

Safeguarding & Child Protection Policy

This policy is informed by **Keeping Children Safe in Education (KCSiE) September 2020** and includes statutory guidance, across 3 local authorities, which academies must have regard to.

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I Introduction

The academy fully recognises the responsibility it has under section 175 (*Section 157 for Independent Schools and Academies*) of the Education Act 2002 to have arrangements in place to safeguard and promote the welfare of children.

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

It is consistent with the Safeguarding Children Partnership Board procedures.

This policy reflects the Cambridgeshire, Lincolnshire and Peterborough Safeguarding Children Boards, Child Protection Procedures and “**Keeping Children Safe in Education**” September 2020. All staff must be made aware of their duties and responsibilities under part one of this document (set out below).

Staff should read the above document together with “**Keeping Children Safe in Education (KCSiE)**” September 2020. See Annex A.

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

- Identify concerns early to prevent them from escalating
- Provide a safe environment in which children can learn
- Identify children who may benefit from early help
- Know what to do if a child tells them he/she is being abused or neglected
- Follow the referral process if they have a concern

2 Main Elements of the Policy

There are four main elements to our policy:

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

PROCEDURES for identifying and reporting cases, or suspected cases, of abuse. The definitions of the four categories of abuse are detailed in Appendix A

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

PREVENTING UNSUITABLE PEOPLE WORKING WITH CHILDREN and SAFER RECRUITMENT processes are followed to ensure that those who are unsuitable to work with children are not employed.

This Policy is available on request and on the CMAT website; **personalized Policies for each academy may be found locally on each academy website.**

2.1 PREVENTION

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

The academy will therefore:

- 2.1.1 establish and maintain an environment where children feel safe in both the real and the virtual world, including in a digital context and are encouraged to talk and are listened to
- 2.1.2 ensure children know that there are adults in the academy whom they can approach if they are worried or in difficulty and their concerns will be taken seriously and acted upon as appropriate
- 2.1.3 include in the curriculum activities and opportunities which equip children with the skills they need to stay safer from abuse both in the real and the virtual world and information about who to turn to for help

For Primary/Special Schools:

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

For Secondary Schools:

- How to determine whether other children, adults or sources of information are trustworthy, judge when a family, friend, intimate or other relationship is unsafe and how to seek help or advice.
- The characteristics of positive and healthy friendships
- That some types of behaviour within relationships are criminal, including violent behaviour and coercive control
- What constitutes sexual harassment and sexual violence and why these are always unacceptable
- About online risks, including that any material someone provides has the potential to be shared online and the difficulty of removed potentially compromising material placed online
- What to do and where to get support to report material or manage issues online
- The impact of viewing harmful content
- That specifically explicit material e.g. pornography presents a distorted picture of sexual behaviours, can damage the way people see themselves in relation to others and negatively affect how they behave towards sexual partners.
- That sharing and viewing indecent images of children (including those created by children) is a criminal offence which carries severe penalties including jail

- The concepts of, and laws relating to, sexual consent, sexual exploitation, abuse, grooming, coercion, harassment, rape, domestic abuse, forced marriage, honour-based violence and FGM and how they can affect current and future relationships.
- How people can actively communicate and recognise consent from others, including sexual consent and how and when that can be withdrawn (in all contexts including online).

2.1.4 Include in the curriculum material which will help children develop realistic attitudes to the responsibilities of adult life, particularly with regard to child care and parenting skills

2.1.5 We use PSHE education in our primary academies- Healthy and Safer Lifestyles Unit from the Cambridgeshire PSHE Service Personal Development Programme. This Unit reinforces essential skills for every child. Self esteem and confidence building, thinking independently and making assessments of risk based on their own judgements are encouraged throughout the Unit. **In addition, all academies follow Relationship Education statutory guidance, which came into effect September 2020.**

2.2 Prevention of Peer on Peer Abuse

We recognise that peer on peer abuse can manifest itself in many ways. This can include but is not limited to: bullying, cyberbullying, sexual violence, sexual harassment, being coerced to send sexual images (sexting), teenage relationship abuse, physical abuse and up skirting **(part of the Voyeurism (Offences) Act April 2019).**

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

The academy will therefore:

- 2.2.1 Create a whole school protective ethos in which peer on peer abuse, including sexual violence and sexual harassment will not be tolerated. Victims will be appropriately supported; any indication that a child has suffered from peer on peer abuse will be dealt with under the child protection procedures outlined in this policy.
- 2.2.2 Provide training for staff about recognising and responding to peer on peer abuse, including raising awareness of the gendered nature of peer abuse, with girls more likely to be victims and boys perpetrators. Consideration will always need to be given to the welfare of both the victim(s) and perpetrator(s) in these situations.
- 2.2.3 Ensure that staff do not dismiss instances of peer on peer abuse, including sexual violence and sexual harassment as an inevitable part of growing up.
- 2.2.4 Include within the curriculum, information and materials that support children in keeping themselves safe from abuse, including abuse from their peers and online.
- 2.2.5 Provide high quality Relationship and Sex Education (RSE), including teaching about consent. Additional guidance on sexting can be found in 'Sexting' in schools: advice and support around self-generated images - What to do and how to handle it, published by CEOP.
- 2.2.6 Ensure that staff members follow the procedures outlined in this policy when they become aware of peer on peer abuse.

2.3 PROCEDURES: Academy specific contacts are detailed at the end of this Policy

2.3.1 We will follow:

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

Or

The procedures set out in the **Lincolnshire** Safeguarding Children Board “Policies and Procedures manual” A copy of these procedures can be found on the LSCB website <https://www.lincolnshire.gov.uk/LSCB>

OR

The procedures set out in the **Northamptonshire** Safeguarding Children Partnership “Policies and Procedures manual” A copy of these procedures can be found on the NSCP website <http://www.northamptonshirescb.org.uk/about-northamptonshire-safeguarding-children-partnership/policies/>

OR

The procedures set out in the **Bedfordshire** Safeguarding Children Board “Forms & Guidance” A copy of these can be found on the CBSCB website <https://www.centralbedfordshirescb.org.uk/lscb-website/forms-and-guidance/forms-and-guidance>

