



Orsett Heath Academy



SOUTH WEST ESSEX
COMMUNITY EDUCATION TRUST

Policy Name	Safeguarding and Child Protection Policy
Written by	Mr L Taylor. Deputy Headteacher
Document Status	Live
Superseded Version	September 2022
Date Approved	September 2023
To be Reviewed by	September 2024 <i>or following any concerns and/or updates to national/local guidance or procedures</i>

Contents:

1. Aims
2. Legislation & guidance
3. Definitions
4. Equality statement
5. Role & responsibilities
6. Confidentiality and Information Sharing
7. Opportunities to teach safeguarding – Preventative Curriculum
8. Our role in supporting pupils
9. Pupils with additional needs
10. Pupils at risk of specific forms of abuse
11. Remote learning and remote welfare
12. Female Genital Mutilation : The Mandatory Reporting Duty
13. Radicalisation & Terrorism
14. Channel
15. Child on Child abuse
16. Children missing from education
17. A safer school culture
18. Training & support
19. Child Protection records

Appendix 1 : Definitions & indicators of abuse

Appendix 2 : Responding to pupils who report abuse

Appendix 3 : KCSiE changes 2023

Appendix 4 : Logging an incident on CPOMs

Appendix 5 : Prevent Referral Flowchart

Appendix 6 : Key Contacts

Appendix 7 : Further safeguarding references

Appendix 8 : Visitors to the School

Appendix 9 : FGM guidance

Appendix 10 : Related policies

This Safeguarding & Child Protection Policy is available on the school website and is reviewed and ratified annually by the Board of Trustees, and as events or legislation requires.

Academic year	Designated Safeguarding Lead	Deputy Designated Safeguarding Lead	Nominated Trustee	CEO
2023-24	Laine Taylor	Stephanie O'Kill	Viv Northall	S Munday

Policy review date	Date ratified	Date shared with staff
Autumn term 2024	Autumn term 2023	Autumn term 2023

Contact list : child protection & safeguarding advice

DSL	Laine Taylor	taylorl@oha.swecet.org 01375 802800
DDSL	Stephane O'Kill	mcgranes@oha.swecet.org 01375 802800
Other Level 3 trained members of safeguarding team	Sian Rawson Jay Callender Donna Driscoll	
Trustee with responsibility	Viv Northall	
Designated teacher for LAC	Laine Taylor	
SENDCo	Angela Davies	
PSHE/RSE Co-ordinator	Laine Taylor	
Online Safety Co-ordinator	Laine Taylor	
MASH		01375 652802 01375 372468 out of hours thurrockmash@thurrock.gov.uk
Thurrock Safeguarding Partnership	Malcolm Taylor – Strategic inclusion Michelle Cunningham – Community Safety Partnership	
Local Authority Designated Officer		01375 652921 / 07738 821584 LADO@thurrock.gov.uk
NSPCC Whistleblowing Helpline	Allegations against adults in schools	0800 028 0285
PREVENT	National helpline	0800 011 3764
TooToot	Pupil confidential reporting	https://orsettheathacademy.tootoot.co.uk/

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and visitors to share this commitment : a belief in 'it could happen here' keeps us vigilant.

All staff refers to all adults, volunteers (including Trustees) or trainees on placements, working in any capacity in the school or in activities organised by the school which brings them into contact with pupils of the school.

Child Protection refers to the multi-agency arrangements to identify and protect children who are or may be at risk of, or suffering from, significant harm.

Safeguarding refers to the protection, safety and promotion of the welfare of all pupils including when in off-site provision or activities and using IT. This includes the building of resilience and awareness of risk through the formal and informal curriculum.

Child is any pupil under the age of 18.

Glossary

DSL	Designated Safeguarding Lead
DDSL	Deputy Designated Safeguarding Lead
SENDCo	Special Educational Needs and Disabilities Co-ordinator
DT	Designated Teacher for looked after and previously looked after children
PSHE	Personal, social, health & economic (development)
RSE	Relationships and Sex Education
MASH	Multi-agency safeguarding hub
KCSiE	Keeping Children Safe in Education (DfE, September 2023)

Visitors to school :

All visitors must sign in on arrival at VISITOR RECEPTION and collect a school badge and an OHA Information Leaflet which outlines Child Protection and Safeguarding procedures in school and how to report any concerns regarding a child or another adult in school. Visitor badges must be worn at all times when in school. Staff must ensure that visitors to school are supervised as appropriate and the requisite pre-employment checks have been completed as referenced in Part 3 of KCSiE.

See Appendix 8

Part One

1. Aims

1.1 The school aims to ensure that :

- appropriate action is taken in a timely manner to safeguard and promote children's welfare;
- all staff are aware of their statutory responsibilities with respect to safeguarding, identifying children in need of early help, at risk of harm or those that have been harmed;
- staff are properly trained in recognising and reporting safeguarding issues;
- a culture of vigilance is created and maintained to ensure that we will also act in the best interests of the children to protect them online and offline;
- systems for reporting abuse are well promoted, easily understood and easily accessible for children.

1.2 The Trustees and staff of Orsett Heath Academy (herein after referred to as 'the school') take as our first priority the responsibility to safeguard and promote the welfare of our pupils, to minimise risk and to work together with other agencies to ensure rigorous arrangements are in place within our school to identify, assess and support those children who are suffering harm and to keep them safe and secure whilst in our care.

1.3 The responsibilities set out in this policy apply (as appropriate) to all members of the school community including pupils, staff, trustees, visitors / contractors, volunteers, supply / agency staff, trainees on placements and trainees working within the school. It is fully incorporated into the whole school ethos and is underpinned throughout the teaching of the curriculum, within PSHE/RSE and within the physical environment provided for the pupils.

2. Legislation & Guidance

This policy is based on the Department for Education's statutory guidance,

- Keeping Children Safe in Education 2023, <https://www.gov.uk/government/publications/keeping-children-safe-in-education> ,
- 'Working Together to Safeguard Children' (2018), <https://www.gov.uk/government/publications/working-together-to-safeguard-children> .

We comply with this guidance and the procedures set out in the Thurrock Safeguarding Children Partnership.

2.1 This policy is also based on the following legislation and guidance :

- Section 175 of the Education Act 2002, <https://www.legislation.gov.uk/ukpga/2002/32/section/175> which places a duty on schools and local authorities to safeguard and promote the welfare of pupils

- [The School Staffing \(England\) Regulations 2009 \(legislation.gov.uk\)](https://www.legislation.gov.uk/ukpga/2009/10/contents) which set out what must be recorded on a single central record and the requirement for at least one person on a school interview / appointment panel to be trained in safer recruitment techniques.
- <https://www.legislation.gov.uk/ukpga/1989/41/contents> - The Children Act 1989 (and 2004 amendment), which provides a framework for the care and protection of children.
- Section 5B(11) of the Female Genital Mutilation Act 2003, as inserted by section 74 of the Serious Crime Act 2015 <https://www.legislation.gov.uk/ukpga/2015/9/contents/enacted> which places a statutory duty on teachers to report to the Police where they discover that female genital mutilation (FGM) appears to have been carried out on a girl under 18.
- Statutory guidance on FGM, which sets out responsibilities with regards to safeguarding and supporting girls affected by FGM, <https://www.gov.uk/government/publications/multi-agency-statutory>.
- <https://www.gov.uk/government/publications/sexual-violence-and-sexual...> The Rehabilitation of Offenders Act 1974, which outlines when people with criminal convictions can work with children - <https://www.legislation.gov.uk/ukpga/1974/53>
- Schedule 4 of the Safeguarding Vulnerable Groups Act 2006, which defines what 'regulated activity' is in relation to children - <https://www.legislation.gov.uk/ukpga/2006/47/contents>
- Statutory Guidance on the Prevent Duty - <https://www.gov.uk/government/publications/prevent-duty-guidance> which explains schools' duties under the Counter-Terrorism and Security Act 2015 with respect to protecting people from the risk of radicalisation and extremism
- Guidance for safer working practice for those working with children and young people in education settings (GSWP) (Safer Recruitment Consortium May 2019) and updates <https://www.saferrecruitmentconsortium.org>
- <https://www.gov.uk/government/publications/sexual-violence-and-sexual...> – Sexual Violence and Sexual Harassment between Children in Schools and Colleges (DfE 2021)
- Sharing nudes and semi-nudes; advice for education settings working with children and young people (Department for Digital, Culture, Media & Sport and UK Council for Internet Safety 2020)
- Children Missing Education – Statutory Guidance for local authorities (2016) - <https://www.gov.uk/government/publications/children-missing-education>

- When to call the police – Guidance for schools and colleges (NPCC 2020) - <https://www.npcc.police.uk/documents/ChildrenandYoungPeople>
- Education and Training (Welfare of Children) Act 2021 - <https://www.legislation.gov.uk/en/ukpga/2021/16/enacted>
- The Childcare (Disqualification) Regulations 2018 and Childcare Act 2006 which set out who is disqualified from working with children.

