



RIDGEWOOD  
SCHOOL

# SAFEGUARDING AND CHILD PROTECTION POLICY

VERSION	AUTHOR	SUMMARY OF CHANGES	APPROVED	REVIEW DATE
1.0	DMBC/SL	DMBC New Model Policy.	AGB Sept 2022	Sept 2023
2.0	DSLs	Added appendix 1 (following safeguarding review) – <b>contextual safeguarding</b> to show specific local geographical and community risks.	AGB Sept 2023	Sept 2024
3.0	DMBC/YBO	Updated based on KCSIE 2023 and local safeguarding concerns.	AGB Sept 2023	Sept 2024
4.0	JPR	Updated based on KCSIE 2024 and local safeguarding concerns.		

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## Legislation and statutory guidance

This policy is based on the Department for Education's (DfE's) statutory guidance [Keeping Children Safe in Education \(2024\)](#) and [Working Together to Safeguard Children \(2018\)](#), and the [Governance Handbook](#). We comply with this guidance and the arrangements agreed and published by our 3 local safeguarding partners.

This policy is also based on the following legislation:

- Section 175 of the [Education Act 2002](#), which places a duty on schools and local authorities to safeguard and promote the welfare of pupils
- [The School Staffing \(England\) Regulations 2009](#), which set out what must be recorded on the single central record and the requirement for at least 1 person conducting an interview to be trained in safer recruitment techniques
- Part 3 of the schedule to the [Education \(Independent School Standards\) Regulations 2014](#), which places a duty on academies and independent schools to safeguard and promote the welfare of pupils at the school
- [The Children Act 1989](#) (and [2004 amendment](#)), which provides a framework for the care and protection of children
- Section 5B(11) of the Female Genital Mutilation Act 2003, as inserted by section 74 of the [Serious Crime Act 2015](#), which places a statutory duty on teachers to report to the police where they discover that female genital mutilation (FGM) appears to have been carried out on a girl under 18
- [Statutory guidance on FGM](#), which sets out responsibilities with regards to safeguarding and supporting girls affected by FGM
- [The Rehabilitation of Offenders Act 1974](#), which outlines when people with criminal convictions can work with children
- Schedule 4 of the [Safeguarding Vulnerable Groups Act 2006](#), which defines what 'regulated activity' is in relation to children
- [Statutory guidance on the Prevent duty](#), which explains schools' duties under the Counter-Terrorism and Security Act 2015 with respect to protecting people from the risk of radicalisation and extremism
- [The Human Rights Act 1998](#), which explains that being subjected to harassment, violence and/or abuse, including that of a sexual nature, may breach any or all of the rights which apply to individuals under the [European Convention on Human Rights](#) (ECHR)
- [The Equality Act 2010](#), which makes it unlawful to discriminate against people regarding particular protected characteristics (including disability, sex, sexual orientation, gender reassignment and race). This means our governors and headteacher should carefully consider how they are supporting their pupils with regard to these characteristics. The Act allows our school to take positive action to deal with particular disadvantages affecting pupils (where we can show it's proportionate). This includes making reasonable adjustments for disabled pupils. For example, it could include taking positive action to support girls where there's evidence that they're being disproportionately subjected to sexual violence or harassment
- [The Public Sector Equality Duty \(PSED\)](#), which explains that we must have due regard to eliminating unlawful discrimination, harassment and victimisation. The PSED helps us to focus on key issues of concern and how to improve pupil outcomes. Some pupils may be more at risk of harm from issues such as sexual violence; homophobic, biphobic or transphobic bullying; or racial discrimination

This policy also complies with our funding agreement and articles of association.

## Local Authority and Academy Statement

Some of the following policies are based on the LA model policy for all educational settings. The Governing Body must ensure this is adapted or adopted and implemented or reviewed within the establishment context. The LA only offers this as a guide and therefore the school has taken this into account when devising the policy along with KCSIE 2024, other legislative policies outlined above and guidance provided by The Key. We must ensure they we are responsible for our own policies and ensure this is demonstrated and owned by the school community in practice. Schools and Academies are responsible for reviewing and updating their safeguarding policy in line with legislative changes. This policy does not replace the agreed DSCP Multi Agency Child Protection Tri-x procedures. Staff must ensure that they refer to the DSCP procedures on a regular basis. <http://doncasterscb.proceduresonline.com/>

Our policy refers to locally agreed multi-agency procedures that have been put in place by the school's 3 safeguarding partners. Our policy reflects local procedures.

Our school has also written and regularly updates an appendix to show the contextual safeguarding of the local geographical area and local safeguarding concerns (see appendix 4).

## Local Safeguarding and Child Protection

Ridgewood School recognises the responsibility it has under Section 175 of the Education and Inspections Act 2002, to have arrangements for safeguarding and promoting the welfare of children. The Governing Body approve the S175 or S157 and return to the Local Authority (LA) on a yearly basis. This policy demonstrates the school's commitment and compliance with safeguarding legislation.

Through their day-to-day contact with pupils and direct work with families, staff at the school/setting have a crucial role to play in noticing indicators of possible abuse or neglect and referring them to The Doncaster Children's Trust MASH team. This also involves understanding serious case reviews and how to improve practice to prevent children from falling through the gaps.

Governors should review the new Ofsted Education Inspection Framework (EIF) alongside Senior Leaders. Schools should review Keeping Children Safe in Education 2023 in full and ensure S175/157 development plans/safeguarding action plans are in place, considering **intent** for safeguarding with information on how they will **implement** safeguarding and monitor **impact**.

It is the Local Authority intent that ALL educational establishments will be effective for safeguarding.

It is the responsibility of the setting to ensure that they maintain an effective safeguarding policy, keep up to date with changing advice and attach amendments to this policy when new guidance is issued.

## Governors statement

- The Governing Body and staff of Ridgewood School (hereinafter referred to as 'the school') take as our first priority, the responsibility to safeguard and promote the welfare of our pupils. To minimise risk and to work together with other agencies to ensure rigorous arrangements are in place within our school to identify, assess, and support those children who are suffering harm or who are likely to suffer harm and to keep them safe and secure whilst in our care.
- The Governing Body has an overarching role in ensuring that policies, procedures and training in the school are effective and comply with the law at all times
- The Governing Body will ensure the Designated Safeguarding Lead (DSL) and Deputy Designated Lead (DDSL) have a job description in line with Keeping Children Safe in Education 2024 with dedicated time and support in place for the DSL to fulfill this duty.
- The Governing Body will ensure that all schools share Part 1 of KCSIE 2024 with staff (or alternatively Annex A where appropriate) as well as Annex B, as part of their training.
- The responsibilities set out in this policy apply (as appropriate) to all members of the school community including pupils, staff, governors, visitors/contractors, volunteers and trainees working within the school. It is fully incorporated into the whole school ethos and is underpinned through effective leadership. The teaching of the curriculum includes a well-planned and delivered programme of RSHE (Relationships, Sex and Health Education) / PSHE (Personal, Social, Health and Emotional) education / SMSC (Spiritual, Moral, Social and Cultural) development within the physical environment provided for the pupils.
- The governors will ensure safeguarding self-evaluation takes place on a regular basis, a safeguarding review/audit has taken place and statutory S175/157 action plans are measured. The governors ask for a regular safeguarding impact report and ensure all statutory requirements under KCSIE Sept 2024 are fulfilled
- The Ofsted Inspection Handbook is referenced to ensure safeguarding is excellent in this setting. The governors may seek external reviews/audits or use existing audits available to support the implementation of KCSIE 2024.

- Governors, senior leaders and the Designated Safeguarding Lead (DSL) will continually review all policies required by law <https://www.gov.uk/government/publications/statutory-policies-for-schools>

Signed:

Chair of Governors and Designated Safeguarding Governor

Date

## Rationale

This policy has been developed in accordance with the Children Act 1989 and 2004, the Education Act 2002 and Working Together to Safeguard Children 2018. This policy reflects the statutory requirements within Keeping Children Safe in Education 2024 (KCSIE) and Doncaster Children's Safeguarding Partnership (DSCP) local policy and procedures. It also considers local lessons learned to ensure all children, young people and families in Doncaster are supported.

### The purpose of this policy statement is:

- to protect children and young people at Ridgewood School from harm.
- to provide staff and volunteers, as well as children and young people and their families, with the overarching principles that guide our approach to child protection and safeguarding.

This policy applies to anyone working on behalf of Ridgewood School, including senior managers and the board of Governors/Trustees, paid staff, volunteers, sessional workers, agency staff and students.

## Elements of this policy

### The policy is arranged into 6 key sections:

- **Introduction** -supporting documents, important contacts, purpose, definitions and terminology.
- **Prevention** – through the curriculum and pastoral support offered to pupils and through the creation and maintenance of a school/setting protective ethos.
- **Procedures/Roles and Responsibilities** – for identifying and reporting cases, or suspected cases of abuse.
- **Support to Pupils** – who may have been abused, including early preventative work.
- **Preventing unsuitable people working with children** – by following statutory guidance, DSCP, LADO, DBS and TSA and HR procedures.
- **Other** -other safeguarding considerations that do not fall into the categories above.

## Section 1 - Introduction

## Supporting Documents

This policy statement should be read alongside our organisational policies, procedures, guidance, and other related documents named on the final page of this policy.

**This policy comes into force on 1st September 2024 in line with KCSIE 2024 regulations.**

**Published guidance can be found at the link below:**

[Keeping children safe in education - GOV.UK \(www.gov.uk\)](https://www.gov.uk)

## Important Safeguarding Contacts

Role	Name, email and contact no.
Designated Safeguarding Lead (DSL)	Nicole Severn 01302 783939
Deputy Designated Safeguarding Lead (DDSL)	Tricia Fullerton Rachel Peters – Early Help/LAC Diane Lester – Sixth Form Philippa Wilde – Trips & Visits
Safeguarding governor/trustee	Julie Hussey
Contact for Operation Encompass	Nicole Severn - DSL
Online Safety Lead	Nicole Severn - DSL
Mental Health Lead	Nicole Severn - DSL
Local Authority Designated Officer (LADO) <a href="#">Allegations against adults working with children referral form (LADO) - City of Doncaster Council</a>	Milovan Orlandich <a href="mailto:LADO@doncaster.gov.uk">LADO@doncaster.gov.uk</a> 01302 737332 Helen Myers <a href="mailto:LADO@doncaster.gov.uk">LADO@doncaster.gov.uk</a> 01302 737332
Safeguarding Adviser – Local Authority	Jo Howe <a href="mailto:Jo.howe@doncaster.gov.uk">Jo.howe@doncaster.gov.uk</a> 01302 736975/07816353019
Children’s Social Care <a href="#">Safeguarding concern - child at risk report form - City of Doncaster Council</a>	01302 737777 <a href="mailto:ChildrenAssessmentService@doncaster.gov.uk">ChildrenAssessmentService@doncaster.gov.uk</a>
Out of hours Children’s Social Care	01302 796000
Professionals line – Social Care	01302 737033
Early Help Coordinators <a href="#">Early Help - What is it in Doncaster? - City of Doncaster Council</a>	01302 736250 <a href="mailto:EarlyHCo@doncaster.gov.uk">EarlyHCo@doncaster.gov.uk</a>
Parent and Family Support Services (PAFSS)	Central – 01302 862680 North – 01302 737994 East – 01302 737686 South – 01302 735907
Your Place, Your Family <a href="#">Your Place Your Family Teams   Doncaster Safeguarding Children Partnership (dscp.org.uk)</a>	Central – 01302 736409 <a href="mailto:localsolutioncentral@doncaster.gov.uk">localsolutioncentral@doncaster.gov.uk</a> North – 01302 736787 <a href="mailto:localsolutionnorth@doncaster.gov.uk">localsolutionnorth@doncaster.gov.uk</a> East – 01302 736336 <a href="mailto:localsolutioneast@doncaster.gov.uk">localsolutioneast@doncaster.gov.uk</a> South – 01302 736644 <a href="mailto:localsolutionsouth@doncaster.gov.uk">localsolutionsouth@doncaster.gov.uk</a>
Virtual School <a href="#">Virtual School Children in Care team - City of Doncaster Council</a>	01302 737880
Child Missing in Education (CME)	01302 735311 <a href="mailto:childrenmissingeducation@doncaster.gov.uk">childrenmissingeducation@doncaster.gov.uk</a>
Child Sexual Exploitation (CSE)	01302 737200
Prevent	Emergency – 999 Non-emergency 101 <a href="mailto:Prevent_Inbox@Southyorks.pnn.police.uk">Prevent_Inbox@Southyorks.pnn.police.uk</a> Council contact: Rachael Long – Crime & Community Safety Theme Manager 01302 737469

School Nursing Service	Single Point of Contact – 01302 566776 <a href="mailto:Rdash.doncasterchildrenscaregroup@nhs.net">Rdash.doncasterchildrenscaregroup@nhs.net</a>
Stronger Families	Ciar Robinson Stronger Communities Officer Norton & Askern Wards North Area Communities Team Mobile: 07974626748 Tel: 01302 737536 Email: <a href="mailto:ciar.robinson@doncaster.gov.uk">ciar.robinson@doncaster.gov.uk</a>

## Purpose

At Ridgewood School we believe that:

- children and young people should never experience abuse of any kind.
- we have a responsibility to promote the welfare of all children and young people, to keep them safe and to practise in a way that protects them.
- we can do this only by fostering a **safeguarding culture** across all stakeholders.

We recognise that:

- the welfare of children is paramount in all the work we do and in all the decisions we take
- working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare
- all children, regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation have an equal right to protection from all types of harm or abuse
- some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues
- extra safeguards may be needed to keep children who are additionally vulnerable safe from abuse
- we have a responsibility under section 175 of the Education Act 2002, Working Together to Safeguard Children 2018 and Keeping Children Safe in Education 2024 to ensure that the welfare of children is paramount in all the work we do and in all the decisions we take

We will seek to keep children and young people safe by:

- building a safeguarding culture where staff and volunteers, children, young people, and their families, treat each other with respect and are comfortable about sharing concerns.
- ensuring appropriate action is taken in a timely manner to safeguard and promote children's welfare.
- valuing, listening to and respecting them.
- appointing a designated safeguarding lead (DSL) for children and young people, a deputy designated safeguarding lead (DDSL) and a lead trustee/board member for safeguarding.
- adopting child protection and safeguarding best practice through our policies, procedures, and code of conduct for Trustees, governors, teaching and non-teaching staff, temporary staff and volunteers so that we can all work together in the best interests of children to keep them safe and well protected from harm.
- developing and implementing an effective online safety policy and related procedures.
- providing effective management for staff and volunteers through supervision, support, training, and quality assurance measures so that all staff and volunteers know about and follow our policies, procedures, and behaviour codes confidently and competently.
- recruiting and selecting staff and volunteers safely, and in line with our Safer Recruitment policy, ensuring all necessary checks are made.
- Recording, storing and using information professionally and securely, in line with data protection legislation and guidance.
- having a professional responsibility to share information with other relevant agencies, in order to safeguard children/pupils (as per the school's confidentiality policy)

- sharing information about safeguarding and good practice with children and their families via leaflets, posters, group work and one-to-one discussions.
- making sure that children, young people, and their families know where to go for help if they have a concern so they feel confident to seek support and their voice is actively sought.
- using our safeguarding and child protection procedures to share concerns and relevant information with agencies who need to know, and involving children, young people, parents, families, and carers appropriately.
- using our procedures to manage any allegations against staff and volunteers appropriately.
- ensuring that we have effective complaints and whistleblowing measures in place.
- creating and maintaining an anti-bullying environment and ensuring that we have a policy and procedure to help us deal effectively with any bullying that does arise.
- ensuring that we provide a safe physical environment for our children, young people, staff, and volunteers, by applying health and safety measures in accordance with the law and regulatory guidance, and our Health and Safety policy.

## Safeguarding definitions

“Safeguarding and promoting the welfare of children is defined for the purposes of this guidance as:

- providing help and support to meet the needs of children as soon as problems emerge
- protecting children from maltreatment, whether that is within or outside the home, including online
- preventing the impairment of children’s mental and physical health or development
- ensuring that children grow up in circumstances consistent with the provision of safe and effective care
- taking action to enable all children to have the best outcomes.”