- 2.3.2 Academy Councils, proprietors and management committees **will** appoint a senior member of staff, from the leadership team, to the role of Designated Safeguarding Lead (DSL). The DSL should take lead responsibility for safeguarding and child protection.
- 2.3.3 The DSL should have the appropriate status and authority within the academy to carry out the duties of the post. They should be given the time, funding, training, resources and support to provide advice and support to other staff on child welfare and child protection matters.
- 2.3.4 The activities of the DSL can be delegated to appropriately-trained deputies (Deputy Designated Safeguarding Lead; DDSL).
- 2.3.5 The lead responsibility for child protection remains with the DSL and cannot be delegated.
- 2.3.6 The role of DSL and DDSL is explicit in the post holder’s job description
- 2.3.7 The DSL and DDSL should undergo the two-day training provided by the Education Child Protection Service. This training should be updated **at least every two years**.
- 2.3.8 In addition to the formal training set out above the DSL and DDSL should refresh their knowledge and skills e.g. via bulletins, meetings or further reading at **least annually**.
- 2.3.9 Academy Councils should also ensure that every member of staff, paid and unpaid, and the Academy Council knows who the Designated Personnel are and the procedures for passing on concerns from the **point of induction**. **In most of the academies this involves the use of reporting concerns via My Concern, some schools use a paper based system to manage referrals.**
- 2.3.10 Keeping Children Safe in Education states “During term time the designated safeguarding lead (Or a deputy) should always be available (during academy hours) for staff to discuss any safeguarding concerns. Whilst generally speaking the designated safeguarding lead (or deputy) would be expected to be available in person, it is a matter for an individual academy and colleges to define what “available” means”. In the rare event that neither the DSL or DDSL are available; Keeping Children Safe in Education, page 12, **paragraph 45**, states: “Staff should consider speaking to a member of the senior leadership team and/or take advice from social care”.
- 2.3.11 **Liaise with the three safeguarding partners (Local Authority, clinical commissioning group and police) as appropriate and work with other agencies in line with Working Together to Safeguard Children, 2018**
- 2.3.12 Academy Councils should ensure that DSLs and **DDSL** take advice from a child protection specialist when managing complex cases. The Designated Personnel have access to both the Advice Line run by the Education Child Protection Service and Children’s Social Care. The Emergency Duty Team (out of hours) is also available.

- 2.3.13 Academy Councils should nominate Governor / Councilor for safeguarding and child protection who has undertaken appropriate training.
- 2.3.14 Academy Councils should ensure every member of staff and every Councilor knows:
- the name of the designated safeguarding leads, and deputies, and their role
 - how to identify the signs of abuse and neglect
 - how to pass on and record concerns about a pupil
 - that they have an individual responsibility to be alert to the signs and indicators of abuse and for referring child protection concerns to the DSL/ DDSL
 - that they have a responsibility to provide a safe environment in which children can learn
 - where to find the Inter – Agency Procedures on the Safeguarding Children’s Partnership Board website
 - their role in the early help process;
 - the process for making referrals to children’s social care.
- 2.3.14 Academy Councils should ensure that all staff members undergo safeguarding and child protection training at induction. The training should be regularly updated.
In addition, all staff members should receive regular safeguarding and child protection updates as required **but at least annually**.
- 2.3.15 Academy Councils should ensure that all staff, paid and unpaid, recognise their duty and feel able to raise concerns about poor or unsafe practice in regard to children and that such concerns are addressed sensitively and effectively in a timely manner in accordance with agreed whistle-blowing policies.
- 2.3.16 Academy Councils should ensure that parents are informed of the responsibility placed on the academy and staff in relation to child protection by setting out these duties on the academy website.
- 2.3.17 Academy Councils should ensure that this policy is available publicly via the academy website or **by other means**.
- 2.3.18 **Promote educational outcomes by sharing information about the welfare, safeguarding and child protection issues that children (including children with a social worker) are experiencing/have experienced with teachers and school and leadership staff.**
- 2.3.19 Where pupils are educated off site or in alternative provision, the academy and the provider will have clear procedures about managing safeguarding concerns between the two agencies. Written confirmation that the alternative provider has carried out appropriate safeguarding checks on individuals working at the establishment will be sought by the academy.

2.4 **Liaison with Other Agencies**

The academy will:

- 2.4.1 Work to develop effective links with relevant services to promote the safety and welfare of all pupils
- 2.4.2 Co-operate as required, in line with Working Together to Safeguard Children July 2018, with key agencies in their enquiries regarding child protection matters including attendance and providing written reports at child protection conferences and core groups
- 2.4.3 Notify the relevant Social Care Unit immediately if:
- it should have to exclude a pupil who is subject to a Child Protection Plan (whether fixed term or permanently);
 - there is an unexplained absence of a pupil who is subject to a Child Protection Plan
 - there is any change in circumstances to a pupil who is subject to a Child Protection Plan

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

Please also refer to the Covid guidance attached as an Appendix to this policy for the actions schools should take to safeguard vulnerable children in liaison with children's social care.

2.5 Record Keeping

The academy will:

- 2.5.1 Keep clear, detailed, accurate, written records of concerns about children (noting the date, event and action taken), even where there is no need to refer the matter to Social Care immediately
- 2.5.2 Ensure all records are kept securely, separate from the main pupil file, and in a locked location or stored electronically on an identified purpose-built secure platform; MyConcern has been nominated as the preferred electronic platform for secondary schools.
- 2.5.3 ensure all relevant child protection records are sent to the receiving school or establishment when a pupil moves schools in accordance with 'Keeping Children Safe in Education' (September 2020) and the 'Education Child Protection Record Keeping Guidance'. The DSL will consider whether it would be appropriate to share information with the new school/college in advance of a child leaving.
- 2.5.4 Make parents aware that such records exist except where to do so would place the child at risk of harm.
- 2.5.5 Ensure all actions and decisions will be led by what is considered to be in the best interests of the child.

2.6 Confidentiality and Information Sharing

- 2.6.1 The Data Protection Act 2018 does not prevent academy staff from sharing information with relevant agencies, where that information may help to protect a child.

The academy will:

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

The Designated Safeguarding Lead/Deputies will:

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

2.6.9 In cases where the 'serious harm test' is met, schools must withhold providing the data in compliance with schools' obligations under the Data Protection Act 2018 and the GDPR. Where in doubt schools should seek independent legal advice.

2.6.10 Seek advice about confidentiality from outside agencies if required. (See 'Information sharing; Advice for practitioners providing safeguarding services to children, young people, parents and carers,' DfE, July 2018).

2.7 Communication with Parents/Carers

The academy will:

2.7.1 Ensure that parents/carers are informed of the responsibility placed on the academy and staff in relation to child protection by setting out its duties in the academy prospectus/website.

2.7.2 Undertake appropriate discussion with parents/carers prior to involvement of another agency unless the circumstances preclude this action. If the academy believes that notifying parents could increase the risk of harm to the child, advice will be sought from Social Care. [Further guidance on this can be found in the Inter-Agency Procedures of the Safeguarding Children Partnership Board].

2.7.3 Particular circumstances where parents **may not** be informed include any disclosure of sexual abuse or physical abuse where the child has an injury or where it may lead to the loss of evidence.

