

# Mountfields Lodge Primary School



## **Child Protection: Safeguarding Policy**

**Aim High, Reach for the Sky**

**NB – The tracked changes have been made to reflect KCSIE 2023 which comes into force on 1<sup>st</sup> September 2023**

**LEICESTERSHIRE COUNTY COUNCIL**  
**CHILDREN & FAMILY SERVICES**

**POLICY AND PROCEDURES ON SAFEGUARDING / CHILD PROTECTION FOR**  
**SCHOOLS**

**(VERSION: September 2023)**

**Name of school:-**

**Mountfields Lodge Primary School (academy)**

**This policy is reviewed at least annually by the governing body.  
This Autumn (1) 2023 policy is based upon a revised Model Policy from LCC, August 2023. Changes have been made to reflect KCSIE 2023 which comes into force in September 2023**

Note:

**Appendix 9** is a school-added Appendix: ‘Guidance for schools working with children and young people who display harmful sexual behaviour’.

**Appendix 10** is a school-added Appendix: ‘Child Protection: Safeguarding/Child Protection and COVID-19. This may become relevant IF there are further local/national restrictions during 2022-23

**Signature ..... (Chair of Governors)**

**Print Name:**

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## **Named staff and contacts**

Designated Safeguarding Lead: Mrs Iona Mock, Head teacher  
Deputy Designated Safeguarding Lead/s Mr Alex Coleman, Deputy Head teacher and Mrs Jo York, Senco  
Designated Teacher for Children in Care Mrs Jo York  
Nominated Safeguarding Governor: Mrs Liz Monk

Safeguarding and Performance Unit contacts:

## **Service Manager - Safeguarding and Performance Service**

Kelda Claire 0116 305 9084

## **LADO / Allegations:**

Mark Goddard 0116 305 7597

Karen Browne 0116 305 4532

## **First Response Children's Duty (Tier 4 Same-day referrals)**

Telephone 0116 3050005

Email [childrensduty@leics.gov.uk](mailto:childrensduty@leics.gov.uk)

Address First Response Children's Duty  
Room 100b  
County Hall  
Championship Way  
Glenfield  
LE3 8RF

## **All other referrals including Early Help (Children & Family Wellbeing) Service**

<http://lrsb.org.uk/childreport>

**Early Help queries and Consultation Line** 0116 3058727

## 1 Introduction

1.1 Mountfields Lodge (academy) fully recognises the contribution it can make to protect children and support pupils in school. The aim of the policy is to safeguard and promote our pupils' welfare, safety and health by fostering an honest, open, caring and supportive environment. We encourage children to talk about their worries and to report their concerns to us in a number of alternative ways. The pupils' welfare is of paramount importance.

1.2 This policy is consistent with:

- the legal duty to safeguard and promote the welfare of children, as described in section 175 of the Education Act 2002 [or section 157 of the Education Act 2002 for independent schools and academies] and the statutory guidance "*Keeping children safe in education – Statutory guidance for schools and colleges*", 2023 and "*Working Together to Safeguard Children*", 2018.
- the Leicestershire and Rutland Safeguarding Children Partnership - Multi-Agency Safeguarding Arrangements

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

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

1.4 This policy applies to all staff, volunteers, governors and visitors to the school. We recognise that child protection is the responsibility of all adults in school. We will ensure that all parents and other working partners are aware of our child protection policy by mentioning it in our school prospectus, displaying appropriate information in our reception and on the school website and by raising awareness at meetings with parents as appropriate.

### 1.5 Extended school activities

#### Extended school activities

Where the Governing Body provides services or activities directly under the supervision or management of school staff, the school's arrangements for child protection will apply. Where services or activities are provided separately by another provider, the Governing Body will seek assurance in writing that the provider concerned has appropriate policies

and procedures in place to safeguard and protect children consistent with the DfE guidance “Keeping children safe in out-of-school settings:code of practice” (inspecting these where needed) and that there are arrangements to liaise with the school on these matters where appropriate. Safeguarding requirements will be included in any lease or hire agreement as a condition of use; and any failure to comply will lead to termination of the agreement. The headteacher will also take responsibility to inform the LADO about any allegations that are made against individuals or organisations who use the school premises.

## **2 Safeguarding Commitment**

2.1 For the purposes of this policy, safeguarding and promoting the welfare of children is defined as:

- protecting children from maltreatment;
- preventing impairment of children’s mental and physical health or development;
- ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and
- taking action to enable all children to have the best outcomes.

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

2.3 Our school will therefore:

- Establish and maintain an ethos where all children (including those having protected characteristics under the Equalities Act 2010) feel secure and are encouraged to report concerns, talk, and are listened to;
- Make reasonable adjustments for disabled children and young people.
- Ensure that children’s wishes and feelings are taken into account when determining what actions to take and services to provide and that they are able to express their views and give feedback. We will always seek to act in the best interests of children.
- Ensure that children know that there are adults in the school whom they can approach if they are worried or are in difficulty and that there are alternative ways to report concerns;
- Include in the curriculum activities and opportunities for PSHE / Citizenship / Relationships Education, Relationships and Sex Education and Health Education which equip children with the skills they need to stay safe from abuse (including online and other contexts children are in), and to know to whom they can turn for help.

- Ensure every effort is made to establish effective working relationships with parents and colleagues from other agencies;
- Operate safer recruitment procedures and make sure that all appropriate checks are carried out and recorded on the single central record for new staff and volunteers who will work with children, including identity, right to work, enhanced DBS criminal record and barred list (and overseas where needed), references, and prohibition from teaching or managing in schools (s.128), online checks etc (see “Keeping children safe in education” part 3).

## 2.4 **Safeguarding in the Curriculum**

Children are taught about safeguarding in school. The following areas are among those addressed in PSHE and Relationships Education, Relationships and Sex Education and Health Education and in the wider curriculum:-

- Bullying (including Cyberbullying)
- Drugs, alcohol and substance misuse (including awareness of County Lines and the Criminal Exploitation of children where appropriate)
- Online safety
- The danger of meeting up with strangers
- Fire and water safety
- Road safety
- Healthy Relationships / Consent
- Sexual exploitation of children (CSE), including online
- Child criminal exploitation (including cybercrime) Preventing Extremism and Radicalisation (see Appendices 4 and 5)

## 3 **Roles and Responsibilities**

### 3.1 **General**

All adults working with or on behalf of children have a responsibility to safeguard and promote their welfare. This includes a responsibility to be alert to possible abuse and to record and report concerns to staff identified with child protection responsibilities within the school.

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

### 3.2 **Governing Body**

In accordance with the statutory guidance “Keeping children safe in education” 2023, the Governing Body will ensure that:-

- The school has its own child protection/safeguarding policy, procedures and training in place which are effective and comply with the law at all times. The policy is made available publicly.

- All governors receive safeguarding training on induction which is regularly updated. This training will be appropriate to their role offering strategic challenge to the school.
- The school operates safer recruitment practices, including appropriate use of references and checks on new staff and volunteers. Furthermore, the Headteacher, nominated Governors and other staff involved in the recruitment process have undertaken Safer Recruitment Training.
- There are procedures for dealing with safeguarding concerns (including lower level concerns) and allegations of abuse against members of staff and volunteers (see Appendix 2).
- There is a senior member of the school's leadership team who is designated to take lead responsibility for dealing with child protection (the "Designated Safeguarding Lead") and there is always cover for this role with appropriate arrangements for before/after school and out of term time activities.
- The Designated Safeguarding Lead undertakes effective training to provide them with the knowledge and skills required to carry out the role (in addition to basic child protection training) and this is refreshed every two years. In addition to this formal training, their knowledge and skills are updated at regular intervals (at least annually) using safeguarding briefings etc. The Designated Safeguarding Lead (and any deputies) also undertake Prevent awareness training.
- The Headteacher, and all other staff and volunteers who work with children (including early years practitioners within any settings on the school site), undertake appropriate training which is regularly updated at least annually, (and more comprehensively, every three years in compliance with the Safeguarding Children Partnership protocol); and new staff and volunteers who work with children are made aware of the school's arrangements for child protection and their responsibilities (including this policy, Part 1 of Keeping Children Safe in Education (or Annex A, if appropriate), the pupil behaviour policy, the staff behaviour policy (code of conduct), the role of the Designated Safeguarding Lead and how to respond to children who are absent or go missing from education). The Local Authority Induction leaflet, ("Safeguarding in Education Induction – Child Protection Information, Safer Working Practice") will be used as part of this induction and Annex B from "Keeping children safe in education" 2023 is provided to all staff working directly with children.
- Any deficiencies or weaknesses brought to the attention of the Governing Body will be rectified without delay.
- The Chair of Governors (or, in the absence of a Chair, the Vice Chair) deals with any safeguarding concerns or allegations of abuse made against the Headteacher, in liaison with the Local Authority Allegations Manager (LADO).
- Effective policies and procedures are in place and updated annually including a behaviour "code of conduct" for staff and volunteers. This code of conduct incorporates all the areas addressed in the "Guidance for Safer Working Practice for those who work with children in education settings Feb 2022". Information is



provided to the Local Authority (acting on behalf of the Safeguarding Children Partnership) through the Safeguarding Annual Return.

- There is an individual member of the Governing Body who will champion issues to do with safeguarding children and child protection within the school, liaise with the Designated Safeguarding Lead, and provide information and compliance/monitoring reports to the Governing Body.
- The school contributes to inter-agency working in line with statutory guidance “Working Together to Safeguard Children” 2018 including providing a co-ordinated offer of Early Help for children who require this. This Early Help may be offered directly through school provision or via referral to an external support agency. Safeguarding arrangements take into account the procedures and practice of the local authority and the Leicestershire and Rutland Safeguarding Children Partnership.

