



HEYFORD PARK
FREE SCHOOL

BONUM COMMUNE COMMUNITATIS

HEYFORD PARK FREE SCHOOL

Safeguarding and Child
Protection Policy

Updated June 2015



HPFS Safeguarding and Child Protection Policy

This policy has been developed in accordance with the principles of the Children Act 1989, and in line with the following:

- Keeping children safe in education: information for all school and college staff , DFE April 2014
- “Working Together to Safeguard Children” 2013,
- “Framework for the Assessment of Children in Need and their Families”
- “What To Do If You’re Worried A Child Is Being Abused” 2003,¹
- “Safeguarding Children and Safer Recruitment in Education
- Oxfordshire Safeguarding Children Board

The Heyfordian School Trust takes seriously its’ responsibility under section 175 of the Education Act 2002 to safeguard² and promote the welfare of C&YP; and to work together with other agencies to ensure adequate arrangements within our school to identify, assess and support those Children and Young People (C&YP) who are suffering harm.

We recognise that all staff³, Governors and the Trust have a full and active part to play in protecting our C&YP from harm, and the child or young person’s (CoYP) welfare is our paramount concern.

Heyford Park Free School should provide a safe, caring, positive and stimulating environment that promotes the social, physical and moral development of the individual CoYP free from discrimination or bullying where C&YP can learn and develop happily.

This policy applies to all staff, governors and volunteers working in our setting. The aims of this policy are:

- To support the CoYP’s development in ways that will foster security, confidence and resilience
- To provide an environment in which C&YP feel safe, secure, valued and respected, feel confident and know how to approach adults if they are in difficulties
- To raise the awareness of all teaching and non-teaching staff of the need to safeguard C&YP and of their responsibilities in identifying and reporting possible

¹What To Do If You Are Worried A Child is being Abused www.doh.gov.uk/safeguarding/children/index.htm Safeguarding and Child Protection Policy

² Safeguarding (as defined in the Joint Inspector’s Safeguarding report is taken to mean “All agencies working with children, young people and their families take all reasonable measures to ensure that the risk of harm to children’s welfare are minimised” and “where there are concerns about children and young people’s welfare, all agencies take all appropriate actions to address those concerns, working to agree local policies and procedures in full partnership with other agencies”

³ 3 “Staff” covers ALL staff on site, including temporary, supply and ancillary staff and volunteers working with children

causes of abuse.

- To provide a systematic means of monitoring C&YP known or thought to be at risk of harm and ensure we, the School, contribute to assessments of need and support plans for those C&YP
- To acknowledge the need for effective and appropriate communication between all members of staff in relation to safeguarding C&YP
- To develop a structured procedure within the school which will be followed by all members of the school community in cases of suspected abuse
- To develop effective working relationships with all other agencies involved in safeguarding C&YP
- To ensure that all adults who have access to C&YP have been checked as to their suitability. This includes other community users of our facilities, following correct staff recruitment and selection procedures.

Our procedure for safeguarding C&YP will be in line with Oxfordshire Local Authority (the LA) and Oxfordshire Safeguarding Children Board Child Protection Procedures and “Working Together to Safeguard Children 2013”.

We will ensure that:

- The Trustees and Governors understand and fulfil their safeguarding responsibilities.
- We have a Designated Person who has undertaken appropriate training for the role, as recommended by the LA, within the last two years. Our Designated Persons will update their training with LA approved training every two years. We will keep the Safeguarding Team Administrator informed about these appointments and any changes (tel 01865 810603).
- Our Senior Designated Person is the Vice Principal and we have Designated Leads for Primary (Director of Learning for EYFS/Primary) and Secondary (Assistant Principal).
- Designated staff will stand in for others in the Trust as required

ROLES AND RESPONSIBILITIES

The Principal and Senior Leadership Team will:

- Ensure that all staff are aware of this policy and its requirements and that they are applied consistently.
- Ensure that sufficient resources and time are allocated to enable the designated persons and other staff to discharge their responsibilities, including taking part in strategy discussions and other multi-agency meetings, to contribute to the assessment and support for children and young people, and are appropriately trained.
- Ensure that a list of all staff and volunteers, and their safeguarding training date is maintained (at least every three years).

