


Honywood School

Safeguarding and Child Protection Policy and Procedures

Approved:	
Date:	May 2021
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Keeping Children Safe in Education September 2020

In September 2020, the DfE updated the statutory guidance on safeguarding.

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/954314/Keeping_children_safe_in_education_2020_-_Update_-_January_2021.pdf

Safeguarding and Child Protection Policy

School details

Governor Lead: Tairina Ferguson

Nominated Lead Member of SLT: Jo Brook (Deputy Headteacher)

Designated Safeguarding Lead: Kerry Nichols

Status & Review Cycle: Statutory Annual

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1 Introduction

1.1 This policy has been developed in accordance with the principles established by the following:

Section 175 of the Education Act 2002 (Section 157 for Independent schools) places a statutory responsibility on the governing body to have policies and procedures in place that safeguard and promote the welfare of children who are pupils of the school.

The development of appropriate procedures and the monitoring of good practice in Essex are the responsibilities of the Essex Safeguarding Children Board (ESCB). In Essex, all professionals must work in accordance with the SET Procedures (ESCB, 2019). Southend, Essex and Thurrock (SET). Safeguarding and Child Protection Procedures were reviewed in September 2019 and LSCB's were replaced by new multi-agency safeguarding arrangements with the 'Local Multi-Agency Safeguarding Partnerships/Boards' in place to coordinate new arrangements. A copy of these procedures can be found on their website: <http://www.escb.co.uk>

Honywood School works in accordance with the following legislation and guidance:

Children Act 1989

Children Act 2004

Keeping Children Safe in Education (DfE, 2020)

Working Together to Safeguard Children (HMG, 2018)

Effective Support for Children and Families in Essex (ESCB, 2017)

Counter-Terrorism and Security Act (HMG, 2015)

Serious Crime Act 2015 (Home Office, 2015)

Sexual Offences Act (2003)

Education (Pupil Registration) Regulations 2006

Information sharing advice for safeguarding practitioners (HMG, 2018)

Data Protection Act 2018

What to do if you're worried a child is being abused (HMG, 2015)

Searching, screen and confiscation (DfE, 2018)

Mental Health and Behaviour in Schools (DfE2014)

When to call the police (NSPCC)

Criminal Exploitation of children and vulnerable adults (Home Office 2017)

1.2 The Governing body takes seriously its responsibility under section 175 of the Education Act 2002 to safeguard and promote the welfare of children; and to work together with other agencies to ensure adequate arrangements within our school to identify, assess, and support those children who are suffering harm.

1.3 We recognise that all adults, including temporary staff¹, volunteers and governors, have a full and active part to play in protecting our learners from harm, and that the child's welfare is our paramount concern.

1.4 All staff believe that our school should provide a caring, positive, safe and stimulating environment that promotes the social, physical and moral development of the individual child.

1.5 The aims of this policy are:

1.5.1 To support the child's development in ways that will foster security, confidence and independence.

1.5.2 To provide an environment in which children and young people feel safe, secure, valued and respected, and feel confident, and know how to approach adults if they are in difficulties, believing they will be listened to.

1.5.3 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 (Reference Appendices 1 and 2)

1.5.4 To provide a systematic means of monitoring children known or thought to be at risk of harm, and ensure we, the school, contribute to assessments of need and support packages for those children.

1.5.5 To emphasise the need for good levels of communication between all members of staff.

1.5.6 To develop a structured procedure within the school to be followed by all members of the school community in cases of suspected abuse.

1.5.7 To develop and promote effective working relationships with other agencies, particularly the Police and Social Care.

1.5.8 To ensure that all staff working within our school who have substantial access to children have been checked as to their suitability, including verification of their identity, qualifications, and a satisfactory CRB/ DBS check (according to guidance)², and a central record is kept for audit.

