

Child Protection Policy



Formby High School
Determined To Achieve

Formby High School Child Protection Policy

Terminology

Safeguarding and promoting the welfare of children refers to the process of protecting children from maltreatment, preventing the impairment of 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.

Child protection refers to the processes undertaken to protect children (under age of 18) who have been identified as suffering, or being at risk of suffering significant harm.

Staff refers to all those working for or on behalf of the school, full time or part time, temporary or permanent, in either a paid or voluntary capacity.

Child includes everyone under the age of 18 or who is a student of Formby High School.

Parent refers to birth parents and other adults who are in a parenting role; for example step-parents, foster carers and adoptive parents.

Contextual Safeguarding all assessments of children should consider the wider environmental factors affecting the child's life that may pose a threat to their safety and / or welfare

Formby High School's core safeguarding principles are that:

- We will seek at all times to ensure that we meet our obligation to safeguard all young people and adults within the school community.
- Safeguarding and promoting the welfare of children is everyone's responsibility. Everyone who comes into contact with children and their families and carers has a role to play in safeguarding children. In order to fulfil this responsibility effectively, all professionals should make sure their approach is child-centred. This means that they should consider, at all times, what is in the best interests of the child.
- We recognise that safeguarding is about both creating a safe environment in which all young people can thrive and protecting children from deliberate harm.
- We will ensure we remain fully compliant with legislation and guidance regarding safeguarding and will regularly review and update its practice.
- We will provide training to staff as appropriate regarding safeguarding.
- We will refer to locally agreed inter-agency procedures put in place by Sefton LSCB.

Child Protection Statement

- We recognise our moral and statutory responsibility to safeguard and promote the welfare of all students. We endeavour to provide a safe and welcoming environment where children are respected and valued. We are alert to the signs of abuse and neglect and follow our procedures to ensure that children receive effective support, protection and justice.
- The procedures contained in this policy apply to all staff, governors, volunteers and student teachers and are consistent with those of the Sefton Local Safeguarding Children Board (LSCB).

This policy has been written using the following safeguarding legislation and guidance:

- Section 175 of the Education Act 2002

- The Teacher Standards 2012
- The statutory guidance Working together to Safeguard Children (2018)
- The statutory guidance Keeping Children Safe in Education (September 2018)
- Locally agreed inter-agency Sefton Local Safeguarding Children Board (LSCB) protocols
- *What to do if you're worried a child is being abused 2015 – Advice for practitioners* is non-statutory advice which helps practitioners (everyone who works with children) to identify abuse and neglect and take appropriate action. Staff can find a copy of this in the Staff Handbook.

Policy Statements

- The welfare of the child is paramount.
- All children, regardless of age, gender, ability, culture, race, language, religion or sexual identity, have equal rights to protection.
- All staff have an equal responsibility to act on any suspicion or disclosure that may suggest a child is at risk of harm.
- Students and staff involved in child protection issues will receive appropriate support.
- We aim to provide all staff with the necessary information to enable them to meet their child protection responsibilities.
- We aim to ensure consistent good practice.
- We aim to demonstrate the school's commitment with regard to child protection to students, parents and other stakeholders.
- We recognise the voice of the child is paramount and will listen to what they say, take their views seriously and work with them and their families collaboratively when deciding how to support their needs.
- Many factors can contribute to an increase in risk, including prejudice and discrimination, isolation, social exclusion, communication issues and reluctance on the part of some adults to accept that abuse can occur.

To ensure that all of our students receive equal protection, we will give special consideration to the following groups:

- disabled or persons with specific additional needs
- those who have special educational needs (whether or not they have a statutory Education, and Health Care Plan)
- young carers
- those showing signs of being drawn into anti-social behaviour or criminal behaviour, including gang involvement
- those who are frequently missing or go missing from home or from care
- those at risk of modern slavery, trafficking or exploitation
- those affected by parental substance misuse, adult mental health issues or domestic abuse
- asylum seekers
- those who are vulnerable to being bullied, or engaging in bullying
- those living in temporary accommodation or away from home, such as in private fostering
- those living transient lifestyles
- those who are vulnerable to discrimination and maltreatment on the grounds of race, ethnicity, religion, disability or sexuality
- those involved directly or indirectly in, or at risk of, sexual or criminal exploitation
- those demonstrating sexually harmful behaviour, misusing drugs or alcohol
- students without English as a first language
- students who have returned home to their family from care
- those at risk of female genital mutilation (FGM) or forced marriage
- those at risk of exposure to radicalisation and extremism

This list provides examples of additionally vulnerable groups and is not exhaustive.

