



SIR ROBERT PATTINSON ACADEMY

CHILD PROTECTION AND SAFEGUARDING POLICY

| | |
|-----------------------------------|-------------------|
| Date Reviewed in School: | July 2025 |
| Date Approved by Trustees: | 15 September 2025 |
| Date to be Reviewed: | July 2026 |

Contents

| | |
|--|----|
| Important contacts | 2 |
| 1. Aims | 3 |
| 2. Legislation and statutory guidance | 3 |
| 3. Definitions | 4 |
| 4. Equality statement | 4 |
| 5. Roles and responsibilities | 5 |
| 6. Confidentiality | 8 |
| 7. Recognising abuse and taking action | 9 |
| 8. Online safety and the use of mobile technology | 23 |
| 9. Notifying parents or carers | 25 |
| 10. Students with special educational needs, disabilities or health issues | 26 |
| 11. Students with a social worker | 26 |
| 12. Children In Care and Children previously in care | 26 |
| 13. Complaints and concerns about school safeguarding policies | 27 |
| 14. Record-keeping | 27 |
| 15. Training | 29 |
| 16. Monitoring arrangements | 30 |
| 17. Links with other policies | 30 |
| Appendix 1: types of abuse | 31 |
| Appendix 2: safer recruitment and DBS checks – policy and procedures | 32 |
| Appendix 3: allegations of abuse made against staff | 36 |
| Appendix 4: specific safeguarding issues | 43 |
| 18. Academy documents | 56 |

Important contacts

| ROLE/ORGANISATION | NAME | CONTACT DETAILS |
|--|---|---|
| Senior Designated Safeguarding Lead (SDSL) | Mr. D Hardy | 01522882020 safeguarding@srpa.co.uk |
| Designated safeguarding lead (DSL) | Mrs. R Gilbert | 01522882020 safeguarding@srpa.co.uk |
| Deputy DSL | Mrs. T Gibson Mrs. N Jelley Mrs. S George | 01522882020 safeguarding@srpa.co.uk |
| Local Authority Designated Officer (LADO) | Lincolnshire County Council Duty LADO | 01522 554674 lscp_lado@lincolnshire.gov.uk |
| Chair of Trustees Safeguarding link Trustee | Rev. A Robson Mr. L. Harman | 01522882020 enquires@srpa.co.uk |
| Channel helpline | | 020 7340 7264 |

1. Aims

The Academy aims to ensure that:

- Appropriate action is taken in a timely manner to safeguard and promote children's welfare
- All staff are aware of their statutory responsibilities with respect to safeguarding
- Staff are properly trained in recognising and reporting safeguarding issues

2. Legislation and statutory guidance

This policy is based on the Department for Education's statutory guidance [Keeping Children Safe in Education \(2025\)](#) and [Working Together to Safeguard Children \(2023\)](#), and the www.gov.uk/guidance/-governance-in-academy-trusts We comply with this guidance and the arrangements agreed and published by our 3 local safeguarding partners.

This policy is also based on the following legislation:

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

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

This Policy should be read in conjunction with our RSE & Digital Standards Policies.

3. Definitions

Safeguarding and promoting the welfare of children means:

It is the responsibility on staff for providing help and support to meet the needs of children as soon as problems emerge, whether that is within or outside the home, including online.

- 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
- Taking action to enable all children to have the best outcomes

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

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

Neglect is a form of abuse and is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Appendix 1 defines neglect in more detail.

Exploitation is the act of taking advantage of something or someone, in particular the act of taking unjust advantage of another for one's own benefit

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

Children includes everyone under the age of 18.

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

- The local authority (LA)
- A clinical commissioning group for an area within the
- LA The chief officer of police for a police area in the LA area

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

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

4. Equality statement

Some children have an increased risk of abuse, and additional barriers can exist for some children with respect to recognising or disclosing it. We are committed to anti-discriminatory practice and recognise children's diverse circumstances. We ensure that all children have the same protection, regardless of any barriers they may face. We give special consideration to children who:

- Have special educational needs (SEN) or disabilities or health conditions (see section 10) Are young carers
- May experience discrimination due to their race, ethnicity, religion, gender identification or sexuality
- Have English as an additional language
- Are known to be living in difficult situations – for example, temporary accommodation or where there are issues such as substance abuse or domestic violence
- Are at risk of FGM, sexual exploitation, forced marriage, or radicalization
- Are asylum seekers
- Are at risk due to either their own or a family member's mental health needs
- Are looked after or previously looked after (see section 12) Are missing from education, home and care
- Whose parent/carer has expressed an intention to remove them from school to be home educated

5. Roles and responsibilities

Safeguarding and child protection is **everyone's** responsibility. This policy applies to all staff, volunteers and Trustees in the Academy and is consistent with the procedures of the 3 safeguarding partners. Our policy and procedures also apply to extended Academy and off-site activities.

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

- Behaviour policy
- Pastoral support system

Planned programme of relationships, sex and health education (RSHE), which is inclusive and delivered regularly, tackling issues such as:

- Healthy and respectful relationships
- Boundaries and consent
- Stereotyping, prejudice and equality
- Body confidence and self-esteem
- How to recognise an abusive relationship (including coercive and controlling behaviour)

The concepts of, and laws relating to, sexual consent, sexual exploitation, abuse, grooming, coercion, harassment, rape, domestic abuse, so-called honour-based violence such as forced marriage and female genital mutilation (FGM) and how to access support

What constitutes sexual harassment and sexual violence and why they're always unacceptable

5.1 All staff

Staff who work directly with children are expected to read part 1, part 5 and Annex B of Keeping Children Safe in Education (KCSIE).

It has been agreed that the safeguarding team read the full document. Teaching staff and support staff read part 1, part 5 and annex B. Site staff and cleaning staff read annex A of KCSIE.

All staff will:

- Read and understand part 1, part 5 and annex B of the Department for Education's statutory safeguarding guidance, [Keeping Children Safe in Education](#), and review this guidance at least annually
- Sign a declaration at the beginning of each academic year to say that they have reviewed the guidance
- Reinforce the importance of online safety when communicating with parents. This includes making parents aware of what we ask children to do online (e.g. sites they need to visit or who they'll be interacting with online)
- Reduce the additional barriers faced by LGBTQ+ students, and create a culture for them to speak out or share their concerns

All staff will be aware of:

- Our systems which support safeguarding, including this child protection and safeguarding policy, the staff behaviour policy/code of conduct, the role and identity of the designated safeguarding lead (DSL) and deputy designated safeguarding leads (DDSL), the behaviour policy, and the safeguarding response to children who go missing from education
- The early help assessment process (sometimes known as the common assessment framework) and their role in it, including identifying emerging problems, liaising with the safeguarding team, and sharing information with other professionals to support early identification and assessment
- The process for making referrals to local authority children's social care and for statutory assessments that may follow a referral, including the role they might be expected to play
- What to do if they identify a safeguarding issue or a child tells them they are being abused or neglected, including specific issues such as FGM, and how to maintain an appropriate level of confidentiality while liaising with relevant professionals
- The signs of different types of abuse and neglect, as well as specific safeguarding issues, such as child-on-child abuse, child sexual exploitation (CSE), child criminal exploitation (CCE), indicators of being at risk from or involved with serious violent crime, FGM, radicalisation and serious violence (including that linked to county lines)
- The importance of reassuring victims that they are being taken seriously and that they will be supported and kept safe
- The fact that children can be at risk of harm inside and outside of their home, at school and online
- The fact that children who are (or who are perceived to be) lesbian, gay, bisexual or within LGBTQ+ can be targeted by other children
- What to look for to identify children who need help or protection

Section 15 and appendix 4 of this policy outline in more detail how staff are supported to do this.

5.2 The designated safeguarding lead (DSL)

The DSL is a member of the senior leadership team. Our DSL is Rebecca Gilbert, Deputy Head Teacher. Mrs Gilbert will take lead responsibility for child protection and wider safeguarding in the Academy. This includes online safety, and understanding our filtering and monitoring processes on school devices and school networks to keep pupils safe online.

During term time, the DSL will be available during Academy hours for staff to discuss any safeguarding concerns. The Safeguarding Team can also be contacted out of Academy hours if necessary via the

email safeguarding@srpa.co.uk

When the DSL is absent, the deputies Mrs Gibson, Mrs Jelley and Mrs George will act as cover. The DSL will be given the time, funding, training, resources and support to:

- Provide advice and support to other staff on child welfare and child protection matters
- Take part in strategy discussions and inter-agency meetings and/or support other staff to do so
- Contribute to the assessment of children
- Refer suspected cases, as appropriate, to the relevant body (local authority children's social care, Channel programme, Disclosure and Barring Service, and/or police), and support staff who make such referrals directly
- Have a good understanding of harmful sexual behaviour

The DSL will also:

- Keep the headteacher informed of any issues through line management.
- Liaise with local authority case managers and designated officers for child protection concerns as appropriate
- Discuss the local response to sexual violence and sexual harassment with police and local authority children's social care colleagues to prepare the Academy's policies
- Be confident that they know what local specialist support is available to support all children involved (including victims, perpetrators and alleged perpetrators) in sexual violence and sexual harassment, and be confident as to how to access this support
- Be aware that children must have an 'appropriate adult' to support and help them in the case of a police investigation or search

The full responsibilities of the DSL and Deputies are set out in their job descriptions.

5.3 The Board of Trustees

The Board of Trustees will:

- Facilitate a whole-academy approach to safeguarding, ensuring that safeguarding and child protection are at the forefront of, and underpin, all relevant aspects of process and policy development
- Evaluate and approve this policy at each review, ensuring it complies with the law, and hold the headteacher to account for its implementation
- Will have an overarching role in ensuring that policies, procedures and training in our Academy are effective and comply with the law at all times
- Be aware of its obligations under the Human Rights Act 1998, the Equality Act 2010 (including the Public Sector Equality Duty), and our Academy's local multi-agency safeguarding arrangements
- Appoint a link Trustee to monitor the effectiveness of this policy in conjunction with the full Board of Trustees. This is always a different person from the DSL
- Ensure all staff undergo safeguarding and child protection training, including online safety, and that such training is regularly updated and is in line with advice from the safeguarding partners

Make sure:

- The DSL has the appropriate status and authority to carry out their job, including additional time, funding, training, resources and support

- Online safety is a running and interrelated theme within the whole-academy approach to safeguarding and related policies
- The DSL takes responsibility for understanding the filtering and monitoring systems and processes in place as part of their role manages them effectively and know how to escalate concerns
- All staff understand their expectations, roles and responsibilities around filtering and monitoring as part of their safeguarding training.
- The Academy has procedures to manage any safeguarding concerns (no matter how small) or allegations that do not meet the harm threshold (low-level concerns) about staff members (including supply staff, volunteers and contractors). Appendix 3 of this policy covers this procedure
- That this policy reflects that children with SEND, or certain medical or physical health conditions, can face additional barriers to any abuse, neglect or exploitation being recognized
- All Trustees will receive appropriate safeguarding and child protection (including online) training at induction

Where another body is providing services or activities (regardless of whether or not the children who attend these services/activities are children on the Academy roll):

- Seek assurance that the other body has appropriate safeguarding and child protection policies/procedures in place, and inspect them if needed
- Make sure there are arrangements for the body to liaise with the Academy about safeguarding arrangements, where appropriate
- Make sure there are arrangements for the body to liaise with the Academy about Safeguarding arrangements, where appropriate.
- Make sure that safeguarding requirements are a condition of using the Academy premises, and that any agreement to use the premises would be terminated if the other body fails to comply

The chair of Trustees will act as the 'case manager' in the event that an allegation of abuse is made against the headteacher, where appropriate (see appendix 3).

All Trustees will read Keeping Children Safe in Education in its entirety.

Section 15 of this policy has information on how Trustees are supported to fulfil their role.

5.4 The headteacher

The headteacher is responsible for the implementation of this policy, including:

- Ensuring that staff (including temporary staff) and volunteers:
 - Are informed of our systems which support safeguarding, including this policy, as part of their induction
 - Understand and follow the procedures included in this policy, particularly those concerning referrals of cases of suspected abuse and neglect
- Communicating this policy to parents/carers when their child joins the Academy and via the Academy website
- Ensuring that the DSL has appropriate time, funding, training and resources, and that there is always adequate cover if the DSL is absent
- Ensuring that all staff undertake appropriate safeguarding and child protection training, and updating the

content of the training regularly

- Acting as the 'case manager' in the event of an allegation of abuse made against another member of staff or volunteer, where appropriate (see appendix 3)
- Making decisions regarding all low-level concerns, though they may wish to collaborate with the DSL on this

5.5 Virtual school heads

Virtual school heads have a non-statutory responsibility for the strategic oversight of the educational attendance, attainment and progress of students with a social worker.

There is a new responsibility on virtual school heads to champion the attendance, attainment and promote the educational outcomes and achievements of children in kinship care.

They should also identify and engage with key professionals, e.g. DSLs, SENCOs, social workers, mental health leads and others helping them to understand the role they have in improving outcomes for children.

6. Confidentiality

You should note that:

- Timely information sharing is essential to effective safeguarding
- Fears about sharing information must not be allowed to stand in the way of the need to promote the welfare, and protect the safety, of children
- The Data Protection Act (DPA) 2018 and UK GDPR do not prevent, or limit, the sharing of information for the purposes of keeping children safe
- If staff need to share 'special category personal data', the DPA 2018 contains 'safeguarding of children and individuals at risk' as a processing condition that allows practitioners to share information without consent if: it is not possible to gain consent; it cannot be reasonably expected that a practitioner gains consent; or if to gain consent would place a child at risk
- Staff should never promise a child that they will not tell anyone about a report of abuse, as this may not be in the child's best interests
- If a victim asks the Academy not to tell anyone about the sexual violence or sexual harassment:
 - There's no definitive answer, because even if a victim doesn't consent to sharing information, staff may still lawfully share it if there's another legal basis under the UK GDPR that applies
 - The safeguarding team will have to balance the victim's wishes against their duty to protect the victim and other children
- The safeguarding team should consider that:
 - Parents or carers should normally be informed (unless this would put the victim at greater risk)
 - The basic safeguarding principle is: if a child is at risk of harm, is in immediate danger, or has been harmed, a referral should be made to local authority children's social care
 - Rape, assault by penetration and sexual assault are crimes. Where a report of rape, assault by penetration or sexual assault is made, this should be referred to the police. While the age of criminal responsibility is 10, if the perpetrator or alleged perpetrator is under 10, the starting principle of referring to the police remains

- Regarding anonymity, all staff will:
 - Be aware of anonymity, witness support and the criminal process in general where an allegation of sexual violence or sexual harassment is progressing through the criminal justice system
 - Do all they reasonably can to protect the anonymity of any children involved in any report of sexual violence or sexual harassment, for example, carefully considering which staff should know about the report, and any support for children involved
 - Consider the potential impact of social media in facilitating the spreading of rumours and exposing victims' identities
- The government's [information sharing advice for safeguarding practitioners](#) includes 7 'golden rules' for sharing information, and will support staff who have to make decisions about sharing information
- If staff are in any doubt about sharing information, they should speak to the safeguarding team.
- Confidentiality is also addressed in this policy with respect to record-keeping in section 14, and allegations of abuse against staff in appendix 3

7. Recognising abuse and taking action

Staff, volunteers and Trustees must follow the procedures set out below in the event of a safeguarding issue.

7.1 If a child is suffering or likely to suffer harm, or in immediate danger

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

Tell the safeguarding team (see section 5.2) as soon as possible if you make a referral directly.

