




Safeguarding and Child Protection Policy and Procedures

Updated for KCSIE September 2021

Winchmore School
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CONTENTS

1. Key Contacts	1
2. What to do if you have a welfare concern in [Name of School]	4
3. Introduction and Ethos	5
4. Legislation and guidance	5
5. Related Safeguarding Policies	7
6. Definitions of safeguarding	7
7. Informing staff and others of safeguarding policy	8
8. Roles and Responsibilities	8
9. Recognising Indicators of abuse and neglect	10
10. Child protection procedures – taking action	12
11. Notifying parents/carers and carers of child protection concerns	14
12. Confidentiality information sharing and record keeping	14
13. Multi-Agency Working	15
14. Staff Induction, Awareness and Training	15
15. Safer Working Practice	16
16. Staff Supervision and Support	16
17. Online safety (increased focus KCSIE 2021 – now in Part 2)	17
18. Safeguarding Children with Special Educational Needs and Disabilities	18
19. Mental health and children requiring mental health support	19
20. Children in need of a social worker (Child in Need and Child Protection Plans)	19
21. Looked after children, previously looked after children and care leavers	19
22. Children that go missing from education (CME)	20
23. Peer on Peer Abuse (much greater focus in KCSIE 2021)	20
24. Gangs, County Lines, Serious violence, Crime and Exploitation	21
25. Female genital mutilation (FGM)	21
26. Preventing radicalisation	21
27. Use of reasonable force	22
28. Curriculum and Staying Safe	22
29. Alternative provision	22
30. Elective home education (<i>new KCSIE Sept 21</i>)	22
31. Private fostering and host families	23
32. Safer Recruitment	23
33. Concerns and allegations against members of staff and adults in the school	23
34. Whistle blowing	25
35. The use of premises by other organisations	25
36. Site security and arrangements for visitors	26
37. Complaints	26
38. Policy Monitoring and Review	26
Appendix 1: Categories of Abuse	28
Appendix 2: Specific safeguarding issues (KCSIE Annex B)	30
Appendix 3: Peer on Peer Abuse	37
Appendix 4: Sources of Support and Advice	39
Appendix 5: The Seven Golden Rules to Information Sharing	41
Appendix 6: Summary of Essential Child Protection (CP) Procedures at Winchmore School.	42
Appendix 7: Winchmore School's approach to addressing Sexual harassment	43
Appendix 8: Online Safety	44

1. Key Contacts

Head of School	Jim Owen	
Designated Safeguarding Lead (DSL)	Noel Thompson	Deputy Headteacher
Deputy Designated Safeguarding Leads (DDSL's)	Steve Higgs Natasha De Souza Helen Smith Kelly Marshall Kathryn Cowen Ugur Bulbul Kassim Jama Lisa Hughes	Assistant Headteacher Head of Year 7 Head of Year 8 Head of Year 9 Head of Year 10 Head of Year 11 Head of Year 12 Head of Year 13
Chair of Governors	Jim Orros	Contact via the main school office
Link Governor for Safeguarding	Sian McDermott	
Local Authority Designated Officer (LADO)		Enfield Lado Andreas.Kyriakou@enfield.gov.uk or safeguardingservice@enfield.gov.uk 0208 379 2850 0208 379 4392
Channel Helpline		020 7340 7264
Enfield Council (Local Authority (LA)) Children's Services (making a MASH referral) Please only use the out of hours number if you are calling outside of normal working hours. Your call will be logged and the operator will take brief details. An out of hours social worker will ring you back.	Office Hours <ul style="list-style-type: none"> Monday to Thursday 8:45am to 5:00pm Friday 8:45am to 4:45pm 0208 379 5555 Out of office hours, including weekends: 0208 379 1000 Do not use this number if a child needs immediate assistance from the Police or Ambulance Services. In these cases, call 999 During your phone call (above) if you are a professional working with children you may be asked to complete a MASH referral form within 24 hours. This should be done online using the Enfield Council's Children's Portal https://cp.childrengportal.enfield.gov.uk/web/portal/pages/home 	
Met Police	101 or 999 if there is an immediate risk of harm	

2. What to do if you have a welfare concern in Winchmore School

Why are you concerned?

- For example
 - Something a child has said – e.g. allegation of harm
 - Child's appearance – may include unexplained marks as well as dress
 - Behaviour change
 - Witnessed concerning behaviour

Act immediately and record your concerns. If urgent, speak to a DSL first.

If it is out of hours & the DSL is NOT available then make a direct referral to social services – see key contact table above

- Follow the school procedure using CPOMs
 - Reassure the child
 - Clarify concerns if necessary (**TED**: Tell, Explain, Describe)
 - Use child's own words
 - Sign and date your records
 - Seek support for yourself if required from DSL (Noel Thompson, Deputy Headteacher)

Designated Safeguarding Lead

- Consider whether the child is at immediate risk of harm e.g. unsafe to go home
- Refer to other agencies as appropriate e.g. Internal or community services, early help open access, LADO, Police or Request for Support from Enfield Childrens' Services

If you are unhappy with the response

Staff:

- Follow local escalation procedures
- Follow Whistleblowing procedures

Learners and parents/carers:

- Follow school complaints procedures Details from main school office

At all stages, the child's circumstances will be kept under review

The DSL/Staff will request further support if required to ensure the **child's safety** is **paramount**

Record decision making and action taken in the learner's child protection/safeguarding file

Review and request further support (if necessary)

Monitor

Be clear about:

- What you are monitoring e.g. behaviour trends, appearance etc.
- How long you will monitor
- Where, how and to whom you will feedback and how you will record

Inform the Designated Safeguarding Lead, Noel Thompson (see key contact table above)

3. Introduction and Ethos

The purpose of this policy is:

- To protect the safety, welfare and well-being of the pupils on roll at our school
- To set out the school's overarching principles, approaches and systems to child protection and safeguarding across all aspects of school life.
- To ensure staff are aware of their statutory safeguarding duties and responsibilities
- To ensure staff are well-equipped and confident to recognise and report child protection concerns
- To promote an open and listening culture where everyone can voice concerns in the knowledge they will be believed, helped and supported.

Our core safeguarding principles are:

- **Promotion**

- making sure pupils, parents/carers, staff and all adults that come into contact with children know the systems and the support in place to keep children safe and there is a culture of vigilance permeating across the school
- **Prevention**
 - positive, supportive, vigilant, open and safe culture. Well taught curriculum that includes relationships and online safety, pastoral opportunities for children and safer recruitment procedures
- **Protection**
 - following the agreed procedures, ensuring all staff are trained and supported to recognise and respond appropriately and sensitively to safeguarding concerns.
- **Support**
 - for all learners, parents/carers and staff, and where appropriate specific interventions that are required for those who may be at risk of harm.
- **Working with parents/carers and other agencies**
 - to ensure timely, appropriate communications and actions are undertaken when safeguarding concerns arise.
- Winchmore School recognises our statutory responsibility to safeguard and promote the welfare of all children. Safeguarding is everybody's responsibility and all those directly connected (staff, volunteers, governors, leaders, parents/carers, families and learners) are an important part of the wider safeguarding system for children and have an essential role to play in making this community safe and secure.
- Staff and other adults working with children at Winchmore School are advised to maintain an attitude of 'it could happen here' where safeguarding is concerned.
- Winchmore School believes that the best interests of children always come first. All children (defined as those up to the age of 18) have a right to be heard and to have their wishes and feelings taken into account and all children regardless of age, gender, ability, culture, race, language, religion or sexual identity, have equal rights to protection.
- Winchmore School recognises the importance of safeguarding and the promotion of children's welfare at all times. Safeguarding is embedded in all the school's processes and procedures and at the heart of our school to provide an ethos and environment that will help children to be safe and feel safe. In our school children are respected and encouraged to talk openly. All our staff understand safe professional practice and adhere to our safeguarding policies.
- Winchmore School expects that if any member of our community has a safeguarding concern about any child or adult, they should act immediately. This includes out of hours when the DSL may not be available to speak to, in which case a direct referral should be made to social services – see contact details at the start of this policy.
- This policy is implemented in accordance with our compliance with the statutory guidance from the Department for Education, 'Keeping Children Safe in Education' 2021 (KCSIE) which requires individual schools and colleges to have an effective child protection policy.
- The procedures contained in this policy apply to all staff, including governors, temporary or third-party agency staff and volunteers and are consistent with those outlined within KCSIE 2021.

4. Legislation and guidance

- This policy has been developed in accordance with the principles established by the Children Acts 1989 and 2004 and related guidance. This includes:
 - DfE Keeping Children Safe in Education 2021 (KCSIE)
 - Working Together to Safeguard Children 2018
 - Ofsted: Education Inspection Framework' 2019 (revised June 2021)
 - Framework for the Assessment of Children in Need and their Families 2000)
 - Early Years and Foundation Stage Framework (EYFS) September 2021
 - The Education (Independent School Standards) Regulations 2014
 - The Non-Maintained Special Schools (England) Regulations 2015
 - Multi-agency statutory guidance on female genital mutilation (July 2020)
 - Advice Sexual Violence and Sexual Harassment between children in schools and colleges (July 2021)
 - Relationships and Sex Education (RSE) statutory guidance (June 2019, last updated July 2021)
- Section 175 of the Education Act 2002 requires school governing bodies, local education authorities and further education institutions to make arrangements to safeguard and promote the welfare of all children who are pupils at a

school, or who are students under 18 years of age. Such arrangements will have to have regard to any guidance issued by the Secretary of State.

- Other legislation this policy is based on:

Legislation	What it covers
School Staffing (England) Regulations 2009	<ul style="list-style-type: none"> • Lists what must be recorded on the single central record • The requirement for at least one person conducting an interview to be trained in safer recruitment techniques.
Children's Act 1989 (and 2004 amendment),	<ul style="list-style-type: none"> • Provides the framework for the care and protection of children.
Female Genital Mutilation Act 2003, as inserted by section 74 of the Serious Crime Act 2015 (Section 5B (11))	<ul style="list-style-type: none"> • 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.
Rehabilitation of Offenders Act 1974	<ul style="list-style-type: none"> • Sets out when people with criminal convictions can work with children.
Schedule 4 of the Safeguarding Vulnerable Groups Act 2006	<ul style="list-style-type: none"> • Defines what 'regulated activity' is in relation to children

5. Related Safeguarding Policies

- This policy is one of an integrated suite of policies, reflecting the whole school approach to safeguarding. It should be read and actioned in conjunction with the policies as listed below:
 - Anti-Bullying included in the behaviour policy
 - Winchmore School Anti-bullying code poster
 - Attendance and punctuality which includes children missing in education
 - Positive behaviour policy which covers anti-bullying
 - Curriculum policy
 - Data protection and Information sharing
 - First aid and managing medical needs
 - Health and safety, including plans for Winchmore reopening
 - Image use
 - Managing/dealing with allegations against staff
 - Online safety policy including Acceptable Use of Technology Policies (AUP)
 - Peer on peer abuse, including sexual violence and sexual harassment
 - Personal and intimate care
 - Personal, social and health education (PSHCEE)
 - Relationships and Sex Education (RSE)
 - Risk assessments (e.g. school trips, use of technology, Covid safety arrangements)
 - Safer recruitment
 - Searching, screening and confiscation as guided by our Safer School's Officer
 - Social media and Mobile technology
 - Special educational needs
 - Staff Code of Conduct
 - Staff disciplinary policy
 - Use of physical restraint
 - Whistleblowing

6. Definitions of safeguarding

- In line with KCSIE 2021, safeguarding and promoting the welfare of children is defined for the purposes of this policy as:
 - protecting children from maltreatment;
 - preventing 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; and
 - taking action to enable all children to have the best outcomes.
- Safeguarding is what we do to prevent children suffering or coming to harm.
- Child protection refers to activities undertaken by the school to protect children suffering from harm or likely to suffer from harm. A child includes anyone under the age of 18.
- The safeguarding partners that the school works with to safeguard its pupils as set out in KCSIE are: the local authority; the local clinical commissioning group; and the chief officer of Police for the area that falls under the local authority.
- Abuse is a form of maltreatment of a child that covers inflicting harm or failing to prevent the infliction of harm. Neglect is a form of abuse and is the persistent failure to meet a child's basic physical and psychological needs. *Section 8 and Appendix 1 provides a more detailed explanation of the different types of abuse and signs and symptoms and specific safeguarding issues.*

7. Informing staff and others of safeguarding policy

- All staff (including temporary staff and volunteers) will be provided with a copy of this policy. They will be asked to say they have read and understood its contents, are familiar with the school systems and will adhere to them. Policy is available in the main school office and is on the website.
- Visitors to the school site will be given a leaflet detailing our safeguarding arrangements, which also covers fire safety, first aid and health & safety. Visitors will be asked to sign to say they have read, understood and will adhere to these arrangements.
- parents/carers can obtain a copy of the school Safeguarding and Child Protection Policy downloaded from the school website together with other related policies, including for online safety, recruitment and peer on peer abuse. www.winchmore.enfield.sch.uk. Additionally, these and other policies are available from the school office on request.
- Pupils will be made aware of the school's systems in age-appropriate ways through displays around the school site, verbally and via the school website. The DSL will ensure pupils have understood and are aware that they can raise concerns at any time, they will be listened to, taken seriously and their wishes respected (where possible), given the necessary support and kept informed of actions being taken.

8. Roles and Responsibilities

The Governing Body

- The Governing Body takes responsibility for strategic leadership that is a 'whole school approach' for the school's safeguarding arrangements and that these will comply with their duties under legislation and have full regard to KCSIE 2021. This includes ensuring the school's policies, procedures and training are effective and comply with the law at all times.
- The Governing body will ensure the school's systems enable pupils to report what is happening to them.
- The Governing body will ensure the appointed DSL is a senior member of staff. The role of the DSL (and deputies) set out in KCSIE Annex C will be made explicit in the postholder's job description.
- Winchmore School has a nominated governor (Sian McDermott) for safeguarding. The nominated governor(s) will support the Designated Safeguarding Lead and have oversight in ensuring that the school has an effective policy

which interlinks with other related policies; that locally agreed procedures are in place and being followed; and that the policies are reviewed at least annually and when required.

