



# **Uffculme Academy Trust**

Child Protection and Safeguarding Policy

Last Update: December 2020

## COVID-19 school response

Keeping Children Safe in Education (KCSIE) remains in force throughout the response to coronavirus (COVID-19).

Should Government or LA advice alter and/or new guidance be issued, Holyrood Academy will review its Safeguarding policy and where necessary add a supporting appendix. This new addition to the Child Protection and Safeguarding policy, once ratified, will be shared with all staff.

### Contents

|   |                    |
|---|--------------------|
| 1. Introduction .....   | 7                  |
| 2. Policy Principles.....   | 7                  |
| 3. Policy Aims .....  | <del>7</del> 78    |
| 4. Values .....   | 8                  |
| 5. Safe Academy, Safe Staff .....   | <del>9</del> 940   |
| 6. Roles and Responsibilities .....   | 10                 |
| 7. Confidentiality .....  | 13                 |
| 8. Child Protection Procedures.....   | 14                 |
| 9. Children who are particularly vulnerable .....                               | 17                 |
| 10. Anti-Bullying/Cyberbullying.....  | 18                 |
| 11. Racist Incidents.....   | 18                 |
| 12. Radicalisation and Extremism .....  | 18                 |
| 13. Domestic Abuse .....  | 19                 |
| 14. Child Sexual Exploitation (CSE) and Child Criminal Exploitation (CCE) ..... | 19                 |
| 15. Female Genital Mutilation (FGM) .....                                       | 20                 |
| 16. Forced Marriage .....   | 21                 |
| 17. Honour-based Abuse.....   | 21                 |
| 18. Mental Health .....   | <del>21</del> 2122 |
| 19. Private Fostering Arrangements .....  | 22                 |
| 20. Children looked after and previously looked after children .....            | 22                 |
| 21. Children Missing Education .....  | <del>22</del> 2223 |
| 22. Online Safety .....   | 23                 |
| 23. Child on Child Sexual violence and sexual harassment.....                   | 23                 |
| 24. Youth produced sexual imagery (sexting) .....                               | <del>24</del> 2425 |
| 25. Allegations against staff.....  | 26                 |
| 26. Whistle-blowing.....  | 27                 |
| 27. Physical Intervention .....   | <del>27</del> 2728 |
| 28. Confidentiality, sharing information and GDPR .....                         | 28                 |
| Appendix 1 .....  | 30                 |
| Appendix 2.....   | <del>33</del> 3334 |
| Appendix 3.....   | 36                 |

|  |    |
|--|----|
| Appendix 4.....  | 38 |
| Appendix 5.....  | 40 |
| Appendix 6.....  | 41 |
| Appendix 7.....  | 43 |
| COVID-19 school closure arrangements for Safeguarding and Child Protection at Holyrood Academy ..... | 45 |

### Summary of Changes since September 2019

|                             |   |
|-----------------------------|---|
| Title Page<br>DONE          | Covid 19 statement added from Keeping Children Safe in Education 2020<br>School statement added re: Covid 19 appendix to the Safeguarding Policy in the future  |
| Contents                    | Contents list amended in response to changes made in policy   |
| Safeguarding Statement p6   | Sentence added in safeguarding statement: 'The Safeguarding Policy underpins and guides Holyrood Academy's procedures and protocols to ensure its students and staff are safe.'   |
| Key Personnel p6            | Key personnel details converted to a table format   |
| Terminology p7              | Terminology: added 'and LA corporate parents'<br>2nd bullet point added 'mental and physical'   |
| Para 1<br>Introduction      | 7 <sup>th</sup> bullet point to read Keeping Children Safe in Education 2020  |
| Para 2<br>Policy Principles | 3 <sup>rd</sup> bullet point added 'mental wellbeing'   |
| Para 4<br>Values            | Supporting children<br>3 <sup>rd</sup> bullet point to include 'exhibiting signs of mental health problems'<br>4 <sup>th</sup> bullet point added 'We understand the impact on a child's mental health, behaviour and education when experiencing difficulties, abuse and/or neglect.'<br>Our school will support all children by:<br>5 <sup>th</sup> bullet point added 'settings'<br>9 <sup>th</sup> bullet point added 'By accessing and utilising the necessary resources, guidance and toolkits to support the identification of children requiring mental health support, support services and assessments and the subsequent systems and processes.'<br>Prevention/Protection<br>The school community will therefore:<br>3 <sup>rd</sup> bullet point changed 'is an adult' to 'there are adults'<br>4 <sup>th</sup> bullet point last sentence rewritten to include all key transition points<br>5 <sup>th</sup> bullet point added 'students and parents' and construction of sentence altered |
| Para 5                      | 1 <sup>st</sup> bullet point, 'Annex A' added   |

|   |   |
|---|---|
| <p>Safe School, Safe Staff</p>                | <p>2<sup>nd</sup> bullet point, Child Protection Policy amended to 'Child Protection and Safeguarding Policy'<br/> 2<sup>nd</sup> bullet point 'understood' added to 'staff...sign to say they have read it...'<br/> 3<sup>rd</sup> bullet point the word 'training' removed and replaced with 'information'<br/> 4<sup>th</sup> bullet point 'at induction removed'<br/> 6<sup>th</sup> bullet point the word 'regular' removed and replaced with 'annual'<br/> 7<sup>th</sup> bullet point, 'safeguarding' added to 'Child Protection Policy'<br/> 9<sup>th</sup> bullet point the information 'assessments and plans are recorded on the R4C system' added to Early Help reference<br/> 11<sup>th</sup> bullet point, 'Safeguarding' added to the 'Child Protection Policy'<br/> 13<sup>th</sup> bullet point, Keeping Children Safe in Education changed to '2020' and the statement 'and will sign to say they have read, understood and will abide by the information contained' added at end</p>   |
| <p>Para 6<br/>Roles and Responsibilities</p>  | <p>Roles and Responsibilities<br/> 2<sup>nd</sup> bullet point, 'Safeguarding' added to 'Child Protection Policy'<br/> 3<sup>rd</sup> bullet point, 'Safeguarding' added to 'Child Protection Policy'<br/> 4<sup>th</sup> bullet point, Keeping Children Safe in Education changed to '2020'<br/> 6<sup>th</sup> bullet point, 'supply staff' added<br/> 9<sup>th</sup> bullet point, 'Level 3' added<br/> 10<sup>th</sup> bullet point, 'but at least annually' added<br/> The Headteacher will ensure that:<br/> 7<sup>th</sup> bullet point, 'supply staff' added<br/> The Designated Safeguarding Lead:<br/> 1<sup>st</sup> bullet point, '(including online safety)' added<br/> 2<sup>nd</sup> bullet point with new statement 'will have the necessary knowledge and understanding to recognise possible children at risk of contextual and/or familial abuse or exploitation.'<br/> 19<sup>th</sup> bullet point, added reference to the Adolescent Safety Framework Safer Me process<br/> All School Staff<br/> New bullet point added (3<sup>rd</sup>): 'Will be aware of the indicators of abuse and neglect both familial and contextual; and recognise that contextual harm can take a variety of different forms.'</p> |
| <p>Para 8<br/>Child Protection Procedures</p> | <p>1<sup>st</sup> bullet point, 'Abuse can take place wholly online, or technology may be used to facilitate off-line abuse.' Added<br/> New 2<sup>nd</sup> bullet point included, 'Abuse and Neglect may also take place outside of the home, and this may include (but is not limited to), sexual exploitation criminal exploitation, serious youth violence, radicalisation.'<br/> Notifying Parents<br/> 3<sup>rd</sup> para substituted 'violence' for 'abuse'<br/> Footnote link added to locate DCFP Threshold Tool</p>  |

|   |  |
|---|--|
| Para 14<br>Child Sexual<br>Exploitation & Child<br>Criminal<br>Exploitation | First para changed to explain both CSE and CCE.<br>Processes and procedures if CSE/CCE is suspected have been updated to include the DCFP Adolescent Safety Framework Assessment.<br>Footnote link to DCFP Adolescent Safety Framework and Safer ME Assessment   |
| Para 17<br>Honour-based<br>Abuse  | 'Honour Based Violence' changed to 'Abuse'<br>Added para – new 19, Mental Health, explaining the implications and indicators for abuse   |
| Para 19<br>Mental Health  | Mental Health added as a new topic for Para 19, all subsequent topics are para number +1 from 2019   |
| Para 23<br>Online Safety  | Para 4 added ' <b>Holyrood Academy</b> will also provide advice to parents when students are being asked to learn on-line at home and consider how best to safeguard both students and staff.'   |
| Para 26<br>Allegations against<br>Staff                                     | Para 7 changed to 'Keeping Children Safe in Education 2020'  |
| Appendix 1  | Signs of abuse in children<br>Additions to bullet points include: anxiousness, mental health problems, poor attendance and the change from attention-seeking behaviour to attention-needing behaviours   |
| Appendix 3  | Added information on Exploitation, (incl County Lines, CSE and CCE) including additions to the signs for exploitation.   |
| Appendix 5  | Domestic Abuse – now also contains information on Operation Encompass<br>First para addition to 'In the long term...' of '...serious long lasting emotional and psychological impact on children. In some cases children may blame themselves for the abuse or may have had to leave the family home as a result.'<br>Additional guidance on where to go for support added |
| Appendix 6  | Indicators of vulnerability to Radicalisation:<br>Further information added about the Prevent duty and Channel   |

## Child Protection and Safeguarding Policy

Safeguarding Governor: Kate Yamada

Designated Safeguarding Lead: Sam Davison

Status & Review Cycle: Statutory/Annual

Next Review Date: Sept 2021

## Safeguarding Statement

Holyrood Academy recognise our moral and statutory responsibility to safeguard and promote the welfare of all students. We endeavour to provide a safe and welcoming environment where children are respected and valued. We are alert to the signs of abuse and neglect and follow our procedures to ensure that children receive effective support, protection and justice. Child protection forms part of the school's safeguarding responsibilities. The Safeguarding Policy underpins and guides Holyrood Academy's procedures and protocols to ensure its students and staff are safe.

### Key Personnel

| Role                                 | Name            | Email address                        |
|--------------------------------------|-----------------|--------------------------------------|
| Designated Safeguarding Lead         | Mrs S. Davison  | sdavison1@educ.somerset.gov.uk       |
| Deputy Designated Safeguarding Lead  | Mrs K. Down     | kdown1@educ.somerset.gov.uk          |
| Deputy Designated Safeguarding Lead  | Mrs K. Akerman  | kakerman@educ.somerset.gov.uk        |
| Deputy Designated Safeguarding Lead  | Mrs L. Haynes   | lhaynes@educ.somerset.gov.uk         |
| Deputy Designated Safeguarding Lead  | Mrs. C. Markham | cmarkham@educ.somerset.gov.uk        |
| Designated Governor for Safeguarding | Mrs. K. Yamada  | kyamada@educ.somerset.gov.uk         |
| Chair of Governors                   | Mr D. Pugh      | DMPugh@educ.somerset.gov.uk          |
| Key Worker contact                   | Mrs T. Coles    | keyworkers@gapps.holyroodacademy.com |

\*Out of hours contact details will be made available to staff

### Terminology

Safeguarding and promoting the welfare of children is defined as:

- protecting children from maltreatment;
- preventing impairment of children's mental and physical health or development;
- ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and
- taking action to enable all children to have the best outcomes.

