

POLICY TITLE: Safeguarding and Child Protection

STATUS: Statutory

DATE of REVIEW: September 2019



Named Staff and Initial Contacts:

Designated Safeguarding Lead: Jyoti Pankhania, Assistant Principal

Deputy Designated Safeguarding Lead: Heidi Angel, LAC Co-ordinator

Nominated Safeguarding Governor: Carol Taylor

Safeguarding, advice and training contacts:

Safeguarding referrals must be made in one of the following ways:

- By telephone, contact the Multi-Agency Safeguarding Hub: **0300 126 1000**;
- By e-mail: **MASH@northamptonshire.gcsx.gov.uk**;
- **By using the online referral form found at:**
<http://www.northamptonshire.gov.uk/thresholdsandpathways>
- In an emergency outside office hours, by contacting the Emergency Duty Team or the Police: **01604 626938**
- **If a child is in immediate danger at any time, left alone or missing, you should contact the police directly and/or an ambulance using 999.**

Multi-Agency Safeguarding Hub (M.A.S.H)

The Multi-Agency Safeguarding Hub (MASH) deals with referrals from professionals and members of the public who may have concerns about a child's welfare following contact with the helpline that is now also based in the Multi-Agency Safeguarding Hub. It makes the process of dealing with referrals quicker and more effective by improving the way the County Council (Children's Social Care, Northamptonshire Fire and Rescue Service (NFRS), Youth Offending Service (YOS) and Education), work alongside other partner agency colleagues including Northamptonshire Police, Northamptonshire health partners, National Probation Service, and the East Midlands Ambulance Service (EMAS) to share information.

For referrals regarding adults in education:

Designated Officers (formerly LADOs)

01604 367268

DOReferral@northamptonshire.gcsx.gov.uk

1 Introduction

1.1 The Latimer Arts College fully recognises the contribution it can make to protect children and support students in College. The students' welfare and safety is of paramount importance. The aim of the policy is to safeguard and promote our students' welfare, safety and health by fostering an honest, open, caring and supportive climate.

1.2 This policy is consistent with:

- The Children Act 1989 and 2004
- Education Act 2002 (Section 175/157) - Outlines that Local Authorities and School Governing Bodies have a responsibility to "ensure that their functions relating to the conduct of school are exercised with a view to safeguarding and promoting the welfare of children who are its students".
- Northamptonshire Safeguarding Children Partnership Inter-agency Child Protection and Safeguarding Children Procedures
- Keeping Children Safe in Education (DfE, September 2019)
- Keeping Children Safe in Education Part One - information for all school and college staff (DfE, September 2019) – APPENDIX 1
- Working Together to Safeguard Children (DfE 2018)
- The Education (Student Information) (England) Regulations 2005
- Sexual Offences Act (2003)
- Section 26, The Counter Terrorism and Security Act 2015 (PREVENT duty)
- Female Genital Mutilation Act 2003 (Section 74, Serious Crime Act 2015)
- Schedule 4 of the Safeguarding Vulnerable Groups Act 2006
- The Rehabilitation of Offenders Act 1974
- The School Staffing (England) Regulations 2009
- The Childcare (Disqualification) Regulations 2009 (and 2018 amendment) and Childcare Act 2006.
- Guidance for safer working practice for those working with children and young people in education setting September 2019

1.3 There are four main elements to our Child Protection Policy:

- **Prevention** (e.g. positive, supportive College atmosphere, teaching and pastoral support to students, safer recruitment procedures);
- **Protection** (by following agreed procedures, ensuring all staff are trained and supported to respond appropriately and sensitively to Child Protection concerns);
- **Support** (to students and College staff and to children who may have been abused);
- **Working with parents** (to ensure appropriate communications and actions are undertaken).

1.4 This policy applies to all staff, governors and visitors to the College. We recognise that child protection is the responsibility of **all** staff. We ensure that all parents/carers and other

working partners are aware of our child protection policy by highlighting it in our College Information for Parents and Carers booklet and on our College website, displaying appropriate information in our reception and by raising awareness at meetings with parents/carers.