### 3.3 **Headteacher**

The Headteacher of the school will ensure that:

- The policies and procedures adopted by the Governing Body are effectively implemented and followed by all staff;
- Sufficient resources and time are allocated to enable the Designated Safeguarding Lead and other staff to discharge their responsibilities, including taking part in strategy discussions and other inter-agency meetings, and contributing to the assessment of children;
- Allegations of abuse or concerns that a member of staff, adult working at school or in an organisation using the school premises, may pose a risk of harm to children or young people are notified to the Local Authority Designated Officer, where the threshold is met.
- All staff and volunteers feel able to raise concerns about poor or unsafe practice in regard to children, and such concerns are addressed sensitively and effectively in a timely manner. The NSPCC whistle blowing helpline number is also available (0800 028 0285).
- All staff are made aware that they have an individual responsibility to pass on safeguarding concerns and that if all else fails to report these directly to Children’s Social Care (Children and Family Specialist Services) or the Police.

### 3.4 **Designated Safeguarding Lead**

The Designated Safeguarding Lead (or a Deputy) will always be available for staff to discuss any safeguarding concerns. The responsibilities of the DSL are found in Annex C of “Keeping children safe in education”. The DSL is a senior member of staff on the

senior leadership team and the role is explicit in their job description. Responsibilities include:

- **Managing referrals** – to the local authority children’s social care, to the Channel programme, to the Disclosure and Barring Service for staff dismissed for safeguarding concerns (as required), to the Police where a crime may have been committed
- **Working with others** – to act as a source of support and advice, to act as a point of contact for the safeguarding partners, to liaise with the headteacher or principal about issues especially to do with ongoing enquiries under section 47 of the Children Act 1989 and police investigations, to liaise with staff when deciding to make a referral to relevant agencies so that children’s needs are considered holistically, to liaise with the senior mental health lead, to promote supportive engagement with parents and carers, to take the lead in promoting educational outcomes for children in need and those with a social worker, to liaise with the Governing Body and the Local Authority on any deficiencies brought to the attention of the Governing Body and how these should be rectified without delay
- **Information sharing and managing safeguarding records** – keeping records confidential, secure and up to date, in a separate record for each child, including a clear and comprehensive summary, detailing how the concern was followed up and resolved, with a note of actions, decisions and the outcome, sharing information as required to safeguard children and transferring records and other relevant information to the new school within 5 days or in advance if necessary
- **Raising Awareness** – ensuring each member of staff and volunteer understands the child protection policy which is reviewed at least annually, making it available publicly, ensuring staff and governors have access to relevant training and induction, promoting educational outcomes by sharing relevant information about vulnerable children
- **Training, knowledge and skills** – to undergo DSL training every two years (updating at least annually via bulletins etc) and to attend Prevent awareness training, in order to understand assessment and referral processes, to contribute effectively to child protection conferences including the importance of sharing information, to understand the lasting impact that adversity and trauma can have on children and how to respond to this, to be alert to children with specific needs eg SEND, those with health conditions and young carers, to understand the unique risks associated with online safety
- **Providing support to staff** – to help them feel confident on welfare, safeguarding and child protection matters, to provide support in the referral process if required and to help them to understand that safeguarding and educational outcomes are linked
- **Understanding the views of all children** – encouraging a culture of listening to all children (including those who are known to be disproportionately impacted by different forms of harm and abuse eg LGBT pupils, disabled children or girls) and taking account of their wishes and feelings in measures taken to protect them and understanding the difficulties children may have in approaching staff about their circumstances
- **Holding and sharing information** – sharing with safeguarding partners, other agencies and professionals and transferring records between schools and colleges

in accordance with data protection legislation, keeping detailed, accurate and secure written records and understanding the purpose of this

## **4 Records, Monitoring and Transfer**

- 4.1 Well-kept records are essential to good child protection practice. All staff are clear about the need to record and report concerns about a child or children within the school. Records of concerns are written down, signed and dated and passed immediately to the Designated Safeguarding Lead (or a Deputy DSL) using the school's agreed 'Cause for Concern' recording sheet/proforma, including the accompanying body map proforma as/if necessary.. The Designated Safeguarding Lead is responsible for such records and for deciding at what point these records should be shared with other agencies (in accordance with the Data Protection Act 2018 and GDPR principles). All paper records are scanned and uploaded by the DSL/DDSLs on to the CPOMS electronic recording system (only these staff have access to the CPOMS system); paper records are destroyed once uploaded. Historic CP records (paper-based) prior to the introduction of CPOMS in to school, are kept securely with only the DSL/DDSLs having access to these.
- 4.2 Records relating to actual or alleged abuse or neglect are stored apart from normal pupil or staff records. Normal records sometimes have markers to show that there is sensitive material stored elsewhere. This is to protect individuals from accidental access to sensitive material by those who do not need to know.
- 4.3 Child protection records are stored securely, with access confined to specific staff, eg the Designated Safeguarding Lead (and relevant deputies) and the Headteacher.
- 4.4 Child protection records are reviewed regularly to check whether any action or updating is needed. This includes monitoring patterns of complaints or concerns about any individuals and ensuring these are acted upon. A case file chronology, summarizing case activity and significant events in the child's life, helps to enable effective monitoring. Any actions taken are clearly indicated.
- 4.5 When children transfer school their safeguarding records are also transferred within 5 days of them starting. Safeguarding records will be transferred separately from other records and best practice is to pass these directly to a Designated Safeguarding Lead in the receiving school with any necessary discussion or explanation and to obtain a signed and dated record of the transfer. Where a child needs specific ongoing support, relevant information will be transferred prior to the child arriving at their new school. In the event of a child moving out of area and a physical handover not being possible then the most secure method should be found to send the confidential records to a named Designated Safeguarding Lead and a photocopy kept until receipt is confirmed. Files requested by other agencies e.g. Police, are copied.

## **5 Support to pupils and school staff**

### **5.1 Support to pupils and school staff**

5.1 **Support to pupils (including those with a disability or about whom there are mental health concerns)** Our school recognises that children who are abused or who witness violence may find it difficult to develop a sense of self-worth and view their lives in a positive way and that this is likely to adversely impact their mental health and emotional well-being. Children may be vulnerable because, for instance, they have needed an allocated social worker, have a disability, are in care, a care-leaver or previously looked after, or are experiencing some form of neglect. It is therefore important that staff recognize that mental health concerns can, in some cases, be an indicator that a child has suffered or is at risk of suffering abuse, neglect or exploitation. Staff are well placed to observe children day-to-day and identify those whose behaviour suggests that they may be experiencing a mental health problem or be at risk of developing one. Where children have suffered abuse and neglect, or other potentially traumatic adverse childhood experiences, this can have a lasting impact throughout childhood, adolescence and into adulthood. For such children school may be one of the few stable, secure and predictable components of their lives. If staff have a mental health concern about a child that is also a safeguarding concern, immediate action will be taken, following this policy and speaking to the designated safeguarding lead or a deputy. Our school seeks to remove any barriers that may exist in being able to recognise abuse or neglect in pupils with Special Educational Needs, disabilities or physical health issues. These barriers include:-

- assumptions that indicators of possible abuse such as behaviour, mood and injury relate to the child's condition without further exploration
- these children being more prone to peer group isolation or bullying (including prejudice-based bullying) than other children
- the potential for children with SEND or certain medical conditions being disproportionately impacted by behaviours such as bullying, without outwardly showing any signs, and
- communication barriers and difficulties in managing or reporting these challenges.
- cognitive understanding – being unable to understand the difference between fact and fiction in online content and then repeating the content/behaviours in schools or colleges or the consequences of doing so.

We will seek to provide such children with the necessary support to build their self-esteem and confidence, helping them to secure the very best educational outcomes they are able to achieve. The context in which safeguarding incidents and/or behaviours occur, whether in school or within or outside the home (including online), will be considered by staff, particularly the DSL and Deputy DSLs. Any associated threats or risks will be included in assessments and relevant information included in referrals to Children's Social Care. General indicators of abuse and neglect (from Part 1 of the statutory guidance) are also included in Appendix 8 of this policy and further information about specific forms of abuse are contained within Appendix B of the statutory guidance, "Keeping Children Safe in Education".

- 5.2 **Child on child abuse** - We recognise that children sometimes display harmful behaviour themselves and that even if there are no reports, it may still be happening. Incidents or allegations will be referred on for appropriate support and intervention. Such abuse is unacceptable and will not be tolerated at all or passed off as “banter”, “just having a laugh” or “part of growing up”. This abuse could for example include sexual violence and sexual harassment, “upskirting”, initiation/hazing type violence, all forms of bullying, abuse in intimate relationships between peers, consensual and non-consensual sharing of indecent images, causing someone to engage in sexual activity without consent and physical violence (eg hitting, kicking, shaking, biting, hair pulling, etc). This may be experienced by both boys and girls, however, girls are more likely to be the victims and boys perpetrators. Some pupils may be more at risk of harm from specific issues such as sexual violence, homophobic, biphobic or transphobic bullying or racial discrimination. We will therefore take positive action to create a culture of support and to ensure that girls and vulnerable groups such as LGBT and pupils from ethnic minority backgrounds feel confident to bring forward any concerns and have a safe space to talk to trusted staff about their experiences. There are different school and local authority or Safeguarding Children Partnership guidances and policies which detail the school’s procedures to address and minimise these concerns including;
1. Pupil Behaviour Policy
  2. Anti-bullying Policy
  3. E-safety/Online safety Policy
  4. “Guidance for schools working with children who display harmful sexual behaviour” (Leicestershire LA Guidance)
  5. DfE guidance Part 5 of “Keeping children safe in education”.