Child Protection is a part of safeguarding and promoting welfare. It refers to the activity that is undertaken to protect specific children who are suffering, or are likely to suffer, significant harm.

Staff refers to all those working for or on behalf of the school, full or part time, temporary or permanent, in either a paid or voluntary capacity.

Child includes everyone under the age of 18.

Parents refers to birth parents and other adults who are in a parenting role, for example step-parents, foster carers and adoptive parents and LA corporate parents.

## **1. Introduction**

Safeguarding legislation and guidance

The following safeguarding legislation and guidance has been considered when drafting this policy:

- Section 175 of the Education Act 2002 (Maintained schools only)
- Section 157 of the Education Act 2002 (Independent schools only, including academies and CTCs)
- The Education (Independent Schools Standards) (England) Regulations 2003 (Independent schools only, including academies and CTCs)
- The Safeguarding Vulnerable Groups Act 2006
- The Teacher Standards 2012
- Working Together to Safeguard Children 2018
- Keeping Children Safe in Education 2020
- Information Sharing 2018
- What to do if you're worried a child is being abused 2015

## **2. Policy Principles**

The welfare of the child is paramount.

- All children regardless of age, gender, culture, language, race, ability, sexual identity or religion have equal rights to protection, safeguarding and opportunities.
- We recognise that all adults, including temporary staff<sup>1</sup>, volunteers and governors, have a full and active part to play in protecting our students from harm and have an equal responsibility to act on any suspicion or disclosure that may suggest a child is at risk of harm.
- All staff believe that our school should provide a caring, positive, safe and stimulating environment that promotes the social, physical, mental wellbeing and moral development of the individual child.
- Students and staff involved in child protection issues will receive appropriate support and supervision.

## **3. Policy Aims**

- Safeguarding incidents and/or behaviours can be associated with factors outside the academy and/or can occur between children outside the academy. All staff, but especially the Designated Safeguarding Lead (or Deputy) should be considering the context within which such incidents and/or behaviours occur. This is known as contextual safeguarding, which simply means assessments of children should consider whether wider environmental factors are present in a child's life that are a threat to their safety and/or welfare.
- To demonstrate the school's commitment with regard to safeguarding its students, parents and other partners.
- To support the child's development in ways that will foster security, confidence and independence.

---

<sup>1</sup> Wherever the word "staff" is used, it covers ALL staff on site, including ancillary supply and self-employed staff, contractors, volunteers working with children etc and governors.

- To provide an environment in which children and young people feel safe, secure, valued and respected, and feel confident to, and know how to approach adults if they are in difficulties, believing they will be effectively listened to.
- To raise the awareness of all teaching and non-teaching staff of the need to safeguard children and of their responsibilities in identifying and reporting possible cases of abuse.
- To provide a systematic means of monitoring children known or thought to be at risk of harm, and ensure we, the academy, contribute to assessments of need and support packages for those children.
- To emphasise the need for good levels of communication between all members of staff.
- To develop a structured procedure within the academy which will be followed by all members of the academy community in cases of suspected abuse.
- To develop and promote effective working relationships with other agencies, especially the Police and CSC.
- To ensure that all staff working within our academy who have substantial access to children have been checked as to their suitability, including verification of their identity, qualifications, and a satisfactory DBS check (according to guidance)<sup>2</sup>, and that a single central record is kept for audit.

#### **4. Values**

##### Supporting Children.

- We recognise that a child who is abused or witnesses violence may feel helpless and humiliated, may blame themselves, and find it difficult to develop and maintain a sense of self-worth.
- We recognise that the school may provide the only stability in the lives of children who have been abused or who are at risk of harm.
- We accept that research shows that the behaviour of a child in these circumstances may range from that which is perceived to be normal, to aggressive or withdrawn, as well as exhibiting signs of mental health problems.
- We understand the impact on a child's mental health, behaviour and education when experiencing difficulties, abuse and/or neglect.

Our academy will support all children by:

- encouraging self-esteem and self-assertiveness, through the curriculum as well as our relationships, whilst not condoning aggression or bullying;
- promoting a caring, safe and positive environment within the school;
- responding sympathetically to any requests for time out to deal with distress and anxiety;
- offering details of helplines, counselling or other avenues of external support;
- liaising and working together with all other settings, support services and those agencies involved in the safeguarding of children;
- notifying CSC as soon as there is a significant concern;

---

<sup>2</sup> Guidance regarding DBS checks recently updated by the Protection of Freedoms Act 2012

- providing continuing support to a child about whom there have been concerns who leaves the academy by ensuring that appropriate information is copied under confidential cover to the child's new setting and ensuring the school medical records are forwarded as a matter of priority;
- ensuring that children are taught to understand and manage risk through our personal, social, health and economic (PSHE) education and Relationship and Sex Education and through all aspects of academy life (this includes online safety); and
- accessing and utilising the necessary resources, guidance and toolkits to support the identification of children requiring mental health support, support services and assessments and the subsequent systems and processes.

#### Prevention / Protection

- We recognise that the academy plays a significant part in the prevention of harm to our children by providing children with good lines of communication with trusted adults, supportive friends and an ethos of protection.

The academy will therefore:

- work to establish and maintain an ethos where children feel secure, are encouraged to talk and are always listened to;
- include regular consultation with children e.g. through questionnaires, participation in anti-bullying week, and student voice forums
- ensure that all children know there are adults in the academy whom they can approach if they are worried or in difficulty;
- include safeguarding across the curriculum, including PSHE, provide opportunities which equip children with the skills they need to stay safe from harm and to know to whom they should turn for help (in particular this will include anti-bullying work, online-safety, road safety), provide focussed activities to prepare key year groups for transition to new settings and/or key stages e.g. more personal safety/independent travel; and
- ensure that all staff, students and parents are aware of school guidance for their use of mobile technology and the safeguarding issues around the use of mobile technologies, and that their associated risks have been shared.

### **5. Safe Academy, Safe Staff**

We will ensure that:

- all staff and volunteers read KCSiE Part 1 and Annex A annually and sign to say they have read and understood it;
- all staff receive information about the academy's safeguarding arrangement: the academy's Safeguarding Statement, the staff Code of Conduct, the Safeguarding Policy, the Behaviour Policy, the roles and names of the Designated Safeguarding Lead and their deputies, and all staff sign to say they have read, understood and will abide by these;
- all staff receive safeguarding, including online safety, at induction;
- all staff receive safeguarding, including online safety, annually;
- all members of staff are trained in and receive regular updates in online safety and reporting concerns;

- all staff and governors have annual child protection awareness training, updated by the DSL as appropriate, to maintain their understanding of the signs and indicators of abuse;
- the Safeguarding Policy is made available via the academy website and that parents/carers are made aware of this policy and their entitlement to have a copy via the academy website. All parents/carers are made aware of the responsibilities of staff members with regard to child protection procedures through the publication of the Safeguarding Policy;
- the academy provides a coordinated offer of Early Help when additional needs of children are identified and contributes to early help arrangements and multi-agency working and plans, and assessments and plans are recorded
- our Lettings Policy will seek to ensure the suitability of adults working with children on the academy sites at any time, for example, by having evidence of DBS checks having been undertaken;
- community users organising activities for children are aware of the academy's Safeguarding Policy, guidelines and procedures;
- The name of the designated members of staff for safeguarding, the Designated Safeguarding Lead and deputies, are clearly advertised in the school and
- all Governors will be given a copy of Part 1, Part 2 and Annex A of Keeping Children Safe in Education 2020 and will sign to say they have read, understood and will abide by the information contained.

## **6. Roles and Responsibilities**

- All members of The Governing Body understand and fulfil their responsibilities, namely to ensure that there is a Safeguarding Policy together with a staff code of conduct.
- Safeguarding, recruitment and managing allegations policies and procedures, including the staff Code of Conduct, are consistent with the Uffculme Trust and statutory requirements, are reviewed annually and the Safeguarding Policy is publically available on the school website.
- The academy ensures that all staff, including temporary staff and volunteers, are provided with the academy's Safeguarding Policy and staff Code of Conduct.
- All staff have read Keeping Children Safe in Education (2020) Part 1 and Annex A and mechanisms are in place to assist staff in understanding and discharging their roles and responsibilities as set out in the guidance.
- The academy operates a safer recruitment procedure that includes statutory checks on staff suitability to work with children and disqualification by association regulations, and ensures that there is at least one person on every recruitment panel who has completed safer recruitment training.
- The academy has procedures for dealing with allegations of abuse against staff (including the Headteacher), supply staff, volunteers and against other children and that a referral is made to the DBS if a person in regulated activity has been dismissed or removed due to safeguarding concerns, or would have, had they not resigned.
- A member of the Governing Body is nominated to liaise with the LA on safeguarding issues and in the event of an allegation of abuse made against the Headteacher.
- A member of the senior leadership team has been appointed as the Designated Safeguarding Lead (DSL) by the Governing Body, who will take lead responsibility for safeguarding, and the role is explicit in the role holder's job description.

- On appointment, the DSL and deputies undertake appropriate Level 3 identified training offered by an accredited provider every two years.
- All other staff have safeguarding training updated as appropriate; but at least annually.
- At least one member of the governing body has completed safer recruitment training, to be repeated every five years.
- Children are taught about safeguarding (including online safety) as part of a broad and balanced curriculum covering relevant issues through personal social health and economic education (PSHE) and through relationship and sex education (RSE).
- Appropriate safeguarding responses are in place for children who go missing from education, particularly on repeat occasions, to help identify the risk of abuse and neglect, including sexual abuse or exploitation, and to help prevent the risks of their going missing in future.
- Appropriate online filtering and monitoring systems are in place.
- Enhanced DBS checks (without barred list checks, unless the governor is also a volunteer at the school) are in place for all Governors.
- Any weaknesses in Safeguarding are remedied immediately.

The Headteacher will ensure that:

- the Safeguarding Policy and procedures are implemented and followed by all staff;
- sufficient time, training, support, resources, including cover arrangements where necessary, are allocated to the DSL and deputy DSLs to carry out their roles effectively, including the assessment of students and attendance at strategy discussions and other necessary meetings;
- where there is a safeguarding concern, that the child's wishes and feelings are taken into account when determining what action to take and what services to provide;
- systems are in place for children to express their views and give feedback which operate with the best interest of the child at heart;
- all staff feel able to raise concerns about poor or unsafe practice and that such concerns are handled sensitively and in accordance with the whistle-blowing procedures;
- students are provided with opportunities throughout the curriculum to learn about safeguarding, including keeping themselves safe online;
- they liaise with the Local Authority Designated Officer (LADO), also simply referred to as Designated Officer or Designated Officer for Allegations (DOFA)), before taking any action and on an ongoing basis, where an allegation is made against a member of staff, supply staff or volunteer; and
- anyone who has harmed or may pose a risk to a child is referred to the Disclosure and Barring Service.