- All governors will undertake safeguarding training and additional training on specific issues, such as online safety, as required in order to fulfil their oversight duties.
- The governing body will take an active role in monitoring safeguarding arrangements and providing support to the Designated Safeguarding Lead in line with Part 2 KCSIE 2021. This will include visits to school, regular contact with the Designated Safeguarding Lead and other staff working to protect children and reviewing information provided to them concerning pupils' welfare and safety, including for online safety. Governors will also seek the views of pupils and parents/carers as part of their monitoring arrangements to check on the effectiveness of safeguarding arrangements.
- The governing body and leadership team will ensure that the Designated Safeguarding Lead (and deputies) are supported and given sufficient time, funding and resources to carry out their roles. They will also ensure there is adequate cover if the Designated Safeguarding Lead is absent.

Headteacher

- The Headteacher will ensure that the suite of policies and procedures relating to safeguarding and child protection adopted by the school's Governing Body are understood and followed by all staff.

Designated Safeguarding Lead (DSL)

- The school has appointed a member of the leadership team, Noel Thompson (Deputy Headteacher) as the Designated Safeguarding Lead (DSL). Additionally, the school have appointed Deputy DSLs (see key contacts table at the beginning of this policy) who will have delegated responsibilities and act in the DSLs absence. The DSL has overall responsibility for the day-to-day oversight of safeguarding and child protection systems in school. Whilst the activities of the DSL may be delegated to the deputies, the ultimate lead responsibility for safeguarding and child protection remains with the DSL and this responsibility will not be delegated. This is in line with full job description set out in KCSIE Annex C.
- The DSL will undergo appropriate and specific training to provide them with the knowledge and skills required to carry out their role. Deputy DSLs are trained to the same standard as the DSL. The DSL and any deputy DSLs training will be updated formally every two years, but their knowledge and skills will be updated through a variety of methods at regular intervals and at least annually. The Head Teacher will be kept informed of any significant issues by the DSL.
- The DSL (and deputies) will be provided with sufficient time so they can provide appropriate support to staff and children regarding any new safeguarding and welfare concerns following Covid-19. This may include handling of referrals to integrated social care and working with other agencies where appropriate. Job descriptions that align to KCSIE 2021 Annex C are in place for the DSL and deputy DSLs.
- The role of the DSL is to:
 - o Hold the overall responsibility for child protection
 - o Act as the central contact point for all staff to discuss any safeguarding concerns
 - o Be available during term time (during school hours) for staff in the school to discuss any safeguarding concerns.
 - o Understand the views of children and encourage a culture of listening to children and taking account of their wishes
 - o Take the lead 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.
 - o Maintain a confidential recording system for safeguarding and child protection concerns
 - o Ensuring child protection files are up-to-date, records are clear and comprehensive and details of the concern, follow up, actions, decisions and outcome
 - o Ensuring information is shared as appropriate, including when a child transfers schools
 - o Coordinate safeguarding action for individual children

- o When supporting children with a social worker, or looked after children, the DSL should have the details of the child's social worker and the name of the virtual school head in the authority that looks after the child (with the DSL liaising closely with the designated teacher)
- o Liaise with other agencies and professionals in line with KCSIE 2021 and WTSC 2018
- o Ensure that locally established procedures as put in place by the three safeguarding partners (Haringey LA), including referrals, are followed, as necessary.
- o Represent, or ensure the **school** is appropriately represented, at multi-agency safeguarding meetings (including Child Protection conferences)
- o Manage and monitor the school role in any multi-agency plan for a child.
- o Help promote educational outcomes by sharing the information about the welfare, safeguarding and child protection issues that children, including children with a social worker, are experiencing, or have experienced, with teachers and school leadership staff.
- o Ensure adequate and appropriate DSL cover arrangements in response to any closures and out of hours and/or out of term activities.
- o Work with all staff (for example: teachers, support staff, pastoral leaders, SENCo, mental health leads) on matters of safeguarding and welfare (including mental health and online/digital safety)
- o Raising awareness of safeguarding and child protection systems with staff, pupils and parents/carers.
- o Ensure all staff access appropriate safeguarding training, including in online safety and other relevant specific issues and regular updates in line with the recommendations within KCSIE (2021)
- o Providing support to staff as required.
- o Manage referrals of suspected abuse to the Channel programme, disclosure & barring service and where a crime has been committed to the Police.
- o Support/liase with the 'case manager' for child protection issues which concern a member of staff.

Members of Staff

- All members of staff have a responsibility to:
 - o Provide a safe environment in which children can learn.
 - o Be aware it can happen here and safeguarding is everyone's responsibility.
 - o Actively promote welfare and safeguarding, including online safety, of pupils.
 - o Know what to do if a child tells them that he or she is being abused or neglected and understand the impact abuse and neglect can have upon a child.
 - o Understand the difficulties that children may have in approaching staff about their circumstances and consider how to build trusted relationships which facilitate communication.
 - o Be prepared to identify children who may benefit from early help.
 - o Understand the early help process and their role in it.
 - o Understand the school's safeguarding policies and systems.
 - o Undertake regular and appropriate training which is regularly updated.
 - o Be aware of the process of making referrals to children's social care and statutory assessment under the Children Act 1989.
 - o Be able to identify and act upon indicators that children are, or at risk of developing mental health issues.
 - o Know how to maintain an appropriate level of confidentiality and the importance of recording and information sharing.
 - o Understand the wider definitions of peer on peer abuse and be aware of specific issues such as cyberbullying, sexual violence, sexual harassment and exploitation as set out in KCSIE Part 1 and Annex B.
 - o Be aware of the indicators of abuse and neglect so that they can identify cases of children who may need help or protection

Children and Young People

- Children and young people (learners) have a right to:
 - o Feel safe, be listened to, know their concerns will be taken seriously, and have their wishes and feelings taken into account.
 - Contribute to the development of school safeguarding policies.
 - o Receive help from a trusted adult.
 - o Learn how to keep themselves safe, including online.

parents/carers and Carers

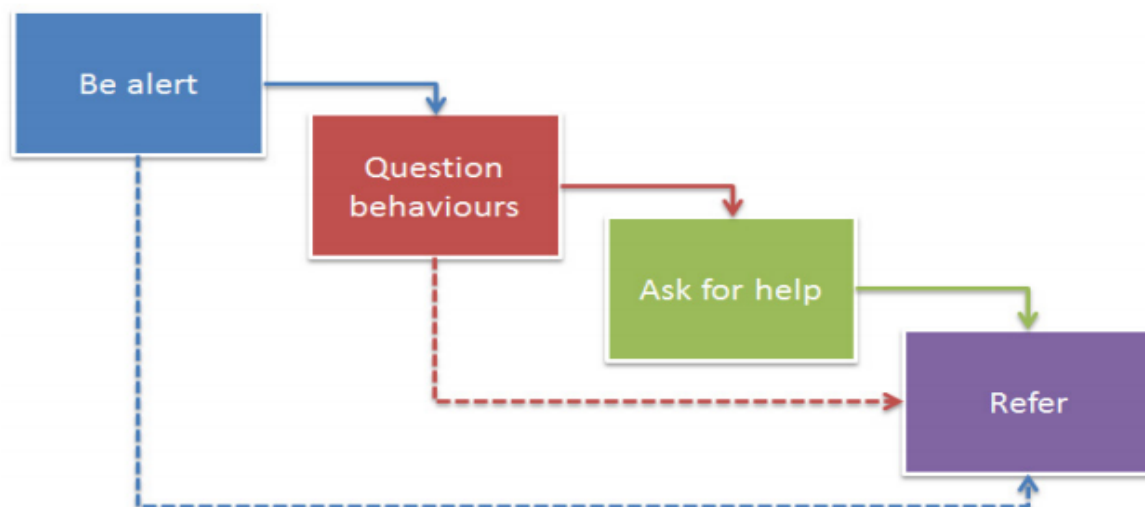
- parents/carers have a responsibility to:
 - Understand and adhere to the relevant school policies and procedures.
 - Talk to their children about safeguarding issues and support the school in their safeguarding approaches.
 - Identify behaviours which could indicate that their child is at risk of harm including online and seek help and support from the school or other agencies.
 - Speak to school staff if they have any concerns about the welfare, well-being and safety of their children.

9. Recognising Indicators of abuse and neglect

- All staff in Winchmore School are made aware of the definitions and indicators of abuse and neglect as identified by Working Together to Safeguard Children (2018 updated December 2020) and Keeping Children Safe in Education (KCSIE) 2021.
- Winchmore School recognises that when assessing whether a child may be suffering actual or potential harm there are four categories of abuse:
 - Physical abuse
 - Sexual abuse
 - Emotional abuse
 - Neglect

For further information see Appendix 1 of this policy and Appendix 4 for links for advice and support.

- All members of staff are expected to be aware of and follow this approach if they are concerned about a child (taken from 'What to do if you are worried a child is being abused' DfE 2015)



- The school acknowledges that safeguarding includes a wider range of specific issues including (but not limited to):

◦ Child abduction and community safety incidents	◦ Homelessness
◦ Children with family members in prison	◦ Honour based abuse (so called)
◦ Children Missing Education (CME)	◦ Mental health
◦ Child missing from home or care	◦ Modern slavery & the National Referral Mechanism
◦ Child Sexual Exploitation (CSE)	◦ Online safety
◦ Child Criminal Exploitation (CCE)	◦ Peer on peer abuse (including cyberbullying, racial, prejudicial and discriminatory bullying)
◦ County Lines	◦ Preventing radicalisation and extremism
◦ Cybercrime	◦ Relationship abuse
◦ Domestic abuse	◦ Serious Violence
◦ Faith based abuse	◦ Sexual Violence and Sexual Harassment
◦ Female Genital Mutilation (FGM)	◦ Upskirting
◦ Forced marriage	
◦ Gangs and youth violence	

- Gender based abuse and violence against women and girls
- Youth produced sexual imagery, nudes/semi-nudes (“Sexting”)
- Additional information on these specific issues is given in the sections below, in Appendix 2 of this policy and also set out in KCSIE Part 1 and Annex B
- Members of staff are aware that concerns may arise in many different contexts and can vary greatly in terms of their nature and seriousness. The indicators of child abuse and neglect can vary from child to child. Children develop and mature at different rates, so what appears to be worrying behaviour for a younger child might be normal for an older child.
- It is important to recognise that indicators of abuse and neglect do not automatically mean a child is being abused however all concerns should be taken seriously and explored by the DSL on a case by case basis.
- Parental behaviours’ may also indicate child abuse or neglect, so staff should also be alert to parent-child interactions or concerning parental behaviours; this could include parents/carers who are under the influence of drugs or alcohol or if there is a sudden change in their mental health.
- Safeguarding incidents and/or behaviours can be associated with factors outside school and/or can occur between children offsite. Children can be 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.
- By understanding the indicators of abuse and neglect, we can respond to problems as early as possible and provide the right support and services for the child and their family.

10. Child protection procedures – taking action

Winchmore School adheres to the Enfield Safeguarding Children multi-agency partnership procedures (Enfield LA). The full Enfield LA procedures and additional guidance relating to specific safeguarding issues can be found on their website: www.enfield.gov.uk

- Staff (volunteers, governors, contractors, agency and supply staff and visitors) must follow the school procedures set out in this and the following sections should they identify or have a worry about a child protection issue. The actions staff and other adults should take if they are any safeguarding concerns about a pupil are listed below. This will be covered in staff training, including new staff induction. Visitors will be provided with an information sheet on arrival, summarising the school systems and how they should pass on any child protection concerns. If anyone is unsure about reporting concerns, they must speak to the DSL and they can also refer to the DfE publication ‘What to do if you’re worried a child is being abused’ (March 2015).
- All staff are made aware of the process for making requests for support referrals for statutory assessments under the Children Act 1989, along with the role they might be expected to play in such assessments.
- Winchmore School recognises that some children have additional or complex needs and may require access to intensive or specialist services to support them.

Action if a child is in immediate danger or suffering harm or likely to suffer harm

- As soon as a member of staff or adult working in the school becomes aware that a child is suffering or likely to suffer harm, or in immediate danger they must let the DSL know immediately.
- The member of staff must make a record of what the child (ideally contemporaneously) is telling them/has told them and also record this on CPOMs as soon as possible after the alert to the DSL. The handwritten record should be scanned and added to the electronic record (see details under making a record of a concern).
- The DSL, along with the relevant Deputy DSLs will review the case and decide on the next steps. If a child is in immediate danger or is at risk of harm, a request for support should be made immediately to Enfield Children and Family Services which must involve using the Enfield Children’s Portal and, or the police in line with Enfield LA procedures.
- If the DSL or a deputy DSL (Steve Higgs in the first instance) is not available, for example out of school hours, then any staff member or other adults can make a referral. The contact numbers for making a MASH referral to Enfield Children and Family Services, (and completing the MASH referral Form) are listed on in the key contacts table, at the

beginning of this policy. During this call you should seek the advice about notifying parents/carers, remembering that in some situations this could be unsafe or cause the child more harm. During your phone call if you are a professional working with children you may be asked to complete a MASH referral form within 24 hours. This should be emailed securely to the Enfield Children's Portal.

- Any member of staff/adult making a referral to the MASH team must inform the DSL as soon as possible, verbally and provide a written record of the concerns and actions taken.

Action if a concern about a child is not in immediate danger or risk,

- Staff must be vigilant at all times. In doing this staff may well notice safeguarding concerns that do not place a child at immediate risk of harm. Staff must be mindful that no concern is too small not to share and that they are vital in helping the DSL to build a picture of the child's well-being, welfare, mental health and safety and take the necessary action. Examples of concerns could be a child looking unkempt, saying or making a comment that arouses your suspicions or a change in character/behaviour.
- Staff must follow school procedures and record the concern on CPOMs. The DSL will ensure that there is continuous monitoring of the CPOMs throughout the day so no concerns are missed and any necessary actions are taken. The member of staff should not hesitate in also discussing their concern with the DSL or deputy DSL. The DSL will review this information, with any other safeguarding concerns they have on record, and take any necessary actions.

