



## SAFEGUARDING POLICY

### Equality Statement

Farlingaye High School values diversity, and is determined to ensure that everyone is treated fairly, with dignity and respect; where the opportunities we provide are open to all; and that we provide a safe, supportive and welcoming environment - for staff, students and visitors.

### Equality Impact Assessment (EIA)

This policy has been assessed with regard to its impact on equalities issue, with specific reference to the aims of the Equality Act 2010. The equality impact assessment focused on race, gender, disability, pregnancy and maternity, age, sexual orientation, gender identity and religion/belief.

### EIA outcomes

- No areas of potential negative impact were found and actions resulting in positive impact are in place where appropriate.

Date Drafted (D) or Reviewed (R)	Agreed by Governors	Review Date	Statutory Requirement (SR) Best Practice (BP)	Person Responsible	On website
Jan 2019	July 2019. Changes approved by Safeguarding Governor September 2019	May 2020	(SR)	Safeguarding manager/ HT/ Link Governor	Yes

## **Safeguarding Policy:**

Key Safeguarding contacts at Farlingaye and in the community:

### **Designated Safeguarding Lead:**

Louise Gilmour – Deputy Head teacher ([lgilmour@farlingaye.suffolk.sch.uk](mailto:lgilmour@farlingaye.suffolk.sch.uk))

### **Alternate Designated safeguarding leads:**

Josh Lampard – Assistant Head teacher ([jlampard@farlingaye.suffolk.sch.uk](mailto:jlampard@farlingaye.suffolk.sch.uk))

Claire Hankers – Safeguarding Manager ([chankers@farlingaye.suffolk.sch.uk](mailto:chankers@farlingaye.suffolk.sch.uk))

Clara French - Family Support Worker ([cfrench@farlingaye.suffolk.sch.uk](mailto:cfrench@farlingaye.suffolk.sch.uk))

**Designated teacher for Children in Care:** Louise Gilmour

**PREVENT Lead:** Louise Gilmour

**Online Safety Lead:** Jade Messer ([jmesser@farlingaye.suffolk.sch.uk](mailto:jmesser@farlingaye.suffolk.sch.uk))

**Mental Health Lead:** Jemma Schollar ([jschollar@farlingaye.suffolk.sch.uk](mailto:jschollar@farlingaye.suffolk.sch.uk))

**Safeguarding Link Governor:** Sarah Harris ([sharris@farlingaye.suffolk.sch.uk](mailto:sharris@farlingaye.suffolk.sch.uk))

**Chair of Governors:** Louise Franks ([lfranks@farlingaye.suffolk.sch.uk](mailto:lfranks@farlingaye.suffolk.sch.uk))

**Customer First:** 0808 800 4005

**Multi-agency Safeguarding Hub (MASH) Professional Helpline:** 0345 606 1499

**Suffolk Police Cyber Crime Unit:** 101

**Local Authority Designated Officer (LADO):** 0300 123 2044 / [LADO@suffolk.gov.uk](mailto:LADO@suffolk.gov.uk) or

**Suffolk Safeguarding Partnership:** [www.suffolkscb.org.uk](http://www.suffolkscb.org.uk)

**NSPCC:** 0800 028 0285 (line available from 8:00am to 8:00pm) / <https://www.nspcc.org.uk/what-you-can-do/report-abuse/dedicated-helplines/whistleblowing-advice-line/>

KCSIE (2019) states that 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 practitioners should make sure their approach is child-centred. This means they should consider, at all times, what is in the best interests of the child.

### **Aims of the policy:**

This purpose of this safeguarding policy is to ensure that every child at our school is safe and protected from harm.

This policy will

- Give clear direction to staff, students, governors, volunteers, visitors and parents about the expected behaviour and our legal responsibility to safeguarding and promote the welfare of all children at our school.
- Ensure consistent good practice across the school.
- Ensure that Farlingaye complies with its statutory duties under current legislation and guidance which includes; Keeping Children Safe in Education (2019), Working Together to Safeguard Children (2019) and local procedures put in place by the Suffolk Safeguarding Children Board.

This policy will be reviewed annually, and will be made available publically via the school website or on request.

This policy should be read alongside our Child Protection Policy, which outlines the practical response to a safeguarding concern, our Peer on Peer abuse policy (2019), Online Safety Policy (2019) the Behaviour Policy (2019) and our Prevent policy (2019).

The governing body expects that staff will know and understand the Safeguarding and Child Protection policy and their responsibility to implement it. Staff must have also read Part One of the Keeping Children Safe in Education (2019) and governors and the DSL's will have read and understood Part One and Two of this statutory Guidance.

All staff and visitors to the school will, through training, and the safeguarding handbook and our visitors pack will know how to recognise a disclosure from a pupil and know how to manage this and what to do with the information. No member of staff or visitor will make promises to any pupil and will not keep any secrets.

