy recognises that whilst **any** child may benefit from early help, staff are encouraged to consider the wider environmental factors present in a child's life which could pose a threat to their welfare or safety, (contextual safeguarding). Staff are required to be particularly alert to the potential need for early help for:

#### **3.6.1 Children with Disabilities, Additional Needs or Special Educational Needs**

We recognise that, statistically, children with additional needs, special educational needs, emotional and behavioural difficulties and disabilities are most vulnerable to abuse. Academy staff who deal with children with complex and multiple disabilities and/or emotional and behavioural problems should be particularly sensitive to indicators of abuse.

The academy has pupils with emotional and behavioural difficulties and/or challenging behaviours. The academy will support staff to decide appropriate strategies that will reduce anxiety for the individual child and raise self-esteem as part of an overall behaviour support plan agreed with parents/carers.

As part of the PSHE curriculum staff will teach children personal safety skills commensurate with their age, ability and needs. Children will be taught personal safety skills such as : **how to recognise if they are feeling unsafe including within family relationships and friendships; how to ask for help; the difference between safe and unsafe secrets; the difference between safe and unsafe physical contact; and how recognise and manage risk including in a digital context.** The content of lessons will be shared with parents/carers so that these skills can be supported at home.

The academy has pupils who may have communication difficulties and we are aware that they are vulnerable to abuse because they are unable to express themselves to others. Instead such children will often exhibit changes in behaviours or signs and indicators of abuse recognised by staff with a good knowledge of the child.

**Where necessary, the Academy will provide additional training to staff in the use of Makaton, PECS or other communication systems. Supervision by senior managers will be vigilant to create a protective ethos around the child.**

**We promote high standards of practice, including ensuring that disabled children know how to raise concerns, and have access to a range of adults with whom they can communicate.**

### **3.6.2 Young Carers**

**The Academy recognises that children who are living in a home environment which requires them to act as a young carer for a family member or a friend, who is ill, disabled or misuses drugs or alcohol can increase their vulnerability and that they may need additional support and protection.**

**The Academy will: seek to identify young carers; offer additional support internally; signpost to external agencies; be particularly vigilant to the welfare of young carers and follow the procedures outlined in this policy, referring to Early Help or Social Care as required if concerns arise.**

### **3.6.3 Children at Risk of Criminal Exploitation**

**Criminal exploitation of children is a form of harm that is a typical feature of county lines activity. Drug networks or gangs exploit children and young people to carry drugs and money from urban areas to suburban and rural areas. Exploitation can occur even if activity appears to be consensual.**

**The Academy will address indicators of child criminal exploitation with staff through training. Staff will follow the procedures outlined in this policy if concerns of criminal exploitation arise.**

The Designated Safeguarding Lead will complete Safeguarding Children Partnership Board's Exploitation (CSE / Criminal/Gangs) Risk Assessment and Management Tool and refer to Social Care if there is a concern that a young person may be at risk of criminal exploitation.

The Academy will recognise that young people who go missing can be at increased risk of child criminal exploitation and/or trafficking and has procedures in place to ensure appropriate response to children and young people who go missing, particularly on repeat occasions – (see 3.6.4).

#### 3.6.4 **Children Frequently Missing Education**

The Academy recognises that children going missing, particularly repeatedly, can act as a warning sign of a range of safeguarding possibilities including abuse, neglect, child sexual exploitation and child criminal exploitation, mental health problems, risk of substance abuse, risk of travelling to conflict zones, and risk of FGM or forced marriage.

The Academy monitors attendance of individual pupils closely, as outlined in the Attendance Policy, and analyses patterns of absence to aid early identification of concerning patterns of absence.

The Academy endeavors to hold more than one emergency contact for each pupil to provide additional options to make contact with a responsible adult when a child missing education is identified as a welfare and/or safeguarding concern.

When a child is missing from education, the Academy follows the procedure as set out in Cambridgeshire's Children Missing Education guidance. The Academy will inform the Education Welfare Officer and Social Care if a missing child is subject to a Child Protection Plan or there have been ongoing concerns.