¹ 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

² Guidance regarding CRB checks recently updated by the Protection of Freedoms Act 2012

2.0 Safe School, Safe Staff

2.1 We will ensure that:

2.1.1 All members of the governing body understand and fulfil their responsibilities, namely to ensure that:

- there is a Child Protection policy together with a Staff Code of Conduct Policy
- the school operates safer recruitment procedures by ensuring that there is at least one person on every recruitment panel that has completed Safer Recruitment training
- the school has procedures for dealing with allegations of abuse against staff and volunteers and to make a referral 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 SLT has Lead Safeguarding responsibility
- on appointment, the SLT Lead and Designated Safeguarding Lead undertake Level 3 Safeguarding Training and an 'update' course every 2 years
- all other staff have Safeguarding training updated as appropriate
- any weaknesses in Child Protection are remedied immediately
- a member of the Governing Body, usually the Chair, is nominated to liaise with the LA on Child Protection issues and in the event of an allegation of abuse made against the Headteacher
- Child Protection policies and procedures are reviewed annually and that the Child Protection policy is available on the school website or by other means
- the Governing Body considers how children may be taught about safeguarding. This may be part of a broad and balanced curriculum covering relevant issues through personal social health and economic education (PSHE) and/or for maintained schools through sex and relationship education (SRE).
- that enhanced DBS checks are in place for Chairs of Governors of independent, academies, non-maintained special schools

2.1.2 The nominated lead for safeguarding on the Senior Leadership Team is Jo Brook. Scott Caygill, Assistant Head Teacher has additional responsibility for safeguarding and Kerry Nichols is the Designated Safeguarding Lead. These members of staff have undertaken the relevant training followed by biannual updates, and these roles are explicit in their job descriptions.

2.1.3 SLT involved in recruitment and at least one member of the governing body will complete safer recruitment training to be renewed every 5 years.

2.1.4 All members of staff and volunteers are provided with child protection awareness information at induction, including in their arrival pack, the school safeguarding statement so that they know who to discuss a concern with.

2.1.5 All members of staff are trained in and receive regular updates in e- safety and reporting concerns

2.1.6 All other staff and governors have child protection awareness training, updated by the DSL as appropriate, to maintain their understanding of the signs and indicators of abuse.

2.1.7 All members of staff, volunteers, and governors know how to respond to a learner who discloses abuse through the information shared during safeguarding training.

2.1.8 All parents/carers are made aware of the responsibilities of staff members with regard to child protection procedures through publication of the school's Safeguarding and Child Protection Policy, and reference to it in our Parents' Handbook.

2.1.9 Our lettings policy will seek to ensure the suitability of adults working with children on school sites at any time.

2.1.10 Community users organising activities for children are aware of the school's child protection guidelines and procedures.

2.1.11 We will ensure that child protection type concerns or allegations against adults working in the school are referred to the LADO³ for advice, and that any member of staff found not suitable to work with children will be notified to the Disclosure and Barring Service (DBS) for consideration for barring, following resignation, dismissal, or when we cease to use their service as a result of a substantiated allegation, in the case of a volunteer.

2.2 Our procedures will be regularly reviewed and up-dated.

2.3 The name of the designated members of staff for Safeguarding, will be clearly advertised in the school, with a statement explaining the school's role in referring and monitoring cases of suspected abuse.

2.4 All new members of staff will be given a copy of our safeguarding statement, and child protection policy, with the safeguarding staff's names clearly displayed, as part of their induction into the school.

2.5 The policy is available publicly either on the school website or by other means. Parents/carers are made aware of this policy and their entitlement to have a copy of it via the parental handbook and school's website

3.0 Responsibilities

3.1 The DSL is responsible for:

3.1.1 Referring a child if there are concerns about possible abuse, to the Local Authority, and acting as a focal point for staff to discuss concerns. Referrals should be made in writing or email using the Family Operations Request for Support form.

3.1.2 Keeping written records of concerns about a child even if there is no need to make an immediate referral.

³ LADO Local Authority Designated Officer for allegations against staff. AEO Area Education Officer

3.1.3 Ensuring that all such records are kept confidentially and securely and are separate from pupil records, until the child's 25th birthday, and are copied on to the child's next school or college.