### **Ethos Statement:**

Farlingaye recognises and is committed to its moral and statutory responsibility for all staff to safeguard and promote the welfare of students. At Farlingaye High School we maintain an ethos where our students feel safe, secure and respected and where they are encouraged to talk about issues and concerns. Students at our school will be able to talk freely to any member of staff.

The school aims to ensure that:

- Appropriate action is taken in a timely manner to safeguard and promote children's welfare
- All staff are aware of their statutory responsibilities with respect to safeguarding
- Staff are properly trained in recognising and reporting safeguarding issues

Safeguarding takes many forms and at Farlingaye it encompasses the following areas:

- Peer on peer abuse
- Sexual Violence and Harassment
- Behaviour Management
- Online Safety
- Ensuring that a student feels that they are in an environment where they are listened to
- Whistleblowing
- Health and Safety
- Transition arrangements
- Staff Recruitment
- Staff Conduct
- Attendance, exclusions and children missing from education,
- SEN and inclusion,
- PSHE curriculum links,
- School environment,
- Buildings and Security,
- Current safeguarding issues.

### **Legislation and statutory guidance**

This policy is based on the Department for Education’s statutory guidance Keeping Children Safe in Education (2019) and Working Together to Safeguard Children (2019). We comply with this guidance and the arrangements agreed by the Suffolk Safeguarding Partnership.

This policy is also based on the following legislation:

- Section 175 of the Education Act 2002, which places a duty on schools and local authorities to safeguard and promote the welfare of pupils.
- Sexual Offences Act 2003, which states that upskirting is now a criminal offence and can result in a prison sentence.
- The School Staffing (England) Regulations 2009, which set out what must be recorded on the single central record and the requirement for at least one person conducting an interview to be trained in safer recruitment techniques.
- The Children Act 1989 (and 2004 amendment), which provides a framework for the care and protection of children
- Section 5B(11) of the Female Genital Mutilation Act 2003, as inserted by section 74 of the Serious Crime Act 2015, which places a statutory duty on teachers to report to the police where they discover that female genital mutilation (FGM) appears to have been carried out on a girl under 18
- Statutory guidance on FGM, which sets out responsibilities with regards to safeguarding and supporting girls affected by FGM
- The Rehabilitation of Offenders Act 1974, which outlines when people with criminal convictions can work with children
- Schedule 4 of the Safeguarding Vulnerable Groups Act 2006, which defines what ‘regulated activity’ is in relation to children

- Statutory guidance on the Prevent duty, which explains schools' duties under the Counter-Terrorism and Security Act 2015 with respect to protecting people from the risk of radicalisation and extremism

## **Roles and responsibilities:**

### **The role of the governing body:**

The governing body at Farlingaye will ensure that our safeguarding policy is in place and is reviewed annually. This policy will be referred to in our schools prospectus and the Child Protection policy goes out to parents in our parent pack.

It is the responsibility of the governing body to ensure that staff and volunteers are properly vetted to make sure they are safe to work with pupils who attend our school and that the school has procedures in place for appropriately managing allegations of abuse made against all members of staff

The governing body will receive a safeguarding report termly that will clearly identify and record any training that has taken place within the school. The safeguarding report will be comprehensive, outlining the number of pupils in the school who are Children in Care, Child Protection, Child in Need or are open to local authority under the Common Assessment Framework. The report will also outline any preventative safeguarding work that it currently going on within the school. This report will not identify any individual students.

The Safeguarding Link governor is Sarah Harris

### **The role of the Designated Safeguarding Lead (DSL)**

KCSIE (2019) – Annexe B states that:

Governing bodies, proprietors and management committees should ensure an appropriate senior member of staff, from the school or college leadership team, is appointed to the role of designated safeguarding lead. The designated safeguarding lead should take lead responsibility for safeguarding and child protection (including online safety). This should be explicit in the role holder's job description. This person should have the appropriate status and authority within the school to carry out the duties of the post. They should be given the time, funding, training, resources and support to provide advice and support to other staff on child welfare and child protection matters, to take part in strategy discussions and inter-agency meetings, and/or to support other staff to do so, and to contribute to the assessment of children.

The DSL at Farlingaye is Louise Gilmour and the ADSL'S are Josh Lampard, Clara French and Claire Hankers. The DSL and deputies will have attended the relevant Schools Choice training every two years in order to undertake this role

When alerted to a child Protection issue the DSL will follow the local safeguarding procedures and a referral will be made to social care. If after this the situation for the young person does not seem to be improving the DSL will liaise with children and young people's services to ensure that the needs of the young person are met.

The DSL will ensure that all staff, volunteers and regular visitors have received appropriate safeguarding training.

During term time the DSL/ and the ADSL should always be available for staff to discuss any safeguarding concerns. The DSL will make arrangements for adequate and appropriate cover arrangement for any out of hours / out of term time activities including residential school trips.

