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| **BILBROUGH COUNTRY CLASSROOM**  **POLICY: Child Protection and Safeguarding** |

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# STATEMENT OF INTENT

Bilbrough Country Classroom is committed to safeguarding and promoting the welfare, both physical and emotional, of every student both inside and outside of the school premises.

This policy sets out a clear and consistent framework for delivering this promise, in line with safeguarding legislation and statutory guidance.

It will be achieved by:

* Creating a culture of safer recruitment by adopting procedures that help deter, reject or identify people who might pose a risk to children.
* Teaching students how to keep safe and recognise behaviour that is unacceptable.
* Identifying and making provision for any student that has been subject to abuse.
* Ensuring that staff members understand their responsibilities under safeguarding legislation and statutory guidance, are alert to the signs of child abuse and know to refer concerns to the DSL.
* Ensuring that the any new staff members and volunteers are only appointed when all the appropriate checks have been satisfactorily completed.

**1. DEFINITIONS**

The terms **“children”** and **“child”** refer to anyone under the age of 18.

## For the purposes of this policy, “safeguarding and protecting the welfare of children” is defined as:

* Protecting students from maltreatment.
* Preventing the impairment of students’ health or development.
* Ensuring that students grow up in circumstances consistent with the provision of safe and effective care.
* Taking action to enable all students to have the best outcomes.

**Consent**

For the purposes of this policy**, ‘consent’** is defined as having the freedom and capacity to choose to engage in sexual activity. Consent may be given to one sort of sexual activity but not another, and can be withdrawn at any time during sexual activity and each time activity occurs. A person only consents to a sexual activity if they agree by choice to that activity, and has the freedom and capacity to make that choice. Children under the age of 13 can never consent to any sexual activity. The age of consent it 16.

**Sexual Violence**

For the purposes of this policy, **‘sexual violence’** refers to the following offences as defined under the Sexual Offences Act 2003:

* **Rape:** A person (A) commits an offence of rape if they intentionally penetrate the vagina, anus or mouth of another person (B) with their 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 they intentionally penetrate the vagina or anus of another person (B) with a part of their 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 they intentionally touch another person (B), the touching is sexual, B does not consent to the touching, and A does ot reasonably believe that B consents.
* **Causing someone to engage in sexual activity without consent:** A person (A) commits an offence if they intentionally cause another person (B) to engage in an activity, the activity is sexual, B dos not consent to engaging in the activity and A does not reasonably believe that B consents. This could include forcing someone to strip, touch themselves sexually, or to engage in sexual activity with a 3rd party.

**Sexual Harassment**

For the purpose of this policy, **‘sexual harassment’** refers to unwanted conduct of a sexual nature that occurs online or offline, inside or outside of the provision. Sexual harassment is likely to violate a student’s dignity, make them feel intimidated, degraded or humiliated, and create a hostile, offensive, or sexualised environment. If left unchallenged, sexual harassment can create and atmosphere that normalises inappropriate behaviour and may lead to sexual violence, sexual harassment can include, but is not limited to:

* Sexual comments, such as sexual stories, lewd comments, sexual remarks about clothes and appearance and sexualised name-calling
* Sexual “jokes” and taunting
* Physical behaviour, such as deliberately brushing against someone, interfering with someone’s clothes, and displaying images of a sexual nature
* Online sexual harassment, which may be standalone or part of a wider pattern of sexual harassment and/or sexual violence. This includes:
* The consensual and non-consensual sharing of nude and semi-nude images and/or videos
* Sharing unwanted explicit content
* Up-skirting
* Sexualised online bullying
* Unwanted sexual comments and messages, including on social media
* Sexual exploitation, coercion and threats.

**Up-skirting**

For the purposes of this policy, **‘up-skirting’** refers to the act, as identified the voyeurism (Offences) Act 2019, of taking a picture or video under another person’s clothing, without their knowledge or consent, with the intention of viewing that person’s genitals or buttocks, with or without clothing, to obtain sexual gratification, or cause the victim humiliation, distress or alarm. Up-skirting is a criminal offence. Anyone, including students and staff, of any gender, can be a victim of up-skirting.