Safeguarding is not just about protecting children from deliberate harm. It relates to aspects of school life including:

- Pupil’s health and safety
- The use of reasonable force
- Meeting the needs of pupils with medical conditions
- Providing first aid
- Educational visits
- Intimate care
- Internet or e-safety
- Appropriate arrangements to ensure school security, taking into account the local context.
- Mental health and well-being

It can involve a range of potential issues linked to abuse, neglect or exploitation:

- Bullying, including cyber bullying, sexist bullying (by text message, on social networking sites, and so on) and prejudice based bullying
- Racist, disability, and homophobic or transphobic abuse
- Radicalisation and extremist behaviour (which should be taken into consideration alongside other factors or contexts)
- Child sexual exploitation
- Child criminal exploitation
- Child on child Sexual Violence and Harassment
- Sexting/Youth Produced Imagery
- Substance misuse
- Issues that may be specific to local area or population, for example gang activity and youth violence
- Particular issues affecting children including domestic violence, sexual exploitation, female genital mutilation and forced marriage
- Unexplainable and/or persistent absences from education

This list is expanded within KCSIE Sept 2024 and local DSCP procedures detail specific areas of safeguarding. This setting complies with all statutory responsibilities.  
Doncaster Safeguarding Children Board Online Procedures ([proceduresonline.com](http://proceduresonline.com))

In addition, knowledge of Trauma and Adverse Child Experiences are demonstrated in safeguarding practice. More information around aspects of safeguarding and potential issues can be found within KCSIE 2024

## Terminology

**Child protection** is part of this definition and refers to activities undertaken to prevent children suffering, or being likely to suffer, significant harm.

**Abuse** is a form of maltreatment of a child and may involve inflicting harm or failing to act to prevent harm. Appendix 1 explains the different types of abuse.

**Neglect** is a form of abuse and is 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. Appendix 1 defines neglect in more detail.

**Sharing of nudes and semi-nudes** (also known as sexting or youth-produced sexual imagery) is where children share nude or semi-nude images, videos or live streams.

**Children** includes everyone under the age of 18.

The following 3 **safeguarding partners** are identified in Keeping Children Safe in Education (and defined in the Children Act 2004, as amended by chapter 2 of the Children and Social Work Act 2017). They will make arrangements to work together to safeguard and promote the welfare of local children, including identifying and responding to their needs:

- › The local authority (LA)
- › Integrated care boards (previously known as clinical commissioning groups) for an area within the LA
- › The chief officer of police for a police area in the LA area

**Victim** is a widely understood and recognised term, but we understand that not everyone who has been subjected to abuse considers themselves a victim, or would want to be described that way. When managing an incident, we will be prepared to use any term that the child involved feels most comfortable with.

**Alleged perpetrator(s)** and **perpetrator(s)** are widely used and recognised terms. However, we will think carefully about what terminology we use (especially in front of children) as, in some cases, abusive behaviour can be harmful to the perpetrator too. We will decide what's appropriate and which terms to use on a case-by-case basis.

**Designated Safeguarding Lead (DSL) and Deputy Designated Safeguarding Lead (DDSL)** - the named person for safeguarding in education establishments.

**LADO** – Local Authority Designated Officer – deals with any allegation against any member of staff in a public setting.

**DSCP** - Doncaster Safeguarding Children Partnership

**Staff** - all those working for or on behalf of the school/setting in either a paid or voluntary capacity.

**Child** - refers to all young people who have not yet reached the age of 18.

**Parent** - refers to birth parents and other adults who are in a parenting role – stepparents, foster parents, carers and adoptive parents.

## Section 2 Prevention

Our school will establish a **safeguarding culture** whereby:

- Children feel secure and confident to report any concerns they have in order to seek support.
- Staff have a mindset of 'it could happen here' so they remain alert, acting on concerns quickly.
- We work closely with our 3 external partners: the LA, Clinical Commissioning Group and Police.
- Children know who the adults in the school who they can approach if worried or in difficulty.
- The curriculum includes opportunities for PSHCE/RSE to equip children with the skills needed to stay safe. This includes our PREVENT duty.
- [Protecting children from radicalisation: the prevent duty - GOV.UK \(www.gov.uk\)](http://www.gov.uk)
- The curriculum material will help children develop realistic attitudes to their responsibilities in adult life.
- It will work in accordance with 'Working Together to Safeguard Children 2018' and will support the 'Doncaster Early Help Offer' and new Localities way of working to ensure children and young people receive the most appropriate referral and access provision.
- Whole school safeguarding training is delivered and all designated safeguarding leads/deputy safeguarding lead attend DSL network meetings, and other mandatory courses or additional training to retain their L3 certificate.
- Designated staff hold the DSCP L3 certificate and refresh every 2 years and will update their knowledge and skills at regular intervals, at least annually.
- We will work collaboratively with our Early Help Co-ordinators to improve outcomes for children and young people and will track the performance of students on CP or CIN plans regularly.
- We access the school nursing universal offer for all our children and young people.
- We keep our safeguarding training up to date, access DSCP training events on a regular basis, and understand the safeguarding requirements for Ofsted.
- All staff will undergo child protection training (including online safety, and an understanding of the expectations, roles and responsibilities in relation to filtering and monitoring and Prevent) that is regularly updated and considered as part of a whole school approach. They will receive regular child protection updates and will be familiar with the Safeguarding and Child Protection Policy.
- Parents, carers and families, teachers, staff and young people/agencies know how to raise any safeguarding concerns and we have a named designated/deputy safeguarding lead(s) on our senior leadership team.
- We have a clear complaints policy and all staff are aware of whistleblowing procedures and low-level concerns procedures.
- Recruitment follows all safer recruitment procedures to ensure staff are suitable to work with children.

### A Preventative Approach - curriculum

In order to prevent child-on-child abuse and address the wider societal factors that can influence behaviour, Ridgewood School will educate students about abuse, its forms and the importance of discussing any concerns and respecting others through the curriculum, assemblies and Lifeskills/PSHE lessons. The academy's preventative approach to education will also ensure that students are taught about safeguarding, including online safety, as part of a broad and balanced curriculum in Lifeskills/PSHE lessons, RHSE and group sessions. Such content will be age and stage of development specific, and tackle issues such as the following:

- Healthy relationships.
- Respectful behaviour.
- Gender roles, stereotyping and equality.
- Body confidence and self-esteem.
- Prejudiced behaviour.
- Boundaries and consent.
- Gambling and problematic gaming.
- How to recognise an abusive relationship (including coercive and controlling behaviours)
- That sexual violence and sexual harassment is always wrong.

- Addressing cultures of sexual harassment. Students will be allowed an open forum to talk about concerns and sexual behaviour which include the sharing of nudes and semi-nudes, and how to manage request or pressures to provide or forward such images.
- They are taught how to raise concerns and make a report, including concerns about their friends or peers, and how a report will be handled.
- Our online safety policy and remote learning policy both aim to prevent safeguarding from issues occurring.

## Equality statement

Leger Education Trust and Ridgewood School recognise that some children are particularly vulnerable, at increased risk of abuse and that additional barriers may exist for some children in respect of recognising or disclosing that they are suffering, or are at risk of suffering abuse. Ridgewood School has due regard for all children, extending an equal level of protection which is cognisant of a child's diverse circumstances and barriers they may face, and which reflects anti-discriminatory practice. We are particularly aware that the following children may be vulnerable:

- Children with special education needs and disabilities (SEND) and/or health conditions.
- Children with other protected characteristics (eg race, religion, gender) identification, sexuality) which might lead to them being discriminated against.
- Children who have English as an additional language.
- Children who are asylum seekers. Reviewed: August 2022 9
- Children who are young carers.
- Children known to be living in difficult situations (eg temporary accommodation or in households where there are issues such as substance abuse or domestic abuse).
- Children at risk of FGM, Forced Marriage, Exploitation or Radicalisation.
- Children who are at risk due to their own and/or a family member's mental health needs.
- Children who are looked after, previously looked after or otherwise have a social worker involved.
- Children who are missing from education.
- Children whose parent/carer has expressed an intention to remove them from school to be home educated.

## Section 3 Procedures/Roles and Responsibilities

Safeguarding and child protection is **everyone's responsibility**. We have a safeguarding culture across Ridgewood School. This policy applies to all staff, volunteers and governors in the school and is consistent with the procedures of the 3 safeguarding partners. Our policy and procedures also apply to extended school and off-site activities.

The school plays a crucial role in preventative education. This is in the context of a whole-school approach to preparing pupils for life in modern Britain, and a culture of zero tolerance of sexism, misogyny/misandry, homophobia, biphobia, transphobia and sexual violence/harassment. This will be underpinned by our:

- Behaviour policy
- Pastoral support system
- Planned programme of relationships, sex and health education (RSHE), which is inclusive and delivered regularly, tackling issues such as:
  - Healthy and respectful relationships
  - Boundaries and consent
  - Stereotyping, prejudice and equality
  - Body confidence and self-esteem
  - How to recognise an abusive relationship (including coercive and controlling behaviour)
  - The concepts of, and laws relating to, sexual consent, sexual exploitation, abuse, grooming, coercion, harassment, rape, domestic abuse, so-called honour-based violence such as forced marriage and FGM and how to access support
  - What constitutes sexual harassment and sexual violence and why they're always unacceptable

## Governors/Trustees responsibility

The Governing Body/Trustees fully recognises its responsibilities regarding safeguarding and promoting the welfare of children. The governing board has an overarching role in ensuring that policies, procedures and training in the school are effective and comply with the law at all times. There is a named safeguarding governor/trustee who will:

- Ensure that all staff have read at least part 1 of the new KCSIE statutory guidance **and** Annex B.
- Ensure that annex A of KCSIE, which is a condensed version of part 1, is provided for staff who do not work directly with children if the governing body/trustees think it will provide a better basis for those staff to promote the welfare of and safeguard children.
- Ensure the school has appropriate filtering and monitoring processes in place.
- Review the DfEs filtering and monitoring standards.
- Discuss with IT and service providers what needs to be done to support the school to meet those standards.
- Support the DSL in their role from the perspective of ensuring the allocation of funding and resource is sufficient to meet the current safeguarding and child protection activity.
- Along with the DSL, ensure that the Local Authority (LA) annual safeguarding audit (S175) is signed off by the governing body/trustees and submitted to the LA in a timely manner.
- Ensure that the governing body/trustees has child protection training on their strategic responsibilities to provide appropriate challenge and support for any action and to progress areas of weakness or development in the school/settings safeguarding arrangements.
- Ensure that all policies, procedures, and training in the school/setting are effective and comply with the law at all times in order for appropriate action to be taken in a timely manner to safeguard and promote children's welfare.
- Ensure that all governors/trustees receive appropriate safeguarding and child protection training at induction.
- Ensure that children are taught about how to keep themselves and others safe, including online.
- Where services or activities in school are provided separately by another body, we will seek assurance that the provider concerned has appropriate safeguarding and child protection policies and procedures in place. Any safeguarding incidents or allegations that occur when an individual or organisation uses the school's premises will be reported by school, following safeguarding policies and procedures, informing LADO where necessary.
- Ensure that external providers of activities within our school have the appropriate safeguarding arrangements in place which can be found here.
- As the chair of governors may be required to act as the 'case manager' in the event that an allegation of abuse is made against the headteacher, they receive training in managing allegations for this purpose.  
[Keeping children safe during community activities, after-school clubs and tuition: non-statutory guidance for providers running out-of-school settings - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/consultations/keeping-children-safe-during-community-activities-after-school-clubs-and-tuition-non-statutory-guidance-for-providers-running-out-of-school-settings)

## The Headteacher/Principal of Ridgewood School will:

- Ensure there is a named DSL, and DDSL, who has undertaken the appropriate training, has their DSL role in their job description as outlined in KCSIE 2024 and is given appropriate time to conduct their duties as required. Training of DDSL will be at the same level as the DSL.
- Recognise the role of the DSL and ensure supervision and ongoing training.
- Ensure every member of staff knows:
  - the name of the designated person and deputies and his/her role
  - that they have an individual responsibility for referring safeguarding and child protection concerns using the proper channels and in a timely manner
  - the definitions of abuse (physical, emotional, sexual and neglect)
  - understand the signs and indicators of abuse and understand the role of Early Help in supporting children and families.
- Ensure that members of staff are aware of the need to be vigilant in identifying signs of abuse at the earliest opportunity and know how to respond to and support a child/young person who may disclose abuse.

- Ensure that parents/carers understand the safeguarding responsibility of staff.
- Ensure that children/young people in our setting know the name of the DSL/DDSL and his/ her role.
- Ensure that relevant topics will be included within Relationships Education (for all primary pupils), and Relationships and Sex Education (for all secondary pupils) and Health Education (for all primary and secondary pupils). When teaching these subjects, we will have regard to the statutory guidance [Relationships and sex education \(RSE\) and health education - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/90121/Relationships_and_sex_education_(RSE)_and_health_education_-_GOV.UK.pdf) also see KCSIE 2024 for more information and further useful links to support the curriculum.
- Provide/arrange appropriate safeguarding training (including PREVENT and an understanding of the expectations, applicable roles and responsibilities in relation to filtering and monitoring) for all staff at the point of induction and on an annual basis thereafter. This will include sharing at least part 1 **and** appendix B of KCSIE at the point of induction and start of each academic year.
- Ensure all staff receive safeguarding and child protection updates throughout the year (for example, via e mail, e-bulletins, and staff meetings).
- For children/young people subject to a Child Protection Plan, in addition to normal procedures, we will notify the named social worker if:
  - we should have to suspend a child/young person either for a fixed term or permanently
  - there is an unexplained absence of more than two days duration
- work to develop effective links with relevant agencies and co-operate as required with their enquiries regarding child protection matters, including staff attendance at initial child protection case conferences (ICPCC's), core groups and child protection meetings.
- ensure written reports are provided for ICPCC's and child protection meetings in a timely manner
- keep records of any concerns about children/young people (noting the date, event and action taken) on CPOMS and tag in staff who will be part of the support offered.
- ensure all records are kept secure in locked locations and in compliance with the setting's Data Protection Policy.
- ensure policy and procedures are adhered to when dealing with allegations against staff including making a timely referral to the LADO when required. (Please see our Whistleblowing and Staff Discipline policies for additional information).
- The school/setting/DSL will liaise with the LADO/ Children's Services before investigating any allegation involving actual or suspected abuse of a child as soon as is practical and with all cases within 24 hours of disclosure and follow up referral in writing, using relevant contact pathways for the **MASH** (*Multi Agency Safeguarding Hub*), *which is Social Care and Early Help as one front door*.
- ensure referrals are made to the Disclosure and Barring Service where appropriate.
- ensure that we follow the Safer Recruitment legal requirements as set out in KCSIE 2024 and that appropriate staff are trained in Safer Recruitment. [Keeping children safe in education - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/90121/Keeping_children_safe_in_education_-_GOV.UK.pdf)
- All school/setting staff will pass any observations leading to suspicion of abuse, or information received about abuse, immediately to the Designated Safeguarding Lead or deputy Designated Safeguarding Lead.
- In the case of serious injury, risk of serious injury or allegation, the DSL will contact The Doncaster Children's Trust Multi Agency Safeguarding Hub immediately.
- If the allegation of abuse is against the deputy or designated safeguarding person, the Head Teacher will speak with the LADO to discuss the next steps.
- If the allegation is against the Head Teacher, the Chair of Governors should be contacted immediately and advice from the LADO and Doncaster Council Safeguarding Adviser sought within 24 hours. If the allegation is against both the Head Teacher and Chair of Governors, the LADO and Doncaster Council Safeguarding Adviser will be contacted. No member of staff will conduct their own investigation or pass on information to the alleged perpetrator.
- Where an allegation is identified as serious/high level, please see LADO information/DSCP procedures re protocol/thresholds and submit a referral asap.
- Allegations against people who work with children | Doncaster Safeguarding Children Partnership ([dscp.org.uk](https://dscp.org.uk))
- The emergency social services team should be contacted outside normal working hours 01302 796000.
- Inform shortlisted candidates that online searches may be done as part of pre-recruitment checks.

