

Kedington Primary Academy Safeguarding Policy

Date Approved	
Signed	(Chair of Governors)
Minuted	(Date)
Date of Next Review	Autumn 2018

“All school and college staff have a responsibility to provide a safe environment in which children can learn”.

(Keeping Children Safe in Education July 2016)

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/526153/Keeping_children_safe_in_education_guidance_from_5_September_2016.pdf

Purpose and Aims

The purpose of our Safeguarding Policy is to provide a secure framework for the workforce in safeguarding and promoting the welfare of those pupils who attend our Academy, in line with the Department for Education document, Keeping Children Safe in Education (see link above for further information). The policy aims to ensure that:

- All our pupils are safe and protected from harm;
- Other elements of provision and policies are in place to enable pupils to feel safe and adopt safe practices;
- Staff, pupils, governors, visitors, volunteers and parents are aware of the expected behaviours and the Academy’s legal responsibilities in relation to the safeguarding and promoting the welfare of all of our pupils.

Ethos

Safeguarding at Kedington Primary Academy is considered everyone’s responsibility and as such our Academy aims to create the safest environment within which every pupil has the opportunity to achieve. We recognise the contribution it can make in ensuring that all pupils registered or who use our Academy feel that they will be listened to and appropriate action taken. We will do this by endeavouring to work in partnership with other agencies and seek to establish effective working relationships with parents, carers and other colleagues to develop and provide activities and opportunities throughout our curriculum that will help to equip our children with the skills they need. This will include materials and learning experiences that will encourage our children to develop essential life skills and protective behaviours.

Responsibilities and expectations

Kedington Primary Academy has a Governing Body whose legal responsibility it is to make sure that the Academy has an effective Safeguarding Policy and procedures in place and monitors that the Academy complies with them. The Governing Body should also ensure that the policy is made available to parents and carers if requested (The Safeguarding policy is available on the website). It is also the responsibility of the Governing Body to ensure that all staff and volunteers are properly vetted against the requirements of the Single Central Record and that a member of the interview panel is trained in Safer Recruitment to make sure they are safe to work with the pupils who attend our Academy. The Governing Body also ensures that the Academy has procedures for handling allegations of abuse made against members of staff (including the Headteacher) and volunteers. The Governing Body will ensure that there is a Named Safeguarding Governor and a Designated Safeguarding and Prevent Lead (DSPL) who has lead responsibility for dealing with all safeguarding issues in our Academy. The DSL is the Deputy Headteacher. If they are not available then the alternate is the Headteacher (this person can also be contacted with any safeguarding concerns).

It is the responsibility of the DSL to ensure that all safeguarding issues raised in our Academy are effectively responded to, recorded and referred to the appropriate agency. She/he is also responsible for arranging safeguarding training for all staff and volunteers who work with children and young people in our Academy. The DSL has a role in ensuring that the whole staff safeguarding training takes place at least every three years. The DSL can deliver such training within the Academy provided she/he is linked in to the support and quality assurance process offered by the Local Authority. This includes mandatory attendance at an annual ‘Training for Trainers’ programme and monitoring visits from the Samuel Ward Trust. The DSL is required to attend or ensure that a senior member of staff who has the relevant training and access to appropriate supervision attends, where appropriate, all

conferences, core groups or meetings which concern a child at our Academy and to contribute to multi-agency discussions to safeguard and promote the child's welfare.

The DSL is required to complete an annual Self-Review Assessment Report which demonstrates that the Safeguarding arrangements in the Academy are being met. If the self-review assessment highlights any areas for improvement, this will be detailed in the action plan which will be signed off and monitored by the Safeguarding Governor to ensure these improvements are implemented. The self-review assessment is to be shared with the Local Authority, who will have an auditing role in ensuring the Academy is meeting its Safeguarding requirements under sections 157/175 of the Education Act 2002 for both maintained and independent schools.

All Child Protection concerns need to be acted on immediately. If you are concerned that a child may be at risk or is actually suffering abuse, you should tell the DSL.

All adults, including the DSL, have a duty to refer all known or suspected cases of abuse to the relevant agency including social services or the police. Where a disclosure is made to a visiting staff member from a different agency, e.g. School Nurse, it is the responsibility of that agency staff member to formally report the referral to the DSL in the first instance. Where the disclosure is made by a child attending a Pupil Referral Unit (PRU) or alternative provision, the referral should be recorded and referred to the On-Site DSL and a formal notification made to the Academy's Designated Safeguarding & Prevent Lead where the child is on role for information or appropriate action to be taken. Any records made should be kept securely on the child's main school / child protection file.