#### 3.6.5 **Children Misusing Drugs or Alcohol**

The discovery that a young person is misusing legal or illegal substances or reported evidence of their substance misuse is not necessarily sufficient in itself to initiate child protection proceedings but the academy will consider such action in the following situations:

When there is evidence or reasonable cause:

- To believe the young person's substance misuse may cause him or her to be vulnerable to other abuse such as sexual abuse;

- To believe the pupil's substance related behaviour is a result of abuse or because of pressure or incentives from others, particularly adults;
- Where the misuse is suspected of being linked to parent/carer substance misuse.
- Where the misuse indicates an urgent health or safeguarding concern
- Where the child is perceived to be at risk of harm through any substance associated criminality

### 3.6.6 **Children at Risk of Child Sexual Exploitation**

Child sexual exploitation is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology.

Sexual exploitation can take many different forms from the seemingly 'consensual' relationship to serious organised crime involving gangs and groups. Potential indicators of sexual exploitation will be addressed within staff training, including raising awareness with staff that some young people who are being sexually exploited do not show any external signs of abuse and may not recognise it as abuse. Staff will follow the procedures outlined in this policy if concerns of child sexual exploitation arise.

The [Designated Safeguarding Lead](#) will complete the [Safeguarding Children Partnership Board's Exploitation \(CSE / Criminal/Gangs\) Risk Assessment and Management Tool](#) and refer to Social Care if there is a concern that a young person may be at risk of CSE.

The Academy recognises that young people who go missing can be at increased risk of sexual exploitation and has procedures in place to ensure appropriate response to children and young people who go missing, particularly on repeat occasions (see 3.6.4).

### 3.6.7 **Children Living with Substance Misusing Parents/Carers**

Misuse of drugs or alcohol is strongly associated with Significant Harm to children, especially when combined with other features such as domestic violence.

When the academy receives information about drug and alcohol abuse by a child's parent/carers they will follow appropriate procedures.

This is particularly important if the following factors are present:

- Use of the family resources to finance the parent's dependency, characterised by inadequate food, heat and clothing for the children
- Children exposed to unsuitable care givers or visitors, e.g. customers or dealers
- The effects of alcohol leading to an inappropriate display of sexual and/or aggressive behaviour
- Chaotic drug and alcohol use leading to emotional unavailability, irrational behaviour and reduced parental vigilance
- Disturbed moods as a result of withdrawal symptoms or dependency
- Unsafe storage of drugs and/or alcohol or injecting equipment
- Drugs and/or alcohol having an adverse impact on the growth and development of an unborn child.

### 3.6.7 Children Living with Domestic Abuse

Domestic Abuse is defined as any incident or pattern of incidents of controlling, coercive or 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. This can encompass but is not limited to the following types of abuse: psychological, physical, sexual, financial and emotional.

The academy recognises that where there is Domestic Abuse in a family, the children/young people will always be affected; the longer the violence continues, the greater the risk of significant and enduring harm, which they may carry with them into their adult life and relationships. Domestic Abuse can also affect children in their personal relationships as well as in the context of home life.

Staff will follow the procedures outlined in this policy if concerns of Domestic Abuse arise. The academy will vigilantly monitor the welfare of children living in domestic abuse households, offer support to them and contribute to any Multi-Agency Risk Assessment Conference (MARAC) safety plan as required.

At Gladstone Primary Academy we are working in partnership with Cambridgeshire Police and Cambridgeshire County Council/Peterborough City Council (*delete as appropriate*) to identify and provide appropriate support to pupils who have experienced domestic abuse in their home; this scheme is called Operation Encompass.

In order to achieve this, Cambridgeshire's Education Safeguarding Team will share police information of all domestic incidents, where one of our pupils has been present, with the Designated Safeguarding Lead(s) (DSL)/Domestic Abuse (DA) Lead.

On receipt of any information, the DSL/DA Lead will decide on the appropriate support the child may require. The Operation Encompass

information is stored in line with all other confidential safeguarding and child protection information. All information sharing and resulting actions will be undertaken in accordance with the 'Cambridgeshire and Peterborough Joint Agency Protocol for Domestic Abuse – Notifications to Schools, Colleges and Early Years settings'.