## The Designated Safeguarding Lead (DSL) and Deputy Designated Safeguarding Lead (DDSL) will:

- undertake the roles and responsibilities outlined in Annex C of KCSIE 2024.
- ensure each member of staff has access to and understands the setting's child protection policy and procedures.
- function as a source of support, advice and expertise for all staff.
- ensure staff are aware of training opportunities and the latest local policies on local safeguarding arrangements.
- function as a point of contact with the safeguarding partners, ensuring contact can be made during the school holidays.
- consult with staff on matters of safety and safeguarding and welfare.
- ensure this policy is reviewed annually (as a minimum) and the procedures and their implementation are updated and reviewed regularly, and work with the governing body/trustees regarding this.
- promote supportive engagement with parents and/or carers in safeguarding and promoting the welfare of children, including where families may be facing challenging circumstances.
- work with the headteacher/principal and relevant strategic leads, taking lead responsibility for promoting educational outcomes by knowing the welfare, safeguarding and child protection issues that children in need are experiencing, or have experienced, and identifying the impact that these issues might be having on children's attendance, engagement, and achievement. This includes:
  - ensuring that the setting knows who its cohort of children/young people who have or have had a social worker are, understanding their academic progress and attainment, and maintaining a culture of high aspirations for this cohort, and;
  - supporting teaching staff to provide additional academic support or reasonable adjustments to help children/young people who have or have had a social worker reach their potential, recognising that even when statutory social care intervention has ended, there is still a lasting impact on children's educational outcomes.
- Take lead responsibility for understanding the filtering and monitoring systems and processes in place to support online safety within the setting.

## Role and responsibility of all staff

It is the responsibility of every member of staff, including Trustees, governors, volunteers, temporary staff and regular visitors to Ridgewood School to ensure that they carry out the requirements of this policy and, at all times, work in a way that will safeguard and promote the welfare of all of the pupils.

**If a child is suffering or likely to suffer harm, or in immediate danger make a referral to children's social care and/or the police immediately if you believe a child is suffering or likely to suffer from harm, or is in immediate danger. Anyone can make a referral.**

**Tell the DSL as soon as possible if you make a referral directly.**

We all have the responsibility to provide a safe environment in which children and young people can learn. All staff are expected to:

- Foster a culture of safeguarding across the school by being vigilant and acting quickly.
- Read Part One and Annex B of Keeping Children Safe in Education 2024, confirm they understand and can apply the principles in everyday practice.
- Read the updated Child Protection and Safeguarding Policy, confirm they understand and can apply the principles in everyday practice.
- Sign a declaration at the beginning of each academic year to say that they have reviewed the guidance.
- Complete training, including online modules, as directed by the DSL; this includes further child protection training, adverse childhood experiences, harmful sexual behaviours, sexual violence and sexual harassment between children, online safety and PREVENT training.
- Receive and understand child protection and safeguarding updates which are delivered through a variety of mediums.
- Maintain an attitude of 'it could happen here' and act in the best interests of children. All staff will be aware of:

- **If you have a concern about a child when the DSL is unavailable, the DDSL should be contacted. If neither members of staff are available staff should contact the Headteacher or, where appropriate go directly to social services or the police. You can also seek advice at any time from the NSPCC helpline on 0808 800 5000.**
- Wider policies which support the Child Protection and Safeguarding which include, but are not limited to: - The Attendance Policy - The Behaviour and Anti-Bullying Policy – The Online Safety Policy - The Looked After and Previously Looked After Children Policy
- The identity of the Designated Safeguarding Lead (DSL) and Deputy Safeguarding Leads.
- The role of Early Help and being able to identify when children might benefit from intervention.
- Their role in pro-actively identifying emerging problems, exercising professional curiosity, knowing the procedures for reporting concerns and doing so promptly, and liaising with the safeguarding team in school and/or other professionals if required.
- How to refer concerns to the Local Authority Children’s Social Care and/or Police if a situation is deemed urgent, with the risk of serious harm to a child, and a member of the safeguarding team cannot be located and informing the DSL of these actions in retrospect.
- What to do if a child discloses they are being abused, neglected and/or exploited and of their statutory duty in respect of FGM.
- How to maintain appropriate levels of confidentiality when dealing with children at risk of or suffering harm.
- The signs of different types of abuse and neglect as well as specific safeguarding issues such as child-on-child abuse, child sexual exploitation, child criminal exploitation, risk of serious violent crime, honour-based abuse (HBA) including FGM and radicalisation.
- The potential impact of adverse childhood experiences on mental health and correlation with risk taking behaviour, and with domestic abuse and/or substance misuse in the home as well as poor parental/carer mental health.
- The risks associated with online technology including the consensual and non-consensual sharing of nudes, semi-nudes and/or sexually explicit videos by children.
- The risks associated with children missing education, or potentially being withdrawn from school by parents/carers for home education.
- The importance of reassuring victims that they are being taken seriously, that they have done the right thing in disclosing concerns and should never feel ashamed, and that they will be supported and kept safe. A victim of any form of abuse or neglect should never be given the impression that they are creating a problem by making a report.
- Be aware that some children may not feel ready, or know how to tell someone, that they are being abused, exploited or neglected and/or not recognise their experiences as harmful; this may be through feelings of embarrassment, humiliation or fear and reflect vulnerability, disability, sexual orientation and/or language barriers. Staff will non-the-less maintain professional curiosity and speak to the DSL if they have any concerns.
- The imperative of providing a safe space for children who are LGBTQ+ to share their concerns with a trusted adult

## **Making a referral**

If it is appropriate to refer the case to local authority children’s social care or the police, the DSL will make the referral or support you to do so.

If you make a referral directly, you must tell the DSL as soon as possible.

The local authority will make a decision within 1 working day of a referral about what course of action to take and will let the person who made the referral know the outcome. The DSL or person who made the referral must follow up with the local authority if this information is not made available, and ensure outcomes are properly recorded.

If the child’s situation does not seem to be improving after the referral, the DSL or person who made the referral must follow **local escalation procedures** to ensure their concerns have been addressed and that the child’s situation improves.

Escalate through Blind Management; for example. If there is a difference of professional opinion the issue must be escalated to the line manager of that person and must be challenged by them. The LA have a flow chart of actions to take

Local procedures for referral and escalation can be found on the following website address. A flow chart showing how to escalate professional differences can be found in appendix 3 at the end of this policy.

[https://doncasterscb.proceduresonline.com/p\\_resolving\\_prof\\_diff.html](https://doncasterscb.proceduresonline.com/p_resolving_prof_diff.html)

### **Pupils raising concerns themselves**

Pupils are encouraged to report any concerns or issues relating to themselves or their peers by having a very open safeguarding culture in school. They can do this by speaking to an adult; pupils are made aware of who the DSL and DDSL are, they have strong relationships with pastoral leaders so may choose to speak to them. If they feel more comfortable speaking to another member of staff that is encouraged but they are made aware that information will have to be shared with the DSL in order to support them.

Students can raise a concern about bullying through the school website, in the anti-bullying section, by completing a form with their name, e-mail address and details of the issue/concern. Pastoral/Safeguarding team check this daily.

Ridgewood School constantly reassures pupils that we will take them seriously, will listen and act swiftly to help them.

### **Child protection procedures (including Early Help)**

- If there are concerns that a child has experienced or is at risk of suffering significant harm, the DSL/DDSL will consult with Doncaster Children's Social Care, making an online referral or in an emergency, reporting to the police. <https://dscp.org.uk/report-concern>
- Staff will be alert to potential need for Early Help for pupils who have experienced multiple suspension, are at risk of being permanently excluded from schools, colleges and in Alternative Provision or a Pupil Referral Unit.
- Staff recognise that Early Help support for Children of all ages to improve a family's resilience and outcomes or to reduce the chance of a problem getting worse. This may also be part of a school's response to child on child sexual violence and/or sexual abuse.
- Parents/Carers can contact Children's Social Care on 01302 737777.
- For advice relating specifically to concerns around the mental health of a child/young person, advice can be provided by ringing the Mental Health Specialist Advice Line 01302 796191.
- All staff are aware of MASH (Multi-Agency Safeguarding Hub). The Early Help Enquiry through MASH has been established to improve communication, information sharing and to support more effective delivery of services where there is a need. All enquiries are triaged by a Social Worker, where threshold for Early Help is clear, contacts will be screened within the Early Help Hub, where threshold is unclear the MASH process will be used.
- All staff are aware that Early Help is not a service, but a way of thinking and working. It is a collaborative approach between services and families that provides support as soon as a need is identified. When a child or family is not achieving all outcomes within the Early Help Outcomes Framework, Early Help will be offered to support them to reach those outcomes.

[Early Help | Doncaster Safeguarding Children Partnership \(dscp.org.uk\)](https://dscp.org.uk)

Early help contact: 01302 734214

E mail [DSCP@doncaster.gov.uk](mailto:DSCP@doncaster.gov.uk)

- MASH is a multi-disciplinary team with two main functions:
  - Providing information, advice and guidance to professionals who have queries about children who may need a coordinated early help response or a social care response.
  - Screening all early help enquiry forms to ensure an appropriate level of response for the child and family.

The team is available from 8.30am to 5.00pm, Monday to Friday, and telephone messages will be responded to within one working day. Telephone: 01302 734110 for Early Help enquiries or for urgent social care enquiries 01302 737033.

Email: [ChildrenAssessmentService@doncaster.gov.uk](mailto:ChildrenAssessmentService@doncaster.gov.uk)

- The DSL/DDSL will act as Lead Professional where this is appropriate for the family.

## Information sharing, confidentiality and record keeping

All safeguarding incidents are recorded on our online CPOMS system and all related files/documents are also uploaded to the system. All safeguarding records that come into school in hard copy are kept in a safe place and uploaded to CPOMS at the earliest opportunity.

Ridgewood School understands that while the UK GDPR and the Data Protection Act (DPA) 2018 place a duty on schools to process personal information fairly and lawfully, they also allow information to be stored and shared for safeguarding purposes. Fears about sharing information must not be allowed to stand in the way of the need to promote the welfare, and protect the safety, of children. The DPA 2018 and UK GDPR do not prevent, or limit, the sharing of information for the purposes of keeping children safe. If staff need to share 'special category personal data', the DPA 2018 contains 'safeguarding of children and individuals at risk' as a processing condition that allows practitioners to share information without consent if it is not possible to gain consent, it cannot be reasonably expected that a practitioner gains consent, or if to gain consent would place a child at risk.

Staff will never promise a child that they will not tell anyone about a report of abuse, as this may not be in the child's best interests. The government's information sharing advice for safeguarding practitioners includes 7 'golden rules' for sharing information and will support staff who have to make decisions about sharing information. **If staff are in any doubt about sharing information, they should speak to the DSL or DDSL.** The DSL or DDSL will have due regard for the serious harms test when making decisions about information sharing.

If a victim asks the school not to tell anyone about the sexual violence or sexual harassment:

- There's no definitive answer, because even if a victim doesn't consent to sharing information, staff may still lawfully share it if there's another legal basis under the UK GDPR that applies
- The DSL will have to balance the victim's wishes against their duty to protect the victim and other children

The DSL should consider that:

- Parents or carers should normally be informed (unless this would put the victim at greater risk)
- The basic safeguarding principle is: if a child is at risk of harm, is in immediate danger, or has been harmed, a referral should be made to local authority children's social care
- Rape, assault by penetration and sexual assault are crimes. Where a report of rape, assault by penetration or sexual assault is made, this should be referred to the police. While the age of criminal responsibility is 10, if the alleged perpetrator is under 10, the starting principle of referring to the police remains

Regarding anonymity, all staff will:

- Be aware of anonymity, witness support and the criminal process in general where an allegation of sexual violence or sexual harassment is progressing through the criminal justice system
- Do all they reasonably can to protect the anonymity of any children involved in any report of sexual violence or sexual harassment, for example, carefully considering which staff should know about the report, and any support for children involved
- Consider the potential impact of social media in facilitating the spreading of rumours and exposing victims' identities

Further information can be seen in the policies below, that can be found on our website:

- Records Management
- Data Protection
- CCTV
- Biometrics
- Freedom of Information

[Useful link for Information sharing: advice for practitioners publishing.service.gov.uk](https://publishing.service.gov.uk)

## Staff training – Different types of abuse

Staff at academy have been made aware of the **4 categories of abuse (Physical, Emotional, Sexual and Neglect)** and receive regular training to refresh their knowledge about what constitutes each category and the indicators of each as well as reference to specific safeguarding local issues and guidance on how to follow up and what to do in specific circumstances.

## Section 4- Support for children Safeguarding Issues – including local issues and guidance

Staff are also made aware of specific safeguarding issues through regular training opportunities including online learning, staff briefings, INSET days, team meetings, bulletins and e mails. Staff are aware that any concerns must be raised with the DSL/DDSL and a written account that is factual and accurate, recorded on cPoms system or e mailed to the safeguarding team.

## Anti-Bullying including Child-on-Child abuse, Sexual Violence and Sexual Harassment

**Definition:** The different forms of child-on-child abuse is understood as but not limited to:

- Bullying (including cyberbullying, prejudice based and discriminatory bullying.
- Abuse in intimate personal relationships between children (sometimes known as 'teenage relationship abuse'.
- Physical abuse such as hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm (this may include an online element which facilitates, threatens and/or encourages physical abuse).
- Sexual violence, such as rape, assault by penetration and sexual assault; (this may include an online element which facilitates, threatens and/or encourages sexual violence).
- Sexual harassment, such as sexual comments, remarks, jokes and online sexual harassment, which may be standalone or part of a broader pattern of abuse.
- 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.
- Consensual and non-consensual sharing of nude and semi-nude images and/or videos (also known as sexting or youth produced sexual imagery).
- Upskirting, which typically involves taking a picture under a person's clothing without their permission, with the intention of viewing their genitals or buttocks to obtain sexual gratification, or cause the victim humiliation, distress or alarm, and
- 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 also include an online element).

At **Ridgewood School** we maintain an attitude of '**it could happen here**' and staff in our setting recognise that children and young people are capable of abusing other children and young people (including online). Our school has a **zero-tolerance approach to child-on-child abuse, sexual violence and sexual harassment. It should not be passed off as 'banter', just having a laugh', 'part of growing up' or 'boys being boys'. We recognise that even if there are there no reports, that doesn't mean that this kind of abuse isn't happening. We recognise that it is more likely that girls will be victims and boys perpetrators but all child-on-child abuse is unacceptable and will be taken seriously.** All our staff are clear about the policy and procedures regarding anti-bullying, child on child abuse, sexual violence and sexual harassment.

We have built a safeguarding culture in our school so that staff are aware of and follow the statutory guidance in KCSIE 2024 on how schools should respond to all signs, reports and concerns of child-on-child sexual violence and sexual harassment, including those that have happened outside of the school or college premises, and/or online (see appendix 1 – how to deal with concerns).

At Ridgewood School we do not accept bullying of any kind. In our academy we believe that everyone has a right to equal chances. Each student is valued and respected for who he/she is:

- We are a school where bullying is seen as unacceptable by all members of the school
- We will deal with it seriously and sensitively
- We will take appropriate action
- We will not tolerate bullying

We always ensure that recording systems have clear definitions assigned and clear analysis detailing the outcome of any reported incidents that are shared with senior leaders/governors.

Further information can be seen in the policies below, that can be found on our website:

- Behaviour, anti-bullying and exclusion policy
- Online safety
- SEND
- Relationships and Sex Education
- Complaints
- Lifeskills/PSHCE curriculum topics

Useful links

[Keeping children safe in education - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

[Working together to safeguard children - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

[What is sexual consent? | Rape Crisis England & Wales](#)

## **Child Exploitation (Child Criminal Exploitation and Child Sexual Exploitation)**

At Ridgewood School we recognise that child exploitation is a form of abuse. We understand that children/young people often trust their abuser and do not know that what is happening is wrong, or they feel they are unable to tell anyone due to fear, intimidation, and violence. We recognise that we all have a role to play to spot the signs and help keep children/young people safe. All our staff are clear about the signs to look for when considering CCE and CSE, about policy and procedures with regards to child exploitation and will report concerns to Doncaster Children's Social Care.

We are aware that the government is currently considering changes to legislation around reporting child sexual abuse (mandatory reporting duty) and, if these changes are approved, there will be legal implications for not reporting suspected cases of abuse. Our staff are fully aware that they **must** report any signs of possible sexual abuse to their DSL immediately and must always be alert to signs of child sexual abuse.