Roles and Responsibilities

The Governing Body ensures that:

- the Child Protection Policy and procedures are implemented and followed by all staff.
- devolves responsibility to the Headteacher to ensure guidance in this policy is adhered to
- the school appoints a Designated Senior Lead (DSL) for child protection.
- the school has procedures for dealing with allegations of abuse made against members of staff, including allegations made against the Headteacher, and allegations against other children.
- a nominated member (normally the Chair) is responsible for liaising with the Local Authority and other agencies in the event of an allegation being made against the Headteacher.
- the school's safeguarding, recruitment and managing allegations procedures are in accordance with the LSCB and national guidance.
- an annual report (Section 175 audit) will be submitted to the Local Authority about how the Governing Body's duties have been carried out with weaknesses being rectified without delay.
- a designated teacher is appointed to promote the educational achievement of children who are looked after by the Local Authority and that the designated teacher has received appropriate training.
- the school contributes to inter-agency working and plans and that the school's safeguarding arrangements take into account the procedures and practice of the Local Authority as part of the inter-agency safeguarding procedures set up by the LSCB. This should include understanding and reflecting local protocols for assessment and the LSCB's threshold document, along with supplying information as requested by the LSCB. The school contributes towards financing Sefton LSCB support.
- the school participates in the Early Help process and offers to initiate the Early Help Assessments Tool for students with additional needs in order to provide a co-ordinated offer of early help.
- students are taught about safeguarding and how to keep themselves safe at all times, including when online, as part of a broad and balanced curriculum.
- the school follows guidance from the Child Exploitation Online Protection Centre (CEOP) in relation to cyber bullying and sexting.

The Headteacher ensures that:

- the DSL for child protection is appointed. This will be a member of the Senior Leadership Team who has undertaken training in inter-agency working, in addition to basic child protection training.
- the role of DSL is explicit in the role holder's job description.
- sufficient time, training, support and resources are allocated to enable the DSL and Deputy DSL's to carry out their roles effectively.
- all staff feel able to raise concerns about poor or unsafe practice and that such concerns are handled sensitively and in accordance with the whistle blowing procedures. Staff are encouraged to use the National Society for Protection of Cruelty to Children (NSPCC) whistleblowing helpline should their concerns not be acted upon.
- students are provided with opportunities throughout the curriculum to learn about safeguarding, including keeping themselves safe online.
- anyone who has harmed or may pose a risk to a child is referred to the Disclosure and Barring Service.
- the school has a child protection policy and procedures, including a staff code of conduct that is reviewed annually and made available publicly on the school's website and by other means.
- the school follows safer recruitment procedures that include statutory checks on staff suitability to work with children.

- the Local Authority Designated Officer (LADO) is informed where an allegation is made against a member of staff or a crime is committed against a child.

The Designated Senior Lead (DSL)

Mrs Blanchard (Deputy Headteacher Pastoral Care and Welfare) is the member of the Senior Leadership Team appointed to coordinate child protection arrangements and also the nominated DSL.

The DSL:

- is appropriately trained, with updates at least every two years, and acts as a source of support and expertise within the school community.
- has a working knowledge of the Local Safeguarding Children's Board (LSCB) procedures and locally agreed processes for providing early help and intervention.
- attends and/or contributes to child protection conferences and works with the Headteacher to ensure cases concerning a member of staff are referred appropriately to the Local Authority Designated Officer (LADO) and/or the Disclosure and Barring Service (DBS) following guidance from Sefton LSCB.

The DSL ensures that:

- a culture of listening to children and taking account of their wishes and feelings is encouraged.
- the school is alert to the specific needs of children in need, those with special educational needs and young carers.
- detailed written records of all concerns are maintained ensuring that such records are stored securely and flagged on, but kept separate from, the student's general file. Archive records are in accordance with the School's Records Management Policy.
- Child Protection Online Management System (CPOMs) is used securely and effectively by pastoral staff.
- cases of suspected abuse are referred to children's social care or police as appropriate
- children's social care are notified if a child with a Child Protection Plan is absent from school without explanation
- when a student with a Child Protection Plan leaves the school, their information is passed to their new school /placement and the student's social worker is informed.
- where children leave the school, the Child Protection file is copied for any new school as soon as possible but transferred separately from the main student file.
- effective links with relevant statutory and voluntary agencies, including the LSCB, are developed and maintained.
- all staff and Governors sign to indicate that they have read and understood the Child Protection Policy and Part 1 KCSIE
- the Child Protection Policy is regularly reviewed and updated annually.
- a record of staff attendance at child protection training is kept.
- the Child Protection Policy is available publicly on the school's website.
- parents are aware of the school's role in safeguarding and that referrals about suspected abuse and neglect may be made.
- training is in place which ensures that all staff, including the Headteacher, receive information about the school's safeguarding arrangements on induction and appropriate child protection training, which is regularly updated.
- all temporary staff and volunteers are made aware of the school's arrangements for child protection.
- staff have access to a Safeguarding Lead at all times and are informed who this is in the absence of the DSL.
- support and expertise are provided to the school community.
- all staff are alert to the specific needs of children in need, those with special educational needs, looked after children and young carers.

