

Safeguarding & Child Protection Policy



Safeguarding Lead
Miss Catherine Wilson
Head Teacher HEAD TEACHERS OFFICE



Deputy Safeguarding Lead
Mrs Jane Love
Behaviour Mentor HLTA OFFICE



Safeguarding Officer
Miss Joanne Wye
Deputy Head D.H. Office



Safeguarding Officer
Mr Rob McQueen
Hub Instructor Hub



Safeguarding Officer
Mrs Valerie Martin
Family Liaison Family support Office

All safeguarding personnel are available during normal school hours 8:30 to 4:00 however they are available out of hours by email, details are on the key contacts page 3

The original policy was ratified by the governing body on 17/10/16 Amendments added 09.7.2019 ratified by the Governing body September 2019 Further amendments January 2021

It will be reviewed annually (or when legislation changes)

Signed by the Head teacher

Head teacher	Sign and Date	
Chair of Governing Body	Sign and Date	

Single Central record responsibilities

Miss Catherine Wilson Base: Head Teachers office
Miss Sangeeta Ravalia Base: Front reception office

Revised January 2021

Other policies relating to safeguarding policy can be found on the website under the policy section

CONTENTS



number	section	page
Grid	Key contacts	3
1	Introduction	4
2	NeneGate Commitment including SEND, Children's mental health and CiC/LAC Children	4/5
Section 3	Providing a safe and supportive environment	5
3.1	Safer recruitment and preventing unsuitable people working with children.	5
3.2	Safe Practice including Staff training	6
3.3	Sharing safeguarding information with students	6
3.4	Partnership with parents/carers	6
3.5	Partnership with others including offsite provision and multi-agency working	7
3.6	NeneGate school training and Staff Induction	7
3.7	Support, Advice and Guidance for staff	7
3.8	Related NeneGate Policies	7
3.9	Student Information	8
3.10	Roles and Responsibilities	8
	Designated Senior Person	9
Section 4	Identifying Children and Young People who may be suffering or are likely to suffer significant harm	10
	Raising Awareness	10
4.1	Definition of safeguarding	11 & 12
Section 5	Taking Action to Ensure that Children and Young People are Safe at NeneGate School, online and at Home	13
5.1	Staff will immediately report	13
5.2	Responding to Disclosures	13
5.3	Action by Designated Senior Person	14
5.4	Action following Child Protection referral	14
5.5	Recording and monitoring	15 & 16
5.6	Supporting the Child and Partnership with Parents/Carers	15
5.7	Allegations against Person(s) Working in or on Behalf of NeneGate School	16
	Initial Action relating to a staff allegation	16
Mandatory reporting Duty	FGM & HBA (Honour based abuse) (Page 87/ 88 in KCSIE 2020) Forced marriage (page 89 in KCSIE 2020) and breast ironing	17
Appendix A	Adult Access to Students	18
Appendix B	Radicalisation and PREVENT	19
Appendix C	Child Sexual Exploitation, Criminal exploitation and young carers	20
Appendix D	NeneGate log of Concern Forms	21-23
Appendix E	Additional Guidance	24
Appendix F	Safeguarding in the curriculum including online safety and teaching safeguarding, Role of Governing Body, Drug Misuse and Sending or posting sexually suggesting images (SEXTING)	25
Appendix G	Early help and Peer on Peer Abuse. Upskirting (Page 94 in KCSIE 2020) sexual violence and harassment (Page 92 & 93 in KCSIE 2020)	26
Appendix H	Flow chart of NeneGate procedures relating to staff allegations	27

Key Contacts



Key Contact list for Safeguarding in NeneGate

	Name	Phone contact	email
Designated Safeguarding Lead	Catherine Wilson	01733 349438	Catherine.Wilson@nenegate.peterborough.sch.uk
Deputy Safeguarding Lead	Jane Love	01733 349438	Jane.love@nenegate.peterborough.sch.uk
Safeguarding Officer	Joanne Wye	01733 349438	Jo.wye@nenegate.peterborough.sch.uk
Safeguarding Officer	Rob McQueen	01733 349438	Rob.McQueen@nenegate.peterborough.sch.uk
Safeguarding Officer	Valerie Martin	01733 349438	Val.martin@nenegate.peterborough.sch.uk
Safeguarding Governor	Kate Blundell	07964006470	jonkate@jblundell.fsnet.co.uk

Key local contacts

	Name	Telephone contact	Email
Children's Social care Contact Centre	Duty team	01733 864170 864180 Out of hours: 01733 234724	ReferralCentre.Children@cambridshire.gov.uk
LADO (Local authority designated officer)	Gisela Jarman 01733 864042	01733 864038	Gisela.jarman@peterborough.gov.co.uk www.safeguardingcambspeterborough.org.uk
NSPCC	Duty worker	01733 207620	peterborough@nspcc.org.uk
School Nurse	Lindsey Edis	01733 746822	l.edis@nhs.net
Childline		0800 1111	Childline.org.uk
Peterborough PREVENT team	Nikki O'Connell	Education safeguarding PREVENT lead	Nicky.o'connell@cambridshire.gov.uk
	Sgt Paul Harris PC Hoi NG	Police referral Police referral	07894601230 01480 422596
	PC Andy Penegar	Police referral	07720997489

NAMED PERSONS WITH RESPONSIBILITY FOR CHILD PROTECTION:

Designated Senior Person: Catherine Wilson

Deputy Designated Senior Person: Jane Love

Safeguarding officers: Joanne Wye, Rob McQueen, Valerie Martin

1.INTRODUCTION

This policy is in response to:

- 1) Sections 157 and 175 of the Education Act 2002.
- 2) 'Keeping Children Safe in Education' updated by the DfE January 2021

It is in line with the Local Safeguarding Children Board Child Protection Procedures and DfE guidance.

Staff should read the above document together with Annex A of "keeping children safe in Education" January 2021 and 'what to do if you're worried a child is being abused: Advice for practitioners' (March 2015).

This policy applies to all adults, including volunteers and temporary staff working in or on behalf NeneGate School.

Everyone in the education service shares an objective to help keep children and young people (under the age of 18) safe by contributing to:

Providing a safe environment for children and young people to learn in education settings and identifying children and young people who are suffering or likely to suffer significant harm, and taking appropriate action with the aim of making sure they are kept safe both at home and in the education setting.