- Ensure that all staff and volunteers feel able to raise their concerns about poor and unsafe practice in regard of children, and such concerns are addressed in a timely manner in accordance with agreed policies.
- Ensure that all staff are aware of and follow the Staff Code of Conduct incorporated within this policy.
- Ensure that our lettings policy seeks to ensure the suitability of adults working with C&YP on school sites at any time.
- Ensure community users organizing activities for C&YP are aware of and understand the need for compliance with the school's child protection guidelines and procedures.

Teachers and support staff will:

- Raise their concerns about poor and unsafe practice in regard of children, and address such concerns in a timely manner in accordance with agreed policies.
- Ensure that they are fully aware of the requirements of this policy and its operation.
- Be aware that to safeguard children, they have a duty to share information with the designated leads, and through the designated lead, with other agencies.
- Be alert to signs and symptoms of harm and abuse.
- Know how to respond to their duty and to act when they have concerns or when a child discloses to them.
- Know what and how to record concerns using the pink safeguarding concern form.
- Discuss any concerns they have about a child in the first instance with the Designated Lead or in their absence the Principal, as soon as possible, at least by the end of the morning or afternoon session of that day.
- Follow the requirements of the Staff Code of conduct included within this policy.
- Follow the Confidentiality requirements as set out in this policy.

The Governing Body will:

- Ensure that this policy is fully implemented, monitored and reviewed annually.
- Ensure that neither it, nor individual governors, have a role in dealing with individual cases or a right to know details of cases (except when exercising their disciplinary functions in respect of allegations against staff).
- Ensure that this policy is made available to parents.
- Monitor the adequacy of resources committed to the implementation of this policy, and to the staff and governor training profile.
- Have a named governor for Child Protection who will monitor procedures relating to liaison with the Local Authority Designated Officer (LADO), Social Care and the Police in relation to any allegations of child abuse made against the Principal, including attendance at Initial Action Meetings.

The Designated Child Protection Lead will:

- Attend child protection training and updates every two years.
- Liaise in accordance with the Local Authority procedures when referring a child where there are concerns about possible abuse or harm.
- When an individual concern or incident is brought to their notice, be responsible for deciding upon whether or not this should be reported to the Social Services Department as a safeguarding issue. Where there is any doubt as to the seriousness of this concern, or disagreement between them and the member of

staff reporting the concern, will seek advice from the Chair of Governors or the LA's Designated Officer for Safeguarding.

- In the case of allegations against school staff, first discuss the allegation with the Principal before agreeing what follow-up actions are necessary. Also be informed of any allegations against staff that are made directly to the police or to children's social care.
- Where an allegation is made against the Principal, the Designated Person for Child Protection must inform the Chair of the Governing Body, as well as the Local Authority Designated Officer (LADO).
- Ensure that all records are kept confidentially, securely and separately from the CoYP's records with a front sheet listing dates and brief entry to provide a chronology.
- Ensure that the Designated Persons or other appropriate members of staff attend case conferences, family support meetings, core groups or other multi-agency planning meetings; contribute to the Framework for Assessments process; and provides a report which to be shared with the parents.
- Ensure that any absence of two days, without satisfactory explanation, of a CoYP currently subject to a Child Protection Plan is referred to the CoYP's Social worker or the local Assessment Team.
- Establish and maintain links with relevant agencies and co-operate as required with enquiries of a child protection nature.
- Ensure that all Trust staff are aware of the Trust's Child Protection policy and procedures and understand their responsibilities in being alert to and acting appropriately in cases of abuse, or suspected abuse, and know how to recognise and refer any concerns. Safeguarding and Child Protection Policy
- Ensure that Senior Designated Person provide, with the Principal, an annual report for the Local Governing Body, detailing any changes to procedures; training undertaken by the Designated Person, and by all staff and Governors; number and type if incidents/cases, and number of C&YP referred to Children's Social Care and subject to Child Protection Plans (anonymised). These reports will be collated and reported to the Governors, who will ensure that it fulfils its responsibility to provide the LA with information about the Safeguarding policies and procedures.
- Ensure that Designated persons keep themselves up to date with knowledge to enable them to fulfil their role, including attending relevant training, at least every two years, provided by the Oxfordshire Safeguarding Children Board or the Schools Safeguarding Team.
- Ensure that all staff, Governors and volunteers understand that there is a procedure to be followed in dealing with child protection allegation made against teaching and non-teaching staff. This procedure must be followed on all occasions. All staff must be made aware of this process and how it differs from other concerns about C&YP.
- Ensure that we have staff on all interview panels who are Safer Recruitment Trained.
- Ensure that all staff/volunteers are selected and recruited only after having gone through appropriate checks.
- Follow the county guidance on reporting and tracking lost C&YP.

