

Safeguarding and Child Protection Policy

Date to be reviewed:
September 2020

Responsibility of:
Bernie Whittle, Senior Vice Principal and Designated Safeguarding Lead

Date ratified by Governing Board:
17th October 2019

Members of staff with DSL Level safeguarding training as of September 2016:
Bernie Whittle, David Whitley, Matt Williams, Richard Daverat, Clare Sanders, Alex Vaghela, Jake Fisher, Chrissy Borg Cunen and Grace Williams

Safeguarding Governor:
Laura Malkin

Safeguarding and promoting the welfare of children is defined for the purposes of this policy as: protecting children from maltreatment; preventing impairment of children's health or development; ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and taking action to enable all children to have the best outcomes. *From Keeping Children Safe in Education, September 2019*

1. Introduction

Chelsea Academy is a Christian community and, as such, recognises that all members of its community are of equal value and invaluable worth. All have the right to respect and tolerance from others and equally are expected to treat others with the same respect and tolerance. The values and ethos of the Academy are central to our Safeguarding and Child Protection Policy.

The governing board and staff of Chelsea Academy are committed to, take very seriously and fully recognise, the responsibilities we have to safeguard children entrusted to our care. We recognise that all staff, including volunteers, have a full and active part to play in protecting our students from harm and promoting their welfare. We understand the term Safeguarding to mean that we will take all reasonable measures to ensure that the risk of harm to children's welfare is minimised. We also understand that where we have any concerns about a child's welfare we will take all appropriate action to address those concerns by working in full partnership with other agencies.

All staff and Governors believe that our Academy should be an environment which provides a secure, caring, positive, safe and stimulating environment where students feel valued, respected and listened to and which promotes the social, physical and moral development of the individual child. Our procedures will be followed by all adults, including volunteers, working with or on behalf of the Academy. We will ensure that all staff are clear about the expectations we have of their behaviour towards all children and that any incident that falls below our expected standards will be dealt with appropriately.

The prolific use of new technology has meant that students are at risk from a number of new angles. These include social media, email, text messaging and apps such as snapchat and twitter. The increase in exploitation of young people to take part in criminal and sexual activity through gang membership, peer pressure and the threat of radicalisation means that Academy staff are at the front line of keeping children and young people safe from harm. This policy goes into detail about these new threats and provides staff with relevant information about them in the appendices (Appendix 4).

2. Aims of the Policy

Our aim is to ensure that we do all that we can to safeguard and protect the wellbeing of our students.

Children and young people have a fundamental right to be protected from harm. Our students have the right to expect us to provide them with a secure and safe environment. We acknowledge that staff at Chelsea Academy are in a unique position to identify and support vulnerable children and young people. We also recognise that the protection of our students is a shared responsibility. Safeguarding is **everyone's** responsibility.

Chelsea Academy aims to ensure that:

- Appropriate action is taken in a timely manner to safeguard and promote our students' welfare;
- All staff are aware of their statutory responsibilities in relation to safeguarding;
- We establish a safe environment in which our students can learn and thrive;
- We raise the awareness of all staff of the need to safeguard students and themselves, and of their responsibilities in recognising, identifying and reporting safeguarding issues;
- There are clear procedures in place, to be followed by all staff, for identifying and reporting cases or suspected cases of abuse, and staff are trained to use these procedures effectively;
- We support vulnerable students and those in difficult circumstances, as well as supporting students who have been abused, in accordance with their agreed protection plans;
- We develop and promote effective working relationships with other agencies, especially the police and Children's Social Care;

- We raise student awareness of Child Protection issues and equip students with the skills they need to keep themselves safe;
- We include opportunities in the curriculum for students to develop the understanding and skills they need to keep themselves safe;
- Our students know there are adults in the Academy whom they can approach if they are worried or in difficulties, or if they are concerned about one of their peers;
- We practise Safer Recruitment, checking the suitability of staff and volunteers to work with our students;
- Our staff adopt a proactive approach to identifying and responding to safeguarding issues, and always adopt an attitude of '*it could happen here*'.

3. Legislation and Statutory Guidance

This policy was reviewed in September 2019 to take account of updated guidance from Keeping Children Safe in Education (September 2019).

Our Safeguarding and Child Protection policy is written with due regard to the following:

- The Department for Education's statutory guidance *Keeping Children Safe in Education* September 2019
- Working Together to Safeguard Children 2018
- The Governance Handbook

We comply with this guidance and the procedures set out by our three Local Safeguarding Partners

This policy is also based on the following legislation:

- Section 175 of the Education Act 2002, which places a duty on schools and Local Authorities to safeguard and promote the welfare of pupils
- The School Staffing (England) Regulations 2009 which set out what must be recorded on the Single Central Record and the requirement for at least one person on a school interview panel to be trained in Safer Recruitment techniques
- 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

4. Procedures

Chelsea Academy will ensure that:

- We have a designated senior member of staff, from the Academy Leadership team, who undertakes the role of Designated Safeguarding Lead (DSL). The DSL will take lead responsibility for Safeguarding and Child Protection. This will be made explicit in the role-holder's job description
- We have a Deputy DSL to whom the activities of the DSL can be delegated in the absence of the DSL
- The DSL and Deputy DSL undertake training to provide them with the knowledge and skills required to carry out the role. This training will be updated every two years. In addition, their knowledge and skills will be updated at regular intervals, but at least annually, to keep up with any developments relevant to their role (via e-bulletins, meeting other DSLs, reading up about safeguarding developments)
- All staff receive information about the Academy's safeguarding arrangements, the Academy's Safeguarding and Child Protection Policy, Staff Behaviour Policy (Code of Conduct), Academy Behaviour Policy and the role and names of the Designated Safeguarding Lead (DSL) and the Deputy DSL
- All staff will be given a copy of Part 1 and Annex A of Keeping Children Safe in Education 2018 and will sign to say they have read it. This applies to the Governing Board in relation to Part 2 of the same

guidance. The Academy will have mechanisms in place to assist staff to understand and discharge their role and responsibilities as set out in Part 1 of Keeping Children Safe in Education 2018

- All staff receive Safeguarding and Child Protection training at induction. This training will be updated at least annually. This will ensure that all staff know how to keep children safe, are clear about their own role and that of others in providing a caring and safe environment for all students, know how they should respond to any concerns about an individual child that may arise, and know how to respond to a student who discloses abuse. In addition, all staff will receive Safeguarding and Child Protection updates (for example, via email, e-bulletins and staff meetings) as required, but at least annually, to provide them with the relevant skills and knowledge to safeguard children effectively
- Academy staff are given updated training on preventing radicalisation and extremism at least every two years
- The DSL is clear about the role of Channel and will work closely with the Local Authority and Channel when the need arises
- The Safeguarding and Child Protection policy is made available via the Academy website and that parents / carers are made aware of this policy. All parents / carers are made aware of the responsibilities of staff members with regard to Child Protection procedures through the publication of the Safeguarding and Child Protection Policy
- The Academy provides a co-ordinated offer of Early Help when additional needs of children are identified, and contributes to Early Help arrangements and inter-agency working and plans
- The name of the Designated Safeguarding Lead and Deputy DSL are clearly advertised in the Academy so that any visitors to the Academy know who they are. Daily supply staff are asked to pass any Child Protection or Safeguarding concerns onto the member of the Leadership Team responsible for cover, who will then pass these concerns to the DSL
- The DSL gives regular feedback to Governors on Safeguarding issues. This is done as part of the annual work plan
- Chelsea Academy always follows Safer Recruitment procedures so that we can be confident that all adults working in our Academy are safe to do so. All interview panels have staff who are trained in Safer Recruitment and all HR staff have also undertaken this training
- Our Staff Code of Conduct outlines clear steps that a member of staff should take if they have concerns about another adult in the Academy. For ease of reference any concerns about an adult in the Academy should be referred to the Principal. Any concerns about the Principal should be referred to the Chair of the Governing Board
- A clear Whistleblowing policy is in place if there are concerns about any aspect of the Academy's policies or practice
- Our procedures are regularly reviewed and updated

5. Definitions

Safeguarding and promoting the welfare of children means:

- Protecting children from maltreatment;
- Preventing impairment of children's 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 protect specific children who are suffering, or are 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.

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

Sexting (also known as Youth Produced Sexual Imagery) is the sharing of sexual imagery (photos or videos) by children

Children includes everyone under the age of 18

The following three Safeguarding Partners are identified in Keeping Children Safe in Education 2019 (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
- A clinical commissioning group for an area within the Local Authority
- The Chief Officer of Police for a police area in the Local Authority area

Appendix 1 details the different types of abuse, and the signs / symptoms of each of these

6. 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 or Disabilities (SEND)
- 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 radicalisation
- 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

7. Roles and Responsibilities

Safeguarding and Child Protection is everyone's responsibility. This policy applies to all staff, volunteers and governors in the school and is consistent with the procedures of the three Safeguarding Partners. Our policy and procedures also apply to extended school and off-site activities.

All staff:

All staff will read and understand Part 1 and Annex A of the Department for Education's statutory Safeguarding guidance Keeping Children Safe in Education 2019, and review this guidance at least annually. All staff will undertake Safeguarding and Child Protection training on induction. This training will be regularly updated (at least annually) and will be in line with advice from the three Safeguarding Partners. Training will ensure that all staff are aware of:

- Our systems which support Safeguarding, including the Staff Code of Conduct, the role of the Designated Safeguarding Lead (DSL) and the Deputy Designated Safeguarding Lead (DDSL), the Academy Behaviour Policy, and the Safeguarding response to children who go missing from education
- The Early Help process and their role in it, including identifying emerging problems, liaising with the DSL, 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 Sexual Exploitation (CSE), indicators of being at risk from or involved with serious violent crime, Peer-on-Peer abuse, FGM and Radicalisation

The Designated Safeguarding Lead:

Our Designated Safeguarding Lead is a member of the Leadership Team

Our Designated Safeguarding Lead is Bernie Whittle, Senior Vice Principal (Inclusion). The DSL takes lead responsibility for Child Protection and wider Safeguarding

During term time, the DSL will be available during school hours for staff to discuss any safeguarding concerns. Out of Academy hours the DSL can be contacted via her Academy email address (bernie.whittle@chelsea-academy.org).

When the DSL is absent, the DDSL - David Whitley, Assistant Principal (Inclusion) - will act as cover.

If both the DSL and DDSL are not available, Mr Williams (Principal) will act as cover.