NENEGATE COMMITMENT (Including children with SEND)

NeneGate is committed to safeguarding and promoting the welfare of all its students. Each student's welfare is of paramount importance. We recognise that some children may be especially vulnerable to abuse e.g. those with Special Educational Needs and disabilities. SEND children can face additional safeguarding challenges and additional barriers can exist when recognising abuse and neglect in this type of children.

These can include:

- Assumptions that indicators of possible abuse such as behaviour mood and injury can relate to the child's needs without further exploration.
- The potential for children with SEND being disproportionately impacted by behaviours such as bullying without outwardly showing any signs and communication barriers and difficulty overcoming those issues. Staff at NeneGate will remain vigilant and observant to these additional changes.

We will always take a considered and sensitive approach in order that we can support all our students. (CONT. page 5)



We take children's **mental health** very seriously and 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 and as such we will support all children by offering additional support including, Educational psychologist, Psychotherapist, welfare and bereavement support, SENCO, 1-1 counselling and NSPCC workshops. We also have very strong links with CAMH.

We also recognise the additional needs of our students who are living in care (CiC/LAC) and ensure their additional individual needs are met. Their EPEP (Electronic personal education plan) is tailored with effective targets and that pupil premium is used to enhance their lives. (Pupil premium is evidenced with School SENCO)

3.PROVIDING A SAFE AND SUPPORTIVE ENVIRONMENT

3.1 Safer Recruitment and Selection (Preventing unsuitable people working with children)

NeneGate school will operate a safer recruitment practices including ensuring appropriate DBS and reference checks are undertaken according to part three of KCSIE 2021. This section should be read in conjunction with the school's safer recruitment policy The following members of staff have undertaken safer recruitment training: Catherine Wilson, Joanne Wye. Safer recruiting Governor Mrs Kate Blundell

. We ensure that all appropriate measures are applied in relation to everyone who works in NeneGate who is likely to be perceived by the students as a safe and trustworthy adult, including volunteers, temporary staff and staff employed by contractors. Safer recruitment practice has been fully encompassed in the NeneGate Recruitment Policy and its procedures. Safer recruitment practice includes scrutinising applications, verifying identity and qualifications, obtaining professional and character references, checking previous employment history and ensuring that a candidate has the health and physical capacity for the job. It also includes undertaking rigorous selection procedures and Disclosure and Barring Service

Recruitment practices in place are:

- Teacher Prohibition checks are undertaken for all teachers employed by NeneGate;
- ID and right to work in the UK is verified prior to appointment.
- Two references are taken for all appointments.
- An Enhanced DBS is obtained for volunteers following a risk assessment considering the frequency, regularity, duration and nature of contact with children and young people and **NeneGate will also notify DBS,LADO and EPM directly if a person has been dismissed or resigned due to safeguarding concerns.**
- NeneGate maintains a Single Central Record detailing the range of checks carried out on their staff, volunteers, governors and regular visitors.
- All new appointments to NeneGate are subject to identity, criminal conviction disclosure, health and rights to work in the UK checks prior to interview.
- In NeneGate, Senior Leadership Team and the named safeguarding governor have successfully undertaken the approved Safer Recruitment training.

3.2 Safe Practice Staff Training

NeneGate undertakes Child Safeguarding training for **all staff (including temporary)** and updates this training **every year** to ensure that staff are safe and aware of behaviours which should be avoided. In addition, NeneGate Staff Code of Conduct outlines acceptable and unacceptable behaviour towards children and young people. Updated ongoing training for individuals and whole school staff is also evidenced in CP training file in welfare office.

Safe working practice ensures that students are safe and that **all** staff:

- Are responsible for their own action and behaviours and know how to avoid any conduct which could lead any reasonable person to question their motivation or intentions.
- Work in an open and transparent way and maintain a professional staff/student relationship at all times. Failure to do so would lead to disciplinary procedures laid out in the code of conduct policy.
- The use of personal mobile phones (or any personal form of technology) are not permitted in and around school without the explicit permission of the Head and Deputy Head. Further information can be found in our E-Safety policy (page 2)
- Only school photographic equipment must be used to take images of students.
- No contact is to be made with any student outside of school hours without explicit permission from the head or Deputy Head this includes all social media and texting.
- Discuss and/or take advice from the senior leadership team over any incident which may give rise to concern.
- Record any incidents or decisions made in relation to a child or young person.
- Apply the same professional standards regardless of gender or sexuality.
- Are aware that breaches of the law and other professional guidelines could result in criminal or disciplinary action being taken against them.

3.3 Sharing Safeguarding Information with Students

NeneGate is committed to ensuring that students are aware of behaviours towards them that is not acceptable and how they can keep themselves safe. All students know that we have five members of staff with responsibility for child protection and know who they are. We inform students of whom they might talk to, both in and out of school, their right to be listened to and heard and what steps can be taken to protect them from harm. There are posters around school with photographs of the Safeguarding Team

Information is made available to students, including NSPCC and Childline and **student safeguarding information board**.

NeneGate's arrangements for consulting with and listening to students are: welfare intervention sessions, peer support and mentoring schemes, teaching staff and Student Voice. We make students aware of these arrangements via, assemblies, posters, letters, lessons etc.

3.4 Partnership with Parents

NeneGate shares a purpose with parents/carers to keep children safe from harm and to have their welfare promoted. NeneGate hold coffee afternoons for parents covering a range of safeguarding advice including online safety and NSPCC workshops. More information is in the parent information section on the website.



We are committed to working positively, open and honestly with parents/carers. We ensure that all parents/carers are treated with respect, dignity and courtesy. We respect parents/carers' rights to privacy and confidentiality and will not share sensitive information unless we have permission or it is necessary to do so to protect a child. NeneGate will share with parents/carers any concerns we may have about their child unless to do so may place the child at risk of harm.

NeneGate follow each Local Safeguarding Children Board (LSCB) procedures when dealing with any matters of a child protection nature. NeneGate will endeavour to discuss all concerns with parents/carers about their child/ren. However, there may be exceptional circumstances when NeneGate will discuss concerns with Social Care and/or the Police without parental knowledge (in accordance with LSCB Child Protection Procedures). NeneGate will, of course, always aim to maintain a positive relationship with all parents/carers. NeneGate's Child Safeguarding Policy is available to all parents/carers upon request and on the website.