2.7.4 Record what discussions have taken place with parents on the Log of Concern about a Child's Welfare or if a decision has been made not to discuss it with parents, record the reasons why. Records may subsequently be disclosable to relevant partner agencies if Child Protection proceedings commence, (see 2.6.1)

2.8 Dealing with Sexual Violence and Sexual Harassment between children

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

The academy will:

2.8.1 Be clear that sexual violence and sexual harassment will not be tolerated.

2.8.2 Provide training for staff on how to manage a report of sexual violence or sexual harassment.

2.8.3 Make decisions on a case-by-case basis.

2.8.4 Reassure victims that they are being taken seriously, offer appropriate support and take the wishes of the victim into account when decision making.

2.8.5 Implement measures to keep the victim, alleged perpetrator and if necessary other children and staff members, safe. Record any risk assessments and keep them under review.

2.8.6 Give consideration to the welfare of both the victim(s) and perpetrator(s) in these situations.

2.8.7 Liaise closely with external agencies, including police and social care, when required.

2.8.8 Further guidance can be found in 'Keeping Children Safe in Education - Part Five' (September 2020), 'Sexual violence and sexual harassment between children in schools and colleges,' (DfE, May 2018) and 'Sexting in schools and colleges: Responding to incidents and safeguarding young people' published by the UK Council for Child Internet Safety (UKCCIS)

3.0 SUPPORTING CHILDREN

We recognise that any child may be subject to abuse and neglect, **and 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**; or by witnessing violence may have an adverse impact on those children which may last into adulthood without appropriate intervention and support. The Academy will support all children by:

- 3.0.1 Recognising the academy may be the only stable, secure and predictable element in the lives of children at risk. Nevertheless, when at school their behaviour may be challenging and defiant or they may become withdrawn.
- 3.0.2 Recognising that some vulnerable children may develop abusive behaviours and that these children may need to be referred on for appropriate support and intervention.
- 3.0.3 Providing curricular opportunities to encourage self-esteem and self-motivation
- 3.0.4 Creating an ethos that actively promotes a positive, supportive and safe environment and values the whole community.
- 3.0.5 Applying the academy's behaviour policy effectively to support vulnerable pupils in the academy. All staff will agree on a consistent approach, which focuses on the behaviour of the child but does not damage the pupil's sense of self worth. The academy will ensure that the pupil knows that some behaviour is unacceptable but s/he is valued and not to be blamed for any abuse which has occurred.
- 3.0.6 Liaising with other agencies which support the pupil such as Social Care, Child and Adolescent Mental Health Services, Cambridgeshire / Lincolnshire Sexual Behaviour Service, Addiction or Locality or Early Help Teams.
- 3.0.7 Developing productive and supportive relationships with parents/carers.
- 3.0.8 Recognising that whilst any child may benefit from early help, staff are encouraged to consider the wider environmental factors present in a child's life which could pose a threat to their welfare or safety, (contextual safeguarding).
- 3.0.9 Recognising that children living in a home environment where there is domestic abuse, drug or alcohol abuse or mental health issues are vulnerable and in need of support and protection; they may also be young carers (see 3.2.).
- 3.0.10 Monitoring and supporting pupil's welfare, keeping records and notifying Social Care in accordance with the Safeguarding Children Partnership Board "Inter - Agency Procedures".
- 3.0.11 When a pupil who is subject to a child protection plan leaves, information will be transferred to the new school immediately. The Child Protection review team within the Local Authority will also be informed.
- 3.0.12 Monitoring attendance: when a child is missing from education, the academy will follow the procedure as set out in Local Authority's Children Missing in Education guidance and inform the Child Missing Education (CME) team as required. The academy will also keep records of all pupils' admissions and leavers and will make reasonable and justified attempts to confirm information prior to a pupil leaving or joining the academy. Furthermore, in line with County's policy the academy will share records of all new admissions and leavers to minimise the risk of a child missing education. However, if the academy deems a child to be at immediate risk then the academy will carry out a risk assessment and will inform agencies such as the police, social care and the child missing education team of their concerns using the academy safeguarding protocols.

When a parent elects for a pupil to receive elective home education (EHE) the academy will follow the procedure as set out by the County's approach to Elective Home Education. Once a formal request is received the academy will inform the Inclusion and Attendance Team, or relevant team, who form part of the child missing education team of the details in relation to the request, including any known risks about the child and a 2-year attendance history. (see 3.4)

3.1 Children with Disabilities, Additional Needs or Special Educational Needs

- 3.1.1 Our SEND policy is set out in a separate document. Published in 2009, 'Safeguarding disabled children: practice guidance' is an important part of the guidance for everyone involved in safeguarding. We recognise that Children with special educational needs and/or disabilities are at higher risk of harm than most children, yet keeping them safe can be more of a challenge. Academy staff who deal with children with profound and multiple disabilities, cerebral palsy, sensory impairment and/or emotional and behaviour problems, especially those with communication difficulties are particularly sensitive to signs of abuse. Where children have significant communication difficulties staff will ensure that opportunities for communication, in any form, are given by skilled staff.
- 3.1.2 We recognise that, statistically, children with additional needs, special educational needs, emotional and behavioural difficulties and disabilities are most vulnerable to abuse. Academy staff who deal with children with complex and multiple disabilities and/or emotional and behavioural problems should be particularly sensitive to indicators of abuse.
- 3.1.3 The academy has pupils with emotional and behavioural difficulties and/or challenging behaviours. The academy will support staff to decide appropriate strategies that will reduce anxiety for the individual child and raise self-esteem as part of an overall behaviour support plan agreed with parents/carers.
- 3.1.4 As part of the PSHE curriculum staff will teach children personal safety skills commensurate with their age, ability and needs. Children will be taught personal safety skills such as how to recognise if they are feeling unsafe including within family relationships and friendships; how to ask for help; the difference between safe and unsafe secrets; the difference between safe and unsafe physical contact; and how to recognise and manage risk including in a digital context. The content of lessons will be shared with parents/carers so that these skills can be supported at home.
- 3.1.5 The academy has pupils who may have communication difficulties and we are aware that they are vulnerable to abuse because they are unable to express themselves to others. Instead such children will often exhibit changes in behaviours or signs and indicators of abuse recognised by staff with a good knowledge of the child.
- 3.1.6 Where necessary, the academy will provide additional training to staff in the use of Makaton, PECS or other communication systems. Supervision by senior managers will be vigilant to create a protective ethos around the child.
- 3.1.7 We promote high standards of practice, including ensuring that disabled children know how to raise concerns, and have access to a range of adults with whom they can communicate.
- 3.1.8 For Special Schools within CMAT all pupils have an Education, Health and Care Plan and multi-agency planning and involvement to support integrated care.