Reporting a safeguarding concern

If you believe that a child or adult may be a victim of neglect, abuse, cruelty or exploitation call:

- Children's safeguarding - 01522 782111 (Monday to Friday, 8am to 6pm)
- Adult's safeguarding - 01522 782155 (Monday to Friday, 8am to 6pm)
- or 01522 782333 (outside office hours)

You do not need to know everything about the situation. You may just be worried or feel that something is not right.

If you believe that a crime has been committed and there is an immediate risk of danger, call the police on 999 or 112.

If there is no immediate danger, call the police on 101.

People who are deaf, hard of hearing or speech impaired can use the police Typetalk service on:

01522 558263

or, 01522 558140
or, 07761 911287

7.2 If a child makes a disclosure to you

If a child discloses a safeguarding issue to you, you should:

- Listen to and believe them. Allow them time to talk freely and do not ask leading questions
- Stay calm and do not show that you are shocked or upset
- Tell the child they have done the right thing in telling you. Do not tell them they should have told you sooner
- Explain what will happen next and that you will have to pass this information on. Do not promise to keep it a secret
- Write up your conversation as soon as possible in the child's own words. Stick to the facts, and do not put your own judgement on it
- Complete a green referral form attaching any notes you have made, ensuring it is signed and dated. Post in the safeguarding post box and follow up with an email to safeguarding@srpa.co.uk, this will time and date stamp your concern.

Bear in mind that some children may:

- Not feel ready, or know how to tell someone that they are being abused, exploited or neglected. This should not prevent staff from having a professional curiosity and speaking to the safeguarding team if they have concerns about a student
- Not recognise their experiences as harmful
- Feel embarrassed, humiliated or threatened. This could be due to their vulnerability, disability, sexual orientation and/or language barriers

None of this should stop you from having a 'professional curiosity' and speaking to the DSL if you have any concerns about a child.

7.3 If you discover that FGM has taken place or a student is at risk of FGM

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

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

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

Any teacher who either:

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

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

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

Any other member of staff who discovers that an act of FGM appears to have been carried out on a **student under 18** must speak to the safeguarding team and follow our forced marriage safeguarding procedures.

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

Any member of staff who suspects a student is *at risk* of FGM or suspects that FGM has been carried out

or discovers that a student **aged 18 or over** appears to have been a victim of FGM should speak to the safeguarding team and follow our safeguarding procedures via a green referral form.

7.4 If you have safeguarding concerns about a child (as opposed to believing a child is suffering or likely to suffer from harm, or is in immediate danger)

Figure 1 below, before section 7.7, illustrates the procedure to follow if you have any concerns about a child's welfare.

If in exceptional circumstances the safeguarding team are not available, this should not delay appropriate action being taken and speak to a member of the senior leadership team for guidance on. You can also seek advice at any time from the NSPCC helpline on 0808 800 5000. Share details of any actions you take with the safeguarding team as soon as practically possible.

The safeguarding team may make a referral to local authority children's social care directly, if appropriate (see 'Referral' below).

Early help assessment

Early help provides support for children of all ages that improves a family's resilience and outcomes or reduces the chance of a problem getting worse. If an early help assessment is appropriate, the DSL will generally lead on liaising with other agencies and setting up an inter-agency assessment as appropriate. Staff may be required to support other agencies and professionals in an early help assessment, in some cases acting as the lead practitioner.

We will discuss and agree, with statutory safeguarding partners, levels for the different types of assessment, as part of local arrangements.

The safeguarding team will keep the case under constant review and the Academy will consider a referral to local authority children's social care if the situation does not seem to be improving. Timelines of interventions will be monitored and reviewed. We will consider Early Help assessment for those missing from education, home or care as well as those who've experienced multiple suspension, or are at risk of a permanent exclusion. Please refer to Working Together for a fuller definition of early help.

Referral

If it is appropriate to refer the case to local authority children's social care or the police, a member of the safeguarding team will make the referral.

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

If the child's situation does not seem to be improving after the referral, the safeguarding team or person who made the referral must follow local escalation procedures to ensure their concerns have been addressed and that the child's situation improves. The Academy reserves the right to escalate a referral if dissatisfied with CSC's initial response.

7.5 If you have concerns about extremism

Extremism is the promotion or advancement of an ideology based on violence, hatred or intolerance, that aims to:

1. negate or destroy the fundamental rights and freedoms of others; or
2. undermine, overturn or replace the UK's system of liberal parliamentary democracy and democratic rights; or
3. intentionally create a permissive environment for others to achieve the results in (1) or (2).

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

If in exceptional circumstances the safeguarding team are not available, this should not delay appropriate action being taken. Speak to a member of the senior leadership team for guidance.

Where there is a concern, the safeguarding team will consider the level of risk and decide which agency to make a referral to. This could include [Channel](#), the government's programme for identifying and supporting individuals at risk of being drawn into terrorism, or the local authority children's social care team. The purpose of Channel is to support young people who are susceptible or at risk of being drawn into terrorism. An individual will be required to provide their consent before any support delivered through the programme is delivered.

The Department for Education also has a dedicated telephone helpline, 020 7340 7264, which Academy staff and Trustees can call to raise concerns about extremism with respect to a student. You can also email counter.extremism@education.gov.uk. Note that this is not for use in emergency situations.

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

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

7.6 If you have a mental health concern

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 will be aware of how these children's experiences can impact on their mental health, behaviour, attendance and progress at school. Staff will be alert to behavioural signs that suggest a child may be experiencing a mental health problem or be at risk of developing one.

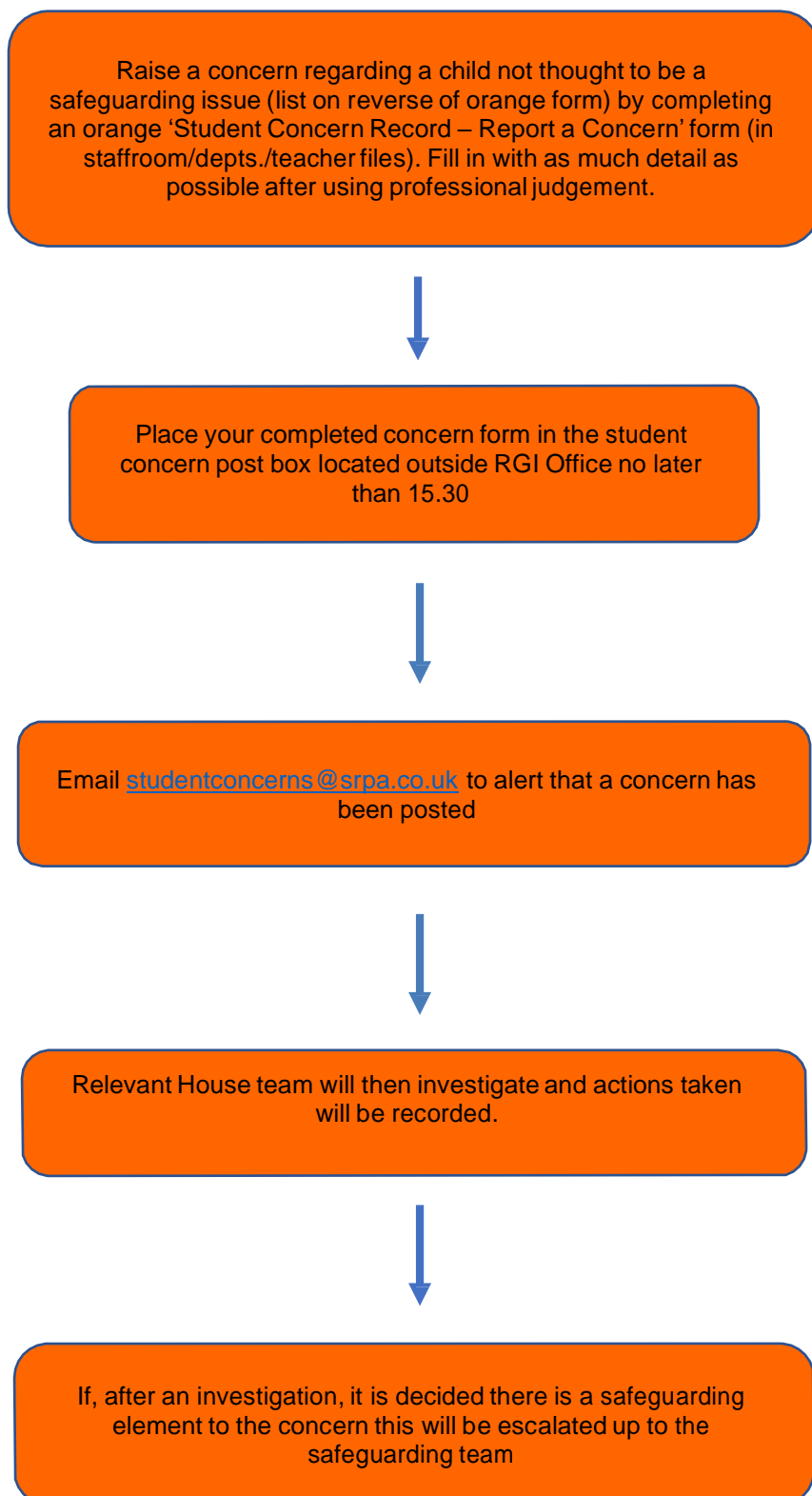
If you have a mental health concern about a child that is also a safeguarding concern, take immediate action by following the steps in section 7.4.

If you have a mental health concern that is **not** also a safeguarding concern, please refer to the RCC referral process.

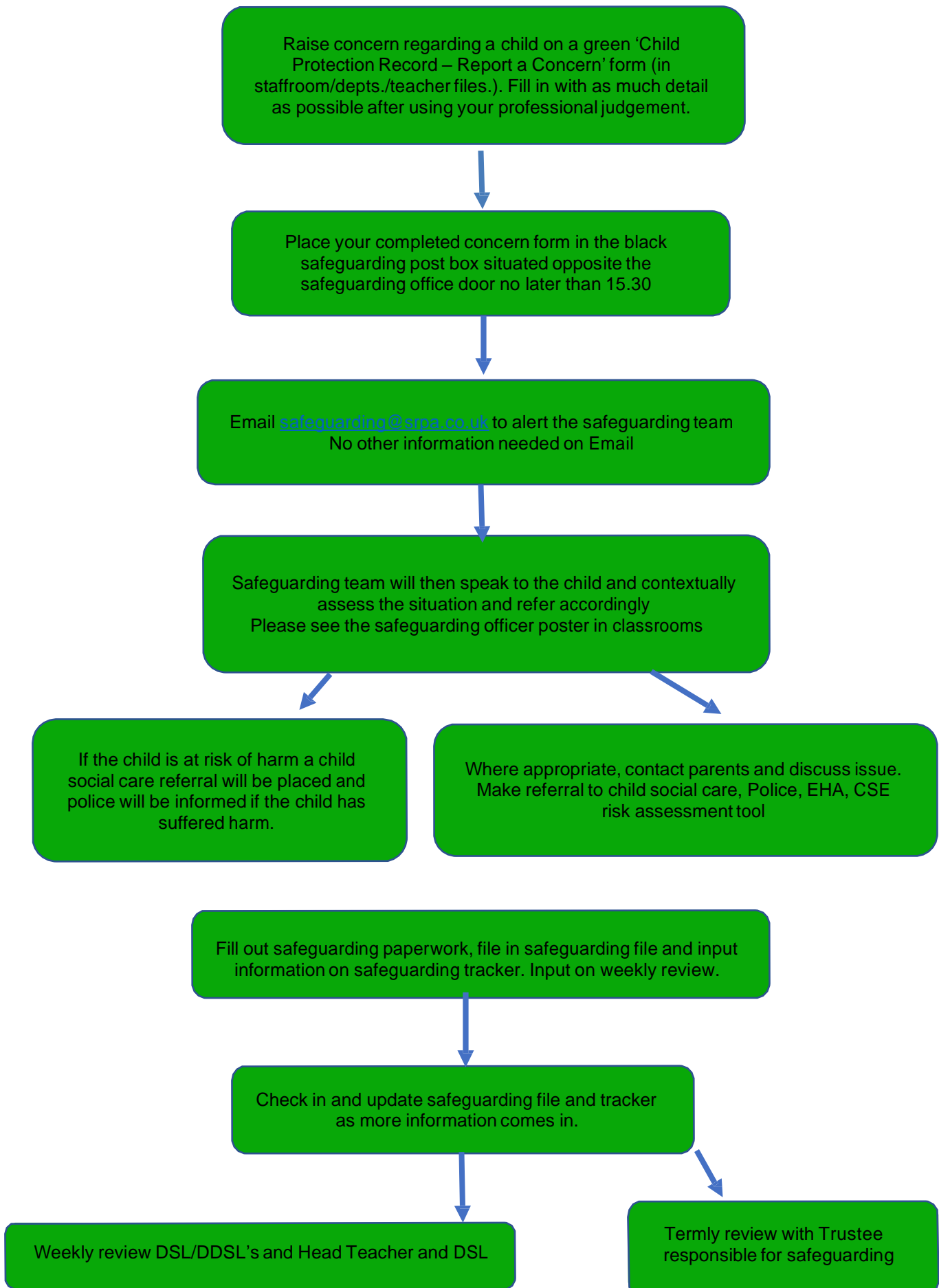
Figure 1: procedure if you have concerns about a child's welfare (as opposed to believing a child is suffering or likely to suffer from harm, or in immediate danger)

(Note – if the safeguarding team are unavailable, this should not delay action. See section 7.4 for what to do.)