**Consensual and non-consensual sharing of nude or semi-nude images and/or videos**

For the purpose of this policy, the **‘consensual and non-consensual sharing of nude or semi-nude images and/or videos’**, colloquially know as **‘sexting’**, is defined as the sharing between students of sexually explicit content, including indecent imagery. For the purposes of this policy **‘indecent imagery’** is defined as an image which meets one or more of the following criteria:

* Nude or semi-nude sexual posing
* A child touching themselves in a sexual way
* Any sexual activity involving a child
* Someone hurting a child sexually
* Sexual activity that involves animals

**2. LEGAL FRAMEWORK**

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to the following:

Legislation

* Children Act 1989
* Children Act 2004
* Safeguarding Vulnerable Groups Act 2006
* The Education (School Teachers’ Appraisal) (England) Regulations 2012 (as amended)
* Sexual Offences Act 2003
* Female Genital Mutilation Act 2003 (as inserted by the Serious Crime Act 2015)
* Equality Act 2010
* Counter-Terrorism and Security Act 2015
* The UK General Data Protection Regulation (UK GDPR)
* Data Protection Act 2018
* Voyeurism (Offences) Act 2019
* Domestic Abuse Act 2021
* The Rehabilitation of Offender Act 1974
* Safeguarding Vulnerable Groups Act 2006

Statutory Guidance

* HM Government (2020) ‘Multi-agency statutory guidance on female genital mutilation’
* HM Government (2013) ‘Multi-agency practice guidelines: Handling cases of Forced Marriage’
* HM Government (2021) ‘Channel duty guidance: Protecting people vulnerable to being drawn into terrorism’
* DfE (2021) ‘Keeping children safe in education 2022’
* DfE (2018) ‘Working Together to Safeguard Children’
* DfE (2015) ‘The Prevent Duty’
* DfE (2018) ‘Disqualification under the Childcare Act 2006’

Non-statutory guidance

* DfE (2015 ‘What to do if you’re worried a child is being abused’
* DfE (2018) ‘Information sharing’
* DfE (2017) ‘Child sexual exploitation’
* DfE (20121) ‘Sexual violence and sexual harassment between children in schools and colleges’
* DfE (2021) ‘Recruit teachers from overseas’
* DfE (2020) ‘Sharing nudes and semi-nudes: advice for education settings working with children and young people’

**3. EQUALITY STATEMENT**

Some children have an increased risk of abuse, and additional barriers can exist for some children with respect to recognising and disclosing it. We are committed to anti-discriminatory practice and recognise children’s diverse circumstances. We ensure that all children have the same protection, regardless of any barriers that they may face.

**4. ROLES AND RESPONSIBILITIES**

Safeguarding and child protection is everyone’s responsibility. This policy applies to all staff and volunteers and applies to off-site activities too.

All staff have a responsibility to:

* Read and understand part 1 of Keeping Children Safe in Education (KCSiE) (September 2023)
* Read and understand annexe B of KCSiE (about specific safeguarding issues).
* Consider at all times what is in the best interests of the student
* Provide a safe environment in which pupils can learn
* Maintain an attitude of ‘it could happen here’.
* Be aware of the provision’s systems which support safeguarding, including any policies, procedures, information and training provided upon induction.
* Be aware of the identity of the DSL and deputy DSL
* Undertake regular safeguarding training.
* Be aware of, and understand, the process for making referrals to Children’s Social Care Services (CSCS)
* Make a referral to CSCS and/or the police immediately, if at any point there is a risk of immediate serious harm to a child.
* Be aware of the different types of abuse and neglect, as well as specific safeguarding issues, such as peer-on-peer abuse, child sexual exploitation, child criminal exploitation, indicators of being at risk from or involved with serious violent crime, FGM and radicalisation.
* Be aware of and understand the procedure to follow in the event that a child confides they are being abused, exploited or neglected.
* Maintain appropriate levels of confidentiality.
* Be aware of safeguarding issues that can put students at risk of harm.
* Be aware of behaviours linked to issues such as drug-taking, alcohol misuse, deliberately missing education, and sharing indecent images, and other signs that students may be at risk of harm.

**The Designated Safeguarding Lead (DSL) has a duty to:**

Bilbrough Country Classroom DSL is Donna Thorpe

* Provide advice and support to other staff on child welfare safeguarding and child protection matters.
* Contribute to the assessment of children, an/or support other staff to do so.
* Refer cases to CSCS where abuse and neglect are suspected, to the Channel programme where radicalisation concerns arise, to the DBS where a person is dismissed or has left due to harm or risk of harm to a child, to the police where a crime may have been committed in line with the NPCC guidance.
* Promote supportive engagement with parents in safeguarding and promoting the welfare of children.
* Undertake regular training
* Keep detailed, accurate, secure written records of concerns and referrals, and understand the purpose of this record-keeping.

**5. RECOGNISING ABUSE AND NEGLECT AND TAKING ACTION**

**Abuse**

Abuse is defined as a form of maltreatment of a child which involves inflicting harm or failing to act to prevent harm. Children may be abused in a family, institutional or community setting by those known to them or by others, eg: via the internet. Abuse can take place wholly online, or technology may be used to facilitate offline abuse. Children may be abused by one or multiple adults or other children.

