



Safeguarding Policy

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How precious is your loving kindness, O God!
And the children of men take refuge in the shadow of Your wings
(Psalm 36:7)

Key Personnel

- ✓ **The Designated Safeguarding Lead (DSL including PREVENT and CSE) is:** Nicola Hackett
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- ✓ Designated Teacher for Children in Care: Lindsay Imrie
- ✓ Safeguarding in Education Adviser: WCC Denise Hannibal
- ✓ Local Authority Designated Officer/Position of Trust: LADO@worcschildrenfirst.org.uk
- ✓ Family Front Door: **01905 822666** (core working hours)
- ✓ Out of hours or at weekends: **01905 768020**

To submit an online Cause for Concern notification log onto:

- ✓ Worcs:
http://www.worcestershire.gov.uk/info/20559/refer_to_childrens_social_care/1658/are_you_a_professional_and_worried_about_child
- ✓ Sandwell: <https://www.sandwellcsp.org.uk/key-safeguarding-issues/report-a-concern/>
- ✓ Birmingham: <http://www.lscpbirmingham.org.uk/>
- ✓ Dudley: <https://safeguarding.dudley.gov.uk/tell-us/>

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Safeguarding Statement

Hagley Catholic High School recognise our moral and statutory responsibility to safeguard and promote the welfare of all students. We endeavour to provide a safe and welcoming environment where children are respected and valued. We are alert to the signs of abuse and neglect and follow our procedures to ensure that children receive effective support, protection and justice. Child protection forms part of the school's safeguarding responsibilities.

The aim of this policy is to safeguard and promote our students' welfare, safety, health and well-being by creating an honest, open, caring and supportive environment. The students' welfare is of paramount importance. Our systems and procedures are rigorous and robust and all people who work within our community maintain the attitude that 'it could happen here'.

We commit steadfastly to the teaching outlined in the Gospels that children should not be hindered 'for the kingdom of God belongs to such as these'. (Mt 10:14). Children's spirits are filled with innocence, joy and laughter. However, Jesus teaches us in John that his "prayer is not that you take children out of the world but that you protect them from the evil one." John 17:15

Called by a mission statement to fulfil our personal best by living and learning in Christ we therefore work to unite a community that ensures children are safe and protected against factors that may impede or hinder their physical, emotional, spiritual and academic development.

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

- ✓ Establish and maintain an ethos where children feel secure and are encouraged to talk and are listened to;
- ✓ Ensure that children know that there are adults in the school whom they can approach if they are worried or are in difficulty.
- ✓ Include in the curriculum activities and opportunities (specifically through PHSE/ ICT) which equip children with the skills they need to stay safe from abuse (including online) and to know where to get help.
- ✓ Ensure every effort is made to establish effective working relationships with parents/carers and colleagues from other agencies.

- ✓ Operate safer recruitment procedures and make sure that all appropriate checks are carried out on new staff and volunteers who will work with children including identity, right to work, enhanced DBS criminal record and barred list (and overseas where needed), references, and prohibition from teaching or managing in schools (s. 128).

Within our local area statistics show in July 2020 that Anti-Social Behaviour and Violence and sexual offences are the two highest crimes committed and therefore, are particular focus for our school. Data taken from <https://www.crime-statistics.co.uk>

Links to Legislation

- ✓ Section 175 of the Education Act 2002, which places a duty on schools and local authorities to safeguard and promote the welfare of children
- ✓ Keeping Children Safe in Education 2018
- ✓ 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 on a school interview/appointment panel to be trained in safer recruitment techniques
- ✓ Part 3 of the schedule to the Education Regulations 2014 (Independent School Standards), which places a duty on academies and independent schools to safeguard and promote the welfare of students at the school
- ✓ 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
- ✓ 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
- ✓ [West Mercia Consortium inter-agency procedures](#) and the [WSCB Levels of Need Guidance](#).

This policy applies to all staff, Academy Committee representatives, volunteers and visitors to the school. Child protection is the responsibility of all staff. We ensure that all parents and working partners are aware of this policy by mentioning it in our school prospectus, displaying appropriate information in our reception and on the school website and by raising awareness at meetings with parents/carers.

Extended school activities

Where the Governing Body provides services or activities directly under the supervision or management of school staff, the school's arrangements for child protection will apply. Where services or activities are provided separately by another body, the Academy Committee will seek assurance in writing that the body concerned has appropriate policies and procedures in place to safeguard and protect children and there are arrangements to liaise with the school on these matters where appropriate.

Roles and Responsibilities

General

All adults working with or on behalf of children have a responsibility to safeguard and promote their welfare. This includes a responsibility to be alert to possible abuse and to record and report concerns to staff identified with child protection responsibilities within the school (currently called Designated Safeguarding Leads). Staff should be aware that they may need to work with other services as needed and assist in making decisions about individual children.

The Teachers' Standards 2012 state that teachers, including head teachers, should safeguard children's wellbeing and maintain public trust in the teaching profession as part of their decisions about individual children.

Every member of staff, including volunteers working with children at our school, is advised to maintain an attitude of '*it could happen here*' where safeguarding is concerned and '*think beyond the obvious*'. When concerned about the welfare of a child, staff members should always act in the interests of the child and have a responsibility to act as outlined in this policy. They take account of the '*one chance rule*' in relation to honour based violence issues, that an adult may have only one opportunity to save a potential victim.

All staff are encouraged to report any concerns that they have and not see these as insignificant. On occasions, a referral is justified by a single incident such as an injury or disclosure of abuse. More often however, concerns accumulate over a period of time and are evidenced by building up a picture of harm over time; this is particularly true in cases of emotional abuse and neglect. In these circumstances, it is crucial that staff record and pass on concerns in accordance with this policy to allow the DSL to build up a picture and access support for the child at the earliest opportunity. A reliance on memory without accurate and contemporaneous records of concern could lead to a failure to protect.

All staff should be aware of their duty to raise concerns, where they exist, about the attitude or actions of colleagues using the school's confidential reporting (whistleblowing) policy.

Whistleblowing concerns about the Headteacher should be raised with the Chair of the Academy Committee. Where the Principal is also the sole proprietor, concerns should be reported directly to the Local Authority Designated Officer (LADO).

Staff will be made aware that if they feel unable to raise a child protection failure internally, they can contact the [NSPCC whistleblowing helpline](#).

Academy Committee

In accordance with the Statutory Guidance "[Keeping Children Safe in Education](#)" [September 2018](#), the Academy Committee will ensure that:

- ✓ The school has a child protection/safeguarding policy, procedures and training in place which are effective and comply with the law at all times. The policy is made available publicly.
- ✓ The policy should be reviewed at least annually or more often, for example in the event of new guidance or a significant incident.
- ✓ The school operates safer recruitment practices, including appropriate use of references and checks on new staff and volunteers. Furthermore, the Principal, a nominated Academy Committee representative and other staff involved in the recruitment process have undertaken Safer Recruitment Training.
- ✓ There are procedures for dealing with allegations of abuse against members of staff and volunteers/ people in a position of trust.
- ✓ There is a senior member of the school's leadership team who is designated to take lead responsibility for dealing with child protection (the "Designated Safeguarding Lead") and there is always cover for this role (at least one deputy) with appropriate arrangements for before/after school and out of term activities.
- ✓ The Designated Safeguarding Lead undertakes effective Local authority training (in addition to basic child protection training) and this is refreshed every two years. In addition to this formal training, their knowledge and skills are updated at regular intervals (at least annually) via safeguarding e-briefings etc.
- ✓ The Principal, and all other staff and volunteers who work with children, undertake appropriate training which is regularly updated (at least every year); and that new staff and volunteers who work with children are made aware of the school's arrangements for child protection and their responsibilities (including this policy and Part 1 of Keeping Children Safe in Education 2018). Training should include indicators of FGM; early signs of radicalisation and extremism; indicators of vulnerability to radicalisation. (Every 3 years)
- ✓ Any deficiencies or weaknesses in these arrangements brought to the attention of the Academy Committee will be rectified without delay.
- ✓ The Chair of the Academy Committee (or, in the absence of a Chair, the Vice Chair) deals with any allegations of abuse made against the Head Teacher, with advice and guidance from the Local Authority Designated Officer (LADO).
- ✓ Effective policies and procedures are in place and updated annually including a behaviour "code of conduct" for staff and volunteers - "Guidance for Safer Working Practice for those who work with children in education settings October 2015".
- ✓ Information is provided to the Local Authority (on behalf of the WSCB) when requested, for example through the Annual Safeguarding Return (e.g. section 175 audit and CSE audit).
- ✓ There is an individual member of the Academy Committee who will champion issues to do with safeguarding children and child protection within the school, liaise with the Designated Safeguarding Lead, and provide information and reports to the Governing Body.
- ✓ The school contributes to inter-agency working in line with statutory guidance "Working Together to Safeguard Children" 2018 including providing a co-ordinated offer of Early Help for children who require this. This Early Help may be offered directly through school provision or via referral to an external support agency. Safeguarding arrangements consider the

procedures and practice of the local authority and the Worcestershire Safeguarding Children Board (WCSB).