Student Concern Procedures



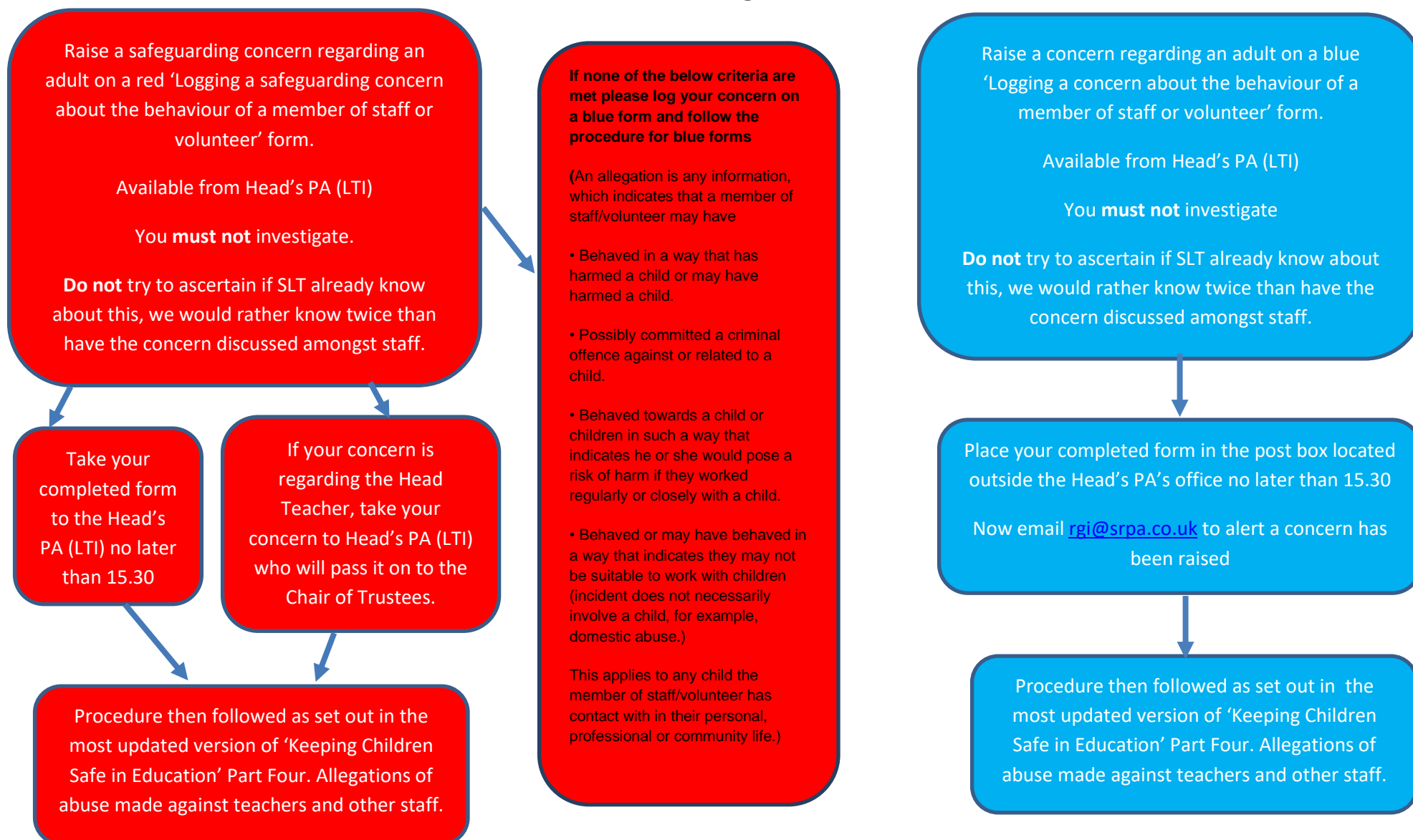
Safeguarding Procedures



7.7 Concerns about a staff member, supply teacher, volunteer or contractor

If you have concerns about a member of staff (including a supply teacher, volunteer or contractor), or an allegation is made about a member of staff (including a supply teacher, volunteer or contractor), please follow the flow diagram below:

Staff Concern Reporting Procedures



The headteacher/chair of Trustees will then follow the procedures set out in appendix 3, if appropriate.

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

If you receive an allegation relating to an incident where an individual or organisation was using the Academy premises for running an activity for children, follow our Academy safeguarding policies and procedures, and in conjunction with <https://www.gov.uk/government/publications/keeping-children-safe-in-out-of-school-settings-code-of-practice/keeping-children-safe-during-community-activities-after-school-clubs-and-tuition-non-statutory-guidance-for-providers-running-out-of-school-settings> (informing the LADO, as you would with any safeguarding allegation).

7.8 Allegations of abuse made against other students

We recognise that children are capable of abusing their peers. Abuse will never be tolerated or 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 students.

We also recognise the gendered nature of child-on-child abuse. However, all child-on-child abuse is unacceptable and will be taken seriously.

Most cases of students hurting other students will be dealt with under our Academy behaviour policy, but this child protection and safeguarding policy will apply to any allegations that raise safeguarding concerns. This might include where the alleged behaviour:

- Is serious, and potentially a criminal offence
- Could put students in the Academy at risk
- Is violent
- Involves students being forced to use drugs or alcohol
- Involves sexual exploitation, sexual abuse or sexual harassment, such as indecent exposure, sexual assault, upskirting or sexually inappropriate pictures or videos (including the sharing of nudes and semi-nudes)

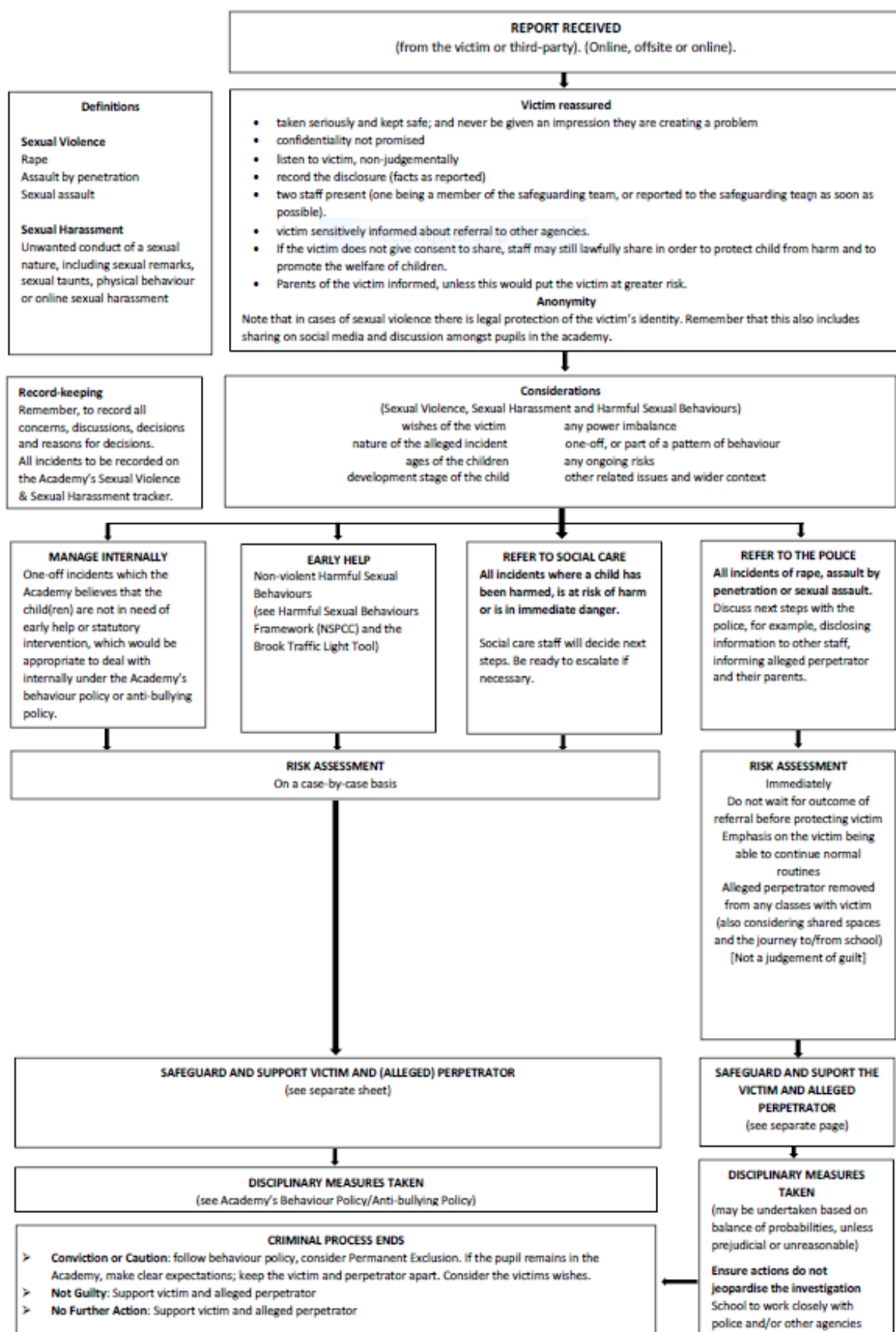
See appendix 4 for more information about child-on-child abuse.

Procedures for dealing with allegations of child-on-child abuse

If a student makes an allegation of abuse against another student:

- You must record the allegation and inform the safeguarding team, but do not investigate it
- The safeguarding team may contact the local authority children’s social care team and follow its advice, as well as the police if the allegation involves a potential criminal offence
- The safeguarding team will put a risk assessment and support plan into place for all children involved (including the victim(s), the child(ren) against whom the allegation has been made and any others affected) with a named person they can talk to if needed. This will include considering school transport as a potentially vulnerable place for a victim, perpetrator or alleged perpetrator(s)
- The safeguarding team may contact the children and adolescent mental health services (CAMHS), if appropriate

If the incident is a criminal offence and there are delays in the criminal process, the safeguarding team will work closely with the police (and other agencies as required) while protecting children and/or issuing any sanctions against the perpetrator or alleged perpetrator. We will ask the police if we have any questions about the investigation.



Safeguarding and supporting victims, perpetrators and alleged perpetrators

| Victim | Alleged Perpetrator | Other Children |
|---|---|--|
| <ul style="list-style-type: none"> Needs and wishes of the victim are paramount Not made to feel they are a problem Consider proportionality of response Aim for victim to carry out normal routine Recognise that they may need time out (if they wish) Be aware that they may not disclose the whole picture immediately Prepare for support over a long period and consider who is involved (internal and external) If the victim moves school, the safeguarding team informs the new school of the need for continued support | <ul style="list-style-type: none"> Possible tension between discipline and support (these are not mutually exclusive) consider Age/developmental stage/and Send proportionate response Consider unmet needs (for example, harmful sexual behaviours (hsv) in younger children may be a sign of abuse or trauma) if (alleged) Perpetrator moves school, the Safeguarding team informs the new school of the issues and transfers the child protection file with 5 working days | <ul style="list-style-type: none"> Witnesses may need support (especially in cases of sexual violence) Avoid allowing students to 'take sides' Minimise potential for bullying or victimisation in school and on school transport Be aware of any social media use and inappropriate or even illegal posts (especially in cases of criminal investigation where anonymity is legally guaranteed) Develop a safeguarding culture constantly review reporting Procedures and responses consider potential for systematic and environmental weaknesses. |

Creating a supportive environment in the Academy and minimising the risk of child-on-child abuse

We recognise the importance of taking proactive action to minimise the risk of child-on-child abuse, and of creating a supportive environment where victims feel confident in reporting incidents.

To achieve this, we will:

- Challenge any form of derogatory or sexualised language or inappropriate behaviour between peers, including requesting or sending sexual images
- Be vigilant to issues that particularly affect different genders – for example, sexualised or aggressive touching or grabbing towards female students, and initiation or hazing type violence with respect to boys
- Ensure our curriculum helps to educate students about appropriate behaviour and consent
- Ensure students are able to easily and confidently report abuse using our reporting systems (as described in section 7.10 below)
- Ensure staff reassure victims that they are being taken seriously
- Be alert to reports of sexual violence and/or harassment that may point to environmental or systemic problems that could be addressed by updating policies, processes and the curriculum, or could reflect wider issues in the local area that should be shared with safeguarding partners
- Support children who have witnessed sexual violence, especially rape or assault by penetration. We will do all we can to make sure the victim, perpetrator or alleged perpetrator(s) and any witnesses are not bullied or harassed
- Consider intra familial harms and any necessary support for siblings following a report of sexual violence and/or harassment

- We will ensure students understand that the law on child-on-child abuse is there to protect them rather than criminalise them

Ensure staff are trained to understand:

- How to recognise the indicators and signs of child-on-child abuse, and know how to identify it and respond to reports
- That even if there are no reports of child-on-child abuse in the Academy, it does not mean it is not happening – staff should maintain an attitude of “it could happen here”
- That if they have any concerns about a child’s welfare, they should act on them immediately rather than wait to be told, and that victims may not always make a direct report. For example:
 - Children can show signs or act in ways they hope adults will notice and react to
 - A friend may make a report
 - A member of staff may overhear a conversation
 - A child’s behaviour might indicate that something is wrong
- That certain children may face additional barriers to telling someone because of their vulnerability, disability, gender, ethnicity and/or sexual orientation
- That a student harming a peer could be a sign that the child is being abused themselves, and that this would fall under the scope of this policy
- The important role they have to play in preventing child-on-child abuse and responding where they believe a child may be at risk from it
- That they should speak to a member of the safeguarding team if they have any concerns
- That social media is likely to play a role in the fall-out from any incident or alleged incident, including for potential contact between the victim, perpetrator or alleged perpetrator(s) and friends from either side

The DSL will take the lead role in any disciplining of the perpetrator or alleged perpetrator(s). We will provide support at the same time as taking any disciplinary action.

Disciplinary action can be taken while other investigations are going on, e.g. by the police. The fact that another body is investigating or has investigated an incident doesn’t (in itself) prevent our Academy from coming to its own conclusion about what happened and imposing a penalty accordingly. We will consider these matters on a case-by-case basis, taking into account whether:

Taking action would prejudice an investigation and/or subsequent prosecution – we will liaise with the police and/or LA children’s social care to determine this

There are circumstances that make it unreasonable or irrational for us to reach our own view about what happened while an independent investigation is ongoing

7.9 Sharing of nudes and semi-nudes (‘sexting’)

Your responsibilities when responding to an incident

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

You must not:

- View, copy, print, share, store or save the imagery yourself, or ask a student to share or download it (if you have already viewed the imagery by accident, you must report this to the safeguarding team)
- Delete the imagery or ask the student to delete it

- Ask the student(s) who are involved in the incident to disclose information regarding the imagery (this is the safeguarding team's responsibility)
- Share information about the incident with other members of staff, the student(s) it involves or their, or other, parents and/or carers
- Say or do anything to blame or shame any young people involved

You must:

- Confiscate the device and set it to flight mode or if not possible, switch it off
- Explain that you need to report the incident, and reassure the student(s) that they will receive support and help from the safeguarding team.
- Seek advice, report to the safeguarding team via the Academy's child protection procedures

Initial review meeting

- Following a report of an incident, the safeguarding team will hold an initial review meeting with appropriate Academy staff – this may include the staff member who reported the incident and the safeguarding or leadership team that deals with safeguarding concerns. This meeting will consider the initial evidence and aim to determine:
 - Whether there is an immediate risk to student(s)
 - If a referral needs to be made to the police and/or children's social care
 - If it is necessary to view the image(s) in order to safeguard the young person (in most cases, images or videos should not be viewed)
 - What further information is required to decide on the best response
 - Whether the image(s) has been shared widely and via what services and/or platforms (this may be unknown) Whether immediate action should be taken to delete or remove images or videos from devices or online services.
 - Students and parents may wish to use Report Remove. Report Remove has been developed by the NSPCC and the Internet Watch Foundation (IWF). It is a tool for under 18s to report nude or sexual images or videos of themselves that have been shared online, to see if they can be removed from the Internet. It can be accessed via the website childline.org.uk/remove



- Any relevant facts about the students involved which would influence risk assessment
- If there is a need to contact another school, college, setting or individual
- Whether to contact parents or carers of the students involved (in most cases parents/carers should be involved)

The safeguarding team will make an immediate referral to police and/or children's social care if: The incident involves an adult

- There is reason to believe that a young person has been coerced, blackmailed or groomed, or if there are concerns about their capacity to consent (for example, owing to special educational needs)
- What the safeguarding team know about the images or videos suggests the content depicts sexual acts which are unusual for the young person's developmental stage (refer to Brook Traffic Light Tool), or are violent.
- The imagery involves sexual acts and any student in the images or videos is under 13
- The safeguarding team has reason to believe a student is at immediate risk of harm owing to the sharing of nudes

and semi-nudes (for example, the young person is presenting as suicidal or self-harming)

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

Further review by the Safeguarding Team

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

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

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

Informing parents/carers

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

Referring to the police

If it is necessary to refer an incident to the police, this will be done through 101.

Recording incidents

All incidents of sharing of nudes and semi-nudes, and the decisions made in responding to them, will be recorded. The record-keeping arrangements set out in section 14 of this policy also apply to recording these incidents.