**Physical Abuse**

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

**Emotional Abuse**

Emotional abuse is defined as the persistent emotional maltreatment of a child such as to cause severe and adverse effects on the child’s emotional development. This may involve conveying to a child that they are worthless, unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child the opportunities to express their views, deliberately silencing then, ‘making fun’ of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children, such as interactions that are beyond their developmental capability, 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 bulling, including cyberbullying, causing the child to frequently feel frightened or in danger, or the exploitation of corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, but it may also occur alone.

**Sexual Abuse**

Sexual abuse is defined as abuse that involves forcing or enticing a child to take part in sexual activities, not necessarily involving violence, and regardless of whether the child is aware of what is happening. This may involve physical contact, including assault by penetration, or non-penetrative acts, such as masturbation, kissing, rubbing, and touching outside of clothing. It may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse. Sexual abuse can be perpetrated by people of any gender and age.

**Neglect**

Neglect is defined as the persistent failure to meet a child’s basic physical and/or psychological needs, likely to result in serious impairment of a child’s health or development. This may involve a parent or carer failing to provide a child with adequate food, clothing or shelter; failing to protect a child from physical or emotional harm or danger; failing to ensure adequate supervision; or failing to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child’s basic emotional needs.

All staff at Bilbrough Country Classroom will be aware of the indicators of abuse and neglect. They will be aware that neglect and other safeguarding issues are rarely standalone events that can be given a specific label, and multiple issues often overlap one another; therefore, staff will be vigilant and always raise concerns with the DSL. All staff will be aware that safeguarding incidents and/or behaviours can be associated with factors outside of the provision and/or can occur between children outside of these environments; this includes being aware that students can be at risk of abuse or exploitation in situations outside their families. All staff will be aware of the appropriate action to take following a student being identified as a potential risk of abuse and, in all case, will speak to the DSL if they are unsure.

All staff will be aware that technology is a significant component in may safeguarding and wellbeing issues, including online abuse, cyberbullying, and the sharing of indecent images.

**If a child is suffering or likely to suffer harm, or is in immediate danger:**

Making a referral to children’s social care and/or the police immediately if it is believed a child is suffering or likely to suffer from harm, or is in immediate danger. Anyone can make a referral. Staff are aware that the DSL must be informed as soon as possible, if they have made a direct referral.

The Multi Agency Safeguarding Hub **(MASH)** is the point of contact for all concerns relating to children of the City of York. Open Mon-Friday 8.30am to 5pm 01904 551900 or email [mash@york.gov.uk](mailto:mash@york.gov.uk)

And outside office hour contact the duty team on 01609 780780 or [edt@northyorks.gov.uk](mailto:edt@northyorks.gov.uk)

**If a child makes a disclosure to you:**

You should –

* Listen to them and believe them. Allow them time to talk freely and do not ask leading questions
* Stay calm and do not show that you are shocked or upset
* Tell the child they have done the right thing in telling you. Do not tell them they should have told you sooner
* Explain what will happen next and that you will have to pass this information on. Do not promise to keep it a secret
* Write up your conversation as soon as possible in the child’s own words; stick to the facts.
* Pass this information to the DSL immediately.

**6. FGM**

For the purpose of this policy, FGM is defined as the partial or total removal of the external female genitalia, or any other injury to the female genital organs.

FGM is illegal in the UK and is a form of child abuse with long-lasting, harmful consequences.

FGM is also included in the definition of ‘honour-based’ violence (HBV), which involves crimes that have been committed to defend the honour of the family and/or community alongside forced marriage and breast ironing.

Any teacher who either observes physical signs which appear to show that an act of FGM has been carried out or has been informed by a girl under 18 that an act of FGM has been carried out on her must report this immediately to the police. This is a mandatory statutory duty.

Indicators that may show a heightened risk of FGM include the following:

* The socio-economic position of the family and their level of integration into UK society
* Any girl with a mother/sister who has been subjected to FGM
* Any girl withdrawn from PSHE

Indicators that may show FGM could take place include the following:

* When a female family elder is visiting from a country or origin
* A girl may confide that she is to have a ‘special procedure’ or a ceremony to ‘become a woman’
* A girl may request help from a teacher/member of staff if she is aware or suspects that she is at immediate risk
* A girl, or her family member, may talk about a long holiday to her country of origin or another country where the practice is prevalent.