The DSL is also responsible for raising awareness of current safeguarding issues in the locality and creating an embedded safeguarding ethos around the school.

A dedicated safeguarding mobile number has been provided to staff for contacting the DSL/ Deputies outside of school hours. This number is also given out to Children and Young People's Services on safeguarding referrals in case they need to liaise with the school out of hours and out of term time.

The DSL will have responsibility for completing an annual 'Self-Review Assessment Report' under section 175/157 of the Education Act 2002. The review demonstrates that the safeguarding arrangements in the school are being met. If the self-assessment highlights any areas for improvement then this will be detailed in the action plan which will be signed off and monitored by the Named Governor.

### **The role of the Head teacher:**

The head teacher will ensure that the policies and procedures approved by the governing bodies are fully implemented and sufficient resources and time are allocated to enable staff members to undertake their safeguarding responsibilities.

The head teacher will also act as a 'case manager' if there is an allegation towards another member of staff.

### **Responsibilities of all staff:**

All staff have a responsibility to provide a safe environment in which children can learn.

All staff have a duty to read Part one of KCSIE (2019) this is available in electronic format and hard copies are available in staff and team rooms around the school.

All staff must ensure they know the safeguarding procedures within the school – these are explained further on in the policy and are available in the staff handbook which is available on the school website. As well as following procedures staff should be fully competent in recording these concerns and any actions that may have followed.

Staff should be able to identify types of abuse or behaviours which may be a cause for concern.

Staff must also ensure they are aware of who the DSL and alternate DSL's are in the school.

All staff should be aware of the early help offer at the school and understand how they support a pupil to access extra interventions, they should understand the importance of providing support as soon as a problem emerges and the importance of sharing this information.

### **New Staff members:**

When new staff join the school they will be informed of the safeguarding arrangements in place through the safeguarding handbook and through a face to face induction session. They will be told who the DSL is, what recording systems are in place, how to use them and who is on the safeguarding team.

They will be directed to the 'Safeguarding Display Board' in the staff room where they can access key pieces of guidance and updates on safeguarding issues.

Each new staff member will be given a copy of the KCSIE (2019) Part 1 Annex A document alongside the staff handbook.

Staff will also be set up with a 'My Concern' log in (if they have a school email address) and they will be sent the relevant My Concern guidance for non-urgent concerns and shown the safeguarding form for urgent concerns. The guidance sent out outlines what is an 'urgent' concern and what is classed as 'non-urgent.' It will be made clear to staff that they can discuss concerns they have with any of the DSL's if they are unsure whether it is classed as urgent or non-urgent.

The members of staff who do not have school email addresses are invigilators and cleaners, they will be signposted to the exams officer and HR /Site manager all of whom have log ins.

The face to face induction updates staff on school and local safeguarding procedures, current safeguarding issues, behaviours they may see from young people which could be a sign of abuse and also whistleblowing. There is an emphasis on reminding staff that it is everybody's responsibility to safeguard pupils at Farlingaye.

### **Early Help:**

Any child may benefit from early help however Working Together to Safeguarding Children (2019) identifies that all professionals should be aware to the potential need for early help for a child who:

- is disabled and has specific additional needs
- has special educational needs (whether or not they have a statutory Education, Health and Care Plan)
- is a young carer
- is showing signs of being drawn into anti-social or criminal behaviour, including gang involvement and association with organised crime groups
- is frequently missing/goes missing from care or from home
- is at risk of modern slavery, trafficking or exploitation
- is at risk of being radicalised or exploited
- is in a family circumstance presenting challenges for the child, such as drug and alcohol misuse, adult mental health issues and domestic abuse
- is misusing drugs or alcohol themselves
- has returned home to their family from care
- is a privately fostered child.

All Farlingaye staff should know what type of support the pupils can have access to. There are copies of the school's early help offer in staff rooms and there is a copy on the website for parents. Staff should also know how they access this support for a young person.

Farlingaye's early help offer includes:

- Trained counsellors through 4YP
- Behaviour support
- Student support lounge
- Safe Haven T10
- Gangs and drugs awareness
- Online safety working group
- PSHE
- Just 42 compass mentoring
- School Nurse
- Family Support Worker.

### **Training:**

Every member of staff will undertake appropriate safeguarding training which must include training for new staff and at a minimum yearly updates which focus on relevant safeguarding issues.

Training is used to raise awareness of safeguarding and to ensure that staff are reminded of their duty. This table provides an over view of our training arrangements we have in place for staff. There will also be 'Continuing Professional Development' (CPD) sessions offered to staff throughout the year, as well as safeguarding bulletins, email updates and updates in staff meetings.