- all cases of suspected abuse are referred to the Multi-Agency Safeguarding Hub (MASH) / Children's Social Care or the Police as appropriate.
- a member of staff attends and/or contributes to child protection conferences, strategy meetings and multi-agency child sexual exploitation (MACSE) meetings.
- the Headteacher is aware of the responsibility, under *Working Together to Safeguard Children* July 2018 to refer all allegations that a child has been harmed by or that children may be at risk of harm from a member of staff or volunteer to the Local Authority Designated Officer (LADO), within one working day prior to any internal investigation; and to the Disclosure and Barring Service (DBS) as appropriate.

The Deputy Designated Senior Lead(s) (Deputy DSL)

The Deputy Designated Senior Person(s) is appropriately trained and, in the absence of the DSL, or when directed, carries out those functions necessary to ensure the ongoing safety and protection of students. In the event of the long-term absence of the DSL, the Deputy will assume all of the functions above. The Deputy DSLs are:

- (1) Mrs S Taylor (Pastoral Support Manager)
- (2) Mrs G Edey (Climate for Learning Leader)

All Staff Must:

- **remember that the welfare of the child is paramount.**
- attend annual safeguarding updates and read termly bulletins.
- follow practices and procedures identified in this policy.
- report all concerns to the DSL and be aware that they do not need 'absolute proof' that the child is at risk.
- All staff must only discuss their concerns with the DSL or Deputy DSL – not other colleagues, unless they have been directed to do so by the DSL.
- recognise that it is not their responsibility to investigate or decide whether a child has been abused.
- follow the reporting procedures outlined in this policy. However, they must also share information directly with children's social care, police or the NSPCC if:
 - the situation is an emergency and the DSL, the Deputy DSLs, the Headteacher and the Chair of Governors are all unavailable.
 - they are convinced that a direct report is the only way to ensure the student's safety.
 - for any other reason they make a judgement that direct referral is in the best interests of the child.

Practices and Procedures

Early Help Assessment Tool Process

- The school recognises that providing early help is more effective in promoting the welfare of children than reacting later.
- The school recognises that the cohorts identified on page 4 may potentially need early help.
- Where a child and family would benefit from co-ordinated support from more than one agency (e.g. education, health, housing, police), the school will use the Early Help process to complete an assessment and identify what help the child and family require to prevent their needs escalating to a point where intervention would be needed via a statutory assessment under the Children Act 1989.
- The Early Help process can only be effective if it is undertaken with the agreement of the child's parents/carers. The Early Help offer should involve the child and family as well as all

the professionals who are working with them. The Pastoral Support Manager has been trained to undertake Early Help assessments.

- The school will keep the needs and circumstances of children receiving early help under constant review. If the child's situation does not improve and/or the child's parents and/or the child do not consent to early help or the Early Help assessment being initiated, the school will make a judgement about whether, without help, the needs of the child will escalate. If so, a referral to Children's Social Care may be necessary. (Sefton Level of Need Guidance)

Missing Children

The school follows the Sefton LSCB produced protocol 'Identifying and Maintaining Contact with Children Missing from Education'.

Where a student has 10 consecutive school days of unexplained absence and all reasonable steps have been taken by the school to establish his/her whereabouts without success, the school will make an immediate referral to Sefton Council Children Missing Education Co-ordinator (Carole Blundell 0151 934 3181 CME@sefton.gov.uk).

The school is required to inform the Local Authority of any student who is going to be deleted from the admission register where he/she:

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

The school will notify the Children Missing Education Officer in the Local Authority within 5 working days when the grounds for deletion are met and no later than deleting the student's name from the register.

Children who run away or go missing from home or care

The school recognises that children who run away or go missing are potentially vulnerable to abuse, exploitation, offending and placing themselves in situations where they may suffer physical harm.

In such situations, the school will work closely with the parents and of any missing children and other relevant agencies.

The DSL and Pastoral Support Team will monitor unauthorised absence, particularly where children go missing on repeated occasions.

Helping Children to Keep Themselves Safe

- Children are taught to understand and manage risk through our Personal, Social, Health and Economic Education (RESPECT) lessons and through all aspects of school life. Our approach is designed to help children to think about risks they may encounter and, with staff, work out how those risks might be overcome.