Indicators that FGM may have already taken place include the following:

* Difficulty walking, sitting or standing
* Spending longer than normal in the bathroom/toilet
* Spending long periods of time away from a lesson during the day with bladder or menstrual problems.
* Prolonged or repeated absences from the provisions
* Withdrawal or depression

**7. FORCED MARRIAGE**

For the purpose of this policy, a **‘forced marriage’** is defined as a marriage that is entered into without the full and free consent of one or both parties, and where violence, threats or any other form of coercion is used to cause a person to enter into the marriage. Forced marriage is classed as a crime in the UK.

As part of HBV, staff will be alert to the signs of forced marriage including, but not limited to, the following:

* Becoming anxious, depressed and emotionally withdrawn with low self-esteem
* Showing signs of mental health disorders and behaviours such as self-harm or anorexia
* Displaying a sudden decline in their educational performance, aspirations or motivation
* Regularly being absent from school
* Displaying a decline in punctuality
* An obvious family history of older siblings leaving education early and marrying early

If staff members have any concerns regarding a child who may have undergone, is currently undergoing, or is at risk of forced marriage, they will speak to the DSL and local safeguarding procedures will be followed.

**8. CHILD SEXUAL EXPLOITATION (CSE)**

For the purpose of this policy, ‘**child sexual exploitation’** is defined as a form of sexual abuse where an individual or group takes advantage of an imbalance of power or coerce, manipulate or deceive a child or young person into sexual activity, for either, or both, of the following:

* In exchange for something the victim needs or wants
* For the financial advantage or increase status of the perpetrator or facilitator.

CSE does not always involve physical contact, as it can also occur online. It is also important to note that a child can be sexually exploited even if the sexual activity appears consensual.

Bilbrough Country Classroom staff members are aware of and will act on any of the key indicators which include but are not limited to the following:

* Going missing for periods of time or regularly going home late
* Regularly missing lessons
* Appearing with unexplained gifts and new possessions
* Associating with other young people involved in exploitation
* Having older boyfriends or girlfriends
* Undergoing mood swings or drastic changes in emotional wellbeing
* Displaying inappropriate sexualised behaviour
* Suffering from sexually transmitted infections or becoming pregnant
* Displaying changes in emotional wellbeing
* Misusing drugs or alcohol

Any case of CSE or suspected case will be reported to the DSL who may then refer to the LA.

**9. HOMELESSNESS**

Referrals will be made to the Local Housing Authority so that concerns over homelessness can be raised as early as possible.

Indicators that a family may be at risk of homelessness include the following:

* Household debt
* Rent arrears
* Domestic abuse
* Anti-social behaviour
* Any mention of a family moving home because “they have to”

Referrals to the LHA do not replace referrals to CSCS where a child is being harmed or at risk of harm.

**10. COUNTY LINES CRIMINAL ACTIVITY**

For the purpose of this policy, **‘County lines criminal activity’** refers to drug networks or gangs grooming and exploiting children to carry drugs and money from urban areas to suburban areas, rural areas and market and seaside towns.

The provision has strong connections with commissioning schools/LA and will be informed of any student at the provision who has missing episodes who may have been trafficked for the purpose of transporting drugs.

Bilbrough Country Classroom staff members who suspect a student may be vulnerable to, or involved in, this activity will report all concerns to the DSL.

Indicators that a student may be involved in county lines activity include the following:

* Persistently going missing or being found out of their usual area
* Unexplained acquisition of money, clothes or mobile phones
* Excessive receipt of texts or phone calls
* Relationships with controlling or older individuals or groups
* Leaving home without explanation
* Evidence of physical injury or assault that cannot be explained
* Carrying weapons
* Becoming isolated from peers or social networks
* Self-harm or significant changes in mental state
* Parental reports of concern

**11. SERIOUS VIOLENCE**

Indicators that a child is at risk from, or is involved with, serious violent crime include, but are not limited to, the following:

* Increased absence from school
* A change in friendships
* New relationships with older individuals or groups
* A significant decline in academic performance
* Signs of self-harm
* A significant change in wellbeing
* Signs of assault
* Unexplained injuries
* Unexplained gifts or new possessions

Risk factors that could increase a child’s vulnerability to becoming involved in serious violent crime include, but are not limited to, the following:

* A history of committing offences
* Substance abuse
* Anti-social behaviour
* Truancy
* Peers involved in crime and/or anti-social behaviour

If a staff member suspects that a student may be vulnerable to, or involved in, serious violent crime, will be reported to the DSL immediately.

**12. STUDENTS WITH FAMILY MEMBERS IN PRISON**

Students will be offered pastoral support as necessary by the commissioning school and the provision will work with the guidance from the commissioning school.

**13. STUDENTS REQUIRED TO GIVE EVIDENCE IN COURT**

Students required to five evidence in criminal courts, either for crimes committed against them or ones they have witnessed, will be offered appropriate pastoral support by the commissioning school and the provision will work with the guidance of the commissioning school.