1.5 Extended College Activities

Where the Governing Body provides services or activities directly under the supervision or management of College staff, the College's arrangements for child protection will apply. Where services or activities are provided separately by another body, the Governing Body will seek assurance in writing that the body concerned has appropriate policies and procedures in place to safeguard and protect children and that there are arrangements to liaise with the College on these matters where appropriate.

2 Safeguarding Commitment

2.1 The College adopts an open and accepting attitude towards children as part of its responsibility for pastoral care. All staff encourage children and parents/carers to feel free to talk about any concerns and to see the College as a safe place when there are difficulties. Children's fears and concerns will be taken seriously and children are encouraged to seek help from members of staff.

2.2 Our College will therefore:

- Establish and maintain an ethos where children feel secure and are encouraged to talk, and are always listened to;
- Ensure that children know that there are adults in the College whom they can approach if they are worried or are in difficulty;
- Include in the curriculum activities and opportunities for PSHE/Citizenship which equip children with the skills they need to stay safe from abuse (including online), and to know to whom they can turn for help;
- Provide opportunities to establish effective working relationships with parents/carers and colleagues from other agencies;
- Operate safer recruitment procedures and make sure that all appropriate checks are carried out on new staff and volunteers who will work with children, including references, Criminal Record and prohibition from teaching checks.

2.3 Safeguarding in the Curriculum

The following areas are among those addressed in the Personal Development Programme (PDP) and in the wider curriculum:

Bullying / Cyberbullying
Diversity Issues
Domestic Violence / Relationships
Drug, Alcohol and Substance Abuse
E Safety / Internet Safety
Extremism / Radicalisation
Hate Crime including knife crime
Protective Behaviours
Road Safety
Sexual Exploitation of Children (CSE) including County Lines Awareness
Sexting - youth produced sexual imagery
Stranger Awareness
Teenage Relationship Abuse
Other Safeguarding issues as relevant

2.4 Contextual Safeguarding

The College assesses the risks and issues in the wider community when considering the well-being and safety of the students.

3 Roles and Responsibilities

3.1 General

All adults working with or on behalf of children have a responsibility to safeguard and promote their welfare. This includes a responsibility to be alert to possible abuse and to record and report concerns without delay to staff identified with child protection responsibilities within the College.

The names of the Designated Safeguarding Leads for the current year are listed at the start of this document.

3.2 Governing Body

In accordance with the Statutory Guidance *“Keeping Children Safe in Education” 2019*, the Governing Body will ensure that:

- The College has a safeguarding and child protection policy, procedures and training in place which are effective and comply with the law at all times. The policy is made available publicly;
- The College operates safer recruitment practices, including appropriate use of references and checks on new staff and volunteers. Furthermore, the Principal, a nominated Governor and other staff involved in the recruitment process have undertaken appropriate Safer Recruitment training;
- There are clear procedures for dealing with allegations of abuse against members of staff and volunteers;
- There is a senior member of the College’s leadership team who is designated to take lead responsibility for dealing with child protection (the “Designated Safeguarding Lead”) and that there is always cover for this role;
- The Designated Safeguarding Lead undertakes local training (in addition to child protection training) and this is refreshed every two years;
- The Principal, and all other staff and volunteers who work with children, undertake appropriate training which is regularly updated (in compliance with the NSCP Learning and Development Strategy); and that new staff and volunteers who work with children are made aware of the College’s arrangements for child protection and their responsibilities; Part I and *“Annex A of the Keeping Children Safe in Education” 2019* and the staff Code of Conduct will be used as part of this induction;
- All staff will understand the early help process, making referrals to local authority children’s social care and how to maintain an appropriate level of confidentiality.
- All staff will understand the signs of different types of abuse and neglect, as well as specific safeguarding issues, such as child sexual exploitation (CSE), FGM, radicalisation and serious violent crime (County Lines).
- Any deficiencies or weaknesses brought to the attention of the Governing Body will be rectified without delay;
- The Chair of Governors (or, in the absence of a Chair, the Vice Chair) will deal with any allegations of abuse made against the Principal, in liaison with the Designated Officer formerly LADO;
- Effective policies and procedures are in place and updated annually including a Code of Conduct for staff and volunteers. Information is provided to the Local Authority (on behalf of the LSCBN) through the Annual Section 11 Safeguarding Return;

- There is an individual member of the Governing Body who will champion issues to do with safeguarding children and child protection within the College, liaise with the Designated Safeguarding Lead, and provide information and reports to the Governing Body;
- The College contributes to interagency working in line with statutory guidance *“Working Together to Safeguard Children” 2018* and *Northamptonshire County Council’s “Thresholds and Pathways Document”* including providing a co-ordinated offer of early help for children who require this. Safeguarding arrangements take into account the procedures and practice of the local authority and the Local Safeguarding Children Board for Northamptonshire (LSCBN).