- Children are taught how to conduct themselves and how to behave in a responsible manner. Children are also reminded regularly about e-safety and tackling bullying procedures.
- The school continually promotes an ethos of respect for children, and students are encouraged to speak to a member of staff in confidence about any worries they may have.

Support for Those Involved in a Child Protection Issue

Child abuse is devastating for the child and can also result in distress and anxiety for staff who become involved.

We will support students, their families, and staff by:

- taking all suspicions and disclosures seriously.
- ensuring the **DSL** keeps all parties informed and is the central point of contact.
- where a member of staff is the subject of an allegation, school procedures will be followed.
- responding sympathetically to any request from students or staff for time out to deal with distress or anxiety.
- maintaining confidentiality and sharing information on a need-to-know basis only with relevant individuals and agencies.
- storing records securely.
- offering details of help lines, counselling or other avenues of external support.
- following the procedures laid down in our whistleblowing, complaints and disciplinary procedures.
- cooperating fully with relevant statutory agencies.

Child Protection Complaints

- Complaints from staff, students and parents are dealt with under the school's complaints and disciplinary and grievance procedures.

Concerns about a Colleague

- The school's whistleblowing procedures enable staff to raise concerns or allegations in confidence and for a sensitive enquiry to take place.
- All concerns of poor practice or possible child abuse by colleagues should be reported to the Headteacher.
- Complaints about the Headteacher should be reported to the Chair of Governors.
- Staff may also report their concerns directly to children's social care or the police if they believe direct reporting is necessary to secure action.

Allegations against Staff

- The full procedures for dealing with allegations against staff can be found in *Keeping Children Safe in Education (DfE, 2018)* and *Dealing with allegations of abuse against teachers and other staff (DfE, 2012)*.
- Staff who are the subject of an allegation have the right to have their case dealt with fairly, quickly and consistently and to be kept informed of its progress.
- Allegations against staff should be reported to the Headteacher.
- Allegations against the Headteacher should be reported to the Chair of Governors.
- Staff, parents, students and Governors are reminded that publication of material that may lead to the identification of a teacher who is the subject of an allegation is prohibited by law. Publication includes verbal conversations or writing, including content placed on social media sites.
- Staff may also report their concerns directly to the Police or Children's Social Care via the MASH if they believe direct reporting is necessary to secure action.

Staff Training

- All staff are trained to enable them to recognise the possible signs of abuse and neglect and to know what to do if they have a concern.
- New staff and Governors will receive an explanation during their induction which includes the school's Child Protection Policy, the Behaviour policy, our safeguarding response to children who go missing from education, the Staff Code of Conduct and details and the role of the DSL and deputy DSLs.
- All staff will read KCSIE Part 1 on induction
- Supply staff and other visiting staff will be given the school's Visiting Staff Leaflet.

Safer Recruitment

To ensure that we do our utmost to employ 'safe' staff by following the guidance in Keeping Children Safe in Education (September 2018) together with the LSCB and the school's procedures, the school will ensure the measures detailed below are followed:

- All applicants will:
 - complete an application form which includes their employment history.
 - provide two referees, including at least one who can comment on the applicant's suitability to work with children.
 - provide evidence of identity and qualifications.
 - be checked in accordance with the Disclosure and Barring Service (DBS) regulations as appropriate to their role.
 - provide evidence of their right to work in the UK.
 - be interviewed and rigorously tested.
 - if the applicant (employee or governor) is in any managerial role a section 128 direction check will be conducted.
 - for those from outside the EEA additional checks will be carried out.
- The school will also verify the candidate's mental and physical fitness to carry out their work responsibilities. At least one member of each recruitment panel will have attended safer recruitment training.
- Where possible the school will obtain references, from a senior person, prior to interviews to allow any concerns to be explored.
- The school obtains written confirmation from supply agencies that agency staff have been appropriately checked.
- If an individual moves from a position that did not involve the provision of education to one that does, they must be treated as if the individual were a new member of staff and all required pre-appointment checks carried out.
- The school maintains a single central record of recruitment checks undertaken.

Volunteers

- Volunteers, including Governors, will undergo checks commensurate with their work in the school and contact with students.

Supervised Volunteers

- Volunteers who work only in a supervised capacity and are not in regulated activity will undergo the safe recruitment checks appropriate to their role, in accordance with the school's risk assessment process and statutory guidance. This risk assessment will be recorded.

Contractors

- The school checks the identity of all contractors working on site and requests DBS checks where appropriate.