**14. RADICALISATION**

For the purpose of this policy, **‘radicalisation’** refers to the process by which a person comes to support terrorism and extremist ideologies.

Protecting children from the risk of radicalisation is part of the provisions wider safeguarding duties.

Bilbrough Country Classroom actively assess the risk of students being drawn into terrorism.

Staff members will be alert to changes in students’ behaviour which could indicate that they may be in need of help or protection.

Any concerns over radicalisation will be discussed with parents of the child, unless the provision has reason to believe that the child would be placed at risk as a result of this action.

Indicator of vulnerable students

* Distancing themselves from their cultural/religious heritage
* Uncomfortable with their place in society

Indicators of a personal crisis include the following:

* Family tensions
* A sense of isolation
* Low self-esteem
* Disassociation from existing friendship groups
* Searching for answers to questions about identity, faith and belonging

Indicators of vulnerability through personal circumstances includes the following:

* Migration
* Local community tensions
* Events affecting their country or region of origin
* Alienation from UK values
* A sense of grievance triggered by personal experience of racism or discrimination

Indicators of vulnerability through unmet aspirations include the following:

* Perceptions of injustice
* Feelings of failure
* Rejection of civic life
* Indicators of vulnerability through criminality:
* Experiences of dealing with the police
* Involvement with criminal groups

Staff members will refer any concerns immediately to the DSL.

The DSL will consider whether a situation may be so serious that an emergency response is required, and if so, call 999. However, concerns are most likely to require a police investigation as part of the Channel programme.

**15. TEEN PREGNANCY**

Under DfES guidelines, teachers are not legally bound to inform parents of any disclosure by students of a teen pregnancy, nor do they have any specific duty of confidentiality to the child. At Bilbrough Country Classroom, we will seek consent from the student for any disclosure to parents/carers and take steps to ensure that wherever possible, the young person is persuaded to talk to their parent/carer.

Although sex under 16 in the UK is illegal, prosecutions are rare as long as both people consented and there is no evidence of exploitation.

**16. A CHILD MISSING FROM EDUCATION**

A student going missing from Bilbrough Country Classroom is a potential indicator of abuse or neglect and, as such, these students are increasingly at risk of being victims of harm, exploitation or radicalisation.

Staff will monitor students that go missing from the provision on repeat occasions and all occasions will be reported to the commissioning school/ LA.

**17. A STUDENT DOES NOT ARRIVE AT THE PROVISION**

If a student does not arrive at the provision, then the following procedure is implemented:

* Contact parent/carer to see if there is a valid reason for absence
* If no contact made, call the taxi company used for pick-up
* Inform commissioning school/LA of findings

**18. STUDENTS WITH SEND**

Bilbrough Country Classroom recognises that students with SEND can face additional safeguarding challenges and understands that further barriers may exist when determining abuse and neglect.

When reporting concerns or making referrals for students with SEND, the following factors will always be taken into consideration:

* Certain indicators of abuse, such as behaviour, mood and injury, may relate to the student’s disability without further exploration; however, it should never be assumed that a child’s indicators relate only to their disability.
* Students with SEND can be disproportionally impacted by things like bullying, without outwardly showing any signs.
* Communication barriers may exist, as well as difficulties in overcoming these barriers.

The DSL will liaise with the commissioning school/LA team as well as the student’s family where appropriate, to ensure that needs are effectively met.

**19. EARLY HELP**

Early help means providing support as soon as a problem emerges, at any point in a child’s life. Any student may benefit from early help, but in particular, staff will be alert to the potential need for early help for students who:

* Are disabled, have certain health conditions or have specific additional needs
* Have SEND
* Have mental health needs
* Are young carers
* Show signs of being drawn into anti-social or criminal behaviour, including gang involvement and association with organised crime groups or county lines.
* Are frequently missing or going missing from care or from home.
* Are at risk of modern slavery, trafficking, or sexual or criminal exploitation.
* Are at risk of being radicalised or exploited.
* Have family members in prison, or are affected by parental offending.
* Are in a family circumstance presenting challenges for them, such as drug and alcohol misuse, adult mental health problems, or domestic abuse.
* Misuse drugs or alcohol
* Have returned home to their family from care.
* Are at risk of Honour Based Abuse, such as FGM or forced marriage.
* Are privately fostered.
* Are persistently absent from education, including persistent absences for part of the school day.
* Show early signs of abuse and/or neglect in other ways.

The DSL will take the lead; liaising with other agencies.