3.5 Partnerships with Others and multi-agency working

NeneGate recognises they have a pivotal role in multi-agency safeguarding, working in line with the statutory guidance 'working together to safeguard children'. Three safeguarding partners, The Local Authority, A clinical commissioning group for an area within the local authority and the chief officer of police will work together to with relevant agencies to safeguard and promote the welfare of local children. NeneGate will also work alongside, Drink/drugs sense, Health, and the local NSPCC colleagues on a regular basis.(in line with update from KCSIE 2021)

Offsite provision: off-site provision/Work placement - The Skills Service are our organising authority and provide safeguarding checks and training to employers engaged in work placement. They also carry out health & safety checks at premises.

3.6 School Training and Staff Induction

NeneGate's designated officer and Deputy Designated officer with Responsibility for Child Protection undertake basic child protection and safeguarding training on a 2 yearly basis, all other staff, including associate staff, undertake appropriate training to equip them to carry out their responsibilities for child protection effectively, which is up dated at the beginning of every academic year. NeneGate also have interim training if legislation changes.

All staff (including temporary staff and volunteers) are provided with a Safeguarding Induction pack prior to taking up appointment, this contains all relevant policies. (Staff induction packs are in safeguarding file in welfare office)

NeneGate aims to provide training on a termly basis on specific and relevant Child Safeguarding issues e.g. e-Safety, Safe Practice, Record Keeping. **(Working document of updated training evidence is in safeguarding file in welfare office).**

3.7 Support, Advice and Guidance for Staff

Staff will be supported by the Designated Person and Deputy Designated Person with Responsibility for Child Protection, who will provide guidance and training where appropriate. Advice and support is always available from the Local Authority's Social Work Team and further advice is available from the Police. (All contact details on page 3)

3.8 Related NeneGate Policies

Safeguarding covers more than the contribution made to child protection in relation to individual children. It also encompasses issues such as student health and safety,

NENE⁸GATE

bullying and a range of other issues, for example, arrangements for meeting the medical needs of children, providing first aid, school security, drugs and substance misuse etc.

There may also be other safeguarding issues that are specific to the local area of population. Other related Policies and Protocols that should be referred to include:

- Health and Safety Policy
- Anti-Bullying Policy
- E-Safety Policy
- Internet policy
- Safer recruitment Policy
- Staff Code of Conduct
- Whistleblowing Procedure
- Transporting pupil's Policy
- Equal Opportunities Policy
- Managing Medicines Policy
- Peer on Peer Abuse Policy
- Staff code of conduct Policy

3.9 Student Information

In order to keep children safe and provide appropriate care for them NeneGate requires accurate and up to date information regarding:

- Names (including any previous names), address and date of birth of child.
- Names and contact details of persons with whom the child normally lives, including a minimum of two phone numbers
- Names and contact details of all persons with parental responsibility (if different from above).
- Emergency contact details.
- Any relevant court orders in place including those which affect any person's access to the child (e.g. Residence Order, Contact Order, Care Order, Injunctions etc);
- Name and contact details of any key persons from other agencies, including GP;
- Any other factors which may impact on the safety and welfare of the child and If the child is or has a Child Protection Plan (formerly known as being on the Child Protection Register) is kept in a locked file with the Deputy safeguarding officer. (In Safeguarding office)

NeneGate will collate, store and agree access to this information in line with its Record keeping protocol and in line with GDPR.

All files are kept in the office kept up to date by the Office Manager (Miss Ravalia) along with the single central record..

• 3.10 Roles and Responsibilities

NeneGate will ensure that:

- NeneGate has a Child Safeguarding policy and procedures in place that are in accordance with the Local Safeguarding Children Board guidance a



locally agreed interagency procedures, and the policy is available to parents/carers upon request and on the school website.

- NeneGate operates safe recruitment procedures and makes sure that all appropriate checks are carried out on staff and volunteers who work with children.
- NeneGate has procedures for dealing with allegations of abuse against staff and volunteers that comply with guidance from the Local Authority and locally agreed inter-agency procedures; **See Flow chart APPENDIX H**
- A senior member of the Leadership Team is designated to take lead responsibility for Child Protection (and a deputy);
- Staff undertake appropriate child protection training.
- They remedy, without delay, any deficiencies or weaknesses regarding child protection arrangements:
- A NeneGate Member is nominated to be responsible for liaising with the LADO and/or partner agencies in the event of allegations of abuse being made against the Head Teacher for all other colleagues it will be a member of the Local Academy Council.
- Where services or activities are provided on NeneGate's premises by another body, the body concerned has appropriate policies and procedures in place in regard to safeguarding children and child protection and liaises with NeneGate on these matters where appropriate;
- Ensure the Child Safeguarding Policy is updated regularly and reviewed annually.
- They review their policies and procedures annually and provide information to the LA and Governing Body about them and about how the above duties have been discharged.

Designated Senior Person - The Head Teacher will ensure that:

- The policies and procedures adopted by NeneGate are fully implemented, and followed by all staff;
- Sufficient resources and time are allocated to enable the designated person and other staff to discharge their responsibilities; and
- All staff and volunteers feel able to raise concerns about poor or unsafe practice in regarding to children, and such concerns are addressed sensitively and effectively in a timely manner in accordance with the agreed Whistleblowing Policy.

Each Designated Person with Responsibility for Child Protection will:

- Refer cases of suspected or alleged abuse to the relevant investigating agencies.
 - Act as a source of support, advice and expertise within the educational establishment.
 - Liaise with the Head Teacher to inform him/her of any issues and ongoing investigations and ensure there is always cover for this role.
- Training
- To recognise how to identify signs of abuse and when it is appropriate to make a referral. Have a working knowledge of how the child protection cases operate, the conduct of a child protection case conference and be able to attend and contribute to these.
-
- Ensure that all staff have access to and understand NeneGate's Child Safeguarding Policy.
 - Ensure that all staff have induction training.
 - Keep detailed and accurate secure written records and/or concerns; In line with GDPR

- Obtain access to resources and attend any relevant or refresher training courses at least every two years.

4.

Identifying Children and Young People who may be suffering or likely to suffer significant harm.