The Designated Safeguarding Lead will:

Have the knowledge and skills required to carry out the role

- is appropriately trained with updates every two years and will refresh their knowledge and skills (this might be via e-bulletins, meeting other designated safeguarding leads, or simply taking time to read and digest safeguarding developments) at regular intervals but at least annually
- obtains access to resources and attends any relevant or refresher training courses
- undertakes Prevent awareness training
- understands the locally agreed processes for providing Early Help and intervention and will support members of staff to access Early Help intervention when appropriate
- has a working knowledge of how the Local Authority conducts an Initial Child Protection Conference and a Review Child Protection Conference, and is able to attend and contribute to these effectively when required to do so
- is alert to the specific needs of Children in Need, those with Special Educational Needs and Young Carers

Manage referrals

- adheres to the three Safeguarding Partners and Academy procedures with regard to referring a child if there are concerns about possible abuse
- refers as required cases of suspected abuse to the Local Authority Children's Social Care
- supports staff who make referrals to Local Authority Children's Social Care
- refers as required cases to the Channel programme where there is a radicalisation concern supports staff who make referrals to the Channel programme
- refers as required cases where a person is dismissed from or has left the Academy due to risk / harm to a child to the Disclosure and Barring Service
- refers as required cases where a crime may have been committed to the police
- ensures that any student currently subject to a Child Protection Plan who is absent from the Academy without explanation is referred to their Social Worker

Work with others

- liaises with the Principal to inform him or her of issues, especially ongoing enquiries under Section 47 of the Children Act 1989 and police investigations
- as required, liaises with the 'case manager' and the designated officer(s) at the Local Authority for Child Protection concerns (all cases which concern a staff member)
- liaises with staff on matters of safety and Safeguarding and when deciding whether to make a referral, by liaising with relevant agencies
- ensures that either they, or another staff member, attend Case Conferences, Core Group meetings and other multi-agency planning meetings, contributes to assessments, and provides reports when required

Training

- organises Child Protection and Safeguarding induction, at least annual training and a minimum of annual updates (including online safety) for all Academy staff
- keeps a record of attendance at this training and addresses any absences
- ensures all staff are provided with copies of Part 1 and Annex A of Keeping Children Safe in Education 2019, the Academy Child Protection and Safeguarding Policy, the Staff Code of Conduct and the Academy Behaviour Policy, and ensures they sign to say they have read them
- ensures each member of staff understands the Academy's Child Protection procedures

- understands and supports the Academy with regards to the requirements of the Prevent duty and is able to provide advice and support to staff on protecting children from the risk of radicalisation

Raise Awareness

- acts as a source of support, advice and expertise for Academy staff on Child Protection and Safeguarding matters
- encourages a culture of listening to children and young people, and taking account of their wishes and feelings, among all staff, in any measures the Academy may put in place to protect them
- ensures the Academy's Safeguarding and Child Protection Policy is reviewed annually (as a minimum) and the procedures and implementation are updated and reviewed regularly
- ensures that the names of the DSL and Deputy DSL are clearly advertised in the Academy
- ensures the Academy's Safeguarding and Child Protection Policy is available publicly and parents are aware of the fact that referrals about suspected abuse or neglect may be made and the role of the Academy in this

Record Keeping

- keeps detailed, accurate records, either written or on CPOMS, of all concerns about a child even if there is no need to make an immediate referral
- ensures that all such records are kept confidentially, stored securely and are separate from student records, until the child's 25th birthday
- ensures that when a student leaves the Academy, their Child Protection file is passed to the new school (separately from the main student file and ensuring secure transit) and that confirmation of receipt is obtained. In addition, if the concerns are significant or complex, and / or Social Services are involved, the DSL will speak to the DSL 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
- ensures that a copy of the Child Protection file is retained until such a time that the new school acknowledges receipt of the original file, and ensures the copy is then shredded
- ensures that an indication of further record-keeping is marked on the student records

The Governing Board will:

- each read Keeping Children Safe in Education 2019
- each have will have an enhanced DBS check without barred list information
- each have a section 128 check (as a section 128 direction disqualifies an individual from being a maintained school governor)
- each receive training about Safeguarding to ensure that they have the knowledge and information needed to perform their functions and understand their responsibilities
- ensure that the Academy complies with legislation relating to Child Protection
- ensure that the Academy has an effective Safeguarding and Child Protection Policy
- approve this policy at each review, ensure that it is reviewed annually, and hold the Principal to account for its implementation
- ensure that the Academy is using Safer Recruitment procedures and that appropriate checks are carried out on new members of staff
- appoint a Link Governor to monitor the effectiveness of this policy in conjunction with the full Governing Board. The Academy's Link Governor is Laura Malkin

when appropriate, the Chair of the Governing Board will act as the 'case manager' in the event that an allegation of abuse is made against the Principal (see Appendix 3)

The Principal:

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

- Ensuring that staff (including temporary staff) and volunteers are informed of this policy as part of their induction
- Communicating this policy to parents when their child joins the school and via the school 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 update this regularly
- When appropriate, acting as the 'case manager' in the event of an allegation of abuse made against another member of staff or volunteer (see Appendix 3)

8. Confidentiality

- We recognise that all matters relating to Safeguarding and Child Protection are confidential but that timely information sharing is essential to effective safeguarding
- Information will only be shared on a need-to-know basis
- Wherever possible, the Academy will share any Safeguarding concerns, or intent to refer to Children's Social Care, with parents / carers. However, the Academy will not do so when it is felt that to do so could place the child at a greater risk of harm or impede a criminal investigation
- It is made clear to all staff that they should never promise a child that they will not tell anyone about an allegation / will keep something secret, as this may not be in the child's best interest
- The Academy recognises that the Data Protection Act 2018 and GDPR do not prevent, or limit, the sharing of information for the purposes of keeping children safe. Fears about sharing information must not be allowed to stand in the way of the need to promote the welfare and protect the safety of children
- 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
- 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 DSL (or DDSL)

NB: In this and subsequent sections, any reference to DSL should be taken to mean DSL (or DDSL)

9. Responding to Concerns about Individual Students

All children at Chelsea Academy must be able to place their trust and confidence in any adult working in the Academy. They must feel sure that they can speak about any worries or concerns they may have and that they will be listened to, taken seriously and responded to appropriately. All staff must therefore know what to do if a child chooses to talk to them about any matter which raises Child Protection concerns.

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

If a child is in immediate danger

- Make a referral to Children's Social Care and / or the police **immediately** if a child is in immediate danger or at risk of harm. **Anyone can make a referral**
- Tell the DSL as soon as possible if you make a referral directly
- The online tool <https://www.gov.uk/report-child-abuse-to-local-council> directs to the relevant local Children's Social Care contact number

If a child makes a disclosure to you

- Listen to what the child is saying without interruption and believe them. Allow them to talk freely without asking leading questions
- Stay calm and do not show shock or upset
- Respect the child's right to privacy but do not promise to keep anything secret
- Reassure the child that s/he has done the right thing in telling. Do not tell them that they should have told sooner
- Explain what will happen and tell them that in order to keep him / her safe from harm the information that has been shared must be passed on
- Complete an online referral on CPOMS. This will generate an email to the DSL and HoY who will follow it up. Make sure you record what was said in the student's own words. Stick to the facts and do not put your own judgement on it
- IN AN EMERGENCY find the DSL as soon as possible. An emergency means the child is in immediate danger
- Alternatively, if appropriate, make a referral to Children's Social Care and / or police directly, and tell the DSL as soon as possible that you have done so
- If in doubt, find the DSL

The Designated Safeguarding Lead will:

- Assess any urgent medical needs of the child
- Consider whether the child has suffered, or is likely to suffer significant harm
- Check whether the child is currently subject to a Child Protection Plan or has been previously subject to a Plan
- Confirm whether any previous concerns have been raised by staff
- The DSL should only inform the parents / carers of the child of any concerns once the Duty Team Leader has been consulted and their advice sought
- Consider whether the matter should be discussed with the child's parents / carers or whether to do so may put the child at further risk of harm because of delay or the parent's / carer's possible actions or reactions
- Seek advice if unsure that a Child Protection referral should be made
- If the child discloses sexual abuse or sexual abuse is suspected, the child must not be questioned and the parents must not be informed until Children's Social Care and the police have been informed and advice given
- Information will be shared on a 'need-to-know' basis and must be treated in absolute confidence. Staff must not discuss the allegation with the child, family members or colleagues
- The DSL will either make a referral to the child's Local Authority Children's Social Care or, if a referral is not considered appropriate at that stage, make full written / CPOMS records of the information that they have received detailing the reasons for the judgement that the matter was not referred to the Local Authority
- The DSL / HoY must keep a written record of / record on CPOMS of all contact with other agencies
- All paperwork relating to child abuse must be kept in a locked cabinet / on CPOMS
- All students who are subject to a Child Protection Plan will have Core Group meetings and Case Conferences organised by Children's Social Care. The DSL or a member of the Pastoral Team will attend these on behalf of the Academy. Students are aware that these meetings take place and that the Academy will be presenting a report at the meetings. The DSL, Head of Year and School Nurse monitors students who are subject to a Child Protection Plan
- The DSL, Head of Year and School Nurse also monitor students who are a cause for concern

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

The Department for Education's Keeping Children Safe in Education 2019 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.

Any member of staff who discovers that an act of FGM appears to have been carried out on a **student under 18** must immediately report this to the police, personally. This is a statutory duty, and teachers will face disciplinary sanctions for failing to meet it. The duty 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 discovers that an act of FGM appears to have been carried out on a **student under 18** must also speak to the DSL and follow our local Safeguarding procedures.

Any member of staff who suspects a student is *at risk* of FGM, or discovers that a student aged 18 or over appears to have been a victim of FGM, must speak to the DSL and follow our local Safeguarding procedures.

If you have concerns about extremism

If a child is not at immediate risk of harm, where possible, speak to the DSL first to agree a course of action. Alternatively, make a referral to Local Authority Children's Social Care directly if appropriate. Where there is a concern, the DSL 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 Department for Education also has a dedicated telephone helpline, 020 7340 7264, that Academy 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 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

If you have concerns about a child (as opposed to a child being in immediate danger)

- Figure One illustrates the procedure to follow if you have concerns about a child's welfare and the child is not in immediate danger
- Where possible, speak to the DSL first to agree a course of action. If in exceptional circumstances the DSL is not available, this should not delay appropriate action being taken. Speak to a member of the Leadership Team and / or seek advice from Local Authority Children's Social Care. You can also contact the charity NSPCC on 0808 800 5000 if you need advice on the appropriate action to take. You should share any action taken with the DSL as soon as possible

Early Help

- If Early Help is appropriate, the DSL / Head of Year will liaise with the Early Help team and set up an initial assessment as appropriate
- The DSL 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