The Designated Safeguarding Lead:

- holds ultimate responsibility for safeguarding and child protection (including online safety) in the school and is a member of the SLT;
- acts as a source of support and expertise in carrying out safeguarding duties for the whole school community;
- will have the necessary knowledge and understanding to recognise possible children at risk of contextual and/or familial abuse or exploitation;

- encourages a culture of listening to children and taking account of their wishes and feelings;
- is appropriately trained with updates every two years and will refresh their knowledge and skills at regular intervals but at least annually;
- will refer a child if there are concerns about possible abuse, to SCSC and act as a focal point for staff to discuss concerns. Enquiries must be recorded in writing, if referred by telephone;
- will keep detailed, accurate records, either written or using appropriate online software, of all concerns about a child even if there is no need to make an immediate referral;
- will ensure that all such records are kept confidential, stored securely and are separate from student's records, until the child's 25th birthday;
- will ensure that an indication of the existence of the additional file is marked on the student records;
- will ensure that when a student leaves the school, relevant child protection information is passed to the new school (separately from the main student file) as soon as possible, ensuring secure transit and that confirmation of receipt is obtained;
- will consider if, in addition to the child protection file, it would be appropriate to share any information with the DSL of the new school or college in advance of a child leaving; for example, information that would allow the new school or college to continue supporting victims of abuse and have that support in place for when the child arrives. All transfers should be made securely;
- will liaise with the Local Authority, its safeguarding partners<sup>3</sup> and work with other agencies and professionals in line with Working Together to Safeguard Children;
- will ensure that either they, or another staff member, attend case conferences, core groups, or other multi-agency planning meetings, contribute to assessments, and provide a report, where required, which has been shared with the parents;
- will ensure that any student currently with a child protection plan who is absent in the educational setting without explanation for two days is referred to their social worker;
- will ensure that all staff sign to say they have read, understood and agree to work within the school's Child Protection Policy, Behaviour Policy, staff Code of Conduct and Keeping Children Safe in Education Part 1 and Annex A and ensure that the policies are used appropriately;
- will organise child protection and safeguarding induction, regularly updated training and a minimum of annual updates (including online safety) for all school staff, keep a record of attendance and address any absences;
- will contribute to and provide, with the Headteacher and Chair of Governors, the "Audit of Statutory Duties and Associated Responsibilities" (S175/157 audit) to be submitted annually to the Education Safeguarding Team working on behalf of Somerset County Council;
- has an understanding of locally agreed processes for providing early help and intervention and will support members of staff where Early Help is appropriate; and
- will ensure that the name of the designated members of staff for Child Protection, the Designated Safeguarding Lead and deputies, are clearly advertised in the school, with a statement explaining the school's role in referring and monitoring cases of suspected abuse.

---

<sup>3</sup> NPCC – when to call the police will support DSLs understand when they should consider contacting the police and what to expect when they do

The Deputy Designated Safeguarding Lead(s):

- is/ are trained to the same standard as the Designated Safeguarding Lead and, in the absence of the DSL, carries out those functions necessary to ensure the ongoing safety and protection of students. In the event of the long-term absence of the DSL the deputy will assume all of the functions above.

All School Staff:

- understand that it is everyone's responsibility to safeguard and promote the welfare of children and that they have a role to play in identifying concerns, sharing information and taking prompt action;
- consider, at all times, what is in the best interests of the child;
- will be aware of the indicators of abuse and neglect, both familial and contextual, and recognise that contextual harm can take a variety of different forms;
- know how to respond to a student who discloses abuse through delivery of 'Working Together to Safeguard Children';
- will refer any safeguarding or child protection concerns to the DSL or if necessary, where the child is at immediate risk, to the Police;
- are aware of the Early Help<sup>4</sup> process and understand their role within it, including identifying emerging problems for children who may benefit from an offer of Early Help, liaising with the DSL in the first instance and supporting other agencies and professionals in an early help assessment through information sharing. In some cases, staff may act as the Lead Professional in Early Help cases; and
- will provide a safe environment in which children can learn.

## **7. Confidentiality**

- Holyrood Academy recognises that in order to effectively meet a child's needs, safeguard their welfare and protect them from harm, the school must contribute to inter-agency working in line with Working Together to Safeguard Children (2020) and share information between professionals and agencies where there are concerns.
- All staff must be aware that they have a professional responsibility to share information with other agencies in order to safeguard children and that the Data Protection Act 2018<sup>5</sup> is not a barrier to sharing information where the failure to do so would place a child at risk of harm.
- All staff must be aware that they cannot promise a child to keep secrets which might compromise the child's safety or wellbeing.
- However, we also recognise that all matters relating to child protection are personal to children and families. Therefore, in this respect they are confidential and the Headteacher or DSLs will only disclose information about a child to other members of staff on a need to know basis.

---

<sup>4</sup> Detailed information on early help can be found in Chapter 1 of [Working Together to safeguard children](#)

<sup>5</sup> The UK Data Protection Act 2018 (DPA 2018) is supplementary to the General Data Protection Regulation 2016 (the GDPR) and replaces DPA 1998.

- We will always undertake to share our intention to refer a child to SCSC with their parents /carers unless to do so could put the child at greater risk of harm, or impede a criminal investigation. If in doubt, we will contact the SCSC consultation line.

## **8. Child Protection Procedures**

- Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm or by failing to act to prevent harm. Children may be abused in the family or in an institutional or community setting by those known to them or by others (e.g. via the Internet). Abuse can take place wholly online, or technology may be used to facilitate off-line abuse. They may be abused by an adult or adults or by another child or children.
- Abuse and neglect may also take place outside of the home, and this may include (but is not limited to), sexual exploitation criminal exploitation, serious youth violence and radicalisation.
- Further information about the four categories of abuse (physical, emotional, sexual and neglect), and indicators that a child may be being abused can be found in Appendices 1 and 2.
- Any child in any family in any school could become a victim of abuse. Staff should always maintain an attitude of “It could happen here”.
- There are also a number of specific safeguarding concerns that we recognise our students may experience;
  - child missing from education
  - child missing from home or care
  - child sexual exploitation (CSE)
  - bullying, including cyberbullying
  - domestic abuse
  - drugs
  - fabricated or induced illness
  - faith abuse
  - female genital mutilation (FGM)
  - forced marriage
  - gangs and youth violence
  - gender-based violence/violence against women and girls (VAWG)
  - mental health
  - private fostering
  - radicalisation
  - youth produced sexual imagery (sexting)
  - teenage relationship abuse
  - trafficking
  - peer on peer abuse
  - up skirting
  - serious violence

Staff are aware that behaviours linked to drug taking, alcohol abuse, truanting and sexting put children in danger and that safeguarding issues can manifest themselves via peer on peer abuse.

We also recognise that abuse, neglect and safeguarding issues are complex and are rarely standalone events that can be covered by one definition or label. Staff are aware that in most cases multiple issues will overlap one another.

If staff are concerned about a child's welfare:

- If staff notice any indicators of abuse/neglect or signs that a child may be experiencing a safeguarding issue they should record this on My Concern. They may also discuss their concerns in person with the DSL, but the details of the concern should be recorded in writing.
- There will be occasions when staff may suspect that a student may be at risk, but have no 'real' evidence. The student's behaviour may have changed, their artwork could be bizarre, they may write stories or poetry that reveal confusion or distress, or physical or inconclusive signs may have been noticed.
- Holyrood Academy recognise that the signs may be due to a variety of factors, for example, a parent has moved out, a pet has died, a grandparent is very ill or an accident has occurred. However, they may also indicate a child is being abused or is in need of safeguarding.
- In these circumstances staff will try to give the child the opportunity to talk. It is fine for staff to ask the student if they are OK or if they can help in any way.
- Following an initial conversation with the student, if the member of staff remains concerned, they should discuss their concerns with the DSL and put them in writing.
- If the student does begin to reveal that they are being harmed, staff should follow the advice below regarding a student making a disclosure.

If a student discloses to a member of staff:

- We recognise that it takes a lot of courage for a child to disclose they are being abused. They may feel ashamed, guilty or scared, their abuser may have threatened that something will happen if they tell, they may have lost all trust in adults or believe that what has happened is their fault. Sometimes they may not be aware that what is happening is abuse.
- A child who makes a disclosure may have to tell their story on a number of subsequent occasions to the Police and/or social workers. Therefore, it is vital that their first experience of talking to a trusted adult is a positive one.

During their conversation with the student, staff will:

- listen to what the child has to say and allow them to speak freely;
- remain calm and not overreact or act shocked or disgusted – the student may stop talking if they feel they are upsetting the listener;
- reassure the child that it is not their fault and that they have done the right thing in telling someone;
- not be afraid of silences – staff must remember how difficult it is for the student and allow them time to talk;
- take what the child is disclosing seriously;
- ask open questions and avoid asking leading questions;
- avoid jumping to conclusions, speculation or making accusations;
- not automatically offer any physical touch as comfort. It may be anything but comforting to a child who is being abused;
- avoid admonishing the child for not disclosing sooner. Saying things such as 'I do wish you had told me about it when it started' may be the staff member's way of being supportive but may be interpreted by the child to mean they have done something wrong; and

- tell the child what will happen next.

If a student talks to any member of staff about any risks to their safety or wellbeing, the staff member will let the child know that they will have to pass the information on – staff are not allowed to keep secrets.

The member of staff should write up their conversation as soon as possible on My\_Concern in the child's own words. Staff should make this a matter of priority. It should also detail where the disclosure was made and who else was present.

### Notifying Parents

The School will normally seek to discuss any concerns about a student with their parents. This must be handled sensitively and normally the DSL/DDSL will make contact with the parent in the event of a concern, suspicion or disclosure.

However, if the school believes that notifying parents could increase the risk to the child or exacerbate the problem, advice will first be sought from Somerset Children Social care e.g. familial sexual abuse.

Where there are concerns about forced marriage or honour based abuse, parents should not be informed a referral is being made, as to do so may place the child at a significantly increased risk. In some circumstances it would be appropriate to contact the Police.

### Making a referral

- Concerns about a child or a disclosure should be immediately raised with the DSL, who will help decide whether a referral to children's SCSC or other support is appropriate in accordance with Somerset Children and Families Partnership Threshold Tool<sup>6</sup>.
- If a referral is needed, then the DSL should make this rapidly and systems are in place to enable this to happen. However, anyone can make a referral and if for any reason a staff member thinks a referral is appropriate and one hasn't been made, they can and should consider making a referral themselves.
- The child (subject to their age and understanding) and the parents will be told that a referral is being made, unless to do so would increase the risk to the child.
- If, after a referral, the child's situation does not appear to be improving, the Designated Safeguarding Lead (or the person that made the referral) should press for re-consideration to ensure that their concerns have been addressed, and most importantly, that the child's situation improves.
- If a child is in immediate danger or is at risk of harm, a referral should be made to SCSC and/or the Police immediately. Anybody can make a referral.
- Where referrals are not made by the DSL, the DSL should be informed as soon as possible.