3.3 Principal

The Principal will ensure that:

- The policies and procedures adopted by the Governing Body are effectively implemented, and followed by all staff;
- Sufficient resources and time are allocated to enable the Designated Safeguarding Lead and other staff to discharge their responsibilities, including taking part in strategy discussions and other interagency meetings, and contributing to the assessment of children;
- Allegations of abuse or concerns that a member of staff or adult working at College may pose a risk of harm to a child or young person are notified to the Designated Officer;
- All staff and volunteers feel able to raise concerns about poor or unsafe practice in regard to children, and such concerns are addressed sensitively, confidentially and effectively in a timely manner;
- All staff are made aware that they have an individual responsibility to pass on safeguarding concerns and that, if all else fails, to report these directly to Children’s Social Care Services or the Police.

3.4 Designated Safeguarding Lead

The responsibilities of the Designated Safeguarding Lead are found in *Annex B* of *“Keeping Children Safe in Education” 2019* and include:

- Provision of information to the LSCBN/Local Authority on safeguarding and child protection;
- Liaison with the Governing Body and the Local Authority on any deficiencies brought to the attention of the Governing Body and how these should be rectified without delay;
- Referral of cases of suspected abuse to Multi-Agency Safeguarding Hub (and/or Police where a crime may have been committed);
- Acting as a source of support, advice and expertise within the College;
- Attending and contributing to child protection conferences when required;
- Ensuring each member of staff has access to and understands the College’s safeguarding and child protection policy especially new or part-time staff and lunch time staff who may work with different educational establishments;
- Ensuring all staff have induction training covering child protection and are able to recognise and report any concerns immediately they arise;
- Ensuring all staff are given the following guidance/policies - *“Keeping Children Safe in Education” 2019*, staff Code of Conduct and the Behaviour for Learning, including Anti-Bullying Policy.
- Keeping detailed, accurate and secure written/electronic records of concerns and referrals;

- Obtaining access to resources and training for all staff and attend refresher training courses every two years;
- Where children leave the College, ensuring that their child protection file is copied and handed to the Designated Safeguarding Lead of the receiving college/setting and signed for in the new college/college as soon as possible. (Original records must be maintained securely by the College);
- Maintaining and monitoring child protection records, including monitoring and acting upon individual concerns, patterns of concerns or complaints, in accordance with section on “Records and Monitoring” below.
- During term time, the DSL and or deputy DSL will be available during school hours for staff to discuss any safeguarding concerns. The College will ensure appropriate cover arrangements for any out of hours/out of term activities.

4 Records, Monitoring and Transfer

- 4.1 Well-kept records are essential to good child protection practice. All staff are clear about the need to record and report concerns about a child or children within the College. All records are recorded on the secure ‘My Concern’ system and staff will have regular training. The Designated Safeguarding Lead will ensure that all safeguarding records are managed in accordance with the Education (Student Information) (England) Regulations 2005.
- 4.2 Child protection records are stored securely, with access confined to specific staff, e.g. the Designated Safeguarding Lead and the Principal.
- 4.3 Child protection records are reviewed regularly to check whether any action or updating is needed. This includes monitoring patterns of complaints or concerns about any individuals and ensuring these are acted upon.
- 4.4 When children transfer school, copies of all their child protection records are also transferred. Safeguarding records will be transferred separately from other records and best practice is to pass these directly to a Designated Safeguarding Lead in the receiving institution with any necessary discussion or explanation and to obtain a signed and dated record of the transfer. In the event of a child moving out of area and a physical handover not being possible then the most secure method possible should be found to send copies of the confidential records to a named Designated Safeguarding Lead by registered post.
- 4.5 Records will be held in line with our records and retention schedule. Files requested by other agencies e.g. Police, should be copied and shared as appropriate. This is in line with ‘*Keeping Children Safe in Education 2019*’.