3.2 Young Carers

- 3.2.1 The academy recognises that children who are living in a home environment which requires them to act as a young carer for a family member or a friend, who is ill, disabled or misuses drugs or alcohol can increase their vulnerability and that they may need additional support and protection.
- 3.2.2 The academy will seek to identify young carers; offer additional support internally; signpost to external agencies; be particularly vigilant to the welfare of young carers and follow the procedures outlined in this policy, referring to Early Help or Social Care as required if concerns arise.

3.3 Children at Risk of Criminal Exploitation

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

- 3.3.2 **All staff will consider whether children are at risk of abuse or exploitation in situations outside their families.** The academy will address indicators of child criminal exploitation with staff through training. Staff will follow the procedures outlined in this policy if concerns of criminal exploitation arise.
- 3.3.3 The Designated Safeguarding Lead will complete Safeguarding Children Partnership Board's Exploitation (CSE / Criminal/Gangs) Risk Assessment and Management Tool and refer to Social Care if there is a concern that a young person may be at risk of criminal exploitation.
- 3.3.4 The academy recognises that young people who go missing can be at increased risk of child criminal exploitation and/or trafficking and has procedures in place to ensure appropriate response to children and young people who go missing, particularly on repeat occasions – (see 3.4).

3.4 Children Frequently Missing Education

- 3.4.1 The academy recognises that children going missing, particularly repeatedly, can act as a warning sign of a range of safeguarding possibilities including abuse, neglect, child sexual exploitation and child criminal exploitation, mental health problems, risk of substance abuse, risk of travelling to conflict zones, and risk of FGM or forced marriage.
- 3.4.2 The academy monitors attendance of individual pupils closely, as outlined in the Attendance Policy, and analyses patterns of absence to aid early identification of concerning patterns of absence.
- 3.4.3 The academy endeavours to hold more than one emergency contact for each pupil to provide additional options to make contact with a responsible adult when a child missing education is identified as a welfare and/or safeguarding concern.
- 3.4.4 When a child is missing from education, the academy follows the procedure as set out in Cambridgeshire's / Lincolnshire's / Northamptonshire's / **Bedfordshire's** Children Missing Education guidance. The academy will inform the Education Welfare Officer and Social Care if a missing child is subject to a Child Protection Plan or there have been ongoing concerns.

3.5 Substance Misuse of Drugs or Alcohol

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

When there is evidence or reasonable cause:

- to believe the young person's substance misuse may cause him or her to be vulnerable to other abuse such as sexual abuse
- to believe the pupil's substance related behaviour is a result of abuse or because of pressure or incentives from others, particularly adults
- where the misuse is suspected of being linked to parent/carer substance misuse.
- Where the misuse indicates an urgent health or safeguarding concern
- Where the child is perceived to be at risk of harm through any substance associated criminality

3.6 Children living with Substance Misusing Parents/Carers

- 3.6.1 Misuse of drugs and/or alcohol is strongly associated with Significant Harm to children, especially when combined with other features such as domestic violence.
- 3.6.2 When the academy receives information about drug and alcohol abuse by a child's parents/carers they will follow appropriate procedures.
- 3.6.3 This is particularly important if the following factors are present:

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

3.7 Children at Risk of Child Sexual Exploitation (CSE)

- 3.7.1 Child sexual exploitation is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology.
- 3.7.2 Sexual exploitation can take many different forms from the seemingly 'consensual' relationship to serious organised crime involving gangs and groups. Potential indicators of sexual exploitation will be addressed within staff training, including raising awareness with staff that some young people who are being sexually exploited do not show any external signs of abuse and may not recognise it as abuse. Staff will follow the procedures outlined in this policy if concerns of child sexual exploitation arise.
- 3.7.3 The Designated Safeguarding Lead will complete Safeguarding Children Partnership Board's Exploitation (CSE / Criminal/Gangs) Risk Assessment and Management Tool and refer to Social Care if there is a concern that a young person may be at risk of criminal exploitation.
- 3.7.4 The academy recognises that young people who go missing can be at increased risk of sexual exploitation and has procedures in place to ensure appropriate response to children and young people who go missing, particularly on repeat occasions (see 3.4).

3.8 Children Living with Domestic Abuse

- 3.8.5 Domestic Abuse is defined as any incident or pattern of incidents of controlling, coercive or threatening behaviour, violence or abuse between those aged 16 or over who are or have been intimate partners or family members regardless of gender or sexuality. This can encompass but is not limited to the following types of abuse: psychological, physical, sexual, financial and emotional.
- 3.8.6 The academy recognises that where there is Domestic Abuse in a family, the children/young people will always be affected; the longer the violence continues, the greater the risk of significant and enduring harm, which they may carry with them into their adult life and relationships. Domestic Abuse can also affect children in their personal relationships as well as in the context of home life.
- 3.8.7 Staff will follow the procedures outlined in this policy if concerns of Domestic Abuse arise. The academy will vigilantly monitor the welfare of children living in domestic abuse households, offer support to them and contribute to any Multi-Agency Risk Assessment Conference (MARAC) safety plan as required.
- 3.8.8 Each Academy works in partnership with the Police and their local County Council to identify and provide appropriate support to pupils who have experienced domestic abuse in their home. In order to achieve this, the Education Safeguarding Team will share police information of all domestic incidents, where one of our pupils has been present, with the Designated Safeguarding Lead(s) (DSL)/Domestic Abuse (DA) Lead.

On receipt of any information, the DSL/DA Lead will decide on the appropriate support the child may require. Information is stored in line with all other confidential safeguarding and child protection information. All information sharing and resulting actions will be undertaken in accordance with the 'Joint Agency Protocol for Domestic Abuse – Notifications to Schools, Colleges and Early Years settings'.

3.9 Children at risk of 'Honour- Based' Violence including Female Genital Mutilation

- 3.9.1 So called 'honour-based' violence encompasses incidents which have been committed to protect or defend the honour of the family and/or community, including breast ironing, female genital mutilation (FGM) and forced marriage. The academy takes these concerns seriously and staff are made aware of the possible signs and indicators that may alert them to the possibility of HBV through training. Staff are required to treat all forms of HBV as abuse and follow the procedures outlined in this policy.
- 3.9.2 FGM is a procedure involving the partial or total removal of the external female genitalia or other injury to the female genital organs. FGM is illegal in the UK. Any indication that a child is at risk of FGM, where FGM is suspected, or where the woman is over 18, will be dealt with under the child protection procedures outlined in this policy. Staff will report concerns to the DSL, who will make appropriate and timely referrals to social care. In these cases, parents will not be informed before seeking advice and the case will still be referred to social care even if it is against the pupil's wishes.
- 3.9.3 In accordance with the Female Genital Mutilation Act, it is a statutory duty for teachers in England and Wales to report 'known' cases of FGM in under-18s which they identify in the course of their professional work to the police. Teachers should still consider and discuss any such case with the DSL and involve social care as appropriate, but the teacher will personally report to the police that an act of FGM appears to have been carried out.