Referral

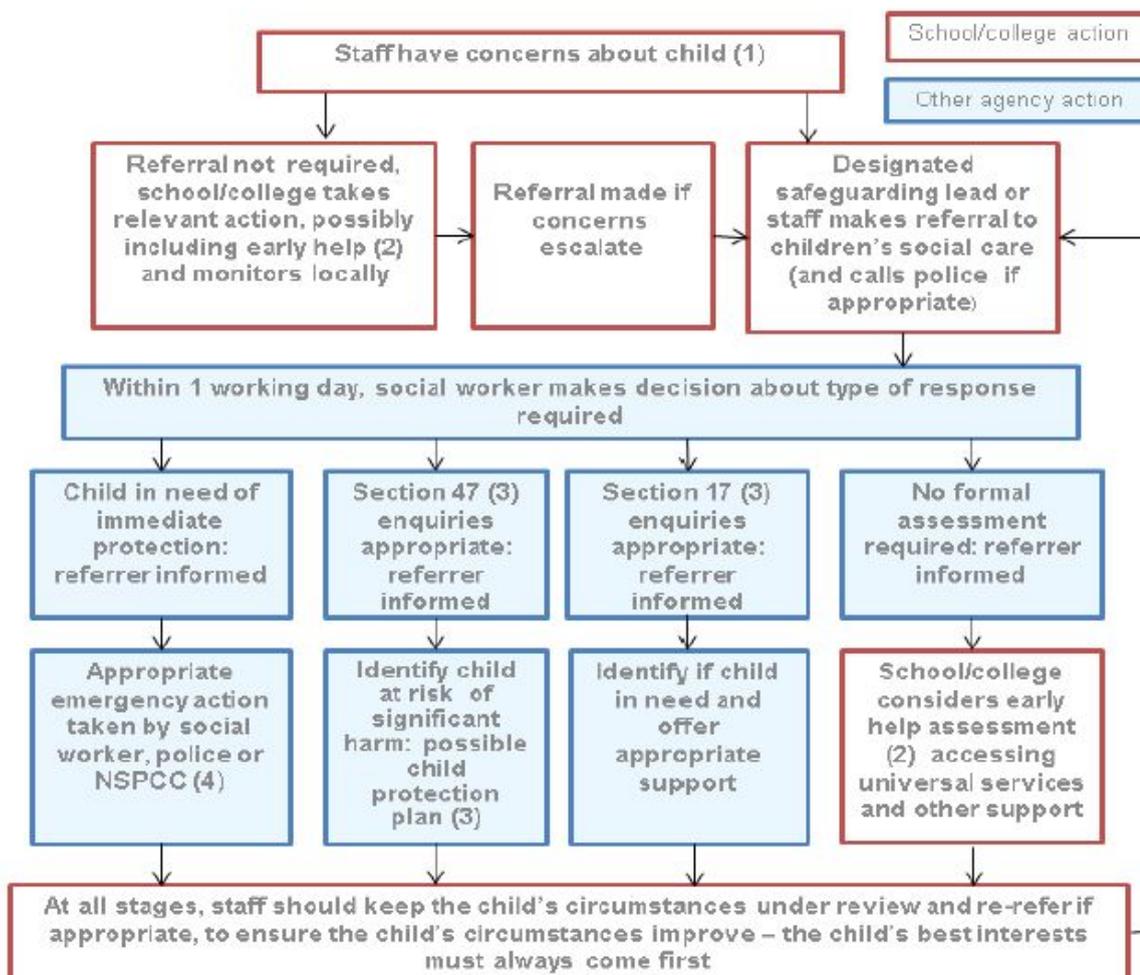
- If it is appropriate to refer the case to Local Authority Children's Social Care or the police, the DSL / Head of Year will make the referral. If you make a referral directly, you must inform the DSL as soon as possible
- The Local Authority will make a decision within one working day of a referral about what course of action to take and will let the person who made the referral know the outcome. The DSL 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
- If the child's situation does not seem to be improving after the referral, the DSL or person who made the referral must contact the Local Authority and make sure the case is reconsidered to ensure the concerns have been addressed and the child's situation improves

Recognising and Responding to Abuse

- Owing to the nature of the day-to-day relationship children at Chelsea Academy have with staff, all adults working in the Academy are particularly well placed to notice any physical, emotional or behavioural signs that a child may be suffering significant harm. We understand that harm means the ill-treatment or impairment of a child's health and / or development, including that caused as a result of witnessing the ill-treatment of another person
- All staff must therefore be alert to any possible indicators that a child is suffering harm and report any concerns to the DSL
- All adults working in the Academy will receive regular Child Protection training in order that their awareness to the possibility of a child suffering remains high
- For definitions and signs / symptoms of the different types of abuse see Appendix 1

Figure One

Actions where there are concerns about a child



Concerns about a staff member or volunteer

If you have concerns about a member of staff or volunteer, or an allegation is made about a member of staff or volunteer posing a risk of harm to children, speak to the Principal. If you have concerns about the Principal, speak to the Chair of Governors. You can also discuss any concerns / allegations about any staff member or volunteer with the DSL. The Principal / Chair of Governors / DSL will then follow the procedures set out in Appendix 3, if appropriate

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’ or ‘part of growing up’. We also recognise the gendered nature of peer-on-peer abuse (i.e. that it is more likely that girls will be victims and boys perpetrators). However, all peer-on-peer abuse is unacceptable and will be taken seriously. Most cases of students hurting other students will be dealt with under the Academy’s Behaviour Policy, but this Safeguarding and Child Protection Policy will apply to any allegations that raise safeguarding concerns. This might include where the alleged behaviour:

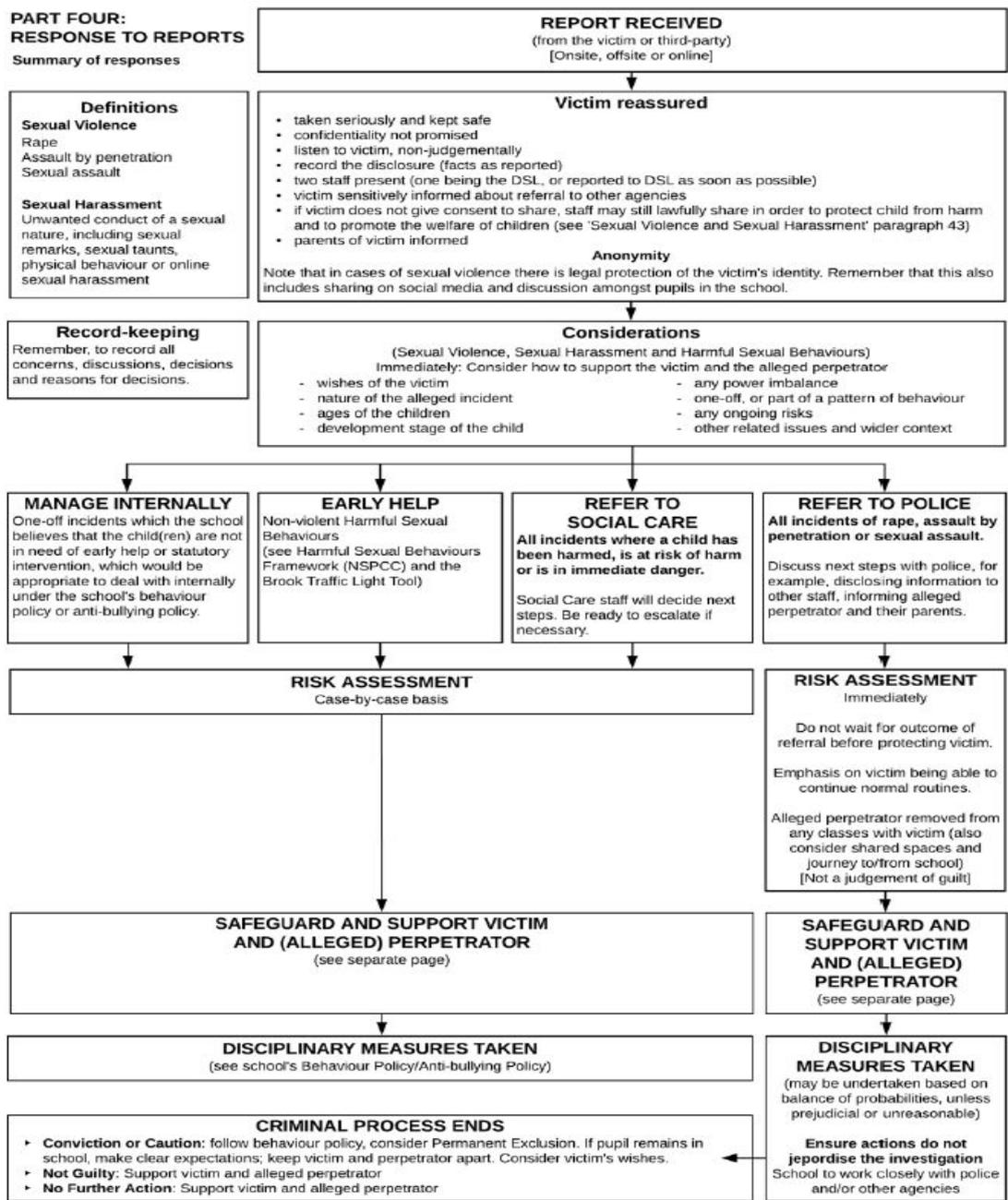
- is serious, and potentially a criminal offence;
- could put students in the Academy at risk;
- is violent;
- involves students being forced to use drugs or alcohol;

- involves sexual exploitation or sexual abuse, such as indecent exposure, sexual assault, or sexually inappropriate pictures or videos (including sexting).

If a student makes an allegation of abuse against another student

- You must tell the DSL and record the allegation, but do not investigate it.
- Figure Two illustrates the procedures which will be followed if the allegation is of sexual violence or sexual harassment between students.
- If appropriate, the DSL will 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 DSL will put a risk assessment and support plan into place for all children involved – both the victim(s) and the child(ren) against whom the allegation has been made – with a named person they can talk to if needed.
- If appropriate, the DSL will contact the Child and Adolescent Mental Health Service (CAMHS).

Figure Two



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Source:
 Sexual Violence and Sexual Harassment between children in schools and colleges (DfE, 2017)

SVSH Flow Chart for Schools 2017 v.1.0

The Academy will minimise the risk of Peer-on-Peer abuse by:

- Challenging any form of derogatory or sexualised language or behaviour, including requesting or sending sexual images;
- Being 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;
- Ensuring our curriculum helps to educate pupils about appropriate behaviour and consent;
- Ensuring students know they can talk to staff confidentially;
- Ensuring staff are trained to understand 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.

Sexting

If you are made aware of an incident involving sexting (also known as ‘youth produced sexual imagery’), you must report it to the DSL immediately. You must not:

- View, download or share the imagery yourself, or ask a pupil to share or download it. If you have already viewed the imagery by accident, you must report this to the DSL;
- Delete the imagery or ask the pupil to delete it;
- Ask the pupil(s) who are involved in the incident to disclose information regarding the imagery (this is the DSL’s responsibility);
- Share information about the incident with other members of staff, the pupil(s) it involves or their, or other, parents and/or carers;
- Say or do anything to blame or shame any young people involved.

You should explain that you need to report the incident, and reassure the student(s) that they will receive support and help from the DSL.

Initial review meeting

Following a report of an incident, the DSL will hold an initial review meeting with appropriate school staff. 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 imagery in order to safeguard the young person (in most cases, imagery should not be viewed);
- What further information is required to decide on the best response;
- Whether the imagery 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 from devices or online services;
- 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 should be involved).

The DSL 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 DSL knows about the imagery suggests the content depicts sexual acts which are unusual for the young person’s developmental stage, or are violent
- The imagery involves sexual acts and any pupil in the imagery is under 13
- The DSL has reason to believe a student is at immediate risk of harm owing to the sharing of the imagery (for example, the young person is presenting as suicidal or self-harming)

If none of the above apply then the DSL, in consultation with the Principal and other members of staff as appropriate, may decide to respond to the incident without involving the police or Children's Social Care

Further review by the DSL

If at the initial review stage a decision has been made not to refer to police and / or Children's Social Care, the DSL will conduct a further review. They will hold interviews with the students involved (if appropriate) to establish the facts and assess the risks. 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

The DSL will inform parents 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 the Academy's Safer Schools Officer or by dialling 101

Recording incidents

All sexting incidents and the decisions made in responding to them will be recorded. The record-keeping arrangements set out in this policy also apply to recording incidents of sexting.