5 Support for Students and College Staff

5.1 Support for Students

Our College recognises that children who are abused or who witness violence may find it difficult to develop a sense of self-worth and view the world in a positive way. For such children the College may be one of the few stable, secure and predictable aspects of their lives. Other children may be vulnerable because, for instance, they have a disability, are in care, or are experiencing some form of neglect. We will actively seek to provide such children with the necessary support and to build their self-esteem and confidence.

- 5.2 The College recognises that children sometimes display abusive behaviour and that such incidents must be referred on for appropriate support and intervention.
- 5.3 Complaints or concerns raised by students will be taken seriously and followed up in accordance with the College’s complaints process.

5.4 Support for Staff

As part of their duty to safeguard and promote the welfare of children and young people staff may hear information, either from the child/young person as part of a disclosure or from another adult that will be upsetting. Where a member of staff is distressed as a result of dealing with a child protection concern, he/she should in the first instance speak to the Designated Safeguarding Lead about the support he/she requires. The Designated Safeguarding Lead should seek to arrange the necessary support.

6 Working with Parents/Carers

6.1 The College will:

- Ensure that parents/carers have an understanding of the responsibility placed on the College and staff for child protection by setting out its obligations in the Information for Parents and Carers booklet and on the College website;
- Undertake appropriate discussion with parents/carers prior to involvement of CYPS Specialist Services (Children's Social Care) or another agency, unless to do so would place the child at risk of harm or compromise an investigation.
- Ensure parent/carers understand the need for providing at least 2 emergency contacts for their child.

7 Other Relevant Policies

7.1 The Governing Body's statutory responsibility for safeguarding the welfare of children goes beyond simply child protection. The duty is to ensure that safeguarding permeates all activities and functions. This policy therefore complements and supports a range of other policies and procedures:

- Behaviour for Learning, including Anti-Bullying Policy (including Cyberbullying)
- DfE Guidance - *"Use of Reasonable Force" and "Screening, Searching and Confiscation"* January 2018
- Health and Safety Policy
- Public Sector Equality Duty
- Sex and Relationships Education Policy
- Special Educational Needs Information Report
- Staff and Student ICT Acceptable Use Policies
- Staff Code of Conduct
- Supporting Students with Medical Conditions Policy
- Trips and Visits Protocols

The above list is not exhaustive but when undertaking development or planning of any kind the College needs to consider the implications for safeguarding and promoting the welfare of children.

8 Recruitment and Selection of Staff

8.1 The College's safer recruitment processes are based on the Statutory Guidance: *"Keeping Children Safe in Education"* - 2019. The College will provide all the relevant information in references for a member of staff about whom there have been concerns about child protection / inappropriate conduct. Cases in which an allegation has been proven to be unsubstantiated, false or malicious will not be included in employer references. A history of repeated concerns or allegations which have all been found to be unsubstantiated, malicious etc. will also not be included in a reference.

8.2 The College has an open safeguarding ethos regularly addressing safeguarding responsibilities during staff meetings and fostering an ongoing culture of vigilance. All new staff and volunteers receive a safeguarding induction and are briefed on the Code of Conduct, this will include staff relationships with students and abuse of trust.

8.3 On every interview panel for College staff at least one member (Senior Leader or governor) will have undertaken safer recruitment training either online on the DfE website or by attending another appropriate local or national accredited training course.

9 Information Sharing

9.1 Our College recognises the importance of information sharing and follows statutory guidance as set out in *"Information Sharing – Advice for practitioners providing safeguarding services to children, young people, parents and carers"* March 2018.

10 Staff Relationships with Students

10.1 All staff will be made aware of their position of trust and we will adhere to regulations relating to the sexual offences act 2003 this trust extends to the use of social media.

11 Communications on Social Media

11.1 We will comply with the Home Office and DFE guidance on use of social media and online activity by extremists to radicalise and recruit young people July 2015. We will take advice and use existing NSCP safeguarding and child protection procedures to refer to if we have a concern. We will make use of the national helpline 0207 340 7264.