Guidance on receiving a disclosure from a child

Staff should follow this approach:

- Listen to what the child has to say. Allow them time to talk freely and do not ask leading questions. Reassure the child that they are doing the right thing in telling you. Let them know they are being taken seriously and that nothing they say is or will cause a problem. Do not tell them they should have told you sooner.
- Stay calm and do not show that you are shocked or upset. Do not in any circumstance promise to keep what they have told you a secret. Explain you will have to pass this information on and what will happen next.
- If possible, make a handwritten record as the child speaks. If this is not possible, make a handwritten record as soon as possible afterwards. Follow the school procedure to also make a report on CPOMs.
- Speak to a DSL or deputy DSL immediately if the child is in immediate risk or has been harmed as noted above.
- Under no circumstances should the staff member undertake any investigation into the concern.
- Any allegations about staff must be reported directly to the headteacher, or in their absence, a deputy headteacher, unless the allegation is against the headteacher in which case the chair of governors should be informed. See later section.

Action if a concern about a child has been identified

- The DSL may seek advice or guidance from the Enfield Children and Family Services before deciding next steps. They may also seek advice or guidance from a social worker at the Enfield Children and Family Services who are the first point of contact for Integrated Children's Services (ICS).

Making a record of a concern or disclosure

- Any child protection concerns should be entered into CPOMs. If the concern is a direct disclosure from a child then this should be recorded in writing so there is a contemporaneous record of the disclosure, which can be used as evidence should a case go to court. Ideally, this should be on the Winchmore School Logging a Concern Form (Pink Form) which can be found in the staff room or are available in the main school office. The start, end time, location and date should be added to the report. A summary of the report should be made on CPOMs and the DSL or deputy informed immediately.

Early Help referrals

- The school will work with social care, the police, health services and other services to promote the welfare of children and protect them from harm. Staff are trained to be alert to the potential for early help, identify children that may benefit from early help and raise their concerns with the DSL. **See examples as set in para 19 of KCSIE.**

- If the DSL views that early help is appropriate they or the deputy DSL will lead on liaising with other agencies and in setting up inter-agency assessment, as require. Staff may be required to contribute and/or provide support in the early help assessment. They will ensure the appropriate early help support is put in place to support the child.
- The DSL will keep all early help cases under constant review and consideration to ensure their concerns have been addressed and, most importantly, that the child's situation improves. If, after the request for support or any other planned external intervention, a child's situation does not appear to be improving, the DSL will take further actions. This may include a request for advice and support to Enfield Children and Family Services.

11. Notifying parents/carers and carers of child protection concerns

- parents/carers will be informed of child protection concerns unless there is a valid reason not to do so, for example, if to do so would put a child at risk of harm or would undermine a criminal investigation. Such discussions will be undertaken by the DSL or deputy DSL, although this may be delegated to another member of staff who is part of the safeguarding team, and maybe already working in with the family.
- The DSL will liaise with Enfield Children and Family Services, before making a decision not to inform parents/carers of a child protection concern.
- In the event of a request for support to Enfield Children and Family Services being necessary, parents/carers will be informed and consent to this will be sought by the DSL in line with guidance provided by Enfield LA.
- parents/carers will normally be notified in the case of allegations of abuse made against other pupils, unless it is unsafe to do so. The same applies to the person(s) the allegation is made against if they are a child.

12. Confidentiality information sharing and record keeping

Confidentiality

- All members of staff must be aware that whilst they have duties to keep any information confidential, they also have a professional responsibility to share information with other agencies to safeguard children.
- All staff must be aware that they cannot promise confidentiality in situations which might compromise a child's safety or wellbeing.
- The Headteacher or DSL (and DDSL and members of the safeguarding Team) will share information about a child on a 'need to know' basis to help maintain confidentiality.
- Confidentiality is also addressed in this policy with respect to record-keeping below and allegations of abuse against staff in the section below and in the school's policy.

Information Sharing

- Winchmore School recognises our duty to share relevant information with appropriate agencies in matters relating to child protection at the earliest opportunity as per statutory guidance outlined within KCSIE 2021.
- The safety of the child is always paramount, any concerns about sharing information must not be allowed to stand in the way of ensuring the welfare and safety of pupils.
- Staff should never promise a student that they will not pass on child protection concerns to the relevant staff and agencies. However, the child should be reassured that:
 - their disclosure will be taken seriously, and it is **not** creating a problem
 - their disclosure will only be shared with relevant staff
 - staff will be sensitive to their feelings and concerns
 - their wishes will be heard
 - they will be kept informed of actions and support.
- The Data Protection Act 2018 and GDPR do not prevent the sharing of information for the purposes of keeping children safe. Fears about sharing information must not be allowed to stand in the way of the need to safeguard and promote the welfare and protect the safety of children.

- **Winchmore School liaises with the DPO at Enfield Council** to ensure that our school is compliant with all matters relating to confidentiality and information sharing requirements.
- DfE Guidance on Information Sharing (July 2018) provides further detail. The 7 'golden rules' for sharing information, and can support staff who have to make decisions about sharing information. **See Appendix 5 at the end of this policy.**
- If staff are in any doubt about sharing information, they should speak to the DSL (or deputies).

Record keeping

- All safeguarding concerns, discussions and decisions, and reasons for those decisions, will be recorded in writing contemporaneously (this may be used as evidence if the disclosure becomes a Police matter) on the Winchmore School Logging a Concern Form (Pink Form) which must be passed without delay to the DSL. This should include speaking to the DSL. A body map will be completed if injuries have been observed. A report must be made on CPOMs in accordance with school procedure.
- Winchmore School Logging a Concern Form (Pink Form) are available in the staff room and in the main office. When completed and used for a referral they are stored in a secure place in a locked cupboard. They are regularly reviewed through the school's WELFARE INCLUSION FORUM TEAM (SWIFT), with records being updated using CPOMs.
- Records must be completed at the time using the child's words and shared as soon as possible after the incident/event. The record must be signed and dated by the member of staff. If there is an immediate concern the member of staff should consult with a DSL before completing the form as reporting urgent concerns takes priority.
- If members of staff are in any doubt about recording requirements, they should discuss their concerns with the DSL.
- Safeguarding records are kept for individual children and are maintained separately from all other records relating to the child in the school. Safeguarding records are kept in accordance with data protection legislation and are retained centrally and securely in a locked cupboard by the DSL. Safeguarding records are shared with staff on a 'need to know' basis only.
- Records will also be kept of any telephone calls, meetings or other communications for each child to build a full and detailed chronology. This may include other school records, such as first aid, medical treatment if the child is unwell, attendance and punctuality and behaviour.
- All safeguarding records will be transferred in accordance with data protection legislation to the child's subsequent school, under confidential and separate cover. These will be given to the new DSL and a receipt of delivery will be obtained.
- In addition to the child protection file, the DSL will also consider if it would be appropriate to share any information with the DSL at the new school in advance of a child leaving. For example, information that would allow the new school to continue to provide support.

13. Multi-Agency Working

- Winchmore School recognises and is committed to its responsibility to work within the Enfield LA multi-agency safeguarding arrangements. The leadership team and DSL and DDSs will work to establish strong and co-operative local relationships with professionals in the safeguarding partners and other agencies and sources of support in line with statutory guidance.
- The school recognises the importance of multi-agency and partnership working and is committed to working alongside all agencies to provide a coordinated response to promote children's welfare and protect them from harm. This includes contributing to Enfield LA processes as required. Such as, participation in relevant safeguarding multi-agency plans and meetings, including Child Protection Conferences, Core Groups, Strategy Meetings, Child in Need meetings or other early help multi-agency meetings.

14. Staff Induction, Awareness and Training

- All members of staff have been provided with a copy of part one of 'Keeping Children Safe in Education' (2021)
 - School leaders, including the DSL will read the entire document.
 - School leaders and all members of staff who work directly with children will access annex A within Keeping Children Safe in Education 2021.
 - All members of staff have completed a questionnaire / quiz, and signed to confirm that they have read and understood KCSIE. **This is stored in the HR Manager's office.**
- **All** staff are expected to be aware of systems within their school which support safeguarding. This will be explained to them as part of staff induction and updated on a regular to ensure they are fully aware of current practice. This includes:
 - safeguarding and child protection policy, which should amongst other things also include the policy and procedures to deal with peer on peer abuse;
 - behaviour policy (which should include measures to prevent bullying, including cyberbullying, prejudice-based and discriminatory bullying)
 - safeguarding response to children who go missing from education
 - the role of the designated safeguarding lead (including the identity of the designated safeguarding lead and any deputies) is outlined in the policy.
- The school aims to keep the profile and importance of safeguarding high. All staff members (including agency and third-party staff) will receive appropriate child protection training to ensure they are aware of a range of safeguarding issues. Basic child protection training will take place annually including online safety training.
- In addition, a range of other specific safeguarding issues have been prioritised by leaders as most pertinent to the school. This includes training in mental health, peer on peer abuse and domestic violence. All staff will receive regular safeguarding and child protection updates to provide them with relevant skills and knowledge to safeguard children effectively. See Appendix 10: Winchmore School's approach to addressing Sexual harassment, online sexual abuse and sexual violence
- The DSL will ensure that all new staff and volunteers (including agency and third-party staff) receive child protection training including in online safety, behaviour management and the staff code of conduct to ensure they are aware of the school internal safeguarding processes as part of their induction.
- All staff members (including volunteers, agency and third-party staff) will be made aware of the school expectations regarding safe and professional practice via the school's behaviour policy, code of conduct, Acceptable Use Policy (AUP), online safety including social media and use of technology.
- Staff will be encouraged to contribute to and shape school safeguarding arrangements and child protection policies, **via input from knowledgeable and experienced staff, inviting input at staff meetings.**
- The DSL and Headteacher will provide regular reports to the governing body and leadership team detailing safeguarding training undertaken by all staff and will maintain an up to date register of who has been trained.
- Although the school has a nominated lead(s) for the governing body, leadership team (Noel Thompson and Steve Higgs), and Heads of Year, all members of the governing body, leadership and Heads of Year will access appropriate safeguarding training which covers their specific strategic responsibilities on a regular basis.

15. Safer Working Practice

- All members of staff are required to work within our clear guidelines on safer working practice as outlined in the school behaviour policy and code of conduct.
- Staff will be made aware of the school behaviour management and physical intervention policies, and any physical interventions and, or use of reasonable force must be in line with agreed policy and procedures and national guidance.
- All staff will be made aware of the professional risks associated with the use of social media and electronic communication (such as email, mobile phones, texting, social networking). Staff will adhere to relevant school policies including staff behaviour policy, Acceptable Use/online safety policies, and Social Media.

16. Staff Supervision and Support

- Any member of staff affected by issues arising from concerns for children's welfare or safety can seek support from the DSL.
- The induction process will include familiarisation with child protection responsibilities and procedures to be followed if members of staff have any concerns about a child's safety or welfare.
- The school will provide appropriate supervision and support for all members of staff to ensure that:
 - All staff are competent to carry out their responsibilities for safeguarding and promoting the welfare of children.
 - All staff are supported by the DSL in their safeguarding role.
 - All members of staff have regular reviews of their own practice to ensure they improve over time.
- The DSL will also put staff in touch with outside agencies for professional support if they so wish. Staff can also approach organisations such as their Union, the Education Support Partnership or other similar organisations directly.

17. Online safety (increased focus KCSIE 2021 – now in Part 2)

- It is recognised by Winchmore School that the use of technology presents challenges and risks to children and adults both inside and outside of school. As a school we will empower, protect and educate the community in their use of technology and establish mechanisms to identify, intervene in, and escalate any incident where appropriate. The school sees technology and its use permeating all aspects of school. Our integrated approach to online safety is set out in detail in:
 - Winchmore School online safety policies and protocols
 - Mobile phone and social media policy
 - Use of images policy
 - Remote learning policy and
 - Threaded through other policies, including policies for the curriculum, subject teaching, behaviour, peer on peer abuse and RSE/PSHE.
 - Role and responsibilities of the DSL
 - Parental engagement policy
- The school identifies that the breadth of issues classified within online safety is considerable, but can be categorised into four areas of risk as set out in KCSIE:
 - **content:** being exposed to illegal, inappropriate or harmful material; for example, pornography, fake news, racist or radical and extremist views;
 - **contact:** being subjected to harmful online interaction with other users; for example, commercial advertising as well as adults posing as children or young adults; and
 - **conduct:** personal online behaviour that increases the likelihood of, or causes, harm; for example, making, sending and receiving explicit images, or online bullying.
 - **commerce:** risks such as online gambling, inappropriate advertising, phishing and or financial scams.
- The DSL has overall responsibility for online safeguarding within the school but will liaise as necessary with other members of staff. School should set out their arrangements here.
- Winchmore School uses a wide range of technology. This includes computers, laptops, tablets and other digital devices, the internet, our learning platform, intranet and email systems. All School owned devices and systems will be used in accordance with our acceptable use policies and with appropriate safety and security measures in place.
- Winchmore School recognises the specific risks that can be posed by mobile technology, including mobile phones and cameras. In accordance with KCSIE 2021 the school has appropriate policies in place that are shared and understood by all members of the community. Further information regarding the specific approaches relating to this can be found in our online safety policy which can be found on the school website etc.
- Winchmore School will do all we reasonably can to limit children's exposure to online risks through our school IT systems and will ensure that appropriate filtering and monitoring systems are in place. We use London Grid for

Learning to filter the internet use. This includes key words and blocked websites. It is widely used in schools and is highly recommended by the Enfield LA.