PRACTICE AND PROCEDURE

We recognise that our immediate response to children in relation to child protection matters must ensure that we do not abuse them further or prejudice further enquires. We acknowledge that children who are affected by abuse or neglect may demonstrate their needs and distress through their words, actions, behaviour, demeanour, school work or relationships with other children. The school has a strong commitment to an anti-bullying policy and will consider all coercive acts and inappropriate child on child behaviour and sexual activity within a Child Protection context.

Our school will support children by:

- Encouraging self-esteem and self-assertiveness whilst not condoning aggression or bullying.
- Promoting a caring, safe and positive environment within the school.
- Liaising and working together with all other support services and those agencies involved in the safeguarding of children.
- Notifying Social Services as soon as there is a significant concern.
- Providing continuing support to a child about whom there have been concerns who leaves the School by ensuring that appropriate information is forwarded under confidential cover to the child's new school.
- The school acknowledges the additional needs for support and protection of children who are vulnerable by virtue of disability, homelessness, refugee/asylum seeker status, the effects of substance abuse within the family, those who are young carers, mid-year admissions and children who are excluded from school.
- If a child is thought to be at immediate risk because of parental violence, drunkenness or other incapacity or, for example, from threats to remove the child during the School day, then urgent Police intervention will be requested.

Where a child has an unexplained or suspicious injury that requires urgent medical attention the CP referral process should not delay the administration of First Aid or emergency medical assistance.

Where a child makes a disclosure about abuse, we will:

- Accept what the child says.
- Stay calm, the pace should be dictated by the child without them being pressed for detail by asking leading questions such as "what did s/he do next?" It is our role to listen - not to investigate.
- Use open questions such as "is there anything else you want to tell me?" or "yes?" or "and?".
- Be careful not to burden the child with guilt by asking questions like "why didn't you tell me before?"
- Acknowledge how hard it was for the child to tell you.
- Not criticise the perpetrator, the child might have a relationship with them.
- Not promise confidentiality, reassure the child that they have done the right thing, explain whom you will have to tell (the designated lead) and why; and, depending on the child's age, what the next stage will be. The school and staff will avoid making

promises it cannot keep such as “I’ll stay with you all the time” or “it will be all right now”.

Where it is suspected that a child might be at risk of significant harm, we will:

- Ensure that nothing will be said to the child’s parent/carer without the approval of the Designated Lead and, as appropriate, the Social Services Department.
- Where a child sustains physical injury or is distressed as a result of reported chastisement or alleges that they have been chastised by the use of an implement or substance, this will immediately be reported for Social Services/ police investigation.
- Referrals to Social Services will be confirmed in writing, using the Common Assessment Form and copied to the LA’s Designated Child Protection Officer.
- Where a child discloses that they have witnessed domestic violence or it is suspected that they may be living in a household which is affected by family violence, this will be referred to the Designated Lead as a child protection issue.

Children on the Child Protection Register

Particular vigilance will be exercised in respect of children who are included on the Child Protection Register and any incidents or concerns involving these children will be reported immediately to Social Services (and confirmed in writing, copied to the LA Lead Officer). If the child in question is a Looked After Child, this will also be brought to the notice of the Designated Teacher with responsibility for Looked After Children.

Confidentiality

A child’s views will be considered by the designated lead in deciding whether to inform the child’s family, particularly where the child is sufficiently mature to make informed judgments about the issues, and about consenting to that.

The personal information about all children’s’ families is regarded by those who work in this school as confidential. All staff and volunteers will be aware of the confidential nature of personal information and will aim to maintain this confidentiality. Staff understand that they need know only enough to prepare them to act with sensitivity to a child and to refer concerns appropriately.