As part of their role, the DSL and the Alternate DSL are responsible for ensuring that the Academy complies with its **Prevent Duty**. Prevent aims to stop people becoming terrorists or supporting terrorism. Under this duty they:

- Ensure a broad and balanced curriculum is in place to promote the spiritual, moral, social and cultural developments of pupils.
- Assess risk of pupils being drawn into terrorism.
- Train or facilitate training of staff to recognise radicalisation and extremism.
- Refer vulnerable people to Channel.
- Prohibit extremist speakers or events.
- Manage access to extremist material on-line through use of appropriate filtering systems.

The Vulnerable to radicalisation (VTR) Referral form is found on the LSCB website. This should be emailed to MASH@suffolk.pnn.police.uk. If there is an imminent safeguarding concern then Customer First should be phoned straight away: 0800 800 4005.

Recognising concerns, signs and indicators of abuse.

Safeguarding is not just about protecting children from deliberate harm. For our Academy it includes such things as pupil safety, bullying, racist abuse and harassment, educational visits, intimate care, children missing education, internet safety, etc. The witnessing of abuse can also have a damaging effect on those who are party to it, as well as the child subjected to the actual abuse, and in itself will have a significant impact on the health and emotional well-being of the child. Abuse can take place in any family, institution or community setting, by telephone or on the internet. Abuse can often be difficult to recognise as children may behave differently or seem unhappy for many reasons as they move through the stages of childhood or their family circumstances change. However, it is important to know the indicators of abuse and to be alert to the need to consult further.

Physical Abuse

This can involve hitting, shaking, throwing, poisoning, punching, kicking, scalding, burning, drowning and suffocating. It can also result when a parent or carer deliberately causes the ill health of a child in order to seek attention through fabricated or induced illness. This was previously known as Munchausen's Syndrome by Proxy.

Emotional Abuse

Emotional abuse is where a child's need for love, security, recognition and praise is not met. It may involve seeing or hearing the ill-treatment of someone else such as in Domestic Violence or Domestic Abuse. A parent, carer or authority figure is considered emotionally abusive when they are consistently hostile, rejecting, threatening or undermining toward a child or other family member. It can also occur when children are prevented from having social contact with others or if inappropriate expectations are placed upon them. Symptoms that indicate emotional abuse include:

- Excessively clingy or attention seeking;
- Very low self-esteem or excessive self-criticism;
- Withdrawn behaviour or fearfulness;
- Lack of appropriate boundaries with strangers; too eager to please;
- Eating disorders or self-harm.

Sexual Abuse

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening. This may include physical contact both penetrative and non-penetrative, or viewing pornographic material

including through the use of the internet. Indicators of sexual abuse include: allegations or disclosures, genital soreness, injuries or disclosure, sexually transmitted diseases, inappropriate sexualized behaviour including words, play or drawing.

Neglect

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs which can significantly harm their health and development. Neglect can include inadequate supervision (being left alone for long periods of time), lack of stimulation, social contact or education, lack of appropriate food, shelter, appropriate clothing for conditions and medical attention and treatment when necessary.

What to do if you are concerned?

If a child makes an allegation or disclosure of abuse against an adult or other child or young person, it is important that you:

- Stay calm and listen carefully;
- Reassure them that they have done the right thing in telling you;
- Do not investigate or ask leading questions;
- Let them know that you will need to tell someone else;
- Do not promise to keep what they have told you a secret;
- Inform your Designated Safeguarding Lead as soon as possible;
- Make a written record of the allegation, disclosure or incident which you must sign, date and record your position. Do not include your opinion without stating it is your opinion;
- Refer without delay.

If you are concerned that a member of staff or adult in a position of trust poses a danger to a child or young person or that they might be abusing a child or young person you should report your concerns to the Headteacher. Where those concerns relate to the Headteacher however, this should be reported to the Chair of Governors using the Trust's Whistle Blowing Policy.

Managing Allegations

We are aware of the possibility of allegations being made against members of staff or volunteers that are working with or may come into contact with children and young people whilst at the Academy. Allegations can be made by children and young people or other concerned adults and are made for a variety of reasons.