- ✓ The school complies with all legislative safeguarding duties, including the duty to report suspected or known cases of FGM and the duty to prevent young people from being drawn into terrorism. In conjunction with the Principal and DSL they should assess the level of risk within the school and put actions in place to reduce that risk.

Principal

The Principal of the school will ensure that:

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

Designated Safeguarding Lead

The responsibilities of the Designated Safeguarding Lead are found in Annex B of "Keeping Children Safe in Education" 2018 and include:

- ✓ DSLs should work closely with senior mental health leads and raise awareness within the school to ensure all staff have a relevant understanding of issues that students may be facing and understand when this might become a safeguarding concern (New!)
- ✓ Oversee the progress of students with a social worker (New!)
- ✓ Provision of information to the WCSB/Local Authority on safeguarding and child protection in compliance with section 14B of the Children Act 2004.
- ✓ Liaison with the Academy Committee and the Local Authority on any deficiencies brought to the attention of the Academy Committee and how these should be rectified without delay.
- ✓ Management and Referral of cases of suspected abuse to Family Front Door FFD (and/or Police where a crime may have been committed) and Disclosure and Barring Service (cases where a person is dismissed or left due to presenting risk / harm to a child).
- ✓ Liaise with the Principal to inform him of issues.
- ✓ Understand the assessment process for providing early help and make use of the Levels of Need guidance when deciding about whether or not the threshold for Early Help or Social Care intervention is met/
- ✓ Act as a source of support, advice and expertise within the school.

- ✓ To attend and contribute to child protection conferences and other key partnership risk management meetings when required.
- ✓ Be alert to the specific needs of children in need, those with educational needs and young carers.
- ✓ Ensure each member of staff has access to and understands the school's child protection policy especially new or part-time staff who may work with different educational establishments;
- ✓ Ensure all staff have induction training covering child protection and staff behaviour and are able to recognise and report any concerns immediately they arise.
- ✓ Ensure that all staff have Part 1 of "Keeping children safe in education".
- ✓ Keeping detailed, accurate and secure written records of concerns and referrals.
- ✓ Ensure that there are resources and effective training for all staff.
- ✓ Keep up to date with new developments in safeguarding by accessing briefings and journals. Attend refresher training every 2 years and face to face CSE training.
- ✓ Ensure compliance with relevant procedures and policies, for example in relation to safe record keeping and transfer. The rules around the transfer of child protection files are now applicable for mid-year transfers (New!)
- ✓ Carrying out, in conjunction with the Principal and Academy Committee representative, an annual audit of safeguarding procedures, using the County safeguarding checklist or similar.
- ✓ Ensure that the school provides appropriate support for staff who may feel distressed when dealing with safeguarding concerns.
- ✓ DSLs should help promote educational outcomes of children with a social worker, by working closely with the teaching staff and sharing information about their welfare, safeguarding and child protection concerns (New!)
- ✓ The DSL should undertake Prevent training and support the school with the requirements of the Prevent duty and are able to provide advice and support staff on protecting children from the risk of radicalisation (New!)
- ✓ The DSL will have a good understanding of their own role and the processes, procedures and responsibilities of other agencies, especially Children's Social Care (New!)
- ✓ Understand relevant data protection legislation and regulations, especially the Data Protection Act 2018 and the General Data Protection Regulation.
- ✓ Understand the importance of information sharing, both within the school and college, and with the three safeguarding partners, other agencies, organisations and practitioners;
- ✓ Understand and support the school or college with regards to the requirements of the Prevent duty and are able to provide advice and support to staff on protecting children from the risk of radicalisation.
- ✓ Are able to understand risks associated with online safety and work with the IT department to ensure they have the relevant knowledge and up to date capability required to keep children safe whilst they are online at school. (New!)
- ✓ Be aware of the vulnerability SEND students face, particularly face online. For example, from online bullying, grooming and radicalisation and are confident they have the capability to support SEND children to stay safe online.
- ✓ Obtain access to resources and attend any relevant or refresher training courses.
- ✓ Encourage a culture of listening to children and taking account of their wishes and feelings, among all staff, in any measures the school or college may put in place to protect them.
- ✓ In addition to the formal training set out above, their knowledge and skills should be refreshed (this might be via e-bulletins, meeting other designated safeguarding leads, or simply taking time to read and digest safeguarding developments) at regular intervals, as required, and at least annually, to allow them to understand and keep up with any developments relevant to their role.

- ✓ Ensure the school's or college's child protection policies are known, understood and used appropriately.
- ✓ Ensure the school's or college's child protection policy is reviewed annually (as a minimum) and the procedures and implementation are updated and reviewed regularly, and work with governing bodies or proprietors regarding this.
- ✓ Ensure the child protection policy is available publicly and parents are aware of the fact that referrals about suspected abuse or neglect may be made and the role of the school or college in this.
- ✓ Link with the safeguarding partner arrangements to make sure staff are aware of any training opportunities and the latest local policies on local safeguarding arrangements.
- ✓ Help promote educational outcomes by sharing the information about the welfare safeguarding and child protection issues that children, including children with a social worker, are experiencing, or have experienced, with teachers and school and college leadership staff.
- ✓ Where children leave the school or college (including for in-year transfers) the designated safeguarding lead should ensure their child protection file is transferred to the new school or college as soon as possible. This should be transferred separately from the main student file, ensuring secure transit, and confirmation of receipt should be obtained.
- ✓ Receiving schools and colleges should ensure key staff such as designated safeguarding leads and SENCOs or the named person with oversight for SEN in colleges, are aware as required.
- ✓ In addition to the child protection file, the designated safeguarding lead should also consider if it would be appropriate to share any information with the new school or college in advance of a child leaving.

Availability

- ✓ During term time the designated safeguarding lead (or a deputy) should always be available (during school or college hours) for staff in the school or college to discuss any safeguarding concerns. Whilst generally speaking the designated safeguarding lead (or deputy) would be expected to be available in person, it is a matter for individual schools and colleges, working with the designated safeguarding lead, to define what "available" means and whether in exceptional circumstances availability via phone and or Skype or other such media is acceptable.
- ✓ It is a matter for individual schools and colleges and the designated safeguarding lead to arrange adequate and appropriate cover arrangements for any out of hours/out of term activities.

Records, Monitoring and Transfer

- ✓ Well-kept records are essential to good child protection practice. All staff are clear about the need to record and report concerns about a child or children within the school.
- ✓ The record should include the child's words as far as possible and should be timed, dated and signed. The Designated Safeguarding Lead is responsible for such records and for deciding at what point these records should be passed over to other agencies.
- ✓ Records relating to actual or alleged abuse or neglect are stored apart from normal student or staff records. Normal records sometimes have markers to show that there

is sensitive material stored elsewhere. This is to protect individuals from accidental access to sensitive material by those who do not need to know.

- ✓ Child protection records are stored securely, with access confined to specific staff, e.g. Designated Safeguarding Leads and the Head Teacher.
- ✓ Child protection records are reviewed regularly to check whether any action or updating is needed. This includes monitoring patterns of complaints or concerns about any individuals (e.g. child who repeatedly goes missing) and ensuring these are acted upon. Each stand-alone file should have a chronology of significant events.
- ✓ When children transfer school, their safeguarding records are also transferred. Safeguarding records will be transferred separately from other records and best practice is to pass these directly to a Designated Safeguarding Lead in the receiving education setting, with any necessary discussion or explanation and to obtain a signed and dated record of the transfer. In the event of a child moving out of area and a physical handover not being possible then the most secure method should be found to send the confidential records to a named Designated Safeguarding Lead. Files requested by other agencies e.g. Police, should be copied.
- ✓ A record of any allegations (proven) made against staff is kept in a confidential file by the Principal.

Safeguarding in The Curriculum

Children are taught about safeguarding in schools. The following areas are among those addressed in PSHE/SRE and in the wider curriculum. This is the bare minimum all students will receive; where specific issues arise, they will be targeted through an appropriate medium.

