



**COUNTESTHORPE LEYSLAND  
COMMUNITY COLLEGE**

# **Safeguarding / Child Protection Policy 2018/19**

*Policy Reviewed and Adopted by the Governing Board on: 28<sup>th</sup> March 2019*

*Signed (Chair of Governors):*

*Date of Next Review: September 2019*

*Person Responsible for the Policy: Principal (CAI)*

<b>CONTENTS</b>	<b>Page</b>
Named staff & contacts	3
Introduction	4
Safeguarding Commitment	5
Roles and Responsibilities	
General	6
Governing Board	6
Headteacher	7
Designated Safeguarding Lead	8
Records, Monitoring and Transfer	9
Support to pupils and College Staff	10
Working with parents and carers	12
Other Relevant Policies	12
Recruitment and Selection of Staff	13
Appendix 1 - Procedure to follow in cases of possible, alleged or suspected abuse	14
Appendix 2 - Procedure for allegations against staff and volunteers	16
Appendix 3 - EYFS Policy for the use of Cameras and Mobile Phones	18
Appendix 4 - Safeguarding pupils who are vulnerable to extremism and radicalisation	18
Appendix 5 – Radicalisation and Extremism Risk Assessment	19
Appendix 6 – Female Genital Mutilation	20
Appendix 7 – Indicators of abuse and neglect	20

## Named staff and contacts

- Designated Safeguarding Lead: Mrs Kat Russell, Assistant Principal
- Deputy Designated Safeguarding Lead/s Mr Damian Thurston, Senior Assistant Principal
- Prevent Single Point of Contact (SPOC): Mrs Kat Russell, Assistant Principal
- Designated Teacher for Children in Care: Mr Hayes, Senior Teacher for Behaviour
- Nominated Safeguarding Governor: Mrs Suzanne Uprichard
- Safeguarding and Performance Unit contacts: Simon Genders and Anne Prideaux at County Hall

## Head of Service - Safeguarding and Performance Service

Kelda Claire 0116 3059084 / 07507686100

### **LADO / Allegations:**

Mark Goddard 0116 305 7597

### **Safeguarding Development Officers:**

Simon Genders 0116 305 7750

Ann Prideaux 0116 305 7317

### **First Response Children's Duty (Same-day referrals)**

Telephone 0116 3050005  
Email [childrensduty@leics.gov.uk](mailto:childrensduty@leics.gov.uk)  
Address First Response Children's Duty  
Room 100b  
County Hall  
Championship Way  
Glenfield  
LE3 8RF

### **All other referrals including Early Help Services**

<http://lrsb.org.uk/childreport>

**Early Help queries and Consultation Line 0116 3058727**

## 1 Introduction

1.1 Countesthorpe Leysland Community College fully recognises the contribution it can make to protect children and support pupils in college. The aim of the policy is to safeguard and promote our pupils' welfare, safety and health by fostering an honest, open, caring and supportive climate. The pupils' welfare is of paramount importance.

1.2 This policy is consistent with:

- the legal duty to safeguard and promote the welfare of children, as described in section 175 of the Education Act 2002 [or section 157 of the Education Act 2002 for independent schools and academies] and the statutory guidance "*Keeping children safe in education – Statutory guidance for schools and colleges*", September 2018 and "*Working Together to Safeguard Children*", 2018.
- the Leicestershire and Rutland Local Safeguarding Children Board (LSCB) Procedures, which contain procedures and guidance for safeguarding children;

1.3 There are four main elements to our Safeguarding / Child Protection Policy:

- **Prevention** (e.g. positive college atmosphere, teaching and pastoral support to pupils, safer recruitment procedures);
- **Protection** (by following agreed procedures, ensuring staff are trained and supported to respond appropriately and sensitively to Child Protection concerns);
- **Support** (to pupils and college staff and to children who may have been harmed or abused);
- **Working with parents** (to ensure appropriate communications and actions are undertaken).