3.1.4 Ensuring that an indication of the existence of the additional file in above is marked on the pupil records.

3.1.5 Liaising with other agencies and professionals.

3.1.6 Ensuring that either they or the staff member attend case conferences, core groups, or other multi-agency planning meetings, contribute to assessments, and provide a report which has been shared with the parents.

3.1.7 Ensuring that any learner known to be placed on a child protection plan who is absent in the educational setting without explanation for two days is referred to their key worker's Social Care Team.

3.1.8 Organising child protection induction, and update training every 3 years, for all school staff with an annual refresher training session.

3.1.9 Providing, with the Headteacher, an annual report for the governing body, detailing any changes to the policy and procedures; training undertaken by the safeguarding staff, and by all staff and governors; number and type of incidents/cases, and number of children on the child protection register (anonymised)

4.0 Supporting Children

4.1 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.

4.2. 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.

4.3. 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.

4.4. Our school will support all children by:

4.4.1 Encouraging self-esteem and self-assertiveness, through the curriculum as well as our relationships, whilst not condoning aggression or bullying.

4.4.2 Incorporating into the curriculum, activities and opportunities which equip children with the skills they need to stay safe from abuse in all contexts, including:

- How to determine whether other children, adults or sources of information are trustworthy, judge when a family, friend, intimate or other relationship is unsafe and how to seek help or advice.
- The characteristics of positive and healthy friendships
- That some types of behaviour within relationships are criminal, including violent behaviour and coercive control

- What constitutes sexual harassment and sexual violence and why these are always unacceptable
- About online risks, including that any material someone provides has the potential to be shared online and the difficulty of removed potentially compromising material placed online
- What to do and where to get support to report material or manage issues online
- The impact of viewing harmful content
- That specifically explicit material e.g. pornography presents a distorted picture of sexual behaviours, can damage the way people see themselves in relation to others and negatively affect how they behave towards sexual partners.
- That sharing and viewing indecent images of children (including those created by children) is a criminal offence which carries severe penalties including jail
- The concepts of, and laws relating to, sexual consent, sexual exploitation, abuse, grooming, coercion, harassment, rape, domestic abuse, forced marriage, honour-based violence and FGM and how they can affect current and future relationships.

4.4.3 How people can actively communicate and recognise consent from others, including sexual consent and how and when that can be withdrawn (in all contexts including online). Promoting a caring, safe and positive environment within the school.

4.4.4 Liaising and working together with all other support services and those agencies involved in the safeguarding of children.

4.4.5 Notifying Social Care as soon as there is a significant concern.

4.4.6 Providing continuing support to a child about whom there have been concerns who leaves the school 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.

5.0 Confidentiality

5.1 We recognise that all matters relating to child protection are confidential.

5.2 The Headteacher or safeguarding staff will disclose any information about a child to other members of staff on a need to know basis only.

5.3 All staff must be aware that they have a professional responsibility to share information with other agencies in order to safeguard children.

5.4 All staff must be aware that they cannot promise a child to keep secrets which might compromise the child's safety or wellbeing. A disclosure must always be shared with the safeguarding staff.

5.5 We will always undertake to share our intention to refer a child to Social Care 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 consult with Essex Children and Families HUB on this point.

6.0 Records and Information Sharing

6.1 Where there are concerns about the safety of a child, the sharing of information in a timely and effective manner between organisations can reduce the risk of harm. Whilst the Data Protection Act 2018 and GDPR places duties on organisations and individuals to process personal information fairly and lawfully, it is not a barrier to sharing information where the failure to do so would result in a child or vulnerable adult being placed at risk of harm. Similarly, human rights concerns, such as respecting the right to a private and family life would not prevent sharing where there are real safeguarding concerns. Fears about sharing information cannot be allowed to stand in the way of the need to safeguard and promote the welfare of children at risk of abuse or neglect. A child's personal data should not be shared where the 'serious harm test' is met ie where releasing data will or may result in harm to the child. In these cases independent legal advice should be sought.

6.2 Well-kept records are essential to good child protection practice. Our school is clear about the need to record any concern held about a child or children within our school, the status of such records and when these records should be shared with other agencies.

