



# Chiltern Way Academy Trust

Turning Futures Around

## **Safeguarding & Child Protection Policy**

**Responsibility for this policy: Director of Schools**

**Responsibility for its review: FGB**

**Approved: 01.03.2021 -Chair of Trustees**

**Next Review Date: Spring 2022**

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## APPENDIX

Contacts in Buckinghamshire & Berkshire County  
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## 1. Contacts

### School contacts

<b>Chief Executive Officer</b>	Ian McCaul - 07717 787366
<b>Director of Schools</b>	Gary Regan - 07887 246306
<b>Academy Lead – Safeguarding Welfare &amp; Attendance Manager (SWAM)</b>	Emma Bryan – 07554 415507
<b>Safeguarding Welfare &amp; Attendance Manager (SWAM), Wendover Campus Designated Safeguard Lead (DSL)</b>	Thomas Stibbs - 07508 403880
<b>Safeguarding Support &amp; Intervention Co-ordinator, Wendover Campus Deputy Designated Lead (DDSL)</b>	Thomas Barrow – 01296 622 157 Ext. 312
<b>Deputy Designated Safeguarding Lead (DDSL), Wendover Campus</b>	Paul Coffey – 07717 787371
<b>Deputy Designated Safeguarding Lead (DDSL), Wendover Campus</b>	Sarah Andrews- 01494 863514
<b>Safeguarding Welfare &amp; Attendance Manager (SWAM), Prestwood Campus Designated Safeguard Lead (DSL)</b>	Emma Bryan – 07554 415507
<b>Deputy Designated Safeguarding Lead (DDSL), Prestwood Campus</b>	Nick Hall - 07921 872360
<b>Deputy Designated Safeguarding Lead (DDSL), Prestwood Campus</b>	Kimberly Knight – 07939 365785
<b>Safeguarding Welfare &amp; Attendance Manager (SWAM), Berton Campus Designated Safeguard Lead (DSL)</b>	Joanne Dolder - 07508403833
<b>Deputy Designated Safeguarding Lead (DDSL), Berton Hill Campus</b>	Callum Mansell – 07377 560354
<b>Deputy Designated Safeguarding Lead (DDSL), Berton Hill Campus</b>	Alex Power – 01296 622157 Ext. 317

<b>Safety and Engagement Officer, Wokingham Designated Safeguarding Lead (DSL)</b>	Rebecca Archer – 01189771293 Ext. 118
<b>Deputy Designated Safeguarding Lead (DDSL), Wokingham</b>	Gary Regan 07887246306
<b>Deputy Designated Safeguarding Lead (DDSL), Wokingham</b>	Charlene Martin 01189771293
<b>Deputy Designated Safeguarding Lead (DDSL), Wokingham</b>	Sarah Concannon 01189771293
<b>Nominated Safeguarding Trustee</b>	Marian Millward <a href="mailto:mmillward@chilternway.org">mmillward@chilternway.org</a>
<b>Chair of Trustees</b>	David Mortimer <a href="mailto:dmortimer@chilternway.org">dmortimer@chilternway.org</a>

For Buckinghamshire and Berkshire County contacts please see Appendix

This policy should be read in conjunction with the following policies and other policies you feel it would be useful to refer to:

- Anti-bullying
- Behaviour
- Children Looked After
- Equalities
- Lettings
- SEN/Inclusion
- Health & Safety (including managing children with medical needs)
- E-Safety (including use of social media)
- Staff Code of Conduct
- PSHE - to include RE & RSE
- Visitors
- Whistleblowing
- Safer Recruitment
- Mobile Phone

## 2. Introduction

**2.1.** At Chiltern Way Academy we believe that a policy on child protection is founded on the right of all children to be safe and feel safe, and that it is the fundamental obligation on all schools to robustly secure this right.

The aim of this policy is to provide staff, governors and volunteers with the framework they need to keep children in Chiltern Way Academy safe and

secure and to provide parents and carers with the information about how we will safeguard their children whilst in our care.

This policy has been developed in accordance with the principles established by the **Children Acts 1989 and 2004**; and in line with the following:

- Working Together to Safeguard Children 2018 (2018)  
[Working Together to Safeguard Children \(2018\)](#)
- Keeping Children Safe in Education - statutory guidance for schools and further education colleges (2020)  
[Keeping Children Safe in Education \(2020\)](#)
- Information Sharing Guidance for Safeguarding Practitioners (DfE, 2018)  
[Information Sharing Guidance for Safeguarding Practitioners](#)
- Children Missing Education; Statutory Guidance for Local Authorities (2016)  
[Children Missing Education \(2016\)](#)
- Statutory Guidance issued under section 29 of the Counter-Terrorism and Security Act (2015)  
[Prevent Duty Guidance](#)
- Sexual Violence and Sexual Harassment between Children in Schools and Colleges (2018)  
[Sexual Violence and Sexual Harassment between Children in Schools and Colleges](#)
- The Equality Act (2010)  
[Equality Act 2010: guidance - GOV.UK](#)
- The United Nations Convention on the Rights of the Child (UNCRC, 1989)  
[United Nations Convention on the Rights of the Child](#)
- What to do if you're worried a child is being abused: advice for practitioners (2015)  
[What to do if you're worried a child is being abused](#)

**2.2.** We believe clear governance and leadership is central to embedding a safeguarding culture. The Governing Body takes its responsibility seriously under **section 175 of the Education Act 2002** (section 157 for independent academies and free schools) to safeguard and promote the welfare of children; working together with other agencies to ensure adequate arrangements are in place within our school to identify, assess, and support those children who are suffering harm or whose welfare may be in question. Governors will ensure all staff at the school have read and understood their responsibilities pertaining to **Part 1, Part 5 and Annexe A of Keeping Children Safe in Education, Sept 2020**. They must ensure that there is an auditable system in place to evidence this.

- 2.3.** All staff are required to read and adhere to the **Staff Code of Conduct** which governs behaviours expected of them, as well as having an understanding of the **Behaviour Policy** for children and our **Attendance Policy**.
- 2.4.** We recognise all staff and Governors have a full and active part to play in protecting our pupils from harm, actively promoting their welfare and ensuring that every child's welfare is our paramount concern. Each member of staff is responsible for contributing to a positive culture of safeguarding in Chiltern Way Academy.
- 2.5.** All staff believe our school must provide a safe, caring, positive and stimulating environment that promotes the social, physical and moral development of the individual children.
- 2.6.** The school recognises that as well as threats to the welfare of children from within their families, children may be vulnerable to abuse or exploitation outside their homes and from other children. Staff must remain vigilant and alert to these potential risks.
- 2.7.** The aims of this policy are:
- 2.7.1.** To support pupils' development in ways that will foster security, confidence and resilience, free from discrimination.
- 2.7.2.** To provide an environment in which children feel safe, secure, valued and respected.
- 2.7.3.** Children feel confident that they know how to approach adults if they are in difficulties.
- 2.7.4.** To ensure all teaching staff, non-teaching staff and volunteers:
- are aware of the need to safeguard and promote the wellbeing of children
  - identify the need for support early to promote well-being
  - promptly report cases of actual or suspected abuse, in line with local county guidance (see appendix for local threshold documents)
  - are trained to recognise signs and indicators of potential abuse
- 2.7.5.** To provide a systematic means of monitoring children known to be or thought to be at risk of harm and ensure contribution to assessments of need and support plans for those children.
- 2.7.6.** To acknowledge the need for effective and appropriate communication, ensuring staff know how and when to share information to protect children in a way that is legal, ethical and timely.