1.4 This policy applies to all staff, volunteers, governors and visitors to the college. We recognise that child protection is the responsibility of all adults in college. We will ensure that all parents and other working partners are aware of our child protection policy by mentioning it in our college prospectus, displaying appropriate information in our reception and on the college website and by raising awareness at meetings with parents as appropriate.

### 1.5 Extended college activities

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

## **2 Safeguarding Commitment**

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

2.2 Our college will therefore:

- Establish and maintain an ethos where students feel secure and are encouraged to talk, and are listened to;
- Ensure that students know that there are adults in the college whom they can approach if they are worried or are in difficulty;
- Include in the curriculum activities and opportunities for PSHE/Citizenship which equip students with the skills they need to stay safe from abuse (including online and other contexts students are in), and to know to whom they can turn for help;
- Ensure every effort is made to establish effective working relationships with parents and colleagues from other agencies;
- Operate safer recruitment procedures and make sure that all appropriate checks are carried out and recorded on the single central record for new staff and volunteers who will work with students, including identity, right to work, enhanced DBS criminal record and barred list (and overseas where needed), references, and prohibition from teaching or managing in colleges (s.128) etc.

### **2.3 Safeguarding in the Curriculum**

Students are taught about safeguarding in college. The following areas are among those addressed in PSHE and in the wider curriculum:-

Bullying (including Cyberbullying)

Drugs, alcohol and substance abuse (including awareness of County Lines and the Criminal Exploitation of students where appropriate)

Internet safety (including Content, Contact and Conduct issues)

The danger of meeting up with strangers

Fire and water safety

Road safety

Domestic Abuse

Healthy Relationships / Consent

(so called) Honour Based Violence issues (HBV) e.g. forced marriage, Female Genital Mutilation (FGM) (see Appendix 6),

Sexual exploitation of students (CSE), including online

Child criminal exploitation

Preventing Extremism and Radicalisation (see Appendices 4 and 5)

### **3 Roles and Responsibilities**

#### **3.1 General**

All adults working with or on behalf of students 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 college.

The names of the Designated Safeguarding Lead and Deputy Designated Safeguarding Leads for the current year are listed at the start of this document.

#### **3.2 Governing Board**

In accordance with the statutory guidance “Keeping children safe in education” September 2018, the Governing Board will ensure that:-

- The college has its own 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 college operates safer recruitment practices, including appropriate use of references and checks on new staff and volunteers. Furthermore, the Headteacher, nominated Governors 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 (see Appendix 2).
- There is a senior member of the college’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 with appropriate arrangements for before/after college and out of term time 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 briefings etc.
- The Headteacher, and all other staff and volunteers who work with students (including early years practitioners within settings on the college site), undertake appropriate training which is regularly updated (at least every three years in compliance with the LSCB protocol); and new staff and volunteers who work with students are made aware of the college’s arrangements for child protection and their responsibilities (including this policy, Part 1 of Keeping Children Safe in Education, the pupil behaviour policy and how to respond if students go missing). The Local Authority Induction leaflet, (“Safeguarding in Education Induction – Child Protection Information, Safer Working Practice”) will be used as part of this induction and Annex

A from “Keeping children safe in education” September 2018 is provided to all staff working directly with students.

- Any deficiencies or weaknesses brought to the attention of the Governing Board will be rectified without delay.
- The Chair of Governors (or, in the absence of a Chair, the Vice Chair) deals with any allegations of abuse made against the Headteacher, in liaison with the Local Authority Allegations Manager (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 students in education settings October 2015”. Information is provided to the Local Authority (on behalf of the LSCB) through the Safeguarding Annual Return.
- There is an individual member of the Governing Board who will champion issues to do with safeguarding students and child protection within the college, liaise with the Designated Safeguarding Lead, and provide information and reports to the Governing Board.
- The college 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 students who require this. This Early Help may be offered directly through college provision or via referral to an external support agency (eg Supporting Leicestershire Families). Safeguarding arrangements take into account the procedures and practice of the local authority and the Local Safeguarding Children Board (LSCB).

