



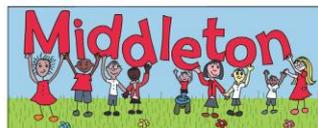
**PETERBOROUGH KEYS
ACADEMIES TRUST**

CHILD PROTECTION AND SAFEGUARDING POLICY

Version 1.2

March 2019

Board of Trustees: 17 July 2018
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Contents

Key Contacts

Introduction

1. Prevention
2. Procedures
3. Supporting Children
4. Preventing Unsuitable People from working with Children
5. Other related Policies
6. Monitoring and Evaluation

Appendix A: Four categories of Abuse

Appendix B: Additional guidance

Appendix C: Standards for Effective Child Protection Practice in Schools

Key Contacts

Key Contact list for Safeguarding in JACK HUNT SCHOOL

	Name	Telephone contact	email
Designated Safeguarding Lead	Kerry CLIFFE	01733 263526	kcliffe@jackhunt.net
2x Deputy Designated Safeguarding Lead	Tracey OSBORNE Natalie HOUGHTON	01733 263526	tosborne@jackhunt.net nhoughton@jackhunt.net
SPOC (for all PREVENT referrals)	Kerry CLIFFE	01733 263526	kcliffe@jackhunt.net
Safeguarding Governor	Alan SADLER	01733 263526	alsadler@gmail.com

Key Contact list for Safeguarding in MIDDLETON SCHOOL

	Name	Telephone contact	email
Designated Safeguarding Lead	Megan TAYLOR	01733 262696	mtaylor@middletonprimaryschool.co.uk
	Kathy FOUNTAIN		kfountain@middletonprimaryschool.co.uk
Deputy Designated Safeguarding Lead	Claire POXON	01733 262696	cpoxon@middletonprimaryschool.co.uk
SPOC (for all PREVENT referrals)	Megan TAYLOR	01733 262696	Mtaylor@middletonprimaryschool.co.uk
Safeguarding Governor	Linda WARD	01733 262696	office@middletonprimaryschool.co.uk

Key Contact list for Safeguarding in LONGTHORPE SCHOOL

	Name	Telephone contact	email
Designated Safeguarding Lead	Sam HARRIS	01733 265959	s.harris@longthorpe.net
Deputy Designated Safeguarding Lead	Ryan MCLAY Sherry GREEN	01733 265959	r.mclay@longthorpe.net sgreen@longthorpe.net
SPOC (for all PREVENT referrals)	Sam HARRIS	01733 265959	sharris@longthorpe.net
Safeguarding Governor	Willow WORTHINGTON	01733 265959	office@longthorpe.peterborough.sch.uk

Key Contact list for Safeguarding in RAVENSTHORPE SCHOOL

	Name	Tel contact	email
Designated Safeguarding Lead	Martin FRY Rachel WHEATLEY Jo SMITH	01733 263342	Head@Ravensthorpe.peterborough.sch.uk rachelwheatley@ravensthorpe.peterborough.sch.uk jsmith@ravensthorpe.peterborough.sch.uk
Deputy Designated Safeguarding Lead	Family Engagement & Safeguarding Lead	01733 263342	
SPOC (for all PREVENT referrals)	Rachel Wheatley	01733 263342	rachelwheatley@ravensthorpe.peterborough.sch.uk
Safeguarding Governor	Joe SMITH	01733 3263342	fjpandsesmith@hotmail.com

Key Contact list for Safeguarding in THORPE SCHOOL

	Name	Telephone contact	email
Designated Safeguarding Lead	Emma ANDERSON	264340	Emma.anderson@thorpe.peterborough.sch.uk
Deputy Designated Safeguarding Lead	Shamin AKHTAR Pennel TIPPING Kate TRETHERY	264340	Shamim.akhtar@thorpe.peterborough.sch.uk Penel.tipping@thorpe.peterborough.sch.uk Headteacher@thorpe.peterborough.sch.uk
SPOC (for all PREVENT referrals)	Emma ANDERSON	264340	Emma.anderson@thorpe.peterborough.sch.uk
Safeguarding Governor	Jo Filmore and Seetal Swan	264340	office@thorpe.peterborough.sch.uk

Key local contacts

<http://peterborough.proceduresonline.com/index.htm>

	Telephone contact	Email
Contact Centre	(01733) 864170 864180	
Out of hours	(01733) 234724	
Police Child Abuse Investigation Unit	(01480) 847743 or 101/999 (in an emergency)	Mash.cp@cambs.pnn.police.uk
Early Help	(01733) 863649	helpwithcaf@peterborough.gov.uk
Designated Officer (LADO)	(01733) 864042	Gisela.jarman@peterborough.gov.uk

INTRODUCTION

This policy has been adapted from the LA model child protection and safeguarding policy

This policy is managed and maintained by the Chief Operating Officer (COO) with ratification through the Trust Leadership Group (TLG) prior to presentation for Trustee approval.

Peterborough Keys Academies Trust, which is made up of Jack Hunt School, **Middleton Primary School, Longthorpe Primary School, Ravensthorpe Primary School and Thorpe Primary School**, fully recognises the responsibility it has under section 157 of the Education Act 2002 to have arrangements in place to safeguard and promote the welfare of children.

This responsibility is more fully explained in the statutory guidance for schools and colleges 'Keeping Children Safe in Education' (September 2018). All staff must be made aware of their duties and responsibilities under part one of this document (set out below).

Staff should read the above document together with 'What to do if you're worried a child is being abused: Advice for practitioners' (March 2015)

Through their day-to day contact with pupils and direct work with families, all staff in PKAT schools have a responsibility to:

- Identify concerns early to prevent them from escalating
- Provide a safe environment in which children can learn
- Identify children who may benefit from early help
- Know what to do if a child tells them he/she is being abused or neglected
- Follow the referral process if they have a concern (See Keeping Children Safe in Education, 2018, flowchart p13)

This policy sets out how the PKAT schools' Local Governing Bodies discharge their statutory responsibilities relating to safeguarding and promoting the welfare of children who are pupils at their school. Our policy applies to all staff and volunteers working in PKAT schools, including governors. Teaching assistants, mid-day supervisors, office staff as well as teachers can be the first point of disclosure for a child. Concerned parents/carers may also contact any of the PKAT schools and its governors.

This policy is consistent with the Local Safeguarding Children Board (LSCB) procedures.

There are four main elements to our policy:

PREVENTION - through the teaching and pastoral support offered to pupils and the creation and maintenance of a whole school protective ethos

PROCEDURES for identifying and reporting cases, or suspected cases of abuse. The definitions of the four categories of abuse are attached (see Appendix A)

SUPPORTING VULNERABLE CHILDREN, those who may have been abused or witnessed violence towards others

PREVENTING UNSUITABLE PEOPLE WORKING WITH CHILDREN – Processes are followed to ensure that those who are unsuitable to work with children are not employed.

This policy is available to parents on request and is on the PKAT schools' websites.

1. PREVENTION

- 1.1 We recognise that for our pupils, high self-esteem, confidence, supportive friends and good lines of communication with a trusted adult helps to protect children.
- 1.2 Our schools will therefore:
 - 1.2.1 establish and maintain an ethos where children feel secure and are encouraged to talk, and are listened to;
 - 1.2.2 ensure children know that there are adults in the PKAT schools whom they can approach if they are worried or in difficulty and their concerns will be taken seriously and acted upon as appropriate;
 - 1.2.3 engage fully in the Early Help process to maximise the opportunity for timely intervention;
 - 1.2.4 include in the curriculum, activities and opportunities which equip children with the skills they need to stay safer from abuse both in the real and the virtual world and information about who to turn for help;
 - 1.2.5 include, in the curriculum, material which will:
 - help children develop realistic attitudes to the responsibilities of adult life, particularly with regard to child care and parenting skills;
 - reinforce essential skills for every child to include self-esteem and confidence building, thinking independently and making assessments of risk based on their own judgements;
 - embed online safety at every relevant opportunity,
 - 1.2.6 ensure that wherever possible every effort will be made to establish effective working relationships with parents and carers and with colleagues from partner agencies.

1.3 Prevention of Peer on Peer Abuse

We recognise that peer on peer abuse can manifest itself in many ways. This can include but is not limited to: bullying, cyberbullying, sexual violence, sexual harassment, being coerced to send sexual images (sexting), teenage relationship abuse and physical abuse.

1.3.1 All forms of peer on peer abuse are unacceptable and will be taken seriously.

The PKAT schools will therefore:

1.3.2 Create a whole school protective ethos in which peer on peer abuse, including sexual harassment will not be tolerated.

1.3.3 Provide training for staff about recognising and responding to peer on peer abuse, including raising awareness of the gendered nature of peer abuse, with girls more likely to be victims and boys perpetrators.

1.3.4 Ensure that staff do not dismiss instances of peer on peer abuse, including sexual violence and sexual harassment as an inevitable part of growing up.

1.3.5 Include within the curriculum, information and, materials that support children in keeping themselves safe from abuse, including abuse from their peers and online.

1.3.6 Provide high quality Relationship and Sex Education (RSE), including teaching about consent.

1.3.7 Ensure that staff members follow the procedures outlined in this policy when they become aware of peer on peer abuse.

PROCEDURES

2.1 We will follow the procedures set out in the Cambridgeshire and Peterborough Local Safeguarding Board 'Inter-Agency Procedures' A copy of these procedures can be found on the LSCB website: <http://www.safeguardingpeterborough.org.uk/children-board/professionals/lscbprocedures/>

2.2 The PKAT schools fully recognise the importance of the role of the Designated Safeguarding Lead in each school. The DSL is a member of the Senior Leadership Team and the role is explicitly defined in their job description, with time, resources and training to undertake her/his duties agreed. (See *Keeping Children Safe in Education 2018 Annex B*).

2.2.1 The lead responsibility for safeguarding and child protection will not be delegated, though specific activities may be delegated to appropriately trained deputies.

2.2.2 Contingency arrangements are in place should the Designated Safeguarding lead not be available.

2.2.3 The DSL and or a deputy will always be available during school or college hours. There may, however, be a situation where PKAT staff receive a child or young person's disclosure and the relevant safeguarding staff are not available to contact, for example, on a late return from an educational trip/visit. It is important to stress that **ALL** PKAT staff have a legal 'duty of

care' to ensure the safeguarding of a child or young person they believe to be at risk.

If a member of staff is unable to contact ANY of the safeguarding staff in their school they must contact the child or young person's parents/carers prior to their emergency referral UNLESS they believe the parents/carers to be involved in the risk.

If a member of staff thinks that a child or young person is at **immediate risk** of serious harm then they must call the Police (999) or the Social Care Contact Centre:

Cambridgeshire Telephone: 0345 045 5203	(8am to 6pm Monday to Friday)
Peterborough Telephone: 01733 864170	(9am to 5pm Monday to Friday)
Out of Hours Emergencies: 01733 234724	

If an emergency referral is made then the member of staff will need to ensure that the relevant Child Protection Team and/or Headteacher in their school are notified as soon as possible.

2.2.4 It is the responsibility of the Designated Safeguarding Lead in each PKAT school to ensure that all of the child protection procedures are followed within the school.

2.2.5 The DSL and DPs should undergo the two-day training provided by the Education Child Protection Service, and update this training every two years. Knowledge and skills in addition to this formal training should be refreshed regularly.

- a. The PKAT schools' Local Governing Bodies each have a nominated Governor for Safeguarding and Child Protection, who has undertaken appropriate training.

2.3 The PKAT schools' Local Governing Bodies should ensure every member of staff and every Governor knows:

- the name of the designated person/s and their role
- how to identify the signs of abuse and neglect
- how to pass on and record concerns about a pupil
- that they have an individual responsibility to be alert to the signs and indicators of abuse and for referring child protection concerns to the DSL/DP
- that they have a responsibility to provide a safe environment in which children can learn
- where to find the Inter-Agency Procedures on the LSCB website

- 2.3.1 Local Governing Bodies should ensure that all staff members have satisfactory checks, including DBS, in place and undergo safeguarding and child protection training **at induction**. The training content should be regularly updated, in line with Keeping Children Safe in Education.
- 2.3.2 As safeguarding is too big to rely on a single training session, opportunities will be created for regular staff updates and sharing of information.
- 2.3.3 Local Governing Bodies should ensure that volunteers are subject to a risk assessment to determine the level of checks requires.
- 2.3.4 Local Governing Bodies should ensure that parents are informed of the responsibility placed on the school and staff in relation to child protection by setting out these duties in the school *brochure/website/prospectus*.
- 2.3.5 Local Governing Bodies should ensure that all staff and volunteers recognise their duty and feel able to raise concerns about poor or unsafe practice in regard to children, and that such concerns are addressed sensitively and effectively in a timely manner in accordance with agreed whistle-blowing policies.
- 2.3.6 Local Governing Bodies should ensure that this policy is available publically, either via the school website or by other means.

2.4 Liaison with Other agencies

The PKAT schools will:

- 2.4.1 work to develop effective links with relevant services to promote the safety and welfare of all pupils;
- 2.4.2 cooperate as required, in line with 'Working Together to Safeguard Children', with key agencies in their enquiries regarding child protection matters including attendance and providing written reports at child protection conferences and core groups;
- 2.4.3 notify the relevant Social Care Unit immediately if:
 - it should have to exclude a pupil who is subject to a Child Protection Plan (fixed term or permanently)
 - there is an unexplained absence of as pupil who is subject to a Child Protection Plan
 - there is any change in circumstances to a pupil who is subject to a Child Protection Plan.

2.5 Record Keeping

The PKAT schools will

- 2.5.1 keep clear, detailed, accurate written records of concerns about children (noting the date, event and action taken), even when there is no need to refer the matter to Social Care immediately;

- 2.5.2 ensure all records are kept securely, separate from the main pupil file, and in a locked location;
- 2.5.3 ensure all relevant child protection records are sent to the receiving school or establishment when a pupil moves schools;
- 2.5.4 make parents aware that such records exist, except where to do so would place the child at risk of harm.
- 2.5.5 All actions and decisions will be led by what is considered to be in the best interests of the child.

2.6 Confidentiality and information sharing

- 2.6.1 Staff and volunteers will ensure confidentiality protocols are adhered to and information is shared appropriately. If in any doubts about confidentiality, they should seek advice from a senior manager or outside agency as required.
- 2.6.2 Whilst consent to share information will generally be sought, sharing without consent will take place should the safety of a child be at risk. Any decision not to share will be recorded.
- 2.6.3 The Head teacher or Designated Safeguarding Lead of PKAT schools will disclose any information about a pupil to other members of staff on a need to know basis only. Parental consent may be required.
- 2.6.4 If a member of staff in a PKAT school receives a request from a pupil or parents to see the child protection records, they will refer the request to the DSL or Headteacher.
- 2.6.5 All PKAT staff must be aware that they have a professional responsibility to share information with other agencies in order to safeguard children.
- 2.6.6 All PKAT staff must be aware that they cannot promise a child to keep secrets.

2.7 Communication with parents/carers

The PKAT schools will:

- 2.7.1 ensure that parents have an understanding of the responsibility placed on the school and staff for child protection by setting out its obligations in the school brochure/on the school website;
- 2.7.2 undertake appropriate discussion with parents prior to involvement of another agency unless specific circumstances preclude this. **Parents/carers should generally be consulted before a referral is made about them to another agency but there are certain circumstances when this is not the case.** Staff are advised to seek guidance if they are unclear as to whether they should discuss a concern with parents;
- 2.7.3 record what discussions have taken place with parents on the Log of Concern about a Child's welfare. If a decision has been made not to discuss with parents, the reason should be recorded.

2.8 Dealing with Sexual Violence and Sexual harassment between children

PKAT recognises that sexual violence and sexual harassment can occur between two children of any age and sex. Sexual violence may include rape, assault by penetration or sexual assault. Sexual harassment refers to 'unwanted conduct of a sexual nature', such as sexual comments, sexual taunting or physical behaviour such as deliberately brushing against someone. Online sexual harassment may include non-consensual sharing of sexual images and videos, sexualised online bullying, unwanted sexual comments and messages, and sexual exploitation, coercion and threats.

PKAT schools will:

- 2.8.1 Be clear that sexual violence and sexual harassment will not be tolerated.
- 2.8.2 Provide training for staff on how to manage a report of sexual violence or sexual harassment.
- 2.8.3 Make decisions on a case-by-case basis.
- 2.8.4 Reassure victims that they are being taken seriously, offer appropriate support and take the wishes of the victim into account when decision making.
- 2.8.5 Implement measures to keep the victim, alleged perpetrator and, if necessary, other children and staff members safe. Record any risk assessments and keep them under review.
- 2.8.6 Give consideration to the welfare of both the victim(s) and perpetrator(s) in these situations.
- 2.8.7 Liaise closely with external agencies, including police and social care when required.
- 2.8.8 Further guidance can be found in 'Keeping Children Safe in Education 2018' Part Five, 'Sexual violence and sexual harassment between children in schools and colleges' (DfE May 2018) and 'Sexting in schools and colleges: Responding to incidents and safeguarding young people' (UKCCIS).

3 SUPPORTING CHILDREN

PKAT recognises that any child may be subject to abuse and neglect and as such will support all children by:

- 3.1 Providing curricular opportunities to encourage self-esteem and self-motivation.
- 3.2 Creating an ethos that actively promotes a positive, supportive and safe environment and values the whole community.
- 3.3 Applying each school's behaviour policy effectively. All staff will agree on a consistent approach, which focuses on the behaviour of the child but does not damage the student's sense of self-worth. Each school will ensure that the student knows that some behaviour is unacceptable but s/he is valued and not to be blamed for any abuse which has occurred.

- 3.4 Liaising with other agencies which support the student such as Social Care, Child and Adolescent Mental Health Services, Cambridgeshire Sexual Behaviour Service or Early Help Teams.
- 3.5 Developing productive and supportive relationships with parents/carers.
- 3.6 Each school recognises that whilst any child may benefit from early help, staff are encouraged to consider the wider environmental factors present in a child's life which could pose a threat to their welfare or safety, (contextual safeguarding). Staff are required to be particularly alert to the potential need for early help for:

3.6.1 Children with Disabilities, Additional Needs or Special Educational Needs

We recognise that, statistically, children with additional needs, special educational needs, emotional and behavioural difficulties and disabilities are most vulnerable to abuse. School staff who deal with children with complex and multiple disabilities and/or emotional and behavioural problems should be particularly sensitive to indicators of abuse.

Each PKAT school has students with emotional and behavioural difficulties and/or challenging behaviours. The school will support staff to decide appropriate strategies that will reduce anxiety for the individual child and raise self-esteem as part of an overall behaviour support plan agreed with parents/carers.

As part of the PSHE/PDE (Personal development and education) curriculum staff will teach children personal safety skills commensurate with their age, ability and needs. Children will be taught personal safety skills such as telling and who to tell, relationship education and how to manage risk. The content of lessons will be available to share with parents/carers so that these skills can be supported at home.

Each PKAT school has students who may have communication difficulties and we are aware that they are vulnerable to abuse because they are unable to express themselves to others. Instead such children will often exhibit changes in behaviours or signs and indicators of abuse recognised by staff with a good knowledge of the child.

3.6.2 Children Misusing Drugs or Alcohol

The discovery that a young person is misusing legal or illegal substances or reported evidence of their substance misuse is not necessarily sufficient in itself to initiate child protection proceedings but the school will consider such action in the following situations:

When there is evidence or reasonable cause:

- To believe the young person's substance misuse may cause him or her to be vulnerable to other abuse such as sexual abuse;
- To believe the student's substance related behaviour is a result of abuse or because of pressure or incentives from others, particularly adults;
- Where the misuse is suspected of being linked to parent/carer substance misuse;
- Where the misuse indicates an urgent health or safeguarding concern;
- Where the child is perceived to be at risk of harm through any substance associated criminality.

3.6.3 **Children Living with Substance Misusing Parents/Carers**

Misuse of drugs or alcohol is strongly associated with Significant Harm to children, especially when combined with other features such as domestic violence.

When any PKAT school receives information about drug and alcohol abuse by a child's parent/carers they will follow appropriate procedures.

This is particularly important if the following factors are present:

Use of the family resources to finance the parent's dependency, characterised by inadequate food, heat and clothing for the children
 Children exposed to unsuitable care givers or visitors, e.g. customers or dealers

The effects of alcohol leading to an inappropriate display of sexual and/or aggressive behaviour

Chaotic drug and alcohol use leading to emotional unavailability, irrational behaviour and reduced parental vigilance

Disturbed moods as a result of withdrawal symptoms or dependency

Unsafe storage of drugs and/or alcohol or injecting equipment

Drugs and/or alcohol having an adverse impact on the growth and development of an unborn child.

3.6.4 **Children Living with Domestic Abuse**

Domestic Abuse is defined as any incident or pattern of incidents of controlling, coercive or threatening behaviour, violence or abuse between those aged 16 or over who are or have been intimate partners or family members regardless of gender or sexuality. This can encompass but is not limited to the following types of abuse: psychological, physical, sexual, financial and emotional.

PKAT schools recognise that where there is Domestic Abuse in a family, the children/young people will always be affected; the longer the violence continues, the greater the risk of significant and enduring harm, which they may carry with them into their adult life and relationships.

Domestic Abuse can also affect children in their personal relationships as well as in the context of home life.

Staff will follow the procedures outlined in this policy if concerns of Domestic Abuse arise. The school will vigilantly monitor the welfare of children living in domestic abuse households, offer support to them and contribute to any Multi-Agency Risk Assessment Conference (MARAC) safety plan as required.

3.6.5 Children at risk of 'Honour-base' Violence, including Female Genital Mutilation (FGM)

So-called 'honour-based' violence encompasses incidents which have been committed to protect or defend the honour of the family and/or community, including breast ironing, female genital mutilation (FGM) and forced marriage. PKAT takes these concerns seriously and staff are made aware of the possible signs and indicators that may alert them to the possibility of HBV through training. Staff are required to treat all forms of HBV as abuse and follow the procedures outlined in this policy.

Female genital mutilation (FGM) is a form of child abuse and is illegal in the UK. The fear of being branded racist or discriminatory must not weaken the protection required by those who are vulnerable.

Possible signs that a girl may be at risk of or already having suffered FGM will be addressed through staff safeguarding training and staff will follow the schools' agreed safeguarding procedures when concerned.

PKAT schools' DSLs will make appropriate and timely referrals to Social Care if FGM is suspected. In these cases, parents will not be informed before seeking advice. The case will still be referred to Social Care even if against the student's wishes. If a girl has been absent from school for a long period and there is a need to make informal enquiries, the fact that enquiries are related to FGM will not be revealed as this may increase risk.

In accordance with statutory duty, all known cases of FGM in girls under the age of 18 will be reported to the police.

3.6.6 Children at risk of Child Sexual Exploitation (CSE)

Sexual exploitation is a form of child sexual abuse and can have a serious impact on every aspect of the lives of those involved. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity in exchange for something the victim needs or

wants, or for the financial advantage or increased status of the perpetrator or facilitator.

Staff at PKAT Schools are aware that any child or young person may be at risk of sexual exploitation, regardless of their family background or other circumstances.

Potential indicators of sexual exploitation will be addressed within staff training. However, it is important to be aware that some young people who are being sexually exploited do not show any external signs of abuse and may not recognise it as abuse.

The victim may have been sexually exploited even if the sexual activity *appears* consensual.

PKAT schools will complete the LSCB Exploitation Checklist and refer to the Multi-Agency Safeguarding Hub (MASH) if there is a concern that a young person may be at risk.

3.6.7 Children at risk of Criminal Exploitation

Criminal exploitation of children is a form of harm that is a typical feature of county lines criminal activity. Drug networks or gangs exploit children and young people to carry drugs and money from urban areas to suburban and rural areas.

This activity can be perpetrated by groups or individuals, males or females, young people or adults.

Any child or young person under the age of 18 (or vulnerable adult over the age of 18) can be affected. As with CSE, this kind of exploitation can *appear* to be consensual.

Key to identifying potential involvement in county lines are episodes of missing.

School child protection procedures will be followed where concerns are raised.

3.6.8 Children with Family Members in Prison

These children are at risk of poor outcomes including poverty, stigma. Isolation and poor mental health.

Children may be the target of bullying, or may have attendance issues. There may be problems associated with prison visits and the family may be experiencing financial difficulties.

PKAT is committed to supporting the children and young people who have a parent or close relative in prison, and to minimise the risk of them not achieving their full potential.

Information shared by the family will be treated in confidence and will be shared on a 'need to know basis.

We will work with the family to find the best ways to support the child/ren.

3.6.9 **Children at risk of Radicalisation**

Since 2010, when the Government published the Prevent Strategy, there has been an awareness of the specific need to safeguard children, young people and families from violent extremism. Nationally, there have been occasions where extremist groups have attempted to radicalise vulnerable children and young people to hold extreme views including views justifying political, religious, sexist or racist violence, or to steer them into a rigid and narrow ideology that is intolerant of diversity and leaves them vulnerable to future radicalisation.

Whilst PKAT values freedom of speech and the expression of beliefs / ideology as fundamental rights underpinning our society's values, we also recognise that free speech is subject to laws and policies governing equality, human rights, community safety and community cohesion.

PKAT fully recognises its statutory duty to identify and support students at risk, and is clear that this exploitation and radicalisation should be viewed as safeguarding concern.

The school governors, the Head Teachers and the Designated Safeguarding Leads will assess the level of risk within PKAT schools and put actions in place to reduce that risk. Risk assessment may include consideration of the school's RE curriculum, SEND policy, use of assemblies, the use of school premises by external agencies, anti-bullying policy, online-safety and other issues specific to the school's profile, community and philosophy.

The Schools' SPOC (Single Point of Contact) will be the lead for safeguarding in relation to protecting individuals from radicalisation, sharing relevant information in a timely manner with the appropriate agency, including Channel.

3.6.10 Children Frequently Missing Education

PKAT recognises that children going missing, particularly repeatedly, can act as a warning sign of a range of safeguarding possibilities including abuse, neglect, child sexual exploitation and child criminal exploitation, mental health problems, risk of substance abuse, risk of travelling to conflict zones, and risk of FGM or forced marriage.

Each school monitors attendance of individual students closely, as outlined in their Attendance Policies, and analyses patterns of absence to aid early identification of concerning patterns of absence.

3.6.11 Children who are Young Carers

PKAT recognises that children who are living in a home environment which requires them to act as a young carer for a family member or a friend, who is ill, disabled or misuses drugs or alcohol can increase their vulnerability and that they may need additional support and protection.

PKAT schools will: seek to identify young carers; offer additional support internally; signpost to external agencies; be particularly vigilant to the welfare of young carers and follow the procedures outlined in this policy, referring to Early Help or Social Care as required if concerns arise.

3.6.12 Children who have returned home to their family from care

PKAT recognises that a previously looked after child potentially remains vulnerable. We will vigilantly monitor the welfare of previously looked after children, keep records and notify Social care as soon as there is a recurrence of a concern.

3.6.13 Children showing signs of Abuse and/or Neglect

PKAT recognises that experiencing abuse or neglect may have an adverse impact on those children which may last into adulthood without appropriate intervention and support. School may be the only stable, secure and predictable element in the lives of children at risk. Children who have experienced abuse or neglect may display this through their own behaviour, which may be challenging and defiant or passive and withdrawn. We recognise that children may develop abusive behaviours and that these children may need to be referred on for appropriate support and intervention.

PKAT schools will provide training for staff to ensure that they have the skills to identify and report cases, or suspected cases, of abuse in

accordance with the procedures outlined in this policy. The definitions of the four categories of abuse are attached (see Appendix A).

4 PREVENTING UNSUITABLE PEOPLE FROM WORKING WITH CHILDREN

- 4.1 PKAT has a safe recruitment policy which is compliant with local and national requirements and regularly reviewed to reflect DfE guidance.
- 4.2 PKAT will operate safe recruitment practices including ensuring pre-employment checks, and appropriate DBS and reference checks are undertaken according to "Keeping Children Safe in Education". (DfE 2018)
- 4.3 The governing bodies will ensure that at least one person on any appointment panel has undertaken safer recruitment training.
- 4.4 School staff should take care not to place themselves in a vulnerable position with a child. It is always advisable for interviews or work with individual children or parents to be conducted in view of other adults.
- 4.5 Any allegation against a member of staff or volunteer must be reported to the relevant Headteacher without delay unless the Headteacher is the subject of the allegation when the relevant chair of governors must be informed.
- 4.6 In the event of an allegation being made against a member of staff consultation with the Designated Officer from the local authority (LADO) will take place within one working day. Following consultation, the referrer will advise on all further action to be taken.
- 4.7 PKAT schools will not investigate an allegation, advise the member of staff or interview children until consultation has taken place with the LADO as doing so may compromise any police investigation.
- 4.8 PKAT schools will ensure that any disciplinary proceedings against staff relating to child protection matters are concluded in full even when the member of staff is no longer employed at the school. PKAT recognises **it has a legal duty to refer to the DBS and any other relevant professional bodies anyone who has harmed, or poses a risk of harm, to a child.**
- 4.9 Under no circumstances will volunteers of whom no checks have been obtained be left unsupervised with children or allowed to work in regulated activity.
- 4.10 PKAT will ensure that all staff and volunteers are aware of the need for maintaining appropriate and professional boundaries in their relationships with students and parents.

- 4.11 All PKAT staff have been given a copy of *Guidance for safer working practice for those working with children and young people in education settings 2015* as part of their induction and have signed as an undertaking that they will comply with this guidance.
- 4.12 All PKAT staff are aware of their whistle blowing responsibilities and will promptly report any concerns in the interests of protecting children and staff from poor practice and/or unsuitable behaviour. This includes the requirement to self-disclose any personal issues which may impact on their suitability to work in an education setting.
- 4.13 PKAT will ensure that staff and volunteers are aware that sexual relationships with students aged under 18 are unlawful, and could result in legal proceedings taken against them under the Sexual Offences Act 2003 (Abuse of position of trust).
- 4.14 Staff will also be aware of the need to report inappropriate sexualised behaviour to Children's Social Care.
- 4.15 In accordance with regulations, PKAT will ensure that staff are aware of legislation which may cause them to be disqualified.

5 OTHER RELATED POLICIES

5.1 Whistle-blowing

All staff should be aware of their duty to raise concerns, where they exist, about the management of child protection, including the attitude or actions of colleagues. Any concerns should be reported following PKAT's Whistle-blowing policy

5.2 Anti-Bullying

PKAT schools' policies on bullying are set out in separate documents and are reviewed annually by their Local Governing Bodies. Policies will include reference to all prejudice related bullying. We acknowledge that to allow or condone bullying may lead to consideration under child protection procedures.

5.3 Health and Safety

Our Health and Safety policy, set out in a separate document, and is reviewed annually by the governing body. It reflects the consideration we give to the protection of our children both within the school environment and when away from the school when undertaking school trips and visits.

5.4 Online Safety and Acceptable Use Policy

Our policy is set out in a separate document and is reviewed annually. Online safety is included in the curriculum at all levels and information will be provided to parents.

5.5 Use of Mobile Phones Policy

School policies on use of mobile phones, cameras and sharing of images are set out in separate documents and are reviewed annually. It is recognised that personal mobile phones have the potential to be used inappropriately and therefore schools have developed policies to outline the required protocol for all staff, students, volunteers and parents/carers.

5.6 Extended Schools and Before and After School Activities

If Local Governing Bodies provide extended school facilities or before or after school activities directly under the supervision or management of school staff, the school's arrangements for safeguarding as written in this policy shall apply.

Where services or activities are provided separately by another body the Local Governing Bodies will seek assurance that the body concerned has appropriate policies and procedures in place for safeguarding children and child protection and there are arrangements to liaise with the school on these matters where appropriate.

This policy also links to policies in PKAT schools on:

- Behaviour for Learning
- Staff Behaviour/Code of Conduct
- Whistleblowing
- Allegations against staff
- Allegations against other students
- Attendance
- Curriculum
- PSHE, including drug education and sex education
- Teaching and Learning
- Administration of medicines
- Risk assessment
- Recruitment and selection
- Intimate Care

6.MONITORING and EVALUATION

Our Safeguarding and Child Protection policy and procedures will be monitored and evaluated by:

- Local Governing Body visits to the school
- SLT 'drop ins' and discussions with children and staff
- Pupil surveys
- Scrutiny of attendance data
- Scrutiny of a range of risk assessments

- Monitoring of logs of behaviour and prejudice related incidents
- Review of parental concerns

Appendix A

Four categories of abuse

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

Neglect - 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. It may occur during pregnancy as a result of maternal substance misuse. It may involve the neglect of or lack of responsiveness to a child's basic emotional needs.

It also includes parents or carers 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
- Ensure access to appropriate medical care or treatment

Emotional Abuse - Is the persistent emotional maltreatment so as to cause severe and adverse effects on a child's emotional development.

It may involve conveying to a child that they are:

- Worthless
- Unloved
- Inadequate
- Valued only insofar as they meet another person's needs

It may include:

- not giving the child opportunities to express their views
- deliberately silencing them
- 'making fun' of what they say or how they communicate

It may also feature age or developmentally inappropriate expectations being imposed on children including:

- interactions that are beyond the child's developmental capability
- overprotection and limitation of exploration and learning
- preventing participation in normal social interaction.

It may involve:

- Seeing or hearing the ill-treatment of another
- Serious bullying (including cyberbullying) causing children frequently to feel frightened or in danger
- The exploitation or corruption of children

Some level of emotional abuse is involved in all types of maltreatment 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.

This may involve:

- physical contact including assault by penetration (e.g. rape or oral sex)
- non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing
- non-contact activities involving:
 - children in looking at, or in the production of, sexual images,
 - children in watching sexual activities
 - or encouraging children to behave in sexually inappropriate ways
- grooming a child in preparation for abuse (including via the internet).

Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

Appendix B

Additional Guidance:

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

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/279511/step_by_step_guide.pdf **(Sexual Exploitation)**

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/288444/preventing_and_tackling_bullying_march14.pdf **(Preventing and Tackling Bullying)**

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/292505/supporting_bullied_children_advice.pdf **(Supporting Children and Young People who are bullied)** <https://www.gov.uk/domestic-violence-and-abuse> **(Domestic Abuse)**

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/270169/drug_advice_for_schools.pdf **(Drugs)**

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/277314/Safeguarding_Children_in_whom_illness_is_fabricated_or_induced.pdf **(Fabricated Illness)**

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/200099/DFE-00095-2012_Action_Plan_-_Abuse_linked_to_Faith_or_Belief_-_Summary.pdf **(Faith/Belief)**

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/216669/dh_124588.pdf **(Female Genital Mutilation)** <https://www.gov.uk/forced-marriage> **(Forced Marriage)**

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/226293/Advice_to_Schools_and_Colleges_on_Gangs.pdf **(Gangs)**

<https://www.gov.uk/government/policies/ending-violence-against-women-and-girls-in-the-uk> **(Violence against women/girls)**

<https://www.gov.uk/government/publications/the-mental-health-strategy-for-england> **(Mental Health)**

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/274414/Children_Act_1989_private_fostering.pdf **(Private Fostering)**

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/18194/channelguidance.pdf **(Radicalisation)**

<https://www.gov.uk/government/collections/this-is-abuse-campaign> **(Teenage relationship abuse)**

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/177033/DFE-000842011.pdf **(Trafficking)**

Appendix C

Standards for Effective Child Protection Practice in Schools

The following standards may assist schools in evaluating their practice

In best practice, schools:

1. have an ethos in which children feel secure, their viewpoints are valued, and they are encouraged to talk and are listened to;
2. provide suitable support and guidance so that students have a range of appropriate adults to whom they can turn if they are worried or in difficulties;
3. work with parents to build an understanding of the school's responsibility to ensure the welfare of all children and a recognition that this may occasionally require children to be referred to investigative agencies as a constructive and helpful measure;
4. are vigilant in cases of suspected child abuse, recognising the signs and symptoms, have clear procedures whereby teachers report such cases to senior staff and are aware of local procedures so that information is effectively passed on to the relevant professionals;
5. monitor children who have been identified as at risk, keeping, *in a secure place*, clear records of students' progress, maintaining sound policies on confidentiality, providing information to other professionals, submitting reports to case conferences and attending case conferences;
6. provide and support child protection training regularly to school staff every three years and in particular to designated staff every two years to ensure their skills and expertise are up to date, and ensure that targeted funding for this work is used solely for this purpose;
7. contribute to an inter-agency approach to child protection by developing effective and supportive liaison with other agencies;
8. use the curriculum to raise students' awareness and build confidence so that students have a range of contacts and strategies to ensure their own protection and understand the importance of protecting others, taking into account of the guidance for Governors on sex and relationship education in circular 5/94;
9. provide clear policy statements for parents, staff and children and young people on this and on both positive behaviour policies and the schools approach to bullying;

10. have a clear understanding of the various types of bullying - physical, verbal and indirect, and act promptly and firmly to combat it, making sure that students are aware of the schools position on this issue and who they can contact for support;
11. take particular care that students with SEN in mainstream and special schools, who may be especially vulnerable to abuse, are supported effectively with particular attention paid to ensuring that those with communication difficulties are enabled to express themselves to a member of staff with appropriate communicative skills;
12. have a clear policy about the handling of allegations of abuse by members of staff, ensuring that all staff are fully aware of the procedures and that they are followed correctly at all times, using the guidance set down in Keeping Children Safe in Education 2018;
13. have a written whole school policy, produced, owned and regularly reviewed by schools staff and which clearly outlines the school's position and positive action in respect of the aforementioned standards;
14. the school will ensure that specified information is passed on in a timely manner to the LA for monitoring purposes.

Version History

Table of Versions

VERSION	ACTION	RESPONSIBLE	DATE
1.1	Policy drafted	Pamela Kilbey	11/07/2018
1.2	Policy update	Pamela Kilbey	March 2019

CEO - name	Signed	Date
Chair Trustees - name	Signed	Date