### Supporting our Staff

---

<sup>6</sup> DCFP Threshold Tool

- We recognise that staff working in the school who have become involved with a child who has suffered harm, or appears to be likely to suffer harm, may find the situation stressful and upsetting.
- We will support such staff by providing an opportunity to talk through their anxieties with the DSL and to seek further support as appropriate.

## **9. Children who are particularly vulnerable**

Holyrood Academy recognises that some children are more vulnerable to abuse and neglect and that additional barriers exist when recognising abuse for some children.

We understand that this increase in risk is due more to societal attitudes and assumptions or to child protection procedures which fail to acknowledge children's diverse circumstances, rather than the individual child's personality, impairment or circumstances.

In some cases, possible indicators of abuse, such as a child's mood, behaviour or injury might be assumed to relate to the child's impairment or disability rather than giving a cause for concern. Or a focus may be on the child's disability, special educational needs or situation without consideration of the full picture. In other cases, such as bullying, the child may be disproportionately impacted by the behaviour without outwardly showing any signs that they are experiencing it.

Some children may also find it harder to disclose abuse due to communication barriers, lack of access to a trusted adult, or not being aware that what they are experiencing is abuse.

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

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

## **10. Anti-Bullying/Cyberbullying**

Our school policy on anti-bullying is set out in a separate document and acknowledges that to allow or condone bullying may lead to consideration under child protection procedures. This includes all forms e.g. cyber, racist, homophobic and gender related bullying. We keep a record of known bullying incidents, which is shared with and analysed by the governing body. All staff are aware that children with SEND and/or differences/perceived differences are more susceptible to being bullied or being victims of child abuse.

If the bullying is particularly serious, or the anti-bullying procedures are seen to be ineffective, the Headteacher and the DSL will consider implementing child protection procedures.

The subject of bullying is addressed at regular intervals in PHSE education.

## **11. Racist Incidents**

Racist incidents or a single serious incident may lead to consideration under child protection procedures. We keep a record of racist incidents and report them to the Local Authority.

## **12. Radicalisation and Extremism**

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

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

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

Holyrood Academy is clear that exploitation of vulnerable children and radicalisation should be viewed as a safeguarding concern and follows the Department for Education guidance for schools and childcare providers on preventing children and young people from being drawn into terrorism<sup>7</sup>.

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

School staff receive training to help identify early signs of radicalisation and extremism. Indicators of vulnerability to radicalisation are in detailed in Appendix 6.

Opportunities are provided in the curriculum to enable students to discuss issues of religion, ethnicity and culture and the school follows the DfE advice Promoting Fundamental British Values as part of SMSC (spiritual, moral, social and cultural education) in Schools (2014)<sup>8</sup>.

---

<sup>7</sup> [The Prevent duty](#)

<sup>8</sup> [Promoting Fundamental British Values](#)

The school governors, the Headteacher and the Designated Safeguarding Lead (DSL) will assess the level of risk within the school and put actions in place to reduce that risk. Risk assessment may include the use of school premises by external agencies, the Anti-bullying Policy and other issues specific to the school's profile, community and philosophy.

When any member of staff has concerns that a student may be at risk of radicalisation or involvement in terrorism, they should speak with the DSL. They should then follow normal safeguarding procedures. If the matter is urgent then Somerset Police must be contacted by dialling 999. In non-urgent cases where police advice is sought then dial 101. The Department of Education has also set up a dedicated telephone helpline for staff and governors to raise concerns around Prevent (020 7340 7264).

### **13. Domestic Abuse**

Domestic abuse represents one quarter of all violent crime. It is actual or threatened physical, emotional, psychological or sexual abuse. It involves the use of power and control by one person over another. It occurs regardless of race, ethnicity, gender, class, sexuality, age, and religion, mental or physical ability. Domestic abuse can also involve other types of abuse.

We use the term domestic abuse to reflect that a number of abusive and controlling behaviours are involved beyond violence.

Slapping, punching, kicking, bruising, rape, ridicule, constant criticism, threats, manipulation, sleep deprivation, social isolation, and other controlling behaviours all count as abuse.

Living in a home where domestic abuse takes place is harmful to children and can have a serious impact on their behaviour, wellbeing and understanding of healthy, positive relationships. Children who witness domestic abuse are at risk of significant harm and staff are alert to the signs and symptoms of a child suffering or witnessing domestic abuse (See Appendix 5).

### **14. Child Sexual Exploitation (CSE) and Child Criminal Exploitation (CCE)**

Both CSE and CCE are forms of abuse and both occur where an individual or group takes advantage of an imbalance in power to coerce, manipulate or deceive a child into sexual or criminal activity. This power imbalance could be due to age, gender, sexual identity, cognitive ability, physical strength, status, and/or access to economic or other resources. The abuse could be linked to an exchange for something the victim perceives that they need or want and/or will be to the financial benefit or other advantage (such as increase status) of the perpetrator or facilitator. The abuse can be perpetrated by individuals or groups, males or females, and children or adults.

The abuse can be a one-off occurrence or a series of incidents over time and range from opportunistic to complex organised abuse. It may involve force and/or enticement-based methods of compliance and may, or may not, be accompanied by violence or threats of violence. Victims can be exploited even when the activity appears consensual and it should be noted that exploitation as well as being physical can be facilitated and/or take place online. More definitions and indicators are included in Appendix 3.

Any concerns that a child is being or is at risk of being sexually or criminally exploited should be passed without delay to the DSL. Holyrood Academy is aware there is a clear link between regular

school absence/truancy, CSE and CCE. Staff should consider a child to be at potential CSE/CCE risk in the case of regular school absence/truancy and make reasonable enquiries with the child and parents to assess this risk.

The DSL will contact TOPAZ on all occasions when there is a concern that a child is being or is at risk of being sexually or criminally exploited or where indicators have been observed that are consistent with a child who is being or who is at risk of being sexually or criminally exploited. If the DSL is in any doubt, they will contact SCSC consultation.

Holyrood Academy is aware that a child often is not able to recognise the coercive nature of the abuse and does not see themselves as a victim. As a consequence, the child may resent what they perceive as interference by staff. However, staff must act on their concerns as they would for any other type of abuse.

Holyrood Academy includes the risks of sexual and criminal exploitation in the PHSE and SRE curriculum. Students will be informed of the grooming process and how to protect themselves from people who may potentially be intent on causing harm. They will be supported in terms of recognising and assessing risk in relation to CSE/CCE, including online, and knowing how and where to get help.

## **15. Female Genital Mutilation (FGM)**

Female Genital Mutilation (FGM) is illegal in England and Wales under the FGM Act (2003). It is a form of child abuse and violence against women. A mandatory reporting duty requires teachers to report 'known' cases of FGM in under 18s, which are identified in the course of their professional work, to the police<sup>9</sup>.

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

If a teacher is informed by a girl under 18 that an act of FGM has been carried out on her or a teacher observes physical signs which appear to show that an act of FGM has been carried out on a girl under 18, the teacher should personally make a report to the police force in which the girl resides by calling 101. The report should be made by the close of the next working day.

School staff are trained to be aware of risk indicators of FGM which are set out in Appendix 4. Concerns about FGM outside of the mandatory reporting duty should be reported as per Holyrood Academy's child protection procedures. Staff should be particularly alert to suspicions or concerns expressed by female students about going on a long holiday during the summer vacation period. There should also be consideration of potential risk to other girls in the family and practicing community.

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

---

<sup>9</sup> [FGM procedural information](#)

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

## **16. Forced Marriage**

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

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

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

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

## **17. Honour-based Abuse**

Honour based abuse (HBV) can be described as a collection of practices, which are used to control behaviour within families or other social groups to protect perceived cultural and religious beliefs and/or honour. Such abuse can occur when perpetrators perceive that a relative has shamed the family and/or community by breaking their honour code.

Honour based abuse might be committed against people who:

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

It is a violation of human rights and may be a form of domestic and/or sexual abuse. There is no, and cannot be, honour or justification for abusing the human rights of others.

## **18. Mental Health**

Staff will be aware that mental health problems can, in some cases, be an indicator that a child has suffered or is at risk of suffering abuse, neglect or exploitation. Whilst school recognises that only appropriately trained professionals can diagnose mental health problems; staff are able to make day to day observations of children and identify such behaviour that may suggest they are experiencing a mental health problem or be at risk of developing one.

The way in which traumatic adverse childhood experiences (ACEs) and experiences of abuse and neglect can impact on a child's mental health, behaviour and education through to adolescence and adulthood will be covered in safeguarding awareness training and updates. If staff have a mental health concern about a child that is also a safeguarding concern, they will share this with the DSL or deputy.

## **19. Private Fostering Arrangements**

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

Private fostering occurs in all cultures, including British culture and children may be privately fostered at any age.

Holyrood Academy recognise that most privately fostered children remain safe and well but are aware that safeguarding concerns have been raised in some cases. Therefore, all staff are alert to possible safeguarding issues, including the possibility that the child has been trafficked into the country.

By law, a parent, private foster carer or other persons involved in making a private fostering arrangement must notify children's services as soon as possible. However, where a member of staff becomes aware that a student may be in a private fostering arrangement, they will raise this with the DSL and the DSL will notify SCSC of the circumstances.

## **20. Children looked after and previously children looked after**

The most common reason for children becoming looked after is as a result of abuse and neglect. Holyrood Academy ensures that staff have the necessary skills and understanding to keep looked after/previously looked after children safe. Appropriate staff have information about a child's looked after legal status and care arrangements, including the level of authority delegated to the carer by the authority looking after the child and contact arrangements with birth parents or those with parental responsibility.

The designated teacher for looked after children and the DSL have details of the child's social worker and the name and contact details of the Somerset County Council's virtual school head for children in care.

The designated teacher for looked after children works with the virtual school head to discuss how Student Premium Plus funding can be best used to support the progress of looked after children in the school and meet the needs in the child's personal education plan. The designated teacher will follow the statutory guidance 'Promoting the Education of Looked After Children'.

## **21. Children Missing Education**

Attendance, absence and exclusions are closely monitored. The school will hold more than one emergency contact number for students and students where reasonably possible. A child going missing from education is a potential indicator of abuse and neglect, including sexual abuse and sexual exploitation.

The DSL will monitor unauthorised absences and take appropriate action, including notifying the local authority particularly where children go missing on repeat occasions and/or are missing for

periods during the school day in conjunction with 'Children Missing Education: Statutory Guidance for Local Authorities'<sup>10</sup>.

Staff must be alert to signs of children at risk of travelling to conflict zones, female genital mutilation and forced marriage.

## **22. Online Safety**

Our students increasingly use electronic equipment on a daily basis to access the Internet and share content and images via social media sites such as Facebook, twitter, Instagram and Snapchat.