### **3.6.9 Children at risk of 'Honour-base' Violence, including Female Genital Mutilation (FGM)**

So called 'honour-based' violence encompasses incidents which have been committed to protect or defend the honour of the family and/or community, including breast ironing, female genital mutilation (FGM) and forced marriage. The academy takes these concerns seriously and staff are made aware of the possible signs and indicators that may alert them to the possibility of HBV through training. Staff are required to treat all forms of HBV as abuse and follow the procedures outlined in this policy.

Female genital mutilation (FGM) is a form of child abuse and is illegal in the UK. The fear of being branded racist or discriminatory must not weaken the protection required by those who are vulnerable.

Possible signs that a girl may be at risk of or already having suffered FGM will be addressed through staff safeguarding training and staff will follow the academy's agreed safeguarding procedures when concerned.

The DSL will make appropriate and timely referrals to Social Care if FGM is suspected. In these cases, parents will not be informed before seeking advice. The case will still be referred to Social Care even if against the pupil's wishes. If a girl has been absent from the academy for a long period and there is a need to make informal enquiries, the fact that enquiries are related to FGM **will not** be revealed as this may increase risk.

In accordance with statutory duty, all **known** cases of FGM in girls under the age of 18 will be reported to the police.

### **3.6.10 Children at risk of Child Sexual Exploitation (CSE)**

Sexual exploitation is a form of child sexual abuse and can have a serious impact on every aspect of the lives of those involved. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity in exchange for something the victim needs or wants, or for the financial advantage or increased status of the perpetrator or facilitator.

Staff at Gladstone Primary Academy are aware that any child or young person may be at risk of sexual exploitation, regardless of their family background or other circumstances.

Potential indicators of sexual exploitation will be addressed within staff training. However, it is important to be aware that some young people who are being sexually exploited do not show any external signs of abuse and may not recognise it as abuse.

The victim may have been sexually exploited even if the sexual activity *appears* consensual.

The academy will complete the LSCB Exploitation Checklist and refer to the Multi-Agency Safeguarding Hub (MASH) if there is a concern that a young person may be at risk.

### **3.6.11 Children at risk of Criminal Exploitation**

Criminal exploitation of children is a form of harm that is a typical feature of county lines criminal activity. Drug networks or gangs exploit children and young people to carry drugs and money from urban areas to suburban and rural areas.

This activity can be perpetrated by groups or individuals, males or females, young people or adults.

Any child or young person under the age of 18 (or vulnerable adult over the age of 18) can be affected. As with CSE, this kind of exploitation can *appear* to be consensual.

Key to identifying potential involvement in county lines are episodes of missing.

Academy child protection procedures will be followed where concerns are raised.

### **3.6.12 Children who have returned home to their family from care**

The Academy recognises that a previously looked after child potentially remains vulnerable. The Academy will vigilantly monitor the welfare of previously looked after children, keep records and notify Social Care as soon as there is a recurrence of a concern in accordance with the Cambridgeshire and Peterborough Safeguarding Children **Partnership** Board 'Inter - Agency Procedures.'

### **3.6.13 Children showing signs of Abuse and/or Neglect**

The Academy recognise that experiencing abuse or neglect may have an adverse impact on those children which may last into adulthood without appropriate intervention and support. The Academy may be the only stable, secure and predictable element in the lives of children at risk. Children who

have experienced abuse or neglect may display this through their own behaviour, which may be challenging and defiant or passive and withdrawn. We recognise that children may develop abusive behaviours and that these children may need to be referred on for appropriate support and intervention.

The Academy will provide training for staff to ensure that they have the skills to identify and report cases, or suspected cases, of abuse in accordance with the procedures outlined in this policy. The definitions of the four categories of abuse are attached (see Appendix A).

### **3.6.14 Children at Risk of Radicalisation**

The Academy recognises that children are vulnerable to extremist ideology and radicalisation and that protecting children from this risk forms part of the Academy's safeguarding response.

The Academy Committee will ensure that the DSL has undertaken Prevent awareness training and that all staff receive training about the Prevent duty.

Staff are required to be alert to changes in children's behavior which could indicate they need help or protection. Concerns that a child is at risk of radicalisation are referred to the DSL in the usual way. If appropriate the DSL will make a Channel referral.