All children will be encouraged to report to a trusted adult in school all incidents of child on child abuse wherever it may have happened and will be taught about alternative ways of doing this both in school and elsewhere eg via a “worry box” or online form. They will always be taken seriously and never given the impression that they are creating a problem by reporting their concern or made to feel ashamed. It is recognised that even where no reports are received, this does not mean that such abuse is not taking place. It could just be that it has not been reported. Where an incident has occurred or specific risks are identified, the details will be added to a safeguarding or behaviour record for the children concerned and a thorough investigation conducted by the DSL, where appropriate. A written risk assessment will be undertaken by the DSL in order to minimise the risk of further harm and to ensure the safety of all staff and pupils. Parents or carers of the children involved will be informed as soon as it is appropriate to do so. Support plans will be written and help offered, by different adults in school (to avoid a possible conflict of interest), to the alleged victim, the child or young person accused and any other children involved. A referral to any relevant outside agency will be made eg Police or Social Care. Detailed guidance and procedures are included in the linked guidance and school policies listed above.

The following steps will be taken to minimise the risk of child on child abuse:

- Staff training to ensure an understanding of what it is and how to recognise signs
- Promotion of a supportive environment by teaching about acceptable and unacceptable behaviours (including online) in both assemblies and the wider curriculum eg RSHE
- Clear procedures put in place to govern the use of mobile phones in school

- Appropriate staff supervision of pupils and identifying locations around the school site that are less visible and may present more risk to pupils

5.3 **Online safety** – We recognise that technology is a significant component in many safeguarding and wellbeing issues and that children are at risk of abuse online as well as face to face. Some children may use mobile and smart technology, whilst at school and outside of school, to sexually harass their peers, share indecent images (consensually and non-consensually) and view and share pornography and other harmful content. Many children have unrestricted access to the internet via their mobile phones and our online safety policy describes the rules governing their use in school. It also sets out the school's response to incidents which may involve one or more of the four areas of risk – content, contact, conduct and commerce. Online safety is a consideration running through the planning and implementation of all relevant policies and procedures. Different staff and governors (eg the Designated Safeguarding Lead, SLT, IT Provider/Manager, and all other staff) understand and receive relevant training about their assigned roles and responsibilities in filtering and monitoring the internet in school; eg about understanding the systems and processes in place, reviewing internet logs, checking and reviewing its effectiveness, knowing how to record and report concerns etc Staff will always respond if informed that children have been involved in sharing indecent images. The DfE guidance "Sharing nudes and semi-nudes: advice for education settings working with children and young people" (Dec 2020) will be used to guide the school's response on a case by case basis.

The key points for staff and volunteers (not including the DSL) being:-

- Report immediately to the DSL
- Do not view, copy, print, share, store or save the imagery, or ask a child to share or download.
- If you have already viewed the imagery by accident (e.g. if a young person has showed it to you before you could ask them not to), report this to the DSL (or equivalent) and seek support.
- Do not delete the imagery or ask the young person to delete it. Leave this for the DSL if needed.
- Do not ask the child/children or young person(s) who are involved in the incident to disclose information regarding the imagery. This is the responsibility of the DSL (or equivalent).
- Do not share information about the incident with other members of staff, the young person(s) it involves or their, or other, parents and/or carers.
- Do not say or do anything to blame or shame any young people involved.
- Do explain to them that you need to report it and reassure them that they will receive support and help from the DSL (or equivalent).

5.4 **Sexual violence and sexual harassment** – Sexual violence refers to sexual offences as described under the Sexual Offences Act 2003 including rape and sexual assault. Sexual harassment is 'unwanted conduct of a sexual nature' that can occur online and offline and may include sexual name-calling, taunting or "jokes" and physical behaviour, for example, deliberately brushing against someone or interfering with clothes. 'Upskirting' is also a criminal offence (under the Voyeurism (Offences) Act 2019) and typically involves taking a picture under a person's clothing (not necessarily a skirt) without them knowing, in order to obtain sexual gratification or to cause humiliation,

distress or alarm (anyone of any gender can be a victim). Evidence shows that girls, children with SEND and LGBT children are more likely to be the victims of sexual violence and harassment and boys are more likely to be the perpetrators. We will take positive action to create a safe and supportive culture in school, recognising the disproportionate vulnerability of these groups so that all pupils feel supported and have a safe space in order to speak openly with trusted adults if they wish to do so. Sexual violence and sexual harassment can occur between children of any gender.

### **Curriculum**

- Planned PSHE and Relationships, Sex and Health Education will include personal privacy, respect and consent so that children will have a better understanding of how to behave towards their peers including online. This will be taught alongside other safeguarding issues as set out in the DfE statutory guidance “Relationships Education, Relationships and Sex Education (RSE) and Health Education”. This will be appropriate to pupils’ age and stage of development. It will also be underpinned by the school’s behaviour policy and pastoral support system.

### **Responding to an incident**

- School will follow the DfE guidance on ‘Child-on child sexual violence and sexual harassment’, in Part 5 of “Keeping children safe in education”.
- Relevant staff will liaise with the police, social care and parents as appropriate.
- Support will be offered to both the alleged victim(s) and child(ren) accused. Parents will be included in discussions about the format that this support will take.

5.5 **Children Missing (including absence from school)**– our school recognises the entitlement that all children have to education and will work closely with the local authority Inclusion Service to share information about pupils who may be missing out on full time education or who go missing. We also recognize that children who are absent from school, particularly on repeat occasions or for prolonged periods are likely to be at a greater risk of abuse and neglect. The school attendance policy sets out the actions that will be taken to check the wellbeing of any pupil that is absent. The local authority will also be informed where children are to be removed from the school register a) to be educated outside the school system (and where an Education Health Care Plan is in place, this needs to be reviewed); b) for medical reasons; c) because they have ceased to attend; d) because they are in custody; d) because they have been permanently excluded. We also recognise that when children go missing or absent from school repeatedly or for prolonged periods, this is a sign that they may have been targeted by perpetrators of Child Sexual Exploitation and/or drug related criminals (County Lines). Children may also be groomed into participating in other forms of criminal exploitation including cybercrime, serious violence and violent crime. Children who attend an alternative education provision or have an agreed reduced timetable are more likely to be vulnerable to these forms of exploitation.

5.6 **Child Sexual Exploitation (CSE) and Child Criminal Exploitation (CCE)** are forms of abuse and both occur where an individual or group takes advantage of an imbalance in power to coerce, manipulate or deceive a child into sexual or criminal activity. Whilst age may be the most obvious, this power imbalance can also be due to a range of other factors including gender, sexual identity, cognitive ability, physical strength, status, and

access to economic or other resources. In some cases, the abuse will be in exchange for something the victim needs or wants and/or will be to the financial benefit or other advantage (such as increased status) of the perpetrator or facilitator. CSE and CCE can affect both males and females and can include children who have been moved (trafficked) for the purpose of exploitation. The abuse can be perpetrated by individuals or groups, males or females, and children or adults. The abuse can be a one-off occurrence or a series of incidents over time, and range from opportunistic to complex organised abuse. It can involve force and/or enticement-based methods of compliance and may, or may not, be accompanied by violence or threats of violence. Victims can be exploited even when activity appears consensual and it should be noted - exploitation, as well as being physical, can be facilitated and/or take place online. CSE can include 16 and 17 year olds who can legally consent to sex but they may not realise they are being exploited eg they believe they are in a genuine romantic relationship. A significant number of children who are victims of sexual exploitation go missing from home, care and education at some point or are targeted by criminals involved in the illegal supply of drugs (County Lines) and serious violent crime. 'County Lines' involves drug networks or individuals exploiting children and young people into carrying drugs and money between cities, towns and villages. Serious violent crime can be associated with this form of criminal activity together with child sexual exploitation. Children may also be exploited into committing cybercrime or money laundering offences and organised criminal groups or individuals may exploit children and young people with enhanced computer skills to access digital networks and/or data for criminal and financial gain. Children with bank accounts may be persuaded to allow criminals to use their banking facilities to launder money. CCE can also involve working in cannabis factories, shoplifting or pickpocketing and may involve coercing children to commit vehicle crime or serious violence towards others. It is important to note that the experience of girls can be very different to that of boys but girls are also at risk. Criminal exploitation of children is a form of harm that can affect children in both a physical environment and online. Staff training includes raising awareness of these issues and any concerns are passed to the Designated Safeguarding Lead who will make a risk assessment and refer to Local Authority First Response Children's Duty if appropriate.

- 5.7 **Serious violence** – is associated with a number of risk indicators in children including 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. Staff will be made aware of these and of the other risk factors which increase the likelihood of involvement in serious violence, including, being male, having been frequently absent or permanently excluded from school, having experienced child maltreatment and having been involved in offending such as theft or robbery. Staff training will raise awareness to these risks and any concerns will be passed to the Designated Safeguarding Lead to co-ordinate a safeguarding response.
- 5.8 **So-called 'honour-based' abuse** - encompasses crimes which have been committed to protect or defend the so-called "honour" of the family and/or the community, including Female Genital Mutilation (FGM) (see appendix 7), forced marriage, and practices such as breast ironing. All forms of so called Honour Based Abuse are abuse (regardless of the motivation) and concerns will be passed to the Designated Safeguarding Lead for onward referral as required. Since February 2023, it is a crime to cause a child to marry



under the age of 18. This applies to non-binding, un-official ‘marriages’ as well as legal marriages.