**20. CONCERNS ABOUT A STAFF MEMBER, TEACHER OR VOLUNTEER**

If there are concerns about a member of staff or an allegation is made about a member of staff posing a risk of harm to children, speak to Rebecca Davison as soon as possible. If the concerns/allegations are about the head teacher (Rebecca Davison) or she is unavailable, speak to the deputy DSL.

Where you believe there is a conflict of interest in reporting a concern or allegation about a member of staff to Rebecca Davison, report it directly to the local authority designated officer (LADO).

**21. ALLEGATIONS OF ABUSE AGAINST A MEMBER OF STAFF**

All allegations against staff or volunteers will be managed in line with the Allegations of Abuse Against Staff Policy.

Where an allegation is substantiated, and the individual is dismissed or resigns, Bilbrough Country Classroom will refer it to the DBS.

**22. ALLEGATIONS OF ABUSE AGAINST ANOTHER STUDENT**

Abuse will never be tolerated or pass off as “banter”, “just having a laugh” or “part of growing up”, as this can lead to a culture of unacceptable behaviours and an unsafe environment for pupils.

We recognise the gendered nature of peer-on-peer abuse; however, all peer-on-peer abuse is unacceptable and will be taken seriously.

Most cases of student’s hurting other students will be dealt with under our behaviour policy, but this Child Protection and Safeguarding Policy will apply to any allegations that raise safeguarding concerns. This might include where the alleged behaviours:

* Is serious, and potentially a criminal offence
* Could put students in the provision at risk
* Is violent
* Involves students being forced to use drugs or alcohol
* Involves sexual exploitation, sexual abuse or sexual harassment, such as indecent exposure, sexual assault, up-skirting or inappropriate pictures or videos.

If a student makes an allegation of abuse against another student:

* You must record the allegation and tell the DSL
* The DSL will contact the local authority children’s social care team and follow its advice, as well as the police if the allegation involves a potential criminal offence

We take proactive action to minimise the risk of peer-on-peer abuse by:

* Challenging any form of derogatory or sexualised language or inappropriate behaviour
* Vigilant to issues that particularly affect different genders; sexualised or aggressive touching or grabbing and initiation or hazing type violence.

**Sharing of nudes and semi nudes (sexting)**

If you are made aware of an incident involving the consensual or non-consensual sharing of nude or semi-nude images/videos, you must report this to the DSL immediately.

You must not:

* View, copy, print, share, store or save the imagery yourself
* Delete the imagery
* Ask the student(s) who are involved in the incident to disclose information regarding the imagery
* Share information about the incident with other members of staff, student(s) I involves or their, or other, parents/carers.
* Say or do anything to blame or shame any student involved.

You should explain that you need to report the incident, and reassure the student(s) that they will receive support and help from the DSL.

Following a report of an incident, the DSL will hold an initial review meeting with the appropriate staff members to determine:

* Whether there is an immediate risk to student(s)
* If a referral needs to be made to the police and/or children’s social care
* If it is necessary to view the image(s) in order to safeguard the young person(s)
* What further information is required to decide the best response.
* Has the image been shared widely and via what platforms.

The DSL will make an immediate referral to the police and/or children’s social care if:

* The incident involves an adult
* There is reason to believe that a young person has been coerced, blackmailed or groomed, or if there are concerns about their capacity to consent.
* The imagery involves sexual acts and any student in the images or videos is under 13
* The DSL has reason to believe a student is at immediate risk of harm

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

**Reporting system for students**

Where there is a safeguarding concern, we will take the child’s wishes and feelings into account when determining what action to take.

We recognise the importance of ensuring students feel safe and comfortable to come forward and report any concerns and/or allegations. The students can speak directly to any member of staff with their concerns and they will be reassured that their concern will be treated with sensitivity and taken seriously. No promise of confidentiality will be given.

**23. ONLINE SAFETY AND USE OF MOBILE TECHNOLOGY**

We adhere to our Social Media Policy which includes mobile technology.

All students are made aware of online risks and are taught how to stay safe online through our units in Princes Trust.

The use of personal electronic devices by staff and students is closely monitored throughout the day.

Photographs and videos of students are only taken with prior consent from students and parent/carers. These images are only used for Princes Trust units and our own website with consent.

The provision will ensure that suitable filtering systems are in place to prevent students accessing sexual, terrorist and/or extremist material.

The sending of inappropriate messages or images from mobile devices is strictly prohibited. Any staff members who do not adhere to this will face disciplinary action.

Up-skirting (as described in definitions) will not be tolerated by Bilbrough Country Classroom and any incidents will be reported to the DSL who will then decide on the next steps to take, which may include police involvement.

Staff will report any concerns about students’ or other staff members’ use of personal electronic devices to the DSL.