6.3 Any member of staff receiving a disclosure of abuse or noticing signs or indicators of abuse, will make an accurate record as soon as possible noting what was said or seen (if appropriate, using a body map to record), giving the date, time and location. All records will be dated and signed and will include the action taken. This is then presented to the Designated Safeguarding Lead (or safeguarding staff), who will decide on appropriate action and record this accordingly.

6.4 Any records related to child protection are kept in an individual child protection file for that child (which is separate to the pupil file) in chronological order. All child protection records are stored securely and confidentially and will be retained for 25 years after the learner's date of birth.

6.5 Where a learner transfers from our school to another educational provision, their child protection records will be forwarded to the new educational setting. These will be marked 'Confidential' and for the attention of the receiving school's Designated Safeguarding Lead, with a return address on the envelope so it can be returned to us if it goes astray. We will obtain evidence that the paperwork has been received by the new school and then destroy any copies held in our school.

6.6 Where a learner joins our school, we will request child protection records from the previous educational establishment (if none are received).

7.0 Supporting Staff

7.1 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.

7.2 We will support such staff by providing an opportunity to talk through their anxieties with the DSL and to seek further support as appropriate.

8.0 Allegations against staff

8.1 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.

8.2 All Staff should be aware of Essex LA's Guidance on Behaviour Issues, and the school's own Behaviour Management policy.

8.3 Guidance about conduct and safe practice, including safe use of mobile phones by staff and volunteers will be given at induction.

8.4 We understand that a learner may make an allegation against a member of staff. 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.

8.5 The Headteacher or DLS on all such occasions will discuss the content of the allegation with the Local Authority Designated Officer (LADO): 03330 139797.

8.6 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 as in 8.6 above, without notifying the Headteacher first.

8.7 The school will follow the Essex LA procedures for managing allegations against staff. Under no circumstances will we send a child home, pending such an investigation, unless this advice is given exceptionally, as a result of a consultation with the LADO.

8.8 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 HR Consultant in making this decision.

8.9 In the event of an allegation against the Headteacher, the decision to suspend will be made by the Chair of Governors with advice as in 8.8 above. In the absence of the Chair of Governors, the governor with safeguarding responsibility will be consulted.

8.10 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.

9 Whistle-blowing – see also the Staff Code of Conduct (section 6)

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

9.2 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. If it becomes necessary to consult outside the school, they should speak in the first instance, to the LADO following the Whistleblowing Policy.

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

10 Anti-Bullying – see also the Behaviour Management and Bullying Policy

10.1 Our school policy on anti-bullying is set out in Behaviour Management and Bullying Policy 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 sex/gender related bullying, whether gender assigned or gender preferred. We keep a record of reported bullying incidents. All staff are aware that children with SEND and / or differences/perceived differences are more susceptible to being bullied / victims of child abuse.

10.2 Peer on peer abuse can manifest itself in many ways. This may include bullying (including cyber bullying), on-line abuse, gender-based abuse, 'sexting' or sexually harmful behaviour. We do not tolerate any harmful behaviour in school and will take swift action to intervene where this occurs. We use lessons and assemblies to help learners understand, in an age- appropriate way, what abuse is and we encourage them to tell a trusted adult if someone is behaving in a way that makes them feel uncomfortable. Our school recognises that gender may be a factor prevalent when dealing with peer on peer abuse. All peer on peer abuse is dealt with according to the school's Behaviour Management and Bullying/ Child Protection procedures and the police/ social care involved as appropriate.

11.0 Prevention

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

11.2 The school community will therefore:

11.2.1 Work to establish and maintain an ethos where learners feel secure and are encouraged to talk and are always listened to.

11.2.2 Include regular consultation with learners e.g. through annual questionnaires

11.2.3 Ensure that all learners know there is an adult in the school whom they can approach if they are worried or in difficulty.

11.2.4 Include safeguarding across the curriculum, including PSHE and Relationships and Sex Education, opportunities which equip learners 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, e-safety, road safety, pedestrian and cycle training.