### 3.3 **Principal**

The Principal of the college will ensure that:

- The policies and procedures adopted by the Governing Board 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 students;
- Allegations of abuse or concerns that a member of staff or adult working at college may pose a risk of harm to students or young people are notified to the Local Authority Designated Officer.
- All staff and volunteers feel able to raise concerns about poor or unsafe practice in regard to students, 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.

### 3.4 **Designated Safeguarding Lead**

The responsibilities of the Designated Safeguarding Lead are found in Annex B of "Keeping children safe in education" and include:

- Provision of information to the LSCB/Local Authority on safeguarding and child protection in compliance with section 14B of the Children Act 2004.
- Liaison with the Governing Board and the Local Authority on any deficiencies brought to the attention of the Governing Board and how these should be rectified without delay.
- Management and referral of cases of suspected abuse to Specialist Services First Response Children's Duty (and/or Police where a crime may have been committed).
- Act as a source of support, advice and expertise within the college.
- To attend and contribute to child protection conferences and other social care meetings when required.
- Be alert to the specific needs of children in need - those with special educational needs, disability and young carers
- Ensure each member of staff has access to and understands the college's safeguarding/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, the pupil behaviour policy, students who go missing and staff behaviour. Staff will be trained to recognise, record and report any concerns immediately they arise and will be provided with Part 1 of "Keeping children safe in education" and Annex A to those working directly with students;
- Keep detailed (signed and dated), accurate and secure written records of concerns and referrals;
- Obtain access to resources and effective training for all staff and attend refresher training courses every two years. Keep up to date with new developments in safeguarding by accessing briefings and journals at least annually.

- Where students leave the college, ensure their child protection file is handed to the Designated Safeguarding Lead and signed for in the new school/college as soon as possible – this will be in advance of the pupil arriving where specific ongoing support is required.
- Maintain and monitor secure child protection records, including monitoring and acting upon individual concerns, patterns of concerns (e.g. children who repeatedly go missing) or complaints, in accordance with the section on “Records, Monitoring and Transfer” below.

#### **4 Records, Monitoring and Transfer**

- 4.1 Well-kept records are essential to good child protection practice. All staff are clear about the need to record and report concerns about a student or students within the college. The college uses CPOMS to log any concern about a student. All staff have access to CPOMS. The Designated Safeguarding Lead is responsible for such records and for deciding at what point these records should be passed over to other agencies.
- 4.2 Records relating to actual or alleged abuse or neglect are stored apart from normal pupil 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.
- 4.3 Child protection records are stored securely, with access confined to specific staff, eg the Designated Safeguarding Lead (and deputies) and the Principal.
- 4.4 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 and ensuring these are acted upon. A case file chronology, summarising case activity, helps to enable effective monitoring. Any actions taken are clearly indicated.
- 4.5 When students 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 school / 6<sup>th</sup> form / FE college, with any necessary discussion or explanation and to obtain a signed and dated record of the transfer. Where a student needs specific ongoing support, relevant information will be transferred prior to the student arriving at their new school. In the event of a student 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 and a photocopy kept. Files requested by other agencies e.g. Police are copied.

#### **5 Support to pupils and college staff**

- 5.1 **Support to pupils** - Our college recognises that students who are abused or who witness violence may find it difficult to develop a sense of self-worth and view their lives in a positive way. For such students school may be one of the few stable, secure and predictable components of their lives. Other students may be vulnerable because, for

instance, they have a disability, are in care, a care-leaver or previously looked after, or are experiencing some form of neglect. Our college seeks to remove any barriers that may exist in being able to recognize abuse or neglect in students with Special Educational Needs or a disability. We will seek to provide such students with the necessary support and to build their self-esteem and confidence. The context in which safeguarding incidents and/or behaviours occur, whether in college or outside (including online), will be considered by staff, particularly the DSL and Deputy DSLs. Any associated threats or risks will be included in assessments and relevant information included in referrals to Children's Social Care (this is known as contextual safeguarding). General indicators of abuse and neglect (from Part 1 of the statutory guidance) are also included in Appendix 7 of this policy and further information about specific forms of abuse are contained within Appendix A of the statutory guidance, "Keeping Children Safe in Education 2018".