- 2.7.7. To ensure Chiltern Way Academy has a clear system for communicating concerns and a model for open communication between children, teachers, parents/carers and other adults working with children.
- 2.7.8. To have a clearly understood structured procedure within the school which will, in cases of suspected abuse, be promptly followed by all members of the school community.
- 2.7.9. To ensure the school has robust systems in place to accurately record safeguarding and child protection concerns, which are clearly understood by staff and adhered to. Actions taken to address concerns and outcomes achieved are dealt with in a timely manner, clearly and accurately recorded. These records are securely stored.
- 2.7.10. To develop effective working relationships with all other agencies involved in safeguarding, supporting the needs of children at our school.
- 2.7.11. To ensure that all staff appointed have been through the safer recruitment process and understand the principles of safer working practices as set out in our **Staff Code of Conduct**, which stipulates their duty to report where behaviours of colleagues may have stepped outside of agreed safe practices. All staff must work to develop a positive culture of safeguarding in our school.
- 2.7.12. To provide clarity to other community users of our facilities with regards to our expectations of how they should maintain a safe environment which supports children's welfare and development. We reserve the right to decline access to use the school facilities where we believe their ethos or practice is not aligned with this policy.
- 2.7.13. To ensure that all staff are aware that both mental health and physical health are relevant to effective safeguarding and welfare of children.
- 2.7.14. This policy is published on our website, under the 'Policies' tab and hard copies are available from the school office.

### 3. Responsibilities

- 3.1. All staff, visitors and volunteers understand safeguarding children is **everyone's responsibility** and that they must be diligent to help secure children's safety and wellbeing. Any person who receives a disclosure of abuse, an allegation or suspects that abuse may have occurred will report it immediately to the Designated Safeguarding Lead (DSL) for each Campus named in Section 1 of this policy or, in their absence, to the Deputy Designated Safeguarding Lead (DDSL) for each Campus, also named in



Section 1. In the absence of either of the above, concerns will be brought to the attention of the most senior member of staff on site. Staff understand that if there is an immediate risk of harm then the police or social services will be called directly and the DSL will be updated at the earliest opportunity (see the referral procedure in sections 4 and 7 and allegations against staff in section 9).

Further guidance on [NPCC- When to call the police](#)

- 3.2.** Staff must maintain a good working knowledge of the local threshold documents (see appendix) and any updates, how they can be used to safeguard and promote the wellbeing of pupils and how they should be used to inform decision making regarding a referral to social services as soon as there is a significant concern.
- 3.3.** Staff understand that the most common reason for children becoming looked after is the result of abuse and/or neglect and that previously looked after children remain vulnerable. Staff have the skills, knowledge and understanding to keep both looked after children and previously looked after children safe.
- 3.4.** Staff understand increased vulnerability and that barriers exist when recognising abuse and neglect for children with Special Educational Needs or Disabilities.
- 3.5.** The Governing Body understands and fulfils its safeguarding responsibilities. It must:
  - 3.5.1.** Ensure that the Headteacher and (when not the Headteacher) the DSL create and maintain a strong, positive culture of safeguarding within the school.
  - 3.5.2.** Ensure that this policy reflects the unique features of the communities we serve and the needs of the pupils attending our provision (see section 4). This will be reviewed at least annually in line with changes to guidance and legislation.
  - 3.5.3.** Regularly monitor and evaluate the effectiveness of this Child Protection Policy and be satisfied that it is being complied with.
  - 3.5.4.** Appoint a Designated Safeguarding Lead (DSL), who is a member of the Senior Leadership Team (SLT) and has the required level of authority and to also appoint at least one Deputy DSL. The Headteacher has overall responsibility for safeguarding within the school; they can be the DSL or can delegate that work to a member of the SLT. If so, the DSL must report to the Headteacher on a regular basis. The roles and responsibilities of the DSL and Deputy DSL are made explicit in those post-holders' job descriptions.
  - 3.5.5.** Recognise the importance of the role of the DSL, ensuring they have sufficient time, training, skills and resources to be effective. Refresher training must be attended every 2 years, in addition knowledge and skills must be refreshed at regular intervals, at least annually.



- 3.5.6. Ensure measures are in place for the governing body to have oversight of how the school's delivery against its safeguarding responsibilities are exercised and evidenced. Ensure robust structures are in place to challenge the Headteacher where there are any identified gaps in practice or procedures are not followed.
- 3.5.7. Recognise the vital contribution that the school can make in helping children to keep safe, through incorporation of safeguarding within the curriculum. This will also be taught through the PSHE curriculum and relevant issues through the Relationship Education (primary schools) or Relationship Sex Education (secondary schools, mandatory from Sept. 2020) and Health Education.
- 3.5.8. Ensure that through curriculum content and delivery children in the school understand, at age and stage appropriate levels, safeguarding and how to keep themselves safe in a contextually appropriate way.
- 3.5.9. Ensure safe and effective recruitment policies and disciplinary procedures are in place, which adhere to **Keeping Children Safe in Education (2020 and Jan 2021 update)** and legislation referred to therein.
- 3.5.10. Ensure resources are allocated, as a priority, to meet the needs of pupils requiring child protection or early intervention.
- 3.5.11. Ensure the DSL completes an Annual Safeguarding Report for Governors, demonstrating how we are meeting our statutory responsibilities for safeguarding and promoting the welfare of children.
- 3.5.12. Ensure a copy of this report is shared with the Education Safeguarding Advisory Service within the specified time frame.
- 3.6. It is the duty of the Chair of Trustees, David Mortimer, to liaise with relevant agencies if any allegations are made against the Headteacher. If there are concerns that issues are not being progressed in an expedient manner, staff/pupils/parents/carers should escalate concerns to the Local Authority Designated Officer (LADO) via social services.
- 3.7. The Trust Board must ensure that a named teacher is designated for Children Looked After and that an up to date list of children who are subject to a Care Order or are accommodated by the County Council is regularly reviewed and updated. The school must work with the Virtual Schools Team to support the educational attainment for those children who are Looked After.
- 3.8. The Trust Board has a statutory duty to appoint a Nominated Trustee for Child Protection. The Nominated Trustee must be familiar with the local Safeguarding Children Partnership (see appendix) procedures, Local Authority procedures and guidance issued by the Department for Education. The Nominated Trustee must:

- 3.8.1.** Work with the Academy Lead DSLs to produce the Child Protection Policy.
  - 3.8.2.** Undertake appropriate safeguarding training, to include Prevent Training.
  - 3.8.3.** Ensure child protection is, as a minimum, an annual agenda item for the Governing Body.
  - 3.8.4.** Meet at least termly with the Academy Lead DSLs to review and monitor the school's delivery on its safeguarding responsibilities and to review the Single Central Record.
  - 3.8.5.** Be aware that The Data Protection Act 2018 and GDPR do not prevent 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 safeguard and promote the welfare and protect the safety of children.
- 3.9.** All trustees must complete safeguarding training on appointment, to also include Prevent training.
- 3.10.** Overall responsibility for the safeguarding of pupils remains with the Headteacher, although tasks may be delegated to other members of the team, including the nominated DSL if appropriate. We have a Designated Safeguarding Lead (DSL) who is responsible for:
- 3.10.1.** Creating a culture of safeguarding within the school, where children are protected from harm. Ensuring all staff receive an appropriate level of induction and training to support them to be professionally curious and vigilant in order to question behaviours and challenge perceptions if they have concerns for a pupil.
  - 3.10.2.** Ensuring children receive the right help at the right time using the local threshold documents (see Appendix) to inform plans for support or protection (see Appendix for definitions of the categories of abuse).
  - 3.10.3.** Ensuring referrals to partner agencies are followed up in writing, within 24 hrs of initial contact, including referrals to social services.
  - 3.10.4.** Establishing and embedding a policy and process for recording and storing information about child protection concerns and outcomes achieved, enabling records to be reviewed and an overview gained in order to support timely interventions and allow prompt follow up. This includes use of the Escalation Process found on the local Safeguarding Children Partnership websites.
  - 3.10.5.** Ensuring safeguarding records, legislation and guidance are up to date and are maintained in accordance with data protection. Ensuring records are stored safely and securely and remain confidential. That:
    - the DSL must share information, both internally and externally, on a 'need to know' basis only, being able to

justify the reason for sharing and in accordance with the confidentiality policy.