- If learners or staff discover unsuitable sites or material, they are required to: Insert details of your procedure e.g. turn off monitor/screen, use a screen cover widget, report the concern immediately to a member of staff, report the URL of the site to technical staff/services.
 - All users will be informed that use of our systems can be monitored, and that monitoring will be in line with data protection, human rights and privacy legislation.
 - Filtering breaches or concerns identified through our monitoring approaches will be recorded and reported to the DSL and technical staff, as appropriate. .
 - Any access to material believed to be illegal will be reported immediately to the appropriate agencies, such as the Internet Watch Foundation and the police.
 - When implementing appropriate filtering and monitoring, Winchmore School will ensure that “over blocking” does not lead to unreasonable restrictions as to what children can be taught with regards to online teaching and safeguarding.
- Winchmore School acknowledges that whilst filtering and monitoring is an important part of school online safety responsibilities, it is only one part of our approach to online safety.
 - Learners will use appropriate search tools, apps and online resources as identified following an informed risk assessment.
 - Learners internet use will be supervised by staff according to their age and ability.
 - Learners will be directed to use age appropriate online resources and tools by staff.

Winchmore School will ensure a comprehensive whole school curriculum response is in place to enable all learners to learn about and manage online risks effectively as part of providing a broad and balanced curriculum. Winchmore School will build a partnership approach to online safety and will support parents/carers to become aware and alert by for example by providing information on our school website and through existing communication channels, newsletters etc, offering specific online safety events for parents/carers or highlighting online safety at existing parent events.

- Winchmore School will ensure that online safety training for all staff is integrated, aligned and considered as part of our overarching safeguarding approach.
- The DSL will respond to online safety concerns in line with the child protection and other associated policies such as anti-bullying and behaviour.
 - Internal sanctions and/or support will be implemented as appropriate.
 - Where necessary, concerns will be escalated and reported to relevant partner agencies in line with local policies and procedures.

Where children are asked to learn online at home in response to a full or partial closure:

- Winchmore School will ensure any remote sharing of information, communication and use of online learning tools and systems will be in line with privacy and data protection requirements.
- All communication with learners and parents/carers will take place using school provided or approved communication channels; for example, school provided email accounts and Google Classroom provision. Any pre-existing relationships or situations which mean this cannot be complied with will be discussed with the DSL.
- Staff and learners will engage with remote teaching and learning in line with existing behaviour principles as set out in our school staff behaviour policy/code of conduct and Acceptable Use/online safety policies. When delivering remote learning, staff will follow our policy and guidance for remote learning.
- Staff and learners will be encouraged to report issues experienced at home and concerns will be responded to in line with our child protection and other relevant policies.
- parents/carers will be made aware of what their children are being asked to do online, including the sites they will be asked to access. parents/carers /carers will be informed who from the school their child is going to be interacting with online and who they contact in case they need help and/or support. Any questions or queries should be directed by the parent / carer to their child's Head of Year.

- parents/carers will be encouraged to ensure children are appropriately supervised online and that appropriate parental controls are implemented at home.

18. Safeguarding Children with Special Educational Needs and Disabilities

- Winchmore School acknowledges that children with special educational needs (SEN) and disabilities can face additional safeguarding challenges as they may have an impaired capacity to resist or avoid abuse. The school will ensure that children with SEN and disabilities, specifically those with communication difficulties will be supported to ensure that their voice is heard and acted upon.
- Members of staff are encouraged to be aware that children with SEN and disabilities can be disproportionately impacted by safeguarding concerns, such as bullying and exploitation.
- All members of staff will be encouraged to appropriately explore possible indicators of abuse such as behaviour/mood change or injuries and not to assume that they are related to the child's disability and be aware that children with SEN and disabilities may not always outwardly display indicators of abuse. To address these additional challenges, our school will always consider extra pastoral support for children with SEN and disabilities. Details of support and provision can be found in the school's SEND policy and annual report.
- The DSL will work closely with the SENCo Mrs Magda Owen to share information and plan support and monitor as required.

19. Mental health and children requiring mental health support

- All staff will be made 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 are aware of how children's experiences, can impact on their mental health, behaviour and education.
- Staff are well placed to observe children day-to-day and identify those whose behaviour suggests that they may be experiencing a mental health problem or be at risk of developing one. Staff are expected to be vigilant at all times and if they have a mental health concern about a child that is also a safeguarding concern, immediate action should be taken by speaking to the DSL or a deputy.
- The school is proactive in promoting the mental health and well-being of pupils. This includes links to the school's approach for preventing and tackling bullying with an integrated use of assemblies, tutor time, PSHCEE work to raise awareness and reinforce key messages.
- The school has in place a range of ways to support children's mental health both within and beyond the school. To support children's mental health the school has for example training for staff, well-being leads, safe spaces, school counsellors.

20. Children in need of a social worker (Child in Need and Child Protection Plans)

- The school recognises that pupils may need a social worker due to safeguarding or welfare needs and that children may need help due to abuse. 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 these and all vulnerable pupils. The DSL will always consider the support of the social worker to ensure any decisions are made in the best interests of the child's safety, well-being, welfare and educational outcomes.

21. Looked after children, previously looked after children and care leavers

- Winchmore School will ensure that our staff have the skills, knowledge and understanding to keep looked-after and previously looked-after children safe.
- The DSL has details of students' social worker and relevant virtual school heads. Appropriate staff are provided with relevant information about each looked after child's legal status, contact arrangements with birth parents/carers or those with parental responsibility, and care arrangements.

- The school has appointed a designated teacher, Mr Dave Miller who is responsible for promoting the educational achievement of looked-after and previously looked-after children in line with statutory guidance. The designated teacher will have the relevant qualifications and experience and receive appropriate training to perform the role. The designated teacher will:
 - o Work closely with the DSL to ensure that any safeguarding concerns regarding looked-after and previously looked-after children are quickly and effectively responded to.
 - o Work with virtual school heads to promote the educational achievement of looked-after and previously looked-after children, including discussing how pupil premium funding can be best used to ensure each child's well-being and progress.
- The DSL and designated lead for looked after children will work with the local authority to ensure suitable arrangements are in place for care leavers, including a Personal Adviser / key worker, and will liaise with them should any issues occur.

22. Children that go missing from education (CME)

- Persistent absence or children that go missing from education can act as a vital warning sign of a range of safeguarding issues. This might include abuse or neglect, such as sexual abuse or exploitation or student criminal exploitation, or issues such as mental health problems, substance abuse, radicalisation, FGM or forced marriage
- The school has in place robust systems for recording and monitoring daily attendance and punctuality of pupils. This includes 'first day' calls, follow up calls, letters home and home visits.
- The school recognises the importance of keeping in touch with parents/carers and carers to promote and ensure the welfare, well-being and safety of pupils. The school will hold more than one emergency number for each child to ensure that a parent/carer can be contacted urgently or for the DSL to check on the well-being of a pupil.
- The school is aware of its duty to report any missing children to the local authority. Full details of these systems for monitoring and supporting children with poor attendance and how the school follows statutory advice in removing pupils from the school roll can be found in the school's attendance policy. See the school's Attendance and Punctuality Policy.

23. Peer on Peer Abuse (much greater focus in KCSIE 2021)

- All members of staff at Winchmore School recognises that children can abuse their peers. This can happen both in and out of school and online. We believe that no form of abuse can be tolerated. All victims will be taken seriously, offered reassurance and appropriate support, regardless of when and/or where the abuse has taken place and they are not creating a problem. Staff must be mindful that their response could impact on another child coming forward in future.
- All staff should understand the following aspects of peer on peer abuse and be clear about the school's approach:
 - o that even if there are no reports in their schools it does not mean it is not happening, it may be the case that it is just not being reported. As such it is important if staff have **any** concerns regarding peer on peer abuse they should speak to their designated safeguarding lead (or deputy).
 - o the importance of challenging inappropriate behaviour between peers, many of which are listed below, that are actually abusive in nature. Downplaying certain behaviours, for example dismissing sexual harassment as "just banter", "just having a laugh", "part of growing up" or "boys being boys" can lead to a culture of unacceptable behaviours, an unsafe environment for children and in worst case scenarios a culture that normalises abuse leading to children accepting it as normal and not coming forward to report it.
 - o that some peer on peer abuse issues may be affected by gender, age, ability and culture of those involved.
 - o that children may not find it easy to tell staff and a reminder that children can show signs in ways they hope adults will notice and react.
- In line with KCSIE 2021 the school recognises that peer on peer abuse is likely to include, but may not be limited to:•
 - o bullying (including cyberbullying, prejudice-based and discriminatory bullying)
 - o sexual violence
 - o sexual harassment
 - o upskirting

- o consensual and non-consensual sharing of nudes and semi nudes images and or videos (also known as sexting or youth produced sexual imagery);
- Paragraph 49 fully details the types and forms of peer on peer abuse can take that staff should be aware of . See Appendix 3 of this policy.

When responding to concerns relating to child on child sexual violence or harassment, school will follow guidance outlined in KCSIE 2021 Part 5 and 'Sexual Violence and Sexual Harassment Between Children in Schools and Colleges' September 2021.

- The school recognises consensual and non-consensual sharing of nudes and semi nudes images and or videos (also known as sexting or youth produced sexual imagery) as a safeguarding issue; all concerns must be reported to and dealt with by the DSL (or deputy). The school will follow DfE Searching Screening and Confiscation Advice and UKCIS Education Group Sharing nudes and semi-nudes advice for education settings.

The school has in place a detailed policy and procedures in place for responding to and dealing with incidents of peer on peer abuse set out in a separate policy or Appendix 6 of this policy. The policy includes the school's response to any report of peer on peer abuse, including for example, providing pastoral support, working with parents/carers, and in cases of sexual assault, informing Enfield Children and Family Services and, or the police.

24. Gangs, County Lines, Serious violence, Crime and Exploitation

- Winchmore School recognises the impact of gangs, county lines, serious violence, crime and sexual exploitation. It is recognised that the initial response to child victims is important and that staff will take any allegation seriously and work in ways that support children and keep them safe.
- All staff have been trained and recognise the need to be vigilant for the signs that may include, but not exclusively (see further information in Appendix 2):
 - o unexplained gifts/new possessions – these can indicate children have been approached by/involved with individuals associated with criminal networks/gangs.
 - o children who go missing for periods of time or regularly come home late
 - o children who regularly miss school or education or do not take part in education
 - o change in friendships/relationships with others/groups
 - o children who associate with other young people involved in exploitation
 - o children who suffer from changes in emotional well-being
 - o significant decline in performance
 - o signs of self-harm/significant change in wellbeing
 - o signs of assault/unexplained injuries.

25. Female genital mutilation (FGM)

- All staff are made aware of the issues around FGM, so-called 'honour'-based abuse and forced marriage, as well as the signs and symptoms, the actions they must take and the MANDATORY duty to reporting any concerns to the Police.
- Whilst all staff should speak to the designated safeguarding lead (or deputy) with regard to any concerns about female genital mutilation (FGM), there is a specific legal duty on teachers. If a teacher or member of staff, in the course of their work, discovers that an act of FGM appears to have been carried out (or maybe carried out) on a girl under the age of 18, the teacher/member of staff **must** report this to the police. See Appendix B for further details of this so-called 'honour'-based abuse and forced marriage. KCSIE refers only to teachers but in most schools staff in a range of roles provide support to pupils – this to make it clear that this is everyone's responsibility.

26. Preventing radicalisation

- Children are vulnerable to extremist ideology and radicalisation Schools have a duty to prevent pupils from being drawn into terrorism. Appendix 2 sets more details for staff on preventing radicalisation.
- The DSL will undertake Prevent awareness training and make sure that staff are appropriately trained to equip them to identify and protect any pupils at risk of radicalisation.

- The DSL (and any deputies) are aware of local procedures for making a Prevent and Channel referral which is seen as part of the school's wider safeguarding obligations.
- The DSL will ensure a detailed Prevent risk assessment is undertaken and reviewed at least annually. This includes the risks posed by pupils' access to the internet and social media and the school's mitigating actions, such as monitoring and filtering internet use.

27. Use of reasonable force

- The school has in place a policy for the use of reasonable force which enables and supports staff to make appropriate physical contact. This follows DfE guidance on the use of reasonable force, teacher's code of conduct and the teacher's behaviour policy. This covers the school's:
 - o response to risks presented by incidents involving children with additional vulnerability - SEND, mental health or with medical conditions,
 - o duties under the Equality Act 2010 in relation to making reasonable adjustments, non-discrimination and their Public Sector Equality Duty
 - o positive and proactive behaviour support to reduce the occurrence of challenging behaviour and the need to use reasonable force.

28. Curriculum and Staying Safe

- We recognise that schools play an essential role in helping children to understand and identify the parameters of what is appropriate child and adult behaviour; what is 'safe'; to recognise when they and others close to them are not safe; and how to seek advice and support when they are concerned.
- The school ensures that children are taught about safeguarding, including online safety, as part of providing a broad and balanced curriculum. This is set out in detail in the policy/policies for Curriculum/RSE/PSHCEE/online safety. The school makes use of published guidance to develop and deliver this provision, including for RSE, PSHCEE, and teaching online safety.
- Our curriculum provides opportunities for increasing self-awareness, self-esteem, social and emotional understanding, assertiveness and decision making so that learners have a range of age appropriate contacts and strategies to ensure their own protection and that of others.
- The school recognises that one size does not fit all and takes a personalised and contextualised approach for more vulnerable children, victims of abuse and some SEND children, so they know how to assess risk and adopt safe practices.
- The school has implemented the mandatory DfE Relationships Education, Relationships and Sex and Health Education curriculum. The school is embedding this into all aspects of the curriculum to ensure equality, age-appropriate and full experiences for all pupils. Further details are given in our SMSC, RSE and PSHCEE curriculum policies.
- Our school systems support children to talk to about their concerns and worries with confidence in the knowledge they will be listened to and heard, and their concerns will be taken seriously and acted upon as appropriate. The curriculum is built up through learning in subject lessons, computing lessons, PSHCEE, RSE, tutorial time, assemblies and special events, such as event weeks or months, and the use of specialist organisations.

29. Alternative provision

- The school sometimes places pupils in alternative provision either on a full or part time basis. For example, we accommodate students from Durant's School, in the school's Additional Resource Provision. The school recognises the additional vulnerabilities of pupils and that the responsibility for their safeguarding remains with the school. The school has put in place checks to ensure the provider meets the needs of each pupil and there is regular communication on their welfare, well-being and safety.
- This also applies to children who cannot attend school for health reasons, and will be considered on a case by case basis.