12 Children Missing from Education

12.1 The College recognises the importance that all children are entitled to full time education which is suitable to their age, ability, aptitude and any special educational needs they may have.

12.2 The College recognises a child missing from education is a potential indicator of abuse or neglect.

12.3 The College will follow the details set out in the NSCP procedure *"Children Missing Education"* to report and respond to incidences of children missing from school. We will also comply with the guidance in *"Keeping Children Safe in Education"* 2019.

12.4 We also ensure that additional risks are considered to those missing from education this may include sexual abuse or exploitation and child criminal exploitation. It may indicate mental health problems, risk of substance abuse, risk of travelling to conflict zones, risk of FGM or risk of forced marriage. Early intervention is necessary to identify the existence of any underlying safeguarding risk and to help prevent the risks of a child going missing in future.

13 Children with Special Educational Needs & Disabilities

13.1 The College will recognise additional barriers can exist when recognising abuse and neglect in this group of children. This can include:

- Assumptions that indicators of possible abuse such as behaviour; including for example: ADHD or other specific behavioural problems/diagnosis, mood and injury relate to the child's impairment without further exploration;

- Assumptions that children with SEN and disabilities can be disproportionately impacted by things like bullying - without outwardly showing any signs;
- Communication barriers and difficulties;
- Reluctance to challenge carers, (professionals may over empathise with carers because of the perceived stress of caring for a disabled child);
- Disabled children often rely on a wide network of carers to meet their basic needs and therefore the potential risk of exposure to abusive behaviour can be increased;
- A disabled child's understanding of abuse;
- Lack of choice/participation;
- Isolation.

Directory of Services for Children with Disabilities: [Specialist-support-for SEND](#)
 Northamptonshire's Local Offer: [SEND Local Offer](#)

14 Child Sexual Exploitation

- 14.1 The College is committed to ensuring that all incidences of potential child sexual exploitation are reported and acted upon. The school follows the guidance and procedure set out by the NSCP.
- 14.2 Staff should use their professional judgement in identifying children who might be at risk of CSE and reported any concerns.

15 Child Criminal Exploitation: County Lines

- 15.1 The College is committed to ensuring that all incidences of potential child criminal exploitation are reported and acted upon.
- 15.2 Staff should use their professional judgement in identifying children who might be at risk of CCE and reported any concerns.

16 Female Genital Mutilation (FGM) & Honour Based Violence (HBV)

- 16.1 If staff have a concern regarding a child that might be at risk of FGM and or HBV, they should speak to the Designated Safeguarding Lead. As appropriate, they will activate local safeguarding procedures, using existing national and local protocols for multiagency liaison with police and children's social care.
- 16.2 Where a member of staff discovers that an act of FGM appears to have been carried out on a girl who is aged under 18, there is a statutory duty upon that individual to report it to the police. Those failing to report such cases will face disciplinary sanctions. Further information can be found in Section 5B of the Female Genital Mutilation Act 2003 (as inserted by section 74 of the Serious Crime Act 2015).
- 16.3 Staff should use their professional judgement in identifying children who might be at risk of so-called 'honour-based' violence (HBV), which encompasses incidents or crimes which have been committed to protect or defend the honour of the family and/or the community, including FGM, forced marriage, and practices such as breast ironing.
- 16.4 Staff should use their professional judgement in identifying children who might be at risk of Forced Marriage(FM). FM is a specific offence under S121 of the Anti-Social Behaviour, Crime & Policing Act 2014.

17 Preventing Radicalisation

- 17.1 Preventing Radicalisation is seen as part of the College's wider safeguarding duties. The College supports the notion that it is possible to intervene and prevent vulnerable people becoming radicalised.
- 17.2 Staff should use their professional judgement in identifying children who might be at risk of radicalisation and act proportionately which may include making a referral. The Designated Safeguarding Lead and Safeguarding team will include [Channel](#), the government's programme for identifying and supporting individuals at risk of being drawn into terrorism, as part of their training.
- 17.3 The College accepts its duty under the Prevent Duty Guidance for England and Wales which places requirements on the College under four themes: risk assessment, working in partnership, staff training and IT policies. (*The Counter Terrorism & Security Act 2015*)