The Designated Lead and Principal will disclose information about a child to other members of staff on a need to know basis only. It is inappropriate to provide all staff with detailed information about the child, the incident, the family and the consequent actions.

Staff training ensures that they are aware that:

- They cannot promise a child complete confidentiality – instead they must explain that they may need to pass information to other professionals to help keep the child or other children safe.
- Where there are concerns about child welfare relevant agencies need to be involved at an early stage. If a member of staff or a volunteer has concerns about a child’s welfare, or if a child discloses that s/he is suffering abuse or reveals information that gives grounds for concern, the member of staff should speak to their designated

person with a view to passing on the information

RECORDING INFORMATION

The school will maintain accurate records of those with Parental Responsibility and emergency contacts. Children will only be released to the care of those with Parental Responsibility or someone acting with their written consent. Confidential records of all Looked After Children are also maintained.

Brief and accurate written notes will be kept of all incidents and CP or child in need concerns relating to individual children. Brief notes at the time or immediately afterwards a conversation with the child will record the date, time, place and context of disclosure or concern, facts and not assumption or interpretation.

- If it is observation of bruising or an injury the detail will be recorded, e.g. “right arm above elbow”.
- Non-verbal behaviour and the key words in the language used by the child will be recorded (rather than translations into ‘proper terms’ or paraphrasing).
- The original notes will be passed on to the designated member of staff who may ask you to write a referral.

The above information will be shared with other agencies as appropriate. Parental consent will normally be sought before making a referral to Social Services, unless there is reason to suspect that doing so might place the child or a member of staff at further risk. The school will also take into account the views and wishes of the child who is the subject of the concern, but staff will be alert to the potential dangers of colluding with “secrets”.

Confidentiality

Child protection (CP) records are not open to children or parents. CP records are securely kept by the Designated Lead, separately from educational records, and can only be accessed by the Designated Person, their Deputy and the senior managers of the School.

Referrals made to Social Services under the ACPC procedures will be recorded on the Common Assessment Form, with copies sent, under confidential cover, to Social Services and the LA’s Designated Officer.

All child protection records are marked as such and kept securely locked, and if these are stored electronically, that they are differently password protected from the children’s other files, and accessible only by the Principal.

School transfers

If a child is withdrawn from the school, having not reached the normal age of transfer, due to a family move or any other reason, all efforts will be made to identify any new address and the school to which they are being admitted. The school will ensure that their educational records are sent without delay to the new school. If the parent/carer fails to provide this information, an urgent referral will be made to the Education Welfare & Attendance Service in order that they might make further enquiries. If educational records

are sent to this school, concerning a child who has not been registered at this school, the records will be returned to the sending school.

A child's name will only be removed from the School's Admissions Register in accordance with the Child Registration Regulations.

Child Protection records will be sent to receiving schools separately and under a confidential cover. Where there are existing concerns about a child, and they transfer to another school in this authority, information e.g. a CAF is forwarded under confidential cover and separate from the child's main file to the designated lead for child protection of the child's new school in this authority as soon as possible (e.g. no longer than 3 weeks).

Where a child has a child protection plan and transfers to another school, the key worker in Safeguarding will be informed immediately. Appropriate information will be forwarded under confidential cover and separate from the child's main file to the designated lead for child protection of the child's new school in this authority as soon as possible (e.g. no longer than 3 weeks) or to the Social/Children's Services within the new authority if the child is transferring to a school in another authority as soon as possible (e.g. no longer than 3 weeks).

STAFF CODE OF CONDUCT

All staff (paid and voluntary) are expected to adhere to a code of conduct in respect of their contact with children and their families. Children will be treated with respect and dignity and no punishment, detention, restraint, sanctions or rewards are allowed outside of those detailed in the school's Behaviour Management Policy.

Whilst we believe it would be unrealistic and undesirable to preclude all physical contact between adults and children, staff are expected to exercise caution and avoid placing themselves in a position where their actions might be open to criticism or misinterpretation. Where incidents occur which might otherwise be mis-construed, or in the exceptional circumstances where it becomes necessary to physically restrain a child for their own protection or others' safety, this will be appropriately recorded and reported to the Principal and parents. Any physical restraint used will comply with DCSF/DfE guidance.