See also 'The Prevent Duty, Departmental advice for schools and childcare providers', DfE (June 2015), and 'Revised Prevent Duty Guidance: for England and Wales,' HM Government, (July 2015).

### **3.6.14 Privately Fostered Children**

Private fostering is when a child under the age of 16, (under 18 if disabled) is provided with care and accommodation by a person who is not a parent, person with parental responsibility for them or relative in their own home for 28 days or more.

The Academy will follow the mandatory duty to inform the local authority of any 'Private Fostering' arrangements **and refer to the Specialist Fostering Team.**

### **3.6.15 Children with Family Members in Prison**

These children are at risk of poor outcomes including poverty, stigma. Isolation and poor mental health.

Children may be the target of bullying, or may have attendance issues. There may be problems associated with prison visits and the family may be experiencing financial difficulties.

Gladstone Primary Academy is committed to supporting the children and young people who have a parent or close relative in prison, and to minimise the risk of them not achieving their full potential.

Information shared by the family will be treated in confidence and will be shared on a 'need to know basis.

We will work with the family to find the best ways to support the child/ren.

#### **4 PREVENTING UNSUITABLE PEOPLE FROM WORKING WITH CHILDREN**

- 4.1 The academy has a separate safe recruitment policy which is compliant with local and national requirements and regularly reviewed to reflect DfE guidance.
- 4.2 The academy will operate safe recruitment practices including ensuring pre-employment checks, and appropriate DBS and reference checks are undertaken according to "Keeping Children Safe in Education". (DfE 2019)
- 4.3 The academy committee will ensure that at least one person on any appointment panel has undertaken safer recruitment training.

The following members of staff have undertaken Safer Recruitment training:  
Simon Martin, Ifrat Jawaid, Paul Fountain, Sabrine Frey (HR)

- 4.4 Academy staff should take care not to place themselves in a vulnerable position with a child. It is always advisable for interviews or work with individual children or parents to be conducted in view of other adults.
- 4.5 Any allegation of abuse made against a member of staff **or volunteer** will be reported straight away to the Head Teacher or Principal. In cases where the Head Teacher or Principal is the subject of an allegation, it will be reported to the Chair of the Academy Committee. (See Allegations flowchart **Appendix C1 (Cambridgeshire) and Appendix C2 (Peterborough)**). The Academy will follow the procedures set out in Part four of 'Keeping Children Safe in Education' (2019).
- 4.6 **The Academy will consult with the Local Authority Designated Officer (LADO) in the event of an allegation being made against a member of staff or volunteer and adhere to the relevant procedures set out in 'Keeping Children**

Safe in Education', (2019) and the school's Personnel Manual from EPM Ltd or other HR provider (for subscribing schools).

- 4.7 The Headteacher or Chair of Chair of the Academy Committee will ensure that all allegations are reported to the LADO within one working day. The LADO will advise on all further action to be taken. Please note that the Head Teacher or Chair of the Academy Committee should not seek to interview the child/ren or members of staff involved until advice has been sought. Doing so may compromise any police interviews that may be necessary.
- 4.8 The academy will ensure that any disciplinary proceedings against staff relating to child protection matters are concluded in full even when the member of staff is no longer employed at the academy. Gladstone Primary Academy recognises **it has a legal duty to refer to the DBS and any other relevant professional bodies anyone who has harmed, or poses a risk of harm, to a child.**
- 4.9 The Academy will ensure that any disciplinary proceedings against staff or volunteers relating to child protection matters are concluded in full even when the member of staff or volunteer is no longer employed at the Academy and that notification of any concerns is made to the relevant authorities and professional bodies and included in references where applicable.
- 4.10 Staff or volunteers who are the subject of an allegation have the right to have their case dealt with fairly, quickly, and consistently and to be kept informed of its progress. Suspension is not mandatory, nor is it automatic but, in some cases, staff may be suspended where this is deemed to be the best way to ensure that children are protected.
- 4.11 Consideration must be given to the needs of the child and a recognition that a child may make an allegation against an innocent party because they are too afraid to name the real perpetrator. It is rare for a child to make an entirely false or malicious allegation, although misunderstandings and misinterpretations of events do happen.
- 4.12 The Academy will ensure that all staff, paid and unpaid, are aware of the need for maintaining appropriate and professional boundaries in their relationships with pupils and parents/carers as advised within the the Local Authority's Code of Conduct: 'Guidance for Safer Working Practice for Adults who work with Children and Young People in Education Settings' (May 2019). As part of the Induction process, all staff, paid and unpaid, will receive guidance about how to create appropriate professional boundaries (in both the real and virtual world) with all children, especially those with a disability or who are vulnerable.