**24. RECORD KEEPING**

All safeguarding concerns, discussions, decisions made and the reasons for those decisions, must be recorded in writing. If you are in any doubt about whether to record something, discuss it with the DSL.

Records will include:

* A clear and comprehensive summary of the concern
* Details of how the concern was followed up and resolved
* A note of any action taken, decisions reached and the outcome.

Confidential information and records will be held securely and only available to those who have a right or professional need to see them.

Safeguarding records relating to individual children will be retained for a reasonable period of time after they have left the provision.

Safeguarding records which contain information about allegations of sexual abuse will be retained for the Independent Inquiry into Child Sexual Abuse, for the term of the inquiry.

**25. SAFER RECRUITMENT**

The provision ensures we recruit suitable people and obtain references from current employer and completed by a senior person before interview. Open testimonials will not be considered. Information about past disciplinary actions or allegations will be considered carefully when assessing an applicant’s suitability fo a post.

Probes into any gaps in employment will be made or where the candidate has changed employment or location frequently.

An enhanced DBS with barred list information will be applied for prior to starting.

Volunteers will have an enhanced DBS with barred list information check done prior to starting with the provision.

**26. SINGLE CENTRAL RECORD (SCR)**

Bilbrough Country Classroom keeps an SCR to record all staff and volunteers, who work or attend the provision.

Details of an individual will be removed from the SCR once they no longer work/attend the provision.

**27. TRAINING**

Upon starting, new staff members will attend an induction which will cover our policies and procedures, and cover the roles and responsibilities of all other team members.

All staff will take online safeguarding courses regularly and will take part in any training that is deemed necessary or will help towards the safeguarding of children.

We will actively seek training based on incidents or conversations that may happen.

Signed: RL Davison

R Davison, Proprietor

Date: 1st September 2023

Review date: September 2024

**Staff Disqualification Declaration**

|  |  |
| --- | --- |
| Bilbrough Country Classroom | |
| Name of staff member: | Position: |

|  |  |  |  |
| --- | --- | --- | --- |
| **Orders and other restrictions** | | | **Yes/No** |
| Have any orders or other determinations related to childcare been made in respect of you? | | |  |
| Have any orders or other determinations related to childcare been made in respect of a child in your care? | | |  |
| Have any orders or other determinations been made which prevent you from being registered in relation to childcare, children’s homes or fostering? | | |  |
| Are there any other relevant orders, restrictions or prohibitions in respect of you as set out in Schedule 1 of the Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018? | | |  |
| Are you barred from working with children by the DBS? | | |  |
| Are you prohibited from teaching? | | |  |
| **Specified and statutory offences** | | | |
| Have you ever been cautioned, reprimanded, given a warning for or convicted of: | | | |
| * Any offence against or involving a child? | | |  |
| * Any violent or sexual offence against an adult? | | |  |
| * Any offence under The Sexual Offences Act 2003? | | |  |
| * Any other relevant offence? | | |  |
| Have you ever been cautioned, reprimanded for or convicted of a similar offence in another country? | | |  |
| **Provision of information** | | | |
| If you have answered yes to any of the questions above, provide details below. You may provide this information separately, but you must do so without delay. | | | |
| Details of the order restriction, conviction or caution: | | | |
| The date(s) of the above: | |  | |
| The relevant court(s) or body/bodies): | |  | |
| **You should also provide a copy of the relevant order, caution, conviction, etc. In relation to cautions/convictions, a DBS Certificate may be provided.** | | | |
| **Declaration** | | | |
| In signing this form, I confirm that the information provided is true to the best of my knowledge and that:   * I understand my responsibilities to safeguard children. * I understand that I must notify my Academy Head immediately of anything that affects my suitability to work within the school. This includes any cautions, warnings, convictions, orders or other determinations made in respect of me that would render me disqualified from working with children. | | | |
| Signed: |  | | |
| Print name: |  | | |
| Date: |  | | |

**Safeguarding Reporting Process**

The process outlined within the first section should be followed where a staff member has a safeguarding concern about a child. Where a referral has been made, the process outlined in the ‘After a referral is made’ section should be followed.

The actions taken by the school are outlined in yellow, whereas actions taken by another agency are outlined in blue.

**Before a referral is made**

**N**

A staff member identifies a concern or potential concern. Is the student at immediate risk of harm?

Is the DSL available to discuss the concern with?

The staff member immediately notifies DSL

.

The staff member makes a referral to children’s social care services (CSCS), notifying the DSL of this as soon as possible.

The staff member discusses the concern with the DSL. Taking into account observations and using professional judgement, is a referral required? The concerns are shared on CPOMs to all DSL’s.