Unfortunately, some adults and other children use these technologies to harm children. The harm might range from sending hurtful or abusive texts or emails, to grooming and enticing children to engage in sexual behaviour such as webcam photography or face-to-face meetings. Students may also be distressed or harmed by accessing inappropriate material such as pornographic websites or those which promote extremist behaviour, criminal activity, suicide or eating disorders.

Holyrood Academy has an Online Safety Policy which explains how we try to keep students safe in school and how we respond to online safety incidents (See flowchart, Appendix 7).

Holyrood Academy will also provide advice to parents when students are being asked to learn on-line at home and consider how best to safeguard both students and staff.

Students are taught about online safety throughout the curriculum and all staff receive online safety training which is regularly updated. The school online safety co-ordinator is Mrs J Welsh.

## **23. Child on Child Sexual violence and sexual harassment**

The Trust Board, the Local Governing Committee, the Academy DSL and the Headteacher will take due regard to Section 5, KCSiE 2020

In most instances, the conduct of students towards each other will be covered by our Behaviour Policy. However, some allegations may be of such a serious nature that they may raise safeguarding concerns. Holyrood Academy recognise that children are capable of abusing their peers. It will not be passed off as 'banter' or 'part of growing up'. The forms of peer on peer abuse are outlined below.

- Domestic abuse – an incident or pattern of actual or threatened acts of physical, sexual, financial and/or emotional abuse, perpetrated by an adolescent against a current or former dating partner regardless of gender or sexuality.
- Child Sexual Exploitation – children under the age of 18 may be sexually abused in the context of exploitative relationships, contexts and situations by peers who are also under 18.
- Harmful Sexual Behaviour – Children and young people presenting with sexual behaviours that are outside of developmentally 'normative' parameters and harmful to themselves and others (For more information, please see Appendix 2).
- Up skirting – which 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.

---

<sup>10</sup> [CME Statutory Guidance for Local Authorities](#)

- Serious Youth Violence<sup>11</sup> – Any offence of most serious violence or weapon enabled crime, where the victim is aged 1-19 i.e. murder, manslaughter, rape, wounding with intent and causing grievous bodily harm. ‘Youth violence’ is defined in the same way, but also includes assault with injury offences. All staff will receive training so that they are aware of indicators which may signal that children are at risk from, or involved with serious violence and crime.

The term peer-on-peer abuse can refer to all of these definitions and a child may experience one or multiple facets of abuse at any one time. Therefore, our response will cut across these definitions and capture the complex web of their experiences.

There are also different gender issues that can be prevalent when dealing with peer on peer abuse (i.e. girls being sexually touched/assaulted or boys being subjected to initiation/hazing type violence).

Holyrood Academy aims to reduce the likelihood of peer on peer abuse through:

- the established ethos of respect, friendship, courtesy and kindness;
- high expectations of behaviour;
- clear consequences for unacceptable behaviour;
- providing a developmentally appropriate PSHE curriculum which develops students’ understanding of healthy relationships, acceptable behaviour, consent and keeping themselves safe;
- systems for any student to raise concerns with staff, knowing that they will be listened to, valued and believed;
- robust risk assessments and providing targeted work for students identified as being a potential risk to other students and those identified as being at risk.

Research indicates that young people rarely disclose peer on peer abuse and that if they do, it is likely to be to their friends. Therefore, Holyrood Academy will also educate students in how to support their friends if they are concerned about them, that they should talk to a trusted adult in the school and what services they can contact for further advice.

Any concerns, disclosures or allegations of peer on peer abuse in any form should be referred to the DSL using Holyrood Academy’s child protection procedures as set out in this policy. Where a concern regarding peer on peer abuse has been disclosed to the DSL(s), advice and guidance will be sought from SCSC and where it is clear a crime has been committed or there is a risk of crime being committed the Police will be contacted.

Working with external agencies, the school will respond to the unacceptable behaviour. If a student’s behaviour negatively impacts on the safety and welfare of other students then safeguards will be put in place to promote the well-being of the students affected and the victim and perpetrator will be provided with support.

#### **24. Youth produced sexual imagery (sexting)<sup>12</sup>**

The practice of children sharing images and videos via text message, email, social media or mobile messaging apps has become commonplace. However, this online technology has also given

<sup>11</sup> [Preventing youth violence and gang involvement](#)

<sup>12</sup> Youth refers to anyone under the age of 18

children the opportunity to produce and distribute sexual imagery in the form of photos and videos. Such imagery involving anyone under the age of 18 is illegal.

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

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

All incidents of this nature should be treated as a safeguarding concern and dealt with in line with the UKCCIS guidance 'Sexting in schools and colleges: responding to incidents and safeguarding young people'<sup>13</sup>.

Cases where sexual imagery of people under 18 has been shared by adults and where sexual imagery of a person of any age has been shared by an adult to a child is child sexual abuse and should be responded to accordingly.

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

The DSL should hold an initial meeting with appropriate school staff and subsequent interviews with the children involved (if appropriate). Parents should be informed at an early stage and involved in the process unless there is reason to believe that involving parents would put the child at risk of harm. At any point in the process, if there is concern a young person has been harmed or is at risk of harm a referral should be made to SCSC or the Police as appropriate.

Immediate referral at the initial review stage should be made to SCSC/Police if:

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

---

<sup>13</sup> [Sexting in schools and colleges](#)

If none of the above apply then the DSL will use their professional judgement to assess the risk to students involved and may decide, with input from the Headteacher, to respond to the incident without escalation to SCSC or the police. Such decisions will be recorded.

In applying judgement the DSL will consider whether:

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

If any of these circumstances are present the situation will be escalated according to our child protection procedures, including reporting to the police or SCSC. Otherwise, the situation will be managed within the school.

The DSL will record all incidents of youth produced sexual imagery, including both the actions taken, actions not taken, reasons for doing so and the resolution, in line with safeguarding recording procedures.

## **25. Allegations against staff**

All school staff should take care not to place themselves in a vulnerable position with a child. It is always advisable for interviews or work with individual children or parents to be conducted in view of other adults.

Guidance about conduct and safe practice, including safe use of mobile phones by staff and volunteers will be given at induction<sup>14</sup>.

We understand that a student may make an allegation against a member of staff or staff may have concerns about another staff member.

If such an allegation is made, or information is received which suggests that a person may be unsuitable to work with children, the member of staff receiving the allegation or aware of the information, will immediately inform the Headteacher<sup>15</sup>.

The Headteacher on all such occasions will discuss the content of the allegation with the Local Authority Designated Officer (LADO)<sup>16</sup> at the earliest opportunity and before taking any further action.

---

<sup>14</sup> Refer to "Guidance for Safe Working Practice"

<sup>15</sup> Chair of Governors in the event of an allegation against the Headteacher

<sup>16</sup> Duty LADO 01392 384964 or email [ladosecure-mailbox@Somerset.gov.uk](mailto:ladosecure-mailbox@Somerset.gov.uk)

If the allegation made to a member of staff concerns the Headteacher, the person receiving the allegation will immediately inform the Chair of Governors who will consult the LADO as above, without notifying the Headteacher first.

The school will follow the Somerset procedures for managing allegations against staff, procedures set out in Keeping Children Safe in Education 2020 and the school's Managing Allegations Policy and procedures.

Suspension of the member of staff, excluding the Headteacher, against whom an allegation has been made, needs careful consideration, and the Headteacher will seek the advice of the LADO and an HR Consultant in making this decision.

In the event of an allegation against the Headteacher, the decision to suspend will be made by the Chair of Governors with advice as above.

We have a procedure for managing the suspension of a contract for a community user in the event of an allegation arising in that context.

Staff, parents and governors are reminded that publication of material that may lead to the identification of a teacher who is the subject of an allegation is prohibited by law. Publication includes verbal conversations or writing including content placed on social media sites.

## **26. Whistle-blowing**

We recognise that children cannot be expected to raise concerns in an environment where staff fail to do so.

All staff should be aware of their duty to raise concerns, where they exist, about the management of child protection, which may include the attitude or actions of colleagues, poor or unsafe practice and potential failures in the school's safeguarding arrangements. If it becomes necessary to consult outside the school, they should speak in the first instance, to the LADO in line with the Whistleblowing Policy.

The NSPCC whistleblowing helpline is available for staff who do not feel able to raise concerns regarding child protection failures internally. Staff can call: 0800 028 0285 (line is available from 8:00 AM to 8:00 PM, Monday to Friday) and email: [help@nspcc.org.uk](mailto:help@nspcc.org.uk)

Whistle-blowing re the Headteacher should be made to the Chair of the Governing Body, whose contact details are readily available to staff.

## **27. Physical Intervention**

We acknowledge that staff must only ever use physical intervention as a last resort, when a child is endangering him/herself or others, and that at all times it must be the minimal force necessary to prevent injury to another person.

Such events should be recorded and signed by a witness.

Staff who are likely to need to use physical intervention will be appropriately trained.

We understand that physical intervention of a nature which causes injury or distress to a child may be considered under child protection or disciplinary procedures.

We recognise that touch is appropriate in the context of working with children, and all staff have been given 'Safe Practice' guidance to ensure they are clear about their professional boundary.

## **28. Confidentiality, sharing information and GDPR**

All staff ~~will~~ understand that child protection issues warrant a high level of confidentiality, not only out of respect for the student and staff involved but also to ensure that information being released into the public domain does not compromise evidence.

School and college staff should be proactive in sharing as early as possible to help identify, assess and respond to risks or concerns about the safety and welfare of children, whether this is when problems are first emerging, or where a child is already known to local authority children's social care.

Staff should only discuss concerns with the DSL, Headteacher/~~principal~~ or ~~C~~hair of ~~G~~overnors (depending on who is the subject of the concern). That person will then decide who else needs to have the information and they will disseminate it on a 'need-to-know' basis.

However, following a number of cases where senior leaders in school ~~have had~~ failed to act upon concerns raised by staff, Keeping Children Safe in Education (2020) emphasises that any member of staff can contact children's social care if they are concerned about a child.

Child protection information will be stored and handled in line with the Data Protection Act 2018<sup>17</sup> and HM Government Information Sharing and Advice for practitioners providing safeguarding services to children, young people, parents and carers, July 2018

Information sharing is guided by the following principles:

- necessary and proportionate
- relevant
- adequate
- accurate
- timely
- secure

Fears about sharing information cannot be allowed to stand in the way of the need to promote the welfare and protect the safety of children.

29. This policy also links to our policies / procedures on:

- Behaviour
- Staff Behaviour Policy / Code of Conduct
- Whistleblowing
- Bullying
- Health & Safety
- Allegations made against staff
- Parental concerns

---

<sup>17</sup> The UK Data Protection Act 2018 (DPA 2018) is supplementary to the General Data Protection Regulation 2016 (the GDPR) and replaces DPA 1998.