Except in cases of emergency, First Aid will only be administered by qualified First Aiders. If it is necessary for the child to remove clothing for First Aid treatment, there will, wherever possible, be another adult of the same gender present. If a child needs help with toileting or washing after soiling themselves, another adult should be present or within earshot. If a male member of staff is providing any form of intimate care, a female colleague will be present. All First Aid treatment and non-routine changing or personal care will be recorded and shared with parents/carers at the earliest opportunity. (See the First Aid and Intimate Care sections of this policy).

For their own safety and protection, staff should exercise caution in situations where they are alone with children. Other than in formal teaching situations – musical instrument tuition, for example – the door to the room in which the teaching, counselling or meeting is taking place should be left open. Where this is not practicable

because of the need for confidentiality, another member of staff will be asked to maintain a presence nearby and a record will be kept of the circumstances of the meeting. All rooms that are used for the teaching or counseling of children will have clear and unobstructed glass panels in the doors.

School staff should also be alert to the possible risks that might arise from social contact with children outside of the school. Home visits to children should only take place with the knowledge and approval of the Principal. Visits/telephone calls by children to the homes of staff members should only occur in exceptional circumstances and with the prior knowledge and approval of the Head teacher. Any unplanned contact of this nature or suspected infatuations or “crushes” will be reported to the Principal. Staff will not disclose their personal telephone numbers or personal email addresses to children or parents and will not engage in any dialogue, electronic or otherwise, not approved by the school.

COMPLAINTS/ALLEGATIONS AGAINST STAFF

The school takes seriously all complaints made against members of staff. Procedures are in place for children, parents and staff to share any concern that they may have about the actions of any member of the school staff. All such complaints will be brought immediately to the attention of the Designated Lead or Principal, in order that they may activate the appropriate procedures. If the allegation concerns verbal abuse, this will normally be dealt with under the School’s Complaints Procedure.

If the allegation is of physical assault, the Principal will take action in accordance with the DCSF Guidance DCSF/2044/2005 – ‘Dealing with Allegations of Abuse Against Teachers and Other staff’. Where one or more of the following are involved, the School will seek advice from the LA Designated Child Protection Officer with a view to a Strategy Meeting or Discussion being held in accordance with ACPC procedures:

- The allegation is one of actual bodily harm – i.e. an injury has necessitated medical treatment. There is reason to suspect parental instigation or collusion.
- The allegation has been reported to the Police or Social Services by the parent. The child is a Looked After Child.
- The child’s name is included in the Child Protection Register.
- The child has a disability or Statement of Special Educational Needs. The member of staff concerned has been subject to previous complaints.
- The allegation is one of sexual abuse.

The Designated Lead will agree upon the appropriate avenue for the complaint and the time-scale for investigations.

In considering whether or not a referral to Social Services is appropriate, the Designated Lead or Principal may seek advice from the Chair of Governors and/or the LA’s Designated Officer. Parents will also be advised of their independent right to make a formal complaint to the Police. Temporary staff will be subject to the same procedures.

If the complaint concerns alleged abuse by the Principal, this will be brought to the attention of the Designated Lead, who will inform the Chair of Governors and the LA's Designated Child Protection Officer.

Staff who are formally disciplined for the mistreatment of children (or who resign before disciplinary action can be instigated), will be notified to the Department for Education;

If a member of staff is dismissed for safeguarding-related matters, or if a safeguarding-related allegation is taken seriously but this does not lead to dismissal, the school will report this to the Independent Safeguarding Authority.

If a member of staff reveals a sexual attraction towards young people, or if safeguarding-related incidents from their past come to light that require investigation, the member of staff will be suspended with immediate effect while the school seeks advice.

SAFETY IN SCHOOL

We will ensure that:

- No internal doors to classrooms will be locked whilst children are present in these areas.
- Entry to school premises will be controlled by doors that are secured physically or by constant staff supervision or video surveillance. Authorised visitors to the school will be logged into and out of the premises and will be asked to wear their identity badges or be issued with school visitor badges. Visitors are given information on our safeguarding procedures.
- Unidentified visitors will be challenged by staff or reported to the Principal or school reception.
- The presence of intruders and suspicious strangers seen loitering near the school, or approaching children, will be reported to the Police with a view to alerting other local schools through appropriate systems.
- Parents, carers or relatives may only take still or video photographic images of children in the school or on school organised activities, with the prior consent of the school and then only in designated areas. If parents do not wish their son/daughter to be photographed or filmed and express this view in writing, their rights will be respected.