18 Peer on Peer abuse

- 18.1 Staff recognise that children are capable of abusing their peers. This is generally referred to as peer on peer abuse and can take many forms. This can include but is not limited to:
- Bullying including cyberbullying
 - Sexual violence and sexual harassment
 - Physical abuse such as hitting, kicking, shaking, biting, hair pulling or otherwise causing physical harm
 - Sexting
 - Initiation/hazing type violence and ritual
- 18.2 Most cases of students hurting other students will be dealt with under the College's Behaviour for Learning, including Anti-Bullying Policy but this child protection and safeguarding policy will apply to any allegation that raises safeguarding concerns. This might include where the alleged behaviour:
- Could put students in the school at risk;
 - Is violent;
 - Involves students being forced to use drugs or alcohol;
 - Involves sexual exploitation or sexual abuse, such as indecent exposure, sexual assault, or sexually inappropriate pictures or videos (including sexting);
- Guidance on responding to and managing sexting incidents can be found at: [Sexual violence and sexual harassment between children in schools and colleges.pdf](#)
[Sexting In Schools FINAL Jan17.pdf](#)

19 Online Safety

- 19.1 The College ensures that it has effective mechanisms to identify, intervene in, and escalate any incident where appropriate. Online safety is included in our curriculum and information is also provided to parents/carers.
- 19.2 The College aims to:
- Create a safer online environment – including training requirements, filters and monitoring;
 - Give everyone the skills, knowledge and understanding to help children and young people stay safe on-line;
 - Inspire safe and responsible use and behaviour;
 - Encourage safe use of mobile phones both within College and on school trips/outings;

- Encourage the safe use of camera equipment, including camera phones.

20 Voyeurism

- 20.1 The College will ensure staff and students are aware that 'Upskirting' is now a criminal offence. This generally involves taking a picture under a person's clothing without them knowing, with the intention of viewing their genitals or buttocks to obtain sexual gratification, or cause the victim humiliation, distress or alarm.

21 Additional Special Safeguarding Issues

- 21.1 **Children and the Court System:** The College ensures that it has effective mechanisms to identify, intervene in, and support children who are required to give evidence in criminal court, using the Ministry of Justice online child arrangements information tool.

The College will use the two age appropriate guides to support children 5-11-year olds [Guide 5-11 years](#) and 12-17 year olds [Guide 12-17 years](#). They explain each step of the process and support and special measures that are available.

- 21.2 **Children with Family Members in Prison:** The College will work with professionals to mitigate negative consequences for those children effected.
- 21.3 **Homelessness:** Being homeless or being at risk of becoming homeless presents a real risk to a child's welfare. The Designated Safeguarding Lead 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.
- 21.4 **Domestic Violence:** The Designated Safeguarding Lead will be aware of contact details and referral routes for children that are effected by Domestic Violence so they can raise/progress concerns at the earliest opportunity.
- 21.5 The College are working in partnership with Northamptonshire County Council and Northamptonshire Police to identify and provide appropriate support to students who have experienced domestic abuse in their household; nationally this scheme is called Operation Encompass. In order to achieve this, Northamptonshire County Council will share police information with the Designated Safeguarding Lead of all domestic incidents where one of our students has been affected. On receipt of any information, the Designated Safeguarding Lead will decide on the appropriate support the child requires, this could be silent or overt.
- 21.6 All information sharing and resulting actions will be undertaken in accordance with the "*NSCB Protocol for Domestic Abuse – Notifications to Schools*". The College will record this information and store it in accordance with the record keeping procedures outlined in this policy.