Farlingaye Staff Safeguarding Training Schedule Updated April 2019			
Training Title	Duration	Frequency	Comment
<b>Safeguarding Induction.</b> To be completed within 2 weeks of starting at the school.	30 mins	Once – on appointment	All staff are up to date with this. This training focuses on safeguarding procedures at Farlingaye.
<b>Introduction to safeguarding</b>	2 ½ hours	Once – on appointment and then yearly	All staff will complete this training at the beginning of their time at the school and then update yearly.
Safeguarding Update	1 hour	Every Year	All staff that have completed the introduction to safeguarding will have an update each year to refresh on school procedures, protocols for referring concerns and identifying signs and symptoms of abuse. This update will also include topical safeguarding issues that arise in the locality and based on the guidance from the T4T training. For example Prevent Duty, FGM, County Lines and CSE. Each member of staff will receive a certificate from the school to show they are updated.

Designated Safeguarding Lead and alternates	1 day	2 years	Louise Gilmour completed 15/10/2017 Claire Hankers and Clara French completed Spring Term 2019
Training for Trainers accreditation training	½ day	Every Year	Louise Gilmour up to date. Claire Hankers completed 28/02/2019
Named Governor and Chair of Governors training	½ day	2 years	Sarah Harris has completed this training on the 19 <sup>th</sup> May 2019 Neville Howe has completed this training
Governor Safeguarding Training	2 hours	3 years	Update September 2019
E-Safety leads training	½ day	2 years	Completed by Jade Messer (Online safety lead) 29/01/2019

We will also actively encourage all staff to keep up to date with the most recent local and national safeguarding advice and guidance. This can be accessed online at [www.suffolkscb.org.uk](http://www.suffolkscb.org.uk).

Details of all staff and the training is kept alongside the Single Central Record.

At least one person conducting any interview for a post at the school will have undertaken safer recruitment training. This will cover, as a minimum, the contents of the Department for Education's statutory guidance, Keeping Children Safe in Education, and will be in line with local safeguarding procedures.

### **Recognising concerns – signs and indicators of abuse:**

Safeguarding is not just about protecting children from deliberate harm. For our school it includes such things as pupil safety, bullying, racist abuse and harassment, educational visits, intimate care, children missing education and internet safety etc. The witnessing of abuse can have a damaging effect on those who are party to it, as well as the child subjected to the actual abuse, and in itself will have a significant impact on the health and emotional well-being of the child. Abuse can take place in any family, institution or community setting, by telephone or on the internet. Abuse can often be difficult to recognize as children may behave differently or seem unhappy for many reasons, as they move through the stages of childhood or their family circumstances change. However, it is important to know the indicators of abuse and to be alert to the need to consult further.

Below is some information on the 4 main types of abuse.

#### **Physical Abuse**

This can involve hitting, shaking, throwing, poisoning, punching, kicking, scalding, burning, drowning and suffocating. It can also result when a parent or carer deliberately causes the ill health of a child in order to seek attention through fabricated or induced illness.

#### **Emotional Abuse**

Emotional Abuse is where a child's need for love, security, recognition and praise is not met. It may involve seeing or hearing the ill-treatment of someone else such as in Domestic Violence or

Domestic Abuse. A parent, carer or authority figure is considered emotionally abusive when they are consistently hostile, rejecting, threatening or undermining toward a child or other family member. It can also occur when children are prevented from having social contact with others or if inappropriate expectations are placed upon them. Symptoms that indicate emotional abuse include:

- Excessively clingy or attention seeking.
- Very low self-esteem or excessive self-criticism.
- Withdrawn behaviour or fearfulness.
- Lack of appropriate boundaries with strangers; too eager to please.
- Eating disorders or self-harm

### **Sexual Abuse**

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening. This may include physical contact both penetrative and non-penetrative, or viewing pornographic material including through the use of the internet. Indicators of sexual abuse include: allegations or disclosures, genital soreness, injuries or disclosure, sexually transmitted diseases, inappropriate sexualized behaviour including words, play or drawing.

Sexual abuse can happen online and through social media. A young person being asked to send an indecent image is illegal, and the individual who makes an image and chooses to send it, regardless of whether they have consented to it, is also illegal or not.

### **Neglect**

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs which can significantly harm their health and development. Neglect can include inadequate supervision (being left alone for long periods of time), lack of stimulation, social contact or education, lack of appropriate food, shelter, appropriate clothing for conditions and medical attention and treatment when necessary.

### **Current safeguarding issues**

KCSIE (2019) States that: All staff should have an awareness of safeguarding issues that can put children at risk of harm. Behaviours linked to issues such as drug taking, alcohol abuse, deliberately missing education and sexting (also known as youth produced sexual imagery) put children in danger.

We will immediately refer the following safeguarding concerns, whether suspected or actual, to Children's Social Care.

Some members of our communities hold beliefs that may be common within particular cultures but which are against the law in England. Farlingaye High School does not condone practices that are illegal and which are harmful to children and young people. Examples of particular practices are highlighted below.