Curriculum coverage

Students are taught about the issues surrounding sexting as part of our Pastoral Curriculum and PD and IT lessons. Teaching covers the following in relation to sexting:

- 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
- 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

Notifying parents

Where appropriate, we will discuss any concerns about a child with the child's parent(s) / carer(s). The DSL will normally do this in the event of a suspicion or disclosure. Other staff will only talk to parents about any such concerns following consultation with the DSL. If we believe that notifying the parent(s) / carer(s) 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 parent(s) / carer(s) of all the children involved

10. Providing a Safe Environment

All parents / carers of students attending Chelsea Academy must feel secure in the knowledge that they are entrusting their children to adults who will strive to keep them safe at school. We will do this by:

- Promoting a caring, safe and positive environment within the Academy
- Ensuring that our staff are appropriately trained in Safeguarding and Child Protection according to their role and responsibilities and keep a record of all training undertaken
- Encouraging the self-esteem and self-assertiveness of all students through the curriculum so that the children themselves become aware of danger and risk, and what is acceptable behaviour and what is not
- Working in partnership with all other services and agencies involved in the Safeguarding of children
- Displaying appropriate posters that detail contact numbers for Child Protection helplines
- Always following Safer Recruitment procedures when appointing staff or volunteers to work in our Academy
- Welcoming visitors in a safe and secure manner and ensuring they understand our Safeguarding and Child Protection procedures
- Undertaking risk assessments when planning out-of-Academy activities or trips / visits
- Ensuring that any community groups which use our premises for the provision of services to children have Child Protection knowledge and understanding evidenced by a policy, or are prepared to adopt our own policy

The Academy recognises that it plays a significant part in the prevention of harm to our students by providing them with good lines of communication with trusted adults, supportive friends and an ethos of protection. The Academy community will therefore:

- establish and maintain an ethos where children feel secure, are encouraged to talk and are always listened to
- ensure that all children know there is an adult in the Academy whom they can approach if they are worried or in difficulty, usually their Learning Coach
- include in the curriculum opportunities for Personal Development (PSHE and Citizenship) which equip children with the skills they need to stay safe from harm and to know to whom they should turn for help

11. Supporting Children who are particularly vulnerable

Children with Special Educational Needs

The Academy recognises that some children are more vulnerable to abuse and neglect and that additional barriers exist when recognising abuse for some children. We understand that this increase in risk is due more to societal attitudes and assumptions, or to Child Protection procedures which fail to acknowledge children's diverse circumstances, rather than the individual child's personality, impairment or circumstances

In some cases possible indicators of abuse such as a child's mood, behaviour or injury might be assumed to relate to the child's impairment or disability rather than giving a cause for concern. Or a focus may be on the child's disability, Special Educational Needs or situation without consideration of the full picture. In other cases, such as bullying, the child may be disproportionately impacted by the behaviour without outwardly showing any signs that they are experiencing it. We recognise too that students with Special Educational Needs are more prone to peer group isolation than other students.

Some children may also find it harder to disclose abuse due to communication barriers, lack of access to a trusted adult or not being aware that what they are experiencing is abuse.

To ensure that all of our students receive equal protection we will give special consideration to children who are disabled or have Special Educational Needs.

Children Looked After (CLA)

The most common reason for children becoming looked-after is as a result of abuse and neglect. The Academy ensures that staff have the necessary skills and understanding to keep Children Looked-After safe. Appropriate staff have information about a child's looked-after legal status and care arrangements, including the level of authority delegated to the carer by the authority looking after the child, and contact arrangements with birth parents or those with parental responsibility.

The Designated Senior Person for Children Looked After (CLA) and the DSL have details of the child's social worker and the name and contact details of the Virtual School headteacher for children in care, who has responsibility for the progress of CLA. The Designated Senior Person for Children Looked After works with the Virtual School headteacher to discuss how funding can be best used to support the progress of looked-after children in the Academy and meet the needs outlined in the child's Personal Education Plan.

The Academy recognises that:

- a child who is abused or witnesses violence may find it difficult to develop and maintain a sense of self worth
- a child in these circumstances may feel helpless and humiliated, and feel self-blame
- the Academy may provide the only stability in the lives of children who have been abused or who are at risk of harm
- research shows that the behaviour of a child in these circumstances may range from that which is perceived to be normal to aggressive or withdrawn

The Academy will support all students by:

- encouraging self-esteem and self-assertiveness whilst not condoning aggression or bullying
- promoting a caring, safe and positive environment within the Academy
- liaising and working together with all other support services and those agencies involved in the safeguarding of children
- maintaining a 'Cause for Concern, register – to monitor a student more closely if there is reason to do so
- notifying Children's Social Care as soon as there is a significant concern
- providing continuing support to a student about whom there have been concerns who leaves the Academy by ensuring that appropriate information is forwarded under confidential cover to the student's new place of education

12. Mobile Phones and Cameras

Staff are allowed to bring their personal phones to school for their own use, but will limit such use to non-contact time. Staff will not take pictures or recordings of students on their personal phones or cameras.

The Academy follows the General Data Protection Regulation and Data Protection Act 2018 when taking and storing photos and recordings for use in the Academy.

13. Supporting Staff

We recognise that staff working in the Academy who have become involved with managing allegations of child abuse or working with a child who has suffered harm, or appears to be likely to suffer harm may find the situation stressful and upsetting. We will ensure we support such staff by providing supervision or an opportunity to talk through their anxieties with the DSL, or helping them by seeking further support as appropriate.

14. Attendance - Children Missing from Education

A child going missing from education is a potential indicator of abuse or neglect, and such children are at risk of being victims of harm, exploitation or radicalisation. 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;
- 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; or

- come from new migrant families.

We are aware that a student's unexplained absence from the Academy could mean that they are at risk from harm and we will always follow the Academy procedures for dealing with unauthorised absence and for dealing with children who go missing 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. These include:

- reporting an unexplained absence of a child with a Child Protection Plan to the child's Social Worker on that day
- seeking to clarify the reason for a child's absence from school with the child's parent / carer as soon as is practicable on the first day
- reporting a continued absence about which we have not been notified by the parent / carer to the Early Help Team
- considering a student to be 'missing from education' if they have been absent from the Academy for a period of five days without the Academy being notified of the absence by the parent / carer and without the Academy being able to make contact with the parent / carer. Under these circumstances the Academy will contact the Early Help Team on the fifth day of absence who will then refer the matter to the ACE Team
- reporting to the Local Authority the name of any child who has been newly registered to attend our school but does not arrive on the expected day, and if a child leaves the Academy without a new school being named
- reporting to the ACE Team the continued absence of a child known or thought to have been taken overseas if the child does not return to school on the expected return date
- making an immediate referral to the Local Authority Children's Social Care team, and the police, if the child is in immediate danger or at risk of harm.
- training staff about the 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 missing, such as travelling to conflict zones, FGM and forced marriage

15. Student Information

We recognise the importance of keeping up-to-date and accurate information about students. We regularly ask all parents/carers to provide us with the following information and to notify us of any changes that occur:

- names and contact details of persons with whom the child normally lives
- names and contact details of all persons with parental responsibility
- where reasonably possible, more than one emergency contact number
- details of any persons authorised to collect the child from the Academy (if different from above)
- any relevant court orders in place including those which affect any person's access to the child (e.g. Residence Order, Contact Order, Care Order, Injunctions)
- name and contact details of G.P
- any other factors which may impact on the safety and welfare of their child

16. Staff Recruitment

- The Academy ensures that it follows the guidance on Safer Recruitment of staff, including advertising appropriately, with a statement about our commitment to Safeguarding and that enhanced DBS checks will be carried out. Two satisfactory references will need to be obtained prior to confirmation of a post and all relevant checks finalised prior to appointment
- All persons who work at the Academy have a full interview (including Safeguarding-specific questions), a DBS check prior to working at the Academy and all necessary risk assessments conducted as required
- The Section 128 Prohibitions Check is carried out for all governors, the Principal, Leadership Team and Curriculum Leaders
- Our interview panels always contain at least one member of staff trained in Safer Recruitment practice

New staff

When appointing new staff, the Academy will:

- Verify their identity
- Obtain (via the applicant) an enhanced Disclosure and Barring Service (DBS) certificate, including barred list information for those who will be engaging in regulated activity. We will not keep a copy of this for longer than six months
- 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 two 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, including (where relevant) any teacher sanctions or restrictions imposed by a European Economic Area professional regulating authority, and criminal records checks or their equivalent
- 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
- Ask for written information about previous employment history and check that information is not contradictory or incomplete
- Seek references on all short-listed candidates, including internal candidates, before interview. We will scrutinise these and resolve any concerns before confirming appointments. The references requested will ask specific questions about the suitability of the applicant to work with children

Existing staff

If the Academy has concerns about an existing member of staff's suitability to work with children, we will carry out all the relevant checks as if the individual was a new member of staff. We will also do this if an individual moves from a post that is not regulated activity to one that is

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
- The individual has received a caution or conviction for a relevant offence, or there is reason to believe the individual has committed a listed relevant offence, under the [Safeguarding Vulnerable Groups Act 2006 \(Prescribed Criteria and Miscellaneous Provisions\) Regulations 2009](#); or
- 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 Staff

The Academy 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

The Academy 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. The Academy 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. The Academy 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, the Academy will ensure that all necessary checks are carried out. Where trainee teachers are fee-funded, the Academy 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

The Academy 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. The Academy will retain a record of this risk assessment

Alternative Provision Settings

When the Academy places a student with an Alternative Provision provider, 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

17. Allegations Against Staff

See Appendix 3 for the Academy's procedure for dealing with allegations against staff

18. Whistle-Blowing

We recognise that children cannot be expected to raise concerns in an environment where staff fail to do so. All staff should be aware of their duty to raise concerns, where they exist, about the attitude or actions of colleagues. Please see the Academy's Whistle-Blowing policy. The NSPCC Whistleblowing Helpline Number can be found in Appendix 5

19. Physical Intervention

Our policy on physical intervention by staff is set out in our Behaviour Policy and acknowledges that staff must only ever use physical intervention as a last resort, At any time when physical restraint is required, it must always be with the use of 'reasonable' force - using no more force than is needed. Any such intervention will be recorded and parents / carers notified

We understand that physical intervention of a nature that causes injury or distress to a child may be considered under Safeguarding / Child Protection or disciplinary procedures

See Appendix 8 for the section of the Academy's Behaviour Policy that refers to physical intervention

20. Bullying

The Academy's Anti-Bullying policy is a separate policy and acknowledges that to allow or condone bullying may lead to consideration under Safeguarding / Child Protection procedures. See the Academy's Anti-Bullying Policy

21. E-Safety

The Academy policy on E-safety and ICT use is set out in a separate policy document. The use of the Internet is an important part of education but there are risks of harm associated with its use. We have an E-Safety policy that addresses how we minimise those risks and teach children how to stay safe when using the internet in their lives outside of the Academy. We also recognise that all members of staff and volunteer staff must always be mindful of the need to follow our policy of acceptable use of our IT equipment. Any series of, or single serious incident may lead to consideration under Safeguarding / Child Protection procedures

Our students increasingly use electronic equipment on a daily basis to access the internet and share content and images via social media sites such as facebook, twitter, instagram and snapchat. Unfortunately, some adults and other children use these technologies to harm children. The harm might range from sending hurtful or abusive texts or emails, to grooming and enticing children to engage in sexual behaviour such as webcam photography or face-to-face meetings. Students may also be distressed or harmed by accessing

inappropriate material such as pornographic websites or those which promote extremist behaviour, criminal activity, suicide or eating disorders. Chelsea Academy has an E-Safety policy which explains how we try to keep students safe in the Academy and how we respond to online safety incidents. Students are taught about online safety throughout the curriculum. The Academy's ICT systems are reviewed regularly to ensure they effectively filter the internet and arrangements are in place to proactively monitor online usage

22. Photography, Video and the use of Student Images

The taking, and use, of student images will only be undertaken with full parental and student permission (which is taken on transition as part of the Home-Academy Agreement). Every precaution will be taken to ensure that names and photographs do not appear together; storage of this data is secure and only used by those authorised to do so

23. Health and Safety of Students while on Trips and Visits

Our Health and Safety and Trips and Visits policies, set out in separate documents, reflect the consideration we give to the protection of our children both on and off site

24. Monitoring and Review of Policy and Practice

The DSL monitors our Safeguarding and Child Protection practices and brings to the notice of the Principal and Governors any weaknesses or deficiencies. The Governing Board has a duty to remedy any weaknesses that are identified. Each academic year the Link Governor for Safeguarding will check the procedures mentioned in this policy.