### **What is child sexual exploitation?**

**Definition** - Child sexual exploitation (CSE) is a form of child abuse. It happens when a young person is manipulated or forced, to take part in sexual activity. The abuser works hard to groom the young person – it might seem like a normal friendship or relationship to begin with – gaining their trust and then exploiting that trust for their own gain. It can happen online or offline, and without the young person being aware of it. It may also involve more than one abuser and a number of victims.

### **What is child criminal exploitation?**

The Home Office **definition** for CCE is:-

'Child Criminal Exploitation is common in county lines and occurs where an individual or group takes advantage of an imbalance of power to coerce, control, manipulate or deceive a child or young person under the age of 18. The victim may have been criminally exploited even if the activity appears consensual. Child Criminal Exploitation does not always involve physical contact; it can also occur through the use of technology'.

## **Indicators of involvement in child exploitation:**

- Acquisition of money, clothes, mobile phones etc without plausible explanation
- Gang-association and/or isolation from peers/social networks
- Exclusion or unexplained absences from school, college or work
- Leaving home/care without explanation and persistently going missing or returning late
- Excessive receipt of texts/phone calls
- Returning home under the influence of drugs/alcohol
- Inappropriate sexualised behaviour for age/sexually transmitted infections
- Evidence of/suspicious of physical or sexual assault
- Relationships with controlling or significantly older individuals or groups
- Multiple callers (unknown adults or peers)
- Frequenting areas known for sex work
- Concerning use of internet or other social media
- Increasing secretiveness around behaviours and
- Self-harm or significant changes in emotional well-being.

For more information follow the link to national guidance:

[Criminal Exploitation of children and vulnerable adults: County Lines guidance \(publishing.service.gov.uk\)](https://publishing.service.gov.uk)

### Useful links:

[Exploitation | Doncaster Safeguarding Children Partnership \(dscp.org.uk\)](https://dscp.org.uk)

[Child Sexual Exploitation \(proceduresonline.com\)](https://proceduresonline.com)

[Child Sexual Exploitation & How to Keep Your Child Safe | NSPCC](https://www.nspcc.org.uk)

[Child sexual exploitation - City of Doncaster Council](https://www.doncaster.gov.uk)

[Child exploitation disruption toolkit - GOV.UK \(www.gov.uk\)](https://www.gov.uk)

[Here to support young people. | DCST EPIC \(epicdoncaster.co.uk\)](https://epicdoncaster.co.uk)

[Stop child exploitation - SYP \(southyorks.police.uk\)](https://southyorks.police.uk)

In Doncaster, a Third-Party Intelligence Form (not a referral form) is in place. The DSL will complete this form and pass to the police should low level concerns emerge that may indicate CE.



Blank%20Third%20  
Party%20Report%20

Where child sexual exploitation or child criminal exploitation, or the risk of it, is suspected, frontline practitioners should complete a cause for concern form and pass onto the designated member of staff for child protection or contact the Child Exploitation Team. Education contacts are Carmel Bartlett and Jayne Pezzulo 01302 737200.

- The DSL should complete the CE checklist tool for partners and refer to the table at the end of the toolkit to help decide how to proceed. A copy of the completed toolkit must be kept in the child's child protection records for future reference
- If the child/young person already has an allocated social worker, the DSL must contact them (or their team manager) to discuss any concerns about child exploitation

Parents, Carers and Professionals can contact the general MASH contact number on 01302 737777.

Children giving evidence in court

## Supporting Children giving evidence in court

Children and the court system Children are sometimes required to give evidence in criminal courts, either for crimes committed against them or for crimes they have witnessed. There are two age appropriate guides to support children 5-11-year olds and 12-17 year olds available in KCSIE 2024.

## Sharing of nudes and semi-nudes ('sexting')

This is a suggested approach based on [guidance from the UK Council for Internet Safety](#) for [all staff](#) and for [DSLs and senior leaders](#).

### **Staff responsibilities when responding to an incident**

If you are made aware of an incident involving the consensual or non-consensual sharing of nude or semi-nude images/videos (also known as 'sexting' or 'youth produced sexual imagery'), you must report it to the DSL immediately.

You must **not**:

- View, copy, print, share, store or save the imagery yourself, or ask a pupil to share or download it (if you have already viewed the imagery by accident, you must report this to the DSL)
- Delete the imagery or ask the pupil to delete it
- Ask the pupil(s) who are involved in the incident to disclose information regarding the imagery (this is the DSL's responsibility)
- Share information about the incident with other members of staff, the pupil(s) it involves or their, or other, parents and/or carers
- Say or do anything to blame or shame any young people involved

You should explain that you need to report the incident, and reassure the pupil(s) that they will receive support and help from the DSL.

### **Initial review meeting**

Following a report of an incident, the DSL will hold an initial review meeting with appropriate school staff – this may include the staff member who reported the incident and the safeguarding or leadership team that deals with safeguarding concerns. This meeting will consider the initial evidence and aim to determine:

- Whether there is an immediate risk to pupil(s)
- If a referral needs to be made to the police and/or children's social care
- If it is necessary to view the image(s) in order to safeguard the young person (in most cases, images or videos should not be viewed)
- What further information is required to decide on the best response
- Whether the image(s) has been shared widely and via what services and/or platforms (this may be unknown)
- Whether immediate action should be taken to delete or remove images or videos from devices or online services
- Any relevant facts about the pupils involved which would influence risk assessment
- If there is a need to contact another school, college, setting or individual
- Whether to contact parents or carers of the pupils involved (in most cases parents/carers should be involved)

The DSL will make an immediate referral to police and/or children's social care if:

- The incident involves an adult
- There is reason to believe that a young person has been coerced, blackmailed or groomed, or if there are concerns about their capacity to consent (for example, owing to SEN)
- What the DSL knows about the images or videos suggests the content depicts sexual acts which are unusual for the young person's developmental stage, or are violent
- The imagery involves sexual acts and any pupil in the images or videos is under 13

- The DSL has reason to believe a pupil is at immediate risk of harm owing to the sharing of nudes and semi-nudes (for example, the young person is presenting as suicidal or self-harming)

If none of the above apply then the DSL, in consultation with the headteacher and other members of staff as appropriate, may decide to respond to the incident without involving the police or children's social care. The decision will be made and recorded in line with the procedures set out in this policy.

### **Further review by the DSL**

If at the initial review stage a decision has been made not to refer to police and/or children's social care, the DSL will conduct a further review to establish the facts and assess the risks.

They will hold interviews with the pupils involved (if appropriate).

If at any point in the process there is a concern that a pupil has been harmed or is at risk of harm, a referral will be made to children's social care and/or the police immediately.

### **Informing parents/carers**

The DSL will inform parents/carers at an early stage and keep them involved in the process, unless there is a good reason to believe that involving them would put the pupil at risk of harm.

### **Referring to the police**

If it is necessary to refer an incident to the police, this will be done by **ringing 101**

## **Child Victims of Trafficking and/or Modern-Day Slavery**

At Ridgewood School we recognise that 'Trafficking of persons' means the recruitment, transportation, transfer, harbouring or receipt of persons, by means of the threat or use of force or other forms of coercion, of abduction, of fraud, of deception, of the abuse of power or of a position of vulnerability or of the giving or receiving of payments or benefits to achieve the consent of a person having control over another person, for the purpose of exploitation.

'Modern slavery' is a form of organised crime in which individuals including children and young people are treated as commodities and exploited for criminal and financial gain. It encompasses human trafficking, slavery, servitude and forced labour.

Children of all ages are affected and can be trafficked into, within ('internal trafficking'), and out of the UK for many reasons and all forms of exploitation.

Parents, carers, or family members may exploit children and young people. Often the child or young person will not realise that family members are involved in the exploitation.

Modern slavery and trafficking are child abuse, and any potential victim of child trafficking or slavery, servitude, or forced or compulsory labour will immediately be referred to Children's Social care, as they may be suffering significant harm.

## **Children Absent from Education (CAE) and Children Missing Education (CME)**

At Ridgewood School we recognise that all children/young people, regardless of their circumstances, are entitled to an efficient, full-time education which is suitable to their age, ability, aptitude and any special educational needs they may have.

### **Definitions:**

- A child **absent from education** is a child who is on roll at a school, but is very regularly not attending.
- A child **missing education** is a child of compulsory school age who isn't on a school roll or being educated elsewhere.

We understand that if a child is absent from education or has unexplained and/or persistent absences from education, these are vital warning signs of safeguarding risks to a child. It could indicate that a child is;

- being abused
- being neglected
- subject to sexual or criminal exploitation

It might also indicate that a child has mental health problems, or is at risk of;

- substance abuse
- travelling to conflict zones
- female genital mutilation (FGM)
- honour-based abuse or forced marriage
- exploitation

Children who are persistently absent from school are more likely to need early help, and this includes children who are persistently absent for part of the school day. These children are more likely to become children missing education (i.e. not on any school roll).

There has been a significant increase in children absent from education since school closures during the COVID-19 pandemic – these are often referred to in the media as ‘ghost children’. They may have mental health issues that affect their ability to return to school, or their family circumstances may have changed, or they may have been groomed and exploited during the pandemic.

We therefore have robust unauthorised absence and children missing education procedures in place (as outlined in our Attendance policy)– so we can act early to keep children safe and to avoid them becoming CME in the future. We comply with our statutory duty to inform the Local Authority of any child/young person identified as CME following the DSCP procedures and statutory guidance outlined in children missing education – statutory guidance for local authorities 2016.

Further information can be seen in the policies below, that can be found on our website:

- Leger Trust Attendance policy (including coverage of CME and CAE)
- SEND policy

Useful links:

[Children Missing Education \(proceduresonline.com\)](http://proceduresonline.com)

[Children missing education - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

[CME Policy January 2020.doc \(live.com\)](http://live.com)

[Microsoft Word - CME Procedures June 2020 V2.docx \(windows.net\)](http://windows.net)

## **Elective Home Education (EHE)**

The overall aim is for all children and young people in Doncaster to have the opportunity to fulfil their potential through access to a suitable education appropriate to their age, ability, and aptitude (section 7, The Education Act, 1996)

At Ridgewood School we respect that parent’s may decide to educate their children/young people at home. When parents approach us to electively home educate we meet with the parents and explain the reasons why pupils benefit from being educated at school encouraging them to consider the decision to home educate very carefully before going ahead, particularly where a child has SEND needs, is vulnerable and/or has a social worker. We recognise that home education can mean some children are less visible to the services that are there to keep them safe and supported in line with their needs.

If we become concerned that a child/young person is suffering or is at risk of suffering significant harm, we will make a referral to Children’s Social Care.

Useful links

[Educating your child at home - City of Doncaster Council](http://City of Doncaster Council)

[EHE Policy January 2020.docx \(live.com\)](http://live.com)

Further information can be seen in the policy below, that can be found on our website:

- Attendance Policy

## Fabricated or Induced Illness

**Definition** - Fabricated or Induced Illness is a condition whereby a child suffers harm through the deliberate action of their main carer and which is attributed by the adult to another cause. It is a relatively rare but potentially lethal form of abuse.

Concerns will be raised for a small number of children when it is considered that the health or development of a child is likely to be significantly impaired or further impaired by the actions of a carer or carers having fabricated or induced illness.

Ridgewood School realises that it is important that the focus is on the outcomes or impact on the child's health and development and not initially on attempts to diagnose the parent or carer.

The range of symptoms and body systems involved in the spectrum of fabricated or induced illness are extremely wide.

Investigation of Fabricated and Induced Illness and assessment of significant harm to a child falls under statutory framework provided by Working Together to Safeguard Children and Safeguarding Children in whom illness is fabricated or induced (Supplementary guidance to Working Together to Safeguard Children) The DfE have provided additional guidance for schools. DSLs will liaise with professionals and follow DSCP agreed procedures. [https://doncasterscb.proceduresonline.com/p\\_fab\\_ind\\_illness.html](https://doncasterscb.proceduresonline.com/p_fab_ind_illness.html)

## Dangerous Dogs

At Ridgewood School we are aware of the Dangerous Dogs Practice Guidance and the definition of dangerous dogs as follows:

***The Dangerous Dogs Act (1991) prohibits persons from having in their possession or custody dogs belonging to types bred for fighting, enables restrictions to be imposed in relation to other types of dogs which present a serious danger to the public and makes further provision for securing that dogs are kept under proper control.***

More information can be found here - [Dangerous Dogs Practice Guidance \(proceduresonline.com\)](https://doncasterscb.proceduresonline.com/p_dangerous_dogs_practice_guidance.html)

At Ridgewood School any member of staff who becomes aware of a dog that could be prohibited or considered dangerous should use the **Assessing Dogs which may pose a risk to children checklist**.

[dogs\\_pose\\_risk\\_ch\\_risk\\_assess.docx \(live.com\)](#)

We will also collect the following information:

- The dog's name and breed;
- The owner's details;
- The reason for keeping the dog and information about other family members, particularly young children.

This information will then be shared with the Police and/or the Children's Social Care without delay.

Where there is a report of a child/young person having been injured by a dog (or exposed to the risk of injury/significant harm either directly due to the dog's behaviour or indirectly due to the dog's impact on hygiene in the home) a referral to Children's Social Care will be considered. In deciding whether to make a referral, consideration will be given to:

- The nature of the injuries;
- The circumstances of the attack / incident;

- Whether the parents or dog owner sought medical advice;
- Whether the dog has previously shown any aggression; and
- What action the pet owner has taken to prevent a recurrence of any attack.

If staff have reason to believe that a dog in the household is prohibited or presents a risk to a child/young person, the Police and/or Children's Social Care will be contacted immediately.

#### Useful links

[14865\\_proof\\_4LR\\_WEB.pdf \(bluecross.org.uk\)](#)

[Dog Help and Advice | Dogs Trust](#)

[Pet advice | Battersea Dogs & Cats Home](#)

[Safe and Sound Award Scheme | Dog training | The Kennel Club](#)

## **Domestic Abuse**

At Ridgewood School we recognise that prolonged or regular exposure to domestic abuse can have a serious impact on a child's/young person's development and emotional well-being, despite the best efforts of the non-abusing parent to protect the child. We therefore educate our pupils through our PSHE curriculum of what Domestic abuse is and where to go for help and support.

The Domestic Abuse Act 2021 defines domestic abusive behaviour of a person towards another person (including conduct directed at someone else, e.g. a person's child), where both are aged 16 or over and are personally connected. 'Abusive behaviour' includes physical or sexual abuse, violent or threatening behaviour, controlling or coercive behaviour, economic abuse, psychological and emotional abuse, or another form of abuse. This also includes children who see, hear or experience the effects of Domestic Abuse. Anyone can be a victim of domestic abuse, regardless of gender, age, ethnicity, socioeconomic status, sexuality or background, and domestic abuse can take place inside or outside of the home.

Domestic abuse impacts on children/young people in a number of ways. The impact of domestic abuse is likely to be exacerbated when combined with any form of substance misuse or mental ill health. Older children may also experience and/or be the perpetrators of domestic abuse and/or violence in their own personal relationships. This can include sexual harassment.

For children/young people living in situations of domestic abuse, the effects may also result in behavioural issues (including anti-social behaviour), absence from school, difficulties concentrating, lower school achievement, ill health, bullying, substance misuse, self-harm, running away, anti-social behaviour, depression and anxiety and physical injury.

At Ridgewood School if we become concerned that a child/young person is suffering or is at risk of suffering significant harm, we will make a referral to Children's Social Care. We will ensure that children/young people in our setting receive the appropriate support and will use the Domestic and Sexual Abuse Toolkit for Education to identify abuse and teach about healthy relationships.

We are aware of the MARAC (Multi Agency Risk Assessment Conference) process and work with the Local Authority to ensure relevant information is shared in respect of children in our school who are linked to those being discussed at the MARAC panel.

At Ridgewood School appropriate staff understand **Operation Encompass**, have accessed the appropriate training, and signed the agreement in order to receive notifications of domestic abuse. Staff are notified, not of the individual circumstances of the notification, but to keep a special eye on the students who may need additional support at that time.