3.10 Children who have returned home to their family from care

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

3.11 Children showing signs of Abuse and/or Neglect

- 3.11.1 The academy recognise that experiencing abuse or neglect may have an adverse impact on those children which may last into adulthood without appropriate intervention and support. School may be the only stable, secure and predictable element in the lives of children at risk. Children who have experienced abuse or neglect may display this through their own behaviour, which may be challenging and defiant or passive and withdrawn. We recognise that children may develop abusive behaviours and that these children may need to be referred on for appropriate support and intervention.
- 3.11.2 All staff should be aware that safeguarding incidents and/or behaviours can be associated with factors outside the school or college and/or can occur between children outside of these environments. All staff, but especially the designated safeguarding lead (and deputies) should consider whether children are at risk of abuse or exploitation in situations outside their families. Extra-familial harms take a variety of different forms and children can be vulnerable to multiple harms including (but not limited to) sexual exploitation, criminal exploitation, and serious youth violence.
- 3.11.3 The academy will provide training for staff to ensure that they have the skills to identify and report cases, or suspected cases, of abuse in accordance with the procedures outlined in this policy. The definitions of the four categories of abuse are attached (see Appendix A).

3.12 Prevention of Radicalisation and Extremism

- 3.12.1 Since 2010, when the Government published the Prevent Strategy, there has been an awareness of the specific need to safeguard children, young people and families from violent extremism. There have been several occasions both locally and nationally in which extremist groups have attempted to radicalise vulnerable children and young people to hold extreme views including views justifying political, religious, sexist or racist violence, or to steer them into a rigid and narrow ideology that is intolerant of diversity and leaves them vulnerable to future radicalisation.
- 3.12.2 The current threat from terrorism in the United Kingdom may include the exploitation of vulnerable people, to involve them in terrorism or in activity in support of terrorism. The normalisation of extreme views may also make children and young people vulnerable to future manipulation and exploitation. The academy recognises that children are vulnerable to extremist ideology and radicalisation and that protecting children from this risk forms part of the academy's safeguarding response. The Academy is clear that this exploitation and radicalisation should be viewed as a safeguarding concern.
- 3.12.3 The Counter-terrorism and Security Act, 2015 places a duty on authorities (including schools) 'to have due regard to the need to prevent people from being drawn into terrorism'. These duties should be seen alongside schools' duties to promote British values as a means of "building children's resilience to radicalisation".
- 3.12.4 The academy council will ensure that the DSL has undertaken Prevent awareness training and that all staff receive training about the Prevent duty.
- 3.12.5 Staff are required to be alert to changes in children's behavior which could indicate they need help or protection. Concerns that a child is at risk of radicalisation are referred to the DSL in the usual way. If appropriate the DSL will make a Channel referral.
- 3.12.6 See also 'The Prevent Duty, Departmental advice for schools and childcare providers', DfE (June 2015), "**Revised Prevent Duty Guidance for England and Wales**" (July 2015) (paras 57 – 76) for duties on staff in schools
- 3.12.6 Our procedures in relation to PREVENT (supporting the Prevention of Extremism and Radicalisation) are embedded within our day-to-day Safeguarding practice and procedures.
- 3.12.7 The Academy has a named SPOC (Single Point of Contact). He/she will be the lead for safeguarding in relation to protecting individuals from radicalisation, sharing relevant information in a timely manner with the appropriate agency, including Channel. It should be made clear on the referral form that it is prevent and referrals should be sent to the multi-agency safeguarding hub who will forward this to Channel.

Email: mash.cp@cambs.pnn.police.uk/ OR prevent@lincs.pnn.police.uk. OR MASH@northamptonshire.gcsx.gov.uk / OR mash@bedford.gcsx.gov.uk.

- 3.12.8 The SPOC has undertaken prevent awareness training and this has been delivered to staff as part of our ongoing updated safeguarding training.
- 3.12.9 The Academy's internet filtering includes the prevention of access to extremist material in academy.

3.13 Privately Fostered Children

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

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

3.14 Children who have Family Members in Prison

The academy is committed to supporting children and young people who have a parent or close relative in prison and will work with the family to find the best ways of supporting the child.

The academy recognises that children with family members in prison are at risk of poor outcomes including: poverty, stigma, isolation, poor mental health and poor attendance.

The academy will treat information shared by the family in confidence and it will be shared on a 'need to know' basis.

The academy will work with the family and the child to minimise the risk of the child not achieving their full potential.

4 PREVENTING UNSUITABLE PEOPLE FROM WORKING WITH CHILDREN

- 4.0.1 The academy will operate safer recruitment practices including ensuring appropriate DBS and reference checks are undertaken according to part 3 of 'Keeping Children Safe in Education' (2020) and the Academy Safer Recruitment Policy.
- 4.0.2 The academy council will ensure that at least one of the persons who conducts an interview has completed safer recruitment training. Details of trained staff in each academy can be found at the end of this Policy
- 4.0.3 Any allegation of abuse made against a member of staff (including supply staff and volunteers) will be reported straight away to the Principal. In cases where the Principal is the subject of an allegation, it will be reported to the Chair of Academy Council. (See Allegations Flowchart Appendix B). The academy will follow the procedures set out in Part four of Keeping Children Safe in Education 2020.
- 4.0.4 The academy will consult with the Local Authority Named Senior Officer / Designated Officer (LADO) in the event of an allegation being made against a member of staff, supply staff or volunteer and adhere to the relevant procedures set out in Keeping Children Safe in Education, 2020 and the Trust's HR Policies and seek help from HR personnel if required.
- 4.0.5 The Named Senior Officer will liaise with the Local Authority Designated Officer (LADO) ensuring that all allegations are reported to the LADO within one working day. Following consultation with the LADO, the Named Senior Officer will advise on all further action to be taken. Please note that the Head Teacher or Chair of the Academy Council should **not** seek to interview the child/ren or members of staff involved until advice has been sought. Doing so may compromise any police interviews that may be necessary.
- 4.0.6 The academy will ensure that any disciplinary proceedings against staff, supply staff or volunteers relating to child protection matters are concluded in full even when the member of staff, supply staff or volunteer is no longer employed at the academy and that notification of any concerns is made to the relevant authorities and professional bodies and included in references where applicable.
- 4.0.7 Staff (including supply staff and volunteers) who are the subject of an allegation have the right to have their case dealt with fairly, quickly, and consistently and to be kept informed of its progress. Suspension is not mandatory, nor is it automatic but, in some cases, staff may be suspended where this is deemed to be the best way to ensure that children are protected.
- 4.0.8 Consideration must be given to the needs of the child and a recognition that a child may make an allegation against an innocent party because they are too afraid to name the real perpetrator. It is rare for a child to make an entirely false or malicious allegation, although misunderstandings and misinterpretations of events do happen.
- 4.0.9 The academy will ensure that all staff, paid and unpaid, are aware of the need for maintaining appropriate and professional boundaries in their relationships with pupils and parents/carers, as advised within the Local Authority's Code of Conduct: 'Guidance for Safer Working Practice for Adults who work with Children and Young People in Education Settings' (May 2019). As part of the Induction process, all staff, paid or unpaid, will

receive guidance about how to create appropriate professional boundaries (in both the real and virtual world) with all children, especially those with a disability or who are vulnerable.