- all child protection files are held separately from pupil educational records.
- 3.10.6.** Maintaining the record of staff safeguarding training. Ensuring that the Chiltern Way Academy's most up to date **Child Protection Policy** is widely available (this may be on the website), publishing the **Safeguarding Statement** and other relevant information on the school website. Ensuring that the safeguarding team contact details and photos are displayed in prominent areas around the school and on the website.
- 3.10.7.** Being the designated point of contact for staff to be able to discuss and share their concerns, developing a culture whereby staff feel comfortable to do so. In their absence the DSL will ensure the DDSL, or most senior member of staff, is available (The DSL and the Deputy are both trained to the same level within our academy).
- 3.10.8.** Being available to staff and outside agencies during school hours and term time for consultation on safeguarding concerns raised. Having responsibility to ensure that cover is arranged outside of term-time during working hours.
- 3.10.9.** During residential and extended school hours, ensuring arrangements are in place for staff to have a point of contact.
- 3.10.10.** Contributing effectively to multiagency working, for the safeguarding and promotion of the welfare of children, this could include:
- participating in Strategy discussions
  - attending Child Protection Case Conferences
  - submitting reports to the conference, which must be shared in advance with the parents/carers
  - contributing effectively and taking shared responsibility for core group meetings with all other agencies involved
  - engaging fully, as requested, in any other multi-agency planning meetings
  - contributing to the Framework for Assessments process
  - ensuring coverage is available at all times during the year
- 3.10.11.** Providing the Headteacher (if the Headteacher is not the DSL), with an annual report for the Governing Body, detailing how school delivers on its safeguarding responsibilities and any child protection issues within the school. The Governing Body will use this report to fulfil its responsibility to provide the Local Authority with information about their safeguarding policies and procedures.

- 3.10.12. Meeting at least termly with the Nominated Governor to share oversight of the safeguarding provision within the setting, monitor performance and develop plans to rectify any gaps in policy or procedure.
- 3.10.13. Meeting the statutory requirement to keep up to date with knowledge, enabling them to fulfil their role, including attending mandatory and any other additional relevant training.
- 3.10.14. Referring immediately to the Police any cases where a criminal offence may have been committed or risk of harm is imminent.

#### 4. Procedures

Our school procedures for all staff, volunteers and visitors in safeguarding and protecting children from harm are in line with Local County Council and local Safeguarding Children Partnerships safeguarding (see Appendix) procedures, **Working Together to Safeguard Children (2018)**, **Keeping Children Safe in Education (2020)** and statutory guidance issued under section 29 of the **CounterTerrorism and Security Act (2015)**.

We will ensure:

- 4.1 We have a designated member of the Senior Leadership Team who has undertaken appropriate training for the role, as recommended by the local Safeguarding Children Partnership. Our Academy Designated Safeguarding Lead (DSL) will be required to update their training in accordance with the Learning Pathway agreed by the local Safeguarding Children Partnership. There is also a Designated Safeguarding Lead for each school and campus, also required to update their training in accordance with the Learning Pathway agreed by the Local Safeguarding Children Partnership.
- 4.2 We have multiple members of staff who are Designated Safeguarding Officers across our schools and campuses who will act in the DSLs' absence and who have also received training for the role of DSL. In the absence of an appropriately trained member of staff, the most senior member of staff on site will assume this role.
- 4.3 All adults (including supply teachers and volunteers) new to our school are made aware of the academy's policy and procedures for child protection, the name and contact details of the DSL, their role and responsibilities under [Keeping Children Safe in Education \(2020\)](#) and the booklet [What to do if You're Worried a Child is Being Abused](#). They will have these explained, as part of their induction into the school.
- 4.4 Visitors must be:
  - 4.4.1 Clearly identified with visitor/contractor passes.
  - 4.4.2 Met and directed by school staff/representatives.
  - 4.4.3 Signed in and out of the school by school staff.

- 4.4.4 Given a safeguarding leaflet to read.
- 4.4.5 Given restricted access to only specific areas of the school, as appropriate.
- 4.4.6 Escorted by a member of staff/representative as required.
- 4.4.7 Given access to pupils restricted to the purpose of their visit.
- 4.5 All members of staff including agency staff and governors must complete regular safeguarding training, attend regular refresher training and partake in any training opportunities arranged or delivered by the DSL. Updates must be cascaded to all staff throughout the year, at a minimum of once a year.<sup>1</sup>
- 4.6 All parents/carers must be made aware of the academy's responsibilities in regard to child protection procedures through this policy, which is available on our website. Hard copies are also available from the school office.
- 4.7 All staff must follow the reporting procedures as follows when reporting any child protection concerns:
  - 4.7.1 Staff must ensure the child is in a safe place and in receipt of support
  - 4.7.2 Staff must initially make a verbal report to the DSL to alert them to the safeguarding/child protection concern
  - 4.7.3 Staff must make an e-report using the school record keeping process; CPOMS
  - 4.7.4 Staff must ensure the time and date of the incident is recorded
  - 4.7.5 A factual account of the incident must be recorded, including who was involved, what was said/seen/heard, where the incident took place and any actual words or phrases used by the child
  - 4.7.6 Use a body map to record any injuries seen or reported by the child
  - 4.7.7 The DSL must record what action was taken alongside any outcomes achieved.
- 4.8 Through our **Attendance Policy**, we have a robust system for monitoring attendance and will act to address absenteeism with parents/carers and pupils promptly and identify any safeguarding issues arising. Reception will call home when a student does not arrive in school and we have not had prior communications about the student's whereabouts.
- 4.9 All children attending our school are required to have a minimum of two identified emergency contacts.

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<sup>1</sup> "Keeping Children Safe in Education 2020" states that staff should receive regular training. Buckinghamshire County Council advises that this takes place no longer than 3 years in between refresher training.

- 4.10** Any pupil absent for ten school days, where it has not been possible to make contact with a parent/carer, will be reported as a Child Missing in Education (CME) using the local CME protocol.
- 4.11** Any absence, without satisfactory explanation, of a pupil currently subject to a child protection or child in need plan is immediately referred to their social worker.
- 4.12** Parents/carers must inform school if there are any changes to a pupil's living arrangement. Chiltern Way Academy has a mandatory duty to inform the local authority, via the local children's social services team, if a child under the age of 16 years old lives with someone other than their parent, step-parent, aunt, uncle or grandparent for a period of more than 28 days. This is defined as being a private fostering arrangement.
- 4.13** All staff, parents/carers and children are made aware of the school's escalation process, which can be activated in the event of concerns not being resolved after the first point of contact. We acknowledge an individual's safeguarding responsibility does not end once they have informed the DSL of any concerns, although specific details of further actions may be appropriately withheld by the DSL as information will only be shared on a need to know basis.
- 4.14** Our lettings policy reflects the ongoing responsibility the school has for safeguarding those using the site outside of normal school hours, ensuring the suitability of adults working with children on school sites at any time. School must have sight of the up to date **Child Protection Policy** of any organisation hiring the school's facilities.
- 4.15** The school operates **Safer Recruitment** practices, including ascertaining the suitability of volunteers and employed staff, both employed directly or via an agency, who are working in regulated activities.
- 4.16** Allegations against members of staff, including volunteers, are referred to the Local Authority Designated Officer (LADO).
- 4.17** Our procedures are reviewed and updated annually as a minimum, or as there are changes to legislation.