#### Useful links

[Domestic Abuse - City of Doncaster Council](#)

[Domestic Abuse Protocol - City of Doncaster Council](#)

## Serious violence

Indicators which may signal that a child is at risk from, or involved with, serious violent crime may include:

- Increased absence from school
- Change in friendships or relationships with older individuals or groups
- Significant decline in performance
- Signs of self-harm or a significant change in wellbeing
- Signs of assault or unexplained injuries
- Unexplained gifts or new possessions (this could indicate that the child has been approached by, or is involved with, individuals associated with criminal networks or gangs and may be at risk of criminal exploitation (see above))

Risk factors which increase the likelihood of involvement in serious violence include:

- Being male
- Having been frequently absent or permanently excluded from school
- Having experienced child maltreatment
- Having been involved in offending, such as theft or robbery

Staff will be aware of these indicators and risk factors. If a member of staff has a concern about a pupil being involved in, or at risk of, serious violence, they will report this to the DSL.

## Substance Misuse

Ridgewood School behaviour policy incorporate the possession and or use of such drugs in school, during the school day or while travelling to/from school is inappropriate. The drugs/substances covered by this policy are not to be bought, sold or otherwise exchanged or brought onto school premises during the school day, or while pupils are on school visits. Individual exceptions may be made for pupils who require prescription medicines where appropriate. Our policy sets out the school's approach to NPS and volatile substances. Both pupils and staff are be aware of how these products are regarded and treated by the school.

Smoking and vaping is banned on school premises and grounds for all school events and activities before and after school, and includes signposting information for quit smoking support.

A programme of PSHE is delivered by staff who are trained to deliver the subject and have the knowledge, confidence and skills to deal with subject matter that can be sensitive and personal. Drugs, alcohol and tobacco education is a requirement as part of Health Education (Statutory from September 2020). We include evidenced based and quality marked content and resources. The Doncaster Public Health team collate quality assured resources for use in schools, links are available through the Doncaster Healthy Learning, Healthy Lives programme; [www.healthylearningdoncaster.co.uk](http://www.healthylearningdoncaster.co.uk)

The school keeps in tune with local issues relating to substance misuse, through participation and use of Pupil Lifestyle Survey data and any local campaigns.

The Governments 'Hidden Harm' reports (ACMD 2003, 2007) revealed the large numbers of children across the UK living with parents who misuse drugs – an estimated 200,000.

For some of these vulnerable children, attendance at school provides a respite from difficult home circumstances. For others, the consequences of family substance misuse include poor attendance, lack of progress with their education and failure to develop the necessary social and behavioural skills. This can be particularly difficult for children if they are also taking on a carer role for parents or siblings. Children can "act out", through challenging behaviour, or "act in", through withdrawal or self-harming behaviours, the distress that they are experiencing due to difficulties at home.

The DSL will refer any concerns to the Early Help Hub/MASH service and work with partner agencies and **Project 3** so children in these circumstances can be responded to appropriately.

Families where parents/carers drink problematically, use illicit drugs or misuse prescribed medication can still provide a safe, secure and supportive family environment for children. However, this is only the case when they are engaged and actively supported by specialist services. <https://www.aspire.community/>

Parental alcohol misuse (PAM) can negatively affect children's physical and mental health and other outcomes including educational attainment and behaviour. Effects can be acute when experienced in conjunction with other adverse experiences such as domestic abuse, marital conflict, and deprivation. PAM is also a common feature in child protection and care proceedings and places a considerable burden on social services.

It is estimated that 20% of dependent drinkers have a child living with them. In Doncaster that equates to over 800 children and if we include the parents who are drinking at very harmful levels but not dependent it will be many thousands of children adversely affected. It is therefore essential that the implications for each child in the family are carefully assessed and guidance followed as detailed in Neglect Strategy.

Further information can be seen in the policies below, that can be found on our website:

- Behaviour, anti-bullying and exclusions policy

Useful links:

Further support including guidance on developing or reviewing health and wellbeing policies is available from the public team by contacting PUBLIC HEALTH: [publichealthenquiries@doncaster.gov.uk](mailto:publichealthenquiries@doncaster.gov.uk) | Tel: 01302 734581 or [healthylearning@doncaster.gov.uk](mailto:healthylearning@doncaster.gov.uk)

Appropriate referrals will be made to Project 3 <https://www.rdash.nhs.uk/services/our-services/children-young-people-and-families-doncaster-community-integrated-services/project-3/> / school nursing and additional agencies, if required.

(<https://dscp.org.uk/professionals/neglect>)

## **So-called 'Honour Based Abuse (HBA)' (including FGM, breast ironing and forced marriage)**

**Definition** - So-called 'honour'-based abuse (HBA) encompasses incidents or crimes which have been committed to protect or defend the honour of the family and/or the community, including female genital mutilation (FGM), forced marriage, and practices such as breast ironing. Abuse committed in the context of preserving 'honour' often involves a wider network of family or community pressure and can include multiple perpetrators. We are mindful that it is important to be aware of this dynamic and additional risk factors when deciding what form of safeguarding action to take. All forms of HBA are abuse (regardless of the motivation) and will be handled and escalated as such. Professionals in all agencies, and individuals and groups in relevant communities, need to be alert to the possibility of a child being at risk of HBA, or already having suffered HBA.

At Ridgewood School we recognise that Honour based Abuse is a collection of practices, which are used to control behaviour within families or other social groups to protect perceived cultural and religious beliefs and/or honour. Such violence can occur when perpetrators perceive that a relative has shamed the family and / or community by breaking their honour code.

For young victims it is a form of child abuse and a serious abuse of human rights.

Staff who have a concern regarding a child who might be at risk of HBA or who has suffered from HBA, should speak to the designated safeguarding lead (or a deputy). As appropriate, the designated safeguarding lead (or a deputy) will activate local safeguarding procedures, using existing national and local protocols for multi-agency liaison with the police and local authority children's social care. Where FGM has taken place, since 31 October 2015 there has been a mandatory reporting duty placed on teachers that requires a different approach.

Any suspicion or disclosure of violence or abuse against a child in the name of honour will be referred to Children's Social Care.

Useful links:

[Tackling violence against women and girls strategy - GOV.UK \(www.gov.uk\)](https://www.gov.uk)

['Honour' Based Abuse \(proceduresonline.com\)](http://proceduresonline.com)

## Female Genital Mutilation (FGM) and Breast Ironing (or flattening)

**Definition:** Keeping Children Safe in Education explains that FGM comprises "all procedures involving partial or total removal of the external female genitalia, or other injury to the female genital organs".

FGM is illegal in the UK and a form of child abuse with long-lasting, harmful consequences. It is also known as 'female genital cutting', 'circumcision' or 'initiation'.

Possible indicators that a pupil has already been subjected to FGM, and factors that suggest a pupil may be at risk, are set out in appendix 4 of this policy.

**Any teacher** who either:

- Is informed by a girl under 18 that an act of FGM has been carried out on her; or
- Observes physical signs which appear to show that an act of FGM has been carried out on a girl under 18 and they have no reason to believe that the act was necessary for the girl's physical or mental health or for purposes connected with labour or birth

**Must immediately report this to the police, personally (101). This is a mandatory statutory duty, and teachers will face disciplinary sanctions for failing to meet it.**

Unless they have been specifically told not to disclose, they should also discuss the case with the DSL and involve children's social care as appropriate.

Any other member of staff who discovers that an act of FGM appears to have been carried out on a pupil under 18 must speak to the DSL and follow our local safeguarding procedures.

The duty for teachers mentioned above does not apply in cases where a pupil is *at risk* of FGM or FGM is suspected but is not known to have been carried out. Staff should not examine pupils.

**Any member of staff** who suspects a pupil is *at risk* of FGM or suspects that FGM has been carried out or discovers that a pupil **aged 18 or over** appears to have been a victim of FGM should **speak to the DSL** and follow our local safeguarding procedures.

**This does not replace safeguarding children actions, therefore a referral will also be made to Children's Social Care.**

At Ridgewood School all staff have received FGM awareness training as part of the whole school safeguarding training that outlines the indicators that FGM have taken place or that there may be a possibility that it will. The summer holidays are when this is most likely to occur. Staff should look out for requests for extended holidays, or mention of a 'special' trip or a 'special ceremony' to become a woman (girl's friends may talk about this)– these can be signs that a girl is going to be a victim of FGM. Our staff have been trained to report things like this, in order to take action to prevent the girl becoming a victim as well as to support girls who have already been subjected to FGM. We also recognise that Breast Flattening is child abuse, illegal and as with female genital mutilation it is pre-pubescent girls that are most at risk.

Useful links

[Female Genital Mutilation \(FGM\) \(proceduresonline.com\)](http://proceduresonline.com)

[Mandatory reporting of female genital mutilation: procedural information - GOV.UK \(www.gov.uk\)](https://www.gov.uk)

[Female Genital Mutilation - Prevent & Protect | NSPCC](https://www.nspcc.org.uk)

<https://safeguardinghub.co.uk/breast-ironing-a-guide/>

## Forced Marriage

At Ridgewood School we recognise that, in a forced marriage, one or both spouses do not consent to the arrangement of the marriage and some elements of duress are involved. Duress can include physical, psychological, financial, sexual, and emotional pressure. Forced Marriage is an abuse of human rights and, where a child is involved, an abuse of the rights of the child.

Where there are concerns about the welfare or safety of a child/young person, we will report this immediately to Children's Social Care.

### Useful links

[Forced Marriage \(proceduresonline.com\)](https://proceduresonline.com)

[HM Government Multi-agency practice guidelines: Handling cases of Forced Marriage \(publishing.service.gov.uk\)](https://publishing.service.gov.uk)

**Definition** - Forced marriage Forcing a person into a 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 perpetrators use perceived cultural practices to coerce a person into marriage.

We can play an important role in safeguarding children from forced marriage. Should we suspect a child has been subjected to Forced Marriage we will report this immediately to Children's Social Care and refer to the Multi-agency practice guidelines below. We also educate our children on 'the right to choose.' Since February 2023 it has also been a crime to carry out any conduct whose purpose is to cause a child to marry before their eighteenth birthday, even if violence, 153 Section 5B(6) of the Female Genital Mutilation Act 2003 states teachers need not report a case to the police if they have reason to believe that another teacher has already reported the case. 156 threats or another form of coercion are not used. As with the existing forced marriage law, this applies to non-binding, unofficial 'marriages' as well as legal marriages.

## Online Safety

It is essential that children are safeguarded from potentially harmful and inappropriate online material. We protect and educate pupils, students, and staff in their use of technology and establish mechanisms to identify, intervene in, and escalate any concerns where appropriate.

Our approach to **online safety and the use of mobile phones** is based on the four areas of risk (the 4Cs):  
**content:** being exposed to illegal, inappropriate, or harmful content, for example: pornography, fake news, racism, misogyny, self-harm, suicide, anti-Semitism, radicalisation, and extremism.

**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

**conduct:** 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

**commerce:** risks such as online gambling, inappropriate advertising, phishing and or financial scams. If we feel our pupils, students or staff are at risk, we will follow our normal safeguarding procedures and report it to the Anti-Phishing Working Group (<https://apwg.org/>).

At Ridgewood School we ensure online safety is a running and is an interrelated theme throughout whole school approach to safeguarding and related policies and procedures. This includes considering how online safety is reflected, as required, in all relevant policies and considering online safety whilst planning the curriculum, any teacher training, the role and responsibilities of the designated safeguarding lead (and deputies) and any parental engagement.

At Ridgewood School and Leger Education Trust we recognise that today's students are growing up in an increasingly complex world, living their lives seamlessly on and offline. This presents many positive and exciting

opportunities, but also challenges and risks. The Academy/Trust online safety policy and day-to-day online e-safety procedures have due regard to the most recent DfE non-statutory guidance entitled 'Teaching online safety in school' (June 2019). This helps teach our students how to stay safe online, within both new and existing school subjects (including Relationships Education, Relationships and Sex Education, Health Education, Citizenship and Computing). We teach students about the underpinning knowledge and behaviours that can help them to navigate the online world safely and confidently regardless of the device, platform or app. At our Academy, we understand the responsibility to educate our students about all online safety issues; teaching them the appropriate behaviours and critical thinking skills to enable them to remain both safe and legal when using the internet and related technologies, in and beyond the context of the classroom.

This includes:

- The safe use of social media, mobile technology, the internet and other technology.
- Keeping personal information private.
- How to recognise unacceptable behaviour online.
- How to report any incidents of cyber-bullying, ensuring pupils are encouraged to do so, including where they are a witness rather than a victim.

Ridgewood School provides training for staff, as part of their induction, on safe internet use and online safeguarding issues including cyber-bullying and the risks of online radicalisation. This is regularly refreshed for all staff. All staff are aware of the Online Safety Policy which can be found on our website, and **restrictions to using their own personal phones** during the school day and will not take pictures or recordings of children on their personal phones or cameras. The Policy also outlines sanctions for staff where the policy is not adhered to. The Academy Behaviour Policy also makes it clear that children are not permitted to use their personal phones while on the academy site and outlines related sanctions if a student is in breach of this, or in breach of the acceptable use of the academy's ICT systems or use of the internet. The Behaviour Policy also outlines the DfE's guidance on searching, screening and confiscation making it clear that staff have the power to search student's phones.

The academy ensures that robust **filtering and monitoring systems** to limit student's exposure to the four categories of risk as outlined above from the academy's IT systems. However, it also ensures that these systems do not cause 'over-blocking' which may lead to unreasonable restrictions as to what students can be taught online. The Trust conducts an annual review of the schools approach to online safety including a risk assessment which considers and reflects risks faced by our school community.

Ridgewood School aim to educate and reinforce the importance of online safety to parents and carers via our website, communications sent directly to them and during parents' evenings. We also ensure our safeguarding arrangements, including key personnel, are known so that parents and carers know how to raise concerns about online safety.

In the event of any remote education, parents and carers will be made aware of what we ask students to do online (e.g. sites they need to visit or who from the academy they'll be interacting with online). Ridgewood School will keep in regular contact with parents and carers; this will include reinforcing the need to keep children safe online and to provide information about the filtering and monitoring systems the Academy has in place.

We have an Online Safety Policy, which can be found out our academy website; all members of the school community are required to sign an agreement regarding the acceptable use of the internet in school, use of the academy's ICT systems and use of their mobile and smart technology.

Photographs and videos of students will be carefully planned before any activity with particular regard to consent and adhering to the Trust Data Protection Policy. The DPO will oversee the planning of any events where photographs and videos will be taken.

Please see additional information about online safety links below, in the filtering and monitoring section.

## Artificial intelligence (AI)

Generative artificial intelligence (AI) tools are now widespread and easy to access. Staff, pupils and parents/carers may be familiar with generative chatbots such as ChatGPT and Google Bard.

Ridgewood School recognises that AI has many uses, including enhancing teaching and learning, and in helping to protect and safeguard pupils. However, AI may also have the potential to facilitate abuse (e.g. bullying and grooming) and/or expose pupils to harmful content. For example, in the form of 'deepfakes', where AI is used to create images, audio or video hoaxes that look real.

Ridgewood School will treat any use of AI to access harmful content or bully pupils in line with this policy and our Behaviour, anti-bullying and exclusions policy.

Staff should be aware of the risks of using AI tools whilst they are still being developed and should carry out risk assessments for any new AI tool being used by the school.

## Filtering and monitoring

At Ridgewood School we will ensure that in accordance with KCSIE 2024 appropriate filters and monitoring systems are in place and regularly reviewed to protect children/young people when they are online in school. We will follow the guidance in KCSIE 2024 and ensure that all staff will receive training on the expectations, applicable roles and responsibilities in relation to filtering and monitoring on school devices and networks. With support from the Governors/Trustees and Senior Leadership Team, the DSL will take responsibility for understanding the filtering and monitoring systems and processes in place.

[Keeping children safe in education - GOV.UK \(www.gov.uk\)](https://www.gov.uk/keeping-children-safe-in-education)

At Ridgewood School we will adhere to the filtering and monitoring standards set by The Department for Education. [Meeting digital and technology standards in schools and colleges - Filtering and monitoring standards for schools and colleges - Guidance - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/meeting-digital-and-technology-standards-in-schools-and-colleges-filtering-and-monitoring-standards-for-schools-and-colleges)

- identify and assign roles and responsibilities to manage filtering and monitoring systems.
- review filtering and monitoring provision at least annually.
- block harmful and inappropriate content without unreasonably impacting teaching and learning.
- have effective monitoring strategies in place that meet their safeguarding needs

In our academy the responsibilities associated with filtering and monitoring are as follows:

- The DSL takes the lead responsibility for filtering and monitoring reports and any safeguarding concerns that appear.
- The Senior Leadership team make sure that staff understand their roles, review the effectiveness of our systems and oversee reports.
- Our Leger IT team have technical responsibility for maintaining and managing our system.