Site Security

- **Security gates will be closed throughout the school day.**
- Visitors to the school must sign in and out at the Main Office Reception and wear a red lanyard and school visitor badge.
- Staff must challenge strangers in the school if they are not wearing appropriate identification.
- All adults on the campus are required to wear an ID badge and lanyard at all times. Different coloured lanyards are used to denote the various levels of clearance as follows:
 - **Green** – employees who have been DBS (Disclosure and Barring Scheme) checked wear a green lanyard.
 - **Orange** – regular visitors to the school who have undergone a DBS check and who do not require supervision (for example, student teachers and Governors).
 - **Red** – occasional visitors to the school who are accompanied at all times and do not have unsupervised access to students (for example, contractors and parents).
 - **Black** – sixth form students.

Extended School and Off-site Arrangements

- Where extended school activities are provided and managed by the school, our own Child Protection Policy and procedures apply. If other organisations provide services or activities on our site, we will check that they have appropriate procedures in place, including safer recruitment procedures.
- When our students attend off-site activities, including day and residential visits and work related activities, we will check that effective child protection arrangements are in place.

Photography and Images

To protect students we will:

- seek their consent for photographs to be taken or published (for example, on our website or in newspapers or publications).
- seek parental consent.
- use only the student's first name with an image.
- ensure students are appropriately dressed.
- encourage students to tell us if they are worried about any photographs that are taken of them.

E-Safety

- Online safety is taught as part of a broad and balanced curriculum.
- The school's E-Safety Policy explains how we try to keep students safe in school.
- All students and staff are required to adhere to the school's ICT Acceptable Use Policy
- Cyberbullying and sexting by students, via texts and emails, will be treated as seriously as any other type of bullying and will be managed through our anti-bullying procedures.
- Appropriate usage of mobile phones in school is identified in the school's Mobile Phone Policy.
- Staff, parents and students receive advice regarding the use of social networking and electronic communication with students.

Recognising Abuse

- The school recognises the four categories of abuse as identified in *Working Together to Safeguard Children (HM Government, 2013)*.
 - **Physical abuse**
 - **Emotional abuse**
 - **Sexual abuse**
 - **Neglect**
- Abuse may be committed by adult men or women and by other children and young people.
- Abuse can manifest itself as peer on peer abuse. This is most likely to include, but may not be limited to, bullying (including cyberbullying), gender based violence/sexual assaults and sexting.

Indicators of Abuse

Physical signs define some types of abuse, for example, bruising, bleeding or broken bones resulting from physical or sexual abuse, or injuries sustained while a child has been inadequately supervised. The identification of physical signs is complicated, as children may go to great lengths to hide injuries, often because they are ashamed or embarrassed, or their abuser has threatened further violence or trauma if they 'tell'. It is also quite difficult for anyone without medical training to categorise injuries into accidental or deliberate with any degree of certainty. For these reasons, it is vital that staff are also aware of the range of behavioural indicators of abuse and report any concerns to the DSL.

A child who is being abused or neglected may:

- have bruises, bleeding, burns, fractures or other injuries
- show signs of pain or discomfort
- keep arms and legs covered, even in warm weather
- be concerned about changing for PE or swimming
- look unkempt and uncared for
- change their eating habits
- have difficulty in making or sustaining friendships
- appear fearful
- be reckless with regard to their own or other's safety
- self-harm
- frequently miss school or arrive late
- show signs of not wanting to go home
- display a change in behaviour – from quiet to aggressive, or happy-go-lucky to withdrawn
- challenge authority
- become disinterested in their school work
- be constantly tired or preoccupied
- be wary of physical contact
- be involved in, or particularly knowledgeable about drugs or alcohol
- Display sexual knowledge or behaviour beyond that normally expected for their age.

Individual indicators will rarely, in isolation, provide conclusive evidence of abuse. They should be viewed as part of a jigsaw, and each small piece of information will help the DSL to decide how to proceed.

Key Points for Staff to Remember for Taking Action are:

- In an emergency take the action necessary to help the child, for example, call 999.
- Report your concern to the DSL immediately (Internal Ext 127 or External 01704 835655)
- Do not start your own investigation.
- Share information on a need-to-know basis only – do not discuss the issue with colleagues, friends or family.
- Complete a record of concern.
- Seek support for yourself if you are distressed.

If a Student Discloses to You:

It takes a lot of courage for a child to disclose that they are being abused. They may feel ashamed, particularly if the abuse is sexual; their abuser may have threatened what will happen if they tell; they may have lost all trust in adults; or they may believe, or have been told, that the abuse is their own fault.