Useful Links

Local

Northampton Safeguarding Children's Partnership Site: [NSCB](#)

Northampton Safeguarding Partnership Site for Educators: [NSCB Schools](#)

Online safety training and advice contact: Onlinesafety@northamptonshire.gov.uk

MASH Contacts

The Multi-Agency Safeguarding Hub (MASH)

Telephone: 0300 126 1000 (Option 1)

Email (secure address):

MASH@northamptonshire.gcsx.gov.uk

MASH Referral Form

<https://www3.northamptonshire.gov.uk/councilservices/children-families-education/help-and-protection-for-children/protecting-children-information-for-professionals/Pages/contact-early-help-support-MASH.aspx>

National

National Society for Prevention of Cruelty to Children (NSPCC):

<http://www.nspcc.org.uk/>

0808 800 5000

Childline:

<http://www.childline.org.uk/Pages/Home.aspx>

0800 1111

Child Exploitation and Online Protection (CEOP):

<http://ceop.police.uk/>

0870 000 3344

DFE Extremism Helpline:

The Department for Education also has a dedicated telephone helpline, 020 7340 7264, which school staff and governors 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

APPENDIX 1

DEFINITIONS OF ABUSE

(from “Keeping Children Safe in Education” 2019)

What is Child Abuse?

A form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. They may be abused by an adult or adults or another child or children.

Physical Abuse

Physical Abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child.

Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

Sexual 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 (e.g. rape or oral sex) or non-penetrative acts such as masturbation, rubbing or touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of sexual images, watching sexual activities, or 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 commit sexual abuse, as can children.

Neglect

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 and clothing, 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 takers); or
- ensure access to appropriate medical care or treatment.

It may also include neglect of, or unresponsiveness to, a child’s basic emotional needs.

Emotional Abuse

Emotional Abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child’s emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or ‘making fun’ of what they say or how they communicate.

It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction.

It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyberbullying) causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of Emotional Abuse is involved in all types of maltreatment of a child, though it may occur alone.

APPENDIX 2

PROCEDURE TO FOLLOW IN CASES OF POSSIBLE, ALLEGED OR SUSPECTED ABUSE, OR SERIOUS CAUSE FOR CONCERN ABOUT A CHILD

Contents

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A. General

- 1) Northamptonshire Safeguarding Children's Partnership procedures contains the interagency processes, protocols and expectations for safeguarding children. The Designated Safeguarding Lead is expected to be familiar with these, particularly the referral processes and with "Thresholds and Pathways".
- 2) It is important that all parties act swiftly and avoid delays.
- 3) Any person may seek advice and guidance from the Multi-Agency Safeguarding Hub particularly if there is doubt about how to proceed (see contacts at the start of this policy document). Any adult, whatever their role, can take action in his/her own right to ensure that an allegation or concern is investigated and can report to the investigating agencies.
- 4) Electronic records via 'My Concern', must be made as to what has been alleged, noticed and reported, and kept securely and confidentially.
- 5) In many cases of concern there will be an expectation that there have already been positive steps taken to work with parents/carers and relevant parties to help alleviate the concerns and effect an improvement for the child. This is appropriate where it is thought a child may be in need in some way, and require assessment to see whether additional support and services are required. An example might be where it is suspected a child may be the subject of neglect. In most cases the parents'/carers' knowledge and consent to the referral are expected, unless there is reason for this not being in the child's interest. However, there will be circumstances when informing the parent/carer of a referral that might put the child at risk, and in individual cases advice from Children's Social Care will need to be taken.

B. Individual Staff/Volunteers/Other Adults – main procedural steps

- 1) When a child makes a disclosure, or when concerns are received from other sources, do not investigate, ask leading questions, examine children, or promise confidentiality. Children making disclosures should be reassured and if possible at this stage should be informed what action will be taken next.
- 2) As soon as possible fill in a referral form on 'My Concern' with a note of what has been disclosed or noticed, said or done and this will be sent automatically to the Safeguarding Team in the College.
- 3) If the concern involves the conduct of a member of staff or volunteer, a visitor, a governor, a trainee or another young person or child, the Principal must be informed. The Principal will contact the Designated Officer formerly LADO to seek advice.

- 4) If the allegation is about the Principal, the information should normally be passed to the Chair of Governors or the Designated Officer formerly LADO. See contacts on Page 2 of this policy.
- 5) If this has not already been done, inform the child (or other party who has raised the concern) what action you have taken.