Curriculum coverage

Students are taught about the issues surrounding the sharing of nudes and semi-nudes as part of our PD sessions, RSE and computing programmes. Teaching covers the following in relation to the sharing of nudes and semi-nudes:

- What it is
- How it is most likely to be encountered
- The consequences of requesting, forwarding or providing such images, including when it is and is not abusive and when it may be deemed as online sexual harassment
- Issues of legality
- The risk of damage to people's feelings and reputation
- Students also learn the strategies and skills needed to manage: Specific requests or pressure to provide (or forward) such images The receipt of such images

This policy on the sharing of nudes and semi-nudes is also shared with students so they are aware of the processes the Academy will follow in the event of an incident.

7.10 Reporting systems for our students

Where there is a safeguarding concern, we will take the child's wishes and feelings into account when determining what action to take and what services to provide.

We recognise the importance of ensuring students feel safe and comfortable to come forward and report any concerns and/or allegations.

To achieve this, we will:

Put systems in place for students to confidentially and confidently report abuse

Ensure our reporting systems are well promoted, easily understood and easily accessible for students. Students can also report any concerns through the following emails:

safeguarding@srpa.co.uk – if any student is worried about themselves or a friend. help@srpa.co.uk - if any students have concerns over unwanted sexual behaviour or harassment. proud@srpa.co.uk – if students have any concerns regarding LGBTQ+
antibullying@srpa.co.uk - if students have any concerns regarding bullying

Make it clear to students that their concerns will be taken seriously, and that they can safely express their views and give feedback

All students who make a disclosure will be encouraged to disclose when they feel ready, will be listened to, will be believed, will be supported, and made to feel safe.

8. Online safety and the use of mobile & smart technology

We recognise the importance of safeguarding children from potentially harmful and inappropriate online material, and we understand that technology is a significant component in many safeguarding and wellbeing issues. This policy should be read in conjunction with our e-safety policy.

To address this, our Academy aims to:

Have robust processes (including filtering and monitoring systems) in place to ensure the online safety of students, staff, volunteers and Trustees

Protect and educate the whole Academy community in its safe and responsible use of technology, including mobile and smart technology (which we refer to as 'mobile phones')

Set clear guidelines for the use of mobile phones for the whole Academy community. For more information please refer to DfE Mobile phones in school guidance [Mobile phones in schools - February 2024](https://www.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/781411/mobile-phones-in-schools-guidance-february-2024.pdf) ([publishing.service.gov.uk](https://www.publishing.service.gov.uk)) and the Academy behaviour policy [Policies | Sir Robert Pattinson Academy](https://www.srpa.co.uk/policies) ([srpa.co.uk](https://www.srpa.co.uk))

Establish clear mechanisms to identify, intervene in and escalate any incidents or concerns, where appropriate

The 4 key categories of risk

Our approach to online safety is based on addressing the following categories of risk:

Content – being exposed to illegal, inappropriate or harmful content, such as pornography, fake news, racism, misogyny, self-harm, suicide, antisemitism, radicalisation, extremism, misinformation, disinformation (including fake news) and conspiracy theories.

Contact – being subjected to harmful online interaction with other users, such as peer-to-peer pressure, commercial advertising and adults posing as children or young adults with the intention to groom or exploit them for sexual, criminal, financial or other purposes

Conduct – personal online behaviour that increases the likelihood of, or causes, harm, such as making, sending and receiving explicit images (e.g. consensual and non-consensual sharing of nudes and semi-nudes and/or pornography), sharing other explicit images and online bullying; and

Commerce – risks such as online gambling, inappropriate advertising, phishing and/or financial scams

To meet our aims and address the risks above we will:

Educate students about online safety as part of our curriculum. For example:

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

- Train staff, as part of their induction, on safe Internet use and online safeguarding issues including cyber-bullying and the risks of online radicalisation, and the expectations, roles and responsibilities around filtering and monitoring.

All staff members will receive refresher training at least once each academic year

- Educate parents/carers about online safety via our website, communications sent directly to them and during parents' evenings. We will also share clear procedures with them so they know how to raise concerns about online safety
- Make sure staff are aware of any restrictions placed on them with regards to the use of their mobile phone and cameras, for example that:
 - Staff are allowed to bring their personal phones to the Academy for their own use, but will limit such use to non-contact time when students are not present
 - Staff will not take pictures or recordings of students on their personal phones or cameras
- Make all students, parents/carers, staff, volunteers and Trustees aware that they are expected to sign an agreement regarding the acceptable use of the Internet in Academy, use of the Academy's ICT systems and use of their mobile and smart technology
- Explain the sanctions we will use if a student is in breach of our policies on the acceptable use of the Internet and mobile phones
- Make sure all staff, students and parents/carers are aware that staff have the power to search students' phones, as set out in the [D f E's guidance on searching, screening and confiscation](#)
- Put in place an appropriate robust filtering and monitoring systems on school devices and school networks to limit children's exposure to the 4 key categories of risk (described above) from the Academy's IT systems but which also allows learning to proceed, this will be reviewed regularly for effectiveness
- Carry out an annual review of our approach to online safety, supported by an annual risk assessment that considers and reflects the risks faced by our school community
- Provide regular safeguarding and children protection updates including online safety to all staff, at least annually, in order to continue to provide them with the relevant skills and knowledge to safeguard effectively
- Review the child protection and safeguarding policy, including online safety, annually and ensure the procedures and implementation are updated and reviewed regularly
- The DSL will meet termly with the Safeguarding Trustee to discuss online safety including filtering and monitoring

Supporting parents with online safety:

- Communications will reinforce the importance of children being safe online
- Parents and carers will understand what systems the Academy use to filter and monitor online use
- Parents and carers will be aware of what their children are being asked to do online, including the sites they will be asked to access and be clear who from the Academy (if anyone) their child is going to be interacting with online

This section summarises our approach to online safety and mobile phone use.

For comprehensive details about our Academy's policy on online safety and the use of mobile phones, please refer to our online safety policy, which you can find on our www.srpa.co.uk/about-us/policies/

9. Notifying parents or carers

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

Other members of staff will only talk to parents or carers about any such concerns following consultation with the safeguarding team.

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

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

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

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

Separated Parents Protocol

At Sir Robert Pattinson Academy, our priority is to ensure the safety, wellbeing, and smooth support of every child in our care. To maintain our operational capacity and provide timely, effective communication, we have established the following policy regarding communication with parents and carers of children from separated families:

1. Primary Contact

For operational reasons, we are only able to communicate directly with the parent or carer with whom the child resides. This approach allows us to:

- Respond promptly to concerns and queries
- Maintain clear and consistent records
- Avoid duplication of information, which can slow down our response times and impact our service to all families

2. Parental Communication

We kindly ask that, unless a court order specifically prevents it, parents and carers communicate with each other regarding updates and information we provide. This ensures that both parties remain informed and that our resources are used efficiently to support all children and families.

3. Court Orders

If there is a legal order in place that affects communication or information sharing, please provide us with a copy so we can ensure we are acting in accordance with the law.

Some children are at greater risk of harm than others, both online and offline.

10. Students with special educational needs, disabilities or health issues

We recognise that students with special educational needs (SEN) or disabilities or certain health conditions can face additional safeguarding challenges, and are 3 times more likely to be abused than their peers. Additional barriers can exist when recognising abuse and neglect in this group, including:

- Assumptions that indicators of possible abuse such as behaviour, mood and injury relate to the child's condition without further exploration
- Students being more prone to peer group isolation or bullying (including prejudice-based bullying) than other students
- The potential for students with SEN, disabilities or certain health conditions being disproportionately impacted by behaviours such as bullying, without outwardly showing any signs
- Communication barriers and difficulties in managing or reporting these challenges

We offer extra pastoral support for these students. This includes:

Any abuse involving students with SEND will require close liaison with the safeguarding team and the SENCO.

For further support on children with special education needs, the Academy may use the Special Educational Needs and disabilities Information and Support Services (SENDIASS)

11. Students with a social worker

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

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

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

- Responding to unauthorised absence or missing education where there are known safeguarding risks
- The provision of pastoral and/or academic support
- Any other area the safeguarding team is appropriate or relevant given a review of the circumstances.

12. Children In Care and Children previously in care

We will ensure that staff have the skills, knowledge and understanding to keep children in care and children previously in care safe. In particular, we will ensure that:

- Appropriate staff have relevant information about children's looked after legal status, contact arrangements with birth parents or those with parental responsibility, and care arrangements
- The safeguarding team and Directors of Achievement have details of children's social workers and relevant virtual school heads

We have appointed a designated teacher, Mrs R Gilbert - Deputy Head Teacher, who is responsible for promoting the educational achievement of children in care and children previously in care in line with [statutory guidance](#).

The designated teacher is appropriately trained and has the relevant qualifications and experience to perform the role.

As part of their role, the designated teacher will:

Work closely with the safeguarding team to ensure that any safeguarding concerns regarding children in care and children previously in care are quickly and effectively responded to

Work with virtual school heads to promote the educational achievement of children in care, children in kinship care and children previously in care, including discussing how pupil premium plus funding can be best used to support children in care and meet the needs identified in their personal education plans

Ensure there are Child In Care guides to update all staff on the young person's individual circumstances and needs.

13. Complaints and concerns about Academy safeguarding policies

13.1 Complaints against staff

Complaints against staff that are likely to require a child protection investigation will be handled in accordance with our procedures for dealing with allegations of abuse made against staff (see appendix 3).

13.2 Other complaints

Please refer to our Academy complaints policy www.srpa.co.uk/about-us/policies/

13.3 Whistle-blowing

Please refer to our Academy Whistle blowing policy www.srpa.co.uk/about-us/policies/

14. Record-keeping

We will hold detailed trackers and four incident chronologies.

All safeguarding concerns, discussions, decisions made and the reasons for those decisions, must be recorded in writing. If you are in any doubt about whether to record something, discuss it with the safeguarding team.

Records will include:

- A clear and comprehensive summary of the concern
- Details of how the concern was followed up and resolved
- A note of any action taken, decisions reached and the outcome

Concerns and referrals will be kept in a separate child protection file for each child. The child's school file will be identified as having a safeguarding file or a court order with either a blue or red dot.

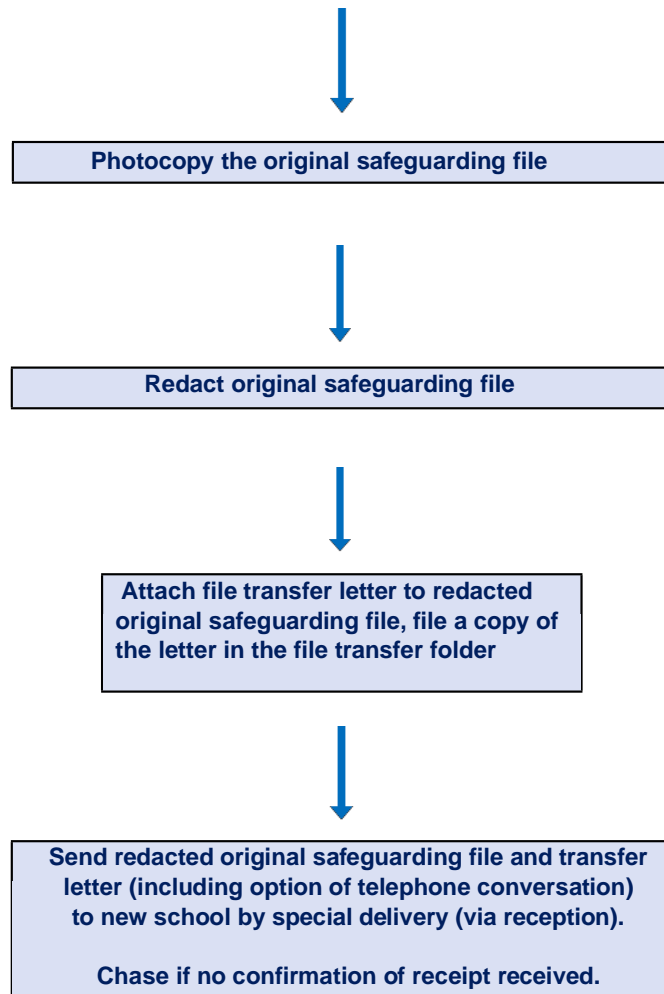
Any non-confidential records will be readily accessible and available. Confidential information and records will be held securely and only available to those who have a right or professional need to see them.

Safeguarding records which contain information about allegations of sexual abuse will be retained for the Independent Inquiry into Child Sexual Abuse (IICSA), for the term of the inquiry.

Safeguarding records relating to individual children will be retained for a reasonable period of time after they have left the school.

If a child for whom the Academy has, or has had, safeguarding concerns moves to another school, the safeguarding team will ensure that their child protection file is forwarded as soon as possible, securely, and separately from the main student file.

Safeguarding File Requested



To allow the new school/college to have support in place when the child arrives, this should be within:

- **5 days** for an in-year transfer, or within
- **The first 5 days** of the start of a new term

In addition, if the concerns are significant or complex, and/or social services are involved, the safeguarding team will offer to speak to the safeguarding team of the receiving school and provide information to enable them to have time to make any necessary preparations to ensure the safety of the child.

- All records are paper-based
- The records are held in locked filing cabinets away from their student file in the Secure Boardroom Store which is also locked when not in use. The keys for the filing cabinets are kept in a key safe.
- We retain the records until the young person reaches the age of 25. Only the safeguarding team have access to the files.

- The Academy complies with all requests for information from police, social services and any other agencies working closely with the Academy in support of our students. Care is taken to redact where required and to use recorded delivery for file transfers.

In addition:

- Appendix 2 sets out our policy on record-keeping specifically with respect to recruitment and pre-appointment checks
- Appendix 3 sets out our policy on record-keeping with respect to allegations of abuse made against staff

15. Training

15.1 All staff

All staff members will undertake safeguarding and child protection training at induction, including on whistle-blowing procedures and online safety, to ensure they understand the Academy's safeguarding systems and their responsibilities, and can identify signs of possible abuse or neglect.

This training will be regularly updated and will:

- Create a culture where staff are vigilant and feel comfortable discussing safeguarding matters in and out of work
- Be integrated, aligned and considered as part of the whole-academy safeguarding approach and wider staff training, and curriculum planning
- Be in line with advice from the 3 safeguarding partners
- Include online safety, including an understanding of the expectations, roles and responsibilities for staff around filtering and monitoring
- Have regard to the Teachers' Standards to support the expectation that all teachers:
 - Manage behaviour effectively to ensure a good and safe environment
 - Have a clear understanding of the needs of all students

Staff will be familiar with the Academy's child protection policy and procedures.

All staff will have training on the government's anti-radicalisation strategy, Prevent, to enable them to identify children at risk of being drawn into terrorism and to challenge extremist ideas.

Staff will also receive regular safeguarding and child protection updates, including on online safety, as required but at least annually using National Online Safety and Rise & Shine Academy training events.

Contractors who are provided through a private finance initiative (PFI) or similar contract will also receive safeguarding training.

Volunteers will receive appropriate training, if applicable.

15.2 The DSL and DDSL's

The DSL and DDSL's will undertake child protection and safeguarding training in line with the LSCP 6 year training plan.

In addition, they will update their knowledge and skills at regular intervals and at least annually (for example, through e-bulletins, meeting other DSLs, or taking time to read and digest safeguarding developments).

They will also undertake Prevent awareness training.