- 4.13 All staff have signed to confirm that they have read 'Guidance for Safer Working Practice for Adults who work with Children and Young People in Education Settings' (May 2019).
- 4.14 The Academy will ensure that staff and volunteers are aware that sexual relationships with pupils aged under 18 are unlawful and could result in legal proceedings taken against them under the Sexual Offences Act 2003 (Abuse of Position of Trust).
- 4.15 The Academy will ensure that communication between pupils and adults, by whatever method, are transparent and take place within clear and explicit professional boundaries and are open to scrutiny.
- 4.16 Under no circumstances will volunteers of whom no checks have been obtained be left unsupervised with children or allowed to work in regulated activity.
- 4.17 The academy will ensure that all staff and volunteers are aware of the need for maintaining appropriate and professional boundaries in their relationships with pupils and parents.
- 4.18 As part of their induction, all staff sign to say they have read and accept the academy's code of conduct, which incorporates 'Guidance for safer working practices for those working with children and young people in education' 2015.
- 4.19 All staff are aware of their whistle blowing responsibilities and will promptly report any concerns in the interests of protecting children and staff from poor practice and/or unsuitable behaviour. This includes the requirement to self-disclose any personal issues which may impact on their suitability to work in an education setting.
- 4.20 The academy will ensure that staff and volunteers are aware that sexual relationships with pupils aged under 18 are unlawful, and could result in legal proceedings taken against them under the Sexual Offences Act 2003 (Abuse of position of trust).
- 4.21 Staff will also be aware of the need to report inappropriate sexualised behaviour to Children's Social Care.
- 4.22 In accordance with regulations, Gladstone Primary Academy will ensure that staff are aware of legislation which may cause them to be disqualified.

## **5 OTHER RELATED POLICIES**

### **5.1 Whistle-blowing**

All staff should be aware of their duty to raise concerns, where they exist, about the management of child protection, including the attitude or actions of colleagues. Any concerns should be reported following the academy's Whistle-blowing policy

### **5.2 Physical Intervention**

We acknowledge that staff must only ever use physical intervention as a last resort to prevent injury, and that at all times it must be the minimum force necessary to prevent injury to themselves, another person or property. **Any instances where physical intervention has been used must be logged as a concern on My Concern so that the safeguarding team are notified.**

### **5.3 Bullying**

Our policy on bullying is set out in a separate document and is reviewed annually by the Academy Committee. This policy will include reference to all prejudice related bullying. We acknowledge that to allow or condone bullying may lead to consideration under child protection procedures.

### **5.4 Prejudice Related Incidents**

Our policy on prejudiced related incidents is set out in a separate document and is reviewed annually by the Academy Committee. We acknowledge that repeated prejudice related incidents or a single serious incident may lead to consideration under child protection procedures.

### **5.5 Use of Mobile Phones Policy**

5.2.1 This is a requirement for all Nursery or primary schools with EYFS but any school may wish to adopt the policy.

5.2.2 Our policy on use of mobile phones, cameras and sharing of images is set out in a separate document and is reviewed annually. It is recognised that personal mobile phones have the potential to be used inappropriately and therefore the Academy has developed a policy to outline the required protocol for all staff, students, volunteers and parents/carers.

### **5.6 Health and Safety**

Our Health and Safety policy, set out in a separate document, and is reviewed annually by the trust board. It reflects the consideration we give to the protection of our children both within the academy environment and when away from the academy when undertaking trips and visits.

### **5.7 Online Safety and Acceptable Use Policy**

Our policy is set out in a separate document and is reviewed annually. Online safety is included in the curriculum at all levels and information will be provided to parents.