An annual report is submitted to the Governing Board which outline the Safeguarding and Child Protection work which is being undertaken during the year. Names of children are not shared. Details of the following will be included in these reports:

- The names of members of staff with designated Child Protection responsibilities
- Confirmation that all new staff and volunteers have been recruited safely and that a record of all staff vetting checks is up-to-date and complete
- The training that has been undertaken by the designated staff
- The training that has been undertaken by all other staff and volunteers (working with children)
- Details of any incidents when physical restraint of students has been used
- Details of information and guidance that has been given to staff
- Details of Safeguarding and Child Protection issues included in the curriculum
- Confirmation that all Child Protection records are stored securely and where appropriate have been transferred to another school
- Details of Safeguarding and Child Protection information given to parents / carers
- Details of the safety of the Academy site and the access given to visitors
- Confirmation that all Academy lettings have been agreed with consideration given to the Safeguarding of children
- Numbers of Child Protection referrals made to Children and Family Services
- Numbers of children who are, or have been, subject to a Child Protection Plan

The Governors, Principal and Designated Staff will work together on any aspect of Safeguarding and Child Protection that is identified as an area for development over the coming year

Links to other Policies:

A range of other Academy policies are central to many aspects of the Academy's Safeguarding and Child Protection Policy, and this document should therefore be read in conjunction with:

- Anti-Bullying Policy
- Attendance and Punctuality Policy
- Whistle-Blowing Policy
- Behaviour Policy (including information on physical restraint)
- E-Safety Policy (including Internet Protocol)
- Health and Safety Policy
- Trips and Visits

- Staff Code of Conduct

This Policy was adopted in **September 2019** and is reviewed annually by the Governors of our Academy, the Principal and the DSL. It is, and will continue to be reviewed annually

This policy is available to all parents / carers of current and prospective students either in hard copy or from our website

APPENDICES

- Appendix 1: Child Abuse - Categories and What to Look Out For
- Appendix 2: Advice to Staff
- Appendix 3: Allegation Against a Member of Staff Procedure
- Appendix 4: Specific Safeguarding Issues
- Appendix 5: Useful Contact Details
- Appendix 6: CPOMS User Instructions
- Appendix 7: Radicalisation Advice
- Appendix 8: Physical Restraint Procedure (as outlined in the Academy's Behaviour Policy)
- Appendix 9: Trips and Visits - Host Families

Child Abuse - Categories and What to Look Out For

As a member of staff at Chelsea Academy, you need to be clear about:

- what constitutes abuse
- how to recognise it
- who to refer your concerns to

Criteria for Registration and Categories Abuse

All children have certain basic needs, which include:

- Physical care and protection
- Affection and approval
- Stimulation and approval
- Discipline and control that is consistent and appropriate to age
- The opportunity to gradually acquire self-esteem, confidence, independence and responsibility that are age-appropriate

Individual cases must always be treated on their own merits, however in general terms the following definition should provide the basis for action under these guidelines: "A child is considered to be in need of protection when the basic needs of that child are not being met through avoidable acts of either commission or omission".

Before a child is placed on a Child Protection Plan a conference must decide that there is, or is a likelihood of significant harm leading to the need for a Child Protection Plan. The following are used for the plan. They are intended to provide definitions as a guide. In some instances more than one category of registration may be appropriate.

Definition of Child Abuse

For the purposes of dealing with Child Abuse, a child is defined as **any child or young person under 18 years of age** at the time when care proceedings may be initiated.

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm or by failing to act to prevent harm. Children may be abused in the family or in an institutional or community setting by those known to them or, more rarely, by others (e.g. via the internet). They may be abused by an adult or adults, or by another child or children.

All staff need to be aware that behaviours linked to drug taking, alcohol abuse, truanting and sexting put children in danger and that Safeguarding issues can manifest themselves via peer-on-peer abuse

All staff must also recognise that abuse, neglect and Safeguarding issues are complex and are rarely standalone events that can be covered by one definition or label. In most cases multiple issues will overlap one another.

Any child in any family in any school could become a victim of abuse. Staff should always maintain an attitude of 'it could happen here'.

There are four areas of definition:

a) **Emotional Abuse**

The persistent emotional maltreatment of a child such as to cause severe and adverse effects on the child's emotional development. All forms of abuse involve some emotional ill treatment

b) **Neglect**

The persistent failure to meet a child's basic physical and / or psychological needs, or the failure to protect a child from exposure to any kind of danger, or extreme failure to carry out an important aspect of care, resulting in the significant impairment of the child's health or development, including non-organic failure to thrive

c) **Physical Abuse**

The physical injury to a child, where there is definite knowledge, or reasonable suspicion, that the injury was inflicted or knowingly not prevented. This includes deliberate hitting, shaking, throwing, poisoning, burning, attempted drowning or smothering

Sexual Abuse

The involvement of dependent, developmentally immature children and adolescents in sexual activities they do not fully comprehend, to which they are unable to give informed consent or that violate the social taboos of family roles. It may also include non-contact activities such as looking at pornographic materials or sexual activities

Recognition of Abuse

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, clothing and shelter (including exclusion from home or abandonment), protect a child from physical and emotional harm or danger, ensure adequate supervision (including the use of inadequate care-givers), or ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Signs to look out for:

- dirty unkempt appearance of child, in overall poor condition
- thin wispy hair, underweight child, diarrhoea may indicate poor nutrition
- an undernourished child may be unduly solemn or unresponsive, or may be overeager to obtain food
- an under-stimulated child may not reach expected milestones
- behaviour and developmental difficulties that cannot be explained by clinical factors
- child may seem listless, apathetic, unresponsive with no apparent medical cause
- frequently absent from the Academy
- physically uncared for
- left alone for excessive periods
- left with parents who are intoxicated or violent

Associated factors

Neglected children frequently come from homes where there is:

- a parent who is lonely, isolated, unsupported or depressed
- poor inter-parental relationship / domestic violence
- a parent who is abusing drugs or alcohol
- a large number of children living in cramped or very poor conditions

Action to be taken

If a member of staff has concerns about the well being of a child, a discussion should take place with the Designated Safeguarding Lead (DSL), records should be kept, and when appropriate Children's Social Care staff should be informed by the DSL or HoY.

Emotional Abuse

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

exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, although it may occur alone.

Signs to look out for:

- a child may be inducted into a parental caretaking role and not be encouraged to be involved with appropriate play
- a child may be used as a parent's / carer's confidant to a degree that is harmful to the child's psychological development
- a child may be ignored, rejected or denigrated by a parent / carer
- a child may be terrorised by a parent / carer or others so that she / he is overly fearful and watchful
- a parent / carer who is unable to be responsive to a child's emotional needs, who may be emotionally distant and / or excessively negative and hostile
- a child (usually of a mentally ill or disturbed parent) who is inducted into a parent's / carer's delusory state or paranoid beliefs
- a child who is cripplingly over-protected and not given freedom to act at an age appropriate level
- a parent / carer who provides only conditional love with threats of withdrawal of love
- changes or regression in mood or behaviour
- nervousness, watchfulness
- obsessions or phobias
- sudden under achievement or lack of concentration
- attention-seeking behaviour

Behavioural definitions are very difficult to quantify because a) most children experience some of these acts from time to time, and b) because the impact of a single or seldom occurring act of abuse will not have severe and harmful effects. The harm of emotional maltreatment results from the cumulative effects of repeated acts of psychological abuse.

Associated Factors

Children who suffer from emotional abuse frequently come from homes where there is:

- a mentally ill or disturbed parent
- drug or alcohol abuse
- a parent / carer who is socially isolated, unsupported or depressed, or conversely, a parent / carer who has a very active social life with very little time or energy to give to child care
- a parent / carer who has poor social skills, who may have learning difficulties and lack of knowledge about children's age appropriate needs
- a parent / carer who has suffered severe abuse within her / his own childhood
- a household where there is 'adult on adult' domestic violence

Many parents / carers who emotionally abuse their children are unaware that what they are doing is harmful. As a result of their own life experiences they may have a distorted view of parenting and their role as a mother / father.

Action to be taken

If a teacher is concerned that a student in her / his class is being emotionally maltreated, it should be reported to the DSL, detailed records should be kept, and when appropriate, Children's Social Care staff informed by the DSL or HoY.

Physical Abuse (Non-Accidental Injury)

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

Location of injury

It should not be assumed that an injury to a part of the body normally vulnerable to accidental injury has necessarily been caused accidentally – it could be non-accidental. All injuries to children, which do not easily come into the category of normal bumps and scrapes, should be seen by a doctor.

Certain parts of the body are more commonly subjected to non-accidental injury. These include the upper arm, where a child may be gripped or shaken, the back, and the buttocks. Multiple injuries of various types, ages and location are common features of physical abuse.

Most non-accidental injuries leave marks on the body. PE staff are therefore key people in the identification of this form of abuse, as they regularly see the children partially dressed.

Signs to look out for:

- children who show a reluctance to undress or to expose parts of their bodies should be monitored as children who may have suffered physical injury
- unexplained absences
- physical signs of injury
- unexplained or confused accounts of how an injury occurred
- explanation of an injury which appears to be inappropriate to the nature and age of the injury
- have injuries which have not received medical attention
- have injuries in places not usually exposed to falls, rough games etc
- display symptoms of neglect such as under-nourishment, failure to grow, constant hunger

Common Medical / Physical Factors Associated with Physical Abuse

a) Bruising

- facial bruising around the mouth and ears
- groups of small bruises
- black eyes without a forehead injury, particularly if both eyes are affected
- weal marks or outline of bruising (e.g. hand mark)
- bruising of soft tissue with no obvious explanation (most bruises occur on bony protuberances such as the temple or shin)
- bruises on the back, back of legs, stomach, chest or neck
- bruises or cuts to mouth or tongue (e.g. split frenulum)
- pinch marks are found in pairs and may be seen on the back, buttocks, arms or cheeks

b) Bites

- bites leave clear impressions of teeth and some bruising
- parents sometimes claim that bites have been made by other children or animals. It is therefore important to check the size and shape of the injury. If the impression is more than 3cms across it will have been caused by an adult or adolescent
- bites can be inflicted almost anywhere on the body
- bites are never accidental

c) Burns and Scalds

- children will sometimes suffer minor burns through hot irons etc., but it is uncommon for multiple burns to be caused accidentally
- a cigarette burn is characteristically round, but may have a tail when dragged against the skin, and is surrounded by an area of inflamed skin
- cigarette burns can be found in groups and can be found on any part of the body
- scalds from boiling water may result from lack of supervision, or non-accidentally
- a child is very unlikely to sit down willingly in very hot water; therefore he cannot scald a bottom accidentally without also scalding the feet
- burns and / or scalds are particularly worrying as a degree of sadism may be involved when such injuries are inflicted

Associated Factors

- injuries not consistent with explanation given by parent (even if agreed by the child)
- circumstances where parent delays seeking medical advice
- a history of repeated injuries or presentation to the Accident and Emergency Department

- consent for a medical refused by parent
- desire of a parent to attribute blame elsewhere
- distant or mechanical handling of the child by the parent

Action to be taken

If a teacher has concerns that a student in her / his class may be suffering from physical abuse, the DSL should be informed, and detailed records kept (including dates injuries noted). The DSL will decide if concerns should be shared with parents / carers, and when appropriate, Children's Social Care staff and a designated doctor should be informed.