15.3 Trustees

All Trustees receive training about safeguarding and child protection (including online safety) at induction and at regular intervals. This is to make sure that they:

- Have the knowledge and information needed to perform their functions and understand their responsibilities, such as providing strategic challenge
- Can be assured that safeguarding policies and procedures are effective and support the Academy to deliver a robust whole-academy approach to safeguarding

As the Chair of Trustees may be required to act as the 'case manager' in the event that an allegation of abuse is made against the headteacher, they receive training in managing allegations for this purpose.

15.4 Recruitment – interview panels

At least 1 person conducting any interview for any post at the Academy will have undertaken safer recruitment training through National Online Safety safer recruitment. This will cover, as a minimum, the contents of Keeping Children Safe in Education, and will be in line with local safeguarding procedures.

See appendix 2 of this policy for more information about our safer recruitment procedures.

15.5 Staff who have contact with students and families

All staff who have contact with children and families will have supervisions, which will provide them with support, coaching and training, promote the interests of children and allow for confidential discussions of sensitive issues.

16. Monitoring arrangements

This policy will be reviewed **annually** by Mrs R Gilbert, DSL every Summer term on publication of the updated Keeping Children Safe in Education. At every review, it will be approved by the full Board of Trustees in September of each academic year.

17. Links with other policies

This policy links to the following policies and procedures:

- Behaviour
- Staff behaviour/code of conduct
- Complaints
- Health and safety Attendance Online safety
- Equality and Diversity Relationships and sex education First aid
- Curriculum
- Designated teacher for children in care and children previously in care
- Privacy notices
- Whistleblowing

These appendices are based on the Department for Education's statutory guidance, Keeping Children Safe in Education.

Appendix 1: types of abuse

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

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

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and adverse effects on the child's emotional development. Some level of emotional abuse is involved in all types of maltreatment of a child, although it may occur alone. Emotional abuse may involve: Conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person

- Not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate
- Age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction
- Seeing or hearing the ill-treatment of another
- Serious bullying including cyber-bullying and technology-assisted harmful sexual behaviour (TA_HSB) such as:
 - Frequent and intentionally accessing age-inappropriate sexual material online
 - Sending and receiving illegal images
 - Sexual interactions where there are significant power differences, lack of consent, or through force or threats
 - Engaging in abusive or sexually violent sexual behaviour

Causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. This could include the impact on children seeing, hearing or experiencing the effects of domestic abuse.

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

- Physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing
- Non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet)

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

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

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

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

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs. This could include the impact on children seeing, hearing or experiencing the effects of domestic abuse.

Appendix 2: safer recruitment and DBS checks – policy and procedures

Recruitment and selection process

To make sure we recruit suitable people, we will ensure that those involved in the recruitment and employment of staff to work with children have received appropriate safer recruitment training.

We have put the following steps in place during our recruitment and selection process to ensure we are committed to safeguarding and promoting the welfare of children.

Advertising

When advertising roles, we will make clear:

- Our Academy's commitment to safeguarding and promoting the welfare of children
- That safeguarding checks will be undertaken
- The safeguarding requirements and responsibilities of the role, such as the extent to which the role will involve contact with children
- Whether or not the role is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020. If the role is exempt, certain spent convictions and cautions are 'protected', so they do not need to be disclosed, and if they are disclosed, we cannot take them into account

Application forms

Our application forms will:

- Include a statement saying that it is an offence to apply for the role if an applicant is barred from engaging in regulated activity relevant to children (where the role involves this type of regulated activity)
- Include a copy of, or link to, our child protection and safeguarding policy and our policy on the employment of ex-offenders
- Request social media "handles" or "usernames"
- It will be clearly stated on the application form that public social media posts and online searches will be viewed for all shortlisted candidates

Shortlisting

Our shortlisting process will involve at least 2 people and will:

- Consider any inconsistencies and look for gaps in employment and reasons given for them
- Explore all potential concerns
- Search social media of all public posts by the candidate will be undertaken in addition to an online search.

Once we have shortlisted candidates, we will ask shortlisted candidates to:

- Complete a self-declaration of their criminal record or any information that would make them unsuitable to work with children, so that they have the opportunity to share relevant information and discuss it at interview stage.

The information we will ask for includes:

- If they have a criminal history
- Whether they are included on the barred list
- Whether they are prohibited from teaching
- Information about any criminal offences committed in any country in line with the law as applicable in England and Wales
- Any relevant overseas information

Sign a declaration confirming the information they have provided is true

We will also consider carrying out an online search on shortlisted candidates to help identify any incidents or issues that are publicly available online. Shortlisted candidates will be informed that we may carry out these checks as part of our due diligence process.

Seeking references and checking employment history

We will obtain references before interview. Any concerns raised will be explored further with referees and taken up with the candidate at interview.

When seeking references we will:

- Not accept open references
- Liaise directly with referees and verify any information contained within references with the referees
- Ensure any references are from the candidate's current employer and completed by a senior person. Where the referee is school based, we will ask for the reference to be confirmed by the headteacher/principal as accurate in respect to disciplinary investigations
- Obtain verification of the candidate's most recent relevant period of employment if they are not currently employed
- Secure a reference from the relevant employer from the last time the candidate worked with children if they are not currently working with children
- Compare the information on the application form with that in the reference and take up any inconsistencies with the candidate
- Resolve any concerns before any appointment is confirmed

Interview and selection

When interviewing candidates, we will:

- Probe any gaps in employment, or where the candidate has changed employment or location frequently, and ask candidates to explain this
- Explore any potential areas of concern to determine the candidate's suitability to work with children
- Record all information considered and decisions made

Pre-appointment vetting checks

We will record all information on the checks carried out in the Academy's single central record (SCR). Copies of these checks, where appropriate, will be held in individuals' personnel files. We follow requirements and best practice in retaining copies of these checks, as set out below.

New staff

All offers of appointment will be conditional until satisfactory completion of the necessary pre-employment checks. When appointing new staff, we will:

- Verify their identity
- Obtain (via the applicant) an enhanced DBS certificate, including barred list information for those who will be engaging in regulated activity (see definition below). We will obtain the certificate before, or as soon as practicable after, appointment, including when using the DBS update service. We will not keep a copy of the certificate for longer than 6 months, but when the copy is destroyed we may still keep a record of the fact that vetting took place, the result of the check and recruitment decision taken
- Obtain a separate barred list check if they will start work in regulated activity before the DBS certificate is available
- Verify their mental and physical fitness to carry out their work responsibilities
- Verify their right to work in the UK. We will keep a copy of this verification for the duration of the member of staff's employment and for 2 years afterwards
- Verify their professional qualifications, as appropriate
- Ensure they are not subject to a prohibition order if they are employed to be a teacher

Carry out further additional checks, as appropriate, on candidates who have lived or worked outside of the UK. These could include, where available:

- For all staff, including teaching positions: [criminal records checks for overseas applicants](#)
- For teaching positions: obtaining a letter from the professional regulating authority in the country where the applicant has worked, confirming that they have not imposed any sanctions or restrictions on that person, and/or are aware of any reason why that person may be unsuitable to
- teach
- Check that candidates taking up a management position* are not subject to a prohibition from management (section 128) direction made by the secretary of state

* Management positions are most likely to include, but are not limited to, headteachers, principals and deputy/assistant headteachers.

Regulated activity

means a person who will be:

- Responsible, on a regular basis in a school or college, for teaching, training, instructing, caring for or supervising children; or
- Carrying out paid, or unsupervised unpaid, work regularly in a school or college where that work provides an opportunity for contact with children; or
- Engaging in intimate or personal care or overnight activity, even if this happens only once and regardless of whether they are supervised or not

Existing staff

In certain circumstances we will carry out all the relevant checks on existing staff as if the individual was a new member of staff. These circumstances are when:

- There are concerns about an existing member of staff's suitability to work with children; or
- An individual moves from a post that is not regulated activity to one that is; or

- There has been a break in service of 12 weeks or more
- We will refer to the DBS anyone who has harmed, or poses a risk of harm, to a child or vulnerable adult where:
- We believe the individual has engaged in [relevant conduct](#); or
- We believe the individual has received a caution or conviction for a relevant (automatic barring either with or without the right to make representations) offence, under the [Safeguarding Vulnerable Groups Act 2006 \(Prescribed Criteria and Miscellaneous Provisions\) Regulations 2009](#); or
- We believe the 'harm test' is satisfied in respect of the individual (i.e. they may harm a child or vulnerable adult or put them at risk of harm); and
- The individual has been removed from working in regulated activity (paid or unpaid) or would have been removed if they had not left

Agency and third-party staff

We will obtain written notification from any agency or third-party organisation that it has carried out the necessary safer recruitment checks that we would otherwise perform. We will also check that the person presenting themselves for work is the same person on whom the checks have been made.

Contractors

We will ensure that any contractor, or any employee of the contractor, who is to work at the Academy has had the appropriate level of DBS check (this includes contractors who are provided through a PFI or similar contract). This will be:

An enhanced DBS check with barred list information for contractors engaging in regulated activity

An enhanced DBS check, not including barred list information, for all other contractors who are not in regulated activity but whose work provides them with an opportunity for regular contact with children

We will obtain the DBS check for self-employed contractors.

We will not keep copies of such checks for longer than 6 months.

Contractors who have not had any checks will not be allowed to work unsupervised or engage in regulated activity under any circumstances.

We will check the identity of all contractors and their staff on arrival at the Academy.

Trainee/student teachers

Where applicants for initial teacher training are salaried by us, we will ensure that all necessary checks are carried out.

Where trainee teachers are fee-funded, we will obtain written confirmation from the training provider that necessary checks have been carried out and that the trainee has been judged by the provider to be suitable to work with children.

Volunteers

We will:

- Never leave an unchecked volunteer unsupervised or allow them to work in regulated activity
- Obtain an enhanced DBS check with barred list information for all volunteers who are new to working in regulated activity
- Carry out a risk assessment when deciding whether to seek an enhanced DBS check without barred list information for any volunteers not engaging in regulated activity. We will retain a record of this risk assessment

Trustees and Members

All trustees, local Trustees and members will have an enhanced DBS check without barred list information. They will have an enhanced DBS check with barred list information if working in regulated activity.

The chair of the board will have their DBS check countersigned by the secretary of state. All proprietors, trustees, local

Trustees and members will also have the following checks:

- A section 128 check (to check prohibition on participation in management under [section 128 of the Education and Skills Act 2008](#)). [Section 128 checks are only required for local Trustees if they have retained or been delegated any management responsibilities.]
- Identity
- Right to work in the UK
- Other checks deemed necessary if they have lived or worked outside the UK

Staff working in alternative provision settings

Where we place a student with an alternative provision provider, we continue to be responsible for the safeguarding of that pupil and we are satisfied that the placement meets the pupil's needs. We obtain written confirmation from the provider that they have carried out the appropriate safeguarding checks on individuals working there that we would otherwise perform. This includes written confirmation that the alternative provider will inform the commissioning school of any arrangements that may put the child at risk (i.e. staff changes), so that the commissioning school can ensure itself that appropriate safeguarding checks have been carried out on new staff.

Adults who supervise students on work experience

When organising work experience, we will ensure that policies and procedures are in place to protect children from harm.

We will also consider whether it is necessary for barred list checks to be carried out on the individuals who supervise a student under 16 on work experience. This will depend on the specific circumstances of the work experience, including the nature of the supervision, the frequency of the activity being supervised, and whether the work is regulated activity.

Students staying with host families

Where the Academy makes arrangements for students to be provided with care and accommodation by a host family to which they are not related (for example, during a foreign exchange visit), we will request enhanced DBS checks with barred list information on those people.

Where the Academy is organising such hosting arrangements overseas and host families cannot be checked in the same way, we will work with our partner schools abroad to ensure that similar assurances are undertaken prior to the visit.

Appendix 3: allegations of abuse made against staff

With any external lettings for the Academy, the visiting staff are subject to the same Academy safeguarding procedures, in conjunction with <https://www.gov.uk/government/publications/keeping-children-safe-in-out-of-school-settings-code-of-practice/keeping-children-safe-during-community-activities-after-school-clubs-and-tuition-non-statutory-guidance-for-providers-running-out-of-school-settings>.

Section 1: allegations that may meet the harm threshold

This section applies to all cases in which it is alleged that a current member of staff, including a supply teacher, volunteer, external letting or contractor, has:

- Behaved in a way that has harmed a child, or may have harmed a child, and/or
- Possibly committed a criminal offence against or related to a child, and/or
- Behaved towards a child or children in a way that indicates they may pose a risk of harm to children, and/or
- Behaved or may have behaved in a way that indicates they may not be suitable to work with children – this includes behaviour taking place both inside and outside of the Academy

If we're in any doubt as to whether a concern meets the harm threshold, we will consult our local authority designated officer (LADO).

We will deal with any allegation of abuse quickly, in a fair and consistent way that provides effective child protection while also supporting the individual who is the subject of the allegation.

A 'case manager' will lead any investigation. This will be the headteacher, or the chair of Trustees where the headteacher is the subject of the allegation. The case manager will be identified at the earliest opportunity.

Our procedures for dealing with allegations will be applied with common sense and judgement.

Suspension of the accused until the case is resolved

Suspension of the accused will not be the default position, and will only be considered in cases where there is reason to suspect that a child or other children is/are at risk of harm, or the case is so serious that there might be grounds for dismissal. In such cases, we will only suspend an individual if we have considered all other options available and there is no reasonable alternative.

Based on an assessment of risk, we will consider alternatives such as:

- Redeployment within the Academy so that the individual does not have direct contact with the child or children concerned
- Providing an assistant to be present when the individual has contact with children
- Redeploying the individual to alternative work in the Academy so that they do not have unsupervised access to children
- Moving the child or children to classes where they will not come into contact with the individual, making it clear that this is not a punishment and parents/carers have been consulted

If in doubt, the case manager will seek views from the Academy's personnel adviser and the designated officer at the local authority, as well as the police and children's social care where they have been involved.

Definitions for outcomes of allegation investigations

- **Substantiated:** there is sufficient evidence to prove the allegation
- **Malicious:** there is sufficient evidence to disprove the allegation and there has been a deliberate act to deceive, or to cause harm to the subject of the allegation **False:** there is sufficient evidence to disprove the allegation
- **Unsubstantiated:** there is insufficient evidence to either prove or disprove the allegation (this does not imply guilt or innocence)
- **Unfounded:** to reflect cases where there is no evidence or proper basis which supports the allegation being made

Procedure for dealing with allegations

In the event of an allegation that meets the criteria above, the case manager will take the following steps:

- Conduct basic enquiries in line with local procedures to establish the facts to help determine whether there is any foundation to the allegation before carrying on with the steps below

- Discuss the allegation with the designated officer at the local authority. This is to consider the nature, content and context of the allegation and agree a course of action, including whether further enquiries are necessary to enable a decision on how to proceed, and whether it is necessary to involve the police and/or children's social care services.