We have the appropriate level of security protection procedures in place in order to safeguard our systems, staff and learners and review the effectiveness of these procedures periodically to keep up with evolving cyber-crime technologies. Guidance on e-security is available from the [National Education Network](https://www.ned.ac.uk/).

If there are any immediate safeguarding concerns in respect of online usage, the DSL will follow the appropriate safeguarding procedures.

Please see other policies linked to Online Safety below which are available on our website:

- Leger Trust online safety policy
- Curriculum policy
- Acceptable use policy
- Bring Your Own Device policy
- Behaviour, anti-bullying and exclusions policy
- Remote learning policy
- Staff code of conduct
- Staff Discipline policy

Useful links and website references:

[Appropriate Filtering and Monitoring - UK Safer Internet Centre](#)

<https://www.nen.gov.uk/>

[Meeting digital and technology standards in schools and colleges - Cyber security standards for schools and colleges - Guidance - GOV.UK \(www.gov.uk\)](#)

[Cyber security training for school staff - NCSC.GOV.UK](#)

[Protecting children from online abuse | NSPCC Learning](#)

[Teaching online safety in school June 2019](#)

## **Operation to support Afghan and Ukrainian arrivals in the UK**

DSLs will consult with appropriate professionals regarding Afghan and Ukrainian arrivals following guidance, which can be found at:

[Education and childcare: Homes for Ukraine - GOV.UK \(www.gov.uk\)](#)

For more information about supporting Ukrainian arrivals in the UK:

[Situation in Ukraine: Information for guests, sponsors and families - City of Doncaster Council](#)

Our academy will:

- Provide bilingual support to enable children to access the full curriculum where possible.
- Provide pastoral care for those children who need it.
- Provide a Key Person in school who will liaise with families and their sponsors as required.
- Be aware of vulnerabilities for the children and seek advice where needed.

## **Homelessness**

Being homeless or being at risk of becoming homeless presents a real risk to a child's welfare.

The DSL and DDSL will be aware of contact details and referral routes in to the local housing authority so they can raise/progress concerns at the earliest opportunity (where appropriate and in accordance with local procedures).

Where a child has been harmed or is at risk of harm, the DSL will also make a referral to children's social care

## **Power to Search – searching, screening and confiscation**

At Ridgewood School we recognise that children/young people may bring prohibited items onto the school site. To ensure the safety of all children/young people and staff on site, Headteachers and staff authorised by them, have a statutory power to search pupils or their possessions, without consent, where they have reasonable grounds for suspecting that the pupil may have a prohibited item. School staff can also search a pupil for any item if the pupil agrees.

Prohibited items are:

- knives or weapons
- alcohol
- illegal drugs
- stolen items
- tobacco and cigarette papers
- fireworks
- pornographic images
- any article that is suspected to have been used or is likely to be used to commit an offence, or to cause personal injury to or damage to the property of any person
- banned items

School staff can seize any prohibited item found as a result of a search. They can also seize any item they consider harmful or detrimental to school discipline.

Where there are safeguarding concerns, staff will follow the appropriate safeguarding procedures and where required will call the police.

Further information can be seen in the policies below, that can be found on our website:

- Behaviour, anti-bullying and exclusions policy

Useful Links

[Searching, screening and confiscation at school - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

## Prevent

At Ridgewood School we recognise that all schools and colleges are subject to a duty under section 26 of the Counter Terrorism and Security Act 2015 (the CTSA 2015), in the exercise of their functions, to have “due regard to the need to prevent people from being drawn into terrorism”. This duty is known as the Prevent duty. The academy understands the following definitions:

- **Extremism** refers to the vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty, and the mutual respect and tolerance of different faiths and beliefs. Extremism also includes calling for the death of members of the armed forces.
- **Radicalisation** refers to the process by which a person comes to support terrorism and extremist ideologies associated with terrorist groups.
- **Terrorism** refers to an action that endangers or causes serious violence to a person or people, serious damage to property, or seriously interferes with or disrupts an electronic system. The use or threat of these actions must be designed to influence the government or intimidate the public and be made for the purpose of advancing a political, religious or ideological cause.

Possible signs of radicalisation may include:

- Refusal to engage with, or becoming abusive to, peers who are different from themselves
- Becoming susceptible to conspiracy theories and feelings of persecution
- Changes in friendship groups and appearance
- Rejecting activities they used to enjoy
- Converting to a new religion
- Isolating themselves from family and friends
- Talking as if from a scripted speech
- An unwillingness or inability to discuss their views
- A sudden disrespectful attitude towards others
- Increased levels of anger
- Increased secretiveness, especially around internet use
- Expressions of sympathy for extremist ideologies and groups, or justification of their actions
- Accessing extremist material online, including on Facebook or Twitter
- Possessing extremist literature
- Being in contact with extremist recruiters and joining, or seeking to join, extremist organisations

### **If you have concerns about extremism**

**If a child is not suffering or likely to suffer from harm, or in immediate danger, where possible speak to the DSL first to agree a course of action.**

**If in exceptional circumstances the DSL is not available**, this should not delay appropriate action being taken. **Speak to a member of the senior leadership team** and/or seek advice from local authority children’s social care. **Make a referral to local authority children’s social care directly**, if appropriate – **see making a referral below**. Inform the DSL or deputy as soon as practically possible after the referral.

Where there is a concern, the DSL will consider the level of risk and decide which agency to make a referral to. This could include [Channel](#), the government’s programme for identifying and supporting individuals at risk of being drawn into terrorism, or the local authority children’s social care team.

The DfE also has a dedicated telephone helpline, 020 7340 7264, which school staff and governors can call to raise concerns about extremism with respect to a pupil. You can also email [counter.extremism@education.gov.uk](mailto:counter.extremism@education.gov.uk). Note that this is not for use in emergency situations.

In an emergency, call 999 or the confidential anti-terrorist hotline on 0800 789 321 if you:

- › Think someone is in immediate danger
- › Think someone may be planning to travel to join an extremist group
- › See or hear something that may be terrorist-related

All DSL/DDSL and Senior Leaders at Ridgewood School have familiarised themselves with [Prevent duty guidance: for further education institutions in England and Wales - GOV.UK \(www.gov.uk\)](http://www.gov.uk) and are aware of local procedures for making a referral.

All staff are trained and know how to recognise and respond to any behaviour that could link to radicalisation/extremism. Any concerns will be reported using the appropriate safeguarding procedures. If travel abroad is a suspected/immediate threat, staff are aware to call 999/MASH one front door service.

In addition, the following advice is available.

Anti-terrorist hotline 0800789321.

DfE and

ACT (Action Counters Terrorism)

NSPCC

Educate against Hate

For safeguarding local advice **SY Police Prevent Team** are the first point of contact:

Tel. 0114 2523217 or 101

Email [Prevent@southyorks.pnn.police.uk](mailto:Prevent@southyorks.pnn.police.uk)

Report extremist material online [www.gov.uk/report-terrorism](http://www.gov.uk/report-terrorism)

More information can be found on this leaflet:

Prevent leaflet ([sheffield.gov.uk](http://sheffield.gov.uk))

### **A referral form can also be completed.**

Effective early help relies on all staff to be vigilant and aware of the nature of the risk for children and young people and what support may be available. Our school will ensure that all staff undertake Prevent awareness training.

Staff are aware of the PREVENT agenda and understand the Doncaster **Channel Process**.

The school has undertaken a prevent self-assessment and all staff are aware of spotting the signs.

- The school PSHCE curriculum explores shared values and beliefs.
- The school includes Educate Against Hate <http://www.educateagainsthate.com/>
- School leaders have completed a PREVENT self-assessment (see PREVENT Enable Audit)
- The designated safeguarding lead will access/has accessed Home Office approved WRAP training – workshop to raise awareness of prevent.
- In addition the setting we have identified staff to attend free Home Office Prevent On -Line Learning courses detailed in KCSIE (3 modules are available)
- All staff access basic Prevent Awareness Training
- Young people and parents/carers understand how to report terrorist and/or extremist, illegal or harmful information.

Useful links

<http://www.elearning.prevent.homeoffice.gov.uk/>

<https://www.elearning.prevent.homeoffice.gov.uk/preventreferrals>  
[https://www.elearning.prevent.homeoffice.gov.uk/channel\\_awareness/01-welcome.html](https://www.elearning.prevent.homeoffice.gov.uk/channel_awareness/01-welcome.html)  
<https://educateagainsthate.com/>  
<http://preventforfeandtraining.org.uk/>

## Supporting children/young people at risk SEND

At Ridgewood School we recognise that both children's mental and physical health are relevant to safeguarding. Staff should consider when mental health issues might become a safeguarding concern.

We also recognise the additional safeguarding challenges **SEND children** can face and the potential barriers to identifying abuse and neglect in this group of children. This might include:

- assumptions that indicators of abuse such as behaviour, mood and injury relate to the child's disability without further exploration;
- the potential for children with SEND being disproportionately impacted by behaviours such as bullying, without outwardly showing any signs
- communication barriers and difficulties in overcoming these barriers
- cognitive understanding of what is fact and fiction.

We have a trained team of SEND and pastoral professionals to support SEND students. We also have a SEND support area focussing on individual needs where students may spend time out of lessons or during transition times to access additional support. Any form of abuse involving SEND students will require close liaison between the DSL/DDSL and the SENDCo.

Further information can be seen in the policies below, that can be found on our website:

- Mental health area of our website
- SEND policy
- Behaviour, anti-bullying and exclusions policy

Useful links:

[SEND Code of Practice](#)

[Supporting Pupils at School with Medical Conditions.](#)

[SENDIASS offer information, advice and support for parents and carers of children and young people with SEND](#)  
[Mencap - Represents people with learning disabilities, with specific advice and information for people who work with children and young people](#)

## Supporting children/young people at risk Mental Health and Wellbeing

All staff are aware that mental health problems can, in some cases, be an indicator that a child has suffered or is at risk of suffering abuse, neglect or exploitation. Staff understand that while only appropriately trained professionals should attempt to make a diagnosis of a mental health problem, and they should not attempt to do this themselves, they are nonetheless well placed to observe children day-to-day and identify those students whose behaviour suggests that they may be experiencing a mental health problem or be at risk of developing one. Where children have suffered abuse and neglect, or other potentially traumatic adverse childhood experiences, this can have a lasting impact throughout childhood, adolescence and into adulthood. The Academy recognises it is imperative that staff are aware of how these children's experiences can impact on their mental health, behaviour and education.

We recognise that we need to be proactive to support their students' learning and wellbeing. Many of the young people who attend our academies come from disadvantaged areas, and this means that students face a diverse range of social pressures and concerns. In addition, those who have been excluded from school are at increased

risk of mental health issues. We, therefore, have the following things in place to support our children who have mental health and wellbeing needs:

- Leger multi-academy trust has trained staff members as **Youth Mental Health First Aiders** alongside the roll-out of our student-led mental health curriculum, 'Hearts plus Minds'. By introducing this training, we wanted to give every member of staff the skills to respond calmly and compassionately, to guide pupils towards the appropriate support to help them recover and thrive.
- All schools have a trained **Mental Health Lead**.
- If staff have a mental health concern about a child that is also a safeguarding concern, they will notify the DSL or Deputy DSL of their concerns without delay.
- Students have access to in-school Counsellors who are fully qualified, fully insured and work with a Person-Centred approach. Ridgewood School Counsellors are all registered members of the British Association of Counsellors and Psychotherapists. They are there to help pupils understand themselves better with a focus on anxiety, depression, stress, loss and bereavement, relationship issues, low confidence and low self-esteem.
- Access/referral to **Child and Mental Health Services** (CAMHS) service for more serious cases.
- Access to the **School Nursing Services**. This service offers guidance and support by signposting to specialist practitioners for care planning advice, can support with general wellbeing advice, lifestyle choices, CSE, domestic abuse, FGM, childhood illnesses and support with managing medicines and health care plans/allergies.
- Fortnightly School Nursing Service drop ins for confidential health clinics.

Useful links:

Wellbeing policy can be found on our website

[Mental Health and Wellbeing provision in schools.gov.uk](https://www.gov.uk/mental-health-and-wellbeing-provision-in-schools)

School nursing service tel: Tel 07917 031 887

## Children in Care (CIC)

At Ridgewood School we recognise that children in care are likely to have experienced some form of abuse, neglect, or trauma prior to entering care and be living with those consequences.

Children in care are given the highest priority within school admission arrangements and we are guided by the requirements set out in the school admissions code [School admissions code - GOV.UK \(www.gov.uk\)](https://www.gov.uk/school-admissions-code)

At Ridgewood School we have a Designated Teacher (DT) who is responsible for championing the needs of children in care in our school (**Mr Ed Ball**).

Further information can be seen in the policies below, that can be found on our website:

- Children in Care (LAC) policy

## Supporting children/young people at risk - Racist Incidents/ Homophobic/ Bi-Phobic / Trans-Phobic Language /Equality Act 2010 protected characteristics

### Hate crime

- Our policy on Equality, Inclusion and Diversity and our Public Sector Equality Duty (PSED) duty (**school to adapt**) includes racist incidents and is set out separately, and acknowledges that repeated racist incidents or a single serious incident may lead to consideration under child protection procedures. We keep a record of racist incidents and incidents reportable under the Equality Act 2010.
- (**Schools to amend accordingly**) we use a reporting system to record any incidents in line with the latest DfE guidance.
- The DSL understands how to report Hate Crime [Report hate crime - GOV.UK \(www.gov.uk\)](https://www.gov.uk/report-hate-crime) and where to find appropriate support for both the victims and perpetrators for e.g. support and guidance can be found through the NSPCC [Helping Children Deal with Bullying & Cyberbullying | NSPCC](https://www.nspcc.org.uk/helping-children-deal-with-bullying-cyberbullying)

## **Supporting children/young people at risk LGBTQ+ and Trans Young people support**

At Ridgewood School the DSL understands how to support young people and families to access LGBTQ+ support through family and Youth Hubs. Young people requiring additional support may access CAMHS provision or School Nursing services.

For details of the Youth Group, please email:

[LGBTQenquiries@doncaster.gov.uk](mailto:LGBTQenquiries@doncaster.gov.uk)

The school curriculum reflects opportunity to explore differences and celebrate diversity and has resources as listed on the Stonewall website. We provide high quality education to our students to ensure that they are aware of LGBTQ+ and how important it is for all individuals to be treated with respect at all times. We also have drop-in sessions for children requiring additional support.

Additional information about our curriculum and policies can be found on our website:

- Life skills/PSHE curriculum offer
- Equality policy
- Equality objectives
- Behaviour, anti-bullying and exclusions
- Relationships and Sex Education

Ridgewood School plays a vital role in supporting LGBTQ+ children and young people. We create an inclusive environment where all learners feel welcome and valued.

- The fact that a child or young person may be LGBTQ+ is not in itself an inherent risk factor for harm. However, children who are LGBTQ+ can be targeted by other children. In some cases, a child who is perceived by other children to be LGBTQ+ (whether they are or not) can be just as vulnerable as children who identify as LGBTQ+
- Risks can be compounded where children who are LGBTQ+ lack a trusted adult with whom they can be open. It is therefore vital that staff endeavour to reduce the additional barriers faced and provide a safe space for them to speak out or share their concerns with members of staff.
- LGBTQ+ inclusion is part of the statutory Relationships Education, Relationship and Sex Education and Health Education curriculum and our school/setting will access the range of support available to help counter homophobic, biphobic and transphobic bullying and abuse.

Stonewall also has guidance for schools and settings on supporting LGBTQ+ children and young people. The school will continue to work in partnership with families and agencies to ensure all children and young people feel supported and our LGBTQ+ community feel safe.