### **Forced Marriage**

We do not support the idea of forcing someone to marry without their consent. We will follow SSCB procedures to refer any young person about whom we have concerns immediately to Children's Social Care.

### **Honour Based Violence**

Honour based violence is a crime or incident that is committed to protect or defend the honour of the family and/or community. All staff will be alert to signs of distress and indications such as self-harm, truancy and absence from school, isolation from peers, monitoring by the family, lack of participation in school activities and unreasonable restrictions at home, or forced marriage. Where it is suspected that a young person is at risk from honour based violence, Farlingaye will report our concerns to the appropriate agency to prevent this form of abuse taking place.

### **Trafficking**

Child trafficking involves moving children and young people across, or within, national and international borders for the purpose of exploitation. This exploitation may include being used for sex work, domestic work, restaurant or sweatshop work, drug dealing, shoplifting and benefit fraud. Where Farlingaye is made aware of suspected or actual trafficking, we will report our concerns immediately to the appropriate agency.

### **Homelessness**

If there are concerns that a pupil and family are homeless or at potential risk of homelessness they will be signposted to the Local Housing Authority. This will not replace a referral to Children and Young People's services which will also take place.

### **Female Genital Mutilation**

This is against the law, yet for some communities female genital mutilation is considered a religious and cultural requirement. It is illegal for someone to arrange for a child or young person to go abroad with the intention of having her circumcised. If any of the above areas of concern is brought to the attention of staff at Farlingaye, we will report the concern immediately to the appropriate agency (police or social care) to prevent this form of abuse from occurring. The mandatory reporting duty commenced in October 2015 and holds all school staff responsible for reporting concerns about FGM.

### **Ritualistic abuse linked to spirit possession**

Some faiths believe that spirits and demons can possess people, including children. It should never be considered appropriate that physical or psychological violence will rid an individual of the possessing spirit. This is abusive and will result in a criminal conviction to those using this form of abuse, even if the intention from the abusers is to help the child or young person.

Other safeguarding issues or concerns that we will refer are listed and described below.

### **Children missing education**

At Farlingaye, we encourage full attendance at school. Our Year Learning Coordinators meet fortnightly with the Education Welfare Officer, and our Attendance Officer closely monitors and reports on attendance to key staff, the attendance officer will also attend the termly safeguarding meeting held at the school which discusses the most vulnerable pupils. Where we have concerns that a child is missing education or because of suspected abuse, we will report it to Children's Social

Care and the Education Attendance Service to effectively manage the risks and prevent the abuse from taking place.

### **Sexually active young people, under 18**

We acknowledge that some young people under the age of 18 will have an interest in sex and sexual relationships. Where we have concerns about young people, we use the 'Working with sexually active young people' protocol to ensure that we protect young people from harm.

### **Safeguarding children with special educational needs and disabled children**

Disabled students with learning difficulties in our school have exactly the same rights to be safe from abuse, neglect and to be protected from harm whilst achieving the Every Child Matters outcomes as non-disabled students. At Farlingaye High School we ensure that our disabled and special educational needs students have access to the same full range of support as our non-disabled students. Students will be listened to, and where we have concerns we will respond appropriately. Our staff and volunteers receive relevant training and we have positive links with various agencies with whom we work when we are concerned about the disabled young people in our school. The staff working with the relevant students have all received training in supporting students with personal care. We recognise some students with communication difficulties are particularly vulnerable and we work hard to ensure that these students are supported to communicate and be listened to, if need be Farlingaye may use specialist outside agencies to support with this.

### **Domestic abuse**

Where there is evidence of domestic violence we will report our concerns to Children's Social Care and the Police to prevent the likelihood of further abuse taking place.

### **Private fostering**

At Farlingaye, we will inform the Local Authority of any private fostering arrangements when we become aware of them. We will report any young person under the age of 16 (or 18 for a disabled young person) who is cared for and accommodated by someone other than their parent, someone without parental responsibility, a close relative or the Local Authority who is being cared for more than 28 days and where the care is intended to continue

### **Child exploitation, Online Safety and Digital Citizenship**

Children and young people can be exploited and bullied through their use of modern technology. In order to minimize the risks to students in our school, we have in place appropriate measures, including security filtering, and an acceptable use policy linked to our e-Safety policy. Staff are fully aware of not compromising their position of trust in or outside the school, and are reminded of the dangers associated with the internet and other mobile technology. We also have an online safety lead who both staff and pupils can go to if they are concerned and need advice.

Our Online Safety policy clearly states that electronic communications with students in our school, including the use of mobile phones, is not acceptable other than for approved school business, for example, coursework or mentoring. Where we suspect that a young person may be at risk of abuse, exploitation or cyber-bullying we will respond appropriately and report our concerns to Children's Social Care and the Police. To help protect our students we also use Impero to monitor the use of our computers and Lightspeed to filter the internet use.