- ✓ **Bullying/Cyber Bullying**

This is taught through the school's character and culture programme as well as targeted assemblies. In addition, there are targeted student liturgies that take place in forms to address such issues.

- ✓ **Drugs, Alcohol and Substance Abuse**

This is taught through the school's character and culture programme as well as targeted assemblies.

- ✓ **Online Safety / Mobile technologies**

This is taught through the school's character and culture programme as well as targeted assemblies.

- ✓ **Stranger Danger**

This is taught through the school's character and culture programme as well as targeted assemblies.

- ✓ **Fire and Water Safety**

This is taught through the school's character and culture programme as well as targeted assemblies.

- ✓ **Peer on Peer Abuse**

This is taught through the school's character and culture programme as well as targeted assemblies.

- ✓ **Sexual Violence and Sexual Harassment**

This is taught through the school's character and culture programme. In addition, as a Catholic School we work with the Ten Ten Theatre Company alongside the RE and English Curriculum to address issues of Health Relationships and SRE from a faith perspective.

- ✓ **Road Safety**

This has been delivered through assemblies and workshops with the transport services and West Mercia Police

✓ Domestic Abuse

This is delivered within the school's character and Culture programme as well as in curriculum subjects

✓ Healthy Relationships / Consent

This is taught through the school's character and culture programme. In addition, as a Catholic School we work with the Ten Ten Theatre Company alongside the RE Curriculum to address issues of Health Relationships and SRE from a faith perspective.

✓ So-called Honour Based Violence issues (HBV) e.g. Forced Marriage, Female Genital Mutilation (FGM)

This is taught within the curriculum, English and the Humanities subjects as well as assemblies being in line with the school's Character and Culture programme.

✓ Sexual Exploitation of Children (CSE)

This is taught through the school's character and culture programme. In addition, as a Catholic School we work with the Ten Ten Theatre Company to address issues of Health Relationships and Child Sexual Exploitation from a faith perspective.

✓ Extremism and Radicalisation (in line with the DfE advice Promoting Fundamental British Values as part of SMSC (spiritual, moral, social and cultural education) in Schools (2014)¹.

This is taught within the curriculum, English and the Humanities subjects as well as assemblies being in line with the school's Character and Culture programme

Focused Support

Our school recognises that children who are abused or who witness violence may find it difficult to develop a sense of self-worth and view the world in a positive way. For such children school may be one of the few stable, secure and predictable components of their lives. Other children may be vulnerable because, for instance, they have a disability, are in care, or are experiencing some form of neglect. Our school seeks to remove any barriers that may exist in being able to recognise abuse or neglect in students with Special Educational Needs or Disability. We will seek to provide such children with the necessary support and to build their self-esteem and confidence.

Raising Concerns/Complaints

We respond robustly when concerns are raised or complaints made (from children, adults including parent/carers) as we recognise that this promotes a safer environment and we seek to learn from complaints and comments. The school will act and seek to resolve the concerns in a timely way, keeping people informed as to progress wherever possible. The school's complaints procedures are available on the school's website.

¹https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/380595/SMSC_Guidance_Maintained_Schools.pdf

Procedures for Managing Concerns

Our school adheres to child protection procedures that have been agreed locally through the Safeguarding Worcestershire <https://www.safeguardingworcestershire.org.uk/>. In addition, many of students live across 5 local safeguarding boards and therefore we liaise closely with those boards to ensure the correct procedures are followed.

Where we identify children and families in need of support, we will carry out our responsibilities in accordance with the West Mercia Consortium inter-agency procedures and the WSCB Levels of Need Guidance.

The Designated Safeguarding Lead (DSL) should be used as a first point of contact for concerns and queries regarding any safeguarding concern in our school. Any member of staff or visitor to the school who receives a disclosure of abuse or suspects that a child is at risk of harm must report it immediately to the DSL or, if unavailable, to the deputy designated lead. In the absence of either of the above, the matter should be brought to the attention of the most senior member of staff.

All concerns about a child or young person should be reported without delay and recorded in writing using the Safeguard software which is installed on the school system.

The DSL will consider what action to take and have appropriate discussions with parents/carers prior to referral to children's social care or another agency unless, to do so would place the child at risk of harm or compromise an investigation

All referrals will be made in line with local procedures as detailed on the Worcestershire website.

If, at any point, there is a risk of immediate serious harm to a child a referral should be made to Children's Services immediately. Anybody can make a referral. If the child's situation does not appear to be improving the staff member with concerns should press for re-consideration by raising concerns again with the DSL and/or the Head teacher. Concerns should always lead to help for the child at some point.

Staff should always follow the reporting procedures outlined in this policy in the first instance. However, they may also share information directly with Children's Services, or the police if:

- ✓ the situation is an emergency and the designated senior person, their deputy and the Head teacher are all unavailable;
- ✓ they are convinced that a direct report is the only way to ensure the student's safety.

Any member of staff who does not feel that concerns about a child have been responded to appropriately and in accordance with the procedures outlined in this policy should raise their concerns with the Head teacher or the Chair of Governors. If any member of staff does not feel the situation has been addressed appropriately at this point they should contact Children's Services directly with their concerns.

Peer on Peer/Child on Child Abuse (Including Sexual Violence and Sexual Harassment)

We recognise that children are also vulnerable to physical, sexual and emotional abuse by their peers or siblings. This is most likely to include, but not limited to: bullying (including cyber bullying), physical abuse such as hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm; sexual violence and sexual harassment; sexting (also known as youth produced sexual imagery); and initiation/hazing type violence and rituals. Abuse perpetrated by children can be just as harmful as that perpetrated by an adult, so it is important to remember the impact on the victim

of the abuse as well as to focus on the support for the child or young person exhibiting the harmful behaviour. Such abuse will always be taken as seriously as abuse perpetrated by an adult and the same safeguarding children procedures will apply in respect of any child who is suffering or likely to suffer significant harm. Staff must never tolerate or dismiss concerns relating to peer on peer abuse, must not pass it off as 'banter', 'just having a laugh' or 'part of growing up'.

We will ensure, through training, that staff, volunteers and governors will have an understanding of the range of peer on peer abuse, including sexual violence and sexual harassment, and will be made aware of how to recognise and manage such issues. Staff will be given the skills to identify and manage harmful sexual behaviour using resources such as the Brook Traffic Light Tool. Staff should be aware that some groups are potentially more at risk, for example girls, children with SEND and LGBT children. Sexual violence and sexual harassment can occur between two children of any age and sex. It can also occur through a group of children sexually assaulting or sexually harassing a single child or group of children.

Children who are victims of sexual violence and sexual harassment will likely find the experience stressful and distressing. This will, in all likelihood, adversely affect their educational attainment. Sexual violence and sexual harassment exist on a continuum and may overlap, they can occur online and offline (both physical and verbal) and are never acceptable. It is important that all victims are taken seriously and offered appropriate support. Staff should be aware that some groups are potentially more at risk.

Staff should be aware that such incidents and/or behaviours can be associated with factors outside the school and can occur between children outside the school. Staff, and particularly the DSL, should always consider the context in which such incidents and/or behaviours occur.

Where the abuse is physical, verbal, bullying or cyber-bullying, recording of such incidents and sanctions will be applied in line with our Behaviour and Anti-Bullying policies. Where a child discloses safeguarding allegations of a sexual nature against another student in the same setting, the DSL should refer to the West Midlands Safeguarding Children procedures website (section 3.3) and seek advice from the Family Front Door or Community Social Worker before commencing its own investigation or contacting parents. This may mean, on occasions, that the school is unable to conduct its own investigation into such incidents. All such incidents will be recorded using our child protection recording forms.

Reports of incidents of sexual violence or sexual harassment will be responded to in line with Part 5 of Keeping Children Safe in Education 2018 and the DfE guidance 'Sexual violence and sexual harassment between children in schools and colleges'.

Staff should be aware of the importance of:

- ✓ making clear that sexual violence and sexual harassment is not acceptable, will never be tolerated and is not an inevitable part of growing up;
- ✓ not tolerating or dismissing sexual violence or sexual harassment as "banter", "part of growing up", "just having a laugh" or "boys being boys"; and
- ✓ challenging behaviours (potentially criminal in nature), such as grabbing bottoms, breasts and genitalia, flicking bras and lifting up skirts. Dismissing or tolerating such behaviours risks normalising them.

It is important that school and college staff are aware of sexual violence and the fact children can, and sometimes do, abuse their peers in this way. When referring to sexual violence we are referring to sexual violence offences under the Sexual Offences Act 2003 as described below:

Rape: A person (A) commits an offence of rape 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 of sexual assault 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.