If a student talks to a member of staff about any risks to their safety or wellbeing, **the staff member will need to let the student know that they must pass the information on** – staff are not allowed to keep secrets. The point at which they tell the student this is a matter for professional judgement. If they jump in immediately the student may think that they do not want to listen, if left until the very end of the conversation, the student may feel that they have been misled into revealing more than they would have otherwise.

During their conversations with the students staff will:

- **not promise confidentiality.**
- allow them to speak freely.
- remain calm and not overreact – the student may stop talking if they feel they are upsetting their listener.
- give reassuring nods or words of comfort – ‘I’m so sorry this has happened’, ‘I want to help’, ‘This isn’t your fault’, ‘You are doing the right thing in talking to me’.
- not be afraid of silences – staff must remember how hard this must be for the student.
- **under no circumstances** ask investigative questions – such as how many times this has happened, whether it happens to siblings too, or what does the student’s mother think about all this.
- at an appropriate time tell the student that in order to help them, the member of staff must pass the information on.
- not automatically offer any physical touch as comfort. It may be anything but comforting to a child who has been abused.
- avoid admonishing the child for not disclosing earlier. Saying things such as ‘I do wish you had told me about this when it started’ or ‘I can’t believe what I’m hearing’ may be the staff member’s way of being supportive but may be interpreted by the child to mean that they have done something wrong.
- tell the student what will happen next. The student may agree to go to see the DSL. Otherwise, let them know that someone will come to see them before the end of the day.
- report verbally to the DSL even if the child has promised to do it by themselves.
- write up their conversation as soon as possible and hand it to the designated person.
- seek support if they feel distressed.
- don’t assume someone else has taken action.
- Don’t make assumptions about what is being said.

Notifying Parents

- The school will normally seek to discuss any concerns about a student with their parents.

This must be handled sensitively and the DSL will make contact with the parent in the event of a concern, suspicion or disclosure.

- If the school believes that notifying parents could increase the risk to the child or exacerbate the problem, advice will first be sought from children's social care.

Referral to Children's Social Care

- The DSL will usually make the referral to children's social care if it is believed that a student is suffering or is at risk of suffering significant harm.
- If a child is in immediate danger or is at risk of harm a referral should be made to children's social care and/or the police immediately. Anyone can make a referral. Where referrals are not made by the DSL, he/she should be informed as soon as possible that a referral has been made.
- The student (subject to their age and understanding) and the parents will be told that a referral is being made, unless to do so would increase the risk to the child.

Confidentiality and Sharing Information

Effective sharing of information between practitioners and local organisations is essential for early indication of need, assessment and service provision to keep children safe.

All staff will understand that child protection issues warrant a high level of confidentiality, not only out of respect for the student and staff involved but also to ensure that being released into the public domain does not compromise evidence.

Staff should be proactive in sharing information as early as possible. Discussing concerns with the DSL (and deputies) who are the best placed to have a complete safeguarding picture. That person will then decide who else needs to have the information and they will disseminate it on a 'need-to-know' basis.

However, following a number of cases where senior leaders in school had failed to act upon concerns raised by staff, Keeping Children Safe in Education emphasises that **any** member of staff can contact children's social care if they are concerned about a child. (Sefton Social Care 0845 140 0845).

Child protection information will be stored and handled in line with Data Protection Act (1998) principles. Such information is:

- processed for limited purposes.
- adequate, relevant and not excessive.
- accurate.
- kept no longer than necessary.
- processed in accordance with the data subject's rights.
- secure.

Data Protection and Management of Records

All staff and practitioners must have due regard to Data Protection Law (Data Protection Act (DPA) UK 2018 and the General Data Protection Regulation (GDPR) 2018). Please refer to the school's Data Protection Policy and Privacy Notice for full information.

To share information effectively all practitioners should be confident of the processing conditions under DPA and GDPR which allows storing and sharing of information for safeguarding purposes and will be treated as 'special category' personal data. The school is aware that we can share special category personal data without consent, if it is not possible to gain consent, or if the gaining consent would place the child at risk.

The management of the school's Child Protection Records (recording, storage, sharing and retention) is as outlined in our Data Protection Policy and Records Retention Schedule.

Looked After Children (LAC)

- The most common reason for children becoming looked after is as a result of abuse or neglect. The school ensures that appropriate staff have information about a child's looked after status and care arrangement and work closely with other agencies to protect this vulnerable cohort.
- The designated teacher for Looked After Children and the DSL have details of the child's social worker and the name and contact details of the local authority's virtual head for children in care.
- The designated teacher will promote the educational achievement of children who have left care through adoption, special guardianship or child arrangement orders.