CURRICULUM

The school acknowledges the important role that the curriculum can play in the prevention of abuse and in the preparation of our children for the responsibilities of adult life and citizenship. It is expected that all curriculum coordinators will consider the opportunities which exist in their area of responsibility for addressing personal safety issues. As appropriate, the Citizenship curriculum will be used to help children to keep safe and to know how to ask for help if their safety is threatened. As part of developing a healthy, safer life-style, children will be taught, for example:

- To recognise and manage risks in different situations and then decide how to behave responsibly.
- To judge what kinds of physical contact are acceptable and unacceptable.

- To recognise when pressure from others (including people they know) threatens their personal safety and well-being, including knowing when and where to get help.
- To use assertiveness techniques to resist unhelpful pressure.

All computer equipment and Internet access within the School will be subject to appropriate “parental controls” and Internet safety rules.

RECRUITMENT

The school is committed to ensuring that safe recruitment processes are followed and all staff recruited to the school will be subject to appropriate identity, qualification and health checks.

The school follows all Safer Recruitment Procedures as recommended by the Children’s Workforce Development Council:

The Principal’s PA maintains an up-to-date Single Central Record of all staff who will work on the school site, which shows:

- Name
- Date of appointment
- Nationality
- National Insurance number
- GTC registration number
- Type of Initial Teacher Training
- Teacher number
- Degree(s)
- Application form number
- Date of most recent Child Protection training
- Notes on any relevant Safeguarding matters

In addition, the following will also be important when recruiting:

- **Job advertisements** - these will contain a statement on our commitment to safeguarding young people, and state that applicants will be subjected to enhanced DBS checks.
- **Application packs** - these contain information on our safeguarding procedures.
- **Job description and person specification**- these include responsibilities for safeguarding young people.
- **Interview panels**- always contain at least one person who has had the statutory safeguarding training. A record of who sits on each panel is kept.
- **Interviews**- feature a number of questions designed to ascertain candidates’ motivations for wanting to work with young people, and their attitudes towards safeguarding. If applications have been completed and submitted electronically, the candidate is required to sign a paper copy when they attend for interview.
- **References**- when seeking references, the School asks about whether the candidate has been subject to any disciplinary procedures, to any safeguarding concerns, and the outcomes of these when making agency staff permanent, the

member of staff is required to complete a School application form. A confidential record is kept of any convictions contained in DBS reports.

- **References will be verified and enhanced DBS and List 99 checks will be completed-** before staff are appointed and commence their duties. The school will only use employment agencies which can demonstrate that they positively vet their supply staff and will report the misconduct of temporary or agency staff to the agency concerned and to the LA. Staff joining the school on a permanent or temporary basis will be given a copy of this policy.

VOLUNTEERS

Any parent or other person/organisation engaged by the school to work in a voluntary capacity with children on a regular basis or who will be working with children without being supervised by staff will be subjected to all reasonable vetting procedures and DBS checks. Where it is not appropriate to DBS check volunteers, they will be asked to provide references and will be asked to sign a declaration that they have not been convicted of any criminal or disciplinary offence which would preclude their employment as a worker with children.

Volunteers will work under the direct supervision of an established staff member and will be subject to the same code of conduct as paid employees of the school. Volunteers will at no time be given responsibility for the personal care of children. Voluntary sector groups that operate within the school provide off-site services for our children or use school facilities will be expected to adhere to this policy. Premises lettings are subject to acceptance of this requirement.

WORKING IN PARTNERSHIP WITH PARENTS AND/OR CARERS

The school aims to help parents understand that:

- The school, like all others, has a duty to safeguard and promote the welfare of all children.
- The school may need to share information and work in partnership with other agencies when there are concerns about a child's welfare.

All parents applying for places at the school are informed of our safeguarding responsibilities and the existence of this policy.

The school recognises that parents and carers play an important role in protecting their children from harm. In most cases, the school will discuss concerns about a child with the family and, where appropriate, seek their agreement to making referrals to other agencies. Where there are any doubts, the Designated Lead should clarify with the relevant agency, whether, and if so when and by whom, the parents will be told about the referral.