## **5. Retention of Records**

- 5.1** When a disclosure of abuse or an allegation against a member of staff or volunteer has been made, our school must have a record of this. These records are maintained in a way that is confidential and secure, in accordance with our **Record Keeping Policy** and **Data Protection Legislation**.
- 5.2** There is a statutory requirement for our school to pass any child protection records to the pupil's next school. We are required to have an auditable system in place to evidence we have done so. Any transfer of records will be carried out using a secure method and will be sent separately to the pupil's general file.



- 5.3** The last statutory school maintains child protection files until a pupil reaches the age of 25 years, therefore if the transfer school is unknown, or a pupil is going to be electively home educated, any child protection files will remain at our school in a secure location. Child protection files will only be destroyed when the pupil reaches their 25th birthday.
- 5.4** We have a robust system for reviewing our archived information held. Our files are stored and disposed of in line with GDPR protocols.

## **6. Confidentiality**

- 6.1** We recognise that all matters relating to child protection are confidential.
- 6.2** The Headteacher or DSL must only disclose personal information about a pupil to other members of staff on a need to know basis.
- 6.3** Staff must not keep duplicate or personal records of child protection concerns. All information must be reported to the DSL and securely stored in the designated location within the school, separate from the pupil records.
- 6.4** All staff are aware they cannot promise a child to keep secrets which might compromise the child's safety or well-being or that of another as they have a duty to share. Staff must, however, reassure the child that information will only be shared with those people who will be able to help them and therefore need to know.
- 6.5** We will always undertake to share our intention to refer a child to Social Care with their parent/carer's consent, unless to do so could put the child at greater risk of harm or impede a criminal investigation. If in doubt, we will consult with the local children's social service team on this point. We recognise that GDPR must not be a barrier for sharing information regarding safeguarding concerns.

## **7. Dealing with a disclosure**

In the event of a child disclosing abuse staff must:

- 7.1** Listen to the child, allowing the child to tell what has happened in their own way, and at their own pace. Staff must not interrupt a child who is freely recalling significant events.
- 7.2** Remain calm. Be reassuring and supportive, endeavouring to not respond emotionally.
- 7.3** Not ask leading questions. Staff are reminded to ask questions only when seeking clarification about something the child may have said or to gain sufficient information to know that this is a safeguarding concern. Staff are trained to use TED; Tell, Explain, Describe.
- 7.4** Make an accurate record of what they have seen/heard using the school's record keeping processes, recording: times, dates or locations mentioned, using as many words and expressions used by the child, as possible. Staff



must not substitute anatomically correct names for body part names used by the child.

- 7.5** Reassure the child that they did the right thing in telling someone.
- 7.6** Staff must explain to the child what will happen next and the need for the information to be shared with the DSL.
- 7.7** In the unlikely event the DSL and DDSL are not available, staff are aware they must share concerns with the most senior member of staff.
- 7.8** **If there is immediate risk of harm to a child, staff will NOT DELAY and will ring 999. Guidance on when to call the police can be found here: [NPCC- When to call the police](#)**
- 7.9** The child will be monitored/accompanied at all times following a disclosure, until a plan is agreed as to how best they can be safeguarded.
- 7.10** Following a report of concerns the DSL must:
- 7.10.1** Decide whether there are sufficient grounds for suspecting significant harm, in which case a referral must be made to social services and the police if it is appropriate. The rationale for this decision should be recorded by the DSL.
- 7.10.2** Normally the school should try to discuss any concerns about a child's welfare with parents/carers and, where possible, obtain consent before making a referral to social services. However, in accordance with DfE guidance, this should only be done when it will not place the child at increased risk or could impact a police investigation. Where there are doubts or reservations about involving the child's family, the DSL should clarify with the local children's social services team or the police whether the parents/carers should be told about the referral and, if so, when and by whom. This is important in cases where the police may need to conduct a criminal investigation. The child's views should also be taken into account.
- 7.10.3** If there are grounds to suspect a child is suffering or is likely to suffer significant harm, the DSL (or DDSL) must contact the local children's social services team by telephone in the first instance and then complete the Multi Agency Referral Form (MARF) making a clear statement of:
- the known facts
  - any suspicions or allegations
  - whether or not there has been any contact with the child's family
- 7.10.4** If the child is in immediate danger and urgent protective action is required, the police must be called. The DSL must then notify the local children's social services team of the occurrence and what action has been taken.

- 7.10.5** If a child needs urgent medical attention, the DSL (or Deputy) should call an ambulance via 999. The DSL should contact the local children's social services team to seek advice about informing parents/carers.

## 8. Multi-agency working

- 8.1 We recognise schools and colleges have a pivotal role to play in multi-agency safeguarding arrangements. The Chiltern Way Academy contributes to multiagency working in line with statutory guidance [Working Together to Safeguard Children](#).
- 8.2 We are aware of the three safeguarding partners locally and will make arrangements to work together with appropriate and relevant agencies to promote the welfare of children. We also understand our role in the safeguarding partner arrangements.

## 9. Supporting Staff

- 9.1 We recognise that staff becoming involved with a child who has suffered harm, or appears to be likely to suffer harm, could find the situation stressful and upsetting.
- 9.2 We will support such staff by providing an opportunity to talk through their anxieties with the DSL and to seek further support if necessary. This could be provided by the Headteacher or another trusted colleague, Occupational Health, and/or a representative of a professional body, Employee Assistance Programme (PAM) or trade union, as appropriate.
- 9.3 In consultation with all staff, we have adopted a **Code of Conduct** for staff working in our school. This forms part of staff induction and is in the staff handbook. All staff know how to access the **Code of Conduct** to refer to it. The Code of Conduct can be found on the 'Policies' section on the website.
- 9.4 All staff are required to sign that they have read, understood and agree to comply with the agreed standards of practice set out in the staff **Code of Conduct**.

## 10. Allegations against staff and volunteers (including Governors)

- 10.1 All school staff and volunteers (including supply staff) must take care not to place themselves in a vulnerable position with a child. It is always advisable for interviews or work with individual children or parents/carers to be conducted in view of other adults (See also section 7 above). There must be no 1:1 contact between staff and pupils which is not "open to the casual observer."
- 10.2 We understand that a pupil may make an allegation against a member of staff or volunteer. If such an allegation is made, the member of staff notified of the allegation will immediately inform the Headteacher or the Director of Schools or Academy CEO if the Headteacher is not present.

- 10.3** The Headteacher/ DSL on all such occasions must immediately discuss the content of the allegation with the Local Authority Designated Officer (LADO). The purpose of an initial discussion is for the LADO and the Case Manager to consider the nature, content and context of the allegation and agree a course of action.
- 10.4** The Head Teacher/ DSL must:
- 10.4.1** Follow all advice given by the LADO throughout the investigation process, including how to manage the staff member or volunteer against whom the allegation is made, as well as supporting other staff and volunteers within the workplace.
  - 10.4.2** Follow all advice given by the LADO relating to supporting the child making the allegation, as well as other children connected to the organisation.
  - 10.4.3** Ensure feedback is provided to the LADO about the outcome of any internal investigations.
- 10.5** If the allegation made to a member of staff concerns the Headteacher, the person receiving the allegation will immediately inform the CEO or Chair of Trustees who will consult the LADO without notifying the Headteacher first.
- 10.6** The school will follow the local safeguarding procedures for managing allegations against staff and volunteers, a copy of which can be found in the staff room.
- 10.7** Suspension of the member of staff against whom an allegation has been made needs careful consideration and, if necessary, we will consult with the LADO in making this decision. Guidance will also be sought from HR.
- 10.8** If a suspension is made, restrictions will apply to all staff and volunteers regarding contact with them whilst they are suspended, including contact via social media, such as Facebook and Twitter.
- 10.9** Our lettings agreement for other users requires that the organiser will follow the Local County Council's procedures for managing allegations against staff and where necessary, the suspension of adults from school premises.
- 10.10** Should an individual staff member, governor or volunteer be involved in child protection, other safeguarding procedures or Police investigations in relation to abuse or neglect, they must immediately inform the Headteacher. In these circumstances, the school will need to assess whether there is any potential for risk of transfer to the workplace and the individual's own work with children.
- 10.11** We understand that a member of staff may be involved in an incident outside school which did not directly involve children but could impact on their suitability to work with children. In these instances, The Chiltern Way Academy need to consider what triggered these actions and follow guidance in point **10.3**.