What is consent? Consent is about having the freedom and capacity to choose. Consent to sexual activity may be given to one sort of sexual activity but not another, e.g. to vaginal but not anal sex or penetration with conditions, such as wearing a condom. Consent can be withdrawn at any time during sexual activity and each time activity occurs. Someone consents to vaginal, anal or oral penetration only if s/he agrees by choice to that penetration and has the freedom and capacity to make that choice

We recognise that children are also vulnerable to physical, sexual and emotional abuse by their peers or siblings. This is most likely to include, but not limited to: bullying (including cyber bullying), physical abuse such as hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm; sexual violence and sexual harassment; sexting (also known as youth produced sexual imagery and initiation/hazing type violence and rituals. Abuse perpetrated by children can be just as harmful as that perpetrated by an adult, so it is important to remember the impact on the victim of the abuse as well as to focus on the support for the child or young person exhibiting the harmful behaviour. Such abuse will always be taken as seriously as abuse perpetrated by an adult and the same safeguarding children procedures will apply in respect of any child who is suffering or likely to suffer significant harm. Staff must never tolerate or dismiss concerns relating to peer on peer abuse, must not pass it off as 'banter', 'just having a laugh' or 'part of growing up'. We will ensure, through training, that staff, volunteers and governors will have an understanding of the range of peer on peer abuse, including sexual violence and sexual harassment, and will be made aware of how to recognise and manage such issues. Staff will be given the skills to identify and manage harmful sexual behaviour using resources such as the Brook Traffic Light Tool. Staff should be aware that some groups are potentially more at risk, for example girls, children with SEND and LGBT children.

Staff should be aware that such incidents and/or behaviours can be associated with factors outside the school and can occur between children outside the school. Staff, and particularly the DSL, should always consider the context in which such incidents and/or behaviours occur.

Where the abuse is physical, verbal, bullying or cyber-bullying, recording of such incidents and sanctions will be applied in line with our Behaviour and Anti-Bullying policies. Where a child discloses safeguarding allegations of a sexual nature against another student in the same setting, the DSL should refer to the West Midlands Safeguarding Children procedures website (section 3.3) and seek advice from the Family Front Door or Community Social Worker before commencing its own investigation or contacting parents. This may mean, on occasions, that the school is unable to conduct its own

investigation into such incidents. All such incidents will be recorded using our child protection recording forms.

Reports of incidents of sexual violence or sexual harassment will be responded to in line with Part 5 of Keeping Children Safe in Education 2018 and the DfE guidance 'Sexual violence and sexual harassment between children in schools and colleges.'

Support for the victims of abuse will be in line with support outlined in the school's Behaviour and Anti-Bullying policies. For victims of sexual abuse, the school should follow advice given by Children's Social Care and consider using external agencies, such as Early Help or West Mercia Rape and Sexual Abuse Support Centre to support any strategies that they may be able to provide within school.

Depending on the nature of abuse, the school may need to consider providing measures to protect and support the victim, the alleged perpetrator and other students and/or staff in the school by means of a risk assessment. The risk assessment should be recorded and kept under review.

Upskirting

'Upskirting' typically involves taking a picture under a person's clothing without them knowing, with the intention of viewing their genitals or buttocks to obtain sexual gratification, or cause the victim humiliation, distress or alarm. The Voyeurism (Offences) Act, which is commonly known as the Upskirting Act, came into force on 12 April 2019. 'Upskirting' is where someone takes a picture under a person's clothing (not necessarily a skirt) without their permission and or knowledge, with the intention of viewing their genitals or buttocks (with or without underwear) to obtain sexual gratification, or cause the victim humiliation, distress or alarm. It is a criminal offence. Anyone of any gender, can be a victim.

The initial response to a report from a child is important. It is essential that all victims are reassured that they are being taken seriously and that they will be supported and kept safe. A victim should never be given the impression that they are creating a problem by reporting sexual violence or sexual harassment. Nor should a victim ever be made to feel ashamed for making a report.

If staff have a concern about a child or a child makes a report to them, they should follow the referral process. As is always the case, if staff are in any doubt as to what to do they should speak to the designated safeguarding lead (or a deputy). Additional advice and support

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

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

Faith based abuse: National Action Plan - DfE advice

Relationship abuse: disrespect nobody - Home Office website

On page 95 of KCSIE September 2020, you will find additional advice and support.

Victims of abuse will be treated in line with support outlined in the school's Behaviour and Anti-Bullying policies. For victims of sexual abuse, the school should follow advice given by Children's Social Care and consider using external agencies, such as Early Help or [West Mercia Rape and Sexual Abuse Support Centre](#) to support any strategies that they may be able to provide within school.

Depending on the nature of abuse, the school may need to consider providing measures to protect and support the victim, the alleged perpetrator and other students and/or staff in the school by means of a risk assessment. The risk assessment should be recorded and kept under review.

Children with Additional Vulnerabilities

There are many children who have additional needs or whose living arrangements may mean that they are more vulnerable to harm, for example children with special educational needs, disabled children, children in public care or privately fostered children. It is essential that the school knows who shares parental responsibility for children and has effective relationships with partner agencies in relation to these children (for example, Virtual School for Children in Care).

The school will ensure that staff have sufficient knowledge and guidance so that they are aware of the additional challenges faced by these children and the impact of their additional vulnerabilities. These can include: assumptions that indicators of possible abuse such as behaviour, mood and injury relate to a child's disability without further exploration; no single point of contact for the school as a child has a number of care-givers and involved professionals; assumptions that state approved care-givers are providing safe care for the child; communication needs of a child which can lead to over reliance on parental accounts and interpretations.

Children Who Need A Social Worker (Child in Need and Child Protection Plans)

Children may need a social worker due to safeguarding or welfare needs. Children may need this help due to abuse, neglect and complex family circumstances. A child's experiences of adversity and trauma can leave them vulnerable to further harm, as well as educationally disadvantaged in facing barriers to attendance, learning, behaviour and mental health.

Local authorities should share the fact a child has a social worker, and the designated safeguarding lead should hold and use this information so that decisions can be made in the best interests of the child's safety, welfare and educational outcomes. This should be considered as a matter of routine. There are clear powers to share this information under existing duties on both local authorities and schools and colleges to safeguard and promote the welfare of children.

Where children need a social worker, this should inform decisions about safeguarding (for example, responding to unauthorised absence or missing education where there are known safeguarding risks) and about promoting welfare (for example, considering the provision of pastoral and/or academic support, alongside action by statutory services).

Child Sexual Exploitation (CSE)

All staff are made aware of the indicators of sexual exploitation. It is sexual abuse involving criminal behaviours against children and young people which can have a long-lasting adverse impact on a child's physical and emotional health. Sexual exploitation involves an individual or group of adults taking advantage of the vulnerability of an individual or groups of children or young people. Victims can be boys or girls; this can be one off or reoccurring. Children and young people are often unwittingly drawn into sexual exploitation through the offer of friendship and care, gifts, drugs and alcohol, and sometimes accommodation. It may also be linked to child trafficking. A common feature of sexual exploitation is that the child often does not recognise the coercive nature of the relationship and does not see themselves as a victim. The child may initially resent what they perceive as interference by staff, but staff must act on their concerns, as they would for any other type of abuse.

The DSL will use the Worcester Safeguarding Children's Board CSE Screening Tool² or relevant documentation depending on the local authority on all occasions when there is a concern that a child is being or is at risk of being sexually exploited or where indicators have been observed that are consistent with a child who is being or who is at risk of being sexually exploited.

In all cases if the tool identifies any level of concern the DSL should contact their local Missing and Child Sexual Exploitation Forum and email the completed CSE Screening Tool along with a **Family Front Door (FFD)** Cause for Concern form. If a child is in immediate danger the police should be called on 999.

Preventing Radicalisation and Extremism

The Prevent Duty for England and Wales (2015) under section 26 of the Counter-Terrorism and Security Act 2015 places a duty on education and other children's services to have due regard to the need to prevent people from being drawn into terrorism.

Extremism is defined as 'as 'vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs. We also include in our definition of extremism calls for the death of members of our armed forces, whether in this country or overseas.

Some children are at risk of being radicalised; adopting beliefs and engaging in activities which are harmful, criminal or dangerous.

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

As defined in the Government's Counter Extremism Strategy,
<https://www.gov.uk/government/publications/counter-extremism-strategy>.

As defined in the Revised Prevent Duty Guidance for England and Wales,
<https://www.gov.uk/government/publications/prevent-duty-guidance/revised-prevent-duty-guidance-for-england-and-wales>.