3 Definitions

3.1 Safeguarding and promoting the welfare of children means:

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

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

3.3 Appendix 1 explains the different types and indicators of abuse.

3.4 Children includes everyone under the age of 18.

4 Equality statement

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

4.2 We give special consideration to children who :

- have special educational needs or disabilities;
- are young carers;
- may experience discrimination due to their race, ethnicity, disability, religion, gender reassignment, sex or sexual orientation;
- have English as an additional language;
- are known to be living in difficult situations – for example, temporary accommodation or where there are issues such as substance abuse or domestic violence;
- are at risk of FGM, sexual exploitation, forced marriage, or radicalisation;
- are asylum seekers;
- children who are in care, previously looked after or any children not growing up with their birth family (this covers private fostering and all kinship arrangements).

5. Role and responsibilities

5.1 Safeguarding and child protection is everyone's responsibility. This policy applies to all staff (including those not directly employed by the school), volunteers, and trustees in the school. Our policy and procedures also apply to extended school and off-site activities. All staff are expected to read this policy as well as the documents referenced in 5.2 and any updates we issue throughout the academic year.

5.2 All staff

5.2.1. All staff working directly with children will read and understand their statutory responsibilities outlined in Part 1 and Annex B of the Department for Education's statutory safeguarding guidance, 'Keeping Children Safe in Education 2023' and review this guidance at least annually.

5.2.2. All staff will be aware:

- of our systems which support safeguarding, including reading and understanding the school's Behaviour Policy, Child On Child Abuse Policy, Anti Bullying Policy, Safeguarding Policy, Mental Health Policy, and the safeguarding responses to children who go missing from education during the school day or otherwise;
- of the early help process (accessed via CAF) and their role in it, including being alert to emerging problems that may warrant Early Help intervention, particularly those identified in Part 1 of KCSiE. All staff should be reporting emerging problems that may warrant early help intervention via a concern on CPOMS;
- that children's behaviours can be indicative of their emotional wellbeing and can be linked to mental health. They should be aware of behaviours that may communicate that poor wellbeing can be an indicator of factors such as abuse, neglect or exploitation. Staff should understand the children's experiences such as abuse, neglect, trauma and adverse childhood experiences can impact on children's mental health, behaviour and education;
- of the role of MASH (multi agency safeguarding hub) and the different levels of support that might be the result of a referral;
- that in the case of a DSL/DDSL/ Safeguarding Team member or the Headteacher not being available, staff must not delay in directly contacting the Police (999 – if the child is in immediate danger), NSPCC (0800 800 5000) or the MASH Team (01375 652802 / 01375 372468 out of hours) if they believe a child is at risk of significant harm;
- of what to do if they identify a safeguarding issue or a child tells them they are being abused or neglected, including specific areas such as Female Genital Mutilation (FGM) and how to maintain an appropriate level of confidentiality while liaising with relevant professionals;
- of in school procedures for recording any cause for concern and passing on information to the DSL/DDSL in accordance with the school's reporting systems;
- of the signs of different types of abuse and neglect, as well as specific safeguarding issues, such as child sexual exploitation (CSE), child criminal exploitation (CCE), FGM, radicalisation and serious and violent crime. All staff to be aware that safeguarding incidents / behaviours can occur outside school or be associated with outside factors. CSE and 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;
- that children missing education / absconding during the school day can also be a sign of CCE, including involvement in County Lines.

5.3 The designated safeguarding lead (DSL) and deputy designated safeguarding lead.

5.3.1 Our DSL is Laine Taylor, DHT. The DSL takes lead responsibility for child protection and wider safeguarding.

5.3.2 Our deputy DSL is Stephanie O'Kill, AHT.

5.3.3 The wider safeguarding team includes 3 Level 3 trained staff at any time. Currently these are the Head of School, Behaviour and Pastoral Manager, and Director of Standards. This ensures that there is always a Level 3 (DSL) trained member of staff available during the school day.

5.3.4 The DSL will be given the time, training, resources and support to :

- provide advice and support to other staff on child welfare and child protection matters;
- take part in strategy discussions and inter – agency meetings and / or support other staff to do so;
- contribute to the assessment of children by providing as much information as possible as part of the referral process to help social care assessments consider contexts outside the home and enable a contextual approach to harm;
- refer suspected cases, as appropriate, to the relevant body (children's social care duty and advice team / MASH, Channel programme, and/or Police) and support staff to comply with their mandatory reporting duties in cases where FGM has been identified;
- provide appropriate supervision for those involved in the direct case work of vulnerable children;
- keep the Headteacher informed of any issues and liaise with local officers and any relevant professionals for child protection concerns as appropriate;
- be responsible for responding to domestic abuse / missing children notifications from the local authority, via Operation Encompass, and providing support to children and their families as appropriate;
- ensure representation of the school at appropriate inter – agency meetings such as initial and review Child Protection Conferences, and Planning & Core Group meetings, as well as Family Support meetings;
- provide reports as required for meetings;
- contribute to the preparation, implementation and review of any inter agency child protection plan or risk management plan as appropriate;
- work with other agencies in line with 'Working Together to Safeguard Children' (2018) and 'When to Call the Police' (NPCC 2020);
- promote the educational outcomes of the child with a social worker and other pupils deemed vulnerable. It is essential therefore that the DSL works in close collaboration with the DT and SENDCO as children who are in need of help and protection must also have their learning needs prioritised in planning to ensure education is a protective factor and not only by the way of regular attendance at school;
- to comply with the full responsibilities of a DSL as set out in KCSiE Annex C.

5.4 Trustees

5.4.1 Trustees will approve this policy at each review and hold the Headteacher to account for its implementation and any actions / recommendations made by the Local Authority in respect to strengthening the school's safeguarding arrangements.

5.4.2 Trustees will create a strong culture of safeguarding in school in order to ensure that safeguarding and child protection are at the forefront and underpin all aspects of policy and procedure development.

5.4.3 Trustees will consider the LA safeguarding and child protection briefing regarding their strategic roles and responsibilities.

5.4.4 Trustees will appoint a lead Trustee to monitor the effectiveness of this policy in conjunction with the full governing body. Lead Trustees should access appropriate training every 3 years.

5.4.5 In the event that safeguarding concerns, or an allegation of abuse is made against the Headteacher, the chair of the Trust will act as the 'case manager'.

5.4.6 Trustees will ensure that the school has appropriate IT filtering and monitoring systems in place and should be informed in part, by the risk assessment required by the Prevent Duty in order to limit children's exposure to online risks.

5.4.7 Trustees, along with the school's leadership team, is responsible for satisfying themselves and obtaining written assurances from any relevant school lettings and alternative / off site providers and provisions that their safeguarding arrangements are secure, in keeping with the requirements set out in KCSiE.

The full responsibilities of the trustees are set out in Part 2 of KCSiE – trustees will ensure that the school is fully compliant with their statutory safeguarding responsibilities.