- Attendance
- Curriculum
- PSHE
- Teaching and Learning
- Administration of medicines
- Drug Education
- Relationships and Sex Education
- Physical intervention
- E-Safety, including staff use of mobile phones
- Risk Assessment
- Recruitment and Selection
- Child Sexual Exploitation
- Intimate Care
- Radicalisation and Extremism
- Data Protection/GDPR Guidance

## Appendix 1

### Recognising signs of child abuse

Categories of Abuse:

- Physical Abuse
- Emotional Abuse (including Domestic Abuse)
- Sexual Abuse (including child sexual exploitation)
- Neglect

Signs of Abuse in Children:

The following non-specific signs may indicate something is wrong:

- Significant change in behaviour
- Extreme anger or sadness
- Aggressive and attention-needing behaviour
- Suspicious bruises with unsatisfactory explanations
- Lack of self-esteem
- Self-injury
- Depression and/or anxiousness
- Age inappropriate sexual behaviour
- Child Sexual Exploitation
- Criminality
- Substance abuse
- Mental health problems
- Poor attendance

Risk Indicators

The factors described in this section are frequently found in cases of child abuse. Their presence is not proof that abuse has occurred, but:

- Must be regarded as indicators of the possibility of significant harm
- Justify the need for careful assessment and discussion with designated / named / lead person, manager, (or in the absence of all those individuals, an experienced colleague)
- May require consultation with and/or referral to Children's Services

The absence of such indicators does not mean that abuse or neglect has not occurred.

In an abusive relationship the child may:

- Appear frightened of the parent/s
- Act in a way that is inappropriate to her/his age and development (though full account needs to be taken of different patterns of development and different ethnic groups)

The parent or carer may:

- Persistently avoid child health promotion services and treatment of the child's episodic illnesses
- Have unrealistic expectations of the child
- Frequently complain about/to the child and may fail to provide attention or praise (high criticism/low warmth environment)
- Be absent or misusing substances
- Persistently refuse to allow access on home visits
- Be involved in domestic abuse

Staff should be aware of the potential risk to children when individuals, previously known or suspected to have abused children, move into the household.

### Recognising Physical Abuse

The following are often regarded as indicators of concern:

- An explanation which is inconsistent with an injury
- Several different explanations provided for an injury
- Unexplained delay in seeking treatment
- The parents/carers are uninterested or undisturbed by an accident or injury
- Parents are absent without good reason when their child is presented for treatment
- Repeated presentation of minor injuries (which may represent a "cry for help" and if ignored could lead to a more serious injury)
- Family use of different doctors and A&E departments
- Reluctance to give information or mention previous injuries

### Bruising

Children can have accidental bruising, but the following must be considered as non-accidental unless there is evidence or an adequate explanation provided:

- Bruising around the mouth
- Two simultaneous bruised eyes, without bruising to the forehead, (rarely accidental, though a single bruised eye can be accidental or abusive)
- Repeated or multiple bruising on the head or on sites unlikely to be injured accidentally
- Variation in colour possibly indicating injuries caused at different times
- The outline of an object used e.g. belt marks, hand prints or a hair brush
- Bruising or tears around, or behind, the earlobe/s indicating injury by pulling or twisting
- Bruising around the face
- Grasp marks on small children
- Bruising on the arms, buttocks and thighs may be an indicator of sexual abuse

### Bite Marks

Bite marks can leave clear impressions of the teeth. Human bite marks are oval or crescent shaped. Those over 3 cm in diameter are more likely to have been caused by an adult or older child.

A medical opinion should be sought where there is any doubt over the origin of the bite.

## Burns and Scalds

It can be difficult to distinguish between accidental and non-accidental burns and scalds, and will always require experienced medical opinion. Any burn with a clear outline may be suspicious e.g.:

- Circular burns from cigarettes (but may be friction burns if along the bony protuberance of the spine)
- Linear burns from hot metal rods or electrical fire elements
- Burns of uniform depth over a large area
- Scalds that have a line indicating immersion or poured liquid (a child getting into hot water of his/her own accord will struggle to get out and cause splash marks)
- Old scars indicating previous burns/scalds which did not have appropriate treatment or adequate explanation

## Fractures

Fractures may cause pain, swelling and discolouration over a bone or joint. Non-mobile children rarely sustain fractures.

There are grounds for concern if:

- The history provided is vague, non-existent or inconsistent with the fracture type
- There are associated old fractures
- Medical attention is sought after a period of delay when the fracture has caused symptoms such as swelling, pain or loss of movement

## Scars

A large number of scars or scars of different sizes or ages, or on different parts of the body, may suggest abuse.

## Recognising Emotional Abuse

Emotional abuse may be difficult to recognise, as the signs are usually behavioural rather than physical. The manifestations of emotional abuse might also indicate the presence of other kinds of abuse. The indicators of emotional abuse are often also associated with other forms of abuse.

The following may be indicators of emotional abuse:

- Developmental delay
- Abnormal attachment between a child and parent/carer e.g. anxious, indiscriminate or lack of attachment
- Indiscriminate attachment or failure to attach
- Aggressive behaviour towards others
- Scapegoated within the family
- Frozen watchfulness

- Low self-esteem and lack of confidence
- Withdrawn or seen as a “loner” – difficulty relating to others

### Recognising Signs of Sexual Abuse

Boys and girls of all ages may be sexually abused and are frequently scared to say anything due to guilt and/or fear. This is particularly difficult for a child to talk about and full account should be taken of the cultural sensitivities of any individual child/family.

Recognition can be difficult, unless the child discloses and is believed. There may be no physical signs and indications are likely to be emotional/behavioural.

Some behavioural indicators associated with this form of abuse are:

- Inappropriate sexualised conduct
- Sexually explicit behaviour, play or conversation, inappropriate to the child’s age
- Continual and inappropriate or excessive masturbation
- Self-harm (including eating disorder), self-mutilation and suicide attempts
- Involvement in prostitution or indiscriminate choice of sexual partners
- An anxious unwillingness to remove clothes e.g. for sports events (but this may be related to cultural norms or physical difficulties)

Some physical indicators associated with this form of abuse are:

- Pain or itching of genital area
- Blood on underclothes
- Pregnancy in a younger girl where the identity of the father is not disclosed
- Physical symptoms such as injuries to the genital or anal area, bruising to buttocks, abdomen and thighs, sexually transmitted disease, presence of semen on vagina, anus, external genitalia or clothing

### Recognising Neglect

Evidence of neglect is built up over a period of time and can cover different aspects of parenting. Indicators include:

- Failure by parents or carers to meet the basic essential needs e.g. adequate food, clothes, warmth, hygiene and medical care
- A child seen to be listless, apathetic and unresponsive with no apparent medical cause
- Failure of child to grow within normal expected pattern, with accompanying weight loss
- Child thrives away from home environment
- Child frequently absent from school
- Child left with adults who are intoxicated or violent
- Child abandoned or left alone for excessive periods

## Appendix 2

### Sexual Abuse & Sexual Harassment

The boundary between what is abusive and what is part of normal childhood or youthful experimentation can be blurred. The determination of whether behaviour is developmental, inappropriate or abusive will hinge around the related concepts of true consent, power imbalance and exploitation. This may include children and young people who exhibit a range of sexually problematic behaviour such as indecent exposure, obscene telephone calls, fetishism, bestiality and sexual abuse against adults, peers or children. Staff should be vigilant to:

- bullying (including cyberbullying)
- physical abuse such as hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm
- sexual violence and sexual harassment
- sexting (also known as youth produced sexual imagery)
- initiation/hazing type violence and rituals
- up skirting

### Developmental Sexual Activity

Encompasses those actions that are to be expected from children and young people as they move from infancy through to an adult understanding of their physical, emotional and behavioural relationships with each other. Such sexual activity is essentially information gathering and experience testing. It is characterised by mutuality and of the seeking of consent.

### Inappropriate Sexual Behaviour

Can be inappropriate socially, inappropriate to development, or both. In considering whether behaviour fits into this category, it is important to consider what negative effects it has on any of the parties involved and what concerns it raises about a child or young person. It should be recognised that some actions may be motivated by information seeking, but still cause significant upset, confusion, worry, physical damage, etc. It may also be that the behaviour is “acting out” which may derive from other sexual situations to which the child or young person has been exposed. If an act appears to have been inappropriate, there may still be a need for some form of behaviour management or intervention. For some children, educative inputs may be enough to address the behaviour.

Abusive sexual activity includes any behaviour involving coercion, threats, or aggression together with secrecy, or where one participant relies on an unequal power base. In order to more fully determine the nature of the incident the following factors should be given consideration. The presence of exploitation in terms of:

Equality – consider differentials of physical, cognitive and emotional development, power and control and authority, passive and assertive tendencies

Consent – agreement including all the following:

- Understanding what is proposed based on age, maturity, development level, functioning and experience
- Knowledge of society’s standards for what is being proposed
- Awareness of potential consequences and alternatives

- Assumption that agreements or disagreements will be respected equally
- Voluntary decision
- Mental competence

Coercion – the young perpetrator who abuses may use techniques like bribing, manipulation and emotional threats of secondary gains and losses, such as loss of love, friendship, etc. Some may use physical force, brutality or the threat of these regardless of victim resistance.

In evaluating the sexual behaviour of children and young people, the above information should be used only as a guide. Further information and advice is available on the Somerset Safeguarding Partnership website.

## **Appendix 3**

### **Exploitation (including Child Sexual Exploitation, Child Criminal Exploitation and County Lines)**

The following list of indicators is not exhaustive or definitive but it does highlight common signs which can assist professionals in identifying children or young people who may be victims of sexual or criminal exploitation.

Signs include:

- going missing from home or school
- regular school absence/truancy
- underage sexual activity
- inappropriate sexual or sexualised behaviour
- sexually risky behaviour, 'swapping' sex
- repeat sexually transmitted infections
- in girls, repeat pregnancy, abortions, miscarriage
- receiving unexplained gifts or gifts from unknown sources
- having multiple mobile phones and worrying about losing contact via mobile
- online safety concerns such as youth produced sexual imagery or being coerced into sharing explicit images.
- having unaffordable new things (clothes, mobile) or expensive habits (alcohol, drugs)
- changes in the way they dress
- going to hotels or other unusual locations to meet friends
- seen at known places of concern
- moving around the country, appearing in new towns or cities, not knowing where they are
- getting in/out of different cars driven by unknown adults
- having older boyfriends or girlfriends
- contact with known perpetrators
- involved in abusive relationships, intimidated and fearful of certain people or situations
- hanging out with groups of older people, or anti-social groups, or with other vulnerable peers
- associating with other young people involved in sexual exploitation
- recruiting other young people to exploitative situations
- truancy, exclusion, disengagement with school, opting out of education altogether
- unexplained changes in behaviour or personality (chaotic, aggressive, sexual)
- mood swings, volatile behaviour, emotional distress
- self-harming, suicidal thoughts, suicide attempts, overdosing, eating disorders
- drug or alcohol misuse
- getting involved in crime
- police involvement, police records
- involved in gangs, gang fights, gang membership
- injuries from physical assault, physical restraint, sexual assault.