## **Radicalisation and the Prevent duty / Channel**

*(Please also see our Radicalisation and Prevent policy)*

In accordance with guidance set out under section 26 of the Counter-Terrorism and Security act 2015 we have a responsibility to have due regard to the need to prevent people from being drawn into terrorism. As a result of this we have a separate Radicalisation and Prevent policy that can be found on the website. This focuses around assessing the risk to our students and ensuring that all involved are aware of what to do if they are concerned. The DSL will also attend the prevent awareness training so guidance and support can be provided to the rest of the staff.

In the event that we are concerned about possible radicalisation then a referral is made in accordance with LSCB guidelines. It would then be expected that any young person found to be at risk of radicalisation would gain support from the Channel Programme.

## **Peer on Peer Abuse**

(This section should be read alongside the separate Peer on Peer Abuse (2019) Policy)

All of our staff are aware that Peer on Peer abuse is most likely to include, but may not be restricted to, bullying (including cyber-bullying), gender based violence/sexual assault, upskirting and sexting.

Following the updated Keeping Children Safe in Education (2019) guidance, Farlingaye will ensure that all staff are aware of Upskirting – what it is, how it can emotionally effect a victim, understand the severity and how it is now considered a criminal offence under the Sexual Offences Act (2003) and can result in a custodial sentence.

Staff are aware that whenever they are told of an allegation that they must take the concern seriously and refer this to the DSL. As a school we are committed to investigating any allegations of Peer on Peer abuse and will do this in a sensitive manner to identify interventions. We will pursue those interventions to ensure the victim feels supported and there has been a resolution to their concerns. This section should be read in accordance with our Anti-Bullying Policy, E-Safety Policy and the Peer to Peer abuse policy. Our pastoral staff record any incidents of Peer on Peer abuse on logs that are submitted to the Heads of school for evaluation and action. If it is deemed necessary information will be shared with Children’s social care and the police.

## **Child criminal exploitation: County Lines**

As a school we are aware that identifying potential involvement in County Lines is important. This would happen through monitoring those missing from education and also gaining knowledge of what is going in the local community. If the school has concerns that an individual is involved with this a referral will be made to Children and Young People’s services. If it is not yet at that stage a referral to the YOT Diversion programme or Turning Point will be considered. Gangs awareness evenings are being made available for parents and carers.

KCSIE (2019) have released guidance on other specific safeguarding issues that all staff should be aware of – Annexe A. There are hard copies of this guidance around school and can be accessed online. Training and factsheets will be provided around these topics.

## **Serious Violence:**

Due to the increase in knife crime Farlingaye will ensure all staff are aware of the signs a young person may be at risk from or are involved in serious violent crime. Coinciding with how we will

support young person who is involved in County Lines Farlingaye will have a focus on early intervention and prevention through raising awareness amongst staff and pupils focusing on positive decision making and the repercussions of being involved in serious violence both as a perpetrator and victim. Farlingaye will refer to outside agencies such as the Youth Offending Team or the Early Help Team for 1:1 support for the pupil if this is deemed necessary.

If a pupil has been identified at being at risk or involved with serious violent crime Farlingaye will ensure that Social Care and the police are informed to ensure a multi-agency response is in protect the pupil. Whilst the pupil is in school risk assessments will be completed by the DSL and ADSL's and a safety plan will be put in place and followed to ensure all pupils are kept safe and feel safe whilst at school. The safety plan will be a joined up approach and agreed by parents and by police and social care if they are involved at this stage.

### **Procedures:**

All members of staff are made aware of the procedures through the safeguarding handbook they will receive upon induction. There is also copies in the staff room and on the website. If staff notice any indicators of abuse/neglect or signs that a child or young person may be experiencing a safeguarding issue, staff are made aware of how they should react.

It is important staff:

- Listen to and believe the young person.
- Allow them to talk freely and do not ask leading questions.
- Do not promise confidentiality / or to keep it a secret
- Stay calm and do not show that you are shocked or upset.
- Tell the child they have done the right think in telling you. Offer reassurance. Do not tell them they should have told you sooner
- Explain what will happen next and that you will have to pass the information on.
- Write up your conversation as soon as possible in the child's own words. Stick to the facts and do not put your own judgement on it.

If the concern is deemed urgent then a paper based referral form needs to be completed and handed to Claire Hankers or Louise Gilmour. Anything that is considered a concern but not urgent, no one is at risk then this needs to be recorded on My Concern. Staff can come to the safeguarding team at any time for advice and guidance as to whether a concern is considered urgent or not.

My Concern will get monitored on a regular basis throughout the school day, therefore non-urgent concerns will still be triaged and looked in to on that day by the safeguarding team.