Raising Awareness

- Ensure parents/carers are made aware of the Child Safeguarding Policy which alerts them to the fact that referrals may be made and the role of NeneGate in this to avoid conflict later;
- Where a child leaves NeneGate, ensure the Child Safeguarding file is copied for the new establishment ASAP and is transferred to the new school separately from the main student file.
- We reserve the right to do a home visit at any time if there is a concern for a child's safety or welfare. We will contact police for a safe and welfare check if we have not established contact.
- If a child goes missing (or is educated at home) NeneGate will agree with the local authority, the regular intervals that the school will inform the local authority of any pupil who fails to attend school regularly, or has been absent without the school's permission for a continuous period of 10 days or more. Then the child protection file will be copied and the copy forwarded to the Principal Education Welfare Officer at the Local Authority.

All staff and volunteers will:

- Fully comply with NeneGate's policies and procedures.
- Attend appropriate training.
- Inform the Designated Person of any concerns promptly
- Record any potential safeguarding incidents appropriately.
- Understand and adhere to the documentation procedures within NeneGate

Teachers and other adults in NeneGate are well placed to observe any physical, emotional or behavioural signs which indicate that a child may be suffering significant harm. The relationships between staff, students, parents and the public which foster respect, confidence and trust can lead to disclosures of abuse, and/or NeneGate staff being alerted to concerns.

Safeguarding children is defined as:

The actions we take to promote the welfare of children and protect them from harm are everyone's responsibility. Everyone who comes into contact with children and families has a role to play.

Safeguarding and promoting the welfare of children is defined as:

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

Working Together to Safeguard Children July 2018 (pages 6 and 7)

Safeguarding is not just about protecting children from deliberate harm. It also relates to aspects of school life including

- Pupils' health and safety.
- The use of reasonable force.
- Meeting the needs of children with medical conditions.
- Providing first aid.
- Educational visits
- Intimate care.
- Internet or e-safety.
- Appropriate arrangements to ensure school security, taking into account the local context.

Safeguarding can involve a range of potential issues such as:

- Bullying, including cyber bullying (by text message, on social Networking sites, etc) and prejudice-based bullying including peer on peer abuse (**See Peer on Peer abuse policy**)
- Racist homophobic or transphobic abuse.
- Extremism and radicalisation.
- **Child sexual exploitation and children at risk of criminal exploitation (See appendix C)**
- Sexting.
- Substance misuse. (**See appendix F**)
- Issues which may be specific to a local area or population, for example gang activity and youth violence.
- Particular issues affecting children including domestic violence, female genital mutilations, honour-based violence and forced marriage.
- Sexual violence and harassment between children in **schools (see peer on peer abuse policy)**
- Up skirting:
(Further information taken from Annex A KCSIE 2021 further information)

4.1 Definitions

As in the Children's Acts 1989 and 2004, a child is defined as anyone who has not yet reached his/her 18th birthday.

Harm means ill treatment or impairment of health and development, including, for example, impairment suffered from seeing or hearing the ill-treatment of another; development means physical, intellectual, emotional, social or behavioural development; health includes physical and mental health; ill-treatment includes sexual abuse and other forms of ill-treatment which are not physical. **KCSIE 2021 further updates page 8**

Abuse and neglect are forms of maltreatment. Somebody may abuse or neglect a child by inflicting harm or failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting; by those known to them, or, more rarely, by a stranger. They may be abused by an adult or adults or another child or children.

Physical abuse 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.

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, including prostitution, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative (e.g. rape, buggery or oral sex) or non-penetrative acts. They may include non-contact activities, such as involving children in looking at or in the production of, pornographic material or watching sexual activities or encouraging children to behave in sexually inappropriate ways.

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate or valued only insofar as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying, causing children frequently to feel frightened or in danger or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

Neglect is 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 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);
- ensure access to appropriate medical care or treatment.

It may also include neglect of or unresponsiveness to a child's basic emotional needs.

Whilst the above are the legal definitions, staff must also be aware of other forms of harm including forced marriage, radicalisation, honour based violence and female genital mutilation as mentioned in section 4.

5. Taking Action to Ensure that Children and Young People are safe at NeneGate and at Home

It is not the responsibility of NeneGate staff to investigate welfare concerns or determine the truth of any disclosure or allegation. All staff, however, have a duty to recognise concerns and maintain an open mind. Accordingly all concerns regarding the welfare of students will be recorded and discussed with the designated senior person with responsibility for child protection (or another designated member of staff in the absence of the senior person) prior to any discussion with parents/carers.

5.1 Staff will Immediately Report

- Any suspicion that a child is injured, marked or bruised in a way which is not readily attributable to the normal knocks or scrapes received in play.
- Any explanation given which appears inconsistent or suspicious.

- Any behaviours which give rise to suspicions that a child may have suffered harm (e.g. worrying drawings, writing or acts).
- Any concerns that a child may be suffering from inadequate care, ill treatment or emotional maltreatment.
- Any concerns that a child is presenting signs or symptoms of abuse or neglect.
- Any significant changes in a child's presentation, including non-attendance.
- Any hint or disclosure of abuse from any person.
- Any concerns regarding person(s) who may pose a risk to children (e.g. living in a household with children present).

5.2 Responding to Disclosure

Disclosures or information may be received from students, parents/carers or other members of the public. NeneGate recognises that those who disclose such information may do so with difficulty, having chosen carefully to whom they will speak. Accordingly staff will handle disclosures with sensitivity.

Such information cannot remain confidential and staff will immediately communicate what they have been told to the designated person and make a contemporaneous record.

Staff will not investigate but will, wherever possible, elicit enough information to pass on to the designated person in order that s/he can make an informed decision of what to do next.

Staff will:

- Listen to and take seriously any disclosure or information that a child may be at risk of harm
- Try to ensure that the person disclosing does not have to speak to another member of the NeneGate's staff.
- Try to keep questions to a minimum and of an 'open' nature e.g. 'can you tell me what happened?' rather than 'did X hit you?'
- Try not to show signs of shock, horror or surprise or express feelings or judgements.
- Explain sensitively to the child that they have a responsibility to refer the information to the senior designated person.
- Reassure and support the child as far as possible.
- Explain that only those who 'need to know' will be told.
- Explain what will happen next and that the child will be involved as appropriate.