## 11. Whistleblowing

- 11.1** We have a **Whistleblowing Policy** which can be found in the staff room. Staff are required to familiarise themselves with this document during their induction period.
- 11.2** All staff must be aware of their duty to raise concerns about the attitude or actions of colleagues and report their concerns to the Headteacher or Chair of Governors.

## 12. Physical intervention/Positive handling

- 12.1** Our policy on physical intervention/positive handling by staff is set out separately, as part of our **Behaviour Policy**.

## 13. Anti-Bullying

- 13.1** Anti-Bullying is referenced within the **Anti-Bullying Policy** and measures are in place to prevent and respond to all forms of bullying, which acknowledges that to allow or condone bullying may lead to consideration under child protection procedures.

## 14. Discriminatory Incidents

- 14.1** In line with the **Equalities Act 2010**, our **Equalities and Cohesion Policy** addresses all forms of discriminatory incidents. It takes into account the guidance offered through local guidance. In Buckinghamshire, this is the document 'Equally Safe – Dealing with Prejudice Related Incidents Guidance for Schools'. On the Wokingham campus this is 'Wokingham Borough Council, Guidelines for dealing with racist incidents in schools'

## 15. Health and Safety

- 15.1** We recognise the importance of safeguarding pupils throughout the school day. Our **Health and Safety policy** reflects the consideration we give to the protection of our children, both physically and emotionally, within the school environment.
- 15.2** Part of the safeguarding measures we have in place include the safe dropping off and collection of pupils at the start and end of the school day. All parents/carers must deliver their children to front car parks and collect them from front car parks. Parents/carers are expected to inform us via phone or email if there is to be a change in the arrangement of collection for their child. If a child arrives via school taxi, the children are dropped in the front car park and collected from the front car park.
- 15.3** Pupils who leave the site during the school day do so only with the written permission of a parent/carer and are collected by an authorised adult where appropriate. School should be notified by the parents/carers regarding whom

they have authorised for this task. Students signing in/out in the school day must do so via the inventory system in reception.

- 15.4** During handover for extended day, staff on duty must hand over to the extended day staff before being relieved.
- 15.5** In the event of a pupil going missing during the course of the school day we will carry out immediate checks to ensure the pupil is not on site, we will then make contact with the pupil's parents/carers and inform the police.

## **16. Prevent Duty**

- 16.1** We are aware of the Prevent Duty under **Section 26 of the Counter Terrorism and Security Act 2015** to protect young people from being drawn into terrorism. This is a safeguarding matter like any other and these processes will be applied to support children and their families where vulnerabilities are identified.
- 16.2** All school staff and governors have completed Prevent training.
- 16.3** We have in place and monitor appropriate web filtering systems so that pupils cannot view potentially extreme material.
- 16.4** Staff understand the need for a culture of vigilance to be present in the school to support safeguarding. This includes awareness and sensitivity to changes in the attitudes of pupils, which may indicate they are at risk of radicalisation.
- 16.5** We recognise that there is no single way of identifying whether a child is likely to be susceptible to an extremist ideology. Radicalisation can occur through many different methods and settings (such as social media, the internet or within the home)
- 16.6** The Chiltern Way Academy DSLs and DDSs are aware of local procedures for making Prevent referrals and Channel Panel.

## **17. E-Safety**

- 17.1** All staff are aware of the school policy on **E-Safety** which sets out our expectations relating to:
  - 17.1.1** Creating a safer online learning environment,
  - 17.1.2** Giving everyone the skills, knowledge and understanding to help children stay safe on-line, question the information they are accessing and support the development of critical thinking,
  - 17.1.3** Inspiring safe and responsible use of mobile technologies, to combat behaviours on-line which may make pupils vulnerable, including sexting (youth-produced sexual imagery),
  - 17.1.4** Use of mobile technology both within school and on school trips/outings

- phones,
- 17.1.5 Use of camera equipment, including smart
  - 17.1.6 What steps to take if there are concerns and where to go for help,
  - 17.1.7 Staff use of social media as set out in the **Staff Code of Conduct.**
- 17.2 Cyber-bullying by children, via texts, social media and emails, will be treated as seriously as any other type of bullying and will be managed through our anti-bullying procedures. This includes sexting and image exchange under threat or through coercion. If necessary, contextual safeguarding meetings will take place.
- 17.3 Pupils, staff and parents/carers are supported to understand the risks posed by:
- 17.3.1 the CONTENT accessed by pupils
  - 17.3.2 their CONDUCT on-line
  - 17.3.3 and who they have CONTACT with, in the digital world.
- 17.4 Where children are being asked to learn online at home the Department for Education has provided advice to support schools to do so safely: [safeguarding-and-remote-education](#)
- 17.5 We have a separate **Mobile Phone Policy** which sets out the acceptable use of mobile technologies by pupils whilst onsite. This includes sanctions which will be applied when these boundaries are not adhered to.
- 17.6 Visitors to our school are respectfully requested to turn all mobile devices off. This is a safeguarding measure for our pupils.
- 17.7 Staff use of mobile technology whilst on site is set out in the **Staff Code of Conduct.**

## 18. Sexting

Sexting', also referred to as 'youth produced sexual imagery', is one of a number of 'risk-taking' behaviours associated with the use of digital technologies, social media or the internet. It is accepted that children experiment and challenge boundaries and therefore the risks associated with 'online' activity can never be completely eliminated.

- 18.1 Staff, pupils and parents/carers are supported, via training, to understand the creation and sharing of sexual imagery, such as photos or videos, of under18s is illegal. This includes images of pupils themselves if they are under the age of 18.
- 18.2 Any youth produced sexual imagery disclosures will follow the normal safeguarding practices and protocols for our school. We will also use the guidelines for responding to incidents, as set out in the publication '[Sexting in Schools and Colleges](#)' produced by the UK Council for Child Internet Safety.



- 18.3** If the incident meets the threshold it may be necessary to refer to the police in a timely manner; contact will be through a safer schools officer, a PCSO (Police Community Security Officer), local neighbourhood police or by dialling 101. Such a report will result in an Outcome 21 record being generated by the police. We will always endeavour to speak to the parents/carers of the pupils involved prior to any report being made to the police.

## **19. Peer on Peer Abuse**

Chiltern Way Academy believes that all children have a right to attend school and learn in a safe environment free from harm by both adults and other pupils. We recognise that some safeguarding concerns can occur via peer on peer abuse.