5.2 **Peer on Peer Abuse** - This college recognises that students sometimes display abusive behaviour themselves and that such incidents or allegations must be referred on for appropriate support and intervention. Such abuse will not be tolerated or passed off as "banter" or "part of growing up". This abuse could for example include sexual violence and sexual harassment, initiation/hazing type violence, all forms of bullying, aggravated sexting and physical violence experienced by both boys and girls. There are separate college and local authority or LSCB guidances and policies to address these concerns including the pupil Behaviour Policy, Anti-bullying Policy, E-safety Policy and "Guidance for schools working with students who display harmful sexual behaviour" (Leicestershire LA Guidance). Where specific risks are identified, a risk assessment will be undertaken in order to ensure the safety of all staff and students and to offer appropriate support.

5.3 **Sexting** - College will always respond if informed that students have been involved in 'sexting' (youth produced sexual imagery). The UK Council for Child Internet Safety (UKCCIS) guidance, "Sexting in schools and colleges: responding to incidents and safeguarding young people" will be used to guide the college's response on a case by case basis.

The key points being:-

- Inform the Principal/DSL as soon as possible
- Support the victim as appropriate and in accordance with their best interests
- Inform all parents of involved students unless by doing so you put a student at risk
- Images will not be viewed by college staff
- If college is to deal with the matter, involve parents in ensuring the images are deleted
- If there is evidence of exploitation or the targeting of a vulnerable student, inform the police

5.4 **Sexual violence and sexual harassment** – Sexual violence refers to sexual offences as described under the Sexual Offences Act 2003 including rape and sexual assault. Sexual harassment is 'unwanted conduct of a sexual nature' that can occur online and offline and may include sexual name-calling, taunting or "jokes" and physical behaviour, for example, deliberately brushing against someone or interfering with clothes. Evidence shows that girls, students with SEND and LGBT students are more likely to be the victims of sexual violence and harassment and boys are more likely to be the perpetrators.

However, sexual violence and sexual harassment can occur between students of any gender.

### **Curriculum**

- Planned PHSE and SRE will include 'healthy and respectful behaviours'. This will be appropriate to students' age and stage of development. It will also be underpinned by the college's behaviour policy and pastoral support system.

### **Responding to an incident**

- College will follow the DfE guidance, 'Sexual violence and sexual harassment between students in schools and colleges', May 2018.
- We will liaise with the police, social care and parents as appropriate.
- We will offer support to both the victim(s) and perpetrator(s). Parents will be included in discussions about the format that this support will take.