- 5.9 **Modern slavery and human trafficking** – can take on many forms, including sexual exploitation, forced labour, slavery, servitude, forced criminality and the removal of organs. Children may be trafficked into the UK from abroad or moved around the country. Staff need to be aware of indicators which include, but not limited to, neglect, isolation, poor living conditions, having few personal belongings and a lack of trust and reluctance to seek help. Staff will refer any concerns to the DSL without delay who will take action and also refer victims to the National Referral Mechanism ([www.gov.uk](http://www.gov.uk)).
- 5.10 **Private fostering arrangements** - Where a child under 16 (or 18 with a disability) is living with someone who is not their family or a close relative for 28 days or more, staff inform the Designated Safeguarding Lead so that a referral to Children’s Social Care for a safety check, can be made. (A close relative includes step-parent, grandparents, uncle, aunt or sibling).
- 5.11 **Domestic abuse** - can encompass a wide range of behaviours and may be a single incident or a pattern of incidents. That abuse can be, but is not limited to, psychological, physical, sexual, financial or emotional. Children can be victims of domestic abuse. They may see, hear, or experience the effects of abuse at home and/or suffer domestic abuse in their own intimate relationships (teenage relationship abuse). All of which can have a detrimental and long-term impact on their health, well-being, development, and ability to learn. Staff will refer concerns to the DSL and where the police have attended an incident of domestic abuse and school receive an “Operation Encompass” call, any pupil who may have been impacted will be supported.5.12 Complaints or concerns raised by parents or pupils will be taken seriously and followed up in accordance with the school’s complaints process.

### 5.13 **Support for Staff**

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

## 6 **Working with parents/carers**

The school will:

- Ensure that parents/carers have an understanding of the responsibility placed on the school and staff for child protection by setting out its obligations in the school prospectus.
- Undertake appropriate discussion with parents/carers and seek necessary consent prior to involvement of Children & Family Services (Children’s Social Care) or another agency, unless to do so would place the child at risk of harm or compromise an investigation.

## **7 Other Relevant Policies**

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

- Pupil Behaviour Policy
- Staff Code of Conduct ("Guidance for Safer working practice")
- Racist incidents
- Anti-Bullying (including Cyberbullying)
- Physical Interventions/Restraint (DfE Guidances "Use of Reasonable Force" and "Screening, searching and confiscation")
- Special Educational Needs and Disability
- Trips and visits
- Work experience and extended work placements
- First aid and the administration of medicines
- Health and Safety
- Relationships Education, Relationships and Sex Education and Health Education Site Security
- Equal Opportunities
- Toileting/Intimate care
- E-safety

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

## **8 Recruitment and Selection of Staff (also see the Safer Recruitment policy)**

8.1 The school's safer recruitment processes follow the statutory guidance: "*Keeping children safe in education, Part Three: Safer recruitment.*"

8.2 The school will provide all the relevant information in references for a member of staff about whom there have been safeguarding concerns ie about child protection / inappropriate conduct. Cases in which the conclusion of an allegation has been unsubstantiated, unfounded, false or malicious will not be included in employer references. A history of repeated safeguarding concerns or allegations which have all been found to be unsubstantiated, malicious etc. will also not be included in a reference.

8.3 The school has an open safeguarding ethos regularly addressing safeguarding responsibilities during staff meetings and fostering an ongoing culture of vigilance. All new staff and volunteers receive a safeguarding induction and are briefed on the code of conduct for adults working with children. The Leicestershire County Council induction leaflet is given to all staff and is the basis for the safeguarding induction.

- 8.4 In line with statutory requirements, every recruitment process for school staff will have at least one member (teacher/manager or governor) who has undertaken safer recruitment training.
- 8.5 Staff and volunteers who provide early years or later years childcare and any managers of such childcare are covered by the disqualification regulations of the Childcare Act 2006 and are required to declare relevant information - see statutory guidance: Disqualification under the Childcare Act 2006 (last updated August 2018).

## **APPENDIX 1**

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

#### **Contents**

<b>A</b>	<b>General</b>	
<b>B</b>	<b>Individual Staff/Volunteers/Other Adults - main procedural steps</b>	
<b>C</b>	<b>Designated Safeguarding Lead – main procedural steps</b>	

#### **A. General**

- 1) The Leicestershire and Rutland Safeguarding Children Partnership Procedures contain the inter-agency processes, protocols and expectations for safeguarding children. (Available on the website [www.lrsb.org.uk](http://www.lrsb.org.uk): The Designated Safeguarding Lead is expected to be familiar with these, particularly the indicators of abuse and neglect and the referral processes.
- 2) It is important that all parties act swiftly and avoid delays.
- 3) Any person may seek advice and guidance from the First Response Children’s Duty Professionals Consultation Line, particularly if there is doubt about how to proceed. Any adult, whatever their role, can take action in his/her own right to ensure that an allegation or concern is investigated and can report to the investigating agencies.
- 4) A record, dated (including the day and time) and signed, must be made as to what has been alleged, noticed and reported, and kept securely and confidentially.

- 5) In many cases of concern there will be an expectation that there have already been positive steps taken to work with parents and relevant parties to help alleviate the concerns and effect an improvement for the child. This is appropriate where it is thought a child may be in need in some way, and require assessment to see whether additional support and services are required. An example might be where it is suspected a child may be the subject of neglect. In most cases the parents' knowledge and consent to the referral are expected, unless there is reason for this not being in the child's interest. However, there will be circumstances when informing the parent/carer of a referral might put the child at risk and/or undermine Police enquiries, and in individual cases, advice from Children's Social Care will need to be taken.

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

- 1) When a child makes a disclosure, or when concerns are received from other sources, do not investigate, ask leading questions, examine or photograph children, or promise confidentiality. Children making disclosures should be reassured and if possible at this stage should be informed what action will be taken next.
- 2) As soon as possible make a dated (including the day), timed and signed record of what has been disclosed or noticed, said or done and report to the Designated Safeguarding Lead in the school.
- 3) If the concern involves the conduct of a member of staff or volunteer, a visitor, a governor, a trainee or another young person or child, the Headteacher must be informed.
- 4) If the safeguarding concern or allegation is about the Headteacher, the information should normally be passed to the Chair of Governors (or other senior manager in a MAT) or failing that to the Local Authority Allegations Manager (LADO).
- 5) If this has not already been done, inform the child (or other party who has raised the concern) what action you have taken.

#### **C. Designated Safeguarding Lead – main procedural steps**

- 1) Begin an individual case record for each child involved which will hold a record of communications and actions to be stored securely (see section on Records, Monitoring and Transfer). Include a chronology of case activity.
- 2) Where initial enquiries do not justify a referral to the investigating agencies, inform the initiating adult and monitor the situation. If in doubt, seek advice from the First Response professionals consultation line.
- 3) Share information confidentially with those who need to know.
- 4) Where there is a child protection concern requiring immediate, same day, intervention from Children's Social Care, the First Response Children's Duty should be contacted by phone (contact the local authority Children's Services where the child lives). Written confirmation should be made within 24 hours on the Multi-Agency Referral Form to

Children's Social Care. All other referrals should be made using the online form (see link <http://lrsb.org.uk/childreport>).

- 5) If the concern is about children using harmful sexual behaviour or child-on-child abuse, also refer to Part 5 of "Keeping children safe in education" and the local Safeguarding Children Partnership procedures ).
- 6) If it appears that urgent medical attention is required arrange for the child to be taken to hospital (normally this means calling an ambulance) accompanied by a member of staff who must inform medical staff that non-accidental injury is suspected. Parents must be informed that the child has been taken to hospital.
- 7) Exceptional circumstances: If it is feared that the child might be at immediate risk on leaving school, take advice from the First Response Professionals Consultation line (for instance about difficulties if the school day has ended, or on whether to contact the police). Remain with the child until the Social Worker takes responsibility. If in these circumstances a parent arrives to collect the child, the member of staff has no right to withhold the child, unless there are current legal restrictions in force (eg a restraining order). If there are clear signs of physical risk or threat, First Response Children's Duty should be updated and the Police should be contacted immediately.

## **APPENDIX 2**

### **PROCESS FOR DEALING WITH SAFEGUARDING CONCERNS OR ALLEGATIONS AGAINST STAFF (INCLUDING HEADTEACHERS), SUPPLY TEACHERS, VOLUNTEERS, CONTRACTORS AND INDIVIDUALS OR ORGANISATIONS HIRING THE SCHOOL PREMISES**

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

- behaved in a way that has harmed a child, or may have harmed a child;
- possibly committed a criminal offence against or related to a child;
- behaved towards a child or children in a way that indicates he or she would pose a risk of harm to children; or
- behaved or may have behaved in a way that indicates they may not be suitable to work with children.

There is also a school "Low-level concerns policy" which should be followed if the concern does not meet the allegations threshold above or is not considered serious enough to make a referral to the LADO.

Relevant documents:

- DfE “Keeping children safe in education: Statutory guidance for schools and colleges” (part 4: Allegations made against/concerns raised in relation to teachers, including supply teachers, other staff, volunteers and contractors)

### **1) Individual Staff/Volunteers/Other Adults who receive the allegation:**

- Write and sign a dated and timed note of what has been disclosed or noticed, said or done.
- Report immediately to the Headteacher.
- Pass on the written record.
- If the allegation or safeguarding concern is about the conduct of the Headteacher, report immediately to the Chair of Governors. Pass on the written record. (If there is difficulty reporting to the Chair of Governors, contact the Allegations Manager (LADO), Safeguarding and Performance Unit as soon as possible.)

### **2) Headteacher (or Chair of Govenors)**

- If there is no written record, write and sign a dated and timed note of what has been disclosed or noticed, said or done.
- Before taking further action notify and seek advice from the Allegations Manager (LADO), Safeguarding and Improvement Unit on the same day.
- You may be asked to clarify details or the circumstances of the allegation, but this must not amount to an investigation at this stage.
- Report to First Response Children’s Duty if the Allegations Manager (LADO) so advises or if circumstances require a referral concerning a child.
- Ongoing involvement in cases:
  - Liaison with the Allegations Manager (LADO)
  - Co-operation with the investigating agency’s enquiries as appropriate (including working closely with the employment agency in the case of supply teachers).
  - Consideration of employment issues and possible disciplinary action where the investigating agencies take no further action.
  - Possible referral to the DBS or The Teaching Regulation Agency, depending on the outcome.