- 19.1** All staff operate a zero-tolerance policy to peer on peer abuse and will not pass off incidents as 'banter' or 'just growing up'.
- 19.2** All staff recognise that peer on peer issues may include, but may not be limited to:
- 19.2.1** Bullying (including cyber bullying)
  - 19.2.2** Racial abuse
  - 19.2.3** Physical abuse, such as hitting, hair-pulling, shaking, biting or other forms of physical harm
  - 19.2.4** Sexual violence and sexual harassment
  - 19.2.5** Upskirting
  - 19.2.6** Abuse related to sexual orientation or identity
  - 19.2.7** Sexting as set out in section 17
  - 19.2.8** Initiation type violence and rituals
  - 19.2.9** Emotional abuse
- 19.3** The following will be considered when dealing with incidents:
- 19.3.1** Whether there is a large difference in power between the victim and perpetrator i.e. size, age, ability, perceived social status or vulnerabilities, including SEND, CP/CIN or LAC
  - 19.3.2** Whether the perpetrator has previously tried to harm or intimidate pupils
  - 19.3.3** Any concerns about the intentions of the alleged perpetrator
- 19.4** In order to minimise the risk of peer on peer abuse taking place, school must:
- 19.4.1** Deliver PSHE to include teaching pupils about how to keep safe and understanding what acceptable behaviour looks like



- 19.4.2 Ensure that pupils know that all members of staff will listen to them if they have concerns and will act upon them
  - 19.4.3 Have systems in place for any pupil to be able to voice concerns
  - 19.4.4 Develop robust risk assessments if appropriate
  - 19.4.5 Refer to any other relevant policies when dealing with incidents, such as the **Behaviour Policy** and/or the **Anti-Bullying Policy**
- 19.5 We recognise that 'Upskirting' involves taking a photograph under an individual's clothing without their knowledge. We understand that it causes the victim distress and humiliation. Staff recognise that 'Upskirting' is a criminal offence and must promptly report any such incidence to the Headteacher, DSL, DDSL or most senior member of staff.
- 19.6 Reference will be made to the following government guidance and part 5 of the **Keeping Children Safe in Education, Sept 2020** to ensure that all staff have an understanding of the serious nature of sexual violence and sexual harassment between children in schools. [Sexual violence and sexual harassment between children in schools and colleges - GOV.UK](#)

## 20. Cultural Issues

- 20.1 As a school we are aware of the cultural diversity of the community around us and work sensitively to address the unique culture of our pupils and their families as they relate to safeguarding and child protection. This includes children at risk of harm from abuse arising from culture, faith and belief on the part of their parent, carer or wider community.
- 20.2 Staff must report concerns about abuse linked to culture, faith and beliefs in the same way as other child protection concerns.

## 21. Female Genital Mutilation (FGM) and So Called 'Honour' Based Abuse

- 21.1 Staff at our school understand there is a legal mandatory duty to report known cases of FGM and So Called 'Honour' Based Abuse to the police and they will do this with the support of the DSL. [Mandatory reporting of female genital mutilation: procedural information - GOV.UK](#)
- 21.2 We are aware of the signs of FGM [Female genital mutilation \(FGM\) | NSPCC](#)
- 21.3 Our school is aware of the need to respond to concerns relating to forced marriage and understand that it is illegal, a form of child abuse and a breach of children's rights. We recognise some pupils, due to capacity or additional learning needs, may not be able to give an informed consent and this will be dealt with under our child protection processes. Chiltern Way Academy staff can contact the Forced Marriage Unit if they need advice or information. Contact 020 7008 0151 [fm@fco.gov.uk](mailto:fm@fco.gov.uk)

- 21.4** We recognise both male and female pupils may be subject to honour based abuse e.g. where children's cultural background are at odds with their behaviours such as sexuality, under-age sex, relationships, gender identity or life style choices.
- 21.5** We promote awareness through training and access to resources, ensuring that the signs and indicators are known and recognised by staff.
- 21.6** Any suspicions or concerns for forced marriage are reported to the DSL who will refer to First Response or the police if emergency action is required.

## **22. Contextual Safeguarding**

Contextual Safeguarding is an approach to understanding and responding to children's experiences of significant harm beyond their families. It recognises that the different relationships that children form in their neighbourhoods, schools and online can feature violence and abuse. Parents and carers may have little influence over these contexts, and children's experiences of extra-familial abuse can undermine parent/carer-children relationships.

- 22.1** At Chiltern Way Academy we recognise that pupils may encounter safeguarding issues that happen in the wider community and we will respond to such concerns, reporting to the appropriate agencies in order to support and protect the pupil.
- 22.2** All staff, and especially the DSLs, will consider the context of incidents that occur outside of school to establish if environmental factors may be putting the pupil's welfare and safety at risk.
- 22.3** Children who may be alleged perpetrators will also be supported to understand the impact of contextual issues on their safety and welfare.
- 22.4** In such cases the individual needs and vulnerabilities of each child will be considered.
- 22.5** Extra-familial harms take a variety of different forms and children can be vulnerable to multiple harms including (but not limited to) sexual exploitation, criminal exploitation, and serious youth violence.
- 22.6** All staff are aware of signs and 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 significant change in well-being or signs of assault or unexplained injuries. Staff are aware that 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.
- 22.7** At Chiltern Way Academy we are aware of the risks to children and will take appropriate measures to manage any situations arising.

## **23. Serious Violence**

- 23.1** All staff are aware of signs and 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 significant change in well-being or signs of assault or unexplained injuries. Staff are aware that 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.
- 23.2** At Chiltern Way Academy we are aware of the risks to children and will take appropriate measures to manage any situations arising.

## **24. Domestic abuse**

- 24.1** At Chiltern Way Academy, we recognise domestic abuse can impact on children when they witness it or they themselves are victim. We also recognise that it can be witnessed or suffered at home or in an intimate personal relationship. Exposure to domestic abuse can have a serious, long lasting emotional and psychological impact on children.

## **25. Children at greater risk of harm**

- 25.1** At Chiltern Way Academy, we recognise that children may need a social worker due to safeguarding or welfare needs and that a child's experiences of adversity and trauma can leave them vulnerable to further harm, as well as being educationally disadvantaged. Barriers include attendance, learning, behaviour and mental health.
- 25.2** The DSLs at Chiltern Way Academy are aware of all children with a social worker and use this information in context so that decisions can be made in the best interests of the child's safety.

## **26. Use of Photography**

- 26.1** We will often use photographs and film to capture achievements, monitor a child's development and help promote successes within our school. We like to have a record of all the wonderful activities our pupils take part in. Parental permission is required for any external use of photography or film.

## **27. Mental health**

- 27.1** All staff are aware that mental health problems can, in some cases, be an indicator that a child has suffered or is at risk of suffering abuse, neglect or exploitation.
- 27.2** If staff have a mental health concern about a child that is also a safeguarding concern, immediate action should be taken by speaking to the DSL or a DDSL.

**27.3** Public Health England has produced a range of resources to support secondary school teachers to promote positive health, wellbeing and resilience among young people including its guidance [Promoting children and young people's emotional health and wellbeing](#). Its resources include social media, forming positive relationships, smoking and alcohol. See [Rise Above](#) for links to all materials and lesson plans.

## **28. Policy Review**

**28.1** The Trust Board of our school is responsible for ensuring the annual review of this policy. The date the next review is due is on the front cover of this policy.