If an allegation is made against an adult in a position of trust whether they be members of staff or volunteers this should be brought to the immediate attention of the Headteacher. In the case of the allegation being made against the Headteacher this will be brought to the immediate attention of the Chair of Governors. The Headteacher / Chair of Governors must discuss with the Local Authority Designated Officer (LADO) the nature of the allegations in order for the appropriate action to be taken. In Suffolk, this role is undertaken by the Area Safeguarding Manager. This will constitute an initial evaluation meeting or strategy discussion depending on the allegation being made. Headteachers will need to:

- Refer to the LADO immediately and follow up in writing within 48 hours;
- Consider safeguarding arrangements of the child or young person to ensure they are away from the alleged abuser;
- Contact the parents or carers of the child/young person if advised to do so by the LADO;
- Consider the rights of the staff member for a fair and equal process of investigation;
- Ensure that the appropriate disciplinary procedures are followed including whether suspending a member of staff from work until the outcome of any investigation is deemed necessary;
- Act on any decision made in any strategy meeting;
- Advise the Independent Safeguarding Authority where a member of staff has been disciplined or dismissed as a result of the allegations being founded.

See Guidance for: Handling Allegations of Abuse made against Adults who Work with Children and Young people November 2009 DCSF.

Training

All members of staff and volunteers will have access to safeguarding training at least every three years. We will also, as part of our induction, issue information in relation to our Safeguarding Policy and any policy related to safeguarding and promoting the welfare of our children / young people's welfare to all newly appointed staff and volunteers.

Our Lead DSL and Alternate DSL will undertake further safeguarding training in addition to the whole Academy training. This will be undertaken at least every two years which updates their awareness and understanding of the impact of the wide agenda of safeguarding issues. This will support both the Lead/Alternate to be able to better undertake their role and support the Academy

in ensuring our safeguarding arrangements are robust and achieving better outcomes for the pupils in our Academy. This includes taking part in multi-agency training in addition to safeguarding training.

Our Governing Body will have access to safeguarding training and our Safeguarding Governor will also undertake additional training at least every two years to support their role in handling allegations against adults who work with children and young people, including our staff and volunteers.

Our safeguarding arrangements are reported on a termly basis to our Governing Body and our Safeguarding Policy is reviewed annually, in order to keep it updated in line with local and national guidance/legislation.

We will include a summary of our Safeguarding Policy to parents in our prospectus and on the learning platform. We are also able to arrange for our policy to be made available to parents whose first language is not English on request.

Useful Contacts:

Multi-agency Safeguarding Hub (MASH) Professional Helpline: 03456 061 499

Customer First (Professional Referral Line): 03456 066 167

Customer First: 0808 800 4005

Police (emergency): 999

Suffolk Police Cybercrime Unit: 101

Suffolk Local Safeguarding Children Board www.suffolkscb.org.uk

Suffolk County Council: www.suffolk.gov.uk/community-and-safety/staying-safe-online/e-safer-suffolk/

Current Safeguarding Issues

The following Safeguarding issues are all considered to be Child Protection issues and should be referred immediately to the most relevant agency. The issues featured below are linked to guidance and local procedures which can be found on the Suffolk Safeguarding Children Board website at: www.suffolkscb.org.uk.

- child sexual exploitation (CSE) – see also below
- bullying including cyberbullying
- domestic violence – see also below
- drugs
- fabricated or induced illness
- faith abuse – see also below
- female genital mutilation (FGM) – see also below
- forced marriage – see also below
- gangs and youth violence - see below
- gender-based violence/violence against women and girls (VAWG)
- mental health
- private fostering – see also below
- preventing radicalisation – see also below
- hate
- sexting – see below
- teenage relationship abuse
- trafficking – see below
- children missing from home or care
- children missing education – see below
- children and adult missing strategy

Safeguarding Disabled Children

Disabled children have exactly the same human rights to be safe from abuse and neglect, to be protected from harm and achieve as non-disabled children.

Disabled children do however require additional action. This is because they experience greater risks and 'created vulnerability' as a result of negative attitudes about disabled children and unequal access to services and resources, and because they may have additional needs relating to physical, sensory, cognitive and / or communication impairment (Safeguarding Children, DCSF, July 2009). Kedington Primary Academy will ensure that our disabled children are listened to and responded to appropriately where they have concerns regarding abuse. In order to do this we will ensure that our staff and volunteers receive the relevant training to raise awareness and have access to specialist staff in the event they have concerns regarding abuse of a child.

Safer Recruitment and Selection

It is a requirement for all agencies to ensure that all staff recruited to work with children and young people are properly selected and checked. At Kedington Primary Academy we will ensure that we have a member on every recruitment panel who has received the appropriate recruitment and selection training and that all of our staff are appropriately qualified and have the relevant employment history and checks to ensure they are safe to work with children in compliance with the Key Safeguarding Employment Standards.