(The case manager may, on occasion, consider it necessary to involve the police *before* consulting the designated officer – for example, if the accused individual is deemed to be an immediate risk to children or there is evidence of a possible criminal offence. In such cases, the case manager will notify the designated officer as soon as practicably possible after contacting the police)

- Inform the accused individual of the concerns or allegations and likely course of action as soon as possible after speaking to the designated officer (and the police or children's social care services, where necessary). Where the police and/or children's social care services are involved, the case manager will only share such information
- with the individual as has been agreed with those agencies
- Where appropriate (in the circumstances described above), carefully consider whether suspension of the individual from contact with children at the Academy is justified or whether alternative arrangements such as those outlined
- above can be put in place. Advice will be sought from the designated officer, police and/or children's social care services, as appropriate
- Where the case manager is concerned about the welfare of other children in the community or the individual's family, they will discuss these concerns with the safeguarding team and make a risk assessment of the situation. If necessary, the safeguarding team may make a referral to children's social care
- **If immediate suspension is considered necessary**, agree and record the rationale for this with the designated officer. The record will include information about the alternatives to suspension that have been considered, and why they were rejected. Written confirmation of the suspension will be provided to the individual facing the allegation or concern within 1 working day, and the individual will be given a named contact at the Academy and their contact details
- **If it is decided that no further action is to be taken** in regard to the subject of the allegation or concern, record this decision and the justification for it and agree with the designated officer what information should be put in writing to the individual and by whom, as well as what action should follow both in respect of the individual and those who made the initial allegation
- **If it is decided that further action is needed**, take steps as agreed with the designated officer to initiate the appropriate action in the Academy and/or liaise with the police and/or children's social care services as appropriate
- Provide effective support for the individual facing the allegation or concern, including appointing a named representative to keep them informed of the progress of the case and considering what other support is appropriate (see below):

Employee Assistance Programme

Sir Robert Pattinson Academy provides staff with access to an Employee Assistance Programme through Education Mutual. This is a free service providing confidential and immediate access to professional advice, counselling on a range of issues, medical and financial assistance..

Staff can access the Employee Assistance Programme via a website: www.educationmutual.co.uk

Further details are available from the HR Manager.

Education Support

Education Support is a UK charity dedicated to supporting the health and wellbeing of staff working within education. This service offers a free and confidential 24/7 helpline (08000 562561), resources on issues such as work-life balance, stress, time management, relationships at work, and managing student behaviour, as well as information on financial grants and published research.

For further information, visit: <https://www.educationsupport.org.uk/>

Occupational Health

The Academy has access to the SRPA Occupational Health (OH) provider. This will enable an employee to discuss any concerns about their health and wellbeing with a nurse or doctor trained in occupational medicine.

This is an opportunity to discuss any health condition and get feedback about managing or improving that condition to help an employee to carry out their duties or return to work. The information given is confidential and will only be shared with the appropriate personnel within the Academy; for example the Senior Leadership Team, the HR Manager, and an employee's line manager. The OH report is subject to review from the employee before it is shared with the Academy.

- Inform the parents or carers of the child/children involved about the allegation as soon as possible if they do not already know (following agreement with children's social care services and/or the police, if applicable). The case manager will also inform the parents or carers of the requirement to maintain confidentiality about any allegations made against teachers (where this applies) while investigations are ongoing. Any parent or carer who wishes to have the confidentiality restrictions removed in respect of a teacher will be advised to seek legal advice
- Keep the parents or carers of the child/children involved informed of the progress of the case (only in relation to their child – no information will be shared regarding the staff member)
- Make a referral to the DBS where it is thought that the individual facing the allegation or concern has engaged in conduct that harmed or is likely to harm a child, or if the individual otherwise poses a risk of harm to a child

If the Academy is made aware that the secretary of state has made an interim prohibition order in respect of an individual, we will immediately suspend that individual from teaching, pending the findings of the investigation by the Teaching Regulation Agency.

Where the police are involved, wherever possible the Academy will ask the police at the start of the investigation to obtain consent from the individuals involved to share their statements and evidence for use in the Academy's disciplinary process, should this be required at a later point.

Additional considerations for supply teachers and all contracted staff

If there are concerns or an allegation is made against someone not directly employed by the Academy, such as a supply teacher or contracted staff member provided by an agency, we will take the actions below in addition to our standard procedures.

- We will not decide to stop using an individual due to safeguarding concerns without finding out the facts and liaising with our LADO to determine a suitable outcome
- The Board of Trustees will discuss with the agency whether it is appropriate to suspend the individual, or redeploy them to another part of the Academy, while the Academy carries out the investigation
- We will involve the agency fully, but the Academy will take the lead in collecting the necessary information and providing it to the LADO as required
- We will address issues such as information sharing, to ensure any previous concerns or allegations known to the agency are taken into account (we will do this, for example, as part of the allegations management meeting or by liaising directly with the agency where necessary)

When using an agency, we will inform them of our process for managing allegations, and keep them updated about our policies as necessary, and will invite the agency's HR manager or equivalent to meetings as appropriate.

Organisations or Individuals using Academy premises

If the Academy receives an allegation relating to an incident that happened when an individual or organisation was using Academy premises for the purpose of running activities for children, as with any safeguarding allegation, the Academy will follow its safeguarding policies and procedures, including informing the LADO.

Timescales

We will deal with all allegations as quickly and effectively as possible and will endeavour to comply with the following timescales, where reasonably practicable:

- Any cases where it is clear immediately that the allegation is unsubstantiated or malicious should be resolved within 1 week
- If the nature of an allegation does not require formal disciplinary action, appropriate action should be taken within 3 working days
- If a disciplinary hearing is required and can be held without further investigation, this should be held within 15 working days.

However, these are objectives only and where they are not met, we will endeavour to take the required action as soon as possible thereafter.

Specific actions

Action following a criminal investigation or prosecution

The case manager will discuss with the local authority's designated officer whether any further action, including disciplinary action, is appropriate and, if so, how to proceed, taking into account information provided by the police and/or children's social care services.

Conclusion of a case where the allegation is substantiated

If the allegation is substantiated and the individual is dismissed or the Academy ceases to use their services, or the individual resigns or otherwise ceases to provide their services, the Academy will make a referral to the DBS for consideration of whether inclusion on the barred lists is required.

If the individual concerned is a member of teaching staff, the Academy will consider whether to refer the matter to the Teaching Regulation Agency to consider prohibiting the individual from teaching.

Individuals returning to work after suspension

If it is decided on the conclusion of a case that an individual who has been suspended can return to work, the case manager will consider how best to facilitate this.

The case manager will also consider how best to manage the individual's contact with the child or children who made the allegation, if they are still attending the Academy.

Unsubstantiated, unfounded, false or malicious reports

If a report is:

- Determined to be unsubstantiated, unfounded, false or malicious, the DSL will consider the appropriate next steps. If they consider that the child and/or person who made the allegation is in need of help, or the allegation may have been a cry for help, a referral to children's social care may be appropriate
- Shown to be deliberately invented, or malicious, the Academy will consider whether any disciplinary action is appropriate against the individual(s) who made it

Unsubstantiated, unfounded, false or malicious allegations

If an allegation is:

- Determined to be unsubstantiated, unfounded, false or malicious, the LADO and case manager will consider the appropriate next steps. If they consider that the child and/or person who made the allegation is in need of help, or the allegation may have been a cry for help, a referral to children's social care may be appropriate
- Shown to be deliberately invented, or malicious, the Academy will consider whether any disciplinary action

is appropriate against the individual(s) who made it

Confidentiality and information sharing

The Academy will make every effort to maintain confidentiality and guard against unwanted publicity while an allegation is being investigated or considered.

The case manager will take advice from the LADO, police and children's social care services, as appropriate, to agree:

- Who needs to know about the allegation and what information can be shared
- How to manage speculation, leaks and gossip, including how to make parents or carers of a child/children involved aware of their obligations with respect to confidentiality
- What, if any, information can be reasonably given to the wider community to reduce speculation
- How to manage press interest if, and when, it arises

Record-keeping

The case manager will maintain clear records about any case where the allegation or concern meets the criteria above and store them on the individual's confidential personnel file for the duration of the case.

The records of any allegation that, following an investigation, is found to be malicious or false will be deleted from the individual's personnel file (unless the individual consents for the records to be retained on the file).

For all other allegations (which are not found to be malicious or false), the following information will be kept on the file of the individual concerned:

- A clear and comprehensive summary of the allegation
- Details of how the allegation was followed up and resolved
- Notes of any action taken, decisions reached and the outcome
- A declaration on whether the information will be referred to in any future reference

In these cases, the Academy will provide a copy to the individual, in agreement with children's social care or the police as appropriate.

Where records contain information about allegations of sexual abuse, we will preserve these for the Independent Inquiry into Child Sexual Abuse (IICSA), for the term of the inquiry. We will retain all other records at least until the individual has reached normal pension age, or for 10 years from the date of the allegation if that is longer.

The Information Commissioner has published guidance on employment records in its, The Information Commissioner Employment Practices Code which provides some practical advice on record retention.

References

When providing employer references, we will:

Not refer to any allegation that has been found to be false, unfounded, unsubstantiated or malicious, or any repeated allegations which have all been found to be false, unfounded, unsubstantiated or malicious

Include substantiated allegations, provided that the information is factual and does not include opinions

Learning lessons

After any cases where the allegations are *substantiated*, the case manager will review the circumstances of the case with the local authority's designated officer to determine whether there are any improvements that we can make to the Academy's procedures or practice to help prevent similar events in the future.

This will include consideration of (as applicable):

- Issues arising from the decision to suspend the member of staff
- The duration of the suspension
- Whether or not the suspension was justified
- The use of suspension when the individual is subsequently reinstated. We will consider how future investigations of a similar nature could be carried out without suspending the individual

For all other cases, the case manager will consider the facts and determine whether any improvements can be made.

Non-recent allegations

Abuse can be reported, no matter how long ago it happened.

We will report any non-recent allegations made by a child to the LADO in line with our local authority's procedures for dealing with non-recent allegations.

Where an adult makes an allegation to the Academy that they were abused as a child, we will advise the individual to report the allegation to the police.

Section 2: concerns that do not meet the harm threshold

This section applies to all concerns (including allegations) about members of staff, including supply teachers, volunteers and contractors, which do not meet the harm threshold set out in section 1 above.

Concerns may arise through, for example:

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

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

Definition of low-level concerns

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

- Is inconsistent with the Academy's staff code of conduct, including inappropriate conduct outside of work, **and**
- Does not meet the allegations threshold or is otherwise not considered serious enough to consider a referral to the designated officer at the local authority
- Examples of such behaviour could include, but are not limited to: Being overly friendly with children
- Having favourites
- Taking photographs of children on their mobile phone contrary to Academy policy Engaging with a child on a one-to-one basis in a secluded area or behind a closed door Humiliating students

- If the Academy is in any doubt as to whether a low-level concern meets the harm threshold, it will consult the LADO.

Sharing low-level concerns

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

We will create this culture by:

- Ensuring staff are clear about what appropriate behaviour is, and are confident in distinguishing expected and appropriate behaviour from concerning, problematic or inappropriate behaviour, in themselves and others
- Empowering staff to share any low-level concerns as per section 7.7 of this policy
- Empowering staff to self-refer
- Addressing unprofessional behaviour and supporting the individual to correct it at an early stage Providing a responsive, sensitive and proportionate handling of such concerns when they are raised Helping to identify any weakness in the Academy's safeguarding system
- Section 7.7 sets out how the headteacher, Mr Hardy and the deputy headteacher, Mrs Gilbert will receive red and blue forms respectively, maintaining full confidentiality.

Responding to low-level concerns

If the concern is raised via a third party, the headteacher will collect evidence where necessary by speaking:

- Directly to the person who raised the concern, unless it has been raised anonymously
- To the individual involved and any witnesses
- The headteacher will use the information collected to categorise the type of behaviour and determine any further action, in line with the Academy's staff code of conduct. The headteacher will be the ultimate decision-maker in respect of all low-level concerns, though they may wish to collaborate with the DSL.

Record keeping

All low-level concerns will be recorded in writing on the Low Level Concern tracker held securely with access for headteacher and deputy headteacher only. In addition to details of the concern raised, records will include the context in which the concern arose, any action taken and the rationale for decisions and action taken.

Records will be:

- Kept confidential, held securely and comply with the DPA 2018 and UK GDPR
- Reviewed so that potential patterns of concerning, problematic or inappropriate behaviour can be identified. Where a pattern of such behaviour is identified, we will decide on a course of action, either through our disciplinary procedures or, where a pattern of behaviour moves from a concern to meeting the harms threshold as described in section 1 of this appendix, we will refer it to the designated officer at the local authority
- Retained at least until the individual leaves employment at the Academy.

Where a low-level concern relates to a supply teacher or contractor, we will notify the individual's employer, so any potential patterns of inappropriate behaviour can be identified.

References

We will not include low-level concerns in references unless:

- The concern (or group of concerns) has met the threshold for referral to the designated officer at the local authority

and is found to be substantiated; and/or

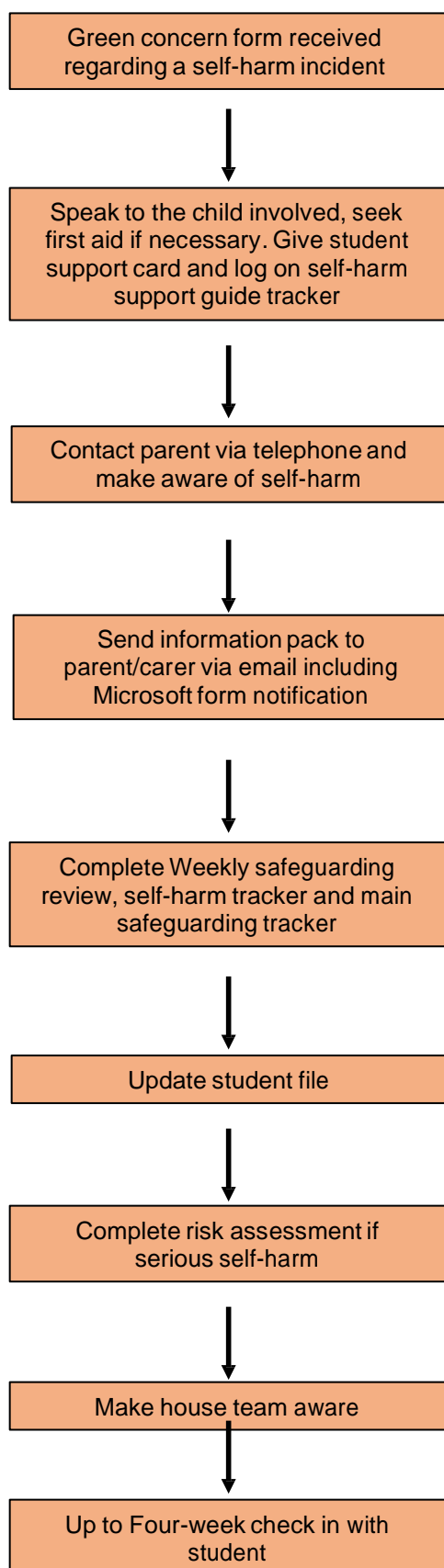
- The concern (or group of concerns) relates to issues which would ordinarily be included in a reference, such as misconduct or poor performance.

Appendix 4: specific safeguarding issues

Self-Harm

It is important that all attempts of suicide or deliberate self-harm are taken seriously and the student is listened to carefully. All mention of suicidal thoughts or self-harm should be noted and reported appropriately following the Academy's safeguarding policy and procedures (see below). This includes any incidents of Digital Self-Harm, which is a form of self-aggression that involves anonymously posting negative, hurtful and sometimes verbally abusive remarks about one's self online.

Self-harm Incident Flow Chart



Children who are absent from education

Children being absent from education with unexplainable and/or persistent absences from education can act as a vital warning sign to a range of safeguarding issues including abuse, neglect, child sexual and child criminal exploitation – particularly county lines, or issues such as mental health problems, substance abuse, radicalisation, FGM or forced marriage.