### **5.8 Extended Schools and Before and After School Activities**

If the Academy Committee provides extended academy facilities, before or after academy activities, directly under the supervision or management of the academy staff, the academy's arrangements for safeguarding as written in this policy shall apply.

Where services or activities are provided separately by another body and the Academy Committee will seek assurance that the body concerned has appropriate policies and procedures in place for safeguarding children and child protection and there are arrangements to liaise with the academy on these matters where appropriate.

## **6. Academy committee CHILD PROTECTION RESPONSIBILITIES**

6.1 The Academy committee fully recognises its responsibilities with regard to child protection and safeguarding and promoting the welfare of children. It aims to ensure that the policies, procedures and training in the Academy are effective and comply with the law and government guidance at all times.

It will:

- Nominate an academy committee member for safeguarding and child protection who will take leadership responsibility for the Academy's safeguarding arrangements and practice and champion child protection issues.
- Ensure an annual report is made to the Academy Committee, and copied to the Education Safeguarding Team. Any weaknesses will be rectified without delay.
- Ensure that this Safeguarding and Child Protection policy is annually reviewed and updated and shared with staff. It will be made available on the Academy website.
- Ensure that children's exposure to potential risks while using the internet is limited by having in place age appropriate filtering and monitoring systems.
- Ensure children's wishes and feelings are taken into account where there are safeguarding concerns.

### **6.2 Extended Schools and Before and After School Activities (on or off school site)**

6.2.1 If the Academy committee provides extended school facilities or before or after Academy activities directly under the supervision or management of school staff, the Academy's arrangements for child protection as written in this policy shall apply.

6.2.2 Where services or activities are provided separately by another body, either on or off the Academy site, the Academy committee will seek assurance that the body concerned has appropriate policies and procedures in place for safeguarding children and child protection and there are arrangements to liaise with the Academy on these matters where appropriate.

This policy also links to our policies on:

- Behaviour
- Staff Code of Conduct
- Whistleblowing
- Allegations against staff
- Allegations against other pupils
- Parental concerns
- Attendance
- Curriculum
- PSHE, including drug education and sex education
- Teaching and Learning
- Administration of medicines
- Risk assessment
- Recruitment and selection
- Intimate Care

## **7 MONITORING and EVALUATION**

Our Safeguarding and Child Protection policy and procedures will be monitored and evaluated by:

- Academy Committee members' visits to the academy
- SLT 'drop ins' and discussions with children and staff
- Pupil surveys
- Scrutiny of attendance data
- Scrutiny of a range of risk assessments
- Monitoring of logs of behaviour and prejudice related incidents
- Review of parental concerns

This policy was ratified by the Academy Committee on .....

and will be reviewed on .....

Signed by the Headteacher .....

## **Appendix A**

### **Four categories of abuse**

**Physical Abuse** - 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.

**Neglect** - 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. It may occur during pregnancy as a result of maternal substance misuse. It may involve the neglect of or lack of responsiveness to a child's basic emotional needs.

It also includes parents or carers 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
- Ensure access to appropriate medical care or treatment

**Emotional Abuse** - Is the persistent emotional maltreatment so as to cause severe and adverse effects on a child's emotional development.

It may involve conveying to a child that they are:

- Worthless
- Unloved
- Inadequate
- Valued only insofar as they meet another person's needs

It may include:

- not giving the child opportunities to express their views
- deliberately silencing them
- 'making fun' of what they say or how they communicate

It may also feature age or developmentally inappropriate expectations being imposed on children including:

- interactions that are beyond the child's developmental capability
- overprotection and limitation of exploration and learning
- preventing participation in normal social interaction.

It may involve:

- Seeing or hearing the ill-treatment of another
- Serious bullying (including cyberbullying) causing children frequently to feel frightened or in danger
- The exploitation or corruption of children

Some level of emotional abuse is involved in all types of maltreatment although it may occur alone

**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.

This may involve:

- physical contact including assault by penetration (e.g. rape or oral sex)
- non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing
- non-contact activities involving:
  - children in looking at, or in the production of, sexual images,
  - children in watching sexual activities
  - or encouraging children to behave in sexually inappropriate ways
- grooming a child in preparation for abuse (including via the internet).

Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.