## APPENDIX 3

### Low-level Concerns Policy

#### 1.0 Purpose

- 1.1 This policy sets out a framework whereby staff are expected to report concerns, no matter how small, about their own behaviour or that of another member of staff, volunteer, supply teacher, contractor or other person working in school. Its purpose is to help create and embed a culture of openness, trust and transparency in which the clear values and expected behaviour set out in the “Guidance for safer working practice for those working with children and young people in education settings” (Feb 2022) (sometimes called the safeguarding code of conduct) are lived, monitored, and reinforced.
- 1.2 The policy should be read in conjunction with the current statutory guidance – “Keeping Children Safe in Education” Part 4, Section 2.

#### 2.0 Who does the policy apply to?

- 2.1 This policy applies to all staff and other individuals who work or volunteer in school.

#### 3.0 Definition of a low-level concern

- 3.1 A low-level concern is any concern, no matter how small, even if no more than causing a sense of unease or a ‘nagging doubt’, that a person working in or on behalf of the school may have acted in a way that:
  - is inconsistent with the “Guidance for safer working practice” (Feb 2022), including inappropriate conduct outside of work, and
  - does not meet the allegations threshold or is otherwise not considered serious enough to make a referral to the LADO

#### 4.0 Reporting low-level concerns

- 4.1 Where a low-level concern has been identified this will be reported as soon as possible to the **headteacher/DSL (MfL)**. However, it is never too late to share a low-level concern if this has not already happened.
- 4.2 Where the headteacher is not available, the information will be reported to the Deputy Designated Safeguarding Lead (DHT)
- 4.3 Low-level concerns about the Designated Safeguarding Lead (HT) will be reported to the Chair of Governors. A low-level concern about a supply teacher or contractor will be reported to their employer.
- 4.4 Where the low-level concern has been reported to the Deputy Designated Safeguarding Lead, they will inform the headteacher/DSL of the details as soon as possible.

#### 5.0 Recording concerns

- 5.1 A summary of the low-level concern should be written down, signed, timed, dated and shared by the person bringing the information forward.
- 5.2 Where concerns are reported verbally to the headteacher a record of the conversation will be made by the headteacher which will be signed, timed, and dated.

#### 6.0 Responding to low-level concerns

- 6.1 Where a low-level concern has been raised this will be taken seriously and dealt with promptly. The headteacher will:
- Speak to the person reporting the concern to gather all the relevant information
  - Speak to the individual about the concern raised to ascertain their response, unless advised not to do so by the LADO or Police (HR advice may also need to be taken).
  - Where necessary further investigation will be carried out to gather all relevant information. This may involve speaking to any potential witnesses.
  - The information reported and gathered will then be reviewed to determine whether the behaviour,
    - i) is consistent with the “Guidance for safer working practice for those working with children and young people in education settings” (Feb 2022): no further action will be required,
    - ii) constitutes a low-level concern: no further action is required, or additional training/guidance/support may be required to rectify the behaviour via normal day to day management processes. The employee should understand that failure to improve or a repeat of the behaviour may lead to further action being taken, e.g. either via the Performance Management Policy or Disciplinary Policy.
    - iii) is serious enough to consult with or refer to the LADO: a referral should be made to the LADO and advice taken from HR. In this case the school’s Managing Allegations procedure within the Safeguarding Policy and Disciplinary Policy will be followed.
    - iv) when considered with any other low-level concerns that have previously been raised about the same individual, should be reclassified as an allegation and referred to the LADO or Police: a referral should be made to the LADO and advice taken from HR. In this case the school’s Managing Allegations procedure within the Safeguarding Policy and Disciplinary Policy will be followed.
  - Records will be made of, i) all internal conversations including any relevant witnesses, ii) all external conversations eg with the LADO iii) the decision and the rationale for it, iv) any action taken

## **7.0 Can the reporting person remain anonymous?**

- 7.1 The person bringing forward the concern will be named in the written record. Where they request to remain anonymous this will be respected as far as possible. However, there may be circumstances where this is not possible e.g. where a fair disciplinary investigation is needed or where a later criminal investigation is required.

## **8.0 Should staff report concerns about themselves (i.e. self-report)?**

- 8.1 It may be the case that a person finds themselves in a situation which could be misinterpreted, or might appear compromising to others; or they may have behaved in a manner which on reflection they consider falls below the standard set out in the “Guidance for safer working practice”. In these circumstances they should self-report. This will enable a potentially difficult situation to be addressed at an early opportunity if necessary.

## **9.0 Where behaviour is consistent with the “Guidance for safer working practice” (Feb 2022)**



9.1 Feedback will be given to both parties to explain why the behaviour was consistent with the “Guidance for safer working practice”.

#### **10.0 Should the low-level concerns file be reviewed?**

10.1 The records will be reviewed periodically, and whenever a new low-level concern is added, so that potential patterns of concerning, problematic or inappropriate behaviour can be identified and referred to the LADO if required. A record of these reviews will be retained.

#### **11.0 References**

11.1 Low-level concerns will not be included in references unless a low-level concern, or group of concerns, has met the threshold for referral to the LADO and found to be substantiated.

#### **12.0 What is the role of the Governing Body?**

12.1 The headteacher will regularly inform the Governing Body about the implementation of the low-level concerns policy including any evidence of its effectiveness eg with relevant data. The Safeguarding Governor may also review an anonymised sample to ensure that these concerns have been handled appropriately.

### **APPENDIX 4**

#### **Early Years Foundation Stage (EYFS) Policy for the use of Cameras and Mobile Phones**

To ensure the safety and welfare of the children in our care this policy outlines the protocol for the use of personal mobile phones and cameras in the school.

- All staff must ensure that their mobile phones, personal cameras and recording devices are stored securely during working hours on school premises or when on outings. (This includes visitors, volunteers and students)
- Mobile phones must not be used in any teaching area in school or within toilet or changing areas
- Employees taking photos for School purposes should do so using School equipment, but where that is not available (through agreement with, and with the knowledge of, their Line Manager) then personal devices can be used. In using a personal device, staff must ensure that:
  - \* photos are not uploaded to a personal cloud based storage;
  - \* photos are, at the earliest opportunity, to be printed for school use (or uploaded on to the VLE for use) then deleted from personal devices;
  - \* no photos are to be forwarded to unsecure email addresses.
- During school outings nominated staff will have access to a school mobile which can be used for emergency or contact purposes however, staff are permitted to use their own phones for such purposes if this is considered ‘easier’/ more accessible/ manageable
- All telephone contact with parents or carers must be made on the school phone and a note kept

- Parents or carers are permitted to take photographs of their own children during a school production or event. The school protocol requires that photos of other people's children are not published on social networking sites such as Facebook.
- EYFS staff capturing images of pupils as part of their EYFS profiling must do so using school-provided tablets and not on personal phones or other recording devices

## **APPENDIX 5**

### **Safeguarding pupils who are vulnerable to extremism and radicalisation**

Our school recognises the duties placed on us by the Counter Terrorism Bill (July 2015) to prevent our pupils being drawn into terrorism.

These include:

- Assessing the risk of pupils being drawn into terrorism (see Appendix 5)
- Working in partnership with relevant agencies (including making referrals) under the Safeguarding Children Partnership procedures
- Appropriate staff training
- Appropriate online filtering

Our school is committed to actively promoting the fundamental British values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs. The pupils are encouraged to develop and demonstrate skills and attitudes that will allow them to participate fully in and contribute positively to life in modern Britain.

There is a current threat from terrorism in the UK and this can include the exploitation of vulnerable young people, aiming to involve them in terrorism or to be active in supporting terrorism.

Our school seeks to protect children and young people against the messages of all violent extremism including but not restricted to those linked to Islamist Ideology, Far Right / Neo Nazi / White Supremacist ideology etc. Concerns should be referred to the Designated Safeguarding Lead who has local contact details for the Prevent Engagement Team (Police) and Channel referrals. They will also consider whether circumstances require Police to be contacted urgently.

## **APPENDIX 6**

### **Radicalisation and Extremism Risk Assessment**

School.....

	<b>Yes/No</b>	<b>Evidence</b>
Does the school have a policy?		
Does the school work with outside agencies on radicalisation and extremism e.g. Channel?		

Have staff received appropriate training?		
Has the school got a trained Prevent lead?		
Do staff know who to discuss concerns with? (DSL)		
Is suitable filtering of the internet in place?		
Do children know who to talk to about their concerns?		
Are there opportunities for children to learn about radicalisation and extremism?		
Have any cases been reported?		
Are individual pupils risk assessed?		
What factors make the school community potentially vulnerable to being radicalised? (e.g. EDL local base, extreme religious views promoted locally, tensions between local communities, promotion of radical websites by some pupils/parents)		
Comment on the school's community, locality and relevant history		
Risk evaluation	<b>Low</b>  <b>Medium</b>  <b>High</b>	Way Forward

Date completed..... Signed.....

**APPENDIX 7**

**Female Genital Mutilation**

Section 5B of the Female Genital Mutilation Act 2003 and section 74 of the Serious Crime Act 2015 places a mandatory duty on teachers along with social workers and healthcare professionals to report to the police where they discover that FGM appears to have been carried out on a girl under 18 or where a girl discloses that she has undergone FGM. The school's response to FGM will take into account the government guidance, "Multi-agency statutory guidance on female genital mutilation" updated October 2018. Staff will also follow the established safeguarding procedure by reporting any such concerns to the Designated Safeguarding Lead and a report must also be made to the Police.

There will be a considered safeguarding response towards any girl who is identified as being at risk of FGM (eg there is a known history of practising FGM in her family, community or country of origin) which may include sensitive conversations with the girl and her family, sharing information with professionals from other agencies and/or making a referral to Children's Social Care. If the risk of harm is imminent there are a number of emergency measures that can be taken including police protection, an FGM protection order and an Emergency Protection Order.