Sexual Abuse

Involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

The traumatic effects of child sexual abuse can be far-reaching and enduring, impacting on a child's cognitive, behavioural and social development. The earlier the abuse occurs, the more adversely subsequent stages of development may be affected. The longer the abuse continues, the more extensive it is (e.g. involving penetrative abuse), the greater the number of developmental stages that abuse continues through, and the more disturbed the child is likely to be. Children who have suffered chronic long-term sexual abuse tend to have very negative feelings about themselves and all aspects of their relationships.

Both boys and girls can suffer from sexual abuse. Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children. Both men and women can be perpetrators – boys and girls who disclose sexual abuse from a female perpetrator are often met with disbelief. It is therefore important to listen to what a child says without being judgemental. Abusers can be parents, friends, teachers, childcare workers, clergymen or strangers. Warning children about 'Stranger Danger' should happen on a regular basis.

Signs to look out for:

- any allegations made by the child
- a child who demonstrates inappropriate sexual interest and activity, through play or drawings
- sexualised behaviour, masturbation and sex play which often leaves the peer group confused or embarrassed
- a child having excessive preoccupation with, or precocious knowledge of adult sexual behaviours
- a child who shows a marked fear of adults, usually men, but occasionally men and women
- a child who presents as depressed and where there may be instances of drug or alcohol abuse, suicide attempts or running away
- a child who suddenly starts to wet or soil
- a child who takes over the role of wife / mother within the family
- a child whose concentration and academic performance suddenly deteriorates
- a child who avoids medical examination or is reluctant to change for PE
- a child who has low self-esteem and few friends
- aggressive behaviour from a normally quiet child, or withdrawn behaviour from a normally boisterous child
- frequent unexplained absences or lateness
- a child who talks of nightmares and being unable to sleep; a child who may be excessively tired
- fire raising
- pregnancy in young teenagers where the identity of the father is vague or unknown
- recurrent urinary tract infections
- signs of sexually transmitted infections and overall dishevelled appearance

- eating disorders e.g. Anorexia, Bulimia

Action to be taken

If any teacher has concerns that a child in her / his class may be suffering from sexual abuse in any form, they must discuss this with the DSL, who should then discuss it with Children's Social Care staff. Parents should not be informed at the early stage of what action has been taken, as this may serve to quieten the child, putting her / him at even greater risk. Detailed records should be kept, including dates and circumstances surrounding discussions.

APPENDIX 2

Advice to Staff

Below is a set of guidelines that staff should take on board when dealing with individual/small groups of students. It is important to be mindful at all times of your behaviour in relationship to individual/small groups of students and of the potential risk of an allegation. Staff should take necessary precautions in order to minimise the opportunity for an allegation to be made against them.

- Whenever possible try not to be alone in a room with a student, regardless of gender. If you are on your own with a student, leave the door open and inform a colleague if possible. Always keep an appropriate distance between you and the student
- Do not engage in conversations about your personal life with students
- Keep boundaries very clear between you and the student, particularly if the conversation involves relationships, emotions, and sexual content
- Do not exchange mobile phone numbers with students. If possible do not have your mobile phone out when dealing with an individual student
- Do not accept students as 'friends' on Facebook, Myspace or other similar social media sites
- If a student wishes to disclose personal information to you, ensure that they understand that you cannot guarantee confidentiality. Do not probe a student about their personal life unless they approach you. Avoid giving advice to students about their relationships
- Do not teach small groups of students/individuals outside of normal lessons unless there is another member of staff in the Curriculum area at that time
- Be aware of students forming attachments to you as a member of staff and keep your distance if they appear particularly needy of your attention. It is imperative that you do not appear to be encouraging the relationship, as this can often lead to misunderstandings
- Be aware of conversations that you have with students and the need to avoid sexual innuendo at all times. Older students are particularly conscious of staff making sexual inferences and this can place you in a very vulnerable position

Please discuss with the Designated Senior Lead if at any time you are concerned about a situation and wish to seek advice

APPENDIX 3

Allegation Against a Member of Staff Procedure

1. Introduction

This document provides the steps to take where there is an allegation of physical or sexual abuse against a member of staff in relation to an Academy student. The process described in this document is intended for use with both teaching and associate staff. In this procedure, the term 'parents' means all those having parental responsibility for a child.

The Academy recognises that any allegation is serious and needs to be dealt with in a sensitive, efficient manner. It is also important that those with responsibilities described in this procedure act without delay. All parties involved are likely to be distressed. Any disruption to the normal running of the Academy should be minimised.

2. Designated Senior Lead

The Principal shall designate a member of staff to act as the Designated Senior Lead (DSL) for the Academy. The Principal shall advise the Governors and all members of staff of the name of the Academy's DSL and inform them of any changes.

3. Receiving an Allegation

- All allegations of physical or sexual abuse made against a member of staff in relation to a student must be reported to the Principal
- The Principal must make a written record (timed and dated) of what has been reported. If possible, the allegation should be written by the student or the person to whom the allegation was first made
- Total confidentiality must not be promised to the student or adult making the allegation or disclosure. For example, the person against whom the allegation has been made will have a right to know the substance of the allegation if disciplinary or legal action is to be taken
- The member of staff must not discuss the allegation with the accused person prior to reporting the matter to the Principal.
- If appropriate, the Principal should then make a referral to the Local Authority Designated Officer (LADO)

In the event of the allegation being made against the Principal, the DSL is responsible for reporting the allegation to the Chair of Governors, who will undertake the role assigned to the Principal throughout this procedure. The LADO will be notified by the Chair of Governors

4. Principal's initial consideration of an allegation

- The Principal, in consultation with the DSL, should decide whether any enquiries are necessary in order to decide whether or not to refer the matter to Children's Social Care or the police. The Principal and the DSL should consider what information needs to be gathered and how it is to be obtained. Staff or students must not be interviewed. Third parties within the Academy may be asked, but not required, to write an account of their direct experience in relation to the allegation
- Where the Principal considers that a referral might be warranted under Child Protection Procedures, s/he must refer the matter accordingly without delay. Any alleged physical injuries must be investigated by the appropriate external agencies
- The Principal may seek advice from appropriate agencies. These agencies include the Social Services, the Department for Children and Family Services and the police
- At this initial stage, the Principal, in consultation with any external agencies, should decide on the extent to which information can be shared with the member of staff who is the subject of the allegation
- If the Principal decides to refer an allegation to Children's Social Care and / or the police, any internal Academy enquiries should be held in abeyance until Children's Social Care / the police have indicated that they have no further involvement

5. If an external referral is decided

- The Principal should contact the LADO and/ or the police, as appropriate, to report the allegation

- The Principal should discuss with the LADO what may and may not be said to the student/parent, to the member of staff against whom the allegation has been made, and to the initial informants
- The Principal should inform the Chair of Governors that an allegation relating to a member of staff has been referred. The Principal should not describe the circumstances of the allegation to the Chair of Governors at this stage
- The Principal should prepare a standard response to queries by Academy parents and the media. The response should indicate that:
 - the matter is governed by procedures which the Principal is obliged to follow
 - the matter is in the hands of the appropriate agencies and no further comment can be made
 - no names can be given for public use
- When inter-agency discussions take place, it is essential that the Principal or a substitute attends
- When the appropriate agencies have completed their procedures, the Principal may decide that an internal investigation should be carried out to establish whether or not the Academy's Disciplinary Procedure should be invoked. Any disciplinary investigation conducted by the Academy must follow the Academy's disciplinary procedure. Interviews with children should be kept to a minimum

6. If an external referral is not made

- An external referral would not normally be made when the Principal is satisfied that children are not at risk of significant harm or that a reportable criminal offence has not been committed
- An internal investigation should be carried out to establish the circumstances. If the Principal decides that disciplinary action may be appropriate, the Academy's Disciplinary Procedure should be invoked. Any disciplinary investigation conducted by the Academy must follow the Academy's disciplinary procedure. Interviews with children should be kept to a minimum

7. Suspension of Staff

- Suspension should not automatically follow an allegation but it may be an appropriate step at any stage, depending on the information available. Suspension is not a disciplinary action
- The decision on suspension is for the Principal to take. Where external agencies are involved, any decision on suspension should be made after consultation with them. Factors such as the seriousness of the allegation, the perceived risk to children, the existence or otherwise of previous complaints and the possible conduct of the investigation may be relevant
- Staff who are suspended should be advised that the HR Manager is their point of contact in the Academy. Staff who are suspended should also be advised to contact their professional association, trade union or other professional body

8. Role of the Governing Board

Members of the Governing Board will not normally become involved in Child Protection inquiries involving members of staff unless the Governor is subsequently requested to participate under the Academy's Disciplinary Procedure.

9. Record Keeping

- The DSL is required to manage the keeping of records in relation to the allegation. Where a person makes an oral statement, a written record should be produced and, as with other written statements, it should be signed and dated by the author
- The DSL should also ensure that a record is maintained of the process followed in handling the allegation. The Principal should verify the accuracy of that record
- These records must be stored securely

10. Monitoring, Evaluation and Review

The Governing Board will review this policy at least every year and assess its implementation and effectiveness. The policy will be promoted and published throughout the Academy.

APPENDIX 4

Specific Safeguarding Issues

Expert and professional organisations are best placed to provide up-to-date guidance and practical support on specific Safeguarding issues. Broad government guidance on the issues listed below is available from the GOV.UK website

Child Sexual Exploitation

Child sexual exploitation (CSE) is a form of sexual abuse where children are sexually exploited for money, power or status. It can involve violent, humiliating and degrading sexual assaults. In some cases, young people are persuaded or forced into exchanging sexual activity for money, drugs, gifts, affection or status. Consent cannot be given, even where a child may believe they are voluntarily engaging in sexual activity with the person who is exploiting them. Child sexual exploitation does not always involve physical contact and can happen online. A significant number of children who are victims of sexual exploitation go missing from home, care and education at some point. Some of the following signs may be indicators of sexual exploitation:

- Children who appear with unexplained gifts or new possessions
- Children who associate with other young people involved in exploitation
- Children who have older boyfriends or girlfriends
- Children who suffer from sexually transmitted infections or become pregnant
- Children who suffer from changes in emotional well-being
- Children who misuse drugs and alcohol
- Children who go missing for periods of time or regularly come home late and
- Children who regularly miss school or education or do not take part in education

Female Genital Mutilation (FGM)

Professionals in all agencies, and individuals and groups in relevant communities, need to be alert to the possibility of a girl being at risk of FGM, or already having suffered FGM. FGM comprises all procedures involving partial or total removal of the external female genitalia or other injury to the female genital organs. It is illegal in the UK and a form of child abuse with long-lasting harmful consequences.