11.2.5 Ensure all staff are aware of school guidance for their use of mobile technology and have discussed safeguarding issues around the use of mobile technologies and their associated risks.

12 Monitoring and Evaluation

12.1 Our Child Protection and Safeguarding Policy and Procedures will be monitored and evaluated by, but not limited to:

Governing Body visits to the school

- Annual monitoring report for Governors
- Annual Child Protection file audit
- SLT 'drop ins' and discussions with children and staff
- Learner surveys and questionnaires
- Scrutiny of Attendance data
- Scrutiny of range of risk assessments
- Scrutiny of LGB minutes
- Logs of bullying/racist/behaviour incidents for SLT and LGB to monitor
- Review of parental concerns and parent questionnaires

This policy also links to our policies and procedures on:

Behaviour Management and Bullying

Staff Code of Conduct (5.1: Whistleblowing; 7: ESafety, including staff use of mobile phones)

Confidentiality

Allegations against staff

Attendance

Curriculum

PSHE

Administration of medicines

Drugs

Education

Sex and Relationships

Risk assessment

Recruitment and selection

Child sexual exploitation: see Appendix 1 Intimate care

Appendix 1

Recognising signs of Child Abuse

Categories of Abuse

- Physical Abuse
- Emotional Abuse (including Domestic Abuse)
- Sexual Abuse
- 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-seeking behaviour
- Suspicious bruises with unsatisfactory explanations
- Lack of self-esteem
- Self-injury
- Depression
- Age inappropriate sexual behaviour
- Child sexual exploitation

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
- Justifies 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 Social Care

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:

- Any bruising to a pre-crawling or pre-walking baby
- Bruising in or around the mouth, particularly in small babies which may indicate force feeding
- 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
- 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 is 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
- Scalds to the buttocks of a small child, particularly in the absence of burns to the feet, are indicative of dipping into a hot liquid or bath.

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
- There is an unexplained fracture in the first year of life

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 not attachment
- Indiscriminate attachment or failure to attach
- Aggressive behaviour towards others

- Scape-goated within the family
- Frozen watchfulness, particularly in pre-school children
- Low self-esteem and lack of confidence
- Withdrawn or seen as a “loner” – difficulty relating to others
- Witnessing Domestic Violence (DV) is regarded as emotional abuse.

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)

Encouraging children to watch pornographic materials or sexual acts between adults constitutes sexual abuse.

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

Peer on peer abuse

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.

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, educational inputs may be enough to address the behaviour. Abusive sexual activity included any behaviour involving coercion, threats, aggression together with secrecy, or where one participant relies on an unequal power base.

‘Sexting’ and the use of mobile technology

The circulation of pornographic images by mobile technology or the internet can in many situations constitute a criminal offence. It is an offence to send by means of a public electronic communications network, a message or other matter that is grossly offensive, indecent, obscene or menacing. By having in their possession, or distributing, indecent images of a person under 18 on to someone else - young people may not aware that they could be breaking the law as these offences under the Sexual Offences Act 2003

The making and distribution by mobile technology of images of a person in a state of undress is referred to as ‘sexting’ and is often inadvertently entered into by children who are trying to establish relationships with others of a similar age. In some cases children, particularly girls, are coerced into sending provocative or indecent images or videos of sexual acts. These can easily be distributed amongst large groups of other young people and can quickly end up in the hands of paedophiles.

Assessment of peer on peer abuse and sexting

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 that 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 that is loss of love, friendship, etc. Some may use physical force, brutality or the threat of these regardless of victim resistance.

In evaluating sexual behaviour of children and young people, the above information should be used only as a guide.

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

Child Sexual Exploitation (CSE)

Both CSE and CCE are forms of abuse and 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. Whilst age may be the most obvious, this power imbalance can also be due to a range of other factors including gender, sexual identity, cognitive ability, physical strength, status, and access to economic or other resources. 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. Victims can be exploited even when activity appears consensual and it should be noted exploitation as well as being physical can be facilitated and/ or take place online.