There are many circumstances where a child may become missing from education, but some children are particularly at risk. These include children who:

- Are at risk of harm or neglect
- Are at risk of forced marriage or FGM
- Come from Gypsy, Roma, or Traveller families
- Come from the families of service personnel
- Go missing or run away from home or care
- Are supervised by the youth justice system
- Cease to attend a school
- Come from new migrant families

We will follow our procedures for unauthorised absence and for dealing with children who are absent from education, particularly on repeat occasions, to help identify the risk of abuse and neglect, including sexual exploitation, and to help prevent the risks of going missing in future. This includes informing the local authority if a child leaves the Academy without a new school being named, and adhering to requirements with respect to sharing information with the local authority, when applicable, when removing a child's name from the admission register at non-standard transition points.

Staff are trained in signs to look out for and the individual triggers to be aware of when considering the risks of potential safeguarding concerns which may be related to being absent/missing, such as travelling to conflict zones, FGM and forced marriage.

If a staff member suspects that a child is suffering from harm or neglect, we will follow our safeguarding procedures, including with respect to making reasonable enquiries. We will make an immediate referral to the local authority children's social care team, and the police, if the child is suffering or likely to suffer from harm, or in immediate danger.

Alternative Provision

1. Understand Legal Duties

- Ensure all pupils receive **suitable, full-time education** from the sixth day of any exclusion.
- Have regard to this guidance when directing pupils off-site for behaviour improvement, in line with the **Education Act 1996** and related regulations.

2. Collaborate with Local Authorities

- Work closely with local authorities to identify appropriate AP placements.
- Share relevant pupil information to support effective placement and monitoring.

3. Plan and Monitor Placements

- Use clear criteria to determine when AP is appropriate.
- Ensure placements are **suitable, safe, and regularly reviewed**.
- Maintain oversight of the pupil's progress and wellbeing throughout the placement and visit each half term

4. Safeguarding and Quality Assurance

- Only use AP providers that meet **safeguarding standards** and are quality assured.

- Conduct due diligence on providers, including checks on staff and premises.

5. Tailor Education to Individual Needs

- Ensure AP is **personalised** to meet the pupil's academic, emotional, and social needs.
- Provide induction and assessment to support reintegration or progression.

6. Maintain Accountability

- Keep pupils on roll unless a permanent exclusion has occurred.
- Remain responsible for the pupil's safeguarding, education and outcomes during the AP placement.

7. Communicate with Families

- Involve parents/carers in decisions about AP.
- Provide clear information about the purpose, duration, and expectations of the placement.

8. Record and Report

- Keep accurate records of placements, attendance, and progress.
- Report to Trustees and local authorities as required.

Child criminal exploitation

Child criminal exploitation (CCE) is a form of abuse where an individual or group takes advantage of an imbalance of power to coerce, control, manipulate or deceive a child into criminal activity, in exchange for something the victim needs or wants, and/or for the financial or other advantage of the perpetrator or facilitator, and/or through violence or the threat of violence.

The abuse can be perpetrated by males or females, and children or adults. It can be a one-off occurrence or a series of incidents over time, and range from opportunistic to complex organised abuse.

The victim can be exploited even when the activity appears to be consensual. It does not always involve physical contact and can happen online. For example, young people may be forced to work in cannabis factories, coerced into moving drugs or money across the country (county lines), forced to shoplift or pickpocket, or to threaten other young people.

Indicators of CCE can include a child:

- Appearing with unexplained gifts or new possessions
- Associating with other young people involved in exploitation
- Suffering from changes in emotional wellbeing
- Misusing drugs and alcohol
- Going missing for periods of time or regularly coming home late
- Regularly missing school or education
- Not taking part in education

If a member of staff suspects CCE, they will discuss this with the safeguarding team. The safeguarding team will trigger our safeguarding procedures, including a referral to the local authority's children's social care team and the police, if appropriate.

Child sexual exploitation

Child sexual exploitation (CSE) is a form of child sexual abuse where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child into sexual activity, in exchange for something the victim needs or wants and/or for the financial advantage or increased status of the perpetrator or facilitator. It may, or may not, be accompanied by violence or threats of violence.

The abuse can be perpetrated by males or females, and children or adults. It can be a one-off occurrence or a series of incidents over time and range from opportunistic to complex organised abuse.

The victim can be exploited even when the activity appears to be consensual. Children or young people who are being sexually exploited may not understand that they are being abused. They often trust their abuser and may be tricked into believing they are in a loving, consensual relationship.

CSE can include both physical contact (penetrative and non-penetrative acts) and non-contact sexual activity. It can also happen online. For example, young people may be persuaded or forced to share sexually explicit images of themselves, have sexual conversations by text, or take part in sexual activities using a webcam. CSE may also occur without the victim's immediate knowledge, for example through others copying videos or images.

In addition to the CCE indicators above, indicators of CSE can include a child:

- Having an older boyfriend or girlfriend
- Suffering from sexually transmitted infections or becoming pregnant

If a member of staff suspects CSE, they will discuss this with the safeguarding team. The safeguarding team will trigger our safeguarding procedures, including a referral to the local authority's children's social care team and the police, if appropriate.

Child-on-child abuse

Child-on-child abuse is when children abuse other children. This type of abuse can take place inside and outside of the Academy. It can also take place both face-to-face and online and can occur simultaneously between the two.

Our Academy has a zero-tolerance approach to sexual violence and sexual harassment. **We recognise that even if there are no reports, that doesn't mean that this kind of abuse isn't happening.**

Child-on-child abuse is most likely to include, but may not be limited to:

- Bullying (including cyber-bullying, prejudice-based and discriminatory bullying)
- Abuse in intimate personal relationships between children (this is sometimes known as 'teenage relationship abuse')
- Physical abuse such as hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm (this may include an online element which facilitates, threatens and/or encourages physical abuse)
- Sexual violence, such as rape, assault by penetration and sexual assault (this may include an online element which facilitates, threatens and/or encourages sexual violence)
- Sexual harassment, such as sexual comments, remarks, jokes and online sexual harassment, which may be standalone or part of a broader pattern of abuse.
- There are four types of Online Sexual Harassment, they are:
 - Non consensual sharing of intimate images and videos
 - Exploitation, coercion and threats
 - Sexualised bullying
 - Unwanted sexualisation
- Causing someone to engage in sexual activity without consent, such as forcing someone to strip, touch themselves sexually, or to engage in sexual activity with a third party
- Consensual and non-consensual sharing of nude and semi-nude images and/or videos (also known as sexting or youth produced sexual imagery)
- Upskirting, which typically involves taking a picture under a person's clothing without their permission, with the intention of viewing their genitals or buttocks to obtain sexual gratification, or cause the victim humiliation,

distress or alarm

- 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)

Where children abuse their peers online, this can take the form of, for example, abusive, harassing, and misogynistic messages; the non-consensual sharing of indecent images, especially around chat groups; and the sharing of abusive images and pornography, to those who don't want to receive such content.

If staff have any concerns about child-on-child abuse, or a child makes a report to them, they will follow the procedures set out in section 7 of this policy, as appropriate. In particular, section 7.8 and 7.9 set out more detail about our Academy's approach to this type of abuse.

When considering instances of harmful sexual behaviour between children, we will consider their ages and stages of development. We recognise that children displaying harmful sexual behaviour have often experienced their own abuse and trauma, and will offer them appropriate support.

Domestic abuse

Children can witness and be adversely affected by domestic abuse and/or violence at home where it occurs between family members. In some cases, a child may blame themselves for the abuse or may have had to leave the family home as a result.

Types of domestic abuse include intimate partner violence, abuse by family members, teenage relationship abuse (abuse in intimate personal relationships between children) and child/adolescent to parent violence and abuse. It can be physical, sexual, financial, psychological or emotional. It can also include ill treatment that isn't physical, as well as witnessing the ill treatment of others – for example, the impact of all forms of domestic abuse on children.

Anyone can be a victim of domestic abuse, regardless of gender, age, ethnicity, socioeconomic status, sexuality or background, and domestic abuse can take place inside or outside of the home. Children who witness domestic abuse are also victims.

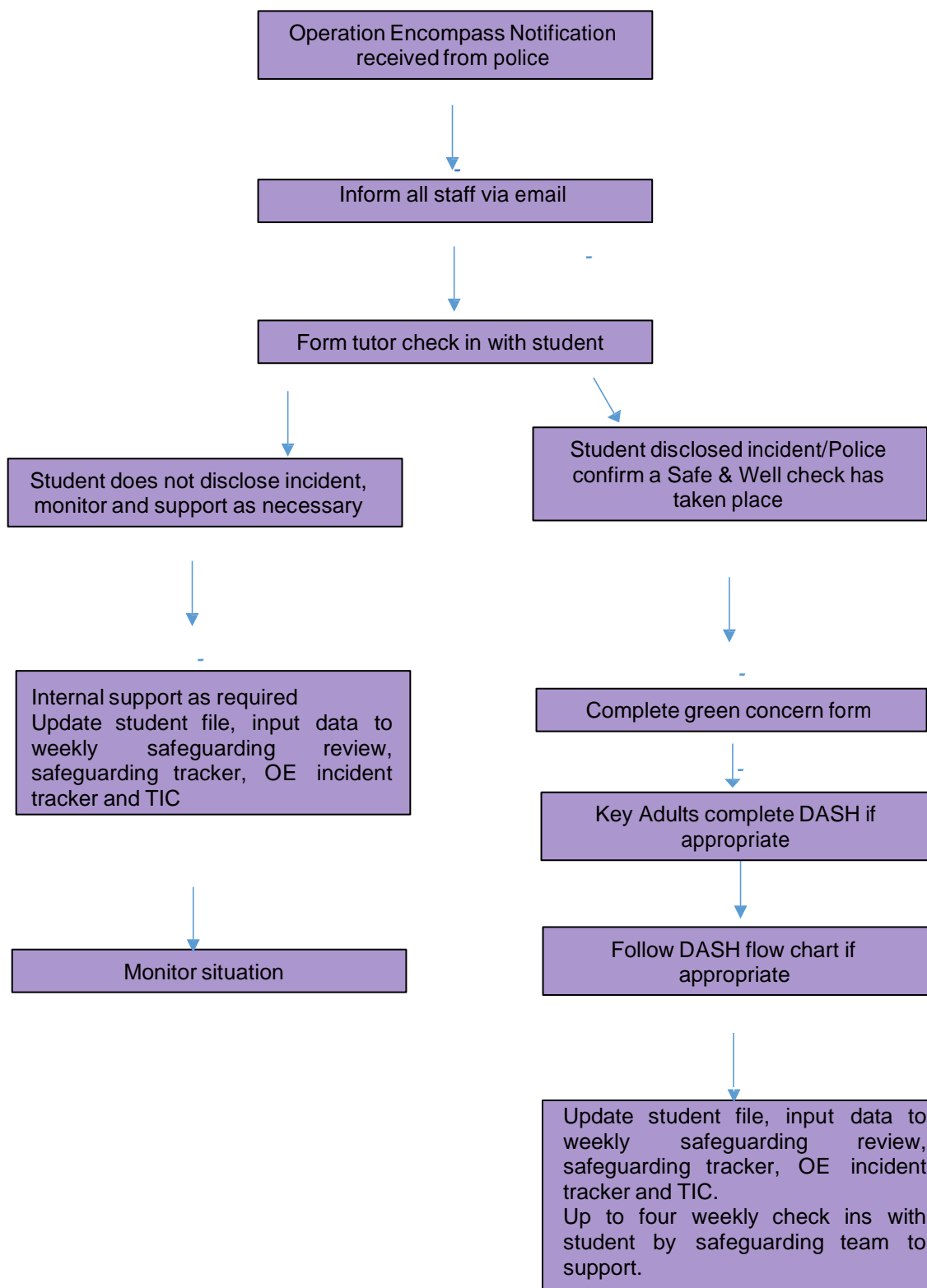
Older children may also experience and/or be the perpetrators of domestic abuse and/or violence in their own personal relationships. This can include sexual harassment.

Exposure to domestic abuse and/or violence can have a serious, long-lasting emotional and psychological impact on children and affect their health, wellbeing, development and ability to learn.

If police are called to an incident of domestic abuse and any children in the household have experienced the incident, the police will inform the key adult in the Academy, Mrs Gilbert, before the child or children arrive at the Academy the following day.

The safeguarding team will provide support according to the child's needs and update records about their circumstances.

Operation Encompass Notification Flow Chart



Homelessness

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

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

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

So-called 'honour-based' abuse (including FGM and forced marriage)

So-called 'honour-based' abuse (HBA) encompasses incidents or crimes committed to protect or defend the honour of the family and/or community, including FGM, forced marriage, and practices such as breast ironing.

Abuse committed in this context often involves a wider network of family or community pressure and can include multiple perpetrators.

All forms of HBA are abuse and will be handled and escalated as such. All staff will be alert to the possibility of a child being at risk of HBA or already having suffered it. If staff have a concern, they will speak to the safeguarding team, who will activate Academy safeguarding procedures.

FGM

The safeguarding team will make sure that staff have access to appropriate training to equip them to be alert to children affected by FGM or at risk of FGM.

Section 7.3 of this policy sets out the procedures to be followed if a staff member discovers that an act of FGM appears to have been carried out or suspects that a student is at risk of FGM. Indicators that FGM has already occurred include:

- A pupil confiding in a professional that FGM has taken place
- A mother/family member disclosing that FGM has been carried out
- A family/pupil already being known to social services in relation to other safeguarding issues

A girl:

- Having difficulty walking, sitting or standing, or looking uncomfortable
- Finding it hard to sit still for long periods of time (where this was not a problem previously)
- Spending longer than normal in the bathroom or toilet due to difficulties urinating
- Having frequent urinary, menstrual or stomach problems
- Avoiding physical exercise or missing PE
- Being repeatedly absent from school, or absent for a prolonged period
- Demonstrating increased emotional and psychological needs – for example, withdrawal or depression, or significant change in behaviour
- Being reluctant to undergo any medical examinations
- Asking for help, but not being explicit about the problem
- Talking about pain or discomfort between her legs

Potential signs that a student may be at risk of FGM include:

- The girl's family having a history of practising FGM (this is the biggest risk factor to consider) FGM being known to be practised in the girl's community or country of origin

- A parent or family member expressing concern that FGM may be carried out
- A family not engaging with professionals (health, education or other) or already being known to social care in relation to other safeguarding issues

A girl:

- Having a mother, older sibling or cousin who has undergone FGM
- Having limited level of integration within UK society
- Confiding to a professional that she is to have a “special procedure” or to attend a special occasion to “become a woman”
- Talking about a long holiday to her country of origin or another country where the practice is prevalent, or parents/carers stating that they or a relative will take the girl out of the country for a prolonged period
- Requesting help from a teacher or another adult because she is aware or suspects that she is at immediate risk of FGM
- Talking about FGM in conversation – for example, a girl may tell other children about it (although it is important to take into account the context of the discussion)
- Being unexpectedly absent from school
- Having sections missing from her ‘red book’ (child health record) and/or attending a travel clinic or equivalent for vaccinations/anti-malarial medication

The above indicators and risk factors are not intended to be exhaustive.

Forced marriage

Forcing a person into marriage is a crime in England and Wales. A forced marriage is one entered into without the full and free consent of 1 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 difficulties, for example). In addition, since February 2023 it has also been a crime to carry out any conduct whose purpose is to cause a child to marry before their eighteenth birthday, even if violence, threats or another form of coercion are not used. As with the existing forced marriage law, this applies to non-binding, unofficial ‘marriages’ as well as legal marriages.

Staff will receive training around forced marriage and the presenting symptoms. We are aware of the ‘1 chance’ rule, i.e. we may only have 1 chance to speak to the potential victim and only 1 chance to save them.