5.5 The Headteacher

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

- ensuring that staff (including temporary and supply staff) and volunteers are informed of this policy;
- communicating this policy to parents when their child joins the school and via the school website;
- ensuring that the roles / responsibilities of the DSL/DDSL as referenced in Annex C of KCSiE 2023 are reflected in their job descriptions;
- ensuring that the DSL has appropriate time, training and resources, and that there is always adequate cover if the DSL is absent;
- ensuring that all staff undertake appropriate safeguarding and child protection training and update this annually;
- acting as the 'case manager' in event of an allegation of abuse being made against another member of staff (including supply staff) or volunteer, where appropriate;
- ensuring that all recommendations made by the local authority in relation to strengthening the school's safeguarding arrangements are actioned in a timely fashion;
- ensuring the relevant staff ratios are met, where applicable.

6. Confidentiality & Information Sharing

6.1.1 Confidentiality is an issue that needs to be understood by all those working with children, particularly in the context of safeguarding.

6.1.2 School recognises that the only purpose of confidentiality in this respect is to benefit the child. Staff / volunteers and visitors to school should never promise a child that they will not tell anyone about an allegation / disclosure of abuse, and must pass any cause for concerns immediately to a designated safeguarding lead.

6.1.3 Confidentiality is addressed throughout this policy with respect to record-keeping, dealing with reports of abuse, allegations of abuse against staff, information sharing and working with parents.

6.1.4 Timely information sharing is essential for effective safeguarding. This school will share safeguarding information as appropriate in keeping with the principles outlined in the government guidance document, [Information sharing advice for safeguarding practitioners - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/information-sharing-advice-for-safeguarding-practitioners) . This guidance has been produced to support practitioners in the decisions they take to share information, which reduces the risk of harm to children and young people and promotes their well-being.

6.1.5 All staff must have due regard for the relevant data protection principles which allow them to share (in the context of their role) and withhold personal information, as provided for in the Data Protection Act 2018 and GDPR.

6.1.6 In order to promote positive educational outcomes for vulnerable children, including children with social workers, information that can help to support positive outcomes being achieved will be shared with colleagues in school that are not DSLs or DDSLs as appropriate.

6.2 Working with parents and other agencies to protect children

6.2.1 Parents/carers will be made aware of our in-school procedures in respect of taking any reasonable action to safeguard the welfare of its pupils. In cases where the school has reason to be concerned that a child may be suffering significant harm, ill treatment, neglect or other forms of harm, staff will follow the procedures for responding to suspected cases of child abuse or neglect outlined in this policy document and the appropriate DSL / person designated by the DSL will contact MASH to discuss their concerns.

6.2.2 In keeping with KCSiE, we will endeavour wherever possible to obtain at least 2 emergency contacts for every child in the school in case of emergencies, and in case there are welfare concerns at home.

6.2.3 In general, we will discuss concerns with parents/carers before approaching other agencies and will seek to inform parents/carers and receive their consent when making a referral to another agency. Appropriate staff will approach parents/carers after consultation with the DSL. The exception to this rule will be in situations where a member of staff has reasonable cause to believe that informing parents /carers of a referral to another agency may increase the risk of harm to the child.

6.2.4 Parents/carers are informed about our Safeguarding & Child Protection Policy through the school website. A safeguarding and child protection statement is prominent in Visitors' Reception.

6.2.5 Where a parent/carer has expressed the intention to remove a child from school with a view to educating at home, the school will, working in partnership with the LA and other key professionals invite parents/carers to a meeting where possible. Ideally, this would be before a final decision has been made, to ensure the parents/carers have considered what is in the best interests of the child. This is especially important where a child has SEND, is vulnerable, and/or has a social worker.

6.3 Multi Agency Work

6.3.1 We will co-operate with Social Care in accordance with the requirement of the Children Act 1989 and allow access to child and child protection records for them to conduct section 17 or section 47 assessments.

6.3.2 In the best interests of our pupils, we will work with all relevant professionals and agencies as required to safeguard children and promote their welfare.

7. Opportunities to teach safeguarding – Preventative Curriculum

Our role in the prevention of abuse

We will identify and provide opportunities for children to develop skills, concepts, attitudes and knowledge to promote their safety and well-being.

7.1 We will ensure that children are taught about safeguarding, including online safety, and recognise that a one size fits all approach may not be appropriate for all children, and a more personalised or contextualised approach for more vulnerable children, victims of abuse and some SEND children may be needed.

7.1.2 As part of providing a broad and balanced curriculum, relevant issues will be addressed through the PSHE curriculum, including self esteem, emotional literacy, assertiveness, power, prejudice, relationship & sex education, online safety, online bullying, sexting / sharing nudes and semi-nudes, CSE & CCE, FGM, preventing radicalisation, child on child abuse, consent, online safety, anti-bullying, unhealthy and abusive relationships. The curriculum will reflect the statutory RSE curriculum, and support will be sought from the School Wellbeing Service as well as other external providers such as Brook Health.

7.1.3 Relevant issues will be addressed through other areas of the curriculum. For example, English, Drama, Science, History, tutor times and assemblies.

7.2 Other areas of work

7.2.1 All our policies that address issues of power and potential harm, eg. Anti-bullying, child on child abuse, behaviour will be linked to ensure a whole school approach.

7.2.2 Our safeguarding and child protection policy cannot be separated from the general ethos of the school which is to ensure that children are treated with respect and dignity, feel safe, and are listened to.

7.2.3 The school's online safety policy is reflective of the requirements set out in KCSiE (2023) with regards to content, contact, conduct and commerce. The school's online safety policy is aligned to the school behaviour policy and reflects our approach to issues of online safety (including the sharing of nudes and semi-nudes) that empowers us to protect and educate the whole school community in their use of technology and establishes mechanisms to identify, intervene in, and escalate any incident where appropriate.

8. Our role in supporting children

We will offer appropriate support to individual children who have experienced abuse or who have abused others.

8.1 In cases where children have experienced abuse / abused others, the DSL will ensure that appropriate support is offered. This will be recorded on CPOMs. For children who have sexually harmed or may have sexually harmed peers, a risk assessment will be completed that includes safety and support planning.

9. Children with additional needs

9.1 We recognise that whilst all children have a right to be safe, some children may be more vulnerable to abuse – eg. Those with a disability, special educational needs, mental health issues or those living with domestic violence or drug/alcohol abusing parents, parents' mental health issues, learning disabilities, children who are in care or previously looked after, children having adverse childhood experiences etc.

9.2 When the school is considering excluding, either for a suspension or permanently, a vulnerable pupil and /or a pupil who has social care involvement (CIN or CP plan) or where there have previously been CP concerns, we will undertake an informed (multi agency where appropriate) risk assessment prior to making the decision to exclude. The school will follow the guidance in the document produced by the DfE in January 2022 : <https://www.gov.uk/government/publications/school-exclusion> .

10. Children at risk of specific forms of abuse

10.1 This school follows the Thurrock LSCP (Local Safeguarding Children Partnership) agreed multi agency procedures, in circumstances where children are at risk of specific forms of abuse as outlined in Part 1 and Annex B of KCSiE.

[Thurrock Local Safeguarding Children Partnership - lscp \(thurrocklscp.org.uk\)](https://www.thurrocklscp.org.uk)

11. Remote learning & Remote welfare

11.1 If children are being asked to learn online at home, for example because of the Covid pandemic, the school will follow advice from the DfE on safeguarding and remote education : <https://www.gov.uk/.../providing-remote-education-guidance-for-schools> .

11.2 Where children are remote learning and the DSL has identified a child to be vulnerable, on the edge of social care support, or who would normally receive pastoral-type support in school, the school will ensure that a robust communication plan is in place for that pupil. The communication plans can include remote contact, telephone calls, door-step contact. Other individualised contact methods will be considered and recorded if used. A record will be made of any contact made.

11.3 We recognise that the school is a protective factor for children , and that situations such as periods of national lockdown can affect the mental health of pupils and their parents/carers. Staff will be aware of these issues and have due regard for them in setting expectations of pupils' work when they are at home.

12. Female Genital Mutilation : The Mandatory Reporting Duty

12.1 The Department for Education's KCSiE 2023 explains that FGM comprises "all procedures involving partial or total removal of the external female genitalia or other injury to the female genital organs".

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

12.3 Any teacher who discovers that an act of FGM appears to have been carried out on a pupil under 18 must immediately (in consultation with the DSL) report this to the Police, personally. This is a statutory duty, and teachers will face disciplinary sanctions for failing to meet it.

12.4 The duty above does not apply in cases where a pupil is at risk of FGM or FGM is suspected but is not known to have been carried out. Staff must not examine pupils. Any member of staff who discovers that an act of FGM might / appears to have been carried out on a pupil under 18 must speak to the DSL and follow our local safeguarding procedures.

13. Radicalisation and Terrorism

13.1 Radicalisation refers to the process by which a person comes to support terrorism and forms of extremism leading to terrorism. Terrorism is an action that endangers or causes serious violence to a person / people; causes serious damage to property; or seriously interferes with or disrupts an electronic system. The use or threat must be designed to influence the government or to intimidate the public and is made for the purpose of advancing a political, religious or ideological cause.

13.2 If staff are concerned about a change in the behaviour of an individual or see something that concerns them (this could be a colleague too) they must seek advice appropriately with the DSL who must contact the officer responsible for the Essex SET Prevent Policy for further advice.

13.3 Schools are expected to assess the risk of children being drawn into terrorism, including support for extremist ideas that are part of terrorist ideology. This means being able to demonstrate both a general understanding of the risks affecting children and young people in the area and a specific understanding of how to identify individual children who may be at risk of radicalisation and what to do to support them. The DSL completes an annual audit for the LA, and has an overview of the local authority 3 Year Prevent Policy and local referral pathways.

13.4 Effective early help relies on all staff to be vigilant and aware of the nature of the risk for children and young people, and what support may be available. Our school will ensure that as far as possible all front-line staff will undertake Prevent awareness training.

14. Channel

14.1 Channel is a voluntary, confidential support programme which focuses on providing support at an early stage to people who are identified as being vulnerable to being drawn into terrorism. Prevent referrals may be passed to a multi-agency Channel panel, which will discuss the individual referred to determine whether they are vulnerable to being drawn into terrorism and consider the appropriate support required. A representative from the school may be asked to attend the Channel panel to help with this assessment. An individual's engagement with the programme is entirely voluntary at all stages.

15. Child on Child Abuse

15.1 We recognise that children are capable of abusing their peers, and that child on child abuse can manifest in many different ways. This might include bullying, cyber bullying, criminal and sexual exploitation, sexual harassment and violence, initiation / hazing, sharing of nudes and semi-nudes and abuse within intimate partner relationships. It is very clear that this type should be treated seriously, and never just as 'banter', 'part of growing up' or 'boys being boys'. Our school has a zero tolerance approach to such attitudes and behaviours.

15.2 All concerns around child on child abuse will be taken seriously, reported, investigated, recorded and managed in line with the child protection procedures outlined in this policy, and the 'Child on Child Abuse Policy'. The DSL is responsible for ensuring that support is provided for all children involved in incidents of child on child abuse.

15.3 We recognise that sexual violence and / or sexual harassment can happen anywhere, including educational settings. Where concerns of sexual violence or sexual harassment are witnessed, disclosed or reported to the school (including those that have happened outside of school) the concern will be taken seriously. We recognise that sexual violence and sexual harassment exist on a continuum and may overlap; they can occur online and face to face (both physical and verbal) and are never acceptable. The school will always follow the guidance of KCSiE Part 1 and Annex B, & Part 5 (2023).

15.4 We will ensure that the needs of children who may have / have sexually harmed others will be considered separately from the needs of those who have / may have been subject to sexual harm. Children who have / may have sexually harmed others will be responded to in a way that meets their needs as well as protecting others within the school community through a risk assessment – this should be multi-agency where possible. Where appropriate there should be a coordinated multi agency approach to risk management which will involve parents/carers, social care, health, police and youth justice.

15.5 We will ensure that all children who may have / have been sexually harmed will be taken seriously and that they will be supported and kept safe.

15.6 In cases where allegations of sexual violence and/or harassment are found to be unsubstantiated, unfounded, false or malicious, the DSL will consider whether the child or person who has made the allegation is in need of support or may have been abused by someone else. In cases where the report is found to be deliberately invented or malicious the school will consider whether it is appropriate to take any disciplinary action in keeping with the school's behaviour management policy.

15.7 Where child exploitation (i.e. criminal, sexual, trafficking, modern day slavery etc.), or the risk of it, is suspected, frontline practitioners must notify the designated member of staff for child protection, in line with the child protection reporting systems.

15.8 The school will always cooperate with local authority / multi agency enquiries about children flagged by them as being at risk.

15.9 If a child already has an allocated social worker, the DSL will contact them (or their team manager) to discuss any concerns about child exploitation, or any safeguarding matter. Where children are currently looked after or previously looked after the DSL will also notify the Designated Teacher for children looked after.

16. Children missing from education

16.1 A child going missing from education is a potential indicator of abuse or neglect. Where a child is reported to be missing education we will comply with our statutory duty to inform the local authority of any pupil who falls within the reporting notification requirements.

16.2 Children who are absent, abscond or go missing during the school day are vulnerable and at potential risk of abuse, neglect, CSE or CCE including involvement in county lines. School staff must use the school's 'missing pupil' protocol (using Classcharts) to help identify the risk of abuse and neglect, including sexual abuse or exploitation, and to help prevent the risks of their going missing in future.

17. A Safer School Culture

The school will ensure that the following appropriate policies and procedures are in place and shared with staff at the point of induction, in order for appropriate action to be taken in a timely

manner to safeguard and promote children's welfare. This information will be re-visited at staged points of the academic year through training, updates and briefings.

- Whistleblowing Policy
- Allegations against Staff guidance
- Guidance on Safer Working Practices
- Safeguarding & Child Protection Policy
- Online safety policy, and IT User Agreement
- School Behaviour Policy
- A link to the safeguarding hub which houses all of the additional policies such as Child on Child Abuse, Anti Bullying and Medical Support Guidance
- The names, roles and responsibilities of the designated safeguarding lead, any deputies or other Level 3 trained members of the team

17.1 Safer Recruitment, selection and pre employment vetting

17.1.1 The school pays full regard to following the safer recruitment, selection and pre employment vetting procedures as outlined in part 3 of KCSiE.

17.1.2 The school will maintain a single central record which demonstrates the relevant vetting checks required including : a barred list check, DBS check at the correct level, identity, qualifications, prohibition order and right to work in the UK.

17.1.3 All recruitment materials will include reference to the school's commitment to safeguarding and promoting the wellbeing of pupils.

17.1.4 The school will ensure that all recruitment panels include at least one person that has undertaken safer recruitment training.

17.1.5 For individuals who have lived or worked outside the UK, in addition to the same checks as all other staff, the school will complete any checks required to satisfy themselves that the individual is suitable to work with children. This may include obtaining a letter from the professional regulatory authority in the country (countries) in which the candidate has worked confirming that they have not imposed any sanctions or restrictions, and/or that they are aware of any reason why they are unsuitable to teach where possible.

17.1.6 The school will ensure that written risk assessments are undertaken in situations where information provided on DBS certificates necessitates so.

17.1.7 The school expects any member of staff who is residing in school house to understand that the safeguarding and child protection policy and protocols also relate to that accommodation. The school will require any partners living in the property to be subject to safeguarding checks.

17.2 Managing allegations or safeguarding concerns against a member of staff or person in school procedures

17.2.1 The procedures outlined in the policy specific to this area of safeguarding will be followed in any case in which it is alleged that a member of staff (including supply staff), trustee, visiting professional or volunteer has met the harm test – i.e. where an adult has:

- a) behaved in a way that has harmed a child or may have harmed a child
- b) possibly committed a criminal offence against or related to a child

c) behaved towards a child or children in a way that indicates he/she may pose a risk of harm to children

d) behaved or may have behaved in a way that indicates they may not be suitable to work with children. (This includes any behaviour that may have happened outside of school that might make the individual unsuitable to work with children. This is known as transferable risk).

17.2.2 All adults working in the school have a duty to disclose to the Headteacher where their relationships and associations both within and outside of the workplace (including online) might have implications for safeguarding children in school.

17.2.3 Examples of adult behaviours that would warrant an allegation or safeguarding concern by a member of staff could include:

- Physical – for example, intentional use of force as a punishment, slapping, use of objects to hit with, throwing objects or rough physical handling
- Emotional – for example, intimidation, belittling, scapegoating, sarcasm, lack of respect for children's rights, and attitudes which discriminate on the grounds of race, gender, sex, disability or sexuality
- Sexual – for example, sexualised behaviour towards pupils, grooming, sexual harassment, sexual assault and rape, sending inappropriate messages through social media and other technologies
- Neglect – which may include failing to act to protect a child or children, failing to seek medical attention or failure to carry out appropriate / proper risk assessment etc.

17.2.4 A safeguarding complaint that meets the criteria above must be reported to the Headteacher immediately. If the complaint involves the Headteacher then the CEO and Chair of Trustees must be informed.

17.2.5 Where a Headteacher determines that a safeguarding allegation does not meet the harm threshold in line with the criteria above they will refer the matter to be managed in line with paragraphs 17.2.6 to 17.2.8 inclusive by a designated professional with appropriate safeguarding training. This person will ensure that appropriate action is taken, and confidentiality is maintained.

17.2.6 All staff must fully understand that any adult behaviours that deviate from the Guidance for Safer Working Practice, including inappropriate conduct out of work are a concern, even if they are low-level. Low-level concerns are concerns that do not meet the harm test / allegations threshold. Examples of such behaviour include :

- Being over familiar with children
- Having favourites
- Taking photographs of children on their mobile phone
- Engaging with a child on a one to one basis in a secluded area or behind a closed door
- Using inappropriate sexualised, intimidating or offensive language.

17.2.7 The case manager will ensure that the child is not at risk and where appropriate ensure that the child is referred to the local authority MASH team as referenced in Part 1 of KCSiE.

17.2.8 The case manager should gather as much information about the alleged incident as necessary in order to establish whether there is substance to the allegation. In situations where the case manager determines that the harm test has not been met the case manager will ensure there is a clear record of the incident, include any actions (including whether any HR advice has been sought and actioned) taken to address the concern raised. This record

must be kept confidential, stored securely and comply with the Data Protection Act 2018 and the UK GDPR (2021). All low level concerns will be kept for two years after the individual leaves the employment of the school.

17.2.9 In situations where the case manager has sufficient information to suggest that the harm test / allegations threshold has been met the LADO should be informed. Parents of the child or children involved will be told about the allegation as soon as possible if they are not already aware of it.

17.2.10 The case manager will not carry out an investigation or directly interview an individual about whom there is a concern until the above process has been duly completed and relevant partners have been consulted.

17.2.11 The case manager will attend any meeting arranged by the LADO – all issues will be recorded and any outcome reached will be noted to ensure closure.

17.2.12 In many cases an appropriate response to a situation will be to provide further training and support to staff and ensure they are clear about the expectations for their conduct.

17.2.13 In more serious cases, allegations must be investigated under the formal disciplinary procedures and, where allegations are upheld, formal warnings issued as well as specific training and support. In cases where children may be at further risk and/or evidence may be compromised and/or the allegations are so serious that they may, if upheld, constitute gross misconduct, suspension of the member of staff may be appropriate and will be considered in line with the school's Disciplinary Policy.

17.2.14 Any staff who are dismissed by the school for gross misconduct or cumulative misconduct relating to safeguarding of children will be referred to the DBS for consideration of barring. Similarly, where the school has a reasonable belief that the member of staff would have been dismissed by the school had they been employed at the time of the conclusion of the investigations, they will be referred to the DBS. The school will keep written records of all of the above.

17.2.15 The NSPCC whistleblowing hotline is available for staff who do not feel able to raise concerns regarding child protection failures internally. Staff can call 0800 028 0285 – the line is available from 8am to 8pm, Monday – Friday and email : help@nspcc.org.uk .

18. Training and Support

18.1 All staff members will be made aware of systems within our school that support safeguarding and these will be explained to them as part of our staff induction. This includes: the school's child protection & safeguarding policy; how we comply with KCSiE, and the school's whistleblowing procedures.

18.2 We recognise the stressful and traumatic nature of child protection work. At Orsett Heath Academy support is available for any member of staff from the DSL and DDSL. Supervision can also be arranged through the Mental Health NELFT Team, and staff can also access support through the Educare staff wellbeing service.

18.3 Designated staff must have attended the full Level 3 DSL training, and refresher training at least every two years. The DSL and DDSL will also undertake Prevent Awareness Training (WRAP - Workshop to Raise Awareness of Prevent) to enable them to provide advice and support to other members of staff on protecting children from risk of radicalisation.

18.4 The school will ensure all staff including temporary and volunteers receive safeguarding and induction training appropriate to their roles and responsibilities, especially staff new to the school. All staff will access basic child protection training including online safety as part of the school's induction arrangements and refresher training annually. All staff will receive monthly safeguarding updates with further training opportunities as appropriate.

18.5 Trustees, including the nominated safeguarding lead, will receive specific training for their role annually.

19. Child Protection Records

19.1 The responsibility to maintain, process, share, transfer and store child protection and safeguarding records in accordance with the Data Protection Act 2018 and the GDPR principles is the responsibility of the DSL and DDSL. Records will be kept on CPOMS using the Tell Me, Explain to me, Describe to me approach. Additional documents will also be attached, for example CAF documents and meeting minutes from CP / CIN meetings.

19.1.1 When a pupil leaves their existing provision, we will ensure that the child protection file is transferred securely and separately from the main pupil file to the receiving establishment as soon as possible and within 5 days. This is a legal requirement set out under regulation 9 (3) of 'The Education (Pupil Information – England) Regulations 2005.

19.1.2 Where there is an existing risk management plan in place for behaviours that are deemed potentially harmful to the pupil or others (i.e. self harming or harmful sexualised behaviour), this information must be shared with the destination provision prior to the pupil starting so that appropriate care and control measures can be put in place to mitigate the potential of any risk of further harm occurring.

19.1.3 Pupil records will be transferred in a secure manner and a delivery / read receipt retained. If sending by post they will be sent 'special delivery' and a note of the delivery number kept.

19.1.4 For audit purposes a note of all pupil records transferred or received will be kept in electronic format.

19.1.5 If a pupil is permanently excluded and moves to an alternative or specialist provision, child protection records will be forwarded on to the relevant organisation in accordance with the 2005 Regulations.

19.1.6 If a parent chooses to electively home educate (EHE) their child, the school will liaise with the LA about where the child protection record must be sent.

19.1.7 When a DSL member of staff resigns their post or no longer has child protection responsibility, there will be a full face to face handover / exchange of information with the new / interim post holder. In exceptional circumstances if this is not possible, the DDSL will ensure that the new post holder is fully conversant with all procedures and case files.

19.1.8 A DSL receiving current (live) files or closed files will keep all contents enclosed and not remove any material.

19.2 Children's and parents' access to child protection files

19.2.1 Under Data Protection legislation (General Data Protection Regulation & Data Protection Act 2018) a pupil or their nominated representative have a number of legal rights in respect of information relating to them. These rights include the right to access and the right to rectification of inaccurate data.

All information will be accurately recorded, objective in nature and expressed in a professional manner.

Any child who has a child protection file has a right to request access to it.

However, neither the child nor the parent has an automatic right to see all the information held in child protection records. Information can be withheld if disclosure:

- could cause serious harm or is likely to cause serious harm to the physical or mental health or condition of the child or another person; or
- could reveal that the child or another person has been a subject of or may be at risk of child abuse, and the disclosure is not in the best interests of the child; or
- is likely to prejudice an on-going criminal investigation; or
- information about the child also relates to another person who could be identified from it or the information has been given by another person who could be identified as the source, unless the person has consented to the disclosure or the person providing the information is an employee of the establishment or the Local Authority.

19.3 Archiving

19.3.1 The school that the pupil attends until statutory leaving age is responsible for retaining any child protection records they hold. The recommended retention period is 35 years from closure when there has been a referral to social care. If no referral has been made to social care the record will be retained until the child's 25th birthday, after which point the file will be destroyed confidentially / deleted from our electronic system.

APPENDIX 1 Definitions and indicators of abuse

Reference : Working Together to Safeguard Children (DfE 2018) & KCSiE 2023.

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

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

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

Examples which may indicate neglect :

1. Hunger
2. Tiredness or listlessness
3. Child dirty or unkempt
4. Poorly or inappropriately clad for the weather
5. Poor school attendance or often late to school
6. Poor concentration
7. Affection or attention seeking behaviour
8. Untreated illnesses / injuries
9. Pallid complexion
10. Stealing or scavenging compulsively
11. Failure to achieve developmental milestones, eg. Growth / weight
12. Failure to develop intellectually or socially
13. Neurotic behaviour

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

Examples which may indicate physical abuse :

1. Patterns of bruising; inconsistent account of how bruising or injuries occurred
2. Finger, hand or nail marks, black eyes
3. Bite marks
4. Round burn marks, burns and scalds
5. Lacerations, wealds
6. Fractures
7. Bald patches
8. Symptoms of drug or alcohol intoxication or poisoning
9. Unaccountable covering of limbs, even in hot weather
10. Fear of going home or parents being contacted
11. Fear of medical help
12. Fear of changing for PE
13. Inexplicable fear of adults or over – compliance

14. Violence or aggression towards others, including bullying
15. Isolation from peers

Sexual abuse involves forcing or enticing a child 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 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.

Examples which may indicate sexual abuse:

1. Sexually explicit play or behaviour or age-inappropriate knowledge
2. Anal or vaginal discharge, soreness or scratching
3. Reluctance to go home
4. Inability to concentrate, tiredness
5. Refusal to communicate
6. Thrush, persistent complaints of stomach disorders or pains
7. Eating disorders, for example anorexia nervosa and bulimia
8. Attention seeking behaviour, self-mutilation, substance abuse
9. Aggressive behaviour including sexual harassment or molestation
10. Unusually compliant
11. Regressive behaviour, enuresis, soiling
12. Frequent or open masturbation, touching others inappropriately
13. Depression, withdrawal, isolation from peer group
14. Reluctance to undress for PE or swimming
15. Bruises, scratches in genital area

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

Examples which may indicate emotional abuse :

1. Over reaction to mistakes, continual self – deprecation
2. Delayed mental, physical, emotional development
3. Sudden speech or sensory disorders
4. Inappropriate emotional responses, fantasies
5. Neurotic behaviour : rocking, banging head, regression, tics and twitches

6. Self harming, drug or solvent abuse
7. Fear of parents being contacted
8. Running away / going missing
9. Compulsive stealing
10. Masturbation, appetite disorders – anorexia nervosa, bulimia
11. Soiling, smearing faeces, enuresis

NB – some situations where children stop communication suddenly (known as “traumatic mutism”) may indicate maltreatment.

Child sexual exploitation is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance in power to coerce, manipulate or deceive a child under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology.

Reference : [Child sexual exploitation: definition and guide for practitioners - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/child-sexual-exploitation-definition-and-guide-for-practitioners)

Responses from parents

Research and experience indicates that the following responses from parents may suggest a cause for concern across all four categories :

1. An unexpected delay in seeking treatment that is obviously needed
2. An unawareness or denial of any injury, pain or loss of function (eg. A fractured limb)
3. Incompatible explanations offered, several different explanations or the child is said to have acted in a way that is inappropriate to his/her age and development
4. Reluctance to give information or failure to mention other known relevant injuries
5. Frequent presentation of minor injuries
6. Unrealistic expectations or constant complaints about the child
7. Alcohol misuse or other drug / substance misuse
8. Parents request removal of the child from home
9. Violence between adults in the household

Children with special educational needs and disabilities

When working with children with special educational needs and disabilities, practitioners need to be aware that additional possible indicators of abuse and / or neglect may also include :

1. A bruise in a site that might not be of concern on an ambulant child such as the shin, might be of concern on a non mobile child
2. Not getting enough help with feeding leading to malnourishment
3. Poor toileting arrangements
4. Lack of stimulation
5. Unjustified and/or excessive use of restraint
6. Rough handling, extreme behaviour modification – eg. Deprivation of liquid, medication, food or clothing, disabling wheelchair batteries
7. Unwillingness to try to learn a child’s means of communication
8. Ill-fitting equipment – eg. Callipers, sleep boards, inappropriate splinting
9. Misappropriation of a child’s finances

10. Invasive procedures



Appendix 2 Responding to children who report abuse

When a child tells me about abuse he or she has suffered, what must I remember?

1. Stay calm
2. Do not transmit shock, anger or embarrassment
3. Reassure the child. Tell him/her you are pleased s/he is speaking to you.
4. Never enter into a pact of secrecy with the child. Assure him/her that you will try to help but let the child know that you will have to tell other people in order to do this. State who this will be and why.
5. Tell her/him, that you believe them. Children very rarely lie about abuse; but s/he may have tried to tell others and not been heard or believed.
6. Tell the child it is not his/her fault.
7. Encourage the child to talk but do not ask 'leading questions' or press for information.
8. Listen and remember.
9. Check that you have understood correctly what the child is trying to tell you.
10. Praise the child for telling you. Communicate that s/he has right to be safe and protected.
11. Do not tell the child that what s/he experienced is dirty, naughty or bad.
12. Do not take photographs or make videos of any injuries reported by a child.
13. It is inappropriate to make any comments about the alleged offender.
14. Be aware that the child may retract what s/he has told you. It is essential to record all you have heard.
15. At the end of the conversation, tell the child again who you are going to tell and why that person or people need to know.
16. As soon as you can afterwards, make a detailed record of the conversation using the child's own language. Include any questions you may have asked. Do not add any opinions or interpretations.

NB – it is not education staff's role to investigate reports of abuse. Their role is to observe that something may be wrong, ask about it, listen, be available and respond appropriately.

Appendix 3 KCSiE Changes 2022 / 2023

KCSiE 2022 – 2023 Changes

1. Time constraints added to pupil data transfer – (page 32, paragraph 121) – the 5 day rule about information sharing is made clear :

“Where children leave the school or college, the designated safeguarding lead should ensure their child protection file is transferred to the new school or college as soon as possible, and within 5 days for an in-year transfer or within the first 5 days of the start of a new term to allow the new school or college to have support in place for when the child arrives.”

Yr 11 pupils transferring to post 16 in September 2022 will be covered by the new guidance, and Yr 6 into 7.

2. The need for pupils to have an ‘appropriate adult’ during Police investigations – (page 162) – under ‘working with others’ the following small but crucial change has been made :

“{DSLs should} .. liaise with the headteacher ..to inform him/her of issues – especially ongoing enquiries under Section 47 of the Children Act 1989 and police investigations. This should include being aware of the requirement for children to have an Appropriate Adult. Further information can be found in the Statutory guidance – PACE code C 2019.”

The PACE guidance outlines the expectation that an appropriate adult will “support, advise and assist” the young person, and also “observe whether the police are acting properly and fairly to respect [the young person’s] rights and entitlements, and inform an officer of the rank of inspector or above if they consider they are not.”

This was likely prompted by the recommendations made in the Child Q safeguarding practice review conducted by City of London & Hackney Safeguarding Children Partnership, which states “It is likely that the importance of the appropriate-adult role was insufficiently explained to either Child Q or the school staff present.”

3. Online checks for new staff – (page 53, paragraph 220) – recommendations for potential new staff to be subject to a ‘digital screening’ process prior to interview :

“As part of the shortlisting process, schools and colleges should consider carrying out an online search as part of their due diligence on the shortlisted candidates. This may help identify any incidents or issues that have happened, and are publicly available online, which the school or college might want to explore with the applicant at interview”.

This does present challenges – legal advisors are warning that such searches should only be checking for suitability for working with children and not other areas of a person’s life. Schools will need to update their job advertisements and create a protocol for performing the checks, including a matrix to record the parameters of what they are searching for and ensure consistency across candidates.

4. All governors to receive safeguarding training – (page 23) – a new paragraph regarding the responsibility for governors to receive safeguarding training :

“Governing bodies and proprietors should ensure that all governors and trustees receive appropriate safeguarding and child protection (including online) training at induction. This training should equip them with the knowledge to provide strategic challenge to test and assure themselves that the safeguarding policies and procedures in place in schools and colleges are effective and support the delivery of a robust whole school approach to safeguarding. Their training should be regularly updated.”

5. More detail on the effects of domestic abuse – (page 14) – a new paragraph entitled ‘domestic abuse’ appears where more information has been included on what kind of impact victims of domestic abuse might experience :

“Domestic abuse .. can [be] 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.”

A further addition on page 10 regarding ‘indicators of abuse and neglect’ states :

“Harm can include ill treatment that is not physical as well as the impact of witnessing ill treatment of others. This can be particularly relevant, for example, in relation to the impact on children of all forms of domestic abuse. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others.”

6. ‘Peer-on-Peer’ wording has changed to ‘Child-on-Child’ – this is to make it explicit that it refers to children.

Schools will need to update all policies which refer to ‘Peer on Peer Abuse’ with the need term.

7. New focus on ‘early intervention’ :

‘Early help’ has been re-named ‘early help assessment’.

Page 98 also has an additional paragraph that includes the instruction for schools to have policies and processes to deal with “any concerns (including allegations) which do not meet the harm threshold, referred to in this guidance as ‘low-level’ concerns.”

This may require schools to have an additional layer of record keeping around low level concerns and include this in safeguarding training.

8. Prevent update – (Page 33) – reference is now made to the new relationship and sexual health education curriculum and how it will help schools prepare students for life in modern Britain, especially in relation to preventative education :

“Preventative education is most effective in the context of a whole-school or college approach that prepares pupils and students for life in modern Britain and creates a culture of zero tolerance for sexism, misogyny/misandry, homophobia, biphobic and sexual violence / harassment .. These will be underpinned by the school/college’s behaviour policy and pastoral support system, as well as by a planned programme of evidence-based RSHE delivered in regularly timetabled lessons and reinforced throughout the whole curriculum.”

9. Human Rights and Equality Act reminders – (sections 82-93) : “Governing bodies and proprietors should be aware of their obligations under the Human Rights Act 1998 21, the Equality Act 2010²² (including the Public Sector Equality Duty 23), and their local multi-agency safeguarding arrangements.” The following paragraphs then detail the specific elements of these laws that schools should be mindful of, underlining just how far-reaching safeguarding is within a school.”
10. New resources added – new resources have been added to the document :
 - A video on supporting children who are victims of sexual abuse
 - A link to South Grid for Learning, a charity that provides support regarding abuse and technology, and The Marie Collins Foundation, a harmful-sexual-behaviour support service
 - A county lines toolkit for professionals
 - Government guidance on forced marriage
 - LGFL ‘Undressed’ – a website that features a video and song that schools can use to teach young children about the risk of being tricked into getting undressed online

Appendix 4 Logging an incident on CPOMs

When a safeguarding concern is noted by a member of staff the following action should be taken, by the end of the school day (and immediately and also in person to the DSL/DDSL if the concern is a *child protection* issue).

Log on to CPOMS → You will be taken to the dashboard → Find the quick student search →

Add the pupil's name → You will see the pupil details, please click on their name →

You will be taken to the pupil's page.

See the flow chart below

Click on incidents

New incident

Add the information into the incident box

You will be logging the incident as a 'concern' – the Duty Safeguarding personnel will define the category when the information is processed

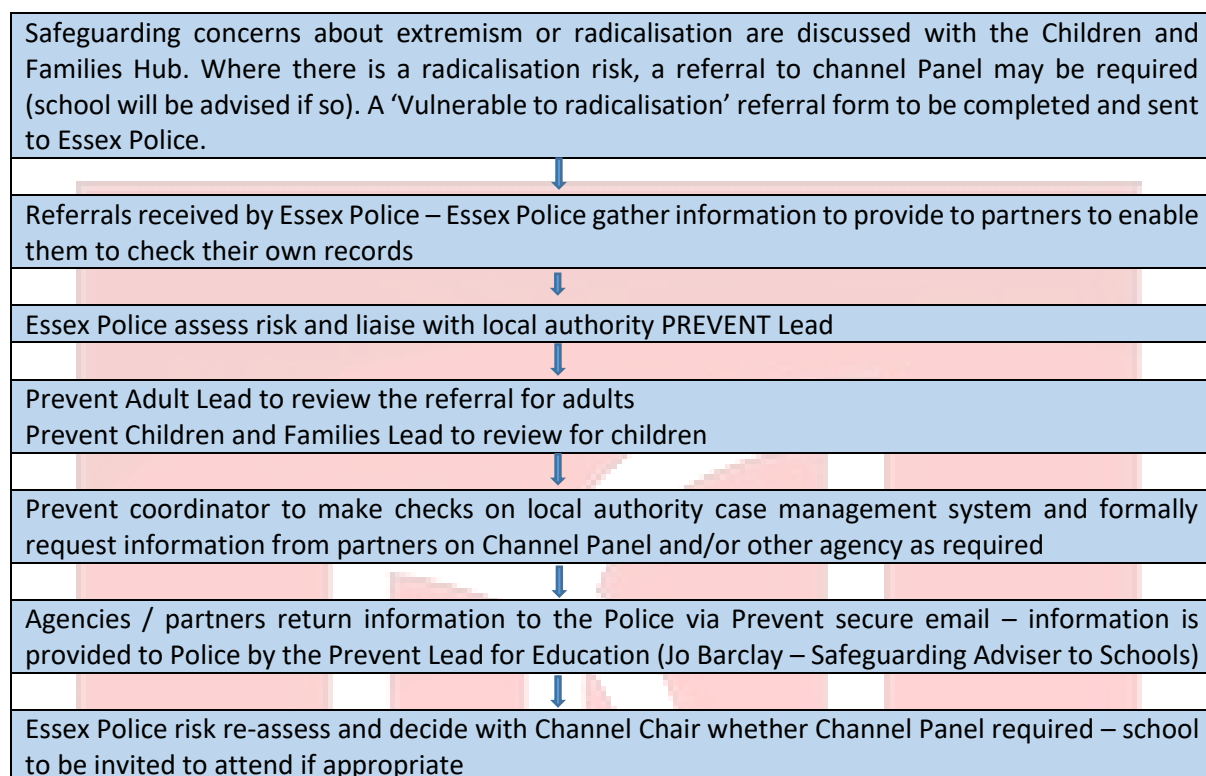
If there are other students involved, you can add these via the linked student box

Assign the incident to the DSL (Laine Taylor) & DDSL (Stephanie O'Kill)

Press 'submit incident'

The incident will be seen by the staff you have linked to. This will then be looked at and dealt with accordingly.

Appendix 5 Prevent Referral Flowchart



Appendix 6 Additional contacts

School Nursing Team	0300 300 1526
Police Child Abuse Team	01277 266822
Thurrock Virtual School	KPullen@thurrock.gov.uk GLilley@thurrock.gov.uk
Social Care single point of contact	Nicola Beale – 07714391624



Appendix 7 Further Safeguarding References

Further Safeguarding & Child Protection information can be found in the following documents :

Keeping Children Safe in Education 2023 : statutory guidance for schools and colleges (DfE) Part One (also referred to as KCSIE)

Abuse

What to do if you're worried a child is being abused – DfE advice

Domestic abuse: Various Information/Guidance - Home Office (HO)

Faith based abuse: National Action Plan - DfE advice

Relationship abuse: disrespect nobody - Home Office website

Bullying

Preventing bullying including cyberbullying - DfE advice

Preventing and Tackling Bullying, DfE advice

Children missing from education, home or care

Children missing education - DfE statutory guidance

Child missing from home or care - DfE statutory guidance

Children and adults missing strategy - Home Office strategy

Children with family members in prison

National Information Centre on Children of Offenders - Barnardo's in partnership with HM Prison and Probation Service

Child Exploitation

Trafficking: safeguarding children - DfE and HO guidance

Drugs

Drugs: advice for schools - DfE advice

Drug strategy 2017 - Home Office strategy

Information and advice on drugs - Talk to Frank website

ADEPIS platform sharing information and resources for schools: covering drug (& alcohol) prevention
- Website by Mentor UK

"Honour Based Abuse" (so called)

Female genital mutilation: information and resources- Home Office guidance

Female genital mutilation: multi agency statutory guidance - DfE, DH, and HO statutory guidance

Health and Well-being

Fabricated or induced illness: safeguarding children - DfE, DH, HO

Rise Above: Free PSHE resources on health, wellbeing and resilience - Public Health England

Medical-conditions: supporting pupils at school - DfE statutory guidance

Mental health and behaviour - DfE advice

Homelessness

Homelessness: How local authorities should exercise their functions - Ministry of Housing, Communities & Local Government guidance

Online

Sexting: responding to incidents and safeguarding children - UK Council for Internet Safety

Private fostering

Private fostering: local authorities - DfE statutory guidance

Radicalisation

Prevent duty guidance- Home Office guidance

Prevent duty: additional advice for schools and childcare providers - DfE advice

Educate Against Hate website - DfE and Home Office advice

Prevent for FE and Training - Education and Training Foundation (ETF)

Upskirting

Upskirting know your rights – UK Government

Violence

Gangs and youth violence: for schools and colleges - Home Office advice

Ending violence against women and girls 2016-2020 strategy - Home Office strategy

Violence against women and girls: national statement of expectations for victims - Home Office guidance

Sexual violence and sexual harassment between children in schools and colleges - DfE advice

Serious violence strategy - Home Office Strategy

Thurrock Community Safety Partnership – Schools Protocol to reduce vulnerability factors and safeguard children and young people from serious youth violence

Appendix 8 Visitors to the School

Visiting Adults in School Protocols

VISITOR RECEPTION Lanyards: Red for Visitors Blue for Contractors White for Trust Staff (not OHA)	<ul style="list-style-type: none"> Safeguarding posters to be displayed To be staffed at all times of the school day (Mondays – Thursdays 8am-4.30pm) (Fridays 8am – 4pm) Visitor briefing sheet / ipad information
Cover staff	<ul style="list-style-type: none"> Must report to Visitor Reception Must wear badge with lanyard DTA to collect from Visitors' Reception- Check DBS and escort. DTA to have agency details / safeguarding assurance. Member of staff to be given safeguarding reporting document.
Visitors : Parents & carers	<ul style="list-style-type: none"> Must report to Visitor Reception for sign in/out Must remain with a member of staff at all times Admin to be notified of Appointment time
Visitors : Site	<ul style="list-style-type: none"> Must report to Visitor Reception for sign in/out Must wear badge with lanyard Must remain with member of Site Team Site manager must have company details
Visitors : Direct work with pupils	<ul style="list-style-type: none"> Must report to Visitor Reception Must wear badge with lanyard Member of staff that has arranged the visit to collect from Visitors' Reception Admin to be notified of appointment time where possible Person not to be left alone with children
Visitors : LA/Social Care	<ul style="list-style-type: none"> Must report to Visitor Reception Must wear badge with lanyard Member of staff that has arranged the visit to collect from Visitors' Reception Admin to be notified of appointment time where possible Letter of assurance from Thurrock LA regarding safeguarding
Visitors : Catering / cleaning staff	<ul style="list-style-type: none"> Must report to Visitor Reception Must wear badge with lanyard Member of staff that has arranged the visit to collect from Visitors Reception Catering Manager must have company details
Visitors : Music tuition	<ul style="list-style-type: none"> Must sign in at Visitor Reception Must wear badge with lanyard Covered by LA safeguarding letter for direct work alone with pupils
Visitors : Sports coaches	<ul style="list-style-type: none"> Must report to Visitor Reception Must wear badge with lanyard

	<ul style="list-style-type: none"> • Member of staff that has arranged the visit to collect from Visitors' Reception • Admin to be notified of appointment time where possible • Should not be left alone with children unless in possession of a Trust DBS
Visitors : Trust staff from other schools (infrequent visitors) (Trust staff who work on site at OHA regularly are badged, with DBS, & have completed OHA safeguarding briefing)	<ul style="list-style-type: none"> • Must report to Visitor Reception • Must wear badge with lanyard • Member of staff that has arranged the visit to collect from Visitors' Reception • Admin to be notified of appointment time where possible
Visitors : Trust members & LSAB members	<ul style="list-style-type: none"> • Badged with DBS – sign in at VR for H&S purposes

Safeguarding Briefing for Visitors – Orsett Heath Academy

Safeguarding our pupils is the responsibility of everyone who works in this school, including contract staff. At the core of our practice is the underlying acceptance that 'it could happen here'.

Safeguarding : is the system of protecting children from harm. This includes educating them about health and relationships, understanding the contextual dangers in their communities, and supporting their development.

Child Protection : is the protection of children from immediate and significant harm – sexual abuse, emotional abuse, physical abuse & neglect.

If you witness an incident, or have any concern at all about a possible safeguarding / child protection issue, then you **MUST** report it immediately using the form that is available at Visitor Reception.

To report a concern you should :

- Fill in the form;
- Hand it in to Visitors' Reception – directly to a member of the team there.

The form will be passed immediately to the DSL – Designated Safeguarding Lead – and you will get a response within 24 hours to confirm that the matter has been dealt with appropriately.

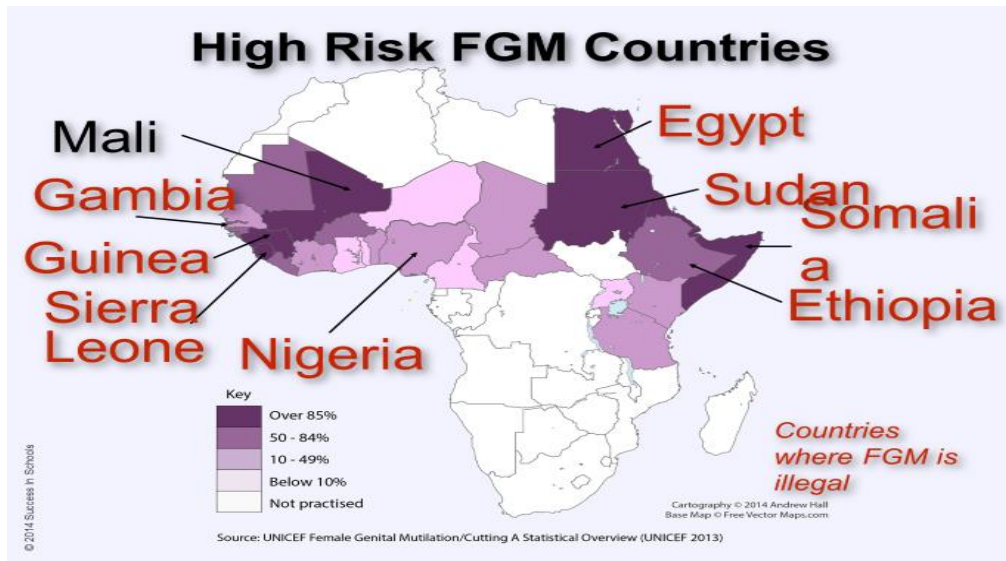
The Designated Safeguarding Lead is LAINE TAYLOR.

The Deputy Safeguarding Lead is STEPHANIE O'KILL.

The DfE document Keeping Children Safe in Education 2023 can be accessed at www.gov.uk/government/publications

Appendix 9

FGM guidance Responding to children who report abuse



Worried about FGM?

Call the NSPCC Helpline, if you are worried a young person is at risk of, or has had, FGM.

It's free, anonymous and 24 hours.

0800 028 3550

or email fgmhelp@nspcc.org.uk

Appendix 10 SWECET / OHA Policies

Related policies on OHA Safeguarding Hub

- Child Protection Training Presentation
- KCSiE 2023
- Child on Child Abuse policy
- Attendance & punctuality policy
- Behaviour & wellbeing policy
- Mental health policy
- Esafety policy
- Safer recruitment policy
- Allegations against staff policy
- Whistleblowing policy
- SEND policy
- Pupil Premium policy
- Accessibility Plan
- Medical support guidance
- SWECET Code of Conduct for Staff
- Records & information sharing protocols