- 5.5 **Children Missing** – our college recognises the entitlement that all students have to education and will work closely with the local authority to share information about students who may be missing out on full time education or who go missing from education. The local authority will also be informed where students are to be removed from the college register a) to be educated outside the college system; b) for medical reasons; c) because they have ceased to attend; d) because they are in custody; d) because they have been permanently excluded. We also recognise that students who go missing is a sign that they may have been targeted by Child Sexual Exploitation perpetrators and/or drug related criminals (County Lines). Students may also be groomed into participating in other forms of criminal exploitation. Students who attend an alternative education provision are more likely to be vulnerable to these forms of abuse.
- 5.6 **Child sexual exploitation** is a form of sexual abuse where students are sexually exploited for money, power or status. It can involve violent, humiliating and degrading sexual assaults. In some cases, young people are persuaded or forced into exchanging sexual activity for money, drugs, gifts, affection or status. A significant number of students who are victims of sexual exploitation go missing from home, care and education at some point or are targeted by criminals involved in the illegal supply of drugs (County Lines). Staff training includes raising awareness of these issues and any concerns are passed to the Designated Safeguarding Lead who will make a risk assessment and refer to Local Authority First Response Children's Duty if appropriate.
- 5.7 **So-called 'honour-based' violence** (HBV) encompasses crimes which have been committed to protect or defend the so-called "honour" of the family and/or the community, including Female Genital Mutilation (FGM) (see appendix 6), forced marriage, and practices such as breast ironing. All forms of so called HBV are abuse (regardless of the motivation) and concerns will be passed to the Designated Safeguarding Lead for onward referral as required.
- 5.8 **Private fostering arrangements** - Where a child under 16 (or 18 with a disability) is living with someone who is not their family or a close relative for 28 days or more, staff inform the Designated Safeguarding Lead so that a referral to Children's Social Care for

a safety check, can be made. (A close relative includes step-parent, grandparents, uncle, aunt or sibling).

5.9 Complaints or concerns raised by parents or pupils will be taken seriously and followed up in accordance with the college's complaints process.

#### 5.10 **Support for Staff**

As part of their duty to safeguard and promote the welfare of students and young people staff may hear information, either from the student/young person as part of a disclosure or from another adult, that will be upsetting. Where a member of staff is distressed as a result of dealing with a child protection concern, he/she should in the first instance speak to the Designated Safeguarding Lead about the support they require. The Designated Safeguarding Lead should seek to arrange the necessary support.

### 6 **Working with parents/carers**

The college will:

- Ensure that parents/carers have an understanding of the responsibility placed on the college and staff for child protection by setting out its obligations in the college prospectus.
- Undertake appropriate discussion with parents/carers and seek necessary consent prior to involvement of Children & Family Services Children's Social Care or another agency, unless to do so would place the child at risk of harm or compromise an investigation.

### 7 **Other Relevant Policies**

7.1 The Governing Board's statutory responsibility for safeguarding the welfare of students goes beyond simply child protection. The duty is to ensure that safeguarding permeates all activity and functions. This policy therefore complements and supports a range of other policies:

- Pupil Behaviour Policy
- Staff Code of Conduct ("Guidance for Safer working practice")
- Racist incidents
- Anti-Bullying (including Cyberbullying)
- Physical Interventions/Restraint (DfE Guidances "Use of Reasonable Force" and "Screening, searching and confiscation")
- Special Educational Needs and Disability
- Trips and visits
- Work experience and extended work placements
- First aid and the administration of medicines
- Health and Safety
- Relationships and Sex Education

- Site Security
- Equal Opportunities
- Toileting/Intimate care
- E-safety
- Extended college activities

The above list is not exhaustive but when undertaking development or planning of any kind the college will consider the implications for safeguarding and promoting the welfare of students.

## **8 Recruitment and Selection of Staff (also see the Safer Recruitment policy)**

- 8.1 The college's safer recruitment processes follow the statutory guidance: "*Keeping children safe in education September 2018, Part Three: Safer recruitment.*"
- 8.2 The college will provide all the relevant information in references for a member of staff about whom there have been concerns about child protection / inappropriate conduct. Cases in which the conclusion of an allegation has been unsubstantiated, unfounded, false or malicious will not be included in employer references. A history of repeated concerns or allegations which have all been found to be unsubstantiated, malicious etc. will also not be included in a reference.
- 8.3 The college has an open safeguarding ethos regularly addressing safeguarding responsibilities during staff meetings and fostering an ongoing culture of vigilance. All new staff and volunteers receive a safeguarding induction and are briefed on the code of conduct for adults working with students. The Leicestershire County Council induction leaflet is given to all staff and is the basis for the safeguarding induction.
- 8.4 In line with statutory requirements, every recruitment process for college staff will have at least one member (teacher/manager or governor) who has undertaken safer recruitment training.
- 8.5 Staff and volunteers who provide early years or later years childcare and any managers of such childcare are covered by the disqualification regulations of the Childcare Act 2006 and are required to declare relevant information - see statutory guidance: Disqualification under the Childcare Act 2006 (August 2018).