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:

- 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
- 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
- injuries from physical assault, physical restraint or sexual assault
- associating 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

Mental Health

All staff should be aware that mental health problems can, in some cases, be an indicator that a child has suffered or is at risk of suffering abuse, neglect or exploitation. Where children have suffered abuse and neglect, or other potentially traumatic adverse childhood experiences (ACEs), this can have a lasting impact throughout childhood. It is key that staff are aware of how these children's experiences can impact on their mental health, behaviour and education. If staff have a mental health concern that is also a safeguarding concern, IMMEDIATE action should be taken, and the usual procedures followed.

Appendix 2

Procedures for responding to Child Protection Concerns at Honywood School

Principles

This school takes seriously its responsibility to protect and safeguard the welfare of the learners in its care.

As part of the ethos of the school, the staff and governors are committed to:

- Encouraging and supporting parents/carers and working in partnership with them
- Listening to and valuing the learners
- Ensuring all staff, both teaching and support, are aware of signs and symptoms of abuse, know the correct procedure for referring concerns or allegations and receive appropriate training to enable them to carry out these requirements.
- Maintaining a safe school environment for all learners
- Exercising their duty to work in partnership with other agencies and to share information with them.

We recognise that teachers and support staff, because of their contact with and knowledge of the learners in their care, are well placed to identify abuse and offer support to children in need.

The school recognises it is an agent of referral and not of investigation.

Procedures for Referral (see also attached 'Child Protection Guidelines for staff') All action is taken in line with the following guidance:

- Keeping Children Safe in Education: 2020
- The Children Act 1989 and 2004
- Essex Local Authority audit tools and guidance
- Children and Families Hub guidelines for referral
- D of H guidance, Working Together to Safeguard Children (2018)
- Section 175 of the Education Act 2002

Any member of staff or visitor to the school who receives a disclosure of abuse or suspects that abuse may have occurred **must** report it immediately to the Designated Safeguarding Lead (Kerry Nichols) or if unavailable to the Jo Brook (Deputy Headteacher) or Scott Caygill (Assistant Headteacher). In the absence of the above members of staff the matter should be brought to the attention of the most senior member of staff.

The DSL **may** seek initial advice from the Family Operations Hub by asking for the **Consultation Line**, or, where the child is in immediate danger, can immediately make a referral by asking for the **Priority Line**: telephone: **0345 603 7627** (out of hours 0345 606 1212)

Referrals should be made in writing or email using the Family Operations Request for Support form accessible via the portal: www.essexeffectivesupport.org.uk click on the link for 'requesting support'. Essential information will include pupil's name, address, date of birth, family composition, reason for the referral, name of person receiving the referral and any advice given. This written confirmation must be signed and dated by the referrer.

To refer non-urgent CP issues or to access Family Solutions support you need to complete a **Request for Support Form**.

<https://www.essexeffectivesupport.org.uk/s4s/FormDetails/FillForm?formId=1>

Confidentiality must be maintained and information relating to individual learners/families shared with staff on a strictly need to know basis.

Alleged Abuse by Staff

When concerns or allegations involve members of staff, the procedure for referral stated above remains the same. In addition, the Safeguarding Team will need to be informed (01245 436744) and the LADO (03330 139797). If the concerns or allegations involve the DSL they should be reported to the Headteacher, unless they are the Headteacher, in which case they must be reported directly to the Chair of Governors who will make the referral to Social Services and to Safeguarding. Tayrina Ferguson is the Safeguarding Governor and Tim Styles is the Chair of Governors and their details are to be found in the Safeguarding folder on the Public drive, and on the Safeguarding noticeboard in the staffroom.

Record Keeping

Any member of staff receiving a disclosure of abuse, or noticing possible abuse, must make an accurate record as soon as possible noting what was said or seen, putting the event into context and giving the date, time and location. All records must be dated and signed.

A copy of the skin map is a useful aid to recording marks or injuries and could be included as an appendix.

All hand-written records will be retained, even if they are subsequently typed up in a more formal report.

All records relating to child protection concerns will be kept in a secure place and will remain confidential. They do not form part of the pupil's educational records and are not required to be disclosed to parents/carers except by agreement.