Hagley Catholic High School is clear that exploitation of vulnerable children and radicalisation should be viewed as a safeguarding concern and follows the Department for Education guidance for schools and childcare providers on preventing children and young people from being drawn into terrorism³.

Hagley Catholic High School seeks to protect children and young people against the messages of all violent extremism including, but not restricted to, those linked to Islamist ideology, or to Far Right / Neo Nazi / White Supremacist ideology, Irish Nationalist and Loyalist paramilitary groups, and extremist Animal Rights movements.

When any member of staff has concerns that a student may be at risk of radicalisation or involvement in terrorism, they should speak with the DSL. They should then follow normal safeguarding procedures. If the matter is urgent then Worcester Police must be contacted by dialling 999. In non-

² http://www.worcestershire.gov.uk/info/20054/safeguarding_children/273/child_sexual_exploitation_pathway

³ <https://www.gov.uk/government/publications/protecting-children-from-radicalisation-the-prevent-duty>

urgent cases where police advice is sought then dial 101. The Department of Education has also set up a dedicated telephone helpline for staff and governors to raise concerns around Prevent (020 7340 7264).

Through our curriculum, we will promote the spiritual, moral, social and cultural development of students. We encourage students to respect the fundamental British values of democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs.

Channel – NEW!

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

Guidance on Channel is available at: [Channel guidance](#).

The Home Office has developed three e-learning modules:

- Prevent awareness e-learning offers an introduction to the Prevent duty.
- Prevent referrals e-learning supports staff to make Prevent referrals that are robust, informed and with good intention.
- Channel awareness e-learning is aimed at staff who may be asked to contribute to or sit on a multi-agency Channel panel.

Educate Against Hate, is a government website designed to support school teachers and leaders to help them safeguard their students from radicalisation and extremism. The platform provides free information and resources to help school staff identify and address the risks, as well as build resilience to radicalisation.

For advice specific to further education, the Education and Training Foundation (ETF) hosts the Prevent for FE and Training. This hosts a range of free, sector specific resources to support further education settings comply with the Prevent duty. This includes the Prevent Awareness e-learning, which offers an introduction to the duty, and the Prevent Referral e-learning, which is designed to support staff to make robust, informed and proportionate referrals.

The ETF Online Learning environment provides online training modules for practitioners, leaders and managers, support staff and governors/Board members outlining their roles and responsibilities under the duty.

Honour Based Abuse – Amendments!

The terminology has been updated to recognise non-violent forms of abuse Honour based abuse (HBA) can be described as a collection of practices, which are used to control behaviour within families or other social groups to protect perceived cultural and religious beliefs and/or honour. Such violence can occur when perpetrators perceive that a relative has shamed the family and/or community by breaking their honour code. It is a violation of human rights and may constitute domestic and/or sexual and mental/emotional abuse.

Honour based abuse might be committed against people who

- become involved with a boyfriend or girlfriend from a different culture or religion;
- want to get out of an arranged marriage;
- want to get out of a forced marriage;
- wear clothes or take part in activities that might not be considered traditional within a particular culture

Female Genital Mutilation (FGM)

Female Genital Mutilation (FGM) is illegal in England and Wales under the FGM Act (2003). It is a form of child abuse and violence against women. A mandatory reporting duty requires teachers to report 'known' cases of FGM in under 18s, which are identified in the course of their professional work, to the police⁴.

The duty applies to all persons in Hagley Catholic High School who is employed or engaged to carry out 'teaching work' in the school, whether or not they have qualified teacher status. The duty applies to the individual who becomes aware of the case to make a report. It should not be transferred to the Designated Safeguarding Lead, however the DSL should be informed.

If a teacher is informed by a girl under 18 that an act of FGM has been carried out on her or a teacher observes physical signs which appear to show that an act of FGM has been carried out on a girl under 18 and they have no reason to believe the act was necessary for the girl's physical or mental health or for purposes connected with labour or birth, the teacher should personally make a report to the police force in which the girl resides by calling 101. The report should be made by the close of the next working day.

Concerns about FGM outside of the mandatory reporting duty should be reported as per Hagley Catholic High School's child protection procedures. Staff should be particularly alert to suspicions or concerns expressed by female students about going on a long holiday during the summer vacation period. There should also be consideration of potential risk to other girls in the family and practicing community.

Where there is a risk to life or likelihood of serious immediate harm the teacher should report the case immediately to the police, including dialling 999 if appropriate.

There are no circumstances in which a teacher or other member of staff should examine a girl.

⁴ <https://www.gov.uk/government/publications/mandatory-reporting-of-female-genital-mutilation-procedural-information>

Forced Marriage

A forced marriage is a marriage in which one or both people do not (or in cases of people with learning disabilities cannot) consent to the marriage but are coerced into it. Coercion may include physical, psychological, financial, sexual and emotional pressure. It may also involve physical or sexual violence and abuse.

Forced marriage is recognised in the UK as a form of violence against women and men, domestic/child abuse and a serious abuse of human rights. Since June 2014 forcing someone to marry has become a criminal offence in England and Wales under the Anti-Social Behaviour, Crime and Policing Act 2014.

A forced marriage is not the same as a pre-introduced or arranged marriage which is common in several cultures, whereby the families of both spouses take a leading role in arranging the marriage but the choice of whether or not to accept the arrangement remains with the prospective spouses.

School staff should never attempt to intervene directly as a school or through a third party. Contact should be made with Family Front Door.

For further guidance, read '[Forced Marriage](#)' and [Worcestershire's Forced Marriage, Honour-Based Violence and Female Genital Mutilation Protocol – January 2016](#)

Children Missing Education – (New!)

Attendance, absence and exclusions are closely monitored. A child going missing from education is a potential indicator of abuse and neglect, including sexual abuse and sexual exploitation or could be linked to trafficking.

The DSL will monitor unauthorised absences and take appropriate action including notifying the local authority particularly where children go missing on repeat occasions and/or are missing for periods during the school day in conjunction with 'Children Missing Education: Statutory Guidance for Local Authorities'⁵. Staff are made aware of these procedures at induction and through our Attendance policy (insert relevant school policy here).

Staff must be alert to signs of children at risk of travelling to conflict zones, female genital mutilation and forced marriage and the particular vulnerabilities of looked after children who go missing.

http://www.worcestershire.gov.uk/info/20595/behaviour_and_attendance/293/children_missing_education

Children with Family Members in Prison – (New!)

Approximately 200,000 children in England and Wales have a parent sent to prison each year. These children are at risk of poor outcomes including poverty, stigma, isolation and poor mental health. [NICCO](#) provides information designed to support professionals working with offenders and their children, to help mitigate negative consequences for those children.

⁵ <https://www.gov.uk/government/publications/children-missing-education>

Child Criminal Exploitation (CCE) and County Lines – New!

CCE is where an individual or group takes advantage of an imbalance of power to coerce, control, manipulate or deceive a child into any criminal activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial or other advantage of the perpetrator or facilitator and/or (c) through violence or the threat of violence. victim may have been criminally exploited even if the activity appears consensual. CCE does not always involve physical contact; it can also occur through the use of technology. All staff but especially the DSL (and deputies) will consider whether children are at risk of abuse or exploitation in situations outside of their families.

CCE can include children being forced to work in cannabis factories, being coerced into moving drugs or money across the country (county lines, see page 85 for more information), forced to shoplift or pickpocket, or to threaten other young people. Some of the following can be indicators of CCE:

- ✓ children who appear with unexplained gifts or new possessions;
- ✓ children who associate with other young people involved in exploitation;
- ✓ children who suffer from changes in emotional well-being;
- ✓ children who misuse drugs and alcohol;
- ✓ children who go missing for periods of time or regularly come home late; and
- ✓ children who regularly miss school or education or do not take part in education.

County Lines is where children and young people are being exploited and drawn into drug related activity by criminal gangs, groups or individuals. Typically, the gang exploits young or vulnerable people to store and /or supply drugs, move cash and to secure the use of homes belonging to vulnerable adults. There is a cross over between CSE and County Lines and concerns about young people being possibly involved should be passed to the DSL who will refer to Police and the FFD.

Domestic Abuse

We recognise that exposures to domestic abuse and/or violence can have a serious, long lasting emotional and psychological impact on children. In some cases, a child may blame themselves for the abuse or may have had to leave the family home as a result. Domestic abuse affecting young people can also occur with n their personal relationships as well as in the context of their home.