## **APPENDIX 1**

**PROCEDURE TO FOLLOW IN CASES OF POSSIBLE, ALLEGED OR SUSPECTED ABUSE, OR SERIOUS CAUSE FOR CONCERN ABOUT A CHILD**

**Contents**

<b>A</b>	<b>General</b>	
<b>B</b>	<b>Individual Staff/Volunteers/Other Adults - main procedural steps</b>	
<b>C</b>	<b>Designated Safeguarding Lead – main procedural steps</b>	

**A. General**

- 1) The Local Safeguarding Children Board Procedures contain the inter-agency processes, protocols and expectations for safeguarding children. (Available on LSCB website [www.lrsb.org.uk](http://www.lrsb.org.uk): The Designated Safeguarding Lead is expected to be familiar with these, particularly the indicators of abuse and neglect and the referral processes.
- 2) It is important that all parties act swiftly and avoid delays.
- 3) Any person may seek advice and guidance from the First Response Children’s Duty Professionals Consultation Line, particularly if there is doubt about how to proceed. Any adult, whatever their role, can take action in his/her own right to ensure that an allegation or concern is investigated and can report to the investigating agencies.
- 4) A record, dated (including the day and time) and signed, must be made as to what has been alleged, noticed and reported, and kept securely and confidentially.
- 5) In many cases of concern there will be an expectation that there have already been positive steps taken to work with parents and relevant parties to help alleviate the concerns and effect an improvement for the student. This is appropriate where it is thought a child may be in need in some way, and require assessment to see whether additional support and services are required. An example might be where it is suspected a student may be the subject of neglect. In most cases the parents’ knowledge and consent to the referral are expected, unless there is reason for this not being in the child’s interest. However, there will be circumstances when informing the parent/carer of a referral might put the student at risk and/or undermine Police enquiries, and in individual cases, advice from Children’s Social Care will need to be taken.

**B. Individual Staff/Volunteers/Other Adults – main procedural steps**

- 1) When a student makes a disclosure, or when concerns are received from other sources, do not investigate, ask leading questions, examine students, or promise confidentiality. Students making disclosures should be reassured and if possible at this stage should be informed what action will be taken next.
- 2) As soon as possible log the incident on CPOMS, including what has been disclosed or noticed, said or done and report to the Designated Safeguarding Lead in the college.

- 3) If the concern involves the conduct of a member of staff or volunteer, a visitor, a governor, a trainee or another young person or student, the Principal must be informed.
- 4) If the allegation is about the Principal, the information should normally be passed to the Chair of Governors (or other senior manager in a MAT) or the Local Authority Allegations Manager (LADO).
- 5) If this has not already been done, inform the student (or other party who has raised the concern) what action you have taken.