30. Elective home education

If a parent/carer wishes to educate their child at home the school will provide advice and support to aid them in their decision making to help parents/carers make the right decision in the best interests of their child. This will include discussion with parents/carers (and other professionals), awareness of additional needs of child with SEND and/or social worker, transition support, and informing the LA (*requirement to notify LA on removal from roll*).

31. Private fostering and host families

- Private fostering is defined as when someone who is not a parent or a 'close relative' (eg. great aunt, cousin, mum's friend or a neighbour) is looking after a child or young person under the age of 16 (under 18 if they are disabled) for 28 days or more in their own home. A relative is defined in the Children Act 1989 as a grandparent, uncle or aunt (whether by full-blood, half-blood or by marriage or civil partnership), sibling or step-parent. The school is aware of its duty to report to LA of any such arrangements the school learns about.
- If the school makes arrangements for pupils to have learning experiences where, for short periods, the children may be provided with care and accommodation by a host family to whom they are not related. for example, as part of a foreign exchange visit or sports tour. This is often described as 'homestay' arrangements. The school will follow the guidance set out in Annex E of KCSIE.

32. Safer Recruitment

- Winchmore School is committed to ensuring that we develop a safe culture and that all steps are taken to recruit staff and volunteers, this includes agency staff, contractors and third party staff) who are safe to work with our learners and staff.
- Winchmore School will follow the guidance in Keeping Children Safe in Education 2021 (Section 3 'Safer Recruitment') and from The Disclosure and Barring Service (DBS).
- The governing body and leadership team are responsible for ensuring that the school follows safe recruitment processes outlined within guidance.
- The school maintains an accurate Single Central Record (SCR) in line with statutory guidance.
- The governing body and leadership team will ensure that at least one of the persons who conducts an interview has completed safer recruitment training.
- Winchmore School is committed to supporting the statutory guidance from the Department for Education on the application of the Childcare (Disqualification) Regulations 2009 and related obligations under the Childcare Act 2006 in schools.
- We expect all staff to disclose any reason that may affect their suitability to work with children including convictions, cautions, court orders, cautions, reprimands and warnings. Any staff member failing to make accurate declarations or misrepresenting themselves in any way will be subject to the school's disciplinary policy.
- We will ensure that all staff and volunteers have read the staff disciplinary policy/code of conduct and understand that their behaviour and practice must be in line with it.
- The full policy is provided in a separate policy.

33. Concerns and allegations against members of staff and adults in the school

- Winchmore School recognises that it is possible for any member of staff or adult working on behalf of the school, including volunteers, governors, contractors, agency and third party staff (including supply teachers), visitors and contractors, to behave in a way that:
 - indicates they have harmed a child, or may have harmed a child;
 - means they have committed a criminal offence against or related to a child;
 - behaved towards a child or children in a way that indicates he or she may pose a risk of harm to children; or
 - behaved or may have behaved in a way that indicates they may not be suitable to work with children.
- All staff and volunteers should feel able to raise concerns about poor or unsafe practice and potential failures in the school safeguarding regime. The leadership team takes all concerns or allegations received seriously. If a member of

staff, volunteer or other adult is concerned at the lack of response or feels their concerns will not be taken seriously then they should consider Whistle blowing - see section below.

- Allegations should be referred immediately to the Headteacher who will contact the Local Authority Designated Officer (LADO) to agree further action to be taken in respect of the child and staff member.
- In the event of allegations of abuse being made against the Headteacher, staff are advised that allegations should be reported to the chair of governors who will contact the LADO.
- The school's procedures are consistent with local safeguarding procedures and practice guidance. In line with KCSIE 2021, we have policy and procedures in place for:
 - o Allegations that may meet the harms threshold
 - o Concerns that do not meet the harm threshold

Further details are in KCSIE part 4 and the policy for dealing with allegations against staff is in place at Winchmore School.

Duty to refer to the Disclosure and Barring Service

- Winchmore School has a legal requirement to refer to the Disclosure and Barring Service (DBS) where they remove an individual from regulated activity (or would have removed an individual had they not left), and they believe the individual has:
 - o engaged in relevant conduct in relation to children and/or adults,
 - o satisfied the harm test in relation to children and/or vulnerable adults; or
 - o been cautioned or convicted of a relevant (automatic barring either with or without the right to make representations) offence.
- Referrals will be made as soon as possible, when an individual has been removed from regulated activity. This could include when an individual is suspended, redeployed into work in an activity that is not regulated, dismissed or resigned. The school will provide the DBS with full information.
- When an allegation is made, an investigation will be carried out to gather evidence to establish if it has foundation, and the school will ensure they have sufficient information to meet the referral duty criteria in the DBS referral guidance.
- The DBS will consider whether to bar the person. If these circumstances arise in relation to a member of staff at our school, a referral will be made as soon as possible after the resignation or removal of the individual in accordance with advice from the LADO and/or Schools Personnel Service.

Duty to consider referral to the Teaching Regulation Agency

- If the school or teacher's employer, including an agency, dismisses or ceases to use the services of a teacher because of serious misconduct, or might have dismissed them or ceased to use their services had they not left first, consideration will **be** given to referring the case to the Secretary of State, as required by sections 141D and 141E of the Education Act 2002.
- The Secretary of State may investigate the case, and if s/he finds there is a case to answer, must then decide whether to make a prohibition order in respect of the person.

34. Whistle blowing

- All staff and volunteers should feel able to raise concerns about poor or unsafe practice or other wrong-doing and be secure that such concerns will always be taken seriously by the leadership team. Wrong-doing covered by this 'public interest disclosure' includes:
 - o someone's health and safety is in danger;
 - o damage to the environment
 - o a criminal offence (eg fraud)
 - o not obeying the law;
 - o covering up wrong-doing
 - o misusing public funds

- o actions that negatively affect the welfare of children
- All members of staff are made aware of the school Whistleblowing procedure. It is a disciplinary offence not to report concerns about the conduct of a colleague that could place a child at risk.
- The DfE provides advice to staff who feel they need to raise concerns: Whistleblowing procedure for maintained schools [Whistleblowing procedure for maintained schools - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/whistleblowing-procedure-for-maintained-schools) and Whistleblowing [Whistleblowing for employees - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/whistleblowing-procedure-for-employees).
- Staff should raise concerns with
 - o Line Manger
 - o Specified person (or governor) in school such as the headteacher/principal or DSL
 - o Local Authority
 - o Union or Professional Association
- Staff can also access the NSPCC whistleblowing helpline if they do not feel able to raise concerns regarding child protection failures internally. Staff can call 0800 028 0285 (8:00 AM to 8:00 PM Monday to Friday) or email help@nspcc.org.uk.

35. The use of premises by other organisations

- Where services or activities are provided under the direct supervision/management of staff the school arrangements for child protection will apply.
- Where services or activities are provided separately by another body using the **school** premises, the Headteacher and **leadership team** will:
 - o seek written assurance that the organisation concerned has appropriate policies and procedures in place with regard to safeguarding children and child protection, and that relevant safeguarding checks have been made in respect of staff and volunteers.
 - o put in place arrangements for the organisation to liaise with the school on safeguarding matters
 - o include safeguarding requirements in any transfer of control agreement (i.e. lease or hire agreement), as a condition of use and occupation of the premises; and that failure to comply with this would lead to termination of the agreement. If this assurance is not achieved, an application to use premises will be refused.

36. Site security and arrangements for visitors

- All members of staff have a responsibility for maintaining awareness of buildings and grounds security and for reporting concerns that may come to light. Any individual who is not known or identifiable on site should be challenged for clarification and reassurance.
- Appropriate checks will be undertaken in respect of visitors and volunteers coming into school as outlined within in paragraphs 281-286 of KCSIE 2021. Visitors will be expected to sign in and out via the office visitors log and to display a visitor's badge whilst on site. Visitors will be provided with a leaflet outlining the school's safeguarding and child protection arrangements. All visitors are expected to follow these school arrangements..
- The headteacher will use their professional judgement to decide on access arrangements and if a visitor should be supervised and, or escorted. **All visitors are issued with badges or lanyards which must be worn at all times. Staff are requested to be vigilant about this.**
- The school will give careful consideration to the suitability of any external organisations who may provide information, resources & speakers to pupils. The arrangements for the individuals providing these services on the school's premises may include an assessment of their education value, the age appropriateness of what is going to be delivered and whether relevant checks will be required (eg for multiple sessions).
- The school will not accept the behaviour of any individual (parent or other) that threatens school security or leads others (child or adult) to feel unsafe. Such behaviour will be treated as a serious concern and may result in a decision to refuse access for that individual to the school site.

37. Complaints

- The school has a Complaints Procedure available to parents/carers, learners and members of staff and visitors who wish to report concerns. This can be found on the school website.
- All reported concerns will be taken seriously and considered within the relevant and appropriate process. Anything that constitutes an allegation against a member of staff or volunteer will be dealt with under the specific Procedures for Managing Allegations against Staff policy. See Appendix 4 in this policy document.

38. Policy Monitoring and Review

- This policy will be reviewed at least annually. The policy will be revised following any national or local policy updates, any local child protection concerns and/or any changes to our procedures. Staff will be informed of any changes made.
- The DSL and deputy DSL(S)/safeguarding team/SENCo meet regularly and, more formally, at the six weekly SWIFT meetings to review all safeguarding cases and check on the actions taken and what further actions are needed. This includes pupils with early help and child protection plans. Pastoral teams meet weekly to check and review any emerging patterns which may suggest a safeguarding concern, issues may include attendance, behaviour, peer relationships and concerns raised by tutors/staff.
- The Designated Safeguarding Lead and Headteacher will provide regular reporting on safeguarding activity and systems to the governing body and leadership team. The governing body will not receive details of individual children's situations or identifying features of families as part of their oversight responsibility.
- The governing body and leadership team understands its responsibilities and duties as set out in KCSIE 2021 to ensure the effectiveness of the school's safeguarding arrangements. In addition to the regular reports you safeguarding provided by the DSL, governors will take a proactive varied approach to checking the school's safeguarding arrangements. For example: meetings with the DSL, visits to school, ascertaining the views of staff, pupils and parents/carers through discussions and, or surveys, use of an audit tool, asking all governors to ask a safeguarding question during meetings with leaders/staff on other aspects of school life (such as subject meetings or SENCo meeting), termly checks of the SCR, review of school data and use of an external consultant.

Appendix 1: Categories of Abuse

All staff should be aware that abuse, neglect and safeguarding issues are rarely standalone events that can be covered by one definition or label. In most cases multiple issues will overlap with one another.

Abuse: a form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. They may be abused by an adult or adults or another child or children. It should be noted that abuse can be carried out both on and offline and be perpetrated by men, women and 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. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (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.

Signs that MAY INDICATE Sexual Abuse

- Sudden changes in behaviour and performance
- Displays of affection which are sexual and age inappropriate
- Self-harm, self-mutilation or attempts at suicide
- Alluding to secrets which they cannot reveal
- Tendency to cling or need constant reassurance
- Regression to younger behaviour for example thumb sucking, playing with discarded toys, acting like a baby
- Distrust of familiar adults e.g. anxiety of being left with relatives, a childminder or lodger
- Unexplained gifts or money
- Depression and withdrawal
- Fear of undressing for PE
- Sexually transmitted disease
- Fire setting

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

Signs that MAY INDICATE physical abuse

- Bruises and abrasions around the face
- Damage or injury around the mouth
- Bi-lateral injuries such as two bruised eyes
- Bruising to soft area of the face such as the cheeks
- Fingertip bruising to the front or back of torso
- Bite marks
- Burns or scalds (unusual patterns and spread of injuries)
- Deep contact burns such as cigarette burns
- Injuries suggesting beatings (strap marks, welts)
- Covering arms and legs even when hot
- Aggressive behaviour or severe temper outbursts.
- Injuries need to be accounted for. Inadequate, inconsistent or excessively plausible explanations or a delay in seeking treatment should signal concern.

Emotional abuse: the persistent emotional maltreatment of a child such as to cause severe and adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve

serious bullying (including cyberbullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, although it may occur alone.

Signs that MAY INDICATE emotional abuse

- Over reaction to mistakes
- Lack of self-confidence/esteem
- Sudden speech disorders
- Self-harming
- Eating Disorders
- Extremes of passivity and/or aggression
- Compulsive stealing
- Drug, alcohol, solvent abuse
- Fear of parents/carers being contacted
- Unwillingness or inability to play
- Excessive need for approval, attention and affection

Neglect: the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to: provide adequate food, clothing and shelter (including exclusion from home or abandonment); protect a child from physical and emotional harm or danger; ensure adequate supervision (including the use of inadequate care-givers); or ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Signs that MAY INDICATE neglect.

- Constant hunger
- Poor personal hygiene
- Constant tiredness
- Inadequate clothing
- Frequent lateness or non-attendance
- Untreated medical problems
- Poor relationship with peers
- Compulsive stealing and scavenging
- Rocking, hair twisting and thumb sucking
- Running away
- Loss of weight or being constantly underweight
- Low self esteem

Appendix 2: Specific safeguarding issues (KCSIE Annex B)

This text is taken from Annex B of KCSIE which contains further important additional information about specific forms of abuse and safeguarding issues.

Child abduction and community safety incidents

Child abduction is the unauthorised removal or retention of a minor from a parent or anyone with legal responsibility for the child. Child abduction can be committed by parents/carers or other family members; by people known but not related to the victim (such as neighbours, friends and acquaintances); and by strangers. Other community safety incidents in the vicinity of a school can raise concerns amongst children and parents/carers, for example, people loitering nearby or unknown adults engaging children in conversation. As children get older and are granted more independence (for example, as they start walking to school on their own) it is important they are given practical advice on how to keep themselves safe. Many schools provide outdoor-safety lessons run by teachers or by local police staff. It is important that lessons focus on building children's confidence and abilities rather than simply warning them about all strangers.