## Appendix

### Contacts in Buckinghamshire

<p><b>Education Safeguarding Advisory Service</b> ESAS offers support to education providers to assist them to deliver effectively on all aspects of their safeguarding responsibilities.</p>	01296 383293
<p><b>First Response Team (including Early Help, Channel)</b> The First Response Team process all new referrals to social care, including children with disabilities. Referrals are assessed by the team to check the seriousness and urgency of the concerns and whether Section 17 and/or Section 47 of the Children Act 1989 apply. The First Response Team will ensure that the referral reaches the appropriate team for assistance in a quick and efficient manner.</p>	01296 383962  Out of hours 0800 999 7677
<p><b>Local Authority Designated Officer (LADO)</b> The Buckinghamshire Local Authority Designated Officer (LADO) is responsible for overseeing the management of all allegations against people in a position of trust who work with children in Buckinghamshire on either a paid or voluntary basis</p>	01296 382070
<p><u><a href="#">Bucks Family Information Service</a></u> Information for families on a range of issues including childcare, finances, parenting and education</p>	01296 383293
<p><u><a href="#">Buckinghamshire Safeguarding Children Partnership (BSCP)</a></u> Procedures, policies and practice guidelines</p>	
<p><u><a href="#">Schools Web</a></u> School bulletin, Safeguarding links, A-Z guide to information and services</p>	
<p><b>BCC Equalities &amp; School Improvement Manager</b></p>	01296 382461
<p><b>BCC Prevent Co-ordinator</b></p>	01296 674784
<p><b>Thames Valley Police</b></p>	101 (999 in case of emergency)
<p>R-U Safe? Barnardos - Children/Young People Sexual Exploitation Service</p>	01494 785 552

### Contacts in Berkshire

<p><b>Berkshire West Safeguarding Children Partnership (Reading, Wokingham &amp; West Berkshire)</b></p> <p>The BWSCP does not deliver direct services but is there to make sure that the services provided in the local area effectively safeguard and promote the welfare of children</p>	<p>Esther Blake, BWSCP Strategic Manager</p> <p><u><a href="mailto:Esther.Blake@brighterfuturesforchildren.org">Esther.Blake@brighterfuturesforchildren.org</a></u></p> <p>Sherrie Newell, BWSCP Operational Manager</p>
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	<p><a href="mailto:Sheerie.Newell@wokingham.gov.uk">Sheerie.Newell@wokingham.gov.uk</a></p> <p>Donna Gray, BWSCP Senior Coordinator</p> <p><a href="mailto:Donna.Gray@brighterfuturesforchildren.org">Donna.Gray@brighterfuturesforchildren.org</a></p>
<p><b>Bracknell Forest Local Safeguarding Children Board</b></p> <p>The Board brings together senior and operational staff within local organisations to help co-ordinate services and make certain they work together to keep children safe from harm.</p>	<p><a href="mailto:bfsb@bracknell-forest.gov.uk">bfsb@bracknell-forest.gov.uk</a></p>
<p><b>Royal Borough of Windsor and Maidenhead Safeguarding Partnership</b></p> <p>Our arrangements are designed to encourage the best safeguarding practice across the Royal Borough by providing clear, consistent and high quality advice and information to protect both children and adults from harm.</p>	<p><a href="mailto:Safeguarding.Partnership@rbwm.gov.uk">Safeguarding.Partnership@rbwm.gov.uk</a></p>
<p><b>Referral and Assessment Team</b></p> <p>Referrals to social care, early help and multi agencies, including children with disabilities. Referrals are assessed by the team and to check the seriousness and urgency of the concerns.</p>	<p>Wokingham – 0118 908 8002</p> <p>Reading – 0118 937 3641</p> <p>RBWM – 01628 683 150</p> <p>West Berks – 01635 503 090</p> <p>Bracknell – 01344 352 005</p> <p>Out of Hours - 01344 786543</p>
<p><b>Local Authority Designated Officer (LADO)</b></p> <p>The Local Authority Designated Officer (LADO) gives advice and guidance to employers and others who are concerned about an adult who works with children including volunteers and agency staff</p>	<p><a href="mailto:LADO@wokingham.gov.uk">LADO@wokingham.gov.uk</a></p> <p>0118 974 614</p>

<b>Thames Valley Police</b>	101  (999 in case of emergency)
<b>Berkshire Child and Adolescent Mental Health Service (CAMHS)</b>	01344 415600  Urgent Referral – 0300 365 1234
<b>Berkshire Women’s Aid (BWA)</b>  BWA works against domestic abuse and violence, providing advice, counselling and places of safety in Reading, Wokingham and Bracknell, Berkshire for women, men and children	          Helpline - 0118 950 4003

Other contacts

NSPCC <a href="#">NSPCC</a>	0800 800 5000
Childline <a href="#">Childline</a>	0800 11 11
Kidscape – Parent Advice Line (bullying) (Mon-Weds from 9:30am to 2:30pm) <a href="#">Kidscape</a>	020 7823 5430
Female Genital Mutilation Helpline (NSPCC) <a href="#">NSPCC</a> <a href="#">FGM Helpline</a>	0800 028 3550 <a href="mailto:fgmhelp@nspcc.org.uk">fgmhelp@nspcc.org.uk</a>
Samaritans - Helpline <a href="#">Samaritans</a>	116 123
Forced Marriages Unit - Foreign and Commonwealth Office <a href="#">Forced marriage - GOV.UK</a>	020 7008 0151 <a href="mailto:fm@fco.gov.uk">fm@fco.gov.uk</a>
Crimestoppers <a href="#">Crimestoppers</a>	0800 555 111
<a href="#">CEOP</a> (Child Exploitation and Online Protection)	

Local Threshold Documents:

[Buckinghamshire Threshold Document](#)

[Berkshire West Safeguarding Children Partnership Threshold Guidance](#)

For student’s living outside of Buckinghamshire and Wokingham, please refer to their local authority threshold documents



## **Child Protection and Safeguarding**

Everyone who works with children has a duty to safeguard and promote their welfare. They should be aware of the signs and indicators of abuse and know what to do and to whom to speak if they become concerned about a child or if a child discloses to them.

The following is intended as a reference for school staff and parents/carers if they become concerned that a child is suffering or likely to suffer significant harm.

The Children Act 1989 defines abuse as when a child is suffering or is likely to suffer 'significant harm'. Harm means ill treatment or the impairment of health or development. Four categories of abuse are identified:

### **Categories of Abuse**

Child abuse is a form of maltreatment. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others. Abuse can take place wholly online, or technology may be used to facilitate offline abuse. Children may be abused by an adult or adults, or another child or children.

#### **Physical Abuse**

Physical abuse is when someone physically hurts or harms a child, in any way on purpose. It may include: hitting, shaking, biting, punching, throwing, poisoning, burning or scalding, drowning, suffocating, or it may also include making up the symptoms of an illness, or causing a child to become unwell.

#### **Emotional Abuse**

Emotional abuse is the persistent emotional maltreatment of a child and can involve deliberately trying to scare, humiliate, isolate or ignore a child. It may involve conveying to a child that they are worthless, unloved, inadequate, or valued only insofar as they meet the needs of another person. It could be making the child the subject of jokes, shouting at them, name calling, blaming or scapegoating them. A child may be made to perform degrading acts, be controlled, not have a say and not allowed to have friends. These may include overprotection and limitation of exploration and learning. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

#### **Sexual Abuse**

Sexual abuse is when a child is forced or tricked into sexual activities, whether or not the child is aware of what is happening. There are two types of sexual abuse;

contact and non-contact. Contact can involve sexual touching (clothed or unclothed) of any part of the body, penetration or rape using a body part or object, taking part in sexual activities, kissing, touching someone else, undressing or oral sex. Non-penetrative acts include kissing, rubbing and touching outside of clothing. Non-contact activities include children being forced to make, view and/or share child abuse images/videos, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse. Sexual abuse can take place online and technology can be used to facilitate offline abuse. Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children. The [Brook Sexual Behaviours Traffic Light Tool](#) can be used as guidance to support professionals in identifying and responding to sexual behaviour in children.