### **C. Designated Safeguarding Lead – main procedural steps**

- 1) Begin an individual case file for each student involved which will hold a record of communications and actions to be stored securely (see Section on Records, Monitoring and Transfer). Include a chronology of case activity.
- 2) Where initial enquiries do not justify a referral to the investigating agencies, inform the initiating adult and monitor the situation. If in doubt, seek advice from the First Response professionals consultation line.
- 3) Share information confidentially with those who need to know.
- 4) Where there is a child protection concern requiring immediate, same day, intervention from Children’s Social Care, the First Response Children’s Duty should be contacted by phone. Written confirmation should be made within 24 hours on the LSCB Agency Referral Form to Children’s Social Care. All other referrals should be made using the online form (see link <http://rsb.org.uk/childreport>).
- 5) If the concern is about students using harmful sexual behaviour, refer to the separate guidance, “Guidance for schools working with students who display harmful sexual behaviour” (Leicestershire LA Guidance).
- 6) If it appears that urgent medical attention is required arrange for the student to be taken to hospital (normally this means calling an ambulance) accompanied by a member of staff who must inform medical staff that non-accidental injury is suspected. Parents must be informed that the student has been taken to hospital.
- 7) Exceptional circumstances: If it is feared that the student might be at immediate risk on leaving college, take advice from the First Response Professionals Consultation line (for instance about difficulties if the college day has ended, or on whether to contact the police). Remain with the student the Social Worker takes responsibility. If in these circumstances a parent arrives to collect the student, the member of staff has no right to withhold the student, unless there are current legal restrictions in force (eg a restraining order). If there are clear signs of physical risk or threat, First Response Children’s Duty should be updated and the Police should be contacted immediately.

## **APPENDIX 2**

## **PROCESS FOR DEALING WITH ALLEGATIONS AGAINST STAFF (INCLUDING THE PRINCIPAL) AND VOLUNTEERS**

These procedures should be followed in all cases in which there is an allegation or suspicion that a person working with students has:

- behaved in a way that has harmed a student, or may have harmed a student;
- possibly committed a criminal offence against or related to a student; or
- behaved towards a student or students in a way that indicates he or she would pose a risk of harm to students.

Relevant documents:

- DfE “Keeping children safe in education: Statutory guidance for schools and colleges” September 2018 (part 4: Allegations of abuse made against teachers and other staff)

### **1) Individual Staff/Volunteers/Other Adults who receive the allegation:**

- i. Write a dated and timed note of what has been disclosed or noticed, said or done.
- ii. Report immediately to the Principal.
- iii. Pass on the written record.
- iv. If the allegation concerns the conduct of the Principal, report immediately to the Chair of Governors. Pass on the written record. (If there is difficulty reporting to the Chair of Governors, contact the Allegations Manager (LADO), Safeguarding and Performance Unit as soon as possible.)

### **2) Principal (or Chair of Governors)**

- i. If there is no written record, write a dated and timed note of what has been disclosed or noticed, said or done.
- ii. Before taking further action notify and seek advice from the Allegations Manager (LADO), Safeguarding and Improvement Unit on the same day.
- iii. You may be asked to clarify details or the circumstances of the allegation, but this must not amount to an investigation.
- iv. Report to First Response Children’s Duty if the Allegations Manager (LADO) so advises or if circumstances require a referral concerning a student.
- v. Ongoing involvement in cases:
  - Liaison with the Allegations Manager (LADO)
  - Co-operation with the investigating agency’s enquiries as appropriate.

- Consideration of employment issues and possible disciplinary action where the investigating agencies take no further action.
- Possible referral to the DBS or The Teaching Regulation Agency, depending on the outcome.

## **APPENDIX 3**

### **Early Years Foundation Stage (EYFS) Policy for the use of Cameras and Mobile Phones.**

**The college does not have an EYFS department.**

To ensure the safety and welfare of the students in our care this policy outlines the protocol for the use of personal mobile phones and cameras in the college.

- All staff must ensure that their mobile phones, personal cameras and recording devices are stored securely during working hours on college premises or when on outings. (This includes visitors, volunteers and students)
- Mobile phones must not be used in any teaching area in college or within toilet or changing areas
- Only college equipment should be used to record classroom activities. Photos should be put on the college system as soon as possible and not sent to or kept on personal devices
- During college outings nominated staff will have access to a college mobile which can be used for emergency or contact purposes
- All telephone contact with parents or carers must be made on the college phone and a note kept
- Parents or carers are permitted to take photographs of their own children during a college production or event. The college protocol requires that photos of other people's children are not published on social networking sites such as Facebook.