The DSL makes a referral to CSCS, keeping the staff member who raised the concern up-to-date with what action is taken.

The student continues to be monitored and early help is provided where necessary. If the concern escalates, a referral is made to the CSCS.

Within one working day, a social worker from CSCS will make a decision about the type of response that is required and will notify the referrer. Where this information is not forthcoming, the referrer should contact the appointed social worker to follow up the referral.

The steps outlined in the next flowchart are then followed.

**N**

**N**

**Y**

**Y**

**Y**

The staff member discusses the concern with the DSL. Taking into account observations and using professional judgement, is a referral required?

.

**After a referral is made**

Once a referral has been made, a social worker from CSCS will notify the referrer that a decision has been made and one of the following responses will be actioned.

The student is in need of immediate protection.

Where the student is at risk of significant harm but is not in immediate danger, a strategy discussion is held.

No formal assessment is needed.

Where appropriate to do so, the DSL and staff member who raised the concern may be consulted during these stages to ensure that all areas of concern are addressed.

The DSL supports the initial staff member to liaise with other agencies to arrange an early help assessment and appropriate support.

A Child in Need assessment is completed within 45 working days.

Within 15 working days of the strategy discussion, an initial child protection conference is held.

A child protection plan is potentially required.

Appropriate emergency action is taken by the social worker, police or NSPCC.

If the child’s situation does not appear to be improving, the DSL should press for re-consideration to ensure their concerns have been addressed and, most importantly, that the child’s situation improves.

Staff keep the student’s circumstances under review and re-refer if appropriate to ensure circumstances improve – the student’s best interests always come first.

The type of support needed is identified, arranged through multi-agency liaison and provided effectively.

Acronyms

|  |  |  |
| --- | --- | --- |
| Acronym | Long form | Description |
| CCE | Child criminal exploitation | A form of abuse where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child into taking part in criminal activity in exchange for something the victim needs or wants, for the financial advantage or other advantage of the perpetrator or facilitator, and/or through violence or the threat of violence. |
| CSCS | Children’s social care services | The branch of the local authority that deals with children’s social care. |
| CSE | Child sexual exploitation | A form of sexual abuse where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child into sexual activity in exchange for something the victim needs or wants, for the financial advantage, increased status or other advantage of the perpetrator or facilitator, and/or through violence or the threat of violence. |
| DBS | Disclosure and barring service | The service that performs that statutory check of criminal records for anyone working or volunteering in a school/provision. |
| DfE | Department for Education | The national government body with responsibility for children’s services, policy and education, including early years, schools, hight and further education policy, apprenticeships and wider skills in England. |
| DSL | Designated safeguarding lead | A member of the senior leadership team who has lead responsibility for safeguarding and child protection throughout the school. |
| EHCP | Education, health and care plan | A funded intervention plan which coordinates the educational, health and care needs for students who have significant needs that impact on their learning and access to education. The plan identifies any additional support needs or interventions and the intended impact they will have for the student. |
| PSHE | Personal, social and health education | A non-statutory subject in which students learn about themselves, other people, rights, responsibilities and relationships. |
| PHE | Public health England | An executive agency of the Department of Health and Social Care which aims to protect and improve he nation’s health and wellbeing. |
| SCR | Single Central Record | A statutory secure record of recruitment and identity checks for all permanent and temporary staff, proprietors and volunteers who attend the provision in a non-visitor capacity. |
| SENCO | Special educational needs coordinator | A statutory role within all schools maintaining oversight and coordinating the implementation of the school’s special educational needs policy and provision of education to students with special educational needs. |

**After a referral is made**

Where the student is at risk of significant harm but is not in immediate danger, a strategy discussion is held.

The student is in needs of immediate protection

Once a referral has been made, a social worker from CSCS will notify the referrer that a decision has been made and one of the following responses will be actioned.

No formal assessment is needed.

The DSL supports the initial staff member to liaise with other agencies to arrange an early help assessment and appropriate support.

Where appropriate to do so, the DSL and staff member who raised the concern may be consulted during these stages to ensure that all areas of concern are addressed.

Appropriate emergency action is taken by the social worker, police or NSPCC

A Child in Need assessment is completed within 45 working days.

If the child’s situation does not appear to be improving, the DSL should press for re-consideration to ensure their concerns have been addressed and, most importantly, that the child’s situation improves.

Staff keep the student’s circumstances under review and re-refer if appropriate to ensure circumstances improve – the student’s best interests always come first.

The type of support needed is identified, arrange through multi-agency liaison and provided effectively.

A child protection plan is potentially required.

Within 15 working days of the strategy discussion, an initial child protection conference is held.