There is a range of potential indicators that a child or young person may be at risk of FGM, which individually may not indicate risk but if there are two or more indicators present this could signal a risk to the child or young person. Victims of FGM are likely to come from a community that is known to practise FGM. Professionals should note that girls at risk of FGM may not yet be aware of the practice or that it may be conducted on them, so sensitivity should always be shown when approaching the subject.

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 / student already being known to Children's Social Care 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 a 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 Children's 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 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.

Section 5B of the Female Genital Mutilation Act 2003 (as inserted by section 74 of the Serious Crime Act 2015) places **a statutory duty upon teachers along with regulated health and social care professionals in England and Wales, to report to the police where they discover (either through disclosure by the victim or visual evidence) that FGM appears to have been carried out on a girl under 18**. Those failing to report such cases will face disciplinary sanctions. It will be rare for teachers to see visual evidence, and they should not be examining pupils, but the same definition of what is meant by "to discover that an act of FGM appears to have been carried out" is used for all professionals to whom this mandatory reporting duty applies. **Academy Staff must personally report to the police cases where they discover that an act of FGM appears to have been carried out**. If a member of staff is informed by a girl under 18 that an act of FGM has been carried out on her or a member of staff 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 the act was necessary for the girl's physical or mental health or for purposes connected with labour or birth, **the member of staff should personally make a report to the police force in which the girl resides by calling 101. The report should be made by the close of the next working day**. Unless the member of staff has a good reason not to, they should also refer the matter to the Academy's Designated Safeguarding Lead and involve Children's Social Care as appropriate. The duty does not apply in relation to at risk or suspected cases (i.e. where the member of staff does not discover that an act of FGM appears to have been carried out, either through disclosure by the victim or visual evidence) or in cases where the woman is 18 or over. In these cases, members of staff should follow the Academy's Safeguarding procedures.

Forced Marriage

Forcing a person into a marriage is a crime in England and Wales. A forced marriage is one entered into without the full and free consent of one or both parties and where violence, threats or any other form of coercion is used to cause a person to enter into a marriage. Threats can be physical or emotional and psychological. A lack of full and free consent can be where a person does not consent or where they cannot consent (if they have learning disabilities, for example). Nevertheless, some communities use religion and culture as a way to coerce a person into marriage. Schools and colleges can play an important role in safeguarding children from forced marriage.

Staff should be aware of the 'one chance' rule, i.e. we may only have one chance to speak to the potential victim and only one 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 DSL.

The DSL will:

- Speak to the student about the concerns in a secure and private place
- Activate the local Safeguarding procedures and refer the case to the Local Authority Designated Officer
- If appropriate, seek advice from the Forced Marriage Unit on 020 7008 0151 or fmufco.gov.uk
- If appropriate, refer the student to an Academy mentor or counsellor

Radicalisation

Protecting children from the risk of radicalisation should be seen as part of schools' and colleges' wider safeguarding duties, and is similar in nature to protecting children from other forms of harm and abuse. During the process of radicalisation it is possible to intervene to prevent vulnerable people being radicalised. Radicalisation refers to the process by which a person comes to support terrorism and forms of extremism. There is no single way of identifying an individual who is likely to be susceptible to an extremist ideology. It can happen in many different ways and settings. Specific background factors may contribute to vulnerability which are often combined with specific influences such as family, friends or online, and with specific needs for which an extremist or terrorist group may appear to provide an answer. The internet and the use of social media in particular has become a major factor in the radicalisation of young people. As with other Safeguarding risks, staff should be alert to changes in children's behaviour which could indicate that they may be in need of help or protection. Staff should use their judgement in identifying children who might be at risk of radicalisation and act proportionately, which may include making a referral to the Channel programme.

From 1 July 2015, specified authorities, including all schools are subject to a duty under section 26 of the Counter-Terrorism and Security Act 2015 (the CTSA 2015), in the exercise of their functions, to have "due regard to the need to prevent people from being drawn into terrorism". This is known as 'The Prevent Duty'. Guidance on implementing the Prevent Duty is set out in terms of four general themes - risk assessment, working in partnership, staff training, and IT policies.

- Schools are expected to assess the risk of children being drawn into terrorism, including support for extremist ideas that are part of terrorist ideology. This means being able to demonstrate both a general understanding of the risks affecting children and young people in the area and a specific understanding of how to identify individual children who may be at risk of radicalisation and what to do to support them. Schools should have clear procedures in place for protecting children at risk of radicalisation. These procedures may be set out in existing Safeguarding policies. It is not necessary for schools to have distinct policies on implementing the Prevent duty
- The Prevent duty builds on existing local partnership arrangements. For example, governing bodies and proprietors of all schools should ensure that their Safeguarding arrangements take into account the policies and procedures of the Local Safeguarding Children Board. Effective engagement with parents / the family should also be considered as they are in a key position to spot signs of radicalisation. It is important to assist and advise families who raise concerns and be able to point them to the right support mechanisms. Schools should also discuss any concerns in relation to possible radicalisation with a child's parents in line with the individual school's Safeguarding policies and procedures unless they have specific reason to believe that to do so would put the child at risk
- The Prevent guidance refers to the importance of Prevent awareness training to equip staff to identify children at risk of being drawn into terrorism and to challenge extremist ideas. Individual schools are best placed to assess the training needs of staff in the light of their assessment of the risk to students at the school of being drawn into terrorism. As a minimum, however, schools should ensure that the Designated Safeguarding Lead undertakes Prevent awareness training and is able to provide advice and support to staff on protecting children from the risk of radicalisation. Academy staff are given updated training on preventing radicalisation and extremism at least every two years
- Schools should ensure that children are safe from terrorist and extremist material when accessing the internet in schools

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 this policy, including discussing their concerns with the DSL. Staff should **always** take action if they are worried.

The Channel Programme

School and college staff should understand when it is appropriate to make a referral to the Channel programme. Channel is a programme which focuses on providing support at an early stage to people who are identified as being vulnerable to being drawn into terrorism. It provides a mechanism for schools to make referrals if they are concerned that an individual might be vulnerable to radicalisation. An individual's engagement with the programme is entirely voluntary at all stages. In addition to information sharing, if a staff member makes a referral to Channel, they may be asked to attend a Channel panel to discuss the individual referred to determine whether support is required.

Section 36 of the CTSA 2015 places a duty on Local Authorities to ensure Channel panels are in place. The panel must be chaired by the Local Authority and include the police for the relevant Local Authority area. Following a referral, the panel will assess the extent to which identified individuals are vulnerable to being drawn into terrorism and, where considered appropriate and the necessary consent is obtained, arrange for support to be provided to those individuals. Section 38 of the CTSA 2015 requires partners of Channel panels to co-operate with the panel in the carrying out of its functions and with the police in providing information about a referred individual.

County Lines

There is a specific method of drug supply commonly referred to as County Lines. County lines relates to the supply of class A drugs (primarily crack cocaine and heroin) from an urban hub into rural towns or county locations. The exploitation of young and vulnerable people is a common feature in the facilitation of County Lines drugs supply, whether for the storage or supply of drugs, the movement of cash, or to secure the use of dwellings held by vulnerable people in the rural marketplace (commonly referred to as cuckooing). Should we have reason to believe a student has become involved we will make referrals to both the police and Children's Social Care.

So-Called Honour-Based Violence (HBV)

So-Called Honour-Based Violence (HBV) can be described as a collection of practices, which are used to control behaviour within families or other social groups to protect perceived cultural and religious beliefs and / or honour. Such violence can occur when perpetrators perceive that a relative has shamed the family and / or community by breaking their honour code. So-called 'Honour-Based' violence (HBV) encompasses crimes which have been committed to protect or defend the honour of the family and / or the community, including Female Genital Mutilation (FGM), forced marriage, and practices such as breast ironing.

So-Called Honour-Based Violence might be committed against people who:

- become involved with a boyfriend or girlfriend from a different culture or religion
- want to get out of an arranged marriage
- want to get out of a forced marriage
- wear clothes or take part in activities that might not be considered traditional within a particular culture

Indicators of So-Called Honour-Based Violence include::

- withdrawal of student from school by those with parental responsibility
- student being prevented from attending Higher Education
- truancy or persistent absences
- request for extended leave or student not returning from an overseas visit
- surveillance by siblings / cousins / extended family members
- at school, decline in behaviour, engagement, performance or punctuality, poor exam results, in particular for a previously motivated student
- decline in physical presentation or demeanour

So-Called Honour-Based Violence is a violation of human rights and may be a form of domestic and / or sexual abuse. There is, and cannot be, any honour or justification for abusing the human rights of others. All forms of So-Called HBV are abuse (regardless of the motivation) and should be handled and escalated as such. If in any doubt, staff should speak to the Designated Safeguarding Lead. Professionals in all agencies, and individuals and groups in relevant communities, need to be alert to the possibility of a child being at risk of HBV, or already having suffered HBV.

Peer-on-Peer Abuse

In most instances, the conduct of students towards each other will be covered by our behaviour policy. However, some allegations may be of such a serious nature that they may raise Safeguarding concerns. Chelsea Academy recognises that children are capable of abusing their peers. This will not be passed off as 'banter', 'having a laugh' or 'part of growing up'. The forms of peer-on-peer abuse are outlined below:

- Domestic abuse – an incident or pattern of actual or threatened acts of physical, sexual, financial and / or emotional abuse, perpetrated by an adolescent against a current or former dating partner regardless of gender or sexuality
- Child Sexual Exploitation – children under the age of 18 may be sexually abused in the context of exploitative relationships, contexts and situations by peers who are also under 18
- Harmful Sexual Behaviour – children and young people presenting with sexual behaviours that are outside of developmentally 'normative' parameters and harmful to themselves and others
- Serious Youth Violence – any offence of most serious violence or weapon-enabled crime, where the victim is aged 1-19 i.e. murder, manslaughter, rape, wounding with intent and causing grievous bodily harm. 'Youth violence' is defined in the same way, but also includes assault with injury offences
- Upskirting - typically when a photo is taken under a person's clothing without them knowing, for sexual gratification or to cause the victim humiliation, distress or alarm

The term Peer-on-Peer abuse can refer to all of these definitions and a child may experience one or multiple facets of abuse at any one time. Therefore, our response will cut across these definitions and capture the complex web of their experiences

There are also different gender issues that can be prevalent when dealing with Peer-on-Peer abuse (i.e. girls being sexually touched / assaulted or boys being subjected to initiation/hazing type violence)

Staff will recognise that children are capable of abusing their peers; this occurs when a child intentionally threatens, harms or causes distress to another child. Staff will refer any concerns immediately to the relevant Head of Year or a member of the Safeguarding team. It may be considered a Safeguarding matter if the allegation is around:

- physical abuse

- violence, particularly pre-planned
- forcing others to use drugs or alcohol
- emotional abuse
- blackmail or extortion
- threats and intimidation
- sexual abuse
- indecent exposure, indecent touching or serious sexual assaults
- forcing others to watch pornography or take part in sexting
- encouraging other children to engage in inappropriate sexual acts
- photographing or videoing other children performing indecent acts
- sexting
- bullying
- gender related issues
- sexualised touching
- violence
- gang initiation / hazing

Relevant Definitions:

Hazing is the practice of rituals and other activities involving harassment, abuse or humiliation used as a way of initiating a person into a group. Hazing is seen in many different types of social groups, including gangs, sports teams, schools, military units, and fraternities and sororities.

Sexual Violence refers to criminal acts - rape, assault by penetration and sexual assault - as defined by the Sexual Offences Act 2003.

Sexual Harassment is described as 'unwanted conduct of a sexual nature'.