5.3 Action by the Designated Senior Person (or other senior person in their absence)

- Following any information raising concern, the senior designated person will consider:
 - Any urgent medical needs of the child.
 - Discussing the matter with other agencies involved with the family.
 - Consulting with appropriate persons e.g. Police, Social Care etc.
 - Consider the child's wishes.

Then decide:

- Wherever possible, to talk to parents/carers, unless to do so may place a child at risk of significant harm, impede any Police investigation and/or place the member of staff or others at risk.
- Whether to make a child protection referral to Social Care because a child is suffering or is likely to suffer significant harm and if this needs to be undertaken immediately.

OR

Not to make a referral at this stage. If further monitoring is necessary, If it would be appropriate to undertake a Early Help Assessment and/or make a referral for other services.

All information and actions taken, including the reasons for any decisions made, will be fully documented. All referrals to Social Care will be accompanied by a standard Referral Form

5.4 Action following a child protection referral

The designated senior person or other appropriate member of staff will:

- Make regular contact with Social Services
- Contribute to the Strategy Discussion and Initial Assessment
- Provide a report for, attend and contribute to any subsequent Child Protection Conference
- If the child or children have a Child Protection Plan, contribute to the Child Protection Plan and attend Core Group Meetings and Review Child Protection Conferences
- Share all reports with parents prior to the meetings
- Where in disagreement with a decision made e.g. not to apply Child Protection Procedures or not to convene a child Protection Conference, discuss this with the LADO and escalate as required.
- Where a child is having a Child Protection Plan moves from NeneGate or goes missing, immediately inform Social Services and record who and when.

5.5 Recording and Monitoring

- Please refer to NeneGate's Record Keeping Protocol with either designated personnel for further detail of how records will be taken, maintained and stored in line with GDPR.

NeneGate will record:

- Information about the child: name, address, D.O.B, those with parental responsibility primary carers, emergency contacts, names of persons authorised to collect from NeneGate, any court orders, if a child has been subject to a Child Protection Plan
- Key contacts in other agencies including GP details
- Any disclosures/accounts from child or others, including parents/carers (and keep original notes).

- All concerns, discussions, decisions, actions taken (dated, timed and signed) and arrangements for monitoring/reviewing

All records should be objective and include:

- Statements, facts and observable things (what was seen/heard)
- Diagram indicating position, size, colour of any injuries.
- Words child uses (not translated into 'proper' words)
 - Non-verbal behaviours
- All child protection documents will be retained in a 'Child Protection' file, separate from the child's main file. This will be locked away and only accessible to the Designated Safeguarding Lead, Deputy and trained designated Persons. These records will be copied and transferred to any school or setting the child moves to, clearly marked 'Child Protection, Confidential, for the attention of the Designated Senior Person with Responsibility for Child Protection and signed for.
- If the child goes missing from education or is removed from roll to be educated at home then any Child Protection file should be copied and the copy sent to the Principal Education Welfare Officer. See page 10.
- NeneGate will retain all original copies of child protection files indefinitely or until such time the legislation changes

All NeneGate staff will monitor:

- Injuries/marks
- Attendance
- Changes e.g. mood/academic functioning
- Relationships
- Language
- Behaviour
- Demeanour and appearance
- Statements and comments
- Medicals
- Stories, 'news', drawings
- Response to PE/sport
- Family circumstances
- Parental behaviours/care of child

5.6 Supporting the Child and Partnership with Parents/Carers

- NeneGate recognises that the child's welfare is paramount, however, good child protection practice and outcomes rely on a positive, open and honest working partnership with parents/carers.
- Whilst we may, on occasion, need to make referrals without consultation with parents/carers, we will make every effort to maintain a positive working relationship with them whilst fulfilling our duties to protect any child.

- We will provide secure, caring, supportive and protective relationships for the child
- Children will be given a proper explanation (appropriate to age and understanding) of what action is being taken on their behalf and why.
- We will endeavour always to preserve the privacy, dignity and right to confidentiality of the child and parents/carers. The Designated Senior Person will determine which members of staff 'need to know' personal information and what they 'need to know' for the purpose of supporting and protecting the child.

5.7 Allegations against person(s) working in or on behalf of NeneGate School (including volunteers and temporary staff)

Where an allegation is made against any person working in or on behalf of NeneGate that he or she has:

- 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; or
- Has behaved towards a child or children in a way that indicated s/he is unsuitable to work with children.

NeneGate will follow the Local Safeguarding Children's Board Procedure for Dealing with Allegations against a Person who works with Children.

See APPENDIX H Flow chart referring to staff allegations (all staff have a copy)

KCSIE page 15 section 56.

Where a staff member feels unable to raise an issue with their employer or feels that genuine concerns are not being addressed, other whistle blowing channels are open to them.

NSPCC 'What to do to report abuse' dedicated helpline
help@nspcc.org.uk (Phone number on page 3)

Detailed records will be made to include decisions, action taken and the reasons for these. All records will be retained securely as mentioned above.

Whilst we acknowledge that such allegations (as all others) may be false, malicious or misplaced, we also acknowledge that they may be founded.

It is, therefore, essential that all allegations are investigated properly and in line with agreed procedures.

Initial Action relating to a staff allegation

- The person who has received the allegation or witnesses an event will immediately inform their Head Teacher (or Deputy Head Teacher if the allegation is against the Head Teacher) and make a record
- The Head Teacher will take steps, where necessary, to secure the immediate safety of children and any urgent medical needs
- The member of staff will not be approached at this stage unless it is necessary to address the **immediate** safety of children

- The Head Teacher may need to clarify any information regarding the allegation, however, no person will be interviewed at this stage
- The Head Teacher will consult with the Local Authority Designated Officer (**LADO contact details page 3**) in order to determine if it is appropriate for the allegation to be dealt with by the School or if there needs to be a referral to Social services and/or Police for investigation
- Consideration will be given throughout to the support and information needs of students, parents and staff
- The Head Teacher will inform the LADO and chair of Governors of any allegation.
- Each member of staff has a flow chart of procedures with all contact information for children's social care referrals and when an allegation is made about a member of staff. It is a clear and comprehensive guide.
- **Contact the NSPCC Whistleblowing Advice Line**
- Call [0800 028 0285](tel:08000280285)
- Email help@nspcc.org.uk

Mandatory Reporting Duty for all staff

Female Genital mutilation forced marriage and breast ironing (honour based abuse (HBA))

Section 5B of the Female Genital Mutilation act 2003 (as inserted by section 74 of the serious crime act 2015) will place a statutory duty upon **teachers, all school staff along with regulated health and social care professionals in England and Wales, to report to police** where they discover (either through disclosure by the victim or visual evidence) that FGM appears to have been carried out on a girl under 18.