Useful links

[Schools & colleges | Stonewall](#)

[Relationships and sex education \(RSE\) and health education - GOV.UK \(www.gov.uk\)](#)

## **Supporting students at risk – students with a social worker**

Pupils may need a social worker due to safeguarding or welfare needs. We recognise that a child's experiences of adversity and trauma can leave them vulnerable to further harm as well as potentially creating barriers to attendance, learning, behaviour and mental health.

The DSL and all members of staff will work with and support social workers to help protect vulnerable children.

Where we are aware that a pupil has a social worker, the DSL will always consider this fact to ensure any decisions are made in the best interests of the pupil's safety, welfare and educational outcomes. For example, it will inform decisions about:

- Responding to unauthorised absence or missing education or exclusions, where there are known safeguarding risks.
- The provision of pastoral and/or academic support

## Supporting children/young people at risk

### Young Carer's Service

At Ridgewood School we recognise that a young carer is a child or young person who provides regular and on-going care and emotional support to a family member with physical or mental health problems, has a disability, or misuses drugs or alcohol.

Staff understand that the key feature of being a 'young carer' is that caring responsibilities continue over time and can make a young carer vulnerable, when the level of care and their responsibility to the person they look after, becomes excessive or inappropriate and risks impacting on emotional or physical wellbeing, educational achievement, and life chances.

Staff are aware that Doncaster has a team of workers who can support children who are identified as being Young Carers. They can be contacted on 01302 736099 or by email [young.carers@doncaster.gov.uk](mailto:young.carers@doncaster.gov.uk)

#### Useful links

[Young Carers - City of Doncaster Council](#)

[Young carers | Barnardo's \(barnardos.org.uk\)](http://barnardos.org.uk)

## Suicide Prevention

At Ridgewood School staff are trauma informed and know where to signpost in order to support children/young people and families who are affected by suicide. Some pastoral staff are trained specifically in suicide prevention and are on hand to support children we are concerned about.

We have direct contact with the LA to support children who have experienced a friend or family member who has committed suicide who offers counselling support, both in small groups and individually and who supports families in the home.

#### Useful Links

[Papyrus UK Suicide Prevention | Prevention of Young Suicide \(papyrus-uk.org\)](http://papyrus-uk.org)

[Contacting Childline | Childline](#)

[Doncaster Samaritans](#)

[Support After Suicide](#)

[Mental Health and Wellbeing provision in schools.gov.uk](http://mentalhealth.gov.uk)

## Unexplained and sudden child and young person's notified death

In the event of an unexplained/sudden child death, Doncaster Safeguarding Children Partnership (DSCP) and Doncaster Child Death Overview Panel (DCDOP) procedures will be followed

[https://doncasterchildcare.proceduresonline.com/chapters/p\\_death\\_serious.html](https://doncasterchildcare.proceduresonline.com/chapters/p_death_serious.html)

Following any serious untoward incidents (SUI) procedure or where near miss situations occur the DSL / Head Teacher will contact the Doncaster Council Learning Provision Service. This covers health and safety related incidents where safeguarding is compromised. Notification of near miss situations can also be emailed to [cypssafeguardingsupport@doncaster.gov.uk](mailto:cypssafeguardingsupport@doncaster.gov.uk) and Jo Howe, [jo.howe@doncaster.gov.uk](mailto:jo.howe@doncaster.gov.uk) or a call to the Assistant Directors/Duty Head of Service to enable a coordinated response.

Ridgewood School has an emergency plan in place to respond to unforeseen circumstances, e.g. staff/child unexpected death, site security threats, floods; storms etc and know how to notify the LA of a critical incident.

## Section 4: Preventing unsuitable working with children

### **LADO (Local Authority Designated Officer) – Managing allegations against staff (including supply staff, carers, volunteers and contractors).**

At Ridgewood School we understand that relevant procedures should be applied when there is an allegation that a person who works with children has:

- Behaved in a way which has harmed a child, or may have harmed a child;
- Possibly committed a criminal offence against, or related to, a child;
- Behaved towards a child or children in a way that indicates that they may pose a risk of harm to children;
- Behaved, or may have behaved, in a way towards a child or adult that indicates they may pose a risk of harm to children.

The issue could also be about the behaviour of an individual outside of their work environment, and which would raise concerns about their suitability to work with children. For example, where a domestic abuse incident has taken place or where there are concerns about the individual's own children.

**If you have concerns about a member of staff (including a supply teacher, volunteer or contractor), or an allegation is made about a member of staff (including a supply teacher, volunteer or contractor) posing a risk of harm to children, speak to the headteacher as soon as possible. If the concerns/allegations are about the headteacher, speak to the chair of governors.**

The headteacher/chair of governors will then follow the appropriate procedures explained below.

**If the concerns/allegations are about the headteacher, speak to the local authority designated officer (LADO).**

Where you believe there is a conflict of interest in reporting a concern or allegation about a member of staff (including a supply teacher, volunteer or contractor) to the headteacher, report it directly to the local authority designated officer (LADO).

If you receive an allegation relating to an incident where an individual or organisation was using the school premises for running an activity for children, follow our school safeguarding policies and procedures, informing the LADO, as you would with any safeguarding allegation.

We will deal with any allegation of abuse quickly, in a fair and consistent way that provides effective child protection whilst also supporting the individual who is the subject of the allegation. A 'case manager' will lead any investigation. This will be the Principal, or the chair of governors/Executive Leader where the Principal is the subject of the allegation. The case manager will be identified at the earliest opportunity. Our procedures for dealing with allegations will be applied with common sense and judgement. However, if there is any doubt as to whether a concern meets the harm threshold, the Academy will consult with the local authority designated officer (LADO). We will follow DSCP procedures and where appropriate will make a referral to LADO within 24 hours/1 working day of the allegation being made. If the concerns are more urgent in regard to the safety of the child, a referral to the Police and/or Children's Social Care will be made.

Where there is uncertainty as to if LADO thresholds have been met, we will call the LADO for advice.

E mail LADO@dcstrust.co.uk Tel: 01302 737332

Further information can be seen in the policies below, that can be found on our website:

- Allegations and Abuse against staff
- Staff Discipline policy
- Acceptable Use
- Bring Your Own Device
- School visits

### Useful links

[Responding to Allegations Against Staff, Carers or Volunteers \(proceduresonline.com\)](http://proceduresonline.com)

[Allegations against adults working with children referral form \(LADO\) - City of Doncaster Council](#)

[Local Authority Designated Officer - City of Doncaster Council](#)

[Keeping children safe in education - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

## **Managing Low level concerns (including supply staff, carers, volunteers and contractors).**

The section is based on 'Section 2: Concerns that do not meet the harm threshold' in part 4 of Keeping Children Safe in Education.

**Definition** - The term 'low-level' concern is any concern – no matter how small – that an adult working in or on behalf of the school may have acted in a way that:

- Is inconsistent with the staff code of conduct, including inappropriate conduct outside of work, and
- Does not meet the allegations threshold or is otherwise not considered serious enough to consider a referral to the designated officer at the local authority

Examples of such behaviour could include, but are not limited to:

- Being overly friendly with children
- Having favourites
- Taking photographs of children on their mobile phone
- Engaging with a child on a one-to-one basis in a secluded area or behind a closed door
- Humiliating pupils

This section applies to all concerns (including allegations) about members of staff, including supply teachers, volunteers and contractors, which do not meet the harm threshold set out in the section above.

Concerns may arise through, for example:

- Suspicion
- Complaint
- Safeguarding concern or allegation from another member of staff
- Disclosure made by a child, parent or other adult within or outside the school
- Pre-employment vetting checks

We recognise the importance of responding to and dealing with any concerns in a timely manner to safeguard the welfare of children.

### Sharing low-level concerns

We recognise the importance of creating a culture of openness, trust and transparency to encourage all staff to confidentially share low-level concerns so that they can be addressed appropriately.

We will create this culture by:

- Ensuring staff are clear about what appropriate behaviour is, and are confident in distinguishing expected and appropriate behaviour from concerning, problematic or inappropriate behaviour, in themselves and others
- Empowering staff to share any low-level concerns.
- Empowering staff to self-refer.
- Addressing unprofessional behaviour and supporting the individual to correct it at an early stage.
- Providing a responsive, sensitive and proportionate handling of such concerns when they are raised.
- Helping to identify any weakness in the school's safeguarding system.

For further detail on sharing, responding, record keeping and references for such incidents, please refer to the Trust policy which can be found on our website:

- Allegations and Abuse against staff.
- Staff Discipline Policy.
- School visits.

## Safer Recruitment

Academy has safer recruitment policies and procedures in place to prevent people who are unsuitable to work with children from applying for or securing employment, or volunteering opportunities in school.

Please refer to our detailed policy available on our website:

- Safer Recruitment Policy

## Private Fostering

If a child or young person, anyone aged under 16 years old or 18 years old if they are disabled, is being cared for by someone other than a parent or close relative for more than 28 days then they are being privately fostered. Legally parents must inform the Local Authority if their child is living with a private foster carer six weeks prior to the arrangement beginning, or within 48 hours in emergency situations.

At Ridgewood School staff recognise that they have a statutory duty to encourage parents to notify the Local Authority of a private fostering arrangement and to follow this up by reporting to the Local Authority.

Useful links

[Private Fostering in Doncaster A guide for professionals.pdf \(windows.net\)](#)

[Keeping children safe in education - GOV.UK \(www.gov.uk\)](#)

## The use of 'reasonable force' in schools and colleges

At Ridgewood School we recognise that there are circumstances when it is appropriate for staff in schools and colleges to use 'reasonable force' to safeguard children. The term 'reasonable force' covers the broad range of actions used by staff that involve a degree of physical contact to control or restrain children. This can range from guiding a child to safety by the arm, to more extreme circumstances such as breaking up a fight or where a child needs to be restrained to prevent violence or injury. 'Reasonable' in these circumstances means 'using no more force than is needed'. The use of force may involve either passive physical contact, such as standing between pupils or blocking a pupil's path, or active physical contact such as leading a pupil by the arm out of the classroom.

[Keeping children safe in education 2023 \(publishing.service.gov.uk\)](#)

At Ridgewood School we will:

- Only use 'reasonable force' as a last resort, and the staff who are likely to use 'reasonable force' will be appropriately trained.
- Log all incidents where 'reasonable force' has been used and inform parents/carers.
- Recognise the additional vulnerability of children with SEND, mental health problems or medical conditions when using 'reasonable force.'

Please refer to the policy below for further detail; this can be found on our website:

- Behaviour, anti-bullying and exclusions

Useful links

[Use of reasonable force in schools - GOV.UK \(www.gov.uk\)](#)

[Reducing the need for restraint and restrictive intervention - GOV.UK \(www.gov.uk\)](#)

## Whistleblowing

All staff and volunteers should feel able to raise concerns about poor or unsafe practice and know that such concerns will be taken seriously by the leadership team.

At Ridgewood School all staff are aware of the Whistleblowing policy that can be found on our website and know what to do if there are concerns about safeguarding practices within the setting.

Where a staff member feels unable to raise an issue with their employer or feels that their genuine concerns are not being addressed, other whistleblowing channels are open to them.

- Contact the Safeguarding Adviser or LADO at City of Doncaster Council.
- If the concerns relate to the Headteacher/Principal, these should be raised with the Chair of Governors.
- Ofsted may request that the Local Authority investigate any whistleblowing concerns.

Useful policies that are available on our website include:

- Whistleblowing
- Staff Discipline

#### Useful links

[Whistleblowing Advice Line | NSPCC](#)

[Whistleblowing procedure for maintained schools - GOV.UK \(www.gov.uk\)](#)

[Whistleblowing or Raising Concerns at Work \(proceduresonline.com\)](#)

### **Working with parents & other agencies to protect children**

Where appropriate, we will discuss any concerns about a child with the child's parents or carers. The DSL will normally do this in the event of a suspicion or disclosure.

Other staff will only talk to parents or carers about any such concerns following consultation with the DSL.

If we believe that notifying the parents or carers would increase the risk to the child, we will discuss this with the local authority children's social care team before doing so.

In the case of allegations of abuse made against other children, we will normally notify the parents or carers of all the children involved. We will think carefully about what information we provide about the other child involved, and when. We will work with the police and/or local authority children's social care to make sure our approach to information sharing is consistent.

The DSL will, along with any relevant agencies (this will be decided on a case-by-case basis):

- › Meet with the victim's parents or carers, with the victim, to discuss what's being put in place to safeguard them, and understand their wishes in terms of what support they may need and how the report will be progressed
- › Meet with the alleged perpetrator's parents or carers to discuss support for them, and what's being put in place that will impact them, e.g. moving them out of classes with the victim, and the reason(s) behind any decision(s)

### **Checking the identity and suitability of visitors**

All visitors will be required to verify their identity to the satisfaction of staff.

If the visitor is unknown to the setting, we will check their credentials and reason for visiting before allowing them to enter the setting. Visitors should be ready to produce identification.

Visitors are expected to sign the visitors' system and wear a visitor's badge.

Visitors to the school who are visiting for a professional purpose, such as educational psychologists and school improvement officers, will be asked to show photo ID and:

Will be asked to show their DBS certificate, which will be checked alongside their photo ID; or

The organisation sending the professional, such as the LA or educational psychology service, will provide prior written confirmation that an appropriate level of DBS check has been carried out (if this is provided, we will not ask to see the DBS certificate)

All other visitors, including visiting speakers, will be accompanied by a member of staff at all times. We will not invite into the school any speaker who is known to disseminate extremist views, and will carry out appropriate checks to ensure that any individual or organisation using school facilities is not seeking to disseminate extremist views or radicalise pupils or staff.

Visitors with known DBS will wear a green lanyard, those without will have a red lanyard and will be escorted at all times. Pupils are aware of this. Post 16 students also wear blue lanyards for easy identification.

For further information about the use of lanyards see our lanyard policy on the website.

## **Section 6 Other safeguarding issues that may arise**

### **Missing pupils**

Our procedures are designed to ensure that a missing child is found and returned to effective supervision as soon as possible. If a child goes missing, we will:

- Ensure all inside and outside areas are searched by staff on call, including toilet areas.
- Find out when they were last seen and check CCTV.
- Contact parents to see if they have arrived home and ask them to contact the pupil themselves.
- Call the police if the pupil has not been located.

### **Complaints**

All complaints are dealt with quickly and efficiently by following our Complaints policy guidance. Complaints are recorded and monitored to ensure they have been resolved by the Head's PA.

### **Part-time provision/Part-time timetables**

The Local Authority has issued guidance to all schools on student entitlement to a full time education. For safeguarding reasons, we expect all students to be in receipt of a full time education. There are rare and exceptional circumstances where it may be necessary for a student to be placed on a part-time timetable for a limited period. The statutory guidance says:

*"In very exceptional circumstances there may be a need for a temporary part-time timetable to meet a pupil's individual need. For example, where a medical condition prevents a pupil from attending full-time education and a part time package is considered as part of a reintegration package. A part-time timetable must not be treated as a long-term solution. Any pastoral support programme or other agreement must have a time limit by which point the pupil is expected to attend full-time or be provided with alternative provision. (p14, School Attendance, DfE)"*

Part-time timetables may be used in circumstances such as:

- Where a pupil has a short-term medical condition that prevents full-time attendance for a time limited period
- As part of a staged reintegration following an extended period of absence.
- When there are behavioural difficulties and the school is trying a part-time timetable as an intervention to avoid permanent exclusion

When any part-time arrangement is made, the school will inform the local authority using the reporting form, which is included in the statutory guidance and regular checks are made on the pupils and their attendance to the part time table.

## Health and Safety, First Aid, Fire regulations and Lock Down procedures.

Leger Education Trust have put in place a separate Health and Safety policy and a First Aid policy that is reviewed annually and has been adopted/adapted by all academies. They reflect the consideration we give to the protection of our children both physically within the school environment, and for example in relation to internet use, and when away from the school and when undertaking school trips and visits. There first aid and premises risk assessments in place. This includes how to access the Emergency Care Practitioner (ECP) Service or 999 and when to contact parents/carers. The ECP Service contact number is 0300 123 1221 (minor injuries & minor-moderate illness & falls etc.)

In line with HSE & DfE guidance for schools on first aid provision and reporting and recording accidents including RIDDOR, staff understand the reporting mechanisms in place.

Ridgewood School have staff who are trained in first aid and in mental health first aid; this is updated regularly to meet regulations.