County lines is a term used to describe gangs and organised criminal networks involved in the exporting of illegal drugs (primarily crack cocaine and heroin) into one or more importing areas (within the UK), using dedicated mobile phone lines or other form of 'deal line.'

Exploitation is an integral part of the county lines offending model with children and vulnerable adults being exploited to move (and store) drugs and money. The same grooming models used to coerce, intimidate and abuse individuals for sexual and criminal exploitation are also used for grooming vulnerable individuals for county lines.

## Appendix 4

### Female Genital Mutilation (FGM)

It is essential that staff are aware of FGM practices and the need to look for signs, symptoms and other indicators of FGM. If a member of staff, in the course of their work, discovers that an act of FGM appears to have been carried out, the member of staff must report this to the Police.

Female Genital Mutilation (FGM) is illegal in England and Wales under the FGM Act 2003 (“the 2003 Act”). It is a form of child abuse and violence against women. FGM comprises all procedures involving partial or total removal of the external female genitalia.

Section 5B of the 2003 Act<sup>1</sup> introduces a mandatory reporting duty which requires regulated health and social care professionals and teachers in England and Wales to report ‘known’ cases of FGM in under 18s which they identify in the course of their professional work to the police. The duty came into force on 31 October 2015.

What is FGM?

It involves procedures that intentionally alter/injure the female genital organs for non-medical reasons.

4 types of procedure:

Type 1 Clitoridectomy – partial/total removal of clitoris

Type 2 Excision – partial/total removal of clitoris and labia minora

Type 3 Infibulation entrance to vagina is narrowed by repositioning the inner/outer labia

Type 4 all other procedures that may include: pricking, piercing, incising, cauterising and scraping the genital area.

Why is it carried out?

Belief that:

- FGM brings status/respect to the girl – social acceptance for marriage
- Preserves a girl’s virginity
- Part of being a woman / rite of passage
- Upholds family honour
- Cleanses and purifies the girl
- Gives a sense of belonging to the community
- Fulfils a religious requirement
- Perpetuates a custom/tradition
- Helps girls be clean/hygienic
- Is cosmetically desirable
- Mistakenly believed to make childbirth easier

Is FGM legal?

FGM is internationally recognised as a violation of human rights of girls and women. It is illegal in most countries including the UK.

Circumstances and occurrences that may point to FGM happening are:

- Child talking about getting ready for a special ceremony
- Family taking a long trip abroad
- Child's family being from one of the 'at risk' communities for FGM (Kenya, Somalia, Sudan, Sierra Leon, Egypt, Nigeria, Eritrea as well as non-African communities including Yemeni, Afghani, Kurdistan, Indonesia and Pakistan)
- Knowledge that the child's sibling has undergone FGM
- Child talks about going abroad to be 'cut' or to prepare for marriage

Signs that may indicate a child has undergone FGM:

- Prolonged absence from school and other activities
- Behaviour change on return from a holiday abroad, such as being withdrawn and appearing subdued
- Bladder or menstrual problems
- Finding it difficult to sit still and looking uncomfortable
- Complaining about pain between the legs
- Mentioning something somebody did to them that they are not allowed to talk about
- Secretive behaviour, including isolating themselves from the group
- Reluctance to take part in physical activity
- Repeated urinal tract infection
- Disclosure

The 'One Chance' rule

As with Forced Marriage there is the 'One Chance' rule. It is essential that settings/schools/colleges take action **without delay** and make a referral to children's services.

## Appendix 5

### Domestic Abuse (incl Operation Encompass)

How does it affect children?

Children can be traumatised by seeing and hearing violence and abuse. They may also be directly targeted by the abuser or take on a protective role and get caught in the middle. In the long term this can lead to serious long lasting emotional and psychological impact on children. In some cases, children may blame themselves for the abuse or may have had to leave the family home as a result.

What are the signs to look out for?

Children affected by domestic abuse reflect their distress in a variety of ways. They may change their usual behaviour and become withdrawn, tired, start to wet the bed and have behavioural difficulties. They may not want to leave their house or may become reluctant to return. Others will excel, using their time in your care as a way to escape from their home life. None of these signs are exclusive to domestic abuse so when you are considering changes in behaviours and concerns about a child, think about whether domestic abuse may be a factor.

What should I do if I suspect a family is affected by domestic abuse?

If you are concerned that a child may be at risk or that you are struggling looking after your child, please phone Somerset Children's Social Care on **0300 123 2224**. They will be able to talk through your concerns with you.

The [Somerset Local Safeguarding Children Board website](#) has useful information for children and young people, parents and carers, and anyone working with children.

The site also has links to the [South West Child Protection Procedures](#)

**If you are concerned about a vulnerable adult** please contact Somerset Adult Social Care on 0300 123 2224.

**Splitz Support Service** is a charity delivering support services to women and young people experiencing the trauma of domestic abuse and sexual violence. Telephone 0345 155 1074 or email [admin@splitzSomerset.org](mailto:admin@splitzSomerset.org)

**SAFE (Stop Abuse For Everyone)** is a charity providing help and support to children and families who have experienced domestic abuse and violence. Telephone 030 30 30 0112 or email [hello@safe-services.org.uk](mailto:hello@safe-services.org.uk) (Monday to Friday, 9am – 5pm)

**National Domestic Abuse Helpline Refuge** runs the National Domestic Abuse Helpline, available 24 hours a day 0808 2000 247 and its website offers guidance and support for potential victims.

[Refuge https://www.refuge.org.uk/](https://www.refuge.org.uk/)

## Appendix 6

### INDICATORS OF VULNERABILITY TO RADICALISATION

1. Radicalisation refers to the process by which a person comes to support terrorism and forms of extremism leading to terrorism.
2. Extremism is defined by the Government in the Prevent Strategy as:

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

3. Extremism is defined by the Crown Prosecution Service as: The demonstration of unacceptable behaviour by using any means or medium to express views which:
  - Encourage, justify or glorify terrorist violence in furtherance of particular beliefs;
  - Seek to provoke others to terrorist acts;
  - Encourage other serious criminal activity or seek to provoke others to serious criminal acts; or
  - Foster hatred which might lead to inter-community violence in the UK.

There is no such thing as a “typical extremist”: those who become involved in extremist actions come from a range of backgrounds and experiences, and most individuals, even those who hold radical views, do not become involved in violent extremist activity.

Students may become susceptible to radicalisation through a range of social, personal and environmental factors - it is known that violent extremists exploit vulnerabilities in individuals to drive a wedge between them and their families and communities. It is vital that school staff are able to recognise those vulnerabilities.

Indicators of vulnerability include:

- Identity Crisis – the student is distanced from their cultural/religious heritage and experiences discomfort about their place in society;
- Personal Crisis – the student may be experiencing family tensions; a sense of isolation; and low self-esteem; they may have dissociated from their existing friendship group and become involved with a new and different group of friends; they may be searching for answers to questions about identity, faith and belonging;
- Personal Circumstances – migration; local community tensions; and events affecting the student’s country or region of origin may contribute to a sense of grievance that is triggered by personal experience of racism or discrimination or aspects of Government policy;
- Unmet Aspirations – the student may have perceptions of injustice; a feeling of failure; rejection of civic life;
- Experiences of Criminality – which may include involvement with criminal groups, imprisonment, and poor resettlement/reintegration;

- Special Educational Need – students may experience difficulties with social interaction, empathy with others, understanding the consequences of their actions and awareness of the motivations of others.

However, this list is not exhaustive, nor does it mean that all young people experiencing the above are at risk of radicalisation for the purposes of violent extremism.

More critical risk factors could include:

- Being in contact with extremist recruiters;
- Accessing violent extremist websites, especially those with a social networking element;
- Possessing or accessing violent extremist literature;
- Using extremist narratives and a global ideology to explain personal disadvantage;
- Justifying the use of violence to solve societal issues;
- Joining or seeking to join extremist organisations;
- Significant changes to appearance and/or behaviour;
- Experiencing a high level of social isolation resulting in issues of identity crisis and/or personal crisis.

The Prevent duty ensures schools and colleges have ‘due regard’ to the need to prevent people from being drawn into terrorism.

Channel is the voluntary, confidential support programme which focuses on providing support at an early stage to individuals that have been identified as being vulnerable to radicalisation. Prevent referrals may be passed to the multi-agency Channel panel to determine whether individuals require support.

[The Prevent Duty can be accessed via this link.](#) (school specific para’s 57-76)

[The Prevent Duty, for Further Education Institutions](#)

Guidance on Channel <https://www.gov.uk/government/publications/channel-guidance>

Further information can be obtained from the Home Office website.

## **Appendix 7**

Further advice on child protection is available from:

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

Childline: <http://www.childline.org.uk/pages/home.aspx>

Anti-Bullying Alliance: <http://anti-bullyingalliance.org.uk/>

Beat Bullying: <http://www.beatbullying.org/>

Childnet International –making the Internet a great and safe place for children. Includes resources for professionals and parents <http://www.childnet.com/>

Thinkuknow (includes resources for professionals and parents) <https://www.thinkuknow.co.uk/>

Safer Internet Centre <http://www.saferinternet.org.uk/>

Transgender <http://www.mermaidsuk.org.uk/>

[Schools transgender toolkit](#)

[Intercom trust transgender guidance](#)

**For Early Help, Consultation and Enquiries please contact:**

The Early Help Advice Hub (EHA Hub) is part of Somerset's Family Front Door that offers support to all practitioners who work with children, young people and families living in Somerset.

The EHA Hub provides an **Advice Line 01823 355803** which is open **Monday to Friday 9:00am until 4:00pm**. You will speak with a Customer Service Assistant or an Early Help Assessment Coordinator who can offer:

- Support and guidance in completing and submitting an Early Help Assessment **via option 1**.
- Advice on assessing levels of need for Early Help according to the Effective Support for Children and Families in Somerset Guidance **via option 2**. This option is for **organisations' safeguarding leads only**.
- Triage requests for involvement made to Somerset County Council's Early Help Services (prevention services).
- Parents/carers can also call for advice and guidance for their child/young person.

**Things to know:**

- When contacting the Early Help Hub to discuss the needs of a child/young person or family the child/ren/young person/people being discussed will remain anonymous and no identifying details of them will be requested.
- The Early Help Advice Line is not an alternative pathway to access Early Help Services, it is an advice service.
- The Early Help Advice Line should not be used as case supervision.
- Responsibility for subsequent actions following the advice will remain with you. It will not be passed over to the Coordinator advising you.

**If you are concerned that a child may be at risk of, or may be suffering significant harm contact Somerset Direct on 0300 123 2224.**

# COVID-19 school closure arrangements for Safeguarding and Child Protection at Holyrood Academy

## Key Principles

We acknowledge the immense pressure that schools are under during this period of national crisis, however it remains essential that our schools continue to be safe places for children.