Examples of non-urgent issues are:

- Cleanliness / hygiene issues,
- Talk of / proof of superficial self-harm,
- Change in behaviour in class,
- Concerns about what they are searching online,
- Issues with smoking tobacco,
- Issues around food, such as not having lunch money,
- Not having the correct school equipment,
- Low Mood,
- Interest in taking or accessing drugs,

- Online safety issues
- Sexualised behaviour

What should be recorded and passed on through an Urgent safeguarding form to Louise Gilmour / Claire Hankers:

- If a young person is planning to meet up with a stranger that night or at the weekend,
- Disclosure of assault (sexual or physical)
- Plan to Overdose
- Critical self-harm (where they needed urgent medical attention)
- Pupil not wanting to go home
- Injury caused by someone at home
- Noticeable bruising or injury that they cannot explain
- Suicidal Thoughts
- Domestic Violence between parents

### **Information sharing, Records and Monitoring**

If we are concerned about the welfare or safety of any child all adults in school will record their concern in writing on the agreed report form, ensuring that they sign and date it, and give this to the DSL. This information will then be uploaded on to 'My Concern' an electronic based recording system so the concern can be managed by all staff. This information will then be added to the child's safeguarding file, in a secure cabinet and not with the child's academic file. When managing a concern all emails, telephone call and discussions with professionals, the child or parents/carers will be recorded effectively with times and dates. These files will be the responsibility of the DSL and, for the protection of the child; information will only be shared within school on a 'need to know' basis.

Any safeguarding information will be kept in the separate named file and will be added to as required. Copies of referrals, invitations to child protection conferences, core groups and reports, will be stored here. All our safeguarding files will have a chronology and contents front cover. A child's academic file will have a red sticker on the outside to indicate there is a separate child protection file or a blue sticker to denote that the child is a Child in Care and has a separate CIC file.

If a child leaves our school we will ensure that our DSL makes contact with the DSL at the following school and the file will be forwarded to them. We will use the safeguarding information sheet to ensure the receiving school has the most relevant and up to date information about the child.

As part of meeting a child's needs, the school understands that it is crucial to recognise the importance of information sharing between professionals and local agencies and will contribute to multi-agency working in line with Working Together to Safeguard Children guidance. Where there are concerns about the safety of a child, we will ensure the information is shared in a timely manner between organisations as this can reduce the risk of harm.

The DSL or ADSL will inform parents at an early stage and keep them involved in the process, unless there is a good reason to believe that involving them would put the pupil at risk of harm.

### **Managing allegations made against members of staff or volunteers / Whistleblowing:**

A staff member may have some information which may indicate that another member of staff has:

- Behaved in a way that has harmed a child,
- Possibly committed a criminal offence against or related to a child,
- Behaved towards a child or children in a way that indicates he/she may pose a risk of harm to children,

In this situation the staff member has a duty to report these concerns to the head teacher. When there are concerns of allegations against the head teacher then this information should be referred to the chair of governors.

The head teacher / Chair of Governors should report the concern to the Local Authority Designated Officer (LADO) within one working day.

A member of staff also has a duty to pass on details of poor or unsafe practice, and potential failures in the school's safeguarding arrangements.

Staff are able to seek advice independently regarding whistleblowing via the NSPCC.

<https://www.nspcc.org.uk/what-you-can-do/report-abuse/dedicated-helplines/whistleblowing-advice-line/>

Advice Line: 0800 028 0285

## **Safer recruitment and DBS checks – policy and procedures**

We will record all information on the checks carried out in the school's single central record (SCR). Copies of these checks, where appropriate, will be held in individuals' personnel files. We follow requirements and best practice in retaining copies of these checks, as set out below.

### **New staff**

When appointing new staff, we will:

- Verify their identity
- Obtain (via the applicant) an enhanced Disclosure and Barring Service (DBS) certificate, including barred list information for those who will be engaging in regulated activity (see definition below). We will not keep a copy of this for longer than 6 months
- Obtain a separate barred list check if they will start work in regulated activity before the DBS certificate is available
- Verify their mental and physical fitness to carry out their work responsibilities
- Verify their right to work in the UK. We will keep a copy of this verification for the duration of the member of staff's employment and for 2 years afterwards
- Verify their professional qualifications, as appropriate
- Ensure they are not subject to a prohibition order if they are employed to be a teacher
- Carry out further additional checks, as appropriate, on candidates who have lived or worked outside of the UK, including (where relevant) any teacher sanctions or restrictions imposed by a European Economic Area professional regulating authority, and criminal records checks or their equivalent

We will ask for written information about previous employment history and check that information is not contradictory or incomplete.

We will seek references on all short-listed candidates, including internal candidates, before interview. We will resolve any concerns before confirming appointments. The references requested will ask specific questions about the suitability of the applicant to work with children.