Those failing to report such cases will face disciplinary sanctions. It will be rare for staff to see visual evidence, and they should not be examining pupils, but the same definition of what is meant by "to discover that an act of FGM appears to have been carried out" is used for all professionals to whom this mandatory reporting duty applies. Information on when and how to make a report can be found at: [Mandatory reporting of female genital mutilation procedural information](#).

So called honour-based abuse (HBA) are crimes that have been committed to protect or defend the honour of the family and or community.

It can include FGM, Forced marriage and Breast ironing.

If staff have a concern that a child may be at risk of HBV they should speak to the DSL without delay.

In turn the DSL will use national protocol for multi-agency support.

Adult Access to Students

- 1.1 The word ADULT applies to anyone who is NOT a teacher, or whose employment by NeneGate School gives them specific approval to have direct contact with children. It also includes ex students who have recently left NeneGate.
- 1.2 If any adult reports to NeneGate Reception asking to see a student, the request must be referred directly to the Head Teacher or Deputy Head or deputy safeguarding person.
- 1.3 No adult is allowed to have access to a child without the continuous presence of an appropriate employee or the child's parents/carers.
- 1.4 No adult will be given access to a child, even with parents'/carers' approval, if the business is not directly related to the child's education or to events which have taken place on NeneGate site. Priority should be given to the continuation of student's education and welfare with minimum disturbance.
- 1.5 If the Police request to see a student, this request will not normally be granted if the investigation relates to matters when the child was in the care of their parents/carers.
- 1.6 The only exception would be if the Police were able to convince us that they were investigating serious criminal activity where speed was an essential part of their enquiries. In this case, if parents/carers could not be contacted, the Head Teacher would normally accept responsibility "in loco parentis" and inform the parents/carers afterwards.
- 1.7 Serious criminal activity would include certain types of child abuse. In these cases it would be a matter of professional judgement and liaison with the appropriate agencies as to how and when parents/carers would be informed.
- 1.8 These policy arrangements may occasionally mean that visitors asking to see a student may be required to wait for some considerable period. A genuine visitor will appreciate the rigour with which we protect the security of our students.

(Appendix B)

Radicalisation and PREVENT

There are now duties imposed on schools and other agencies in relation to the **DfE guidance The Prevent Duty**. The prevent duty is now incorporated into our existing policies.

Where we are concerned about individual children, we will follow the referral pathway defined.

The essence of our policy, however, is that we seek to protect children and young people from being drawn into, and against, the messages of all violent extremism. This includes and is not restricted to ISIL, AQ, Far Right, Neo Nazi, White Supremacist ideology, Irish Nationalist and Loyalist paramilitary groups, and extremist Animal Rights movements.

The use of social media and the internet as tools to radicalise young people cannot be underestimated. We recognise that those that seek to recruit young people to follow extremist ideology often target those who are already vulnerable in some way and that exposure to extreme views can make young people vulnerable to further manipulation and exploitation.

As a School we are clear that we have a duty to safeguard young people from such dangers and we will actively promote resilience to such risks through our curriculum, student voice, SEND policy, assemblies, our SMSC and anti-bullying work and our ICT Acceptable Use Policy.

The school has staff who have completed the WRAP training and have subsequently delivered (along with the police) PREVENT training across the whole school staff. The training is revisited annually for all school staff.

Prevent

From 1 July 2015 specified authorities, including all schools as defined in the summary of this guidance, are subject to a duty under section 26 of the Counter-Terrorism and Security Act 2015 (“the CTSA 2015”), in the exercise of their functions, to have “due regard to the need to prevent people from being drawn into terrorism”.

This duty is known as the Prevent duty. There is a revised Prevent Duty Guidance for England and Wales HM Government (July 2015)

It applies to a wide range of public-facing bodies.

Bodies to which the duty applies must have regard to statutory guidance issued under section 29 of the CTSA 2015 (“the Prevent guidance”). Paragraphs 57-76 of the Prevent guidance are concerned specifically with schools (but also cover childcare).

NeneGate have a PREVENT plan and an Emergency plan in place and a SERT team (Special emergency response team) with roles and responsibilities specified within the plan.

There is a separate **PREVENT file** kept in the welfare office with the Deputy Safeguarding Lead. Prevent team contacts are listed on the **key contacts** page and displayed around school.

Revised Prevent Duty Guidance: for England and Wales is accessible to all staff displayed in the staffroom.

(Appendix C)

Child Sexual Exploitation (CSE) & Child Criminal exploitation Policy

NeneGate School adheres to the relevant Local Safeguarding Children's Board procedure in relation to child sexual exploitation and criminal exploitation. This is our policy to summarise our position.

We recognise that child sexual exploitation and criminal exploitation are high profile issues both nationally and locally.

NeneGate recognises that any child exploitation can cause a great deal of harm to a child, including physically, emotionally, educationally and socially. Where it exists, it can also cause harm to communities and schools.

Any Child exploitation can happen in several ways to both boys and girls, for example it can happen in the virtual world through various social media and this can still cause significant harm. It can happen through inappropriate relationships such as older boy/girlfriends or through parties, gangs or organised abuse. Some children will be particularly vulnerable to being exploited, for example if they have had a chaotic upbringing or if they are in care or go missing, involved in gangs or being bullied. We recognise however that any child can become a target for exploitation, particularly where the internet and social media are involved. This is because the normal life events that go with being a child or teenager in today's age can be a challenge and make them susceptible to being groomed and exploited.

As a School we recognise that prevention is the best position with regard to any form of exploitation. We seek to support children to develop confidence and build resilience. We will endeavour to support their age appropriate knowledge and raise awareness and understanding of what CSE and criminal exploitation is, to understand the risks and to spot the warning signs for themselves and also their friends and peers and by doing so keep safe.

If prevention is not possible, we aim to identify children who are at risk of or being exploited very early. Early intervention is key to effectively working with the child to prevent or reduce the level of risk. Once they have been groomed some children will find it difficult to withdraw from their abusers and we need to contribute to helping to protect them. Some children feel that they are in a relationship with these people. We commit to working with our inter-agency partners to safeguard and protect children.