- 4.0.10 All staff have signed to confirm that they have, read 'Guidance for Safer Working Practice for Adults who work with Children and Young People in Education Settings' (May 2019).
- 4.0.11 The academy will ensure that staff, **supply staff** and volunteers are aware that sexual relationships with pupils aged under 18 are unlawful and could result in legal proceedings taken against them under the Sexual Offences Act 2003 (Abuse of Position of Trust).
- 4.0.12 The academy will ensure that communication between pupils and adults, by whatever method, are transparent and take place within clear and explicit professional boundaries and are open to scrutiny.

5.0 OTHER RELATED POLICIES AND GUIDANCE

- Anti -Bullying
- Attendance Policy
- Behaviour Policy
- Complaints procedure
- Critical Incidents Plan
- Equality **Duty & related Action** Plans
- E-Safety and Acceptable Use Policy
- First Aid Policy
- Health & Safety Policy
- Home Visits Policy
- Intimate Care Policy
- Lone Work Policy
- Physical Intervention and/or the Use of Reasonable Force
- Safer Recruitment Policy
- Staff Code of Conduct / Safer Working Practice
- Staff Discipline & Grievance Policy
- Supporting Pupils with Medical Conditions
- Visitors & Volunteers in Schools Policy
- Whistle-blowing

5.1 Mobile technology guidance

- 5.1.1 Cameras and mobile phones are prohibited in all toilet and changing areas.
- 5.1.2 No photographs may be taken on personal mobiles/tablets or for an adult's own records.
- 5.1.3 All staff are aware of safeguarding issues around the use of mobile technologies and their associated risks and will rigorously follow protocols set out in the Acceptable Use Policy (and the Mobile Technology policy in settings with Early Years provision: referring to Section 3 – The Safeguarding and Welfare Requirements of the Statutory Framework for the Early Years Foundation Stage).

5.2 Extended Schools and Before and After School Activities (on or off site)

- 5.2.1 If the academy provides extended school facilities or before or after school activities directly under the supervision or management of academy staff, the academy's arrangements for safeguarding as written in this policy shall apply.
- 5.2.2 Where services or activities are provided separately by another body the academy will seek assurance that the body concerned has appropriate policies and procedures in place for safeguarding children and child protection and there are arrangements to liaise with the academy on these matters where appropriate.

6.0 ACADEMY COUNCIL CHILD PROTECTION RESPONSIBILITIES

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

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

7.0 PANDEMIC SAFEGUARDING ARRANGEMENTS

In response to the 2020 COVID 19 pandemic schools were required to take measures to ensure the health and wellbeing of both children and staff. This included children spending significant amount of time at home and away from the school environment.

An addendum document was issued that applied to the educational provision of the schools during the pandemic relating to Covid-19. This document will be reviewed, and updated according to developments and advice from government and the local authority. Unless otherwise communicated, normal safeguarding and child protection policy and procedures continue to apply.

Appendix A: Four categories of abuse

Physical Abuse - may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

Neglect - persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development.

It may occur during pregnancy as a result of maternal substance misuse.

It may involve the neglect of or lack of responsiveness to a child's basic emotional needs.

It also includes parents or carers failing to:

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

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

It may involve conveying to a child that they are:

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

It may include:

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

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

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

It may involve:

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

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

Sexual Abuse – involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening.

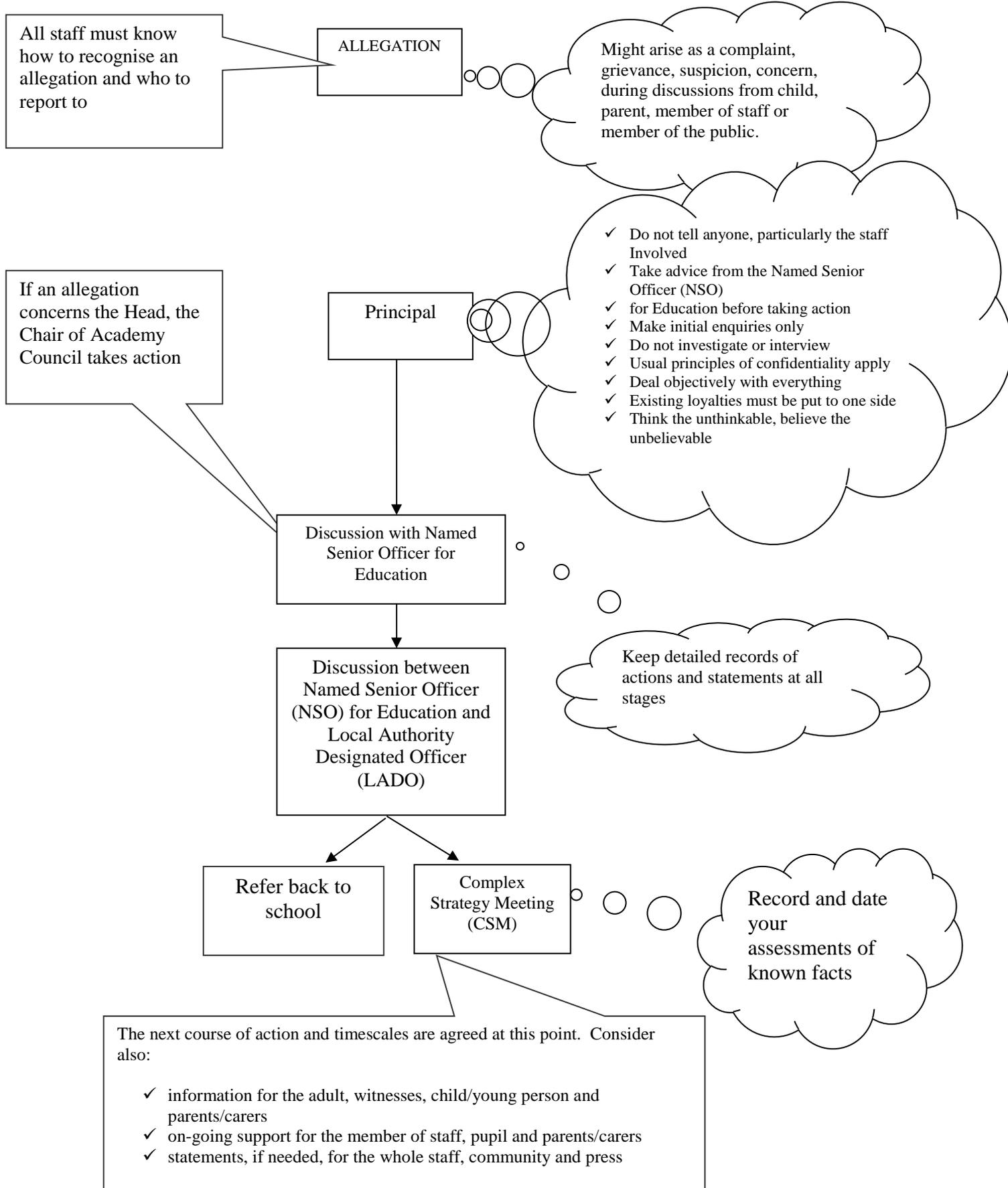
This may involve:

- physical contact including assault by penetration (e.g. rape or oral sex)
- non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing
- non-contact activities involving:
 - children in looking at, or in the production of, sexual images,

- children in watching sexual activities
- or encouraging children to behave in sexually inappropriate ways
- grooming a child in preparation for abuse (including via the internet).

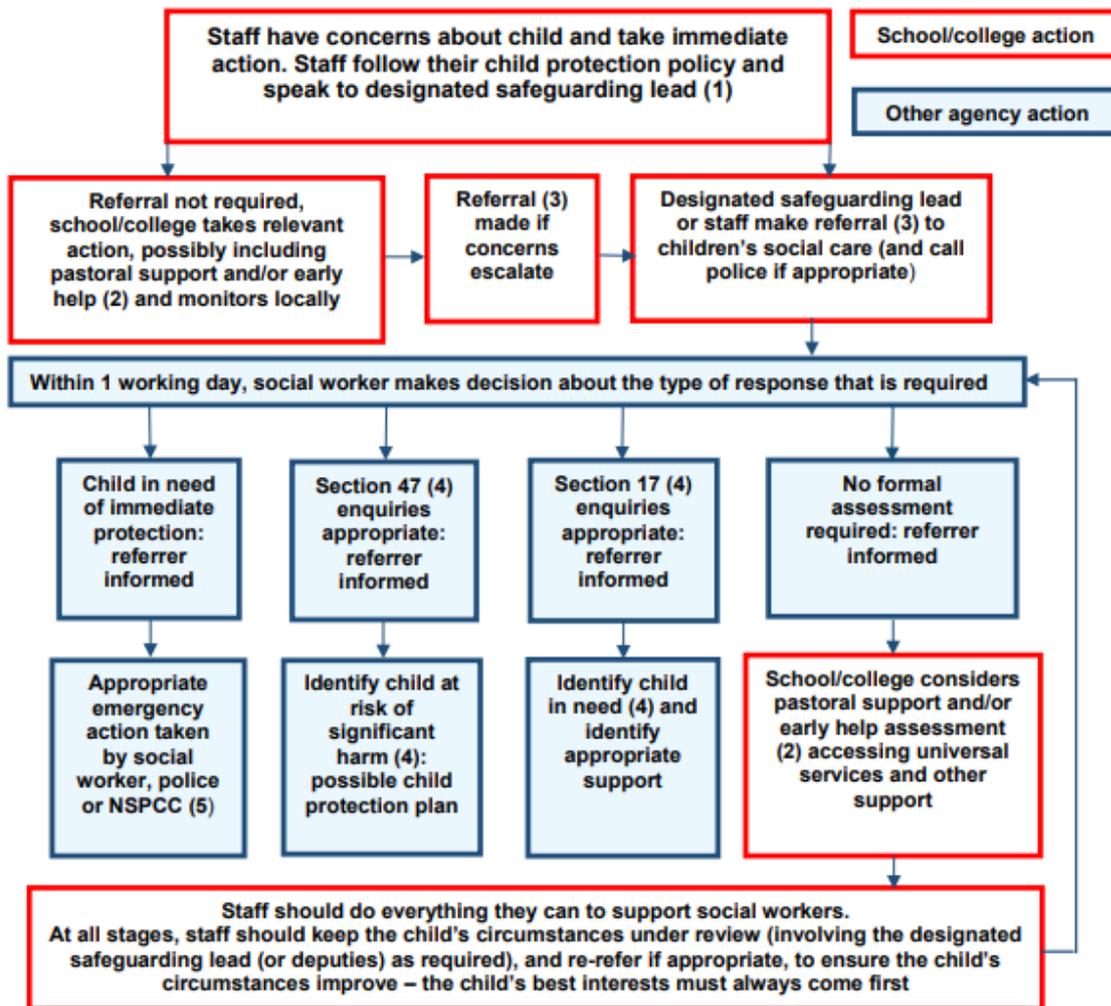
Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

Appendix B: Managing an Allegation Against a Member of Staff, **Supply Staff** or Volunteer in a CMAT Academy



Appendix C: Actions where there are concerns about a child

Reference KCSiE September 2020



(1) In cases which also involve a concern or an allegation of abuse against a staff member, see Part Four of this guidance.

(2) Early help means providing support as soon as a problem emerges at any point in a child's life. Where a child would benefit from co-ordinated early help, an early help inter-agency assessment should be arranged. Chapter one of [Working Together to Safeguard Children](#) provides detailed guidance on the early help process.