This means that:

- The best interests of our children must always continue to come first.
- Safeguarding concerns about children should be reported and acted upon immediately
- We will continue to work closely with and support children's social workers and the LA virtual school head
- We should continue to do our best to protect children when they are online

## Updated arrangements

- The DSL or one of the Deputy DSLs will be available at all times:  
DSL S. Davison, DDSLs: K. Down, K. Akerman, L. Haynes, C. Markham
- It is desirable that one of the Safeguarding Leads will be on site at all times when there are children attending school. Where this is not possible, they should be available by telephone, email or video conferencing. School staff should know who to contact at any one time
- The DSL will liaise with social workers where necessary
- Staff or volunteers with concerns about the safety or wellbeing of children should refer these immediately to the DSL
- Staff will be vigilant for intelligence regarding all forms of abuse but particularly peer on peer abuse. Any concerns should be reported
- Any concerns about staff or volunteers must be immediately referred to the Headteacher and reported to the LADO
- All children on the school's risk register have been assigned a key worker who will make regular – daily if necessary - contact with them
- Chronologies will be regularly updated as a result of the contact with key workers
- Children with social workers have been strongly encouraged to attend school. Non-attendance is robustly followed up and actions recorded on chronologies.
- Schools will be staffed according to a rota. This will ensure that children are effectively supervised and by appropriate adults.

## Vulnerable children

- Vulnerable children are classed as those who have a social worker or an EHCP plan. At Uffculme Academy Trust, we have widened this definition to include all children on our welfare risk registers.
- All these children have been assigned a key worker who will make regular contact as described above.

- Attendance of vulnerable children will be carefully monitored. Concerns will be reported and/or escalated as appropriate. Daily registers will be submitted to the DfE and copied to the LA on request.
- During periods of national Lockdown when schools have been closed all priority children should be booked in by their parents or carers to attend on the day before. Non-attendance of pre-booked children will be followed up.

### **Supporting all children during self isolation**

When students are unable to attend school due to self-isolation, teachers are setting regular work for children and where possible are checking up on its completion. Where this is not possible, we have arranged for weekly contact from the class teacher.

- All children and families will receive at least one call or email a week from their teacher, tutor or year head.
- **Teachers will only use school based email addresses to contact children and families**
- We have provided children with advice and guidance on how to maintain their mental health. We have also provided helpline information and this is on our websites.
- Concerns regarding online activity or behaviour, from whatever source, will be followed up as per the Safeguarding and e-safety policies
- Parents have details on how to contact senior school staff about concerns they have for their children.

### **Recruitment**

If new staff are recruited via online means rather than face to face interviews, the principles of safer recruitment must still apply. They should be DBS and identity checked and be provided with an initial safeguarding induction. If staff move between schools, the receiving school will judge the level of safeguarding training required. In all cases they should be entered on the SCR and provided with a local copy of the CP policy.

Unchecked staff or volunteers will never be left unsupervised or ~~to~~ have unrestricted access to children

### **In the event of illness**

Staff or children experiencing symptoms [of COVID-19](#) must stay at home and self-isolate for 14 days. If the symptoms develop whilst at school, staff would report to the senior member of staff on duty and go home immediately.

Children will be taken to an empty room and remotely supervised until a parent or carer can collect them.

### **Hygiene**

All open areas of the school will be cleaned and disinfected regularly throughout the day. Work stations have wipes and children are reminded to wipe down their areas regularly. Hand washing takes place after every break.

## Context

From 20th March 2020 - September 2020 parents were asked to keep their children at home, wherever possible, and for schools to remain open only for those children of workers critical to the COVID-19 response - who absolutely need to attend and for a limited number of children - children who are vulnerable who cannot be safely cared for at home.

This addendum of the school name Safeguarding, and Child Protection policy contains details of our individual safeguarding arrangements in the following areas:

| Role                                 | Name            | Email address                        |
|--------------------------------------|-----------------|--------------------------------------|
| Designated Safeguarding Lead         | Mrs S. Davison  | sdavison1@educ.somerset.gov.uk       |
| Deputy Designated Safeguarding Lead  | Mrs K. Down     | kdown1@educ.somerset.gov.uk          |
| Deputy Designated Safeguarding Lead  | Mrs K. Akerman  | kakerman@educ.somerset.gov.uk        |
| Deputy Designated Safeguarding Lead  | Mrs L. Haynes   | lhaynes@educ.somerset.gov.uk         |
| Deputy Designated Safeguarding Lead  | Mrs. C. Markham | cmarkham@educ.somerset.gov.uk        |
| Designated Governor for Safeguarding | Mrs. K. Yamada  | kyamada@educ.somerset.gov.uk         |
| Chair of Governors                   | Mr D. Pugh      | DMPugh@educ.somerset.gov.uk          |
| Key Worker contact                   | Mrs T. Coles    | keyworkers@gapps.holyroodacademy.com |

## Vulnerable children

Vulnerable children include those who have a social worker and those children and young people up to the age of 25 with education, health and care (EHC) plans.

Those who have a social worker include children who have a Child Protection Plan, a Child in Need plan and those who are looked after by the Local Authority.

Those with an EHC plan will be risk-assessed with the school and parents, to decide whether they need to continue to be offered a school or college place in order to meet their needs, or whether they can safely have their needs met at home. This could include, if necessary, carers or agencies visiting the home to provide any essential services. Many children and young people with EHC plans can safely remain at home.

Senior leaders, especially the Designated Safeguarding Lead and deputies know who our most vulnerable children are. In addition, they have the flexibility to offer a place to those on the edge of receiving children's social care support.

Holyrood Academy will continue to work with and support children's social workers to help protect vulnerable children. This includes working with and supporting children's social workers working

with looked-after and previously looked-after children. The lead person for this will be Mrs S. Davison.

There is provision for vulnerable children who have a social worker to attend an education setting.

Holyrood Academy will encourage our vulnerable children and young people to attend school, including remotely.

### **Attendance monitoring**

Holyrood Academy will make welfare calls and/or home visits to all students who have an EHCP or who for the definition of vulnerable in an period of national Lockdown where schools are directed to close . Key staff will also make welfare checks on students who we consider to be potentially vulnerable.

In all circumstances where a vulnerable child does not take up their place at school, or discontinues, Holyrood Academy will notify their social worker.

The optimal scenario is to have a trained DSL or deputy available on site. Where this is not the case, the DSL will be available to be contacted via email working from home.

Where a trained DSL or deputy is not on site, in addition to the above, a senior leader will assume responsibility for co-ordinating safeguarding on site.

This might include updating and managing access to child protection online management system, MyConcern, and liaising with the offsite DSL or deputies, liaising with children's social workers where they require access to children in need and/or to carry out statutory assessments at the school or college.

The DSL and DDSLs will continue to engage with social workers, and attend all multi-agency meetings, which can be done remotely.

### **Reporting a concern**

Where staff have a concern about a child, they should continue to follow the process outlined in the school Safeguarding Policy, this includes making a report via MyConcern which can be done remotely.

In the unlikely event that a member of staff cannot access their MyConcern from home, they should email the Designated Safeguarding Lead, the Year Leader and the Pastoral Leader. This will ensure that the concern is received.

Staff are reminded of the need to report any concern immediately and without delay.

Where staff are concerned about an adult working with children in the school, they should report the concern to the headteacher. If there is a requirement to make a notification to the headteacher whilst away from school, this should be done verbally and followed up with an email to the headteacher.

Concerns around the Headteacher should be directed to the Chair of Governors, David Pugh.

### **Safeguarding Training and induction**

DSL training is very unlikely to take place whilst there remains a threat of the COVID 19 virus.

For the period COVID-19 measures are in place, a DSL or deputies who has been trained will continue to be classed as a trained DSL or deputies even if they miss their refresher training.

All existing school staff have had safeguarding training and have read part 1 of Keeping Children Safe in Education (2020). The DSL should communicate with staff any new local arrangements, so they know what to do if they are worried about a child.

Where new staff are recruited, or new volunteers enter Holyrood Academy, they will continue to be provided with an online safeguarding induction.

### **Online safety in schools and colleges**

Holyrood Academy will continue to provide a safe environment, including online. This includes the use of an online filtering system.

Where students are using computers in school, appropriate supervision will be in place.

### **Children and online safety away from school and college**

It is important that all staff who interact with children, including online, continue to look out for signs a child may be at risk. Any such concerns should be dealt with as per the Child Protection Policy and where appropriate referrals should still be made to children's social care and as required, the police.

Online teaching should follow the same principles as set out in the UAT MAT code of conduct.

Holyrood Academy will ensure any use of online learning tools and systems is in line with privacy and data protection and GDPR requirements.

Below are some things to consider when delivering virtual lessons:

No webcams to be used.

Language must be professional and appropriate.

Staff must only use platforms provided and approved by Holyrood Academy to communicate with students.

No 1:1s, groups only.

Staff need to report any inappropriate or concerning online conversations on MyConcern.

### **Supporting children not in school**

Holyrood Academy is committed to ensuring the safety and wellbeing of all its Children and Young people.

In times of national Lockdown when schools are directed to be closed the DSL has identified a child to be on the edge of social care support, or who would normally receive pastoral-type support in

school, they should ensure that a welfare check is in place for that child or young person. Details of this welfare check must be recorded on MyConcern.

Other communications can include; email contact, phone contact, door-step visits. Other individualised contact methods should be recorded on My-Concern.

Holyrood Academy and its DSL will work closely with all stakeholders to maximise the effectiveness of any such communication plan.

This plan must be reviewed regularly (at least weekly) and where concerns arise, the DSL will consider any referrals as appropriate.

Holyrood Academy recognises that school is a protective factor for children and young people, and the current circumstances can affect the mental health of students and their parents/carers. Teachers at Holyrood Academy need to be aware of this in setting expectations of students' work where they are at home.

### **Supporting children in school**

Holyrood Academy is committed to ensuring the safety and wellbeing of all its students.

Holyrood Academy will continue to be a safe space for all children to attend and flourish. The Headteacher will ensure that appropriate staff are on site and staff to student ratio numbers are appropriate, to maximise safety.

Holyrood Academy will refer to the Government guidance for education settings on how to implement social distancing and continue to follow the advice from Public Health England on handwashing and other measures to limit the risk of spread of COVID19.

In time of national Lockdown, when schools are directed to be closed Holyrood Academy will ensure that where we care for children of key workers and vulnerable children on site, we ensure appropriate support is in place for them.

Where Holyrood Academy has concerns about the impact of staff absence – such as our Designated Safeguarding Lead or first aiders – school leaders will discuss them immediately with the trust.

### **Peer on Peer Abuse**

Holyrood Academy recognises that during any closure a revised process may be required for managing any report of such abuse and supporting victims.

Where a school receives a report of peer on peer abuse, they will follow the principles as set out in part 5 of KCSIE and of those outlined within of the Child Protection Policy.

Concerns and actions must be recorded on My-Concern and appropriate actions taken.

### **Support from the Multi-Academy Trust**

The UAT MAT Central Safeguarding Team will provide support and guidance as appropriate to enable the DSL to carry out their role effectively.