The child's views will be considered in deciding whether to inform the family, particularly where the child is sufficiently mature to make informed judgements about the issues, and about consenting to that.

In situations where children sustain injury or are otherwise affected by an accident or incident whilst they are the responsibility of the school, parents will be notified of this as soon as contact can be made with them.

Child Protection Procedures

All staff have a responsibility for action in cases of suspected CoYP abuse. This document outlines the procedures which should be followed if any member of staff suspects a CoYP is being abused, or if a disclosure is made.

Immediate action is required where there is suspicion of abuse and written records must be made at each stage of process

All teachers are asked to be alert to possible physical or emotional problems being experienced by C&YP in all Key Stages.

If a CoYP asks to speak to you about a problem do *not* promise confidentiality, but explain that it may be necessary to consult a senior colleague.

Categories of Abuse

The table below outlines the four main categories of abuse as defined by the Department of Health 'Working Together to Safeguard Children' document 2010. (Full definitions can be found in this document).

Staff should be aware that the possible indicators are not definitive and that some C&YP may present these behaviours for reasons other than abuse.

Type of Abuse	Possible Indicators
<p>Neglect The persistent failure to meet a CoYP's basic physical and psychological needs which is likely to result in serious impairments to the CoYP's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a CoYP is born, neglect may involve a parent or carer failing to provide food, clothing or shelter: protect a CoYP from physical or emotional harm or danger: ensure adequate supervision; ensure access to appropriate medical care or treatment.</p>	<p>Obvious signs of lack of care including</p> <ul style="list-style-type: none"> • Problems with personal hygiene • Constant hunger • Inadequate clothing • Emaciation • Lateness or non-attendance at school • Poor relationship with peers • Untreated medical problems • Compulsive stealing and scavenging • Rocking, hair twisting, thumb sucking • Running away • Low self-esteem

<p>Physical Abuse May involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a CoYP. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces illness in a CoYP.</p>	<ul style="list-style-type: none"> • Physical signs that do not tally with the given account of occurrence • conflicting or unrealistic explanations of cause • repeated injuries • delay in reporting or seeking medical advice.
<p>Sexual Abuse Forcing or enticing a CoYP to take part in sexual activities, not necessarily involving a high level of violence, whether or not the CoYP is aware of what is happening. The activities may involve physical contact, penetrative or nonpenetrative acts and also includes involving C&YP in watching pornographic material or watching sexual acts.</p>	<ul style="list-style-type: none"> • Sudden changes in behaviour • Displays of affection which are sexual and age inappropriate • Tendency to cling or need constant reassurance • Tendency to cry easily • Regression to younger behaviour – e.g. thumb sucking, acting like a baby • Unexplained gifts or money • Depression and withdrawal • Wetting/soiling day or night • Fear of undressing for PE
<p>Emotional Abuse The persistent emotional maltreatment of a CoYP such as to cause persistent and severe adverse effects on the CoYP's emotional development. It may involve conveying to C&YP that they are worthless or unloved, inadequate or valued in so far as they meet the needs of another person.</p>	<ul style="list-style-type: none"> • Rejection • Isolation • CoYP being blamed for actions of adults, • CoYP being used as carer for younger siblings • affection and basic emotional care giving/warmth is persistently absent or withheld.

Child sexual exploitation (CSE)

The sexual exploitation of children and young people under 18 involves exploitative situations, contexts and relationships where young people, (or a third person or persons) receive something, (e.g. food, accommodation, drugs, alcohol, cigarettes, affections, gifts, money) as a result of them performing and/or others performing on them, sexual activities. Child sexual exploitation can occur through the use of technology without the child's immediate recognition; for example being persuaded to post sexual images on the internet/mobile phones without immediate payment or gain. In all cases those exploiting the child/young person have power over them by virtue of their age, gender, intellect, physical strength and/or economic or other resources. Violence, coercion and intimidations are common, involvement in exploitative relationships being characterised in the main by the child's or young person's limited availability of choice, resulting from their social/economic and/or emotional vulnerability. (DCSF 2009)

Key facts about CSE

- Sexual exploitation often starts around the age of 10 years old. Girls are usually targeted from age 10 and boys from age 8.
- It affects both girls and boys and can happen in all communities.