Operation Encompass

Operation Encompass is to highlight that a Domestic Abuse Incident has taken place and the police have been called or visited the family home. It is about keeping an eye on changed behaviour and logging anything out of the ordinary. Our school receives Operation Encompass notifications via WCC Children's Portal daily from West Mercia Police. All parents have received or will receive a letter informing them on how we use Operation Encompass notifications.

We will ensure that our students are educated to ensure they understand what a healthy relationship looks like, for example by using the:

- The programme outlined by the DES for Catholic Schools

Online Safety (Sexting)

There is a separate policy in relation to online safety and the school have a robust approach to promoting safety through the curriculum. (*E Safety Policy*) The practice of children sharing images and videos via text message, email, social media or mobile messaging apps has become commonplace. However, this online technology has also given children the opportunity to produce and distribute sexual imagery in the form of photos and videos. (sexting) Such imagery involving anyone under the age of 18 is illegal.

Youth produced sexual imagery refers to both images and videos where:

- A person under the age of 18 creates and shares sexual imagery of themselves with a peer under the age of 18.
- A person under the age of 18 shares sexual imagery created by another person under the age of 18 with a peer under the age of 18 or an adult.
- A person under the age of 18 is in possession of sexual imagery created by another person under the age of 18.

All incidents of this nature should be treated as a safeguarding concern and in line with the UKCCIS guidance 'Sexting in schools and colleges: responding to incidents and safeguarding young people'⁶. Cases where sexual imagery of people under 18 has been shared by adults and where sexual imagery of a person of any age has been shared by an adult to a child is child sexual abuse and should be responded to accordingly.

If a member of staff becomes aware of an incident involving youth produced sexual imagery they should follow the child protection procedures and refer to the DSL as soon as possible. The member of staff should confiscate the device involved and set it to flight mode or, if this is not possible, turn it off. Staff should not view, copy or print the youth produced sexual imagery.

The DSL should hold an initial review meeting with appropriate school staff and subsequent interviews with the children involved (if appropriate). Parents should be informed at an early stage and involved in the process unless there is reason to believe that involving parents would put the child at risk of harm.

Immediate referral at the initial review stage should be made to Family Front Door/Police if:

- the incident involves an adult;
- There is good reason to believe that a young person has been coerced, blackmailed or groomed or if there are concerns about their capacity to consent (for example, owing to special education needs);
- What you know about the imagery suggests the content depicts sexual acts which are unusual for the child's development stage or are violent;
- The imagery involves sexual acts;
- The imagery involves anyone aged 12 or under;
- There is reason to believe a child is at immediate risk of harm owing to the sharing of the imagery, for example the child is presenting as suicidal or self-harming.

⁶https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/545997/Sexting_in_schools_and_colleges_UKCCIS_4.pdf

If these factors are not present, then the DSL will use their professional judgement to assess the risk to students involved and may decide, with input from the Principal, to respond to the incident without escalation to Family Front Door or the police.

In applying judgement as to management within school or referral in line with child protection procedures, the following factors may be relevant.

- there is a significant age difference between the sender/receiver;
- there is any coercion or encouragement beyond the sender/receiver;
- the imagery was shared and received with the knowledge of the child in the imagery;
- the child is more vulnerable than usual i.e. at risk;
- there is a significant impact on the children involved;
- the image is of a severe or extreme nature;
- capacity of child and understanding of consent;
- the situation is isolated or if the image been more widely distributed;
- there other circumstances relating to either the sender or recipient that may add cause for concern i.e. difficult home circumstances;
- there are previous similar incidents.

Allegations Against staff

✓ In some circumstances schools and colleges will have to consider an allegation against an individual not directly employed by them, where its disciplinary procedures do not fully apply, for example, supply teachers provided by an employment agency or business (referred to in this section as 'the agency').

✓ Whilst schools and colleges are not the employer of supply teachers, they should ensure allegations are dealt with properly. In no circumstances should a school or college decide to cease to use a supply teacher due to safeguarding concerns, without finding out the facts and liaising with the local authority designated officer (LADO) to determine a suitable outcome. Governing bodies and proprietors should discuss with the agency whether it is appropriate to suspend the supply teacher, or redeploy them to another part of the school, whilst they carry out their investigation.

✓ Agencies should be fully involved and co-operate in any enquiries from the LADO, police and/or children's social services. The school or college will usually take the lead because agencies do not have direct access to children or other school staff, so they will not be able to collect the facts when an allegation is made, nor do they have all the relevant information required by the LADO as part of the referral process. Supply teachers, whilst not employed by the school or college, are under the supervision, direction and control of the governing body or proprietor when working in the school or college. They should be advised to contact their trade union representative if they have one, or a colleague for support. The allegations management meeting which is often arranged by the LADO should address issues such as information sharing, to ensure that any previous concerns or allegations known to the agency are taken into account by the school during the investigation.

✓ When using an agency, schools and colleges should inform the agency of its process for managing allegations. Staff used on a day by day basis will receive a summarised version of this. This should include inviting the agency's human resource manager or equivalent to meetings and keeping them up to date with information about its policies.

All staff should be mindful of the position of trust that they are in when working within an education setting. They need to comply with guidance about conduct and safe practice, including safe use of mobile phones.

Students' allegations or concerns about staff conduct will be taken seriously and followed up in a transparent and timely way.

A referral should be made when the following applies:

- ✓ Where they have behaved in a way that has harmed a child or may have harmed a child
- ✓ Possibly committed a criminal offence against or related to a child.
- ✓ Behaved towards a child or children in a way that indicates he or she may pose a risk of harm to children
- ✓ Behaved or may have behaved in a way that indicates they may not be suitable to work with children (i.e. if an individual has been involved in an incident, such as domestic violence, outside of school – New!

If an allegation is made which meets the criteria as identified in Part 4 of Keeping Children Safe in Education, the member of staff receiving the allegation will immediately inform the Headteacher, unless the allegation concerns the Principal, in which case the Chair of the Academy Committee will be informed immediately. Where the Headteacher is the sole proprietor, the allegation will be reported directly to the Local Authority Designated Officer (LADO).

The Principal (or Chair of the Academy Committee) on all such occasions will discuss the content of the allegation with LADO, prior to undertaking any investigation.

The school will follow the DfE and West Mercia procedures [LA procedures](#) for managing allegations against staff, a copy of which is available in school.

The Principal (or Chair of the Academy Committee) will be guided by the LADO and an HR consultant when considering suspension or other neutral protective steps.

Publication of material that may lead to the identification of a teacher who is the subject of an allegation is prohibited by law; this includes verbal conversations or written material including content placed on social media sites.

Managing Professional Disagreements

On occasions there will be disagreements between professionals as to how concerns are handled and these can impact on effective working relationships. The school will support staff to promote positive partnerships within school and with other agencies and will ensure that **staff** are aware of how to escalate concerns and disagreements if appropriate and use the WSCB escalation procedures⁷ if necessary.

⁷<https://westmidlands.procedures.org.uk/local-content/4gjN/escalation-policy-resolution-of-professional-disagreements>

The Use Of 'Reasonable Force' In Schools and Colleges

There are circumstances when it is appropriate for staff in schools and colleges to use reasonable force to safeguard children and young people. The term 'reasonable force' covers the broad range of actions used by staff that involve a degree of physical contact to control or restrain children. This can range from guiding a child to safety by the arm, to more extreme circumstances such as breaking up a fight or where a young person needs to be restrained to prevent violence or injury. 'Reasonable' in these circumstances means 'using no more force than is needed'. The use of force may involve either passive

physical contact, such as standing between students or blocking a student's path, or active physical contact such as leading a student by the arm out of the classroom.

- Departmental advice for schools is available <https://www.gov.uk/government/publications/use-of-reasonable-force-in-schools>
- Advice for colleges is available on the AOC website. <https://www.aoc.co.uk/>

Modern Slavery

The Modern Slavery Act 2015 places a new statutory duty on public authorities, including schools, to notify the National Crime Agency (NCA) (section 52 of the Act) on observing signs or receiving intelligence relating to modern slavery. The public authority (including schools) bears this obligation where it has 'reasonable grounds to believe that a person may be a victim of modern slavery or human trafficking'. Staff need to be aware of this duty and inform the DSL should they suspect or receive information that either parents or their children may be victims of modern slavery. The DSL will then contact the NCA.

Private Fostering

A private fostering arrangement occurs when someone other than a parent, or a close relative, cares for a child for a period of 28 days or more, with the agreement of the child's parents. It applies to children under the age of 16, or aged under 18 if the child is disabled. Children looked after by the local authority or who are placed in a residential school, children's home or hospital are not considered to be privately fostered.