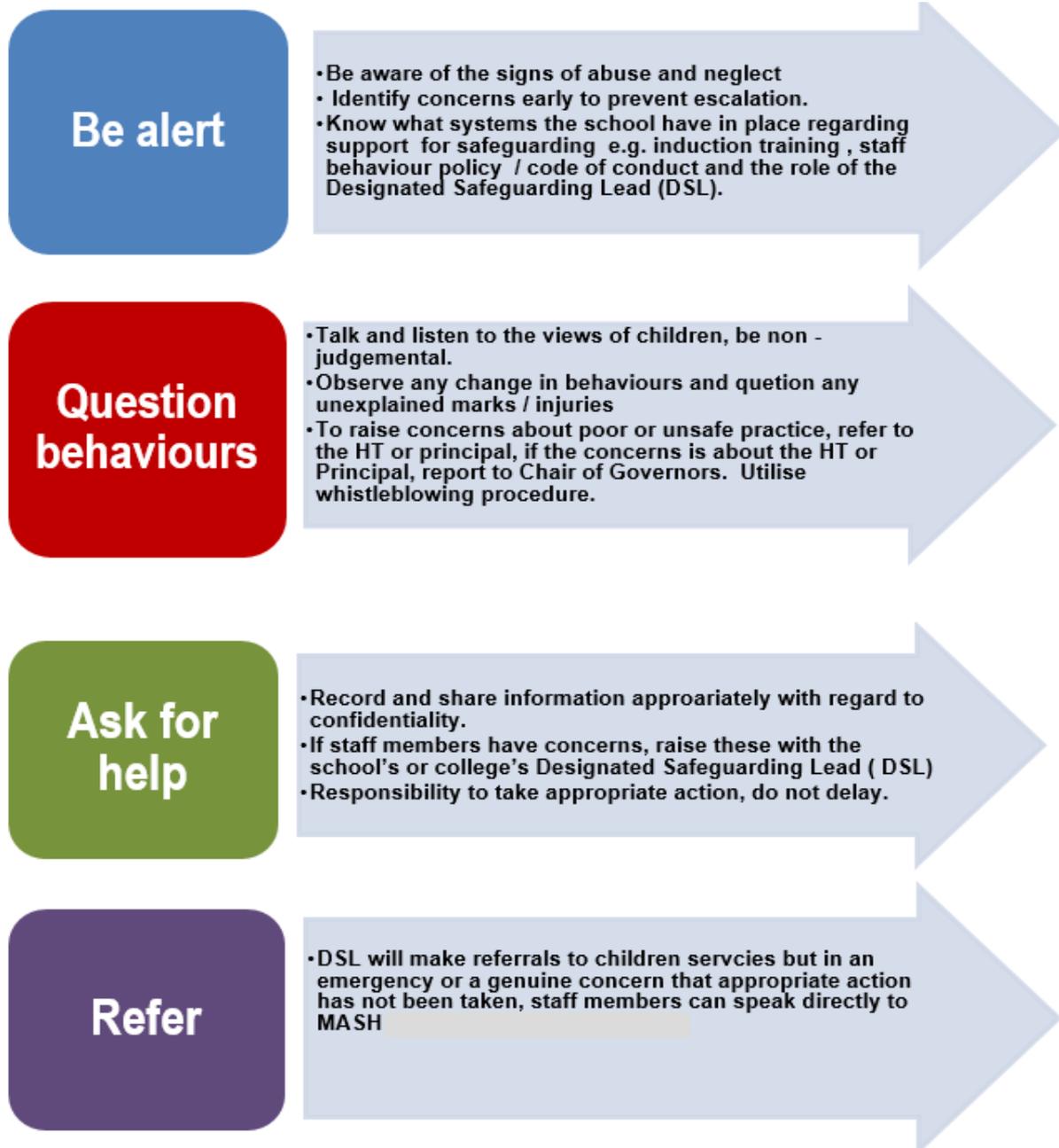
(3) Referrals should follow the process set out in the local threshold document and local protocol for assessment. Chapter one of [Working Together to Safeguard Children](#).

(4) Under the Children Act 1989, local authorities are required to provide services for children in need for the purposes of safeguarding and promoting their welfare. Children in need may be assessed under section 17 of the Children Act 1989. Under section 47 of the Children Act 1989, where a local authority has reasonable cause to suspect that a child is suffering or likely to suffer significant harm, it has a duty to make enquiries to decide whether to take action to safeguard or promote the child's welfare. Full details are in Chapter one of [Working Together to Safeguard Children](#).

(5) This could include applying for an Emergency Protection Order (EPO).

Appendix D: What to do if you are worried a child is being abused: Advice for Practitioners

Reference DfE 2019



Appendix E: Useful Contacts

Cambridgeshire and Peterborough

	Name	Telephone contact	Email
Contact Centre - Cambs	FREDT	0345 045 5203	referralcentre.childrens@cambridgeshire.GCSX.gov.uk
Contact Centre – P'boro	First Response Team	01733 864170/ 864180	cscrecords@peterborough.gcsx.gov.uk
Out of hours Emergency Duty Team	Duty Social worker	01733 234724	referralcentre.childrens@cambridgeshire.GCSX.gov.uk
Police	Child Abuse Investigation Unit	01480 847743 or 101/999 (in an emergency)	
Early Help helpline – Cambs Early Help Hub	FREDT Sara Rogers	0345 045 0180 01223 703800 Tel: 01480 376666	referralcentre.childrens@cambridgeshire.GCSX.gov.uk/ sara.rogers@cambridgeshire.gov.uk
Early Help helpline – P'boro	Michelle Harriss	01733 863649 01733 864031	helpwithCAF@peterborough.gov.uk Michelle.harriss@peterborough.gov.uk
Multi-Agency Safeguarding Hub (MASH) – referrals and professional consultation		0345 045 1362	
Designated Officer (formerly known as LADO) - Cambs	Amanda Harrison Lynn Chesteron	01223 727967	
Designated Officer (formerly known as LADO) – P'boro	Alison Heron	(01733) 864038	
Named Senior Officer for Allegations - Cambs	Diane Stygal	01223 507115	
Education Child Protection Service Advice Line - Cambs		01223 703800	ECPSGeneral@cambridgeshire.gov.uk

Cambridgeshire Local Safeguarding Children Board – Safeguarding Inter-Agency Procedures:

<https://www.cambslscb.co.uk/>

Key Information

NORTH CAMBRIDGE ACADEMY updated January 2021

	Name	Telephone contact	email
Designated Safeguarding Lead	Samuel Fox	01223 491500 01223 491520	sfox@northcambridgeacademy.org
Deputy Designated Safeguarding Lead	Jan Collings	01223 491500	jcollings@northcambridgeacademy.org
Designated Safeguarding Person	Mim Gosling	01223 491 500	mgosling@northcambridgeacaddmy.org
Designated Safeguarding Person	Lynn Batchelor	01223 491500	lbatchelor@northcambridgeacademy.org
Designated Safeguarding Person	Louise Vacca	01223 491 500	lvacca@northcambridgeacademy.org
Designated Safeguarding Person	Anton Delgado Rosas	01223 491 500	arosas@northcambridgeacademy.org
Safeguarding Academy Council member	Rachael Holliday	01223 491 500	lgreenlees@cmatrust.net
Single Point of Contact (SPOC) (Prevent lead)	Jan Collings	01223 491518	jcollings@northcambridgeacademy.org
The following members of staff have undertaken Safer Recruitment training	Samuel Fox Jo Tate Alison Gallagher Elizabeth Hedges	01223 491520 01223 491500 01223 491500 01223 491500	sfox@northcambridgeacademy.org jtate@northcambridgeacademy.org agallagher@northcambridgeacademy.org ehedges@northcambridgeacademy.org