### **Neglect**

Neglect is the persistent failure to meet a child's basic needs and is the most common form of abuse. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may be:

Physical: Basic needs - failure to provide adequate food, clothing and shelter (including exclusion from home or abandonment). It can be the failure to protect a child from physical and emotional harm or danger, ensure adequate supervision (including the use of inadequate caregivers)

Educational: Failure to ensure a child has an education

Emotional: Lack of nurture and stimulation, being ignored or isolated

Medical: Failure to ensure access to appropriate medical (and dental) care or treatment.

## **Exploitation**

Exploitation is a form of child abuse and may take a number of forms:

### **Child Criminal Exploitation**

As set out in the [Serious Violence Strategy](#) published by the Home Office, It is where an individual or group takes advantage of an imbalance of power to coerce, control, manipulate or deceive a child or young person under the age of 18 into any criminal activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial or other advantage of the perpetrator or facilitator and/or (c) through violence or the threat of violence. The victim may have been criminally exploited even if the activity appears consensual. Child criminal exploitation does not always involve physical contact; it can also occur through the use of technology.

Taken from "[Working Together to Safeguard Children](#)" 2018

CCE can include children being forced to work in cannabis factories, being coerced into moving drugs or money across the country, forced to shoplift or pickpocket, or to threaten other young people.

Some of the following can be indicators of CCE:

- children who appear with unexplained gifts or new possessions
- children who associate with other young people involved in exploitation
- 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

### **Child Sexual Exploitation (CSE)**

Sexual abuse 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 clothing. It may include non-contact activities, such as involving children in the production of sexual images, forcing children to look at sexual images or watch sexual activities, encouraging children to behave in sexually inappropriate ways or grooming a child in preparation for abuse (including via the internet).

CSE occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. CSE does not always involve physical contact; it can also occur through the use of technology. CSE can affect any child or young person (male or female) under the age of 18 years, including 16 and 17 year olds who can legally consent to have sex. It can include both contact (penetrative and non-penetrative acts) and non-contact sexual activity and may occur without the child or young person's immediate knowledge (e.g. through others copying videos or images they have created and posted on social media).

The above CCE indicators can also be indicators of CSE, as can:

- children who have older boyfriends or girlfriends; and
- children who suffer from sexually transmitted infections or become pregnant.

[Child sexual exploitation: guide for practitioners](#)

We recognise that exploitation includes the trafficking of children and Modern Day Slavery. [Victims of modern slavery – frontline staff guidance](#)

### **Extremism**

Extremism is the vocal or active opposition to our fundamental values, including democracy, the rule of law, individual liberty and the mutual respect and tolerance of different faiths and beliefs. This also includes calling for the death of members of the

armed forces. Radicalisation refers to the process by which a person comes to support terrorism and extremist ideologies associated with terrorist groups.

### **County Lines**

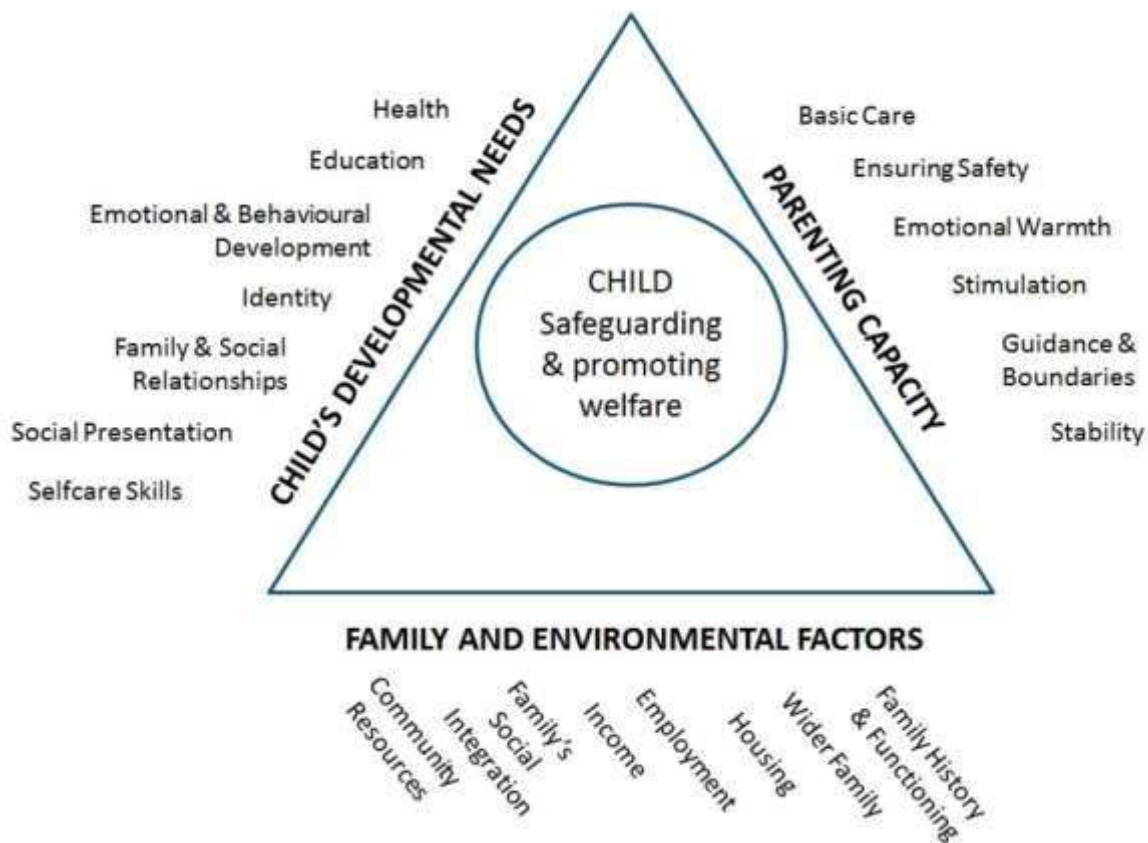
County lines is a term used to describe gangs and organised criminal networks involved in exporting illegal drugs (primarily crack cocaine and heroin) into one or more importing areas [within the UK], using dedicated mobile phone lines or other forms of “deal lines”.

Exploitation is an integral part of the county lines offending model with children and vulnerable adults exploited to move [and store] drugs and money. Offenders will often use coercion, intimidation, violence (including sexual violence) and weapons to ensure compliance of victims. Children can be targeted and recruited into county lines in a number of locations including schools, further and higher educational institutions, pupil referral units, special educational needs schools, children’s homes and care homes. Children are often recruited to move drugs and money between locations and are known to be exposed to techniques such as ‘plugging’, where drugs are concealed internally to avoid detection. Children can easily become trapped by this type of exploitation as county lines gangs create drug debts and can threaten serious violence and kidnap towards victims (and their families) if they attempt to leave the county lines network.

One of the ways of identifying potential involvement in county lines are missing episodes (both from home and school), when the victim may have been trafficked for the purpose of transporting drugs and a referral to the National Referral Mechanism should be considered. If a child is suspected to be at risk of or involved in county lines, a safeguarding referral should be considered alongside consideration of availability of local services/third sector providers who offer support to victims of county lines exploitation. Further information can be found on the Buckinghamshire Safeguarding Children Partnership website.

## **Assessment Framework**

(from Working Together to Safeguard Children, July 2018)



Every assessment should draw together relevant information gathered from the child and their family and from relevant practitioners including teachers and school staff, early years workers, health practitioners, the police and adult social care.

Every assessment of a child should reflect the unique characteristics of the child within their family and community context.

Each child whose referral has been accepted by children's social care should have their individual needs assessed, including an analysis of the parental capacity to meet those needs, whether they arise from issues within the family or the wider community.

Frequently, more than one child from the same family is referred and siblings within the family should always be considered.