Private fostering occurs in all cultures, including British culture and children may be privately fostered at any age. Most privately fostered children remain safe and well but safeguarding concerns have been raised in some cases so it is important that schools are alert to possible safeguarding issues, including the possibility that a child has been trafficked into the country.

By law, a parent, private foster carer or other persons involved in making a private fostering arrangement must notify Children's Services as soon as possible. If we become aware of a privately fostering arrangement, we will check that Children's Services have been informed.

Homelessness

Being homeless or being at risk of becoming homeless presents a real risk to a child's welfare. The designated safeguarding lead (and any deputies) should be aware of contact details and referral routes in to the Local Housing Authority so they can raise/progress concerns at the earliest opportunity. Indicators that a family may be at risk of homelessness include household debt, rent arrears, domestic abuse and anti-social behaviour, as well as the family being asked to leave a property. Whilst referrals and/or discussion with the Local Housing Authority should be progressed as appropriate, and in accordance with local procedures, this does not, and should not, replace a referral into children's social care where a child has been harmed or is at risk of harm.

The [Homelessness Reduction Act 2017](#) places a new legal duty on English councils so that everyone who is homeless or at risk of homelessness will have access to meaningful help including an assessment of their needs and circumstances, the development of a personalised housing plan, and

work to help them retain their accommodation or find a new place to live. The following factsheets usefully summarise the new duties: Homeless Reduction Act Factsheets. The new duties shift focus to early intervention and encourage those at risk to seek support as soon as possible, before they are facing a homelessness crisis.

In most cases school and college staff will be considering homelessness in the context of children who live with their families, and intervention will be on that basis. However, it should also be recognised in some cases 16 and 17 year olds could be living independently from their parents or guardians, for example through their exclusion from the family home, and will require a different level of intervention and support. Children's services will be the lead agency for these young people and the designated safeguarding lead (or a deputy) should ensure appropriate referrals are on the provision of accommodation for 16- and 17-year olds who may be homeless and/or require accommodation.

Mental Health – New!

All staff should be aware that mental health problems can, in some cases, be an indicator that a child has suffered or is at risk of suffering abuse, neglect or exploitation.

Only appropriately trained professionals should attempt to make a diagnosis of a mental health problem. Staff, however, are well placed to observe children day-to-day and identify those whose behaviour suggests that they may be experiencing a mental health problem or be at risk of developing one.

Where children have suffered abuse and neglect, or other potentially traumatic adverse childhood experiences, this can have a lasting impact throughout childhood, adolescence and into adulthood. Staff will be made aware of how these children's experiences, can impact on their mental health, behaviour and education. The school can and will access a range of resources to support teachers to promote positive health, wellbeing and resilience amongst young people.

If staff have a mental health concern about a child that is also a safeguarding concern, immediate action should be taken, following their child protection policy and speaking to the designated safeguarding lead or a deputy.

The department has published advice and guidance on Preventing and Tackling Bullying, and Mental Health and Behaviour in Schools (which may also be useful for colleges). In addition, Public Health England has produced a range of resources to support secondary school teachers to promote positive health, wellbeing and resilience among young people including its guidance Promoting children and young people's emotional health and wellbeing. Its resources include social media, forming positive promote positive health, wellbeing and resilience among young people including its guidance Promoting children and young people's emotional health and wellbeing. Its resources include social media, forming positive relationships, smoking and alcohol. See Rise Above for links to all materials and lesson plans.

Other Relevant Policies

The Academy Committee's statutory responsibility for safeguarding the welfare of children goes beyond compliance with child protection procedures. The safeguarding duty is relevant for the discharge of all functions and activities. This policy needs to be considered in conjunction with the following policies:

- Behaviour Management
- Saint Nicholas Owen Employees Code of Conduct
- Anti-Bullying (including Cyber Bullying)
- Use of Reasonable Force Policy
- SEND Information Report
- Work Related learning and Enterprise, Work Experience, Offsite Placements/Provision
- Medication Policy
- Saint Nicolas Owen Health and Safety Policy
- RSE (to be updated in accordance with government guidance 2021)
- Saint Nicholas Owen Complaints Procedure
- Safe and Appropriate Use of Images
- Equal Opportunities
- E-safety Policy
- Supporting Students at School with Medical Conditions
- Saint Nicholas Owen Whistleblowing Policy

Appendix 1: Safeguarding During the Coronavirus (COVID-19) Outbreak

Statement of Intent

We understand that we face a time of great uncertainty and, as a school, we are doing all we can to provide clarity and safety to the school community. This appendix includes provisions which the school will have due regard for during the coronavirus pandemic. The information in this section is under constant review and is updated to reflect changes to government and local guidance as it is released.

Key Definitions

For the purpose of this policy, the following definitions will be utilised:

Children of critical workers: children of parents who work in the following industries:

- ✓ Health and social care, e.g. doctors and nurses.
- ✓ Education and childcare, e.g. teachers and DSLs.
- ✓ Local and national government, e.g. administrative occupations.
- ✓ Food and essential goods retail, e.g. supermarket workers and grocers.
- ✓ Public safety and national security, e.g. police and ministry of defence workers.
- ✓ Transport, e.g. freight transport workers and train drivers.
- ✓ Utilities, communication and financial services, e.g. bankers, oil workers, and telecommunications (999 and 111 critical services).

Vulnerable children: those who have a social worker and those with EHC plans. Those who have a social worker include children who have a child protection plan and those who are looked after by the LA. A child may also be deemed to be vulnerable if they have been assessed as being in need or otherwise meet the definition in section 17 of the Children Act 1989.

As more students return to school, the school makes it a priority to have a trained DSL or their deputy on site. Where possible, this will be the school's DSL or deputy; however, where absence or illness makes this unfeasible, the school will consider the following two options:

- ✓ The school's DSL or deputy will be made available via telephone or online communication.
- ✓ The school will reach out to other schools and they will share a trained DSL or deputy where possible either in person or on video or voice call.

Where a DSL is unavailable on site, a member of the SLT will take responsibility for coordinating safeguarding within the school. Their role will include:

- ✓ Updating and managing access to child protection files.
- ✓ Liaising with the offsite DSL or deputy.
- ✓ Liaising with children's social care services where required.

During phased reopening, the DSL and their deputy are responsible for:

- ✓ Sharing their time and resources with other schools, where necessary.
- ✓ Ensuring staff are kept up-to-date with the latest safeguarding information and developments, including via the safeguarding partners, newsletters and professional advice groups.
- ✓ Being responsible for amending Appendix A (this section) in line with the continual changes to education policy released by the DfE and communicating all changes to staff and volunteers.
- ✓ Working with the VSH and wider LA to protect vulnerable children.
- ✓ Providing support to teachers and pastoral staff to ensure that contact is maintained with students who are not yet returning to school and their families.
- ✓ Ensuring staff are aware of reporting channels for safeguarding concerns.
- ✓ Ensuring there is a consistent approach to safeguarding children throughout the coronavirus pandemic.
- ✓ Speaking to students directly where possible to identify any concerns and ensuring students are provided with clear communication channels so they can report any concerns they have, including reports of peer-on-peer abuse.
- ✓ Providing all volunteers and volunteer staff with copies of this policy.
- ✓ Identifying a suitable member of the SLT to assume the role of temporary DSL should both themselves and their deputies become unable to work.
- ✓ Sharing their contact information with the school community.
- ✓ Identifying vulnerable children and communicating additional safeguarding provisions to students and their families.
- ✓ The DSL will report back to the governing board on all relevant safeguarding concerns.
- ✓ The DSL will work with the local safeguarding partners to ensure students remain safe during phased reopening.

Attendance

- ✓ The school will resume its regular attendance register to record attendance during phased reopening.
- ✓ The school will report to the DfE the number of students in school using the online form. This form will be submitted by 12:00pm each weekday.
- ✓ Parents will not be penalised if their child does not attend school.
- ✓ The school will record and investigate any absences where it expected a child to attend school and did not or where parents have arranged care for their child who subsequently did not attend. Where relevant, the school will report to social workers any student absence.

- ✓ The school encourages the attendance of vulnerable students where appropriate, i.e. where there are no shielding concerns for the student or their household, and/or following a risk assessment for students with an EHC plan.
- ✓ The school will ensure that all students' emergency contact information is correct and encourage parents to provide as many contact numbers as possible.