Work Experience

- The school has detailed procedures to safeguard students undertaking work experience, including arrangements for checking people who provide placements and supervise students on work experience which are in accordance with the guidance in *Keeping Children Safe in Education*.

Preventing Radicalisation

- The school has detailed procedures to safeguard students to prevent radicalisation and extremism detailed in the Preventing Radicalisation and Extremism Policy 2015.
- Any concerns should be raised using the school's safeguarding procedures.

Sexual Exploitation of Children

Sexual exploitation involves an individual or group of adults taking advantage of the vulnerability of an individual or groups of children or young people. Victims can be boys or girls. Children and young people are often unwittingly drawn into sexual exploitation through the offer of friendship and care, gifts, drugs and alcohol, and sometimes accommodation. Sexual exploitation is a serious crime and can have a long-lasting adverse impact on a child's physical and emotional health. It may also be linked to the trafficking of children.

- The school teaches children about consent and the risks of sexual exploitation in PSHEE lessons.
- A common feature of sexual exploitation is that the child often does not recognise the coercive nature of the relationship and does not see her/himself as a victim. The child may initially resent what she/he perceives as interference by staff but staff must act on their concerns, as they would for any other type of abuse.
- All staff are made aware of the indicators of sexual exploitation of children and all concerns are reported immediately to the DSL.
The DSL will consider the need to make a referral to Children's Social Care via the MASH and with particular reference to Sefton LSCB Child Sexual Exploitation procedures. In this case, parents will be consulted and notified.
- Following a referral to Children's Social Care, a Multi-Agency Sexual Exploitation (MASE) meeting may be convened under Sefton LSCB inter-agency safeguarding procedures. The school will attend and share information at MASE meetings as required. Parents and young people will be invited to attend MASE meetings by Children's Social Care as appropriate.

So-called 'Honour Based' Violence

- 'Honour based' violence (HBV) encompasses crimes which have been committed to protect or defend the honour of a family and/or community. Such crimes include Female Genital Mutilation (FGM), forced marriage and practices such as breast ironing.
- Staff will be alert to the possibility of a child being at risk of HBV or already having suffered HBV.
- All forms of HBV are abuse (regardless of the motivation) and staff will record and report any concerns about a child who might be at risk of HBV to the Designated Safeguarding Lead.
- The DSL will consider the need to make a referral to the Police and/or Children's Social Care

Female Genital Mutilation

Female genital mutilation (FGM) is a form of child abuse. It is the collective name given to a range of procedures involving the partial or total removal of the external female genitalia for non-medical reasons or other injury to the female genital organs.

- Teachers are subject to a statutory duty defined by Section 5B of the Female Genital Mutilation Act 2003 (as inserted by section 74 of the Serious Crime Act 2015) and all staff are expected to report to the Police personally where they discover (e.g. by means of a disclosure) that an act of FGM appears to have been carried out on a girl who is aged under 18.
- FGM is carried out on girls of any age, from young babies to older teenagers and adult women, so school staff are trained to be aware of risk indicators.
- Many such procedures are carried out abroad and staff should be particularly alert to suspicions or concerns expressed by a female student about going on a long holiday during the summer vacation period.
- In England, Wales and Northern Ireland, the practice is illegal under the Female Genital Mutilation Act 2003. Any person found guilty of an offence under the Female Genital Mutilation Act 2003 is liable to a maximum penalty of 14 years imprisonment or a fine, or both.
- If staff have a concern that a girl may be at risk of FGM, they must record their concern and inform the DSL as they would any other safeguarding concern.
 - In this situation, the member of staff will record his/her concerns and inform the DSL who will support him/her in making a direct report to the police. The DSL will follow the agreed Pan Merseyside FGM Multi Agency Protocol
http://seftonlscb.safeguardingpolicies.org.uk/assets/1/merseyside_fgm_protocol_final_feb_2016.pdf

Forced Marriage

A forced marriage is a marriage in which a female (and sometimes a male) does not consent to the marriage but is coerced into it. Coercion may include physical, psychological, financial, sexual and emotional pressure. It may also involve physical or sexual violence and abuse.

- Children may be married at a very young age and well below the age of consent in England.
- Staff should be particularly alert to suspicions or concerns raised by a student about being taken abroad and not be allowed to return to England.
- Since June 2014 forcing someone to marry has become a criminal offence in England and Wales under the Anti-Social Behaviour, Crime and Policing Act 2014.

Peer to Peer abuse

All staff are aware that safeguarding issues can manifest themselves via peer to peer abuse. This is most likely to include:

- Bullying and cyber bullying
- Physical abuse
- Sexual violence and sexual harassment
- Youth Produced Sexual Imagery (sexting)
- Initiation / hazing type violence and rituals

All incidences of bullying, including cyber-bullying and prejudice-based bullying, should be reported and will be managed through our tackling-bullying procedures.