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. The guides explain each step of the process, support and special measures that are available. There are diagrams illustrating the courtroom structure and the use of video links is explained. Making child arrangements via the family courts following separation can be stressful and entrench conflict in families. This can be stressful for children. The Ministry of Justice has launched an online child arrangements information tool with clear and concise information on the dispute resolution service. This may be useful for some parents/carers and carers.

Children missing from education

All staff should be aware that children going missing, particularly repeatedly, can act as a vital warning sign of a range of safeguarding possibilities. This may include abuse and neglect, which may include sexual abuse or exploitation and can also be a sign of child criminal exploitation including involvement in county lines. It may indicate mental health problems, risk of substance abuse, risk of travelling to conflict zones, risk of female genital mutilation, 'honour'-based abuse or risk of forced marriage. Early intervention is necessary to identify the existence of any underlying safeguarding risk and to help prevent the risks of a child going missing in future. Staff should be aware of their school's or college's unauthorised absence and children missing from education procedures.

Children with family members in prison

Approximately 200,000 children in England and Wales have a parent sent to prison each year. These children are at risk of poor outcomes including poverty, stigma, isolation and poor mental health. The National Information Centre on Children of Offenders, NICCO provides information designed to support professionals working with offenders and their children, to help mitigate negative consequences for those children.

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

We know that different forms of harm often overlap, and that perpetrators may subject children and young people to multiple forms of abuse, such as criminal exploitation (including county lines) and sexual exploitation. In some cases the exploitation or abuse will be in exchange for something the victim needs or wants (for example, money, gifts or affection), and/or will be to the financial benefit or other advantage, such as increased status, of the perpetrator or facilitator. Children can be exploited by adult males or females, as individuals or in groups. They may also be exploited by other children, who themselves may be experiencing exploitation – where this is the case, it is important that the child perpetrator is also recognised as a victim. Whilst the age of the child may be a contributing factor for an imbalance of power, there are a range of other factors that could make a child more vulnerable to exploitation, including gender, sexual identity, cognitive ability, learning difficulties, communication ability, physical strength, status, and access to economic or other resources. Some of the following can be indicators of both child criminal and sexual exploitation where children:

- appear with unexplained gifts, money or new possessions;
- associate with other children involved in exploitation;
- suffer from changes in emotional well-being;
- misuse drugs and alcohol;

- go missing for periods of time or regularly come home late; and
- regularly miss school or education or do not take part in education.

Children who have been exploited will need additional support to help maintain them in education.

CSE can be a one-off occurrence or a series of incidents over time and range from opportunistic to complex organised abuse. It can involve force and/or enticement-based methods of compliance and may, or may not, be accompanied by violence or threats of violence.

Some additional specific indicators that may be present in CSE are children who:

- have older boyfriends or girlfriends; and
- suffer from sexually transmitted infections, display sexual behaviours beyond expected sexual development or become pregnant.

Further information on signs of a child's involvement in sexual exploitation is available in Home Office guidance: Child sexual exploitation: guide for practitioners

County lines

County lines is a term used to describe gangs and organised criminal networks involved in exporting illegal drugs using dedicated mobile phone lines or other form of "deal line". This activity can happen locally as well as across the UK - no specified distance of travel is required. Children and vulnerable adults are exploited to move, store and sell drugs and money. Offenders will often use coercion, intimidation, violence (including sexual violence) and weapons to ensure compliance of victims.

Children can be targeted and recruited into county lines in a number of locations including schools (mainstream and special), further and higher educational institutions, pupil referral units, children's homes and care homes. Children are also increasingly being targeted and recruited online using social media. Children can easily become trapped by this type of exploitation as county lines gangs can manufacture drug debts which need to be worked off or threaten serious violence and kidnap towards victims (and their families) if they attempt to leave the county lines network.

A number of the indicators for CSE and CCE as detailed above may be applicable to where children are involved in county lines. Some additional specific indicators that may be present where a child is criminally exploited through involvement in county lines are children who:

- go missing and are subsequently found in areas away from their home;
- have been the victim or perpetrator of serious violence (e.g. knife crime);
- are involved in receiving requests for drugs via a phone line, moving drugs, handing over and collecting money for drugs;
- are exposed to techniques such as 'plugging', where drugs are concealed internally to avoid detection;
- are found in accommodation that they have no connection with, often called a 'trap house or cuckooing' or hotel room where there is drug activity;
- owe a 'debt bond' to their exploiters;
- have their bank accounts used to facilitate drug dealing.

Further information on the signs of a child's involvement in county lines is available in guidance published by the Home Office.

Modern Slavery and the National Referral Mechanism

Modern slavery encompasses human trafficking and slavery, servitude and forced or compulsory labour. Exploitation can take many forms, including: sexual exploitation, forced labour, slavery, servitude, forced criminality and the removal of organs.

Further information on the signs that someone may be a victim of modern slavery, the support available to victims and how to refer them to the NRM is available in the Modern Slavery Statutory Guidance. Modern slavery: how to identify and support victims - GOV.UK (www.gov.uk)

Cybercrime

Cybercrime is criminal activity committed using computers and/or the internet. It is broadly categorised as either 'cyber-enabled' (crimes that can happen off-line but are enabled at scale and at speed on-line) or 'cyber dependent' (crimes that can be committed only by using a computer). Cyber-dependent crimes include;

- unauthorised access to computers (illegal 'hacking'), for example accessing a school's computer network to look for test paper answers or change grades awarded;
- denial of Service (Dos or DDoS) attacks or 'booting'. These are attempts to make a computer, network or website unavailable by overwhelming it with internet traffic from multiple sources; and,
 - making, supplying or obtaining malware (malicious software) such as viruses, spyware, ransomware, botnets and Remote Access Trojans with the intent to commit further offence, including those above.

Children with particular skill and interest in computing and technology may inadvertently or deliberately stray into cyber-dependent crime.

If there are concerns about a child in this area, the designated safeguarding lead (or a deputy), should consider referring into the **Cyber Choices** programme. This is a nationwide police programme supported by the Home Office and led by the National Crime Agency, working with regional and local policing. It aims to intervene where young people are at risk of committing, or being drawn into, low level cyber-dependent offences and divert them to a more positive use of their skills and interests.

Note that **Cyber Choices** does not currently cover 'cyber-enabled' crime such as fraud, purchasing of illegal drugs on-line and child sexual abuse and exploitation, nor other areas of concern such as on-line bullying or general on-line safety.

Additional advice can be found at: Cyber Choices, 'NPCC- When to call the Police' and National Cyber Security Centre - NCSC.GOV.UK

Domestic abuse

The Domestic Abuse Act 2021 received Royal Assent on 29 April 2021. The Act introduces the first ever statutory definition of domestic abuse and recognises the impact of domestic abuse on children, as victims in their own right, if they see, hear or experience the effects of abuse. The statutory definition of domestic abuse, based on the previous cross-government definition, ensures that different types of relationships are captured, including ex-partners and family members. The definition captures a range of different abusive behaviours, including physical, emotional and economic abuse and coercive and controlling behaviour. Both the person who is carrying out the behaviour and the person to whom the behaviour is directed towards must be aged 16 or over and they must be "personally connected" (as defined in section 2 of the 2021 Act).

Types of domestic abuse include intimate partner violence, abuse by family members, teenage relationship abuse and child/adolescent to parent violence and abuse. Anyone can be a victim of domestic abuse, regardless of gender, age, ethnicity, socio-economic status, sexuality or background and domestic abuse can take place inside or outside of the home. The government will issue statutory guidance to provide further information for those working with domestic abuse victims and perpetrators, including the impact on children.

All children can witness and be adversely affected by domestic abuse in the context of their home life where domestic abuse occurs between family members. Experiencing domestic abuse and/or violence can have a serious, long lasting emotional and psychological impact on children. In some cases, a child may blame themselves for the abuse or may have had to leave the family home as a result. Young people can also experience domestic abuse within their own intimate relationships. This form of peer on peer abuse is sometimes referred to as 'teenage relationship abuse'. Depending on the age of the young people, this may not be recognised in law under the statutory definition of 'domestic abuse' (if one or both parties are under 16). However, as with any child under 18, where there are concerns about safety or welfare, child safeguarding procedures should be followed and both young victims and young perpetrators should be offered support. The Act's provisions, including the new definition, will be commenced over the coming months.

Operation Encompass

Operation Encompass operates in all police forces across England. It helps police and schools work together to provide emotional and practical help to children. The system ensures that when police are called to an incident of domestic abuse, where there are children in the household who have experienced the domestic incident, the police will inform the key adult

(usually the designated safeguarding lead) in school before the child or children arrive at school the following day. This ensures that the school has up to date relevant information about the child's circumstances and can enable immediate support to be put in place, according to the child's needs. Operation Encompass does not replace statutory safeguarding procedures. Where appropriate, the police and/or schools should make a referral to children's social care if they are concerned about a child's welfare. More information about the scheme and how schools can become involved is available on the Operation Encompass website.

National Domestic Abuse Helpline

Refuge runs the National Domestic Abuse Helpline, which can be called free of charge and in confidence, 24 hours a day on 0808 2000 247. Its website provides guidance and support for potential victims, as well as those who are worried about friends and loved ones. It also has a form through which a safe time from the team for a call can be booked. Additional advice on identifying children who are affected by domestic abuse and how they can be helped is available at:

- NSPCC- UK domestic-abuse Signs Symptoms Effects Refuge what is domestic violence/effects of domestic violence on children.
- Safe lives: young people and domestic abuse.
- Domestic abuse: specialist sources of support - GOV.UK (www.gov.uk)(includes information for adult victims, young people facing abuse in their own relationships and parents/carers experiencing child to parent violence/abuse)
- Home: Operation Encompass (includes information for schools on the impact of domestic abuse on children)

Homelessness

Being homeless or being at risk of becoming homeless presents a real risk to a child's welfare. The designated safeguarding lead (and any deputies) should be aware of contact details and referral routes into the Local Housing Authority so they can raise/progress concerns at the earliest opportunity. Indicators that a family may be at risk of homelessness include household debt, rent arrears, domestic abuse and anti-social behaviour, as well as the family being asked to leave a property. Whilst referrals and/or discussion with the Local Housing Authority should be progressed as appropriate, and in accordance with local procedures, this does not, and should not, replace a referral into children's social care where a child has been harmed or is at risk of harm.

The Homelessness Reduction Act 2017 places a new legal duty on English councils so that everyone who is homeless or at risk of homelessness will have access to meaningful help including an assessment of their needs and circumstances, the development of a personalised housing plan, and work to help them retain their accommodation or find a new place to live. The following factsheets usefully summarise the new duties: Homeless Reduction Act Factsheets. The new duties shift focus to early intervention and encourage those at risk to seek support as soon as possible, before they are facing a homelessness crisis.

In most cases school and college staff will be considering homelessness in the context of children who live with their families, and intervention will be on that basis. However, it should also be recognised in some cases 16 and 17 year olds could be living independently from their parents/carers or guardians, for example through their exclusion from the family home, and will require a different level of intervention and support. Children's social care will be the lead agency for these children and the designated safeguarding lead (or a deputy) should ensure appropriate referrals are made based on the child's circumstances. The Department and the Ministry of Housing, Communities and Local Government have published joint statutory guidance on the provision of accommodation for 16 and 17 year olds who may be homeless and/or require accommodation: [here](#).

So-called 'honour'-based abuse (including Female Genital Mutilation and Forced Marriage)

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. 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 should 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.

Actions If staff have a concern regarding a child who might be at risk of HBA or who has suffered from HBA, they should speak to the designated safeguarding lead (or deputy). As appropriate, the designated safeguarding lead (or deputy) will activate local safeguarding procedures, using existing national and local protocols for multi-agency liaison with police and children's social care. Where FGM has taken place, since 31 October 2015 there has been a mandatory reporting duty placed on **teachers**¹²⁸ that requires a different approach (see following section).

FGM

FGM comprises all procedures involving partial or total removal of the external female genitalia or other injury to the female genital organs. It is illegal in the UK and a form of child abuse with long-lasting harmful consequences.

FGM mandatory reporting duty for teachers

Section 5B of the Female Genital Mutilation Act 2003 (as inserted by section 74 of the Serious Crime Act 2015) places a statutory duty upon **teachers**, along with regulated health and social care professionals in England and Wales, to report to the police where they discover (either through disclosure by the victim or visual evidence) that FGM appears to have been carried out on a girl under 18. Those failing to report such cases may face disciplinary sanctions. It will be rare for teachers to see visual evidence, and they should **not** be examining pupils or students, but the same definition of what is meant by "to discover that an act of FGM appears to have been carried out" is used for all professionals to whom this mandatory reporting duty applies. Information on when and how to make a report can be found at: Mandatory reporting of female genital mutilation procedural information.

Teachers **must** personally report to the police cases where they discover that an act of FGM appears to have been carried out. Unless the teacher has good reason not to, they should still consider and discuss any such case with the school's or college's designated safeguarding lead (or deputy) and involve children's social care as appropriate. The duty does not apply in relation to at risk or suspected cases (i.e. where the teacher does not discover that an act of FGM appears to have been carried out, either through disclosure by the victim or visual evidence) or in cases where the woman is 18 or over. In these cases, teachers should follow local safeguarding procedures. The following is a useful summary of the FGM mandatory reporting duty: FGM Fact Sheet. Further information can be found in the Multi-agency statutory guidance on female genital mutilation and the FGM resource pack particularly section 13.

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 as a way to coerce a person into marriage. Schools and colleges can play an important role in safeguarding children from forced marriage.

The Forced Marriage Unit has published statutory guidance and Multi-agency guidelines, pages 32-36 of which focus on the role of schools and colleges. School and college staff can contact the Forced Marriage Unit if they need advice or information: Contact: 020 7008 0151 or email fmufcdo.gov.uk.

Preventing radicalisation

Children are vulnerable to extremist ideology and radicalisation. Similar to protecting children from other forms of harms and abuse, protecting children from this risk should be a part of a schools' or colleges' safeguarding approach.