Domestic Abuse

The Government defines domestic abuse as, "Any incident of threatening behaviour, violence or abuse (psychological, physical, sexual, financial or emotional) between adults who are or have been intimate partners or family members regardless of gender or sexuality."

Children may suffer both directly and indirectly if they live in households where there is domestic violence. Domestic abuse is likely to have a damaging effect on the health, development and welfare of children, and it will often be appropriate for such children to be regarded as Children in Need under the Children Act 1989. Where there is evidence of domestic abuse, we will report our concerns to the appropriate agency including children's social care and the police in order to prevent the likelihood of any further abuse taking place.

Private Fostering

Private fostering is an arrangement made between the parent and the private foster carer, who then becomes responsible for caring for the child in such a way as to safeguard and promote his/her welfare.

A privately fostered child means a child under the age of 16 (18 if a disabled child) who is cared for and provided with accommodation by someone other than:

- ◆ a parent;
- ◆ a person who is not a parent but has parental responsibility;
- ◆ a close relative;
- ◆ a Local Authority

for more than 28 days and where the care is intended to continue. It is a statutory duty for us at Kedington Primary Academy to inform the Local Authority where we are made aware of a child or young person who may be subject to private fostering arrangements.

Child Exploitation and Online Safety

Children and young people can be exploited and suffer bullying through their use of modern technology such as the Internet, mobile phones and social networking sites. In order to minimize the risks to our children and young people Kedington Primary Academy will ensure that we have in place appropriate measures such as security filtering, and an Acceptable Use Policy linked to our Online Safety Policy. We will ensure that all staff are aware of how not to compromise their position of trust in or outside of the Academy and are aware of the dangers associated with social networking sites.

Our Online Safety Policy will clearly state that mobile phone or electronic communications with a child at the Academy is not acceptable. Where it is suspected that a child is at risk from Internet abuse or cyber-bullying we will report our concerns to the appropriate agency.

The above list is not exhaustive and as new policy guidance and legislation develops within the remit of Safeguarding we will review and update our policies and procedures as appropriate and in line with the Local Safeguarding Children Board and Local Authority to ensure our Academy is a safe place to learn and work.

Trafficked Children

Child trafficking involves moving children across or within national or international borders for the purposes of exploitation.

Exploitation includes children being used for sex work, domestic work, restaurant/ sweatshop, drug dealing, shoplifting and benefit fraud. Where the school is made aware of a child is suspected of or actually being trafficked/exploited we will report our concerns to the appropriate agency.

Preventing Radicalisation and Extremism

It is essential that our staff are able to identify pupils who may be vulnerable to radicalisation, and know what to do when they are identified. The school sees protecting our pupils from the risk of radicalisation as part of our wider safeguarding duties, and that it is similar to protecting pupils from other risks (e.g. drugs, gangs, neglect, sexual exploitation), whether these come from within their family or are the product of outside influences. All staff will have access to a general Prevent awareness programme to be able to understand and identify any risks to pupils at risk of radicalisation and report their concerns to our Designated Safeguarding Lead and when it is appropriate to make a referral to the Channel panel. Channel is a panel which focuses on providing support at an early stage to people who are identified as being vulnerable to being drawn into terrorism.

Some members of our communities hold beliefs that may be common within particular cultures but which are against the law of England. The school does not condone practices that are illegal and which are harmful to children. Examples of particular practices are:

Faith abuse

Some faiths believe that spirits and demons can possess people (including children). What should never be considered is the use of any physical or psychological violence to get rid of the possessing spirit. This is abusive and will result in a criminal conviction of those using this form of abuse even if the intention is to help the child.

Female Genital Mutilation

This is against the law yet, for some communities, it is considered a religious act and cultural requirement. It is illegal for someone to arrange for a child to go abroad with the intention of having her circumcised. If any of the above areas of concern is brought to your attention, you should report those concerns to the appropriate agency in order to prevent this form of abuse taking place. This is now a mandatory duty, placed on all school staff, to report to the police, any suspected case of FGM where they discover that this act has been carried out on a child under the age of 18 years. You are not required to examine a child, even though it will be rare that visual evidence of FGM will be seen, but where there is a direct or indirect disclosure that the act of FGM has been carried out, the usual child protection procedure of the school should be followed.

Forced Marriage

The school does not support the idea of forcing someone to marry without their consent and will follow LSCB procedures to refer any child and young person immediately to Children's social care.