Much of this work will be through our programmes of personal and social development (PHSE) or through our Relationship and sex Education work.

We also work very closely with the NSPCC in doing protective work in school.

An important part of educating our children is focussing on what is a healthy relationship and issues of consent. This will also target potential abusers at an early age with the intention of helping to shape their attitudes to others.

We want to have a culture where the welfare of children is actively promoted, and staff and students are vigilant. As part of this children will feel listened to and safe. We carry out CSE and criminal exploitation training for all staff annually to keep staff aware of signs and dangers to look out for in our children. With our robust safeguarding system this enables us to act swiftly if we have any concerns. All staff will consider whether children are at risk of abuse or exploitation in situations outside their families.

Young Carers

NeneGate recognises that children who are living in a home environment which requires them to act as a young carer for a family member or friend, who is ill, disabled or misuses drugs or alcohol can increase their vulnerability and that they may need additional support and protection.

NeneGate will seek to identify young carers; offer additional support internally, signpost to external agencies be particularly vigilant to the welfare of young carers and follow the procedures outlined in this policy, referring to Early help or social care as required if concerns arise.

To be completed by the Designated Person for Child Protection:

Received by:

Designated Person for Child Protection

Initial action taken by the Designated Person:

Has the parent/carer been informed of the concern? **YES / NO** (please circle, as appropriate)

If YES, state name of parent/carer: -----

If YES, please state who informed the parent/carer, action taken and the outcome:

If NO, please provide the reason why not:

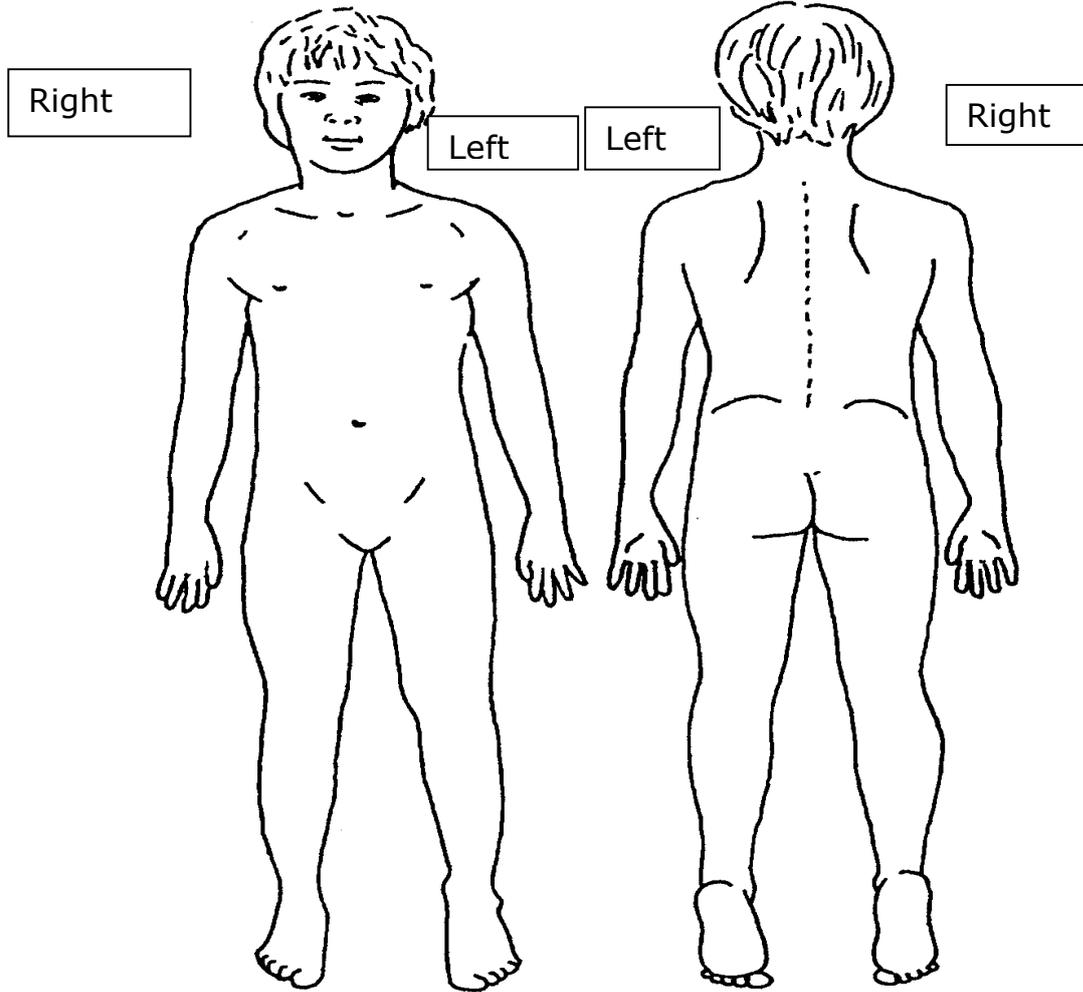
Date: _____ Time: _____

Details of any further action taken or relevant information (this may include follow-up calls, feedback from other professionals, etc. and should include details.) A separate sheet can be used, if required:

Please ensure a record of this log is added to the child welfare chronology and added to the child's welfare file.