Extremism is the vocal or active opposition to our fundamental values, including democracy, the rule of law, individual liberty and the mutual respect and tolerance of different faiths and beliefs. This 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 is an action that endangers or causes serious violence to a person/people; causes serious damage to property; or seriously interferes or disrupts an electronic system. The use or threat **must** be designed to influence the government or to intimidate the public and is made for the purpose of advancing a political, religious or ideological cause.

There is no single way of identifying whether a child is likely to be susceptible to an extremist ideology. Background factors combined with specific influences such as family and friends may contribute to a child's vulnerability. Similarly, radicalisation can occur through many different methods (such as social media or the internet) and settings (such as within the home).

However, it is possible to protect vulnerable people from extremist ideology and intervene to prevent those at risk of radicalisation being radicalised. As with other safeguarding risks, staff should be alert to changes in children's behaviour, which could indicate that they may be in need of help or protection. Staff should use their judgement in identifying children who might be at risk of radicalisation and act proportionately which may include the designated safeguarding lead (or deputy) making a Prevent referral.

The school's or college's designated safeguarding lead (and any deputies) should be aware of local procedures for making a Prevent referral. drawn into terrorism when they consider all the other factors relevant to how they carry out their usual functions.

The Prevent duty

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 regard¹³³ to the need to prevent people from being drawn into terrorism". ¹³⁴ This duty is known as the Prevent duty. The Prevent duty should be seen as part of schools' and colleges' wider safeguarding obligations. Designated safeguarding leads and other senior leaders in schools should familiarise themselves with the revised Prevent duty guidance: for England and Wales, especially paragraphs 57-76, which are specifically concerned with schools (and also covers childcare). Designated safeguarding leads and other senior leaders in colleges should familiarise themselves with the Prevent duty guidance: for further education institutions in England and Wales. The guidance is set out in terms of four general themes: risk assessment, working in partnership, staff training, and IT policies.

Channel

Channel is a voluntary, confidential support programme which focuses on providing support at an early stage to people who are identified as being vulnerable to being drawn into terrorism. Prevent referrals may be passed to a multi-agency Channel panel, which will discuss the individual referred to determine whether they are vulnerable to being drawn into terrorism and consider the appropriate support required. A representative from the school or college may be asked to attend the Channel panel to help with this assessment. An individual's engagement with the programme is entirely voluntary at all stages. The designated safeguarding lead should consider if it would be appropriate to share any information with the new school or college in advance of a child leaving. For example, information that would allow the new school or college to continue supporting victims of abuse or those who are currently receiving support through the 'Channel' programme and have that support in place for when the child arrives. Statutory guidance on Channel is available at: Channel guidance.

Additional support

The Department has published further advice for schools on the Prevent duty. The advice is intended to complement the Prevent guidance and signposts to other sources of advice and support. The Home Office has developed three e-learning modules:

- Prevent awareness e-learning offers an introduction to the Prevent duty.
- Prevent referrals e-learning supports staff to make Prevent referrals that are **robust, informed** and with **good intention**.
- Channel awareness e-learning is aimed at staff who may be asked to contribute to or sit on a multi-agency Channel panel.

Educate Against Hate, is a government website designed to support school teachers and leaders to help them safeguard their students from radicalisation and extremism. The platform provides free information and resources to help school staff identify and address the risks, as well as build resilience to radicalisation.

For advice specific to further education, the Education and Training Foundation (ETF) hosts the Prevent for FE and Training. This hosts a range of free, sector specific resources to support further education settings comply with the

Prevent duty. This includes the Prevent Awareness e-learning, which offers an introduction to the duty, and the Prevent Referral e-learning, which is designed to support staff to make robust, informed and proportionate referrals.

The ETF Online Learning environment provides online training modules for practitioners, leaders and managers, support staff and governors/Board members outlining their roles and responsibilities under the duty.

Peer on peer/ child on child abuse

Children can abuse other children (often referred to as peer on peer abuse) and it can take many forms. It **can** happen both inside and outside of school/college and online. It is important that all staff recognise the indicators and signs of peer on peer abuse and know how to identify it and respond to reports. This **can** include (but is not limited to): bullying (including cyberbullying, prejudice-based and discriminatory bullying); abuse within intimate partner relationships; physical abuse such as hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm; sexual violence and sexual harassment; consensual and non-consensual sharing of nudes and semi-nudes images and/or videos; 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; upskirting and initiation/hazing type violence and rituals. Addressing inappropriate behaviour (even if it appears to be relatively innocuous) **can** be an important intervention that helps prevent problematic, abusive and/or violent behaviour in the future.

Sexual violence and sexual harassment between children in schools and colleges

Context

Sexual violence and sexual harassment can occur between two children of any age and sex from primary to secondary stage and into colleges. It can also occur online. It can also occur through a group of children sexually assaulting or sexually harassing a single child or group of children.

Children who are victims of sexual violence and sexual harassment will likely find the experience stressful and distressing. This will, in all likelihood, adversely affect their educational attainment and will be exacerbated if the alleged perpetrator(s) attends the same school or college. Sexual violence and sexual harassment exist on a continuum and may overlap, they can occur online and face to face (both physically and verbally) and are never acceptable.

It is essential that **all** victims are reassured that they are being taken seriously and that they will be supported and kept safe. A victim should never be given the impression that they are creating a problem by reporting sexual violence or sexual harassment. Nor should a victim ever be made to feel ashamed for making a report.

Staff should be aware that some groups are potentially more at risk. Evidence shows girls, children with special educational needs and disabilities (SEND) and LGBT children are at greater risk.

Staff should be aware of the importance of:

- challenging inappropriate behaviours;
- making clear that sexual violence and sexual harassment is not acceptable, will never be tolerated and is not an inevitable part of growing up;
- not tolerating or dismissing sexual violence or sexual harassment as “banter”, “part of growing up”, “just having a laugh” or “boys being boys”; and
- challenging physical behaviours (potentially criminal in nature), such as grabbing bottoms, breasts and genitalia, pulling down trousers, flicking bras and lifting up skirts. Dismissing or tolerating such behaviours risks normalising them.

What is sexual violence and sexual harassment?

Sexual violence

It is important that school and college staff are aware of sexual violence and the fact children can, and sometimes do, abuse their peers in this way and that it can happen both inside and outside of school/college. When referring to sexual violence we are referring to sexual violence offences under the Sexual Offences Act 2003¹³⁵ as described below:

Rape: A person (A) commits an offence of rape if: he intentionally penetrates the vagina, anus or mouth of another person (B) with his penis, B does not consent to the penetration and A does not reasonably believe that B consents.

Assault by Penetration: A person (A) commits an offence if: s/he intentionally penetrates the vagina or anus of another person (B) with a part of her/his body or anything else, the penetration is sexual, B does not consent to the penetration and A does not reasonably believe that B consents.

Sexual Assault: A person (A) commits an offence of sexual assault if: s/he intentionally touches another person (B), the touching is sexual, B does not consent to the touching and A does not reasonably believe that B consents. (Schools should be aware that sexual assault covers a very wide range of behaviour so a single act of kissing someone without consent, or touching someone's bottom/breasts/genitalia without consent, can still constitute sexual assault.)

Causing someone to engage in sexual activity without consent: A person (A) commits an offence if: s/he intentionally causes another person (B) to engage in an activity, the activity is sexual, B does not consent to engaging in the activity, and A does not reasonably believe that B consents. (This could include forcing someone to strip, touch themselves sexually, or to engage in sexual activity with a third party.)

What is consent? Consent is about having the freedom and capacity to choose. Consent to sexual activity may be given to one sort of sexual activity but not another, e.g. to vaginal but not anal sex or penetration with conditions, such as wearing a condom. Consent can be withdrawn at any time during sexual activity and each time activity occurs. Someone consents to vaginal, anal or oral penetration only if s/he agrees by choice to that penetration and has the freedom and capacity to make that choice. Further information about consent can be found here: Rape Crisis England & Wales - Sexual consent

- the age of 13 can never consent to any sexual activity;
- the age of consent is 16;
- sexual intercourse without consent is rape.

Sexual harassment

When referring to sexual harassment we mean 'unwanted conduct of a sexual nature' that can occur online and offline and both inside and outside of school/college. When we reference sexual harassment, we do so in the context of child on child sexual harassment. Sexual harassment is likely to: violate a child's dignity, and/or make them feel intimidated, degraded or humiliated and/or create a hostile, offensive or sexualised environment. Whilst not intended to be an exhaustive list, sexual harassment can include:

- sexual comments, such as: telling sexual stories, making lewd comments, making sexual remarks about clothes and appearance and calling someone sexualised names;
- sexual "jokes" or taunting;
- physical behaviour, such as: deliberately brushing against someone, interfering with someone's clothes (schools and colleges should be considering when any of this crosses a line into sexual violence - it is important to talk to and consider the experience of the victim) and displaying pictures, photos or drawings of a sexual nature; and
- online sexual harassment. This may be standalone, or part of a wider pattern of sexual harassment and/or sexual violence. It may include:
 - o consensual and non-consensual sharing of nudes and semi-nudes images and/or videos. UKCIS Sharing nudes and semi-nudes: As set out in advice for education settings working with children and young people (which provides detailed advice for schools and colleges) taking and sharing nude photographs of U18s is a criminal offence;
 - o sharing of unwanted explicit content;
 - o upskirting (is a criminal offence);
 - o sexualised online bullying
 - o unwanted sexual comments and messages, including, on social media;
 - o sexual exploitation; coercion and threats.

Upskirting

The Voyeurism (Offences) Act 2019, which is commonly known as the Upskirting Act, came into force on 12 April 2019. 'Upskirting' is where someone takes a picture under a person's clothing (not necessarily a skirt) without their permission and/or knowledge, with the intention of viewing their genitals or buttocks (with or without underwear) to obtain sexual gratification, or cause the victim humiliation, distress or alarm. It is a criminal offence. Anyone of any sex, can be a victim.

The response to a report of sexual violence or sexual harassment

The initial response to a report from a child is incredibly important. How the school or college responds to a report can encourage or undermine the confidence of future victims of sexual violence and sexual harassment to report or come forward. Schools and colleges not recognising, acknowledging or understanding the scale of harassment and abuse and/or downplaying of some behaviours can actually lead to a culture of unacceptable behaviour. It is essential that all victims are reassured that they are being taken seriously and that they will be supported and kept safe. A victim should never be given the impression that they are creating a problem by reporting sexual violence or sexual harassment. Nor should a victim ever be made to feel ashamed for making a report.

See Appendix 4 for sources of further advice and information.

Appendix 3: Peer on Peer abuse

Types of peer on peer abuse listed in KCSIE:•

- bullying (including cyberbullying, prejudice-based and discriminatory bullying);
- abuse in intimate personal relationships between peers;
- 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 nudes 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 obtaining 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).

Policy should include

- procedures to minimise the risk of peer on peer abuse;
- the systems in place (and they should be well promoted, easily understood and easily accessible) for children to confidently report abuse, knowing their concerns will be treated seriously;
- how allegations of peer on peer abuse will be recorded, investigated and dealt with;
- clear processes as to how victims, perpetrators and any other children affected by peer on peer abuse will be supported;
- a recognition that even if there are no reported cases of peer on peer abuse, such abuse may still be taking place and is simply not being reported;
- a statement which makes clear there should be a zero-tolerance approach to abuse, and it should never be passed off as “banter”, “just having a laugh”, “part of growing up” or “boys being boys” as this can lead to a culture of unacceptable behaviours and an unsafe environment for children;
- recognition that it is more likely that girls will be victims and boys’ perpetrators, but that all peer on peer abuse is unacceptable and will be taken seriously; and
- the different forms peer on peer abuse can take, such as:
 - bullying (including cyberbullying, prejudice-based and discriminatory bullying);
 - abuse in intimate personal relationships between peers;
 - physical abuse which can include hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm;
 - sexual violence and sexual harassment
 - consensual and non-consensual sharing of nudes and semi-nude images and/or videos (also known as sexting) and school approach (refer to DfE Searching Screening and Confiscation Advice and UKCIS Education Group Sharing nudes and semi-nudes advice for education settings)

- 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
- upskirting (which is a criminal offence)
- initiation/hazing type violence and rituals.

Responding to reports and concerns of child on child sexual violence and sexual harassment

Details should cover:

- reminder it can happen inside and outside school and online
- importance of acknowledging and understanding scale of harassment and abuse
- awareness that children may not find it easy to tell staff and a reminder that children can show signs in ways they hope adults will notice and react
- Zero tolerance approach – never acceptable or tolerated
- Note on importance of:
 - o **response and impact** on future victims coming forward
 - o **reassurance** for victims that they are taken seriously, regardless of time taken to come forward and that abuse can have occurred online or outside school, not creating a problem
 - o **Record keeping** - recording all discussions and decisions in writing
 - o the **management of reports**, two staff present, if online – not viewing images, not promising confidentiality, trauma/impact of reporting, listening, additional barriers of reporting for some pupils, fact recording only, informing DSL as soon as possible
 - o **risk assessment** process, including involving social care
 - o **follow up actions** - what to consider, such as age of child, seriousness of incident, power imbalance
 - o **four management options** 1) manage internally, 2) early help, 3) referral to children's social care and 4) reporting to Police
 - o **unsubstantiated, unfounded, false and malicious reports** - review of records for patterns of concerning and problematic or inappropriate behaviour and if found false, consideration that the child and/or person who made allegation is in need of support and any disciplinary action
 - o **ongoing response** – safeguarding & supporting the victim and safeguarding & supporting the alleged perpetrator(s) and children/YP who have displayed harmful sexual behaviour

Appendix 4: Sources of support and advice

The following links may help DSLs provide further advice and support to their learners, staff and parents/carers. Additional links can be found in KCSIE 2021 in Annex A and C.