If a member of staff suspects that a student is being forced into marriage, they will speak to the student about their concerns in a secure and private place. They will then report this to the safeguarding team.

The safeguarding team will:

- Speak to the student about the concerns in a secure and private place
- Activate the Academy safeguarding procedures and refer the case to the local authority’s designated officer
- Seek advice from the Forced Marriage Unit on 020 7008 0151 or fmu@fco.gov.uk
- Refer the student to the House team or the Ros Christopher Centre (RCC) as appropriate

Preventing radicalisation

- Radicalisation refers to the process by which a person comes to support terrorism and extremist ideologies associated with terrorist groups
- Extremism is vocal or active opposition to fundamental British values, such as democracy, the rule of law, individual liberty, and mutual respect and tolerance of different faiths and beliefs. This also includes calling for the death of members of the armed forces

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 of terrorism 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.

Schools have a duty to prevent children from being drawn into terrorism. The safeguarding team will undertake Prevent awareness training and make sure that staff have access to appropriate training to equip them to identify children at risk.

We will assess the risk of children in our Academy being drawn into terrorism. This assessment will be based on an understanding of the potential risk in our local area, in collaboration with our local safeguarding partners and local police force.

We will ensure that suitable Internet filtering is in place, and equip our students to stay safe online at school and at home.

There is no single way of identifying an individual who is likely to be susceptible to an extremist ideology. Radicalisation can occur quickly or over a long period.

Staff will be alert to changes in students' behaviour.

- The government website [Educate Against Hate](#) and charity [NSPCC](#) say that signs that a student is being radicalised can include: Refusal to engage with, or becoming abusive to, peers who are different from themselves
- Becoming susceptible to conspiracy theories and feelings of persecution
- Changes in friendship groups and appearance Rejecting activities they used to enjoy Converting to a new religion
- Isolating themselves from family and friends
- Talking as if from a scripted speech
- An unwillingness or inability to discuss their views A sudden disrespectful attitude towards others Increased levels of anger
- Increased secretiveness, especially around internet use
- Expressions of sympathy for extremist ideologies and groups, or justification of their actions
- Accessing extremist material online, including on Facebook or Twitter
- Possessing extremist literature
- Being in contact with extremist recruiters and joining, or seeking to join, extremist organisations

Children who are at risk of radicalisation may have low self-esteem, or be victims of bullying or discrimination. It is important to note that these signs can also be part of normal teenage behaviour – staff should have confidence in their instincts and seek advice if something feels wrong.

If staff are concerned about a student, they will follow our procedures set out in section 7.5 of this policy, including discussing their concerns with the safeguarding team.

Staff should always take action if they are worried.

Further information can be found in the DfE Prevent duty guidance [Prevent duty guidance: England and Wales \(2023\) - GOV.UK \(www.gov.uk\)](#). Additional information on the Academy's measures to prevent radicalisation are set out in other Academy policies and procedures, including our Behaviour Policy, E-Safety policy and our Personal Development curriculum document.

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 [www.gov.uk/government/publications/young-witness-booklet-for-5-to-11-year-olds](#) and 12-17 year olds [www.gov.uk/government/publications/young-witness-booklet-for-12-to-17-year-olds](#). [www.cafcass.gov.uk](#) has valuable information for children where families are separating or there are care proceedings. 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 and carers.

Sexual violence and sexual harassment between children in schools

Sexual violence and sexual harassment can occur:

- Between 2 children of any age and sex
- Through a group of children sexually assaulting or sexually harassing a single child or group of children
- Online and face to face (both physically and verbally)

Sexual violence and sexual harassment exist on a continuum and may overlap.

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 perpetrator or alleged perpetrator(s) attends the same school.

If a victim reports an incident, it is essential that staff make sure they 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 any form of abuse or neglect. Nor should a victim ever be made to feel ashamed for making a report.

When supporting victims, staff will:

- Reassure victims that the law on child-on-child abuse is there to protect them, not criminalise them
- Regularly review decisions and actions, and update policies with lessons learnt
- Look out for potential patterns of concerning, problematic or inappropriate behaviour, and decide on a course of action where we identify any patterns
- Consider if there are wider cultural issues within the Academy that enabled inappropriate behaviour to occur and whether revising policies and/or providing extra staff training could minimise the risk of it happening again
- Remain alert to the possible challenges of detecting signs that a child has experienced sexual violence, and show sensitivity to their needs

Some groups are potentially more at risk. Evidence shows that girls, children with SEN and/or disabilities, and lesbian, gay and bisexual (LGBTQ+) 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
- 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

If staff have any concerns about sexual violence or sexual harassment, or a child makes a report to them, they will follow the procedures set out in section 7 of this policy, as appropriate. In particular, section 7.8 and 7.9 set out more detail about our Academy's approach to this type of abuse.

Serious violence

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

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

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

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

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

Checking the identity and suitability of visitors

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

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

Visitors are expected to sign electronically and wear the appropriate coloured lanyard.

LANYARD COLOURS—WHAT DO THEY MEAN



BLUE
Members of
staff



GREEN
Visitors to school who can
walk around without a
member of staff



RED
Visitors who must have a
member of staff with them.

If you see a visitor to the school who is wearing a **red** lanyard but does not have a member of staff wearing a **blue** lanyard with them, please politely ask them if they are lost and escort them to a member of staff. If you feel uncomfortable doing this, please report this to the nearest member of staff or one of our safeguarding officers.

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

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

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

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

Non-collection of children

If a child is not collected at the end of the session/day, we will:

Contact home starting at priority 1. The student will be supervised by a member of the safeguarding team. The incident will be assessed on a case by case basis and recorded accordingly.

Missing students

Our procedures are designed to ensure that a missing child is found and returned to effective supervision as soon as possible. If a child goes missing during the day we will take all reasonable steps to locate the student, informing parents, and if necessary, the police. If a child goes missing outside of school hours, we will maintain close contact with the family to receive updates and liaise with all agencies, where required, including all requested paperwork.

CHILD PROTECTION RECORD – Report of a Concern



| | | | |
|---------------------|-------------------------------|-----------------------------|--|
| Name of referrer: | | Role of referrer: | |
| Child Name: | | | |
| Date of birth: | | R2L Group: | |
| Details of concern: | (Use body map if appropriate) | | |
| Reported to: | | Role of person reported to: | |
| Signed: | | | |
| Date: | | | |

Please now email safeguarding@srpa.co.uk to date and time stamp your concern

| | |
|---------------|-------|
| Assigned to: | |
| Action taken: | |
| Signed: | Date: |

Student Concern Record – Report of a Concern

| | | | |
|----------------------------|-------------|------------------------------------|----------------------|
| Name of referrer: | | Role of referrer: | |
| Child Name: | | | |
| Date of birth: | | Year Group / class: | |
| Details of concern: | | | |
| Reported to: | Mr C Turner | Role of person reported to: | Lead Pastoral Leader |
| Signed: | | | |
| Date: | | | |

Please now email studentconcerns@srpa.co.uk to date and time stamp your concern.

| ACTIONS | | | |
|---|--|--|--|
| Passed to Tutor (not a concern at this time). <input type="checkbox"/> | | Initials _____ | |
| Passed to House (a pastoral concern). <input type="checkbox"/> | | Initials _____ | |
| Filed <input type="checkbox"/> | Recorded and filed <input type="checkbox"/> | Outcome received/updated log <input type="checkbox"/> | |

| | <i>House</i> | <i>Date</i> | <i>Initials</i> |
|------------------------|--------------|-------------|-----------------|
| <i>Investigated by</i> | | | |
| <i>Actioned by</i> | | | |
| <i>Outcome</i> | | | |

Passed up to Safeguarding Y / N

Date..... Initials.....

If your concern regarding a child is related to anything listed below please complete a green Child Protection Report : Report a concern form and post it in the safeguarding post box on the safeguarding office door and then email safeguarding@srpa.co.uk

Emotional Abuse

Physical Abuse

Sexual Abuse

Neglect

Sexual Violence and Sexual Harassment

Teenage Relationship Abuse

Sharing of Nudes and Semi-nude images

Peer-on-peer Abuse

Self-harm and Suicidal Thoughts

Domestic Violence

E-safety

Bullying (attached to anything on this list) Child Sexual and Child Criminal

Exploitation Female Genital Mutilation

Forced Marriage and Honor based Violence

Prevent

Private Fostering

County Lines

Logging a concern about the behaviour of a member of staff or volunteer

| | |
|---|---------------------------------------|
| About the member of staff or volunteer whose behaviour is causing concern or is subject of the allegation: Name (print): Job Title (print): | |
| Date (of writing this record): | Time (of writing this record): |
| About the person reporting the concern/allegation and completing this form: Name (print): Job Title (print): Signature: | |
| What is the nature of the specific allegation or concern about behaviour (brief headline)? | |
| <p>Record the following factually: <u>When</u>? (date & time of incident); <u>What</u> exactly has raised your concern (what happened, what did you see/hear/find out or what were you told)? <u>Where</u> did your concerns arise? <u>Who else</u> - were any pupils or other staff present or involved? N.B. Please record any direct disclosures/statements/allegations/comments using the child or adult's exact words in quotation marks</p> <p>NB if additional pages are used, these must be attached securely to this form</p> | |
| Did you do anything or speak to anyone else before reporting the incident/concern to the DSL (if yes, please provide names and details)? | |
| Any other relevant information: | |
| Date and time incident/concern was first shared with the DSL. | |

Check to make sure your report is clear; and will be clear to someone else reading it next year

NOW POST YOUR COMPLETED FORM IN THE POST BOX LOCATED OUTSIDE THE HEAD'S PA'S OFFICE.

Now email rgi@srpa.co.uk (DSL to complete sections overleaf)

Logging a safeguarding concern about the behaviour of a member of staff or volunteer.

An allegation is any information, which indicates that a member of staff/volunteer may have (tick that applies)

- ☐ Behaved in a way that has harmed a child or may have harmed a child.
- ☐ Possibly committed a criminal offence against or related to a child.
- ☐ Behaved towards a child or children in such a way that indicates he or she would pose a risk of harm if they worked regularly or closely with a child.
- ☐ Behaved or may have behaved in a way that indicates they may not be suitable to work with children (incident does not necessarily involve a child, for example, domestic abuse.)

This applies to any child the member of staff/volunteer has contact with in their personal, professional or community life.

| | |
|--|---------------------------------------|
| About the member of staff or volunteer whose behaviour is causing concern or is subject of the safeguarding allegation: Name (print): Job Title (print): | |
| Date (of writing this record): | Time (of writing this record): |
| About the person reporting the safeguarding concern/allegation and completing this form: Name (print): Job Title (print): Signature: | |
| What is the nature of the specific safeguarding allegation or concern about behaviour (brief headline)? | |
| Record the following factually: <u>When?</u> (date & time of incident); <u>What</u> exactly has raised your concern (what happened, what did you see/hear/find out or what were you told)? <u>Where</u> did your concerns arise? <u>Who else</u> - were any pupils or other staff present or involved? N.B. Please record any direct disclosures/statements/allegations/comments using the child or adult's exact words in quotation marks NB if additional pages are used, these must be attached securely to this form | |
| Did you do anything or speak to anyone else before reporting the safeguarding incident/concern to the Head Teacher* (if yes, please provide names and details)? | |
| Any other relevant information: | |
| Date and times the safeguarding incident/concern was first shared with Head Teacher* N.B. It is not necessary to complete this form before speaking to the Head Teacher* – the circumstances may mean you need to speak to the Head Teacher* first as a matter of priority: | |

Check to make sure your report is clear; and will be clear to someone else reading it next year.

**NOW PLEASE PASS THIS FORM TO THE HEADTEACHER VIA LTI*
(Head Teacher* to complete sections overleaf)**

* In the event that the allegation/concern is about the Head Teacher, this form must be passed to the Chair of Trustees, via LTI, who should complete the second part of the form.

CONFIDENTIAL - Risk Assessment

Student: Date:

Assessor's name: Review date:

| Risk/hazard | When? | Most at risk | How likely? | X | How Often? | X | Potential harm | = | Risk Factor | Action |
|-------------|-------|--------------|-------------|---|------------|---|----------------|---|-------------|--------|
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |

| | |
|---------|---|
| Risk: • | |
| • | Level of risk: HIGH/MEDIUM/LOW |
| • | |
| | |
| | Level of risk once all control measures are put in place: |
| | |

Key for audit

| How likely? | X | How Often? | X | Potential harm |
|---|---|--|---|---|
| 5 = <i>certain</i> 4 = <i>probable</i> 3 = <i>possible</i> 2 = <i>not possible</i> 1 = <i>never</i> | | 5 = <i>daily</i> 4 = <i>weekly</i> 3 = <i>monthly</i> 2 = <i>rarely</i> 1 = <i>never</i> | | (include an assessment of the likely physical and psychological harm) 4 = <i>life threatening</i> 3 = <i>serious</i> 2 = <i>harm</i> 1 = <i>no harm</i> |

Notes:

[illegible]

Online Incident Tracker

[illegible]

Self-Harm Incident Tracker

[illegible]

Sexual Violence and Sexual Harassment Tracker

When referring to **SEXUAL VIOLENCE** we are referring to sexual offences under the Sexual Offences Act 2003 as described below: Rape
Assault by Penetration
Sexual Assault
Causing someone to engage in sexual activity without consent

When referring to **SEXUAL HARASSMENT** we are referring to
'unwanted conduct of a sexual nature' that can occur online and offline and both inside and outside of school

| Date | Name | Gender | Form | Victim/ Perpetrator | Sexual Violence | Police Academy/Parents Contacted? (please provide incident) | If NO, please give reasons | Sexual Harassment |
|------|------|--------|------|------------------------|--------------------|--|----------------------------|----------------------|
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |

Operation Encompass Incident Tracker

| Name | Initials | Gender | Form | Date of notification | OE | Time of notification | OE | Date of Incident | Time of incident | Student present at time of incident | Welfare check made Y/N |
|------|----------|--------|------|----------------------|----|----------------------|----|------------------|------------------|-------------------------------------|------------------------|
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |

Sir Robert Pattinson Academy



Quick Guide for Trauma Informed Care (TIC GUIDE)– DO NOT PRINT

| <u>Photo</u> | <u>Name</u> | <u>TG/House</u> | <u>Information</u> | <u>Strategies/Interventions</u> |
|--------------|-------------|-----------------|--------------------|---------------------------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |

Quick Guide for Gender Identity (GIG GUIDE) – DO NOT PRINT

| Photo ID | Dead Name | Preferred Name | Identifies as | Preferred Pronoun | Parents/Carers Aware Y/N | Parents/Carers Supportive Y/N | If you make contact with my parent/carer use name/pronoun |
|----------|-----------|----------------|---------------|-------------------|--------------------------|-------------------------------|---|
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

Social Worker Assigned Guide (SWAG)

This is a live document which will change over the course the academic year

Please do not print this document.

| Photo | Name | Form | Status | Lead school in |
|-------|------|------|--------|----------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

Sir Robert Pattinson Academy – Searching, Screening & Confiscation

[illegible]

Sir Robert Pattinson Academy - Weekly Perimeter Checks

| Date | Time | Inspection By | Nature of Concern | Action Taken by JGO |
|------|------|---------------|-------------------|---------------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

Sir Robert Pattinson Academy- Internal Department Safeguarding Checks

| Date | Inspection By | Check | Outcome | Action Taken |
|------|------------------|-------|---------|--------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |