



Darlinghurst

ACADEMY

Safeguarding & Child Protection Policy

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SAFEGUARDING & CHILD PROTECTION POLICY FOR DARLINGHURST ACADEMY

KEY CONTACTS WITHIN THE ACADEMY

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DEPUTY DESIGNATED SAFEGUARDING LEAD(S):	Jan Dutton
DESIGNATED SAFEGUARDING GOVERNOR:	Johan Zweistra

KEY CONTACTS WITHIN THE LOCAL AUTHORITY

<p>MASH+ Children's Social Care, Southend Borough Council: Where schools have concerns for the safety and welfare of a child or young person.</p> <p>OUT OF OFFICE HOURS: To make URGENT referrals</p>	<p>01702 215007</p> <p>mash@southend.gov.uk (unsecure)</p> <p>0345 606 1212</p>
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SAFEGUARDING & CHILD PROTECTION POLICY FOR DARLINGHURST ACADEMY

1. CONTEXT

1.1 Schools and their staff form part of the wider safeguarding system for children.

*'Safeguarding and promoting the welfare of children is **everyone's** responsibility. **Everyone** who comes into contact with children and their families has a role to play. In order to fulfil this responsibility effectively, all professionals should make sure their approach is child-centred. This means that they should consider, at all times, what is in the **best interests** of the child'. 'School and college staff are particularly important as they are in a position to identify concerns early, provide help for children and prevent concerns from escalating'. ([Keeping Children Safe in Education – DfE, September 2019](#))*

1.2 This Child Protection Policy is for all staff, parents, governors, volunteers and the wider academy community. It forms part of the safeguarding arrangements for our academy. It should be read in conjunction with:

- ['Keeping Children Safe in Education' \(2019\)](#) - Part one of which is provided to all staff, including Annex A to staff who work directly with children.
- Staff Code of Conduct
- ['What to do if you're worried a child is being abused' \(HMG, 2015\)](#)
- General Data Protection Regulation (GDPR) Policy
- Promoting Positive Behaviour Policy
- Health and Safety Policy
- Educational Visits and Trips Policy
- E-Safety Policy

1.3 Safeguarding and promoting the welfare of children, which includes everyone under the age of 18, is defined in [Keeping Children Safe in Education \(DfE, 2019\)](#) as:

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

2. INTRODUCTION

2.1 Darlinghurst Academy takes its responsibility to protect and safeguard the welfare of children and young people in its care seriously. "The welfare of the child is paramount" ([the Children Act 1989](#)).

2.2 Section 175 (157 for Independent schools) of the [Education Act 2002](#) places a statutory responsibility on the governing body to have policies and procedures in place that safeguard and promote the welfare of children who are pupils of the academy.

2.3 This policy applies to all pupils, staff, parents, governors, volunteers and visitors of our academy.

2.4 There are three main elements to our Safeguarding & Child Protection Policy:

- **Prevention**
 - By ensuring that we practice safe recruitment in checking the suitability of all staff and volunteers who work with children
 - Through establishing and maintaining a safe and positive environment and the teaching and pastoral support offered to pupils
 - By raising awareness of child protection issues and equipping children with the skills needed to keep them safe
- **Protection** by following agreed procedures and ensuring all staff are trained and supported to respond appropriately and sensitively to child protection concerns.
- **Support** to pupils who have/may have been abused or neglected (in line with his/her Child Protection Plan, if appropriate).

2.5 This academy recognises it is an agent of referral and not of investigation.

3. ACADEMY COMMITMENT

Our academy is committed to keeping children safe and aims to:

- Create a culture of vigilance where the welfare of our pupils is promoted and where timely and appropriate safeguarding action is taken.
- Establish and maintain an environment where pupils feel safe and secure, are encouraged to talk and are listened to.
- Ensure that pupils know that there are adults within the academy who they can approach if they are worried or are in difficulty.
- Ensure pupils receive the right help at the right time to address risks and prevent issues escalating. This includes identifying emerging problems and those children who may benefit from early help.
- Include in the curriculum activities and opportunities which equip pupils with the skills they need to stay safe from abuse and to develop healthy and safe relationships.
- Include in the curriculum material which will help pupils develop realistic attitudes to the responsibilities of adult life, particularly with regard to childcare and parenting skills.
- Protect children from harm and to ensure that they are taught in a way that is consistent with the law and our values and to promote respect for all others.
- Facilitate understanding of wider issues within the context of learning about the values on which our society is founded and our system of democratic government.
- Provide a curriculum which actively promotes the fundamental British values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs.
- Promote tolerance of and respect for people of all faiths (or those of no faith), races, genders, ages, disability and sexual orientations.
- Make parents/carers aware of the academy policies and practice for safeguarding and ensure that, wherever possible, every effort will be made to establish open and honest effective working relationships with parents and colleagues from partner agencies.
- Promote positive mental health and resilience. Positive mental health is the concern of the whole community and we recognise that the academy plays a key part in this. Our Trust wants to develop the emotional wellbeing and resilience of all pupils and staff, as well as provide specific support for those with additional needs. We understand that there are risk factors which increase someone's vulnerability and protective factors that can promote or

strengthen resiliency. The more risk factors present in an individual's life, the more protective factors or supportive interventions are required to counter balance and promote further growth of resilience.

It is vital that we work in partnership with parents to support the well-being of all our pupils. Parents should share any concerns about the well-being of their child with the academy, so that appropriate support and interventions can be identified and implemented.

4. STATUTORY FRAMEWORK

4.1 Section 175 of the [Education Act 2002](#) (*Section 157 for Independent schools*) places a statutory responsibility on the governing body to have policies and procedures in place that safeguard and promote the welfare of children who are pupils of the academy.

4.2 The development of appropriate procedures and the monitoring of good practice in Southend are the responsibilities of the Southend Safeguarding (Child) Partnership (SS(C)P), previously LSCB. In Southend, all professionals must work in accordance with the [SET procedures \(2019\)](#). (Southend, Essex and Thurrock Safeguarding and Child Protection Procedures, 2019).

4.3 Our academy works in accordance with the following legislation and statutory guidance: (this is not an exhaustive list)

[Children Act 1989](#)

[Children Act 2004](#)

[Children and Social Work Act 2017](#)

[Education Act 2002](#)

[Counter-Terrorism and Security Act \(HMG, 2015\)](#)

[Female Genital Mutilation Act 2003 \(s.74 - Serious Crime Act 2015\)](#)

[Serious Crime Act 2015](#) (Home Office, 2015)

[Sexual Offences Act \(2003\)](#)

[Data Protection Act \(2018\)](#)

[Keeping Children Safe in Education \(DfE, 2019\)](#)

[Working Together \(HMG, 2019\)](#)

[Education \(Pupil Registration\) Regulations 2006](#)

5. ROLES AND RESPONSIBILITIES

5.1 All adults working with or on behalf of children have a responsibility to protect them and to provide a safe environment in which they can learn and achieve their full potential. There are, however, key people within the academy and the Local Authority who have specific responsibilities under child protection procedures. The names of those in our academy with these specific responsibilities (the Designated Safeguarding Lead and Deputy Designated Safeguarding Lead) are shown on page 2 of this document.

5.2 The [Governing Body\(&/or Proprietors\)](#) ensures that the policies, procedures and training in our academy are effective and comply with the law at all times. It ensures that all required policies relating to safeguarding are in place and that the child protection policy reflects statutory and local guidance and is reviewed at least annually. In order to utilise the experiences and expertise of staff when shaping safeguarding policies, the Governing Body provides opportunities for staff to contribute to safeguarding arrangements and the child protection policy.

5.3 The academy publishes its Safeguarding Policy on the academy website alongside 'Keeping Children Safe in Education: for schools and colleges - guidance from 3 September 2019'.

5.4 The Designated Safeguarding Governor (named on page 2 of this document) takes leadership responsibility for safeguarding arrangements in our academy. The Governing Body ensures that, as well as the Designated Safeguarding Governor, there is a named Designated Safeguarding Lead and at least one Deputy Safeguarding Lead in place (also named on page 2 of this document).

5.5 The Governing Body ensures the academy contributes to inter-agency working, in line with statutory and local guidance. It ensures that information is shared and stored appropriately and in accordance with statutory requirements.

5.6 The Governing Body ensures that all staff members undergo safeguarding and child protection training at induction and that it is then regularly updated. All staff members receive regular safeguarding and child protection updates, at least annually, to provide them with the relevant skills and knowledge to keep our children safe.

5.7 The Governing Body ensures that children are taught how to keep themselves safe, including online, through teaching and learning opportunities as part of a broad and balanced curriculum. From September 2020, our academy will work in accordance with new government regulations which will make the subjects of Relationships Education (for all primary pupils) and Relationships and Sex Education (for all secondary pupils) and Health Education (for all pupils in state-funded schools) mandatory. We ensure that appropriate filters and monitoring systems for online usage in the academy are in place. The academy actively promotes online safety on its website and signposts stakeholders to information that will help keep children safe online.

5.8 The Governing Body and academy Senior Leadership Team are responsible for ensuring the academy follows recruitment procedures that help to deter, reject or identify people who might abuse children. It adheres to statutory responsibilities to check adults working with children and has recruitment and selection procedures in place (see the academy's 'Safer Recruitment' policy for further information). It ensures that volunteers are appropriately supervised in academy.

5.9 The Designated Safeguarding Lead in the academy takes lead responsibility for managing child protection referrals, safeguarding training and raising awareness of all child protection policies and procedures. They ensure that everyone in the academy (including temporary staff, volunteers and contractors) are aware of these procedures and that they are followed at all times. They act as a source of advice and support for other staff (on child protection matters) and ensure that timely referrals are made to Children's Services (First Contact Team) in accordance with current SET procedures. They work with the Local Authority and other agencies as required.

5.10 If, for any reason, the Designated Safeguarding Lead is unavailable, the Deputy Designated Safeguarding Lead(s) will act in their absence.

5.11 The Principal works in accordance with the requirements upon all academy staff. In addition, she ensures that all safeguarding policies and procedures adopted by the Governing Body are followed by all staff.

5.12 The Principal/Designated Safeguarding Lead, provides an annual report for the Governing Body detailing any changes to the policy and procedures, training undertaken by all staff and governors and other relevant issues.

5.13 The Principal/Designated Safeguarding Lead and Designated Governor will undertake an annual Safeguarding Audit in line with their responsibilities under S.175 (*S.157 for Independent schools*) of the [Education Act 2002](#)

5.14 All Staff in our academy have a responsibility to provide a safe learning environment in which our children can learn. All staff members are prepared to identify children who may benefit from early help and understand their role within this process. This includes identifying any emerging problems so appropriate support may be provided and liaising with the Designated Safeguarding Lead to report any concerns. All staff members are aware of and follow academy processes (as set out in this policy) and are aware of how to make a referral to Social Care and/or the Police, if there is a need to do so. If staff have any concerns about a child's welfare, they should act on them immediately and speak with the Designated Safeguarding Lead (or deputy). They should not assume that others have taken action.

6. PROCEDURES

6.1 Our academy works with key local partners to promote the welfare of children and protect them from harm. This includes providing a co-ordinated offer of early help assessment when additional needs of children are identified and contributing to inter-agency plans which provide support through statutory services (a 'child in need' or a 'child protection' plan).

6.2 All action is taken in accordance with the following guidance and advice:

- The [SET procedures \(2019\)](#) (Southend, Essex and Thurrock) Safeguarding and Child Protection Procedures, a copy of which is available on staff shared drive and published on line <http://www.safeguardingsouthend.co.uk/>
- The Early Help Family Support Practitioner Toolkit (Threshold Document), which can be downloaded from <http://www.southendchildren.org>
- [Keeping Children Safe in Education \(DfE, 2019\)](#) and [Disqualification under the Childcare Act, 2006 \(DfE, Aug 18\)](#)
- [Working Together to Safeguard Children \(HMG, 2019\)](#)
- [The Prevent duty Departmental advice for schools and childcare providers \(DfE, Aug 2015\)](#)
- [Revised Prevent Duty Guidance: for England and Wales' \(HMG, April 2019\)](#)
- [Multi-agency statutory guidance on female genital mutilation \(HMG, Oct 18\)](#)
- [What to do if you're worried a child is being abused' \(HMG, 2015\)](#)
- [Information sharing](#) Advice for practitioners providing safeguarding services to children, young people, parents and carers (HMG, July 2018)
- Guidance for Safer Working Practice for Adults who work with Children and Young People in Education (Safer Recruitment Consortium, May 2019)
- [Behaviour and discipline in schools](#) (DfE January 2016) Advice for headteachers and school staff
- [Searching, screening and confiscation Advice for headteachers, staff and governing bodies \(DfE, January 2018\)](#)
- [Use of reasonable force Advice for headteachers, staff and governing bodies \(DfE July 2013\)](#)

- [Preventing and Tackling Bullying \(DfE, July 2017\)](#)
- [Sexual violence and sexual harassment between children in schools and colleges \(DfE, May 2018\)](#)
- [Preventing youth violence and gang involvement \(Home Office, 2015\)](#)
- [Criminal Exploitation of children and vulnerable adults: County Lines guidance \(Home Office, 2018\)](#)
- [Children Missing Education - statutory guidance for local authorities \(DfE, 2016\)](#)
- [Teaching online safety in school \(DfE, 2019\)](#)

6.3 When new staff, volunteers or regular visitors join our academy they are informed of the safeguarding arrangements in place. They are given a copy of the academy child protection policy and advised who our Designated Safeguarding Lead (and Deputy/ies) is/are and informed of their role and how to share concerns with them. Staff are also directed to read all policies on the staff shared drive including the staff code of conduct, staff handbook, the academy's Promoting Positive Behaviour Policy and made aware of the safeguarding response to children who go missing from education. Staff are also reminded of these policies and documents in annual safeguarding training.

6.4 Staff are also directed to read [Keeping Children Safe in Education \(DfE, 2019\)](#) 'Statutory guidance for schools and colleges' which includes Annex A: Further information about specific forms of abuse and safeguarding issues (for staff who work directly with children) and access to 'What To Do If You're Worried a Child is Being Abused' (HMG, March 2015), which gives helpful advice about how to respond to child protection concerns or disclosures.

6.5 All staff members have a duty to identify and respond to children who may be in need of help or protection. All Staff are kept informed about safeguarding and child protection responsibilities and procedures through induction, briefings and regular awareness training, as required, but at least annually.

6.6 Any member of staff, volunteer or visitor to the academy who receives a disclosure of abuse, suspects that abuse may have occurred, or is concerned about a child's welfare, **must** report it immediately to the Designated Safeguarding Lead or, in their absence, the Deputy Designated Safeguarding Lead so that discussion can take place regarding whether any support for the child can be managed internally via the academy's own pastoral support process, or if an early help assessment is indicated, or a referral to Children's Social Care and/or the Police. The academy may seek advice from Social Care about a concern, if unsure on how to respond.

6.7 The contact details for the Designated Safeguarding Lead and the Deputy Designated Safeguarding Lead/s are prominently displayed in the academy to ensure that all members of the academy community have unfettered access to safeguarding support.

In the absence of the Designated Safeguarding Lead and Deputy Designated Safeguarding Lead, the matter should be brought to the attention of the most senior member of staff. If, for any reason, nobody is available, this should not delay appropriate action being taken. Any individual may refer to Social Care/Police where there is suspected or actual risk of harm to a child.

6.8 The Designated Safeguarding Lead, or the Deputy, will immediately refer cases of suspected abuse or allegations to Children's Social Care (MASH + (Multi-agency Safeguarding Hub)),

Southend Borough Council (contact numbers are on page 2 of this document) and in accordance with the procedures outlined in the [SET procedures \(2019\)](#).

6.9 A telephone referral to Children's Social Care must be confirmed in writing within 48 hours.

6.10 The Early Help Family Support Assessment (EHFSA) should be used to support a child protection referral. (The EHFSA form and guidance is available on www.southendchildrenspartnership.org.uk and on the Southend Safeguarding (Child) Partnership (SS(C)P) website and Southend Learning Network. A completed EHFSA form contains all the information required for a child protection referral and should be sent to MASH+. In cases where there have been mounting concerns about a child, it is likely that an EHFSA will already have been completed prior to a child protection referral. A telephone referral to MASH+ – in cases where there are immediate safeguarding concerns – should be confirmed in writing within 48 hours, using the EHFSA form to provide the information required. Essential information will include the child's name, address, date of birth, family composition, the reason for the referral, whether the child's parents are aware of the referral, the name of person who initially received the disclosure, plus any advice given. This written confirmation must be signed and dated by the referrer.

6.11 If the child is in immediate danger or is at risk of harm, a referral should be made to Children's Social Care and/or the Police immediately.

6.12 Whilst all staff should speak to the Designated Safeguarding Lead (or Deputy) with regard to any concerns about Female Genital Mutilation (FGM), there is a specific legal duty on teachers. If a teacher discovers that an act of FGM appears to have been carried out on a girl under the age of 18, the teacher has a statutory duty to report this personally to the Police. See 12.12, below, and Annex A [Keeping Children Safe in Education \(DfE, 2019\)](#) for more details.

6.13 The academy will always undertake to share our intention to refer a child to Social Care with the parents or carers, unless to do so could place the child at greater risk of harm or impede a criminal investigation. On these occasions advice will be taken from Children's Social Care or Essex Police about when it is appropriate to share information with parents/carers.

6.14 If a member of staff continues to have concerns about a child and feels the situation is not being addressed, or does not appear to be improving, the staff member concerned should discuss this with the Designated Safeguarding Lead, who will press for re-consideration of the case to ensure that the child's situation improves.

6.15 Parents and Carers are informed about our academy's duties and responsibilities under child protection procedures on admission on the academy website.

7. TRAINING AND SUPPORT

7.1 The Designated Safeguarding Lead (and any Deputies) will undergo updated Child Protection training specifically for Designated Safeguarding Leads at least every two years, in accordance with [Keeping Children Safe in Education \(DfE, 2019\)](#). In addition to formal training, the Designated Safeguarding Lead(s) will keep up to date with safeguarding developments and refresh their knowledge and skills regularly, but at least annually.

7.2 The Principal, all staff members and Governors, who have contact with children and young people, are required to receive appropriate safeguarding and child protection training, which is regularly updated. In addition, all staff members receive safeguarding and child protection updates as required, and at least annually, to provide them with relevant skills and knowledge to safeguard children effectively. Records are kept of all child protection training.

7.3 The academy will ensure that the Designated Safeguarding Lead (and any Deputies) also undertakes training in inter-agency working and other matters, as appropriate.

7.4 The Principal, in the first instance, will provide support and supervision to staff involved in child protection issues.

7.5 All staff are made aware of the boundaries of appropriate behaviour and conduct. These matters form part of staff induction and are referred to in the Staff Code of Conduct.

8. PROFESSIONAL CONFIDENTIALITY

8.1 Confidentiality is an issue which needs to be discussed and fully understood by all those working with children, particularly in the context of child protection. The only purpose of confidentiality in this respect is to benefit the child. A member of staff must never guarantee confidentiality to a pupil, nor should they agree to keep a secret as, where there is a child protection concern, this must be reported to the Designated Safeguarding Lead and may require further investigation by appropriate authorities.

8.2 Staff will be informed of relevant information in respect of individual cases regarding child protection on a 'need to know basis' only. Any information shared with a member of staff in this way must be held treated confidentially.

9. RECORDS AND MONITORING

9.1 Well-kept records are essential to good child protection practice. Our academy is clear about the need to record any concern about a child or children within our academy, the status of such records and when these records should be shared with other agencies.

9.2 Where there are concerns about the safety of a child, the sharing of information in a timely and effective manner between organisations can reduce the risk of harm. Whilst the [Data Protection Act \(2018\)](#) places duties on organisations and individuals to process personal information fairly and lawfully, it is not a barrier to sharing information where the failure to do so would result in a child or vulnerable adult being placed at risk of harm. Similarly, human rights concerns, such as respecting the right to a private and family life would not prevent sharing where there are safeguarding concerns. The Data Protection Act 2018 and GDPR do not prevent, or limit, the sharing of information for the purposes of keeping children safe. Fears about sharing information **must not** be allowed to stand in the way of the need to safeguard and promote the welfare of children at risk of abuse or neglect.

9.3 Any member of staff receiving a disclosure of abuse, or noticing signs or indicators of abuse, must make an accurate record as soon as possible noting what was said or seen (if appropriate using a body map to record), putting the event in context, and giving the date, time and location of the incident. The source of the information should be recorded, as well as a note of other people involved, for example, as witnesses, and there should be a clear distinction between fact and professional opinion. All records will be dated and signed, detailing the name and position of the person making the record, and include the action taken. This information will be presented to the Designated Safeguarding Lead (or Deputy) who will then decide on appropriate action.

9.4 All discussions and decisions made, and the reason for those decisions, should also be recorded in writing.

9.5 Any records related to Child Protection are kept in a confidential child protection file, which is separate from the student file. All child protection records are stored securely (i.e., in a locked

filing cabinet) and confidentially locked cabinet in DSL office and secure on-line platform and are accessible through the Designated Safeguarding Lead (or Deputy). Digital records will be password protected. Child protection records will be retained for 25 years after the child's date of birth, or until they transfer to another school/educational setting.

9.6 In line with statutory guidance, if a child transfers from our academy to another setting, their child protection records will be forwarded to the new educational setting without delay, separate from their main pupil file. Care will be taken to ensure confidentiality is maintained and the transfer process is as safe as possible. *We keep a copy of the child protection file until we have confirmation from the receiving school that they have received it. Once we have this confirmation, our copy is shredded, other than copies of the specific records that are pertinent to our academy (i.e., not CP Conference reports that are held elsewhere), unless there is a specific reason for us to keep it, which will be recorded (for example, we still have siblings in the academy and the records relate to them too, or there is an ongoing complaint or request for access to records).*

We will also keep a record of having received confirmation from the receiving school *and of the date when we shredded our copy.*

When a child joins our academy, we will request child protection records from the previous educational establishment requesting a reply slip with nil returns if appropriate.

9.7 For records of allegations involving a member of staff, please see paragraph 13.7 below.

10. INTERAGENCY WORKING AND ATTENDANCE AT CHILD PROTECTION CONFERENCES, CORE GROUP MEETINGS OR CHILD IN NEED MEETINGS

10.1 It is the responsibility of the Designated Safeguarding Lead to ensure that the academy is represented at any Child Protection Conference called for children on the academy roll, or previously known to them. A report will be made available to the Conference Chair, 48 working hours in advance of the Conference, and shared with the parents/carers before the day of the Conference. Whoever attends the Conference will be fully briefed on any issues or concerns the academy has and be prepared to contribute to the discussions at the Conference and express a view, at the end of the meeting, as to whether the child(ren) should be made subject to a Child Protection Plan.

10.2 If a child is made subject to a Child Protection Plan, or a Child in Need Plan, it is the responsibility of the Designated Safeguarding Lead to ensure the child is monitored regarding their academy attendance, progress, welfare and presentation. If the academy is part of the Core Group, the Designated Safeguarding Lead will ensure that the academy is represented and provides appropriate information and contributes to the plan at these meetings. Any concerns about the Child Protection plan and/or the child's welfare will be discussed and recorded at the Core Group Meeting, unless to do so would place the child at further risk of significant harm. In this case the Designated Safeguarding Lead will inform the child's Key Worker **immediately** and then record that they have done so and the actions agreed. If there is an unexplained absence of, or injury to a child subject to a Child Protection Plan, the child's Key Worker must be notified **immediately**.

11. SUPPORTING PUPILS AT RISK

11.1 Our academy is committed to ensuring that our children receive the right help at the right time. Staff are in a position to identify concerns early, provide help for children and prevent concerns from escalating.

11.2 Our academy may be the only stable, secure and safe element in the lives of children at risk of, or who have suffered, harm. Nevertheless, whilst at the academy, their behaviour may be

challenging and defiant, or they may be withdrawn, or display abusive behaviours towards other children. Our academy recognises that some children may abuse their peers and any incidents of peer-on-peer abuse will be managed in the same way as any other child protection concern and will follow the same procedures.

11.3 Our academy will endeavour to support all pupils through:

- The curriculum; to encourage our pupils to stay safe and to develop healthy relationships, self-esteem and self-motivation.
- The academy ethos which promotes a positive, supportive and secure environment and which gives all children and adults a sense of being respected and valued.
- The implementation of the academy's behaviour management policies.
- A consistent approach from all staff which will endeavour to ensure that our children know that some behaviour is unacceptable, but that s/he is valued.
- Regular liaison with other professionals and agencies that support the child and their families.
- A commitment to develop open, honest and supportive relationships with parents, always with the child's best interest as paramount.
- The development and support of a responsive and knowledgeable staff group, trained to respond appropriately in child protection situations.
- Recognition that children with behavioural difficulties and special educational needs and/or disabilities are most vulnerable to abuse. Therefore, staff who work in any capacity with children with profound and multiple disabilities, sensory impairment and/or emotional and behavioural problems will need to be particularly sensitive to signs of abuse.
- Recognition that, in a home environment where there is domestic violence, drug or alcohol abuse, children are vulnerable and may be in need of support or protection.

11.4 Promoting positive mental health and resilience in academy:

Positive mental health is the concern of the whole community and we recognise that the academy plays a key part in this. Our academy aims to develop the emotional wellbeing and resilience of all pupils and staff, as well as provide specific support for those with additional needs. We understand that there are risk factors which increase someone's vulnerability and protective factors that can promote or strengthen resiliency. The more risk factors present in an individual's life, the more protective factors or supportive interventions are required to counter balance and promote further growth of resilience.

It is vital that we work in partnership with parents to support the well-being of our children. Parents should share any concerns about the well-being of their child with the academy, so appropriate support and interventions can be identified and implemented.

12. TYPES OF ABUSE & SPECIFIC SAFEGUARDING ISSUES

12.1 Keeping Children Safe in Education

[Keeping Children Safe in Education \(DfE, 2019\)](#) defines abuse as the maltreatment of a child. 'Somebody may abuse or neglect a child by inflicting harm or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others (e.g. via the internet). They may be abused by an adult or adults or another child or children.'

12.2 The four main types of abuse referred to in 'Keeping children safe in education' are:

- Physical
- Emotional
- Sexual and
- Neglect.

12.3 Our academy is aware of the signs of abuse and neglect so we are able to identify children who may be in need of help or protection. All staff are aware that wider environmental factors may impact on a child's welfare and safety and understand safeguarding in the wider context (contextual safeguarding). Staff are aware of safeguarding issues that can put children at risk of harm and understand that behaviours linked to issues such as drug taking, alcohol abuse, deliberately missing education and sexting put children in danger.

12.4 Our academy recognises that there are a number of specific safeguarding issues about which staff need to be aware, including: children missing from education*, children missing from home or care, child sexual exploitation (CSE)*, domestic violence, drugs, E safety, fabricated/induced illness, faith abuse, female genital mutilation (FGM)*, forced marriage, gangs and youth violence, violence against women and girls (VAWG), mental health, children with special educational needs and disabilities*, private fostering*, prevention of radicalisation*, teenage relationship abuse, trafficking, peer on peer abuse*, which may include bullying (including cyberbullying), on-line abuse, gender-based abuse, sexting or sexually harmful behaviour. Further information regarding some of these issues (as indicated *) can be found below and these issues are also addressed in Annex A of [Keeping Children Safe in Education \(DfE, 2019\)](#)

12.5 Whilst the academy will ensure that staff avail themselves of opportunities to raise their awareness and gain knowledge regarding these areas, we recognise that expert and professional organisations are best placed to provide up-to-date guidance and practical support in relation to these issues. Government guidance is available on the GOV.UK website and links are provided from [Keeping Children Safe in Education \(DfE, 2019\)](#) Other organisations also provide specialist information such as:

- NSPCC - <https://www.nspcc.org.uk/preventing-abuse/child-abuse-and-neglect/>
- TES - <https://www.tes.com/teaching-resources>
- MindEd - <https://www.minded.org.uk/course/view.php?id=402>

12.6 Peer-on-peer abuse

Our academy recognises that some children may abuse their peers and any incidents of peer-on-peer abuse will be managed in the same way as any other child protection concern and will follow the same procedures. Peer-on-peer abuse can manifest itself in many ways. This may include bullying (including cyber bullying), on-line abuse, gender-based abuse, 'up-skirting' 'sexting' or sexually harmful behaviour. We do not tolerate any harmful behaviour in the academy and will take swift action to intervene where this occurs. We use lessons and assemblies to help children understand, in an age-appropriate way, what abuse is and we encourage them to tell a trusted adult if someone is behaving in a way that makes them feel uncomfortable. Peer-on-peer abuse will never be tolerated or passed off as 'banter' or 'part of growing up'. Our academy understands the different gender issues that can be prevalent when dealing with peer-on-peer abuse. Please see our Promoting Positive Behaviour Policy for more information.

The academy will use the guidance set out in:

- [Preventing and tackling bullying](#) Advice for headteachers, staff and governing bodies (DfE, July 2017) - <https://www.gov.uk/government/publications/preventing-and-tackling-bullying>
- [Sexting in school and colleges Responding to incidents and safeguarding young people \(UKCCIS, 2017\).](#)
- [Sexual violence and sexual harassment between children in schools and colleges \(DfE, May 2018\)](#)

12.7 Children with special educational needs and disabilities:

Our academy understands that children with special educational needs and disabilities (SEND) can face additional safeguarding challenges. Additional barriers can exist when recognising abuse and neglect in this group of children.

This can include:

- assumptions that indicators of possible abuse such as behaviour, mood and injury relate to the child's disability without further exploration;
- children with SEND can be disproportionately impacted by things like bullying- without outwardly showing any signs;
- communication barriers and difficulties in overcoming these barriers.

12.8 Children missing from education

All children, regardless of their age, ability, aptitude and any special education needs they may have, are entitled to a full-time education. Our academy recognises that a child missing education is a potential indicator of abuse or neglect and will follow the academy procedures for unauthorised absence and for children missing education. Parents should always inform us of the reason for any absence. Where contact is not made, a referral may be made to another appropriate agency (Missing Education and Child Employment Service, Social Care or Police).

Our academy complies with Children missing education (DfE, September 2016) and [Southend on Sea Borough Council Early Help and Family Support Children Missing Education Guidance \(January 2019\)](#). Our academy must inform the Local Authority of any student who has been absent for a continuous period of 10 days or more without a good reason, and the academy has satisfied all avenues of enquiry and is unsuccessful in tracing the child.

Our academy also complies with the regulations regarding Elective Home Education (Regulation 12 of the Education (Pupil Registration) (England) Regulations 2006 as amended 2016) and Southend's guidance:

<http://www.southendlearningnetwork.co.uk/Services/4834>

Our academy notifies the Elective Home Education Team via secure email to ehe@southend.gov.uk at the earliest opportunity and, when relevant, immediately provides a copy of the parents written notification to home educate and the date they came off roll.

12.9 Child sexual exploitation (CSE) –

The statutory definition of CSE taken from Working Together is; 'Child sexual exploitation is a form of child sexual abuse. 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 (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'. ([Working Together to Safeguard Children \(HMG, 2019\)](#))

It is understood that a significant number of children who are victims of CSE go missing from home, care and education at some point. Our academy is alert to the signs and indicators of a child becoming at risk of, or subject to, CSE and will take appropriate action to respond to any concerns. The Designated Safeguarding Lead is the named CSE Lead in the academy on these issues and will work with other agencies as appropriate

Our academy is committed to raising awareness of CSE and will use the guidance set out in [Child sexual exploitation Definition and a guide for practitioners \(DfE, February 2017\)](#)

Our Designated Safeguarding Lead is also our identified CSE Champion, who has received training in this area and attends the SSCP Champions' Forum. Our academy uses the SSCP Risk Assessment Toolkit <http://cse-toolbox.uk/> and reports any information to Essex Police on a report form, as well as referring to MASH+ or for Early Help Family Support Assessment, as appropriate.

12.10 Child criminal exploitation & serious violence

Child criminal exploitation is a geographically widespread form of harm which is a typical feature of county lines criminal activity (county lines is when drug networks or gangs groom and exploit children to carry drugs and money from urban areas to suburban and rural areas and seaside towns). Our academy works with key partners locally to prevent and respond to child criminal exploitation.

All staff are aware of indicators which may signal that children are at risk from, or involved with, serious violent crime. These may include increased absence from the academy, a change in friendships or relationships with older individuals or groups, a significant decline in performance, signs of self-harm or a significant change in wellbeing, or signs of assault or unexplained injuries. Unexplained gifts or new possessions could also indicate that a child has been approached by, or is involved with, individuals associated with criminal networks or gangs.

12.11 Contextual safeguarding

Safeguarding incidents and/or behaviours can be associated with factors outside our academy and/or can occur between children outside of the academy. All staff are aware of contextual safeguarding and the fact that they should consider whether wider environmental factors present in a child's life are a threat to their safety and/or welfare. To this end, we will consider relevant information when assessing any risk to a child and share it with other agencies to support better understanding of a child and their family.

12.12 Domestic abuse

Domestic abuse can take many forms, including psychological, physical, sexual, financial and emotional. Our academy recognises that exposure to domestic abuse can have a serious, long-term emotional and psychological impact on children. We work with other key partners and will share relevant information where there are concerns that domestic abuse may be an issue for a child or family or be placing a child at risk of harm.

12.13 So-called 'honour-based violence' (including Female Genital Mutilation and Forced Marriage)

Female Genital Mutilation (FGM) comprises all procedures involving partial or total removal of the external female genitalia or other injury to female genital organs. It is illegal in the UK and a form of child abuse. As of October 2015, the Serious Crime Act 2015 (Home Office, 2015) introduced a duty on teachers (and other professionals) to notify the police personally of known cases of female genital mutilation where it appears to have been carried out on a girl under the age of 18. Our academy will operate in accordance with the statutory requirements relating to this issue, and in line with 'Multi-Agency statutory guidance on female genital mutilation' (HMG, April 2016) and existing local safeguarding procedures.

Our staff are alert to the possibility of a girl being at risk of Female Genital Mutilation (FGM), or already having suffered FGM. Victims of FGM are likely to come from a community that is known to practise FGM. Staff should note that girls at risk of FGM may not yet be aware of the practice or that it may be conducted on them, so sensitivity should always be shown when approaching the subject. Warning signs that FGM may be about to take place, or may have already taken

place, can be found in the [SET procedures \(2019\)](#) and in the above guidance that can be found on the GOV.UK website.

A Forced marriage is one entered into without the full consent of one or both parties. It is where violence, threats or other forms of coercion is used and is a crime. Our staff understand how to report concerns where this may be an issue.

12.14 Prevention of radicalisation

As of July 2015, the [Counter-Terrorism and Security Act \(HMG, 2015\)](#) placed a new duty on schools and other education providers. Under section 26 of the Act, schools are required, in the exercise of their functions, to have “due regard to the need to prevent people from being drawn into terrorism”. This duty is known as the Prevent duty.

It requires schools to:

- teach a broad and balanced curriculum which promotes spiritual, moral, cultural, mental and physical development of pupils and prepares them for the opportunities, responsibilities and experiences of life and must promote community cohesion
- be safe spaces in which children/young people can understand and discuss sensitive topics, including terrorism and the extremist ideas that are part of terrorist ideology, and learn how to challenge these ideas
- be mindful of their existing duties to forbid political indoctrination and secure a balanced presentation of political issues

CHANNEL is a national programme which focuses on providing support at an early stage to people identified as vulnerable to being drawn into terrorism.

Our academy works in accordance with local procedures for Prevent and with other agencies, sharing information and concerns, as appropriate.

[The Prevent duty](#) (DfE, Aug 2015) and the [Revised Prevent Duty Guidance: for England and Wales' \(HMG, April 19\)](#).

12.15 Private Fostering

As an academy we must make sure that privately fostered children are properly and safely cared for. Local Authorities are under a legal duty to ensure the welfare of a privately fostered child is being promoted and safeguarded and are therefore required to undertake assessments of proposed or actual private fostering arrangements. As such, we will always inform the Local Authority when we are notified about such an arrangement or become aware of one.

“A private fostering arrangement is one that is made privately (that is to say without the involvement of a Local Authority) for the care of a child under the age of 16 (under 18, if disabled) by someone other than a parent or close relative with the intention that it should last for 28 days or more. Private foster carers may be from the extended family such as a cousin or great aunt. However, a person who is a relative under the Children Act 1989, i.e., a grandparent, brother, sister, uncle or aunt (whether of full blood or half blood or by marriage) or step-parent will not be a private foster carer. A private foster carer may be a friend of the family, the parent of a friend of the child, or someone previously unknown to the child's family who is willing to privately foster a child.”

12.16 Looked After Children (LAC)

Our academy has a Designated Teacher for pupils who are LAC. The Designated Teacher attends LAC Reviews, PEP meetings and liaises with the child's Social Worker and Independent Reviewing Officer (IRO) and with the Local Authority Virtual School Headteacher, who is responsible for the

progress of children looked after. A previously looked after child remains vulnerable and all staff should have the skills, knowledge and understanding to keep previously looked after children safe.

13. ALLEGATIONS OR CONCERNS ABOUT PEOPLE WORKING WITH CHILDREN

13.1 All staff members are made aware of the boundaries of appropriate behaviour and conduct. These matters form part of staff induction and are outlined in the Legra Trust Staff Code of Conduct and the academy's Promoting Positive Behaviour Policy.

13.2 It is essential that the high standards of concern and professional responsibility adopted with regard to alleged child abuse by parents are similarly displayed when allegations are made about members of staff.

13.3 The academy works in accordance with statutory guidance and the [SET procedures \(2019\)](#) in respect of allegations against an adult working with children (in a paid or voluntary capacity). Section 7 of the current SET procedures provides detailed information regarding this.

13.4 The academy has processes in place for reporting any concerns about a member of staff (or any adult working with children). Any concerns about the conduct of a member of staff will be referred to the Principal (or the Vice Principal in their absence). This role is distinct from the Designated Safeguarding Lead as the named person should have sufficient status and authority in the academy to manage employment procedures. Staffing matters are confidential and the academy must operate within statutory guidance around Data Protection. Where the concern involves the Principal, it should be reported direct to the CEO of Legra Academy Trust, who will report it directly to the Local Authority Designated Officer (LADO).

13.5 The SET procedures require that, where an allegation against a member of staff has been received, the Principal, senior named person, or the CEO must inform the Local Authority Designated Officer (LADO) within one working day. Where the allegation is against the Principal/CEO, the Chair of Governors of Legra Trust will consult with the LADO. For people working with children in Southend, the LADO is Allison Francis, who can be contacted on 01702 534539 (Child Protection Adviser, Sharon Langston 01702 534591) safeguardingforchildren@southend.gov.uk.

13.6 The LADO has overall responsibility for oversight of the procedures for dealing with allegations against staff members. Wherever possible, contact with the LADO should be made immediately, as he/she will then advise on how to proceed and whether the matter requires Police involvement. This will include advice on speaking to pupils and parents and HR. The academy will manage these procedures alongside the academy's disciplinary process in liaison with the academy's HR Advisor.

13.7 In accordance with [Keeping Children Safe in Education \(DfE, 2019\)](#) details of allegations that are found to have been malicious should be removed from personnel records. However, for all other allegations, the record should be retained at least until the accused has reached normal pension age, or for a period of 10 years from the date of the allegation if that is longer. However, cases in which an allegation was proven to be false, unsubstantiated or malicious should not be included in employer references.

Schools and colleges have an obligation to preserve records which contain information about allegations of sexual abuse for the Independent Inquiry into Child Sexual Abuse (IICSA), for the term of the inquiry.

14. USE OF REASONABLE FORCE

The term 'reasonable force' covers a broad range of actions used by staff that involve a degree of physical contact to control or restrain children. The Department for Education believes that the adoption of a 'no contact policy' at a school can leave staff unable to fully support and protect their child. There are circumstances when it is appropriate for staff to use reasonable force to safeguard children and young people, such as guiding a child to safety or breaking up a fight. 'Reasonable' means using no more force than is needed. Our academy works in accordance with statutory and local guidance on the use of reasonable force and recognises that where intervention is required, it should always be considered in a safeguarding context.

15. WHISTLEBLOWING

15.1 Whistleblowing is 'making a disclosure in the public interest' and occurs when a worker (or member of the wider academy community) raises a concern about danger or illegality that affects others, for example children in the academy or members of the public.

15.2 All staff must be aware of their duty to raise concerns about the attitude or actions of colleagues in line with the academy trust Whistleblowing policy.

15.3 We want all members of staff and the wider community to feel able to raise concerns about poor or unsafe practice and feel confident that any concern will be taken seriously by the academy leadership team. However, for any member of staff who feels unable to raise these concerns internally, or where they feel their concerns have not been addressed, they may contact the NSPCC whistleblowing advice line on: 0800 028 0285 (line is available from 8:00 AM to 8:00 PM, Monday to Friday) or email: help@nspcc.org.uk.

Parents or others in the wider academy community with concerns can contact the NSPCC general helpline on: 0808 800 5000 (24 hour helpline) or email: help@nspcc.org.uk.

For more information on Whistleblowing, please see our Legra Whistleblowing policy.

16. USE OF THE ACADEMY PREMISES BY OTHER ORGANISATIONS

16.1 Where services or activities are provided separately by another body, using the academy premises, the Governing Body will seek assurance that the body concerned has appropriate policies and procedures in place in regard to safeguarding children and child protection.

We recognise there are a number of policies that are relevant to safeguarding and promoting children's welfare. These include the following:

Policy or Procedure:

- Anti-Bullying
- Attendance
- Children Missing from Education
- Data Protection and GDPR (Legra)
- Disability and Equality
- Equality Compliance
- E Safety (Legra Policy)
- Extended academy activities
- First Aid
- Health and Safety (Legra)
- Looked After Children
- Management of Allegations made against Staff

PHSE curriculum
Positive Handling
Promoting Positive Behaviour
Racial Equality
Recruitment and Selection
Relationships and sex education
Residential trips and trips and visits
SEND Policy
Social Media Policy (Legra)
Staff Code of Conduct (Legra)
Supporting Children with Medical Needs
Volunteers and Visitors' Policy
Whistleblowing Policy (Legra)
Work Placement/Work Experience
Young Carers

For a full list of policies – please see our academy website.

Acknowledgement:

We acknowledge the Essex County Council model Child Protection Policy which contributed to the development of this model policy.

Appendix 1: Sexual Violence, Sexual Harassment and Sexual Bullying

When dealing with all disclosures of sexual violence, sexual harassment and sexual bullying, consideration should be given to the victim's rights under General Data Protection Regulation (GDPR).

Darlinghurst Academy aims to:

- create a learning environment free from sexual violence, sexual harassment and sexual bullying where all members of the academy community are treated with respect at all times
- raise awareness of this policy so that all members of the academy community are aware of their rights and responsibilities regarding sexual violence, sexual harassment and sexual bullying
- train all staff to recognise and respond to instances of sexual violence, sexual harassment and sexual bullying
- encourage all members of the academy community to report instances of sexual violence, sexual harassment and sexual bullying
- treat all reports in a serious, sensitive, fair, and timely manner in line with safeguarding responsibilities
- guarantee against victim-blaming, further victimisation and reprisals

Sexual violence refers to the following sexual offences as defined in the Sexual Offences Act 2003:

- Rape. A person (A) commits an offence if: he intentionally penetrates the vagina, anus or mouth of another person (B) with his penis, B does not consent to the penetration, and A does not reasonably believe that B consents.
- Assault by penetration. A person (A) commits an offence if s/he intentionally penetrates the vagina or anus of another person (B) with a part of her/his body or anything else, the penetration is sexual, B does not consent to the penetration, and A does not reasonably believe that B consents.
- Sexual assault. A person (A) commits an offence if s/he intentionally touches another person (B), the touching is sexual, B does not consent to the touching, and A does not reasonably believe that B consents.
- In order to consent, a person must have the freedom and capacity to make that choice.

Sexual harassment includes, but is not restricted to, the following and can happen online or offline:

- sexual comments such as lewd or sexual remarks about appearance, telling sexual stories, using sexualised or sexist names, use of unwelcome sexual innuendo and spreading rumours of a sexual nature
- sexual 'jokes', taunting or cat-calling
- unnecessary and unwanted physical behaviour which has a sexual element, such as brushing against someone or pushing against someone, interfering with someone's clothes or making sexual gestures
- displaying pictures, photos or drawing of sexual content
- online behaviour which has a sexual element, such as sharing indecent images or pornography, sexual comments on social media and coercion or threats to engage in sexual acts online or offline

Sexual bullying is the general term used to describe any behaviour where sex or gender is used to degrade someone. It includes all of the examples outlined above and may also include homophobic language.

Darlinghurst Academy acknowledges that sexual violence and sexual harassment are against the law and are covered by the Sexual Offences Act 2003, the Protection of Children Act 1978 and the Criminal Justice Act 1988.

Darlinghurst Academy acknowledges that being subjected to sexual violence, sexual harassment or sexual bullying may breach the Human Rights Act 1998, depending on the circumstances and nature of the conduct, and that schools and colleges must not act in a way that is incompatible with the European Convention on Human Rights.

This includes:

- Article 3: the right to freedom from inhumane and degrading treatment (an absolute right)
- Article 8: the right to respect for private and family life (a qualified right) including a duty to protect individuals' physical and psychological integrity
- Article 14 requires that all of the rights and freedoms set out in the Act must be protected and applied without discrimination
- Protocol 1, Article 2 protects the right to an effective education
- Darlinghurst Academy acknowledges that academies are required to comply with the relevant requirements set out in the Equality Act 2010, which includes:
- schools must not unlawfully discriminate against pupils because of a protected characteristic (sex, race, disability, religion or belief, gender reassignment, pregnancy or sexual orientation)
- schools should consider positive action to address disadvantage faced by one group

Darlinghurst Academy acknowledges that compliance with the Public Sector Equality Duty is a legal duty and academies have the general duty to:

- have regard to the need to eliminate unlawful discrimination, harassment and victimisation
- advance the equality of opportunity between different groups
- foster good relations between different groups. Section 32 of the Southend Essex and Thurrock Safeguarding and Child Protection Procedures covers 'children harming others' and includes: Physical abuse (e.g. hitting, kicking, stabbing), including for filming with mobile telephones and theft, • Verbal or mobile telephone/online (internet) message abuse (e.g. racist, sexist or homophobic name-calling or threats) - this type of non-physical bullying may include sexual harassment; • Mobile telephone or online (internet) visual image abuse - these can include real or manipulated images; • Emotional abuse (e.g. isolating an individual from the group or emotional blackmail).

Professionals must base their decision on whether behaviour directed at another child should be categorised as harmful or not on the circumstances of each case. It will be helpful to consider the following factors:

- The relative chronological and developmental age of the two children (the greater the difference, the more likely the behaviour should be defined as abusive);
- Whether the alleged abuser is supported or joined by other children;
- A differential in power or authority (e.g. related to race, gender, physical, emotional or intellectual vulnerability of the victim);
- The actual behaviour (both physical and verbal factors must be considered);
- Whether the behaviour could be described as age appropriate or involves inappropriate sexual knowledge or motivation;
- The degree of physical aggression, intimidation or bribery;
- The victim's experience of the behaviour and the impact it is having on their routines and lifestyle (e.g. not attending the academy);
- Attempts to ensure secrecy;
- Duration and frequency of behaviour.

The interests of the identified victim must always be the paramount consideration.

- sexual violence refers to the most serious sexual offences (rape, assault by penetration and sexual assault), these are covered by statute so should be referred directly to the police

- sexual harassment and sexual bullying do not include the most serious sexual offences so, depending on the context and nature of harassment or bullying, you may decide not to inform the police immediately or at all but rather to refer to children's social care or specialist support services, such as Rape Crisis
- a child aged under 13 cannot consent to any sexual activity
- the academy has a clear reporting procedure for both staff and pupils. Children are able to report to a member of staff of their choosing as they have sufficient training and will pass the incident to the Designated Safeguarding Lead according to normal safeguarding procedures
- any child making a disclosure or report, no matter what the content, should feel believed, that they will be taken seriously, that they will be supported and that they will be kept safe. They should never feel like they are creating a problem, that they are to blame for what has happened or feel ashamed to report disclosures or reports may come via friends or friend's parents and the student should not be asked why they chose to disclose in that way or why they did not respond in a different way, such as tell someone sooner
- the Designated Safeguarding Lead, or their deputy, should take the leading role when responding to a disclosure. The first person to hear the disclosure may be called to attend Crown Court as a witness and asking leading questions may undermine a police investigation. The priority is always the immediate safety of the child, not gathering information (the police will do that)
- professional judgement should be supported by other agencies, including children's social care and the police
- all concerns, discussions, decisions and reasons for decisions should be carefully recorded
- specialist support services such as SoS Rape Crisis can support with risk assessments and safety planning for victims
- The NSPCC has a helpline for professionals at help@nspcc.org.uk or 0808 800 5000

When responding to sexual bullying:

- Listen and take complaints seriously. Children and young people frequently report that they are not listened to or believed when they try to report bullying – this is particularly the case for disabled young people and those with SEN. Take every complaint seriously, talk to the young person about action they would like you to take and respect this as far as it allows you to keep the young person safe. Be mindful not to ask leading questions as this could bias the response to a serious incident that may need further escalation.
- Record and report. Make a note as soon as an incident has been disclosed to you.
- Report all incidents to the Designated Safeguarding Lead (DSL). Regardless of how serious you determine the incident to be, the DSL should decide whether it needs to be reported to the police or to the local children's services department. Keep a record of incidents. Bullying by its very nature is repetitive and so careful record keeping allows the identification of whether this is a one off incident, or a pattern of behaviour. It also provides important evidence should there be a need to sanction a child at a later date, or provide information in the event of a further incident or investigation or sanction as appropriate but take every opportunity to educate. The sanctions taken will depend on the nature of the incident, and the age and development level of the child involved. However, every incident should be an opportunity to educate the child or children involved as to the appropriate way to behave, and should be used as a basis for further work with the wider pupil and staff body to address these issues. The nature of bullying is that it is repetitive, and so it is vital to check that lessons have been learnt, and that the behaviour has stopped.
- Confidentiality is vital. These can be embarrassing and difficult issues for children and young people to share and disclose and so it is very important that they trust you to keep information private (as far as you are able, according to the academy safeguarding policy). Only share on a need to know basis and consider carefully how and when you share information with parents and carers. **Compliance with General Data Protection Regulation is to be consistently maintained.**

- Don't forget incidents outside of the academy environment. All headteachers have powers to sanction behaviour outside of the academy 'to such an extent as is reasonable' (Section 90 of the Education and Inspections Act 2006). This is particularly pertinent to 'cyber' related bullying, bullying on transport to and from the academy, and bullying on academy trips.

Additional actions when a pupil makes a disclosure and allegation against another child:

- the victim, the alleged perpetrator and any other children involved or impacted need to be supported and safeguarded
- sexual bullying and sexually harmful behaviours should not be considered as part of growing up, as 'banter' or as 'boys being boys'
- if there is an open police investigation, the suspect may have bail conditions but will more likely be released under investigation, both come with conditions which the academy must support the suspect to adhere to (typically this is to not contact the victim, directly or indirectly, and to not be in their vicinity)
- the victim's educational experience should not be significantly affected by disclosing and it is essential they do not feel they are being sanctioned for speaking out
- disciplinary action can be taken by the academy even when there is an ongoing police investigation and sanctions should not be passed over just because police are involved (but consideration should be given to prejudicing the investigation)
- it is good practice for both the victim and alleged perpetrator's parents to be informed to explain what support is being put in place but information should not be shared about the pupil who is not their child
- SoS Rape Crisis can support with risk assessments and safety planning for victims and provide support for their parents
- staff must be vigilant against bullying of the victim and alleged perpetrator
- all concerns, discussions, decision and reasons for decisions should be carefully recorded

Sexual violence, sexual harassment and sexual bullying of or by any member of the academy community, on or off the academy premises, is not acceptable and it will never be tolerated. If you experience sexual violence, sexual harassment or sexual bullying this needs to be reported to a member of staff immediately.

Appendix 2: Flowchart for DBS Checks