**Regulated activity** means a person who will be:

- Responsible, on a regular basis in a school or college, for teaching, training, instructing, caring for or supervising children; or
- Carrying out paid, or unsupervised unpaid, work regularly in a school or college where that work provides an opportunity for contact with children; or
- Engaging in intimate or personal care or overnight activity, even if this happens only once and regardless of whether they are supervised or not

### **Existing staff**

If we have concerns about an existing member of staff's suitability to work with children, we will carry out all the relevant checks as if the individual was a new member of staff. We will also do this if an individual moves from a post that is not regulated activity to one that is.

We will refer to the DBS anyone who has harmed, or poses a risk of harm, to a child or vulnerable adult where:

- We believe the individual has engaged in relevant conduct; or
- The individual has received a caution or conviction for a relevant offence, or there is reason to believe the individual has committed a listed relevant offence, under the Safeguarding Vulnerable Groups Act 2006 (Prescribed Criteria and Miscellaneous Provisions) Regulations 2009; or
- The individual has been removed from working in regulated activity (paid or unpaid) or would have been removed if they had not left

### **Agency and third-party staff**

We will obtain written notification from any agency or third-party organisation that it has carried out the necessary safer recruitment checks that we would otherwise perform. We will also check that the person presenting themselves for work is the same person on whom the checks have been made.

### **Contractors**

We will ensure that any contractor, or any employee of the contractor, who is to work at the school has had the appropriate level of DBS

This will be:

- An enhanced DBS check with barred list information for contractors engaging in regulated activity
- An enhanced DBS check, not including barred list information, for all other contractors who are not in regulated activity but whose work provides them with an opportunity for regular contact with children

We will obtain the DBS check for self-employed contractors.

We will not keep copies of such checks for longer than 6 months.

Contractors who have not had any checks will not be allowed to work unsupervised or engage in regulated activity under any circumstances.

We will check the identity of all contractors and their staff on arrival at the school.

### **Trainee/student teachers**

Where applicants for initial teacher training are salaried by us, we will ensure that all necessary checks are carried out.

Where trainee teachers are fee-funded, we will obtain written confirmation from the training provider that necessary checks have been carried out and that the trainee has been judged by the provider to be suitable to work with children.

### **Volunteers**

We will:

- Never leave an unchecked volunteer unsupervised or allow them to work in regulated activity
- Obtain an enhanced DBS check with barred list information for all volunteers who are new to working in regulated activity
- Carry out a risk assessment when deciding whether to seek an enhanced DBS check without barred list information for any volunteers not engaging in regulated activity. We will retain a record of this risk assessment

### **Governors**

All governors will have an enhanced DBS check without barred list information.

They will have an enhanced DBS check with barred list information if working in regulated activity.

All governors will also have a section 128 check (as a section 128 direction disqualifies an individual from being a maintained school governor).

Academies (including free schools), and independent schools, add:

The chair of the board will have their DBS check countersigned by the secretary of state.

All proprietors, trustees, local governors and members will also have the following checks:

- A section 128 check (to check prohibition on participation in management under section 128 of the Education and Skills Act 2008). [Section 128 checks are only required for local governors if they have retained or been delegated any management responsibilities.]
- Identity
- Right to work in the UK
- Other checks deemed necessary if they have lived or worked outside the UK

Non-maintained special schools add:

The chair of the board will have their DBS check countersigned by the secretary of state.

All governors will also have the following checks:

- Identity
- Right to work in the UK
- Other checks deemed necessary if they have lived or worked outside the UK

**Pupils staying with host families:**

Where the school makes arrangements for pupils to be provided with care and accommodation by a host family to which they are not related (for example, during a foreign exchange visit), we will request enhanced DBS checks with barred list information on those people.

Where the school is organising such hosting arrangements overseas and host families cannot be checked in the same way, we will work with our partner schools abroad to ensure that similar assurances are undertaken prior to the visit.

Site Safety:

All adults in the school will be wearing identification cards on different colour lanyards. All visitors coming on site will have to sign in at reception and this is where they will be given their colour lanyard. There are 4 colours which mean the following:

Blue ID – (staff identification) – Relevant DBS checks carried out and they are clear to work in regulated activity.

Black ID – (Governor Identification) – Relevant DBS checks have been carried out, clear to move around the school unsupervised and work in regulated activity.

Purple ID (Outside agency identification) – DBS checks have been carried out by an external agency and we have proof via a letter from employer. They are clear to work in regulated activity and move around the school unsupervised.

Red ID (Visitor identification) – No DBS checks have been carried out, this person must be supervised at all times.

If a member of staff sees an adult walking round school without a lanyard, or if they have a red lanyard and are unsupervised this must be reported to the office immediately. There are cameras in the school which are there for the student's safety and should help us locate anyone who should not be on site quickly.

At lunchtimes and break times there are a number of staff who will be supervising the canteen, playing fields, corridors and recreational areas for the student's safety.