- Any person can be targeted but there are some particularly vulnerable groups: Looked After Children, Children Leaving Care and Children with Disabilities.
- Victims of CSE may also be trafficked (locally, nationally and internationally).
- Over 70% of adults involved in prostitution were sexually exploited as children or teenagers.
- Sexual violence or abuse against children represents a major public health and social welfare problem within UK society, affecting 16% of children under 16. That is approximately 2 million children.

Good practice – Individuals

- Recognise the symptoms and distinguish them from other forms of abuse
- Treat the child/young person as a victim of abuse
- Understand the perspective / behaviour of the child/young person and be patient with them
- Help the child/young person to recognise that they are being exploited
- Collate as much information as possible
- Share information with other agencies and seek advice / refer to Social Care

Good practice – Organisations

- Ensure robust safeguarding policies and procedures are in place which cover CSE
- Promote and engage in effective multi-agency working to prevent abuse
- Work to help victims move out of exploitation
- Cooperate to enable successful investigations and prosecutions of perpetrators

Forced marriages (FM)

FM is now a specific offence under s121 of the Anti-Social Behaviour, Crime and Policing Act 2014 that came into force on 16 June 2014. A FM is a marriage conducted without the valid consent of one or both parties, and where duress is a factor. Forced marriage is when someone faces physical pressure to marry (e.g. threats, physical violence or sexual violence) or emotional and psychological pressure (e.g. if someone is made to feel like they're bringing shame on their family). This is very different to an arranged marriage where both parties give consent. FM is illegal in England and Wales.

This includes:

- taking someone overseas to force them to marry (whether or not the forced marriage takes place)
- marrying someone who lacks the mental capacity to consent to the marriage (whether they're pressured to or not)

Female Genital Mutilation (FGM)

FGM is child abuse and a form of violence against women and girls, and therefore should be dealt with as part of existing child safeguarding/protection structures, policies and procedures. FGM is illegal in the UK. In England, Wales and Northern Ireland, the practice is illegal under the Female Genital Mutilation Act 2003. Other than in the excepted circumstances, it is an offence for any person (regardless of their nationality or residence status) to:

- perform FGM in England, Wales or Northern Ireland (section 1 of the Act);

- assist a girl to carry out FGM on herself in England, Wales or Northern Ireland (section 2 of the Act)
- assist (from England, Wales or Northern Ireland) a non-UK person to carry out FGM outside the UK on a UK national or permanent UK resident (section 3 of the Act).

Dealing with Disclosures

RECEIVE

Always stop and listen straight away to someone who wants to tell you about incidents or suspicions of abuse. Listen quietly and actively, giving your undivided attention. Allow silences when needed. Do not show shock or disbelief but take what is said seriously.

REASSURE

Stay calm, no judgements, empathise. Never make a promise that you can keep what a CoYP has said a secret. Giving reassurance that only those who need to know will be told. Reassure the CoYP that they were right to tell you.

REACT

React to the CoYP only as far as is necessary for you to establish whether or not you need to refer this matter, but don't interrogate for full details. Don't ask leading questions – keep the open questions e.g. 'is there anything else you want to say?' Do not criticise the perpetrator; the CoYP may have affection for him/her. Explain what you will do next – inform the Designated Person, keep in contact.

RECORD

If possible make brief notes about what they are actually telling you at the time. Keep these notes, however rough they are. If you are unable to make notes at the time write down what was said as soon as you can. Try to record what was actually said by the CoYP rather than your interpretation of what they are telling you. Record the date, time, place and any noticeable nonverbal behaviour. Safeguarding and Child Protection Policy Page 14 of 14

REPORT

Report the incident to the Designated Person and do not tell any other adults or C&YP what you have been told.

NEVER ATTEMPT TO CARRY OUT AN INVESTIGATION OF SUSPECTED ABUSE BY INTERVIEWING THE YOUNG PERSON OR OTHERS INVOLVED. THIS IS A HIGHLY SKILLED ROLE AND ANY ATTEMPT BY YOURSELF COULD AFFECT POSSIBLE CRIMINAL PROCEEDINGS.