Honour Based Violence

Honour Based Violence is a crime or incident, which has or may have been committed to protect or defend the honour of the family and/or community'. It is important to be alert to signs of distress and indications such as self-harm, absence from school and truancy, infections resulting from female genital mutilation, isolation from peers, being monitored by family, not participating in school activities, unreasonable restrictions at home or forced marriage. Where it is suspected that a child/young person is at risk from Honour Based Violence at the school, we will report those concerns to the appropriate agency in order to prevent this form of abuse taking place.

Peer on peer abuse

Staff should recognise that children are capable of abusing their peers. Peer on peer abuse can manifest itself in many ways. Safeguarding issues raised in this way may include physical abuse, emotional abuse, sexual abuse and sexual exploitation. It is likely that to be considered a safeguarding allegation against a pupil, some of the following features will be found.

The allegation:

- is made against an older pupil and refers to their behaviour towards a younger pupil or a more vulnerable pupil
- is of a serious nature, possibly including a criminal offence
- raises risk factors for other pupils in the school
- indicates that other pupils may have been affected by this student
- indicates that young people outside the school may be affected by this student.

Risk factors against children could include:

- Physical Abuse
 - violence, particularly pre-planned
 - forcing others to use drugs or alcohol
- Emotional Abuse
 - blackmail or extortion
 - threats and intimidation
- Sexual Abuse
 - indecent exposure, indecent touching or serious sexual assaults
 - forcing others to watch pornography, sexting, revenge-porn
- Child Sexual Exploitation
 - encouraging other children to attend inappropriate parties
 - photographing or videoing other children performing indecent acts
- Gang and relationship abuse

In areas where gangs are prevalent, older pupils may attempt to recruit younger pupils using any or all of the above methods. Young people suffering from sexual exploitation themselves may be forced to recruit other young people under threat of violence.

When an allegation is made by a pupil against another pupil, members of staff should consider whether the complaint raises a safeguarding concern. If there is a safeguarding concern the Designated Safeguarding Lead (DSL) should be informed. A factual record should be made of the allegation, but no attempt at this stage should be made to investigate the circumstances. The DSL should contact children's social care or the LADO to discuss the case. It is possible that children's social care are already aware of safeguarding concerns around this young person. The DSL will follow through the outcomes of the discussion and make a social

services referral where appropriate. The DSL will make a record of the concern, the discussion and any outcome and keep a copy in the files of both pupils' files.

If the allegation indicates a potential criminal offence has taken place and the allegation is found to not be malicious rumour, the police should be contacted at the earliest opportunity and parents informed (of both the pupil being complained about and the alleged victim).

It may be appropriate to exclude the pupil being complained about for a period of time according to the school's behaviour policy and procedures. The school should be informed that the young person raises safeguarding concerns, for example, they are coming back into school following a period in custody or they have experienced serious abuse themselves. These pupils will need an individual risk assessment plan to ensure that other pupils are kept safe and they themselves are not laid open to malicious allegations. The school, in these cases, also has a duty to protect the privacy rights of any pupils for whom the allegation is made against or to.

Where neither children's social care nor the police accept the complaint, a thorough school investigation should take place into the matter using the school's usual disciplinary procedures.

In situations where the school considers a safeguarding risk is present, a risk assessment should be prepared along with a preventative, supervision plan. The plan should be monitored and a date set for a follow-up evaluation with everyone concerned.

Children Missing Education

The law requires that all schools have to have an admission register and, with the exception of schools where all pupils are boarders, an attendance register. All pupils must be placed on both registers.

The school must inform the local authority if any of our pupils is going to be removed from the admission register where they:

- have been taken out of school by their parents and the school has received written notification from the parent they are being educated outside the school system e.g. home education;
- have ceased to attend school and no longer live within reasonable distance of the school at which they are registered;
- have been certified by the school medical officer as unlikely to be in a fit state of health to attend school before ceasing to be of compulsory school age, and neither he/she nor his/her parent has indicated the intention to continue to attend the school after ceasing to be of compulsory school age;
- are in custody for a period of more than four months due to a final court order and the proprietor does not reasonably believe they will be returning to the school at the end of that period; or,
- have been permanently excluded.

All schools must inform the local authority of any pupil who fails to attend school regularly, or has been absent without the school's permission for a continuous period of 10 school days or more, at such intervals as are agreed between the school and the local authority. If a child's whereabouts is unknown by school and/or parents then police should be contacted via 101. Even if this is only for a short period of time as it helps to build a pattern and the history can be useful for future missing episodes.