Consent is given with free will and the capacity to do so. Consent is not all-encompassing; it may cover only certain sexual activities, be given with conditions and may be withdrawn at anytime. Consent is needed every time sexual activity takes place. It is important to note that children under 13 years old cannot consent to any kind of sexual activity.

Common Signs:

- changes in behaviour
- sudden reluctance or refusal to participate or engage
- avoiding particular students
- staying close to adults
- self-harm
- Angry outbursts
- decline in academic performance
- excluding themselves
- sudden development of sexualised behaviours
- vague disclosures

Staff will always challenge abuse and will not merely pass it off as 'banter', 'having a laugh' or 'part of growing up'.

Students will be taught how to recognise, keep themselves safe and report Peer-on-Peer abuse, sexual violence and harassment. All incidents will be investigated and dealt with by a member of the Safeguarding Team.

Chelsea Academy aims to reduce the likelihood of Peer-on-Peer abuse through:

- the established ethos of respect, friendship, courtesy and kindness
- high expectations of behaviour

- clear consequences for unacceptable behaviour
- providing a developmentally appropriate Pastoral Curriculum which develops students' understanding of healthy relationships, acceptable behaviour, consent and keeping themselves safe
- systems for any student to raise concerns with staff, knowing that they will be listened to, valued and believed
- robust risk assessments and providing targeted work for students identified as being a potential risk to other students and those identified as being at risk

Research indicates that young people rarely disclose Peer-on- Peer abuse and that if they do, it is likely to be to their friends. Therefore, Chelsea Academy will also educate students about how to support their friends if they are concerned about them, that they should talk to a trusted adult in the Academy and what services they can contact for further advice.

Any concerns, disclosures or allegations of Peer-on-Peer abuse in any form should be referred to the DSL using the Academy's Safeguarding and Child Protection procedures as set out in this policy. Where a concern regarding Peer-on-Peer abuse has been disclosed to the DSL, advice and guidance will be sought from Children's Social Care and when it is clear a crime has been committed or there is a risk of a crime being committed, the police will be contacted.

When there has been a report of sexual violence, the DSL will make an immediate risk and needs assessment. Where there has been a report of sexual harassment, the need for a risk assessment will be considered on a case-by-case basis. The risk and needs assessment will consider:

- the victim, especially their protection and support
- the alleged perpetrator
- all the other children (and, if appropriate, adults, students and staff) at the Academy, especially any actions that are appropriate to protect them

Working with external agencies the Academy will respond to the unacceptable behaviour. If a student's behaviour negatively impacts on the safety and welfare of other students then support will be put in place to promote the wellbeing of the students affected, and the victim and perpetrator will be provided with support

Serious Violence

All staff should be aware of indicators, which may signal that children are at risk from, or are involved with serious violent crime. These may include:

- increased absence from school,
- a change in friendships or relationships with older individuals or groups,
- a 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 could also indicate that children have been approached by, or are involved with, individuals associated with criminal networks or gangs.

APPENDIX 5

Useful Contact Details

NSPCC (staff)	0808 800 500	www.nspcc.org.uk
Childline (students)	0800 1111	www.childline.org.uk
Local Safeguarding Children Board	07739 315388	https://www.rbkc.gov.uk/lscb/
Kensington & Chelsea Children's Services Referrals	0207 361 3013 Out of Hours: 020 7361 3013	
Hammersmith & Fulham Children's Services Referrals	020 8753 6600 Out of Hours: 020 8748 8588	
Westminster Children's Services Referrals	020 7641 4000 Out of Hours: 020 7641 6000	
NSPCC Whistle-Blowing Helpline	0800 028 0285	help@nspcc.org.uk

APPENDIX 6

CPOMS User Instructions

This training is provided to each member of staff when they join Chelsea Academy.

CPOMS User Guide

CPOMS is an online, protected system to log and track any disclosures from students at the Academy.

All staff have the ability to record an incident on CPOMS which will automatically alert the Designated Safeguarding Lead and the appropriate Head of Year for that student

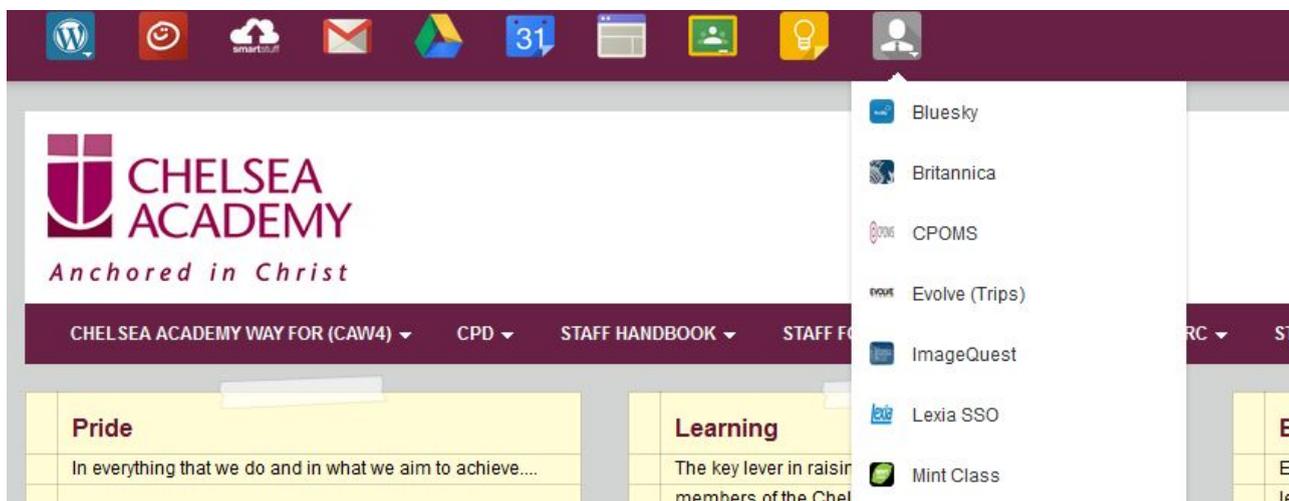
Please familiarise yourself with the process below to ensure you have access to your account.

CPOMS can be found at:

<https://chelseaacademy.cpoms.net>

There is also a link directly from the CALC:

To log in for the first time, please enter your email address and click on 'reset password':



The screenshot shows the Chelsea Academy website interface. At the top, there is a dark purple navigation bar with several icons for various services. Below this, the Chelsea Academy logo is displayed with the tagline "Anchored in Christ". A secondary navigation bar contains links for "CHELSEA ACADEMY WAY FOR (CAW4)", "CPD", "STAFF HANDBOOK", and "STAFF F". A dropdown menu is open, listing various services: Bluesky, Britannica, CPOMS (highlighted), Evolve (Trips), ImageQuest, Lexia SSO, and Mint Class. Below the navigation, there are two columns of text: "Pride" and "Learning".

Chelsea Academy Login Reset Password

Login

Please [click here](#) to read our important information about students who are transferring to new schools, and how to transfer their CPOMS records.

↔

Email Address

Password

MeriLock Key

Insert your MeriLock Key into your computer, click inside this field and press the button on your MeriLock Key.

[Forgotten your password or using CPOMS for the first time?](#)

You do not need a MeriLock Key to log an incident or log in, these are only for the DSL, DDSL and HoYs
Once you are logged in to CPOMS, click on 'Add Incident'

Chelsea Academy Dashboard Add Incident Change Password

Add Incident

Add Incident

Student

Start typing a student's name to log this incident against their record.

Incident

Categories Attendance Child Protection CIN Equalities Incident LAC Medical Safeguarding

Linked Student(s)

Type a student's name to link them to this incident.

Date/Time

Alert Staff Members

When you begin typing the student's name, options will drop down for you to choose from. The system pulls information from SIMS. Please ensure you report the correct student surname

Alert Staff Members

Type a colleague's name or select a user group to alert them to this incident. Colleague

File(s)

No file selected.

Agency Involved

[Select Agencies](#)

Click 'Add Incident' and your disclosure is logged. Where possible, DSL or HoY will feedback to you, but due to the sensitive nature of some information this will not always be the case.

Appendix 7

Radicalisation Advice - advice taken from:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/118194/channel-guidance.pdf

All Academy staff should be aware of the following indicators that can contribute to the vulnerability of a young person. Through contact with our young people it is important to use CPOMS to report any concerns that we may have. Example indicators that an individual is engaged with an extremist group, cause or ideology include:

- spending increasing time in the company of other suspected extremists
- changing their style of dress or personal appearance to accord with the group
- their day-to-day behaviour becoming increasingly centred around an extremist ideology, group or cause
- loss of interest in other friends and activities not associated with the extremist ideology, group or cause
- possession of material or symbols associated with an extremist cause (e.g. the swastika for far right groups)
- attempts to recruit others to the group / cause / ideology
- communications with others that suggest identification with a group / cause / ideology

Example indicators that an individual has an intention to use violence or other illegal means include:

- clearly identifying another group as threatening what they stand for and blaming that group for all social or political ills
- using insulting or derogatory names or labels for another group
- speaking about the imminence of harm from the other group and the importance of action now
- expressing attitudes that justify offending on behalf of the group, cause or ideology
- condoning or supporting violence or harm towards others
- plotting or conspiring with others

Example indicators that an individual is capable of contributing directly or indirectly to an act of terrorism include:

- having a history of violence
- being criminally versatile and using criminal networks to support extremist goals
- having occupational skills that can enable acts of terrorism (such as civil engineering, pharmacology or construction)
- having technical expertise that can be deployed (e.g. IT skills, knowledge of chemicals, military training or survival skills)

If any member of staff is worried about this then they should follow the Academy's Safeguarding and Child Protection procedures. The DSL will contact Prevent and / or Channel directly if appropriate and work closely with them

APPENDIX 8

Physical Intervention Procedure as outlined in the Academy's Behaviour Policy and the Staff Code of Conduct

Sometimes, students may get extremely anxious or agitated. During these times staff should, in the first instance, try to de-escalate the situation and help students to calm down using communication skills, distraction techniques and removing triggers where possible.

However, there may be times when an individual student needs more help to calm down to ensure their own safety, the safety of other students and staff, or that property is not seriously damaged. This can require physical interventions. Teachers and other staff have the right to use reasonable, proportionate and necessary force to restrain students if the circumstances require such action.

At all times the intervention should be a last resort and prevent harm to any student or staff.

The Academy Code of Conduct for employees states:

Physical restraint must not be used unless absolutely necessary. The types of force which are deemed by the DfE to be reasonable are:

- passive physical contact resulting from standing between two students
- active physical contact such as leading a student by the hand or arm, ushering a student away by placing a hand in the centre of his / her back, or, in more extreme circumstances, using appropriate restrictive holds

Employees should not:

- bar doorways or corridors to stop a student leaving unless there is reason to believe the student is about to commit a dangerous act such as harm another student.
- act in temper (involve another staff member if you fear loss of control)
- involve other students in the restraint
- touch or hold the student in sexual areas
- twist or force limbs back against a joint
- bend fingers or pull hair
- hold the student in a way which will restrict blood flow or breathing e.g. around the neck
- slap, punch, kick or trip up the student

If employees have recourse to use physical restraint they must report this immediately to the Principal or one of the Vice Principals.

APPENDIX 9

Trips and Visits - Host Families

Chelsea Academy does not authorise / approve trips using host families to accommodate our students.