Ridgewood School has a Fire evacuation and Lock Down procedure documents in place which are regularly reviewed. Ridgewood School ensures practice fire evacuations take place once per half term and Lock Down practices annually.

Useful policies that are available on our website include:

- Health and Safety.
- Children with Health Needs.
- Fire evacuation procedure.
- The lockdown procedure (is confidential and held in school).

## Managing Medicines

Managing Long Term Illness / Managing Medicines - The procedures are outlined in the Managing long-term medical conditions/administration of medicines policy. All children with an identified illness have a detailed healthcare plan in line with the DfE requirements. **The School Nursing service** is able to help schools and parents to complete these if needed

Useful policies that are available on our website include:

- Supporting Students with Medical Conditions (section included on managing medicines policy)

## Updating the Safeguarding Policy

This policy will be reviewed and updated annually, in line with KCSIE updates or more often if we feel it necessary for contextual safeguarding issues that may arise.

When reviewing our policies, we refer to the latest DfE guidance on policies required by Law – see DfE website for full list of requirements and details:

[Statutory policies for schools and academy trusts - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

The full DfE document also covers how often each policy must be reviewed and shows the level of approval required, where this is prescribed in regulations. There are instances where statutory guidance states that policies and procedures should be in place. Although this is not the same as a legal requirement, the full DfE document makes clear the policies referenced in statutory guidance.

## Supporting documents:

This policy statement should be read alongside our organisational policies, procedures, guidance, and other related documents listed below:

- Accessibility
- Attendance including reference to Children missing in Education
- Behaviour, Anti-bullying and exclusions
- Biometrics
- Blended and Remote learning
- Children with Health Needs
- Code of conduct for staff and volunteers
- Complaints
- Data Protection
- Equality
- Health and safety
- Allegations of abuse against staff (includes reference to low level concern)
- LAC/CIC
- Lanyard
- Provider access
- Privacy notices
- Safer recruitment
- Staff Discipline
- Subject access
- Supporting Children with Medical Conditions
- Online safety
- Whistleblowing
- Managing medicines/Intimate Care
- SEND

**Revised: August 2024**

**Author: Yvonne Bootman Director of Education for Leger Education Trust**

(Used KCSIE 2024, basic template provided by Jo Howe –Local Authority Learning Standards Adviser – Safeguarding, and model policy from 'The Key'). Updated by Jordanna Proctor Trust Safeguarding, Attendance and Alternative Provision in August 2024

**Review date: July 2025 (or sooner if changes occur)**

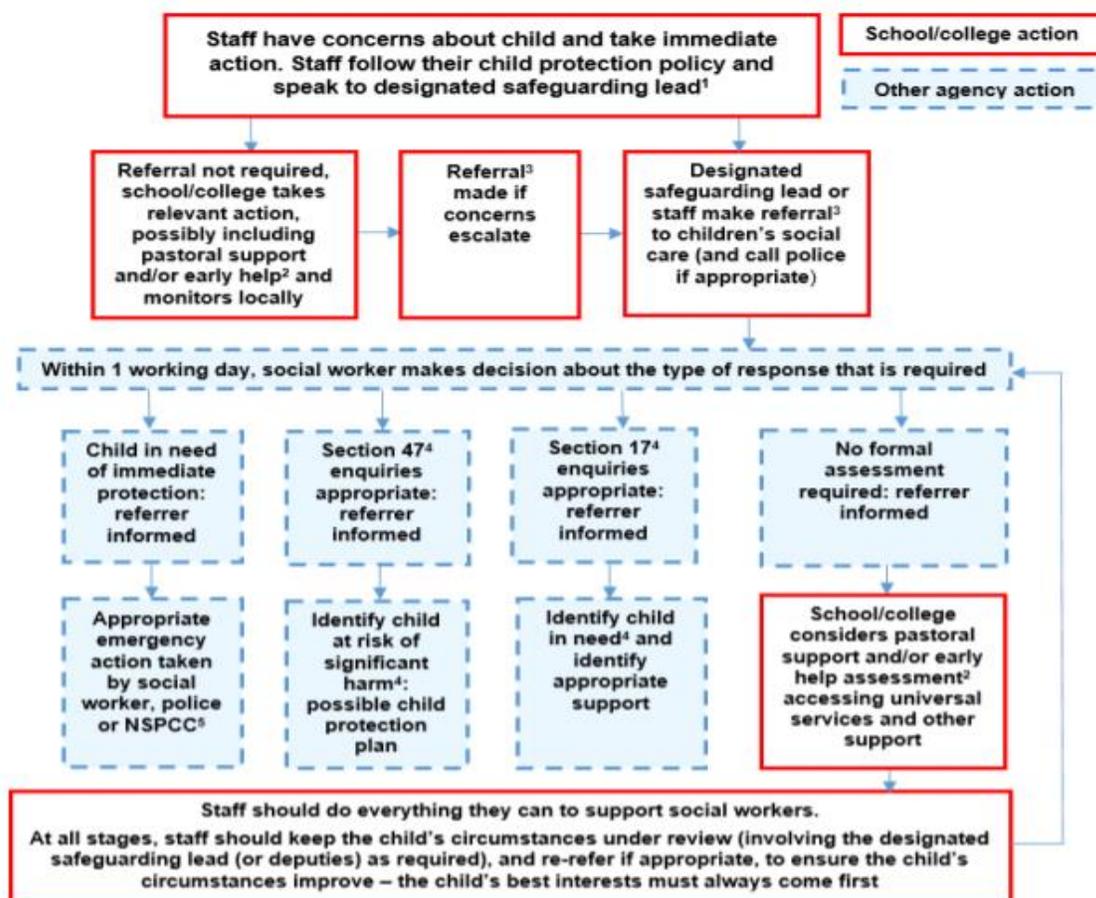
## Appendix 1 How to deal with child disclosures/concerns about a child

Ridgewood School will follow the basic principles when having a conversation with a child who discloses abuse:

- Listen rather than directly question; remain calm.
- Try to always have 2 members of staff present
- Never stop a child who is recalling significant events.
- Make a record of discussion to include time, place, persons present and what was said (child language – do not substitute words).
- Advise that information will have to be passed on.
- Avoid coaching/prompting.
- Never take photographs or videos of any injury.
- Allow time and provide a safe haven/quiet area for future support meetings.
- Share all concerns, no matter how trivial they may seem to the DSL, who will follow the DCST One Front Door Referral Procedure and follow up any child protection concern immediately with an online referral.
- For children with Child Protection (CP) plans/named lead practitioner/named social worker or Child in Need (CIN) plans where new information is shared by the young person, the DSL will ensure information is shared with the social worker and not withheld until core/review meetings take place.
- At no time promise confidentiality.  
Any reports/disclosures should be reported on the CPOMS system and appropriate staff alerted.

[Information Sharing \(proceduresonline.com\)](http://proceduresonline.com)

### Actions where there are concerns about a child



## Appendix 2: types of abuse

**Abuse**, including neglect, and safeguarding issues are rarely standalone events that can be covered by 1 definition or label. In most cases, multiple issues will overlap.

**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.

**Emotional abuse** is the persistent emotional maltreatment of a child such as to cause severe and adverse effects on the child's emotional development. Some level of emotional abuse is involved in all types of maltreatment of a child, although it may occur alone.

Emotional abuse 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
- › Not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate
- › Age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction
- › Seeing or hearing the ill-treatment of another
- › Serious bullying (including cyber-bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children

**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
- › Non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet)

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

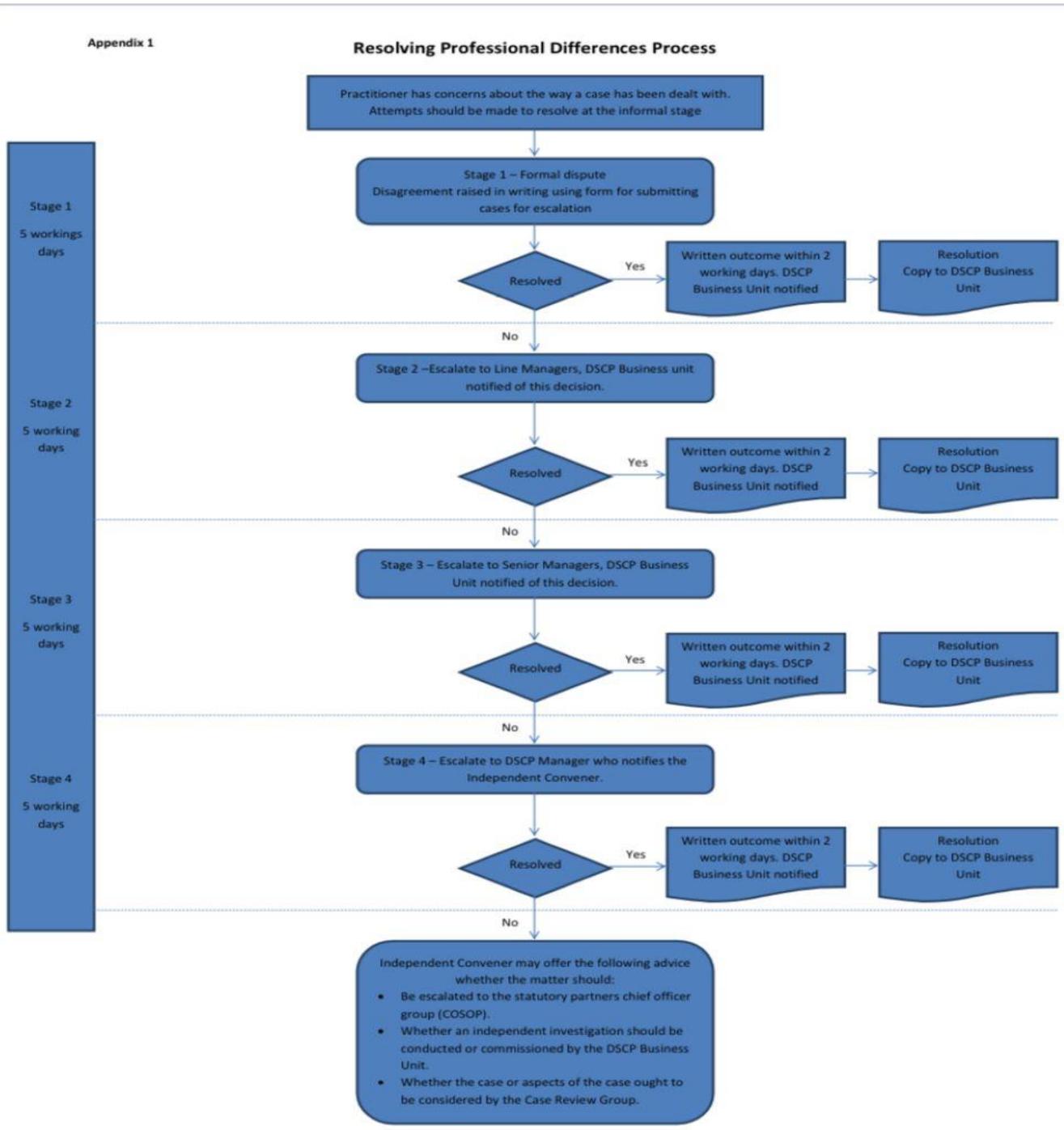
**Neglect** is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse.

Once a child is born, neglect may involve a parent or carer failing to:

- › Provide adequate food, clothing and shelter (including exclusion from home or abandonment)
- › Protect a child from physical and emotional harm or danger
- › Ensure adequate supervision (including the use of inadequate care-givers)
- › Ensure access to appropriate medical care or treatment

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

**Appendix 3 – Local escalation procedures/professional differences flowchart.**



Where there are immediate safeguarding concerns. It is assumed that these will be responded to as a matter of urgency to safeguard the child. If however, there is a dispute about this – a senior manager must be informed immediately.

## Appendix 4 Contextual Safeguarding local risk assessment for Ridgewood School

Keeping Children Safe in Education 2023 states: 'All staff should ... consider whether children are at risk of abuse or exploitation in situations outside their families' (Part One; paragraphs 23, p10)

It is known that incidents which occur out of school can influence relationships and behaviours between students within the learning environment. Staff accordingly have due regard for both the Child Protection and Safeguarding Policy as well as other policies and guidance relating to Safeguarding, for example Behaviour for Learning Policy, Anti-Bullying Policy and RSHE Policy. Staff in the academy are particularly vigilant to the school geography and have due regard for any areas which can be beyond easy sightline. Mobile devices are banned from use at Ridgewood School site which minimises the potential for online activity in the community being continued within the learning environment. Students attending Ridgewood School are provided with a range of learning opportunities through the curriculum and within tutor time/assemblies regarding contextual safeguarding risks within the community, including online safety, road and water safety, grooming and exploitation. Leger Education Trust felt it appropriate for each academy to develop a risk assessment in respect of local safeguarding risks which is regularly reviewed:

Risk area	Known/Potential Risk	Control Measures
<b>Geographical Risk</b>		
Railway Trespass	- Students or trespassing or failing to use railways crossings safely on nearby railway tracks, leading to potential accidents, injuries, or fatalities.	- Secure fencing around the school perimeter. - Regular safety talks and education on railway safety. - Safety assemblies delivered by British Transport Police
High traffic area in front of school	- High risk of traffic accidents involving students, especially during arrival and departure times.	- Pedestrian crossing situated outside school. - High presence of staff during peak times. - Educate students on road safety. -
<b>Community Social Risk</b>		
Prevent/Extremist Far-Right Views	- Exposure of students to extremist far-right views, which could lead to radicalisation, bullying, or discriminatory behaviour.	- Staff training to recognise signs of radicalisation. - Prevent education to students through PSHE Curriculum. - Foster an inclusive school culture through diverse curriculum and assemblies. - Regular monitoring of student behaviour. - Engage with external agencies for additional support and intervention when necessary.
Exploitation	- Students being groomed or coerced into exploitative situations, such as sexual exploitation or criminal activities.	- Robust safeguarding policies and procedures. - Regular training for staff to recognise signs of exploitation. - Curriculum plans through PSHE age appropriately educate students about the risks of exploitation and how to seek help.

		<ul style="list-style-type: none"> <li>- Maintain strong relationships with external safeguarding agencies.</li> <li>- Maintain a confidential reporting system for students through our Wellbeing Centre.</li> <li>- Work with EPIC Doncaster.</li> <li>- EPIC assembly deliveries.</li> <li>- Awareness deliveries to students through assemblies.</li> </ul>
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## Appendix 5 Guidance on the use of mobile phones and cameras in the EYFS setting and throughout school

The Statutory Framework for the Early Years Foundation Stage states that a setting’s safeguarding policy and procedures must “cover the use of mobile phones and cameras in the setting”.

Photographs provide an important source of evidence when documenting children’s achievements and progress; however, as highlighted in ‘Working Together to Safeguard Children’, “the Internet has become a significant tool in the distribution of indecent photographs/pseudo photographs of children”, and this has been further exacerbated by the increase in the number of mobile devices with which digital photographs can be taken.

This guidance refers to all electronic devices able to take pictures, record videos, send or receive calls and messages. This includes cameras, mobile telephones, tablets and any recording devices including smartwatches and call/message enabled Fit Bits.

To ensure the safety and welfare of the children in our care, this guidance outlines the protocols for the use of personal mobile phones and cameras in the EYFS setting, as well as in KS1.

- Personally owned mobile phones cannot be used when in the presence of children on school premises.
- Staff may only use their mobile phones in their lunch times in adult only locations on site where children are not present.
- All contacts whilst at work should be via the office on the school phone number. If an urgent/ emergency call is expected, then the member of staff should inform the office so that they may be released from duty in order to take the call.
- Personal mobiles, cameras or video recorders should not be used to record classroom / playground activities or on visits. Only school equipment should be used.
- Photographs and recordings should only be stored on a school device.

- Memory cards are cleared before cameras leave the setting if they are to be used outside the setting.
- Parental permission should be obtained before children are photographed and policies should contain details of how these photographs are used and stored.
- No parent / carer is permitted to use their mobile phone or use its camera facility whilst inside school buildings.
- Children are not expected to bring in their own mobile phones. If a child requires a mobile phone to be brought to school for any reason, this must be agreed beforehand by the Headteacher and stored during school time in the school office.
- Children are not permitted to use mobile phones on the school premises.