## **APPENDIX 8**

### **Indicators of abuse and neglect**

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

**Physical abuse:** 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.

**Emotional abuse:** 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 from 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.

**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. 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 sexual abuse of children by other children is a specific safeguarding issue in education.

**Neglect:** 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, for example, 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.

## **Appendix 9: Identifying Harmful Sexual Behaviour**

The NSPCC Information Briefing on "Children and Young People who display harmful sexual behaviour" acknowledges that in the first instance it can be very difficult to define what harmful sexual behaviour is primarily because sexual behaviour in young people and children can be seen on a continuum from mutually agreed experimentation, through to serious incidents such as sexual assault.

Children and adolescents commit between a quarter and a third of all sexual abuse coming to the attention of the child welfare and criminal justice systems in the UK (Hackett) 2013.

Research by Morrison (1999) has shown that harmful sexual behaviour needs to be understood in the context of early life and family experiences. The majority of children and young people exhibiting harmful sexual behaviour have been or are continuing to suffer from some form of abuse. They may use harmful sexual behaviour to experience having power or control over others, or they may use this type of behaviour as a means of finding comfort and/or pleasure. Again, research suggests that the younger the child/young person using harmful sexual behaviour the more likely that the child/young person is a victim of abuse and it is his or her way of responding to their own experience.

It is recognised that children and young people who use harmful sexual behaviour do not necessarily go onto become adult sexual offenders. However, Abel et. al (1985) suggests that 50% of adult sexual offenders admit to having started their sexual offending as adolescents. The most common age at referral was 15 years, though a third of all referrals related to children aged 13 or under. 38% of the sample were identified as learning disabled. Victims were usually known to the abuser but in 75% of cases were not related.

### **'Expected', 'Need to Monitor' and 'Concerning' Sexual Behaviours:**

AGES	Green Behaviours (EXPECTED)	Amber Behaviours(MONITOR)	Red Behaviours (CONCERNING)
<b>0-5 years</b>	Intense curiosity about others' bodies and bathroom activities. Masturbation from infancy/pre-school continues as a self-soothing behaviour, generally are indiscreet. Behaviour is exploratory. May show genitalia to others in a curiosity seeing way. Games e.g. mummies and daddies, doctors and nurses. Children at this stage respond quickly to re-direction.	Preoccupation with -adult sexual behaviour -touching the genitals of other people Pulling down of other children's pants or trousers/skirts up against their will Talking about sex using adult slang Following others into toilets or changing area to look at them or touch them Talking about sexual activities seen on TV/Online	Persistently Touching genitals of other children Attempting to touch the genitals of adults Simulation of sexual activity in play Sexual behaviour between young children involving penetration with object Forcing other children to engage in sexual play
<b>5-9 years</b>	Feeling and touching own genitals Curiosity about other children's genitals Curiosity about sex and relations Sense of privacy about bodies Telling stories or asking questions using swearing and slang words for parts of the body	Questions about sexual activity which persist or are repeated frequently Sexual bullying face to face or through texts or online messaging Engaging in mutual masturbation Persistent sexual images and ideas in talk, play and art Use of adult slang language to discuss sex	Frequent masturbation in front of others Sexual behaviour engaging significantly younger or vulnerable children Forcing other children to take part in sexual activities Simulation or oral or penetrative sex Sourcing pornographic material online
<b>9-13</b>	Continue to touch and fondle their own genitals, evolving to masturbation. More secretive about self-touching/curiosity. Use of sexual language including swearing and slang words Having boy/girlfriends of same, opposite or any gender Consensual kissing, hugging, holding hands with peers	Uncharacteristic and risk-related behaviour e.g. sudden and/or provocative changes in dress, withdrawal from friends, mixing with new or older people having more or less money than usual, going missing. Verbal, physical or cyber/virtual sexual bullying involving sexual aggressions Homophobic targeted bullying Exhibitionism e.g. flashing Giving out contact details on line Viewing pornographic material Worrying about being pregnant or having STIs	Simulated intercourse. Putting objects inside self/others. Exposing genitals or masturbating in public. Distributing naked or sexually provocative images of self or others Sexually explicit talk with younger or vulnerable children Sexual harassment Arranging to meet with an online acquaintance in secret Forcing other children of same age, younger or vulnerable to participate in sexual activities Presence of STIs/pregnancy

<b>13-17</b>	<p>Masturbation continues. Some same gender sexual experiences and viewing of other's bodies, especially of the gender they are attracted to. Interest in pornographic materials. Sexual activity with peers, which includes, but is not limited to kissing, fondling.</p> <p>Use of internet – social media to chat online</p> <p>Consenting oral and /or penetrative sex with others of the same or opposite gender who are of similar age and developmental ability</p>	<p>Accessing exploitative or violent pornography</p> <p>Uncharacteristic and risk-related behaviour e.g. sudden and/or provocative changes in dress, withdrawal from friends, mixing with new or older people having more or less money than usual, going missing.</p> <p>Taking and sending naked or sexually provocative images of self or others</p> <p>Single occurrence of peeping or exposing</p> <p>Giving out contact details online</p> <p>Joining adult only social networking sites and giving false personal information</p> <p>Arranging a face to face meeting with an online contact alone</p>	<p>Sexual play with younger children, behaviour involves coercion, bribes, and threats.</p> <p>Pre-occupation/obsessive quality which interferes with daily function</p> <p>Exposing genitals or masturbating in public in attempting/forcing others to</p> <p>Sexual degradation/humiliation of self or others</p> <p>Sexual harassment</p> <p>Non- consensual sexual activity</p> <p>Use of /acceptance of power and control in sexual relations</p> <p>Genital injury to self or others</p> <p>Sexual contact with</p> <ul style="list-style-type: none"> <li>-others where there is a significant age/ ability difference</li> <li>- someone in authority and in a position of trust</li> <li>- family members</li> <li>-animals</li> </ul> <p>Involvement in sexual exploitation and/or trafficking</p> <p>Receipt of gifts or money in exchange for sex</p>

(Adapted from: Brooke's Sexual Behaviours Traffic Light Toolkit)

### Evaluating sexual behaviour - children and young people with special needs

This checklist can help staff in educational settings make decisions about the sexual behaviour of children with special needs.

#### 1. Type of sexual behaviour

Healthy	Complex to define due to nature of learning difficulty and gap between chronological and developmental age/stage
Problematic	Behaviours that are self-directed e.g. self-stimulation, compulsive masturbation, indiscriminate arousal. Behaviour includes non-penetrative contact, with young people

	targeted
Abusive	High level of compulsivity, fetish behaviour, frequent use of internet to obtain sexual images. Use of force/violence to secure compliance. Previous patterns of sexually aggressive behaviours

## 2. Context of behaviour

Healthy	Mutual, both parties free to engage and disengage
Problematic	Behaviour infrequent or isolated incident. Behaviour self-directed. Behaviour restricted to a specific setting
Abusive	Behaviour is planned or secretive; there are elements of threat, force or coercion. Previous concerns or convictions for sexual behaviour

## 3. Young Person's response

Healthy	Happy, comfortable, perhaps curious; may be embarrassed if found by adults
Problematic	Embarrassment or shame related to the behaviour. Is able to understand and retain the reasons why others feel the behaviour is problematic or abusive. Experiences consequences as significant or has some degree of awareness of consequences. Appears highly anxious or confused as to sexual development and/or sexual boundaries
Abusive	Unclear as to the consequences of sexual behaviour, or the consequences appear to have little meaning for them. Reject concerns expressed

## 4. Response of others

Healthy	Happy, comfortable, perhaps curious; may be embarrassed if found by adults
Problematic	Uncomfortable or irritated, but not fearful or anxious. Feel able to tell someone
Abusive	Uncomfortable, fearful, anxious, avoidant of the young person

## 5. Relationship between the young people

Healthy	There should be no significant differences in age or development which would suggest there is a power imbalance
Problematic	One or two particular young people targeted. Young person predominantly associates with children three or more years younger
Abusive	Evidence of targeting on the basis of perceived vulnerability. Clear power differences in the relationship. Young person has poor social skills or deficit in intimacy skills

## 6. Persistence of the behaviour

Healthy	Healthy interest in sexual behaviour, but it is not the sole focus of interest in the young person's life
Problematic	Responds to complaints by stopping or changing behaviour. Intervention has some impact but behaviours may continue
Abusive	Evidence of a high level of sexual compulsivity. Behaviours have persisted despite significant negative consequences

## 7. Other behavioural problems

Healthy	No other behavioural problems, healthy peer relationships
Problematic	No significant history of behavioural problems, generally positive relationships with peers. Access to others is well supervised. OR, young person is isolated in the community or has a very restricted lifestyle. Access to others is poorly supervised
Abusive	Concurrent diagnosis of significant mental health problems. Pattern of problematic sexual behaviours emerging in early childhood and continuing into adolescence. Viewed negatively in community due to sexual behaviours. History of fire setting. Long standing history of severely problematic or challenging behaviours

## 8. Background information known



Healthy	No significant family history. Parents have a positive view of young person's developing sexuality. Positive attachments with parents and carers. Young person has at least one positive friendship. Young person has access to social and leisure pursuits. Young person has access to appropriate sex education
Problematic	Family anxious about young person's developing sexuality and have inappropriate concerns. Family experiencing high levels of stress. Siblings have experienced sexual abuse
Abusive	Young person has experienced sexual, physical or emotional abuse or neglect. Violence in the household. Members of the family, including siblings, have a history of sexual offending. Poor or distorted sexual boundaries in the family. Patterns of discontinuity of care/poor attachments

**What happens when a child or young person is suspected or identified as having used harmful sexual behaviour?**

Police and Social Workers have a set way of dealing with allegations of harmful sexual behaviour by children.