Staff Training and Safeguarding Induction

- ✓ The school will ensure that all existing school staff have read part one of the most up-to-date version 'Keeping children safe in education' (KCSIE) and are suitably trained in this policy and any local safeguarding arrangements.
- ✓ The DSL and headteacher will ensure any volunteers or staff from other schools are suitably trained in safeguarding and ensure that they have read the relevant sections of KCSIE, are aware of the school's safeguarding policy and procedures, and any additional local safeguarding arrangements.
- ✓ The school will follow safer recruitment processes, in line with the relevant policies, when acquiring new staff.
- ✓ Staff or volunteers will receive a safeguarding induction and the most up to date copy of this policy.
- ✓ Anyone who has not undergone suitable DBS checks will not be left unattended with students.
- ✓ The school will report anyone to the TRA who they consider a safeguarding risk by emailing Misconduct.Teacher@education.gov.uk – all referrals received by the TRA will continue to be considered but hearings may not be scheduled for the current time.
- ✓ Where required, the school will have a rotary system which allows the headteacher to be aware of who will be in school at any one given time.
- ✓ The school will ensure the SCR is kept up to date in line with KCSIE.

Online Safety and Security

- ✓ The school will ensure that appropriate filters and monitoring systems are in place to protect students when they are online on the school's IT systems.
- ✓ All online programmes used will be checked by the school's DPO and DSL to ensure they are reputable and GDPR compliant.
- ✓ The ICT technician will work to ensure any loaned devices are secure and have the necessary antivirus malware protection downloaded.
- ✓ Any online queries which require the ICT technician will be addressed over the phone or online as much as possible – face-to-face contact is kept to a minimum.
- ✓ Where the ICT technician is unavailable, the school will seek the support of other ICT staff, either internally or from another school.
- ✓ The DSL will report back to the governing board how they are ensuring students remain safe online during partial school closure.
- ✓ Students will report any suspicious online activity they encounter to the DSL or headteacher.

- ✓ Staff will adhere to the Staff Code of Conduct at all times when delivering education online.
- ✓ Staff will continue to look out for signs of a child being at risk online and report concerns over a student's safety online to the DSL. Where relevant, the DSL will make referrals to the police and children's social care.
- ✓ The school will collaborate with parents and carers to reinforce the importance of online safety and encourage parents to set age-appropriate parental controls on digital devices and use internet filters to block malicious websites.
- ✓ Students are provided with useful information and contact details of individuals and organisations they can turn to should they feel unsafe online, e.g. Childline or the UK Safer Internet Centre.
- ✓ Whilst filtering and monitoring is an important part of the online safety picture for schools and colleges to consider, it is only one part. Governors and proprietors should consider a whole school or college approach to online safety. This will include a clear policy on the use of mobile technology in the school or college. Whilst it is essential that governing bodies and proprietors ensure that appropriate filters and monitoring systems are in place, they should be careful that "over blocking" does not lead to unreasonable restrictions as to what children can be taught with regard to online teaching and safeguarding.

[Updated] Mental health and Pastoral Care

- ✓ The school understands how the coronavirus pandemic can cause students and staff to feel anxious and concerned and will offer any essential support required to those in need.
- ✓ Students will be provided with different resources they can access to help them cope with their mental health, including Childline and other online services.
- ✓ (New) teachers will have due regard for the negative impact the current pandemic may have had on students, which will be reflected through the new approach to the recovery curriculum.

[Updated] Working from Home

- ✓ [New] Staff working from home will find a quiet room with a neutral background to talk to students, parents or carers via video.
- ✓ [New] Teachers will ensure all online planning processes for children who are working online will have clear reporting routes to the school and external agencies so they can raise concerns whilst online.
- ✓ The DSL will ensure every student has their contact information so they know how they can talk to them about any safeguarding concern.
- ✓ Students will be provided with online safety information by the school and they will be directed to practical support online via the website.
- ✓ Parents are provided with the contact details of the DSL so they can report any concerns they have.

(New) When Communicating Online, Staff Will:

- ✓ Communicate within school hours as much as possible.
- ✓ Communicate through the school channels approved by the SLT.
- ✓ Use school email accounts over personal accounts wherever possible.
- ✓ Use school devices over personal devices wherever possible.
- ✓ Not share personal information.

Peer-On-Peer/Child on Child Abuse

- ✓ Reports made regarding peer-on-peer abuse will be risk assessed by the DSL on a case-by-case basis and, where required, investigated immediately and reported to the relevant authority, e.g. the police or CSCS where required.
- ✓ Both the alleged perpetrator and victim will be provided with support whilst the report is being investigated.
- ✓ Students will be provided with the contact details of relevant bodies who can provide support to them during this time, e.g. Childline.
- ✓ The DSL will keep the victim, the alleged perpetrator and their families up-to-date where necessary with details of the investigation, including the conclusion and how appeals can be made.
- ✓ Individuals will be given a copy of the school's amended Complaints Procedures Policy to assist them with the appeals process.
- ✓ Communications will be made online or by telephone unless face-to-face contact is unavoidable.
- ✓ Where school students are attending another setting, the school will continue to do whatever they reasonably can to provide the receiving institution with any relevant welfare and child protection information.
- ✓ The DSL will ensure that the receiving school has access to students' EHC plans, child in need plans, child protection plans or, for LAC, their personal education plan and know who the child's social worker (and, for LAC, who the responsible virtual school head is).
- ✓ Vulnerable students and those of critical workers who are attending another setting, may return to school. [Please note, this is dependent on your school's local arrangements and whether they can return and still be able to adhere to current social distancing measures.]

Monitoring and Review

- ✓ The DSL is responsible for continually monitoring DfE updates and updating this appendix in line with any government changes and guidance from the local safeguarding partners. Any changes to this appendix will be communicated to all staff, parents and relevant stakeholders.

Appendix 2: 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.

The SCR will be monitored and checked by the DSL/HT/Safeguarding Governor on a regular basis, throughout the academic year: Example half termly.

Appointing 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.
- ✓ Check that candidates taking up a management position are not subject to a prohibition from management (**section 128**) direction made by the secretary of state.
- ✓ 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 scrutinise these and resolve any concerns before confirming appointments.

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.
- ✓ Carrying out paid, or unsupervised unpaid, work regularly in a school or college where that work provides an opportunity for contact with children.

- ✓ 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 the 'harm test' is satisfied in respect of the individual (i.e. that no action or inaction occurred but the present risk that it could was significant).
- ✓ Where the individual has received a caution or conviction for a relevant offence.
- ✓ If there is reason to believe that the individual has committed a listed relevant offence, under the Safeguarding Vulnerable Groups Act 2006 (Prescribed Criteria and Miscellaneous Provisions) Regulations 2009.
- ✓ If 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 check. 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.
- ✓ Obtain an enhanced DBS check without barred list information for all volunteers who are not in regulated activity, but who have an opportunity to come into contact with children on a regular basis, for example, supervised volunteers.
- ✓ Carry out a risk assessment when deciding whether to seek an enhanced DBS check for any volunteers not engaging in regulated activity.

Governance

All members of the governance will have an enhanced DBS check without barred list information and section 128 check. They will have an enhanced DBS check with barred list information if working in regulated activity.

Appendix 3 - Online Safety

The use of technology has become a significant component of many safeguarding issues. Child sexual exploitation; radicalisation; sexual predation: technology often provides the platform that facilitates harm. An effective approach to online safety empowers a school or college to protect and educate the whole school or college community in their use of technology and establishes mechanisms to identify, intervene in, and escalate any incident where appropriate.

The breadth of issues classified within online safety is considerable, but can be categorised into three areas of risk:

- ✓ content: being exposed to illegal, inappropriate or harmful material; for example pornography, fake news, racist or radical and extremist views;
- ✓ contact: being subjected to harmful online interaction with other users; for example commercial advertising as well as adults posing as children or young adults; and
- ✓ conduct: personal online behaviour that increases the likelihood of, or causes, harm; for example making, sending and receiving explicit images, or online bullying.

Protecting Children

In order to do all that we reasonably can to limit children's exposure to the above risks from the school's or college's IT system, the company will ensure that Hagley High school has appropriate filters and monitoring systems in place. "Appropriate" filtering and monitoring will be defined using government advice, taking into considering the age and number of students. This will be balanced against "over blocking" to ensure that this does not lead to unreasonable restrictions that impede a breadth of teaching and learning opportunities.

Online safety will also be taught through the curriculum and all students will receive assemblies on protective behaviours.

Reviewing Online Safety

This will be reviewed periodically and will be informed by the amount and nature of breaches.

Staff Training

Online safety training for staff is integrated, aligned and considered as part of the overarching safeguarding approach. Extra training will be provided for topical issues and staff are encouraged to complete training via the National College.