C. Designated Safeguarding Lead – Main Procedural Steps

- 1) Begin an electronic case file on 'My Concern' for students where there are concerns, with an overview chronology, which will hold a record of communications and actions. This must be stored securely (see Section on Records, Monitoring and Transfer).
- 2) Where initial enquiries do not justify a referral to the investigating agencies, inform the initiating adult and monitor the situation. If in doubt, seek advice from the Multi-Agency Safeguarding Hub: 0300 126 1000.
- 3) Share information confidentially with those who need to know.
- 4) Where there is a child protection concern requiring immediate, same day, intervention from Children's Social Care (Priority 1), the Multi-Agency Safeguarding Hub should be contacted immediately by phone. Written confirmation should follow within 24 hours on the LSCBN Agency Referral Form. All other referrals should be made firstly through a telephone conversation with the Multi-Agency Safeguarding Hub and then by following up with the online form, where requested to do so. The Multi-Agency Safeguarding Hub is available for advice on the advice line number given in the contact details on page 3 of this document.
- 5) If it appears that urgent medical attention is required arrange for the child to be taken to hospital (normally this means calling an ambulance) accompanied by a member of staff who must inform medical staff that non-accidental injury is suspected. Parents/carers must be informed that the child has been taken to hospital.
- 6) Exceptional circumstances: If it is feared that the child might be at immediate risk on leaving College, take advice from the Multi-Agency Safeguarding Hub (for instance about difficulties if the College day has ended, or on whether to contact the police). Remain with the child until the Social Worker or Police take responsibility. If in these circumstances a parent/carer arrives to collect the child, the member of staff has no right to withhold the child, unless there are current legal restrictions in force (e.g. a restraining order). If there are clear signs of physical risk or threat, the Multi-Agency Safeguarding Hub should be updated and the Police should be contacted immediately.

APPENDIX 3

PROCESS FOR DEALING WITH ALLEGATIONS AGAINST STAFF (INCLUDING HEADTEACHERS) AND VOLUNTEERS (References to staff in this process include staff in schools, central references to staff includes staff in school's central services and volunteers).

These procedures should be followed in all cases in which there is an allegation or suspicion that a person working with children has:

- 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; or
- behaved towards a child or children in a way that indicates he or she would pose a risk of harm if they work regularly or closely with children.

Relevant documents:

- DfE *"Keeping Children Safe in Education: Statutory Guidance for Schools and Colleges"* - 2019
- NSCP Procedures

A. Individual Staff/Volunteers/Other Adults who receive the allegation:

- 1) Write a dated and timed note of what has been disclosed or noticed, said or done.
- 2) Report immediately to the Principal.
- 3) Pass on the written record.
- 4) If the allegation concerns the conduct of the Principal, report immediately to the Chair of Governors. Pass on the written record. (If there is difficulty reporting to the Chair of Governors, contact the Designated Officer formerly LADO as soon as possible or if unavailable contact the Multi-Agency Safeguarding Hub on the same day.)

B. Principal

- 1) If there is no written record, write a dated and timed note of what has been disclosed or noticed, said or done.
- 2) Before taking further action notify and seek advice from the Designated Officer formerly LADO, or if unavailable the Multi-Agency Safeguarding Hub on the same day.
- 3) You may be asked to clarify details or the circumstances of the allegation, but this must not amount to an investigation.
- 4) Report to the Multi-Agency Safeguarding Hub if the Designated Officer formerly LADO, so advises or if circumstances require a referral.
- 5) Ongoing involvement in cases:
 - Liaison with the Designated Officer formerly LADO
 - Co-operation with the investigating agency's enquiries as appropriate.
 - Consideration of employment issues and possible disciplinary action where the investigating agencies take no further action.

C. Chair of Governors (only relevant in the case of an allegation against the Principal)

- 1) If there is no written record, write a dated and timed note of what has been disclosed or noticed, said or done.
- 2) Notify the Designated Officer formerly LADO, or if unavailable the Multi-Agency Safeguarding Hub on the same day.
- 3) You may be asked to clarify details or the circumstances of the allegation, but this must not amount to an investigation.
- 4) Report to the Multi-Agency Safeguarding Hub if the Designated Officer formerly LADO so advises or if circumstances require a referral.
- 5) Ongoing involvement in cases:
 - Liaison with the Designated Officer formerly LADO
 - Co-operation with the investigating agency's enquiries as appropriate.
 - Consideration of employment issues and possible disciplinary action where the investigating agencies take no further action.