They believe the allegations should be taken seriously. Everyone will need to work closely together to find out what happened.

It is important that a police investigation is completed and the victim supported. However, it is equally important to support and help the child who has been accused and their family to prevent further harm in the future.

**This is what is likely to happen after concerns are raised:**

A Social worker will explain to the parents and the person involved what is happening at each stage of the investigation.



It is known that the more the parents support their child and do the work asked of them the better the chances are of the young person doing well and not behaving in this way again.



A report is made to the police or social workers.



Police and Social Workers discuss the concerns and decide how to investigate them further.



The Police and Social Worker then usually interview the child or children. A decision will then be made as to whether the police should take action against the child accused.



Social workers will then offer the child a chance to talk about anything that has happened in the past or anything else worrying them.



A meeting is likely to be arranged to look at the needs of the victim and needs of the child accused. These may be separate meetings. The meetings are called either Child Protection Conferences or Multi Agency Assessment and Planning Meetings. Parents and children who are old enough to understand what is happening will be invited to these meetings. The meeting will plan the work needed to protect children and to prevent further abuse.

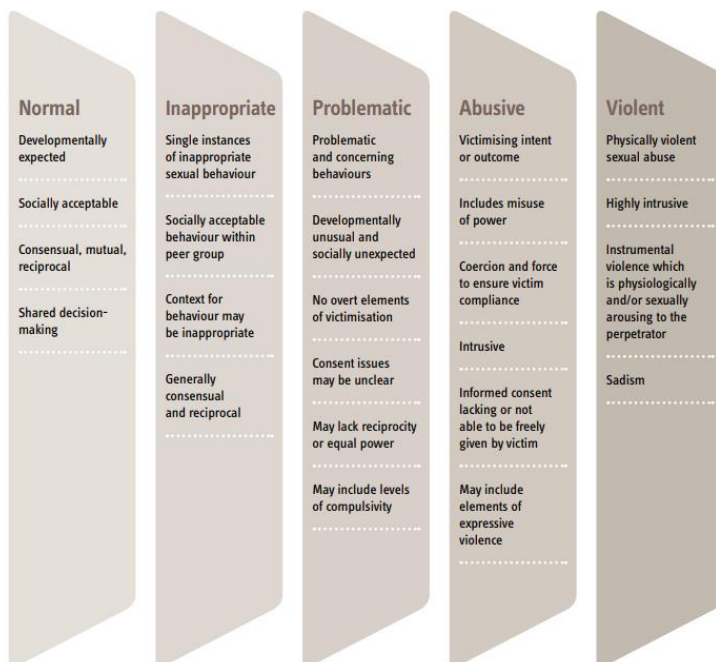
For more detail x-ref: **‘What happens when a child or young person is suspected or identified as having used harmful sexual behaviour?’** School guidance > Shared Drive > DSLs > HSB

**Hackett’s Continuum:** A further ‘tool’ to help effective assessment of HSB, ensure children and families are offered the right level of support and to aim to avoid under or over evaluation of risk of HSB.

This framework seeks to identify a continuum of responses to children and young people displaying HSB, ranging from early community-based identification and support with low-risk cases, to assessment, intervention and intensive work with the highest risk and needs.

<https://learning.nspcc.org.uk/media/1657/harmful-sexual-behaviour-framework.pdf>

**No ‘tool’ should ever be used in isolation.**



## Appendix 10: Child Protection: Safeguarding/Child Protection and COVID-19

### Important contacts

ROLE	NAME	CONTACT DETAILS
Designated safeguarding lead (DSL)	Iona Mock	imock@mountfieldslodge.leics.sch.uk
Deputy DSLs (DDSLs)	Alex Coleman	acoleman@mountfieldslodge.leics.sch.uk
Other contactable DSL(s)	Amy Kitson HT OEPS	<a href="mailto:kitsona@oedge.net">kitsona@oedge.net</a>
Designated member of senior leadership team if DSL (and deputy) can't be on site	Jo York	<a href="mailto:iyork@mountfieldslodge.leics.sch.uk">iyork@mountfieldslodge.leics.sch.uk</a>
Headteacher	Iona Mock	<a href="mailto:imock@mountfieldslodge.leics.sch.uk">imock@mountfieldslodge.leics.sch.uk</a>
Local authority designated officer (LADO)	Kim Taylor / Lovona Brown	<b>LADO / Allegations</b> 0116 305 7597
Chair of governors		<a href="mailto:@mountfieldslodge.leics.sch.uk">@mountfieldslodge.leics.sch.uk</a>

### 1. Scope and definitions

Our school is required to amend our existing Child Protection Policy (November 2020 update) to clarify arrangements that would be in place during a period of enforced school closure due to COVID-19.

Such a period might be:

- Whole-school Lockdown in response to national or regional measures/instruction.
- Whole-school closure due to COVID-19 restrictions.
- Partial school closure – class, Year Group, Age Group – due to COVID-19 restrictions.

**Arrangements would also need clarifying re. possible absence of DSL/DDSLs and practices and protocols that would need to be followed should this be the case.**

Rather than rewriting our School Policy an Appendix has been added to it; **in our School Policy this is APPENDIX 10**. Any updates from the DfE will be made to this Appendix to ensure that the main body of the Policy remains unchanged at this time, as this has to be a manageable process.

## 2. Core safeguarding principles

KCSiE - Keeping Children Safe in Education - remains the statutory safeguarding guidance that we should continue to have regard to. **Even during periods of enforced school closure it remains essential that, as far as possible, we continue to have high regard for the safety of our pupils.**

During an enforced period of school closure due to Coronavirus (COVID-19) a number of important safeguarding principles would remain the same:

- *with regard to safeguarding, the best interests of our pupils would still continue, as they always must, to come first*
- *if anyone in school had a safeguarding concern about any child they would be expected to act, and act immediately*
- *a DSL or deputy DSL should always be available (or senior member of staff in their absence)*
- *any unsuitable people would not be allowed to enter the children's workforce and/or gain access to children*
- *children should continue to be protected when they are online*

## 3. Reporting concerns

All staff would be expected to continue to act on any concerns they had about a pupil, immediately; it would remain vitally important to do this, both for any pupils still attending school and those learning from home.

Staff would be expected to make contact with a DSL/DDSL following all existing protocols. The only adjustment would be that the communication would be likely to be via e-mail rather than a paper copy of a 'cause for concern' if that member of staff, or the DSL/DDSLs, were remote working.

## 4. DSL (and Deputy DSL) arrangements

We fully acknowledge that the optimal scenario for any school providing care for children is to have a trained DSL or DDSL available on site. However, it must be recognised that this may not be possible, and if this should be the case we must:

- Endeavour to ensure that a trained DSL/DDSL from the school – IM MH CG - can be contacted via phone or email when working from home. MH, IM and CG are available either in-school, or remotely Mon-Fri via their school e-mail address (NB if contacting them remotely, no pupil details are to be shared in written form via e-mail, the notification received by a DSL/DDSL will be: 'Please phone 'Staff Member X' as soon as possible to discuss a Safeguarding concern).
- Expect AC or JY, where a trained DSL or DDSL, is not on site, to take responsibility for coordinating safeguarding on site. This might involve updating and managing access to child protection files, liaising with the offsite DSL/DDSL and, as required, liaising with children's social workers where they require access to children in need and/or to carry out statutory assessments at the school.
- Establish a partnership arrangement with a DSL within LPAP, where a school DSL/DDSL is not on site and cannot be contacted by JY or AC. MfL have such a partnership arrangement with Amy Kitson, HT at Outwoods Edge Primary School (DSL), who will be contactable via e-mail to

provide support and advice. JY and AC will also have direct access to the LCC Safeguarding Professionals Advice Line to support their working and decision-making.

*N.B. For the period COVID-19 measures are in place, a DSL (or DDSL) who has been trained will continue to be classed as a trained DSL (or deputy) even if they miss their refresher training. MH and CG completed their refresher training on 17/3/20 and IM is due to undertake her training in Spring 2021.*

## 5. Working with other agencies

We would continue to work with children's social care, and with virtual school heads for looked-after and previously looked-after children.

We would continue to update this Appendix 10, where necessary, to reflect any updated guidance from:

- The local authority.
- The local authority designated officer and children's social care.
- The DfE

## 6. Monitoring attendance

If the school, or any part of it (Class, Age Gp, Key Stage), were to close we would not complete our usual attendance registers for those pupil gps who we expected to be 'absent', nor would we be following our usual procedures to follow up on non-attendance. We would, however, monitor pupil 'attendance' through their engagement and daily response with the statutory online/remote learning (x-ref Remote Learning Policy; school website > News and Events tab> COVID-19).

Pupils would, however, be expected to attend school unless a special arrangement i.e. enforced school closure, had been agreed. The school's standard procedures would be applied in the case of absence that was not pre-arranged/agreed.

## 7. Peer-on-peer abuse

We would continue to follow the principles set out in Part 5 of Keeping Children Safe in Education (KCSiE) when managing reports and supporting victims of peer-on-peer abuse.

Staff would continue to act on any concerns they had, immediately – about both children attending school and those at home.

## 8. Concerns about a staff member

We would continue to follow the principles set out in Part 4 of Keeping Children Safe in Education (KCSiE).

Staff would continue to act on any concerns they had, immediately – whether those concerns were about staff working on site or remotely.

We would continue to refer adults who have harmed or pose a risk of harm to a child or vulnerable adult to the Disclosure and Barring Service (DBS).

We would continue to refer potential cases of teacher misconduct to the Teaching Regulation Agency.