Self-harm

Self-harm is defined as 'self-poisoning or injury, irrespective of the apparent purpose of the act'. It is an expression of personal distress, not an illness, and there are many varied reasons for a child to self harm.

Many children struggle to express their feelings and require support to assist them to explore their feelings and possible outcomes.

Examples of self-harm include:

- Self-cutting or scratching
- Burning or scalding
- Head banging / hair pulling
- Over / under medicating e.g misuse of insulin
- Punching / hitting
- Swallowing objects
- Self poisoning

All staff should be vigilant in preventing self-harm

- By being aware of students who display the characteristics associated with self-harm
- Being alert to changes in their demeanour and behaviour that suggest anxiety or low mood.
- By holding an awareness of any specific incident that might trigger an act of self-harm.

All incidents should be reported to the DSL (and deputies) who will follow the Sefton Multi Agency Self-Harm Practice Guidance (June 2018)

https://seftonlscb.org.uk/assets/1/sefton_self_harm_practice_guidance_final_2018.pdf

Children at risk of Criminal exploitation

The safeguarding risks posed by serious and organised crime and criminal exploitation are a concern for Sefton. Gang culture has become a persistent problem recently and is a major issue for all agencies working to safeguard children.

The following signs indicate that a child may be involved or at risk of becoming involved in serious and organised crime via criminal exploitation.

- Withdrawn from family
- Sudden loss of interest in school, decline in attendance or academic achievement
- Use of new or unknown slang words
- Holds unexplained money or possessions or cannot explain where large sums of money have gone (financial exploitation)
- Staying out unusually late without reason
- Sudden change in appearance – dressing in a particular style or 'uniform' or colour similar to that of other young people they hang around with

- Dropped out of positive activities
- New nickname
- Unexplained physical injuries
- Graffiti style 'tags' on possessions, school books, walls
- Constant mention of other young people or adults who seems to have a lot of influence over them
- Broken off with old friends and hangs around with one group of people
- Increased use of social networking sites
- Use of certain codes of group behaviour e.g. ways of talking and hand signs
- Expressing aggressive or intimidating views towards other groups of young people, some of whom may have been friends in the past
- Signs of sexual exploitation e.g. pregnancy, abortion (perhaps forced), sexually transmitted infections and injuries
- Signs of psychological effects of exploitation – depression and suicide attempts for example
- Fearful when entering certain areas
- Concerned by the presence of unknown youths in their neighbourhoods

Where concerns are identified the DSL (or deputies) should be informed and Sefton LSCB protocol followed.

<https://seftonlscb.safeguardingpolicies.org.uk/may-2017/sec-10-children-at-risk-of-criminal-exploitation/101-children-at-risk-of-criminal-exploitation-introduction>

Submitting Child Protection Referrals

All Safeguarding incidents are considered within the context within which such incidents occur (contextual safeguarding). The DSL will help assess whether wider environmental factors are present in a child's life that are a threat to their safety and/or welfare and will provide as much information as possible as part of the referral process.

All child protection referrals should be made to the Multi-Agency Safeguarding Hub (MASH) by completing an online Multi-Agency Referral and submitting it to the MASH. All urgent child protection referrals (i.e. where there is an immediate concern about a child's safety) should be made in the first instance by telephoning the MASH on 0345 140 0845. This should be followed by submission of a form as above. Consultation with the MASH team prior to a referral being made can be made via 0151 934 4388.

Outside of office hours, immediate concerns about a child should be referred to the Emergency Duty Team on telephone number 0151 920 8234.

If staff are ever concerned that a child is in immediate danger, they must contact the Police by dialling 999.

Contact Numbers:

- General Enquiries: 0345 140 0845
- MASH: 0151 934 4388 (consultation)
- MASH Contact Officers: 0151 934 3801/2533/4200/3596
- Early Help Gateway: 0151 934 3506 EIP.Gateway@Sefton.gov.uk
- Out of Hours Emergency Duty Team: 0151 920 8234
- Local Authority Designated Officer (LADO) for Allegations: Pauline Trubshaw on 0151 934 3783
- Forced Marriage Unit: 020 7008 0151/020 7008 1500
- Police: 999/101

- Bully Busters: 0800 169 6928
- Childline: 0800 1111
- https://seftonlscb.org.uk/assets/1/lscb_useful_links_july_2018.pdf
- <https://seftonlscb.safeguardingpolicies.org.uk/may-2017/procedures-manual/11-introduction>