## **APPENDIX 4**

### **Safeguarding students who are vulnerable to extremism and radicalisation**

Our college recognises the duties placed on us by the Counter Terrorism Bill (July 2015) to prevent our students being drawn into terrorism.

These include:

- Assessing the risk of students being drawn into terrorism (see Appendix 5)
- Working in partnership with relevant agencies under the LSCB procedures
- Appropriate staff training
- Appropriate online filtering

Our college is committed to actively promoting the fundamental British values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs. The students are encouraged to develop and demonstrate skills and attitudes that will allow them to participate fully in and contribute positively to life in modern Britain.

There is a current threat from terrorism in the UK and this can include the exploitation of vulnerable young people, aiming to involve them in terrorism or to be active in supporting terrorism.

Our college seeks to protect students and young people against the messages of all violent extremism including but not restricted to those linked to Islamist Ideology, Far Right / Neo Nazi / White Supremacist ideology etc. Concerns should be referred to the Single Point Of Contact (SPOC) (usually a Designated Safeguarding Lead or Headteacher) who have local contact details for Prevent and Channel referrals. They will also consider whether circumstances require Police to be contacted.

## **APPENDIX 5**

### **Radicalisation and Extremism Risk Assessment**

College Countesthorpe Leysland Community College

	<b>Yes/No</b>	<b>Evidence</b>
Does the college have a policy?		
Does the college work with outside agencies on radicalisation and extremism e.g. Channel?		
Have staff received appropriate training?		
Has the college got a trained Prevent lead?		
Do staff know who to discuss concerns with? (Single point of contact - SPOC)		
Is suitable filtering of the internet in place?		
Do students know who to talk to about their concerns?		
Are there opportunities for students to learn about radicalisation and extremism?		
Have any cases been reported?		
Are individual pupils risk assessed?		
What factors make the college community potentially vulnerable to being radicalised? (e.g. EDL local base, extreme religious views promoted locally, tensions between local communities, promotion of radical websites by some pupils/parents)		
Comment on the college's community, locality and relevant history		

Risk evaluation	<b>Low</b> <b>Medium</b> <b>High</b>	Way Forward

Date completed..... Signed.....

## **APPENDIX 6**

### **Female Genital Mutilation**

Section 5B of the Female Genital Mutilation Act 2003 and section 74 of the Serious Crime Act 2015 places a mandatory duty on teachers along with social workers and healthcare professionals to report to the police where they discover that FGM appears to have been carried out on a girl under 18 or where a girl discloses that she has undergone FGM. The college's response to FGM will take into account the government guidance, "Multi-agency statutory guidance on female genital mutilation" April 2016. Staff will also follow the established safeguarding procedure by reporting any such concerns to the Designated Safeguarding Lead and a report must also be made to the Police.

There will be a considered safeguarding response towards any girl who is identified as being at risk of FGM (eg there is a known history of practising FGM in her family, community or country of origin) which may include sensitive conversations with the girl and her family, sharing information with professionals from other agencies and/or making a referral to Children's Social Care. If the risk of harm is imminent there are a number of emergency measures that can be taken including police protection, an FGM protection order and an Emergency Protection Order.

## **APPENDIX 7**

### **Indicators of abuse and neglect**

Abuse, neglect and safeguarding issues are rarely standalone events that can be covered by one definition or label. In most cases, multiple issues will overlap with one another.

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

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

**Sexual abuse:** involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving students in looking at, or in the production of, sexual images, watching sexual activities, encouraging students to behave in sexually inappropriate ways, or grooming a child in preparation for abuse. Sexual abuse can take place online, and technology can be used to facilitate offline abuse. Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other students. The sexual abuse of students by other students is a specific safeguarding issue in education.

**Neglect:** the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy, for example, as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to: provide adequate food, clothing and shelter (including exclusion from home or abandonment); protect a child from physical and emotional harm or danger; ensure adequate supervision (including the use of inadequate care-givers); or ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.