## 9. Support for children who are 'vulnerable'

The Department for Education's (DfE's) definition of 'vulnerable children' includes those who:

- Have a **social worker**, including children:
  - With a child protection plan
  - Assessed as being in need
  - Looked after by the local authority

## ➤ Have an **education, health and care (EHC) plan**

During any future local or national enforced Lockdown, we would hope to have the option to offer places in school to the children of Key Workers, DfE 'vulnerable pupils' *and also* to those pupils who don't meet the Department for Education's definition of 'vulnerable', but who we have safeguarding concerns about. We would work with parents/carers to do this. Such pupils may include those who have *previously* had a social worker, or those who we have made referrals to Early Help but are awaiting a reply, or simply those who haven't met the threshold for a referral but where staff have raised concerns.

If these children were not attending school, we would put a contact plan in place, as explained in Section 10 below.

## 10. Contact plans

All parents of 'DfE vulnerable pupils' who are not in school for an extended period of time (1 week+) would be contacted weekly by C Ghent (Pupil Mentor and Deputy DSL (DDSL)) and J York (SENDCo) (if CG and/or JY were unable to do this due to illness, MH (DSL) or IM (DDSL) would step in).

A reminder letter would be sent to all parents of Vulnerable Pupils, providing them with contact details of our Pupil Mentor Contact Service' (J York would contact the families of SEND (EHCP) pupils separately) that we would provide during a period of extended (1 week+) enforced closure. An extract from such a letter is included below:

*This service will run during this period of school closure.*

*There will be specific hours of Mrs. Ghent's availability, these will be:*

*Tuesdays and Thursdays 1.00pm – 3.20pm, each week during this period of School Closure.*

*The telephone number to contact is: 07542 137883. Out of hours the phone will be switched off.*

*Of course, please do not feel that you have to make use of this service, it is simply there should you need it.*

*Mrs. Ghent may also use this number (or our school landline) to make contact with you whilst we are away from school; just to 'touch base' and see how you are; so if you see this number come up as an incoming call you will be aware of who it will be.*

### **What will we do if parents of Vulnerable Pupils do not answer our calls?**

If this were to be the case, we would refer to other contact details on our SIMS system.

If the pupil/family have a named Social Worker this professional would be contacted.

If these were all 'unavailable', 2 of the DSLs/DDSL or DSL/DDSL+SLT member would make a home visit (adhering to distancing protocols and safer working practices) **x-ref Home Visits Policy**.

If we were still unable to make contact, we would contact the police.

## 11. Online safety

The online safety of children who may be learning remotely at home would be considered and any necessary adjustments made to networks and school devices used for this purpose. Children would be taught how to stay safe online when they are learning remotely. Prompts and updates pertaining to e-safety (already uploaded on to the school website) would be periodically fed in to pupil remote learning tasks activities/tasks.

If pupils were not physically attending the school, it would remain important that all staff who have interaction with pupils continue to look out for signs a child may be at risk. Any such concerns should be dealt with as per the Child Protection Policy, and where appropriate referrals would still be made to children's social care and, as required, the police.

In our school RG and CM have the technical knowledge to maintain safe IT arrangements. However, should either of them be unavailable due to illness, contact should be made with James Leeson, School Governor ([Jlesson@mountfieldslodge.leics.sch.uk](mailto:Jlesson@mountfieldslodge.leics.sch.uk)) who would step in to support the school as a contingency arrangement.

We know that some of our parents and carers may choose to supplement our online remote learning with support from online companies and in some cases individual tutors. In our communications with parents and carers, we would emphasise the importance of securing online support from a reputable organisation/individual who can provide evidence that they are safe and can be trusted to have access to children. Support for parents and carers to keep their children safe online include:

- [Internet matters](#) - for support for parents and carers to keep their children safe online
- [London Grid for Learning](#) - for support for parents and carers to keep their children safe online
- [Net-aware](#) - for support for parents and careers from the NSPCC
- [Parent info](#) - for support for parents and carers to keep their children safe online
- [Thinkuknow](#) - for advice from the National Crime Agency to stay safe online
- [UK Safer Internet Centre](#) - advice for parents and carers

The department encourages schools and colleges to share this support with parents and carers.

Where staff are providing online, remote learning for pupils, the 'School Code of Conduct' (refer Staff Handbook) would still be adhered to, as would the revised 'e-Safety Code of Conduct'.

Staff of pupils in EYFS would use the Tapestry online platform and those in Year 1-6 would use the Seesaw online learning platform.

Pupil response to uploaded online remote learning would be monitored and pupils identified as not interacting with the learning provided would be contacted within 24 hours of last contact by the Class Teacher. Where contact could not be made within a 48-hour period (following at least 3 phone calls made and messages left) a Home Visit would be undertaken (see Section 10). This contact would be in support of learning and also well-being and physical /mental health.

## 12. Mental health

In the case of local or national enforced school closure (or Lockdown), support would be made generally to parents/families through website updates and communications from school i.e. HT's Weekly Letter (if whole-school Lockdown), or directly to 'families of concern' addressed through DSL/DDSLs (using the white 'Services Directory', accessed through LTS and in DSL training pack, to signpost parents who are struggling with specific issues).

Guidance from the DfE on mental health and behaviour in schools sets out how mental health issues can bring about changes in a young person's behaviour or emotional state which can be displayed in a range of different ways, and that can be an indication of an underlying problem. Support for pupils in circumstances of Lockdown, or partial or entire school closure can include existing provision in the school (although this may be delivered in different ways, for example over the phone) or from specialist staff or support services. Coordinating this will be the DSL/DDSLs or SENDCo.

On our school website (Parents tab > Homeworking) there is clear guidance and support from our school/LPAP Educational Psychologist, Helen Clifford, about keeping mentally healthy.

We would also signpost all pupils, parents and staff to other resources to support good mental health.

When setting expectations for pupils learning remotely and not attending school, teachers would bear in mind the potential impact of the current situation on both children's and adults' mental health.

## 13. Staff recruitment, training and induction

**13.1 Recruiting new staff** (*this guidance would include volunteers, although at this time we are not recruiting any volunteers in Mountfields Lodge*).

We would continue to follow existing safer recruitment procedures and guidelines including, as appropriate, relevant sections in Part 3 of KCSiE. It would remain essential that people who are unsuitable are not allowed to enter our school workforce, or any other children's workforce, or gain access to children.



As a school we would continue to consider, and make referrals to, the Teaching Regulation Agency (TRA) re. Teacher Misconduct. All referrals would be made by emailing Misconduct.Teacher@education.gov.uk.

We would continue to recognise the importance of robust safer recruitment procedures, so that adults who work in our school are safe to work with children.

We would continue to follow our safer recruitment procedures, and part 3 of Keeping Children Safe in Education (*x-ref Safer Recruitment Policy*).

In urgent cases, when validating proof of identity documents to apply for a DBS check, we would initially accept verification of scanned documents via online video link, rather than being in physical possession of the original documents. This approach is in line with revised guidance from the DBS.

New staff would still need to present the original documents when they first attend work at our school.

### **13.2 Staff 'on loan' from other schools** *(should this be necessary in cases of staff shortages)*

There would be no expectation that a new DBS check should be obtained where a member of the workforce temporarily moves to or from another school to support the care of children (as per arrangements in Spring/Summer 2020). The type of setting on the DBS check, for example a specific category of school, would not be a barrier.

As a school we would risk assess the situation; we would want to satisfy ourselves that someone in our school setting had had the required checks, this could be through seeking assurance from the current employer rather than requiring new checks.

We would also use the DBS Update Service, where these staff have signed up to it, to check for any new information.

### **13.3 Safeguarding induction and training**

Induction protocols for our school would remain in place.

The difference would be the method of the Induction; it would be completed 'remotely' where possible, but if face to face, adhering to safe distance working protocols.

**The Single Central Record would be continuously updated by JFa and include the details of any staff who may be engaged in teaching and learning from home and any catch-up tutors employed by the school.**

## **14.0 Home Education**

Where a parent or carer indicated that they intended to electively home educate because of concerns related to COVID-19, before removing the child from the school roll, a meeting would be arranged involving the parent / carer, the local authority Inclusion Service and any other key professionals e.g. social worker. All the options would be explored in order that the parents fully understood what would be involved and so that the best interests of each individual child could be carefully considered before making a final decision. This would be particularly important where vulnerable children, children with a social worker, and those at greatest risk of harm were involved. Where an EHCP was in place for the child the local authority would be asked to give consent to Elective Home Education before removing the child from the school roll.

## **15.0 Returning to School**

Mental health concerns *may* be greater when children return to school following a period of isolating at home/absence from school. Staff would be briefed about this and time would be made available for access to our Pupil Mentor (CG) or other relevant staff to support children as required. Teachers would draw upon our PSHE Jigsaw Recovery Curriculum to support a whole-class return from an extended period of school closure. Our experience, from August 2020, has suggested that pupils requiring such additional support would be very small in number.



## 16. Monitoring arrangements

This policy Appendix will be reviewed as necessary, by the DSL and DDSLs.

### **How will this Appendix be shared?**

It is important that all **staff** and **governors** are made aware of this Appendix to the existing CP Policy and are kept up to date as it is revised. MH (and in his absence, IM/CG), will circulate updates to this guidance as necessary using the agreed school e-mail addresses.

Public access (**parents, carers and other stakeholders**) to this Appendix will be via the School Website under the 'Safeguarding' tab.

## 17. Links with other policies

This policy links to the following policies and procedures:

- Child Protection Policy (Shared Drive > Whole School > Policies > Welfare)
- Staff Code of Conduct (Shared Drive > Whole-School > Personnel)
- E-Safety Code of Conduct (Shared Drive > Whole School > H&S)
- Health and Safety Policy (Shared Drive > Whole School > Policies > Welfare)
- Whistleblowing Policy (Shared Drive > Whole School > Policies > Welfare)