Number of previous concerns

NENEGATE



(Appendix E)

Additional Guidance

<http://www.nspcc.org.uk/>

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/279511/step_by_step_guide.pdf **(Sexual Exploitation)**

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/288444/preventing_and_tackling_bullying_march14.pdf **(Preventing and Tackling Bullying)**

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/292505/supporting_bullied_children_advice.pdf **(Supporting Children and Young People who are bullied)**

<https://www.gov.uk/domestic-violence-and-abuse> **(Domestic Abuse)**

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/270169/drug_advice_for_schools.pdf **(Drugs)**

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/277314/Safeguarding_Children_in_whom_illness_is_fabricated_or_induced.pdf **(Fabricated Illness)**

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/200099/DFE-00095-2012_Action_Plan_-_Abuse_linked_to_Faith_or_Belief_-_Summary.pdf **(Faith/Belief)**

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/216669/dh_124588.pdf **(Female Genital Mutilation)**

<https://www.gov.uk/forced-marriage> **(Forced Marriage)**

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/226293/Advice_to_Schools_and_Colleges_on_Gangs.pdf **(Gangs)**

<https://www.gov.uk/government/policies/ending-violence-against-women-and-girls-in-the-uk> **(Violence against women/girls)**

<https://www.gov.uk/government/publications/the-mental-health-strategy-for-england> **(Mental Health)**

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/274414/Children_Act_1989_private_fostering.pdf **(Private Fostering)**

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/118194/channel-guidance.pdf **(Radicalisation)**

<https://www.gov.uk/government/collections/this-is-abuse-campaign> **(Teenage relationship abuse)**

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/177033/DFE-00084-2011.pdf **(Trafficking)**

<http://www.childline.org.uk/play/GetInvolved/Pages/sexting-zipit-app.aspx>

Under pressure to send naked images? This Childline app helps you gain control and stay in control of your chat game. (FREE APP)

Safeguarding in the curriculum

Safeguarding in the curriculum is taught to the students through lessons in multi Media, PHSE, student voice (student “feeling safe” survey completed by students), ICT covering online Safety, welfare interventions and whole school safeguarding quiz, whole school workshops from outside agencies (NSPCC and KOOTH) ongoing into 2020/2021.

Relationships and sex education are delivered in science and PHSE lessons.

Role of Governing Body

The governing body fully recognises its responsibilities with regard to child protection and safeguarding and promoting the welfare of children.

It will:

Nominate a governor for safeguarding and child protection who will monitor the school's compliance with statutory requirements and practice and champion child protection issues

Ensure an annual report is made to the full governing body and copied to the Education Child Protection Service. Any weaknesses will be rectified without delay

Ensure that this Safeguarding and Child Protection policy is annually reviewed and updated and shared with staff. It will be made available on the school website.

It will ensure there are appropriate safety filters on ICT and will reflect their involvement with this in the Governing Body minutes.

Governors are required to have an enhanced criminal records certificate from the DBS.

Sending or posting sexually suggesting images (SEXTING)

Pupils will be made aware that making, possessing and distributing any imagery of someone under 18 which is “indecent” is illegal. This includes imagery of yourself if you are under 18.

All staff members at Nenegate will be made aware of how to recognise and refer any disclosures of incidents involving “youth produced sexual imagery”.

NeneGate will follow UKCCIS Guidance: Sexting in schools and colleges, responding to incidents and safeguarding young people (2016) Guidance (on Staff Safeguarding board in the Staffroom.)

We will then determine the best course of action. This may include police and /or CSE involvement, safeguard /welfare interventions.

Substance Misuse

The discovery that a child is misusing legal or illegal substances or reported evidence of their issue is not necessarily sufficient to initiate child protection proceedings but NeneGate will consider the following situations:

- To believe the child's substance misuse may cause him or her to be vulnerable to other abuse such as sexual abuse.
- To believe children's substance related behaviour is a result of abuse or because of pressure or incentives from others, particularly adults.
- Where the misuse is suspected of being linked to parent /carer.
- Where the misuse indicates an urgent health or safeguarding concern.
- Where the child is perceived to be at risk of harm through any substance associated criminally.

EARLY HELP

Support from Early Help can be accessed through the completion of an Early Help Assessment. The Early Help Assessment is an assessment tool used by a wide range of professionals working with children, young people and families who may have additional needs within the area of Early Help.

Any child may benefit from Early Help but all staff should be particularly alert to the potential need for early help for a child who:

- Is disabled and has specific special needs
- Is a young carer
- Is showing signs of being drawn into anti-social behaviour or criminal activity.
- Is frequently missing from school/home/care
- Is at risk of E & R or exploitation

The Early Help Assessment process will help to identify additional support and coordinate the support around the family.

Staff support the early help process by recognising students who may need specific guidance and support from specialist organisations.

Staff can access members of the Early Help team directly and they can offer information, support and advice about the range of services available through this programme they can be contacted by emailing earlyhelp@peterborough.gov.uk or calling 01733 863649 (**This would normally be done by the school's SENCO**).

PEER ON PEER ABUSE

Keeping children safe in education January 2021 clearly states that Governing Bodies and proprietors should include policy and procedures to minimise the risk of peer on peer abuse. (Page 9).

All staff should recognise that children can abuse other children (often referred to as Peer on Peer abuse).

This is more likely to include:

Bullying (including cyber bullying)

Physical abuse such as hitting, kicking, shaking, biting, hair pulling or otherwise causing physical harm.

Sexual violence such as rape, assault by penetration and sexual assault

Sexual harassment such as comments or remarks, jokes, online sexual harassment.

There is a zero tolerance on any type of bullying at NeneGate School for guidelines and procedures please refer to our Peer on Peer abuse policy".

Upskirting and sexual violence and Harassment.

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 NeneGate safeguarding procedures apply to both concerns.

(See peer on peer abuse policy)

**What to do if both Catherine, Jane and Jo are not available.
Contact directly:**

LADO
(Local Authority Designated Officer)
Gisla Jarman
01733 864038

Rob McQueen/Val Martin
Nenegate school
01733 349438

Andy Coles
Chair of Governors
Contact:
Andycoles@mail.com

Children's Social Care
(ask advice)
01733 864170/864180
Out of hours:
01733 234724
ReferralCentre.Children
@cambrideshire.gov.uk

What if I have a concern about a staff member? Report to:

Report to Designated Safeguarding Lead and the Head teacher.
(Catherine Wilson)

What do I do if the staff member is the Designated Safeguarding Lead?

Head will report it also to Chair of Governors
(Andy Coles)

Contact Chair of Governors with concern.
(Andy Coles)

Report to the Deputy Safeguarding Lead.
(Jane Love)

What if the report was about the Deputy Designated Safeguarding Lead (Jane Love)

Contact **LADO**
01733 864038

If not available call **101 Police.**

Report it to The Designated Safeguarding Lead.
(Catherine)

Prevent concerns – see SPOC (Jane Love)

In the SPOC's absence see **Catherine Wilson**

In Catherine's absence contact Nikki O'Connell
Nicky.o'connell@cambrideshire.gov.uk

Appendix H

FLOW CHART FOR RAISING SAFEGUARDING CONCERNS ABOUT A CHILD