General Enquiries regarding the law and care and support

- Government: <https://www.gov.uk/>
- NHS: <https://www.nhs.uk/>

Support for staff

- Education Support Partnership: www.educationsupportpartnership.org.uk
- Professional Online Safety Helpline: www.saferinternet.org.uk/helpline

Support for Learners

- ChildLine: www.childline.org.uk
- Papyrus: www.papyrus-uk.org
- The Mix: www.themix.org.uk
- Shout: www.giveusashout.org
- Fearless: www.fearless.org
- UK Council for Internet Safety (UKCIS):
<https://www.gov.uk/government/organisations/uk-council-for-internet-safety>
- Thinkuknow: <https://www.thinkuknow.co.uk/>

Support for adults

- Family Lives: www.familylives.org.uk
- Crime Stoppers: www.crimestoppers-uk.org
- Victim Support: www.victimsupport.org.uk
- The Samaritans: www.samaritans.org
- NAPAC (National Association for People Abused in Childhood): www.napac.org.uk
- MOSAC: www.mosac.org.uk
- Action Fraud: www.actionfraud.police.uk
- Shout: www.giveusashout.org

Support for Learning Disabilities

- Respond: www.respond.org.uk
- Mencap: www.mencap.org.uk

Domestic Abuse

- Refuge: www.refuge.org.uk
- Women's Aid: www.womensaid.org.uk
- Men's Advice Line: www.mensadvice.org.uk
- National Domestic Abuse Helpline: www.nationaldahelpline.org.uk
- Respect Phoneline: <https://respectphoneline.org.uk>

Honour Based Abuse

- Forced Marriage Unit: www.gov.uk/guidance/forced-marriage
- FGM Factsheet:
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/496415/6_1639_HO_SP_FGM_mandatory_reporting_Fact_sheet_Web.pdf
- Mandatory reporting of female genital mutilation: procedural information:
www.gov.uk/government/publications/mandatory-reporting-of-female-genital-mutilation-procedural-information

Contextual Safeguarding, Peer on Peer abuse, Sexual Exploitation and Criminal Exploitation:

- Contextual Safeguarding Network: <https://contextualsafeguarding.org.uk>
- National Crime Agency: www.nationalcrimeagency.gov.uk/who-we-are
- Rape Crisis: <https://rapecrisis.org.uk>
- Lucy Faithfull Foundation: www.lucyfaithfull.org.uk
- Brook: www.brook.org.uk
- Victim Support: www.victimsupport.org.uk
- Anti-Bullying Alliance: www.anti-bullyingalliance.org.uk
- Disrespect Nobody: www.disrespectnobody.co.uk
- Upskirting – know your rights: www.gov.uk/government/news/upskirting-know-your-rights

Substance Misuse

- Talk to Frank: www.talktofrank.com

Mental Health

- Anna Freud: <https://www.annafreud.org/>
- NSPCC: <https://www.nspcc.org.uk/>
- Mind: www.mind.org.uk
- Moodspark: <https://moodspark.org.uk>
- Young Minds: www.youngminds.org.uk

Online Safety

- CEOP: www.ceop.police.uk
- Internet Watch Foundation (IWF): www.iwf.org.uk
- Think U Know: www.thinkuknow.co.uk
- Childnet: www.childnet.com
- UK Safer Internet Centre: www.saferinternet.org.uk
- Report Harmful Content: <https://reportharmfulcontent.com>
- parents/carers Info: www.parentinfo.org
- Marie Collins Foundation: www.mariecollinsfoundation.org.uk
- Internet Matters: www.internetmatters.org
- NSPCC/ Net Aware: www.nspcc.org.uk/online-safety and www.net-aware.org.uk
- Get safe Online: www.getsafeonline.org
- Stop it Now!: www.stopitnow.org.uk
- parents/carers Protect: www.parents/carersprotect.co.uk

Radicalisation and hate

- Educate against Hate: www.educateagainsthate.com
- Counter Terrorism Internet Referral Unit: www.gov.uk/report-terrorism
- True Vision: www.report-it.org.uk

Appendix 5: The seven golden rules to information sharing

(adapted from Information sharing: Advice for practitioners providing safeguarding services to children, young people parents/carers and carers (2018))

1. **Data protection law and human rights do not stop information being shared** - they provide the structure around how it should be shared.
2. **Be open and honest** about **why** you need to share the information, **what** you are going to share, **how** you will do it and **who** you are going to share it with. Unless it is not safe or inappropriate to do so you must **seek the person's agreement** to this.
3. **If you are worried** about sharing information **seek advice** from your Designated Safeguarding Lead, Deputy Designated Safeguarding Lead, or a member of the Senior Leadership Team.
4. Where possible **share information with consent**. There are occasions where consent is not required, namely if you are worried that a child is at risk or a crime is going to be or has been committed. Where information is shared or requested (either with or without consent) **make sure you are clear why you decided to share it**, and equally why you decided not to share information if that is the case. Where you do not have consent bear in mind that the individual may not expect information to be shared.
5. Decisions to share information should include **consideration of the safety and well-being** of the person who you are sharing information about and others who may be affected by what happens.
6. Make sure that you share only information that is **necessary** for the purpose for which you are sharing it, that it is only **shared with people who need to know**, that it is **up to date**, shared **securely** and that it is done **in a timely way**.
7. Make sure you **record** your decision whether to share information or not and the reasons for your decision. The record should also show what you have shared, with whom and why.

Appendix 6: Summary of Essential Child Protection (CP) Procedures at Winchmore School

Noel Thompson, Deputy Headteacher (Pupil Welfare) is the school's designated safeguard lead. There is a nominated child protection governor. Safeguarding is everybody's responsibility

Child Abuse – Signs and Symptoms: The term 'Child Abuse' applies when there is information, suspicion or serious risk that harm may be caused to a child. Although harm usually falls within the following categories, school staff should always be sensitive to any sign of distress.

Category	Physical	Neglect	Sexual	Emotional
	This may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning or suffocating. Female Genital Mutilation (FGM)	This is the persistent (severe and longstanding) failure to meet a child's basic physical and emotional needs, which is likely to result in serious impairment to health and development.	This involves forcing, enticing or grooming a child to take part in sexual activities, whether or not the child is aware of what is happening. Sexual harassment, online sexual abuse and sexual violence.	This is the persistent emotional ill-treatment of a child such as to cause severe and persistent adverse effects on the child's emotional development (a pattern rather than a single incident).
Possible indicators of abuse	<ul style="list-style-type: none"> Any injury which has left a mark and for which the explanations are unsatisfactory or inconsistent. Any admitted punishment which appears excessive 	<ul style="list-style-type: none"> Under nourishment Overweight Persistent fatigue Untreated illnesses or abrasions Inadequate care E.g. dirty or ill-clad 	<ul style="list-style-type: none"> Precocious language Inappropriate sexualised behaviour Self harm/self mutilation including anorexia Receiving extravagant gifts 	<ul style="list-style-type: none"> Severe lack of confidence, concentration or pride in achievement Can be badly behaved, violent and difficult to deal with Under/Over weight

Other Indicators: As someone with regular contact with young people, you may be alerted by a number of low-level concerns. These may be factors in the family background which will add to your concern such as poor relationships between parent and child, high levels of stress in the family, unrealistic expectations of the child, inadequate parental cooperation, poor school attendance and reluctance to participate in PE. Areas where we need to be particularly vigilant and sensitive include sexual harassment, online sexual abuse and sexual violence, radicalisation, cyber-bullying, addictions, self-image, knife crime, drug abuse and gangs, the results of which are heightened should a child be absent from school. We need to be aware of factors that increase vulnerability or potential vulnerability such as mental ill health, domestic abuse, children with additional needs, and children from groups at greater risk of exploitation and/or of feeling unable to report abuse (for example, girls and LGBT children).

IF A CHILD IS AT RISK, ACTION MUST BE PROMPT, EFFICIENT AND SUPPORTIVE

Always share your slightest concern with your HoY in the first instance who will refer to Noel Thompson (Designated Safeguard Lead)

Action When Abuse is Suspected and/or Disclosed

- Remember that a pupil's wish for confidentiality cannot be respected if they are at risk. We all have a legal responsibility to pass information on.
- Be supportive, calm, neutral and reassure the pupil, but do not ask leading questions.
- Please do not investigate any further, leave the investigation to Noel Thompson, but keep a note of your conversation as a record.
- Record details of disclosure using a pink 'Logging a Concern' Form (located in the Staff Room or Main Office) and place it in Noel Thompson's tray in the Main School Office. Please do not use or rely on e-mail to communicate your concern and keep it confidential.
- If and when abuse is disclosed directly e.g. evidence of bruising inform Noel Thompson immediately or a member of SLT in his absence.**
- You will receive acknowledgement of your concern within 24 hours, but if you have not heard anything, please ask for an update from the Head of Year.

Other essential information for all staff.	All staff must have read and understood Part 1, including annexes, 'Keeping Children Safe in Education' (KCSIE) DFE 2021
	Guidance for Safer Working Practices 2015 – including guidance re Power and Positions of Trust/Authority
	Whistleblowing Policy: should a member of staff have concerns about CP procedures at Winchmore School NSPCC Whistleblowing Hotline 0800 028 0285, once all internal channels have been exhausted
	For any incidents that happen to our students out of school, the Head of Year should report to the safer schools officer

Appendix 7: Winchmore School's approach to addressing Sexual harassment

Online sexual abuse and sexual violence, creating an atmosphere which is safe, calm, positive and orderly for the whole school community (please see poster below)

Ensuring that all individuals at Winchmore School feel safe and are protected from abuse and maltreatment; preventing harm to health or development. Ensuring all children can grow up with the provision of safe and effective care. Taking prompt action to enable all young people to have the best outcomes.

Winchmore School assumes that sexual harassment, online sexual abuse and sexual violence are happening in and around the school, even when there are no specific reports and has put in place a whole-school approach to address them. As part of Winchmore School's safeguarding culture all allegations and instances of sexual harassment, online sexual abuse and sexual violence will be fully investigated and followed up.

This includes:

That the school has appropriate school-wide policies in place that make it clear that sexual harassment, online sexual abuse and sexual violence (including sexualised language) is unacceptable, with appropriate sanctions in place. These messages are written, presented and agreed with the School Council and the PSHCEE co-ordinator and included in the school's anti-bullying code, school expectations and values which are reinforced in assemblies, tutor time, through PSHCEE, the whole school behaviour policy and during lessons and displayed on posters across the school. Winchmore students are also taught about safeguarding risks, including online risks and they are supported to understand what constitutes a healthy relationship, both online and offline. All safeguarding messages are embedded across the school, particularly through the pastoral structures.

That the school's policies are reflected in its curriculum including the relationships, sex and health education*, which specifically addresses sexual harassment, online abuse, sexual violence and issues of consent. Staff are trained to be confident about what to do if a child reports that they have been sexually abused by another child or any other person.

That the school's staff have appropriate knowledge of part 5 the government's 'Keeping children safe in education' guidance through inset and induction days with reminders at staff meetings and briefings and an open door policy for ongoing questions.

That all pupils are supported to report concerns about harmful sexual behaviour freely. This is reinforced in the documents listed above and during assemblies, tutor time, PSHCEE and during lessons. Where incidents are reported, Winchmore School staff are trained to understand how to handle reports of sexual violence and harassment between children, both on and outside school premises. This includes staff being made aware of different types of abuse (including neglect), the indicators of abuse and how and when to refer the incident to the Designated Safeguarding Lead (DSL) or deputy safeguarding leads

That concerns are taken seriously and dealt with swiftly and appropriately, and pupils are confident that this is the case. parents/carers are asked to give feedback about this and all feedback is acted upon.

That comprehensive records of all allegations are kept.

That Winchmore staff are alerted to factors that increase vulnerability or potential vulnerability such as mental ill health, domestic abuse, children with additional needs, and children from groups at greater risk of exploitation and/or of feeling unable to report abuse (for example, girls and LGBT children).

That barriers which may prevent a pupil from making a disclosure, for example communication needs, are identified and addressed. This includes regular reviews of our child protection procedures which occurs through meetings including new staff induction, SWIFT, governors and SLT. Parental feedback is also used for this purpose.

Winchmore School understands that school inspectors will not investigate allegations of harmful sexual behaviour themselves, but will ensure that allegations are reported to the appropriate authority, where that has not already happened.

**see school inspection handbook for September 2021*



Anti-Bullying Code

for a safe, calm, orderly and positive learning community

October 2021

At Winchmore we believe that every person, regardless of their race, gender, culture, beliefs, sexuality, age, ability or appearance should be respected and treated fairly. We are **all** different and we believe that everybody has the freedom to express their individuality. We are all special in our own way.

In order to achieve this we **MUST accept people for who they are:**

- Treat each other the way we want to be treated, be polite and respectful
- Help each other – be kind and think before we speak and act

PLEASE REMEMBER OUR ANTI-BULLYING KEY MESSAGES

- At Winchmore, bullying will not be tolerated in any way, shape or form
- We are a 'hands -off' school, and respect each other's personal space
- We are a 'telling and a doing' school, which means that all cases of bullying are shared, followed up and dealt with
- We have a zero tolerance approach to all kinds of harassment - for example sexual, physical and verbal. This includes the use of sexualised language which should never be taken lightly as 'banter' or 'just having a laugh'

If you are being bullied, or suspect that abuse, in any form, is happening to anyone, anywhere - including online abuse:

- Tell your tutor, who is your first point of contact if you have a problem. If this is not possible tell a teacher or a trusted adult
- Visit Learning Support at lunchtime
- Use the anti-bullying box near reception (Write down your concern, you don't have to give your name)
- You can call Childline (0800 1111) or go to **www.childline.org.uk**. They are there to help, 24 hours a day.

Compiled by our School Council, Leadership Team and PSHCEE Coordinator

Appendix 8: Online Safety

Winchmore School ensures the following as part of our Online Safety Policy

- Staff awareness that abuse can take place online
- The school approach to online safety that takes account of the 4Cs (conduct, content, communication and commerce)
Coverage should include peer on peer abuse, sexual harassment and social media
- Training for staff in online safety
- Opportunities to teach children about online safety this includes duties of governing body, teaching of RSE, use of DfE advice 'Teaching online safety in schools' and how the school manages increased risk for some SEND children
- Online safety is a thread across all policies and procedures
- Remote learning and safe approaches
- Over blocking
- Filtering and monitoring
- Information security Para 131
- Reviewing online safety (use of review tools)
- Information and support
- DSL takes lead role for online safety (if delegated who to and how)