All referrals should be recorded on the individual learners Child Protection file.

Parental Involvement

This school is committed to helping parents/carers understand its responsibility for the welfare of all learners.

Parents/carers will be made aware of the school's child protection policy via the school prospectus and initial meetings with parents of new learners.

Where possible, concerns should be discussed with parents/carers and the DSL should seek agreement to making referrals, unless to do so would place the learner at increased risk of significant harm, or if advised against doing so by a member of the Children and Families HUB.

Training

The nominated SLT Lead for Safeguarding or the DSL will attend Learning Services Directorate and Essex Child Protection Committee training events as appropriate, and receive Level 3 training every two years.

Child Protection Training

Other relevant child protection training attended in 2019-20 by Designated Personnel and FLT

Youth Mental Health First Aid - **February 2020** (Kerry Nichols, Craig Robertson)

Risk Avert Training- **February 2020** (Craig Robertson)

Spotting the Signs, Eating Disorder Training - **February 2020** (Lorraine Ritchell)

CAPE - Children of Alcohol Dependent Parents - **November 2019** (Lorraine Ritchell)

ESCB Learning from Multi-Agency Reviews - **November 2019** (Kerry Nichols)

Termly Safeguarding Networking meetings (Kerry Nichols)

Teaching and support staff training

All teaching staff, support staff and LSAs received full Level 2 training in September 2019

FLASH - Self-harm Information session for all staff

Mental Health First Aid Session **March 2020**

The Role of the Local Governing Body

The governors will receive an annual report on changes to child protection policy or procedures; training undertaken by the DSL, other staff and governors; the number of child protection incidents/cases (without detail or name); and the place of child protection issues in the curriculum.

The Chair of Governors (or designated governor for child protection, if they are not the chair), in liaison with the nominated SLT lead, will ensure that the school has a child protection policy and procedures in place, and that these are known to all members of staff.

(LGB training updated September 2020)

Statement for inclusion in the Parents' Handbook which is issued annually:

Child Protection and Safeguarding

Our first concern is your child's welfare, and therefore there may be occasions when our concern about your child means that we have to consult other agencies before we contact you. The procedures we follow have been laid down by the Education Safeguarding Service. If you want to know more about this procedure, please speak to Jo Brook, Deputy Headteacher or Kerry Nichols Designated Safeguarding Lead.

Appendix 3

Honour Based Abuse, Forced Marriage and Female Genital Mutilation

So-called 'honour-based' abuse (HBA) encompasses crimes which have been committed to protect or defend the honour of the family and/or the community, including Female Genital Mutilation (FGM), forced marriage, and practices such as breast ironing.

All forms of so called HBA are abuse (regardless of the motivation) and should be handled and escalated as such. If in any doubt, staff should speak to Kerry Nichols and complete a Disclosure Form on the staff dashboard. We all need to be alert to the possibility of a child being at risk of HBA, or already having suffered HBA.

Breast Ironing

Breast Ironing also known as 'Breast Flattening' is the process whereby young pubescent girls' breasts are ironed, massaged and/or pounded down through the use of hard or heated objects in order for the breasts to disappear or delay the development of the breasts entirely. It is believed that by carrying out this act, young girls will be protected from harassment, rape, abduction and early forced marriage and therefore be kept in education.)

Forced Marriage (FM)

This is an entirely separate issue from arranged marriage. It is a human rights abuse and falls within the Crown Prosecution Service definition of domestic violence. Young men and women can be at risk in affected ethnic groups. Whistle-blowing may come from younger siblings. Other indicators may be detected by changes in adolescent behaviours. Never attempt to intervene directly but refer to Kerry Nichols (DSL), Jo Brook (Deputy Headteacher) or Scott Caygill (Assistant Headteacher).

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.

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 and a form of child abuse with long-lasting harmful consequences.

What is FGM?

GM comprises all procedures involving partial or total removal of the external female genitalia or other injury to the female genital organs. 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
- Makes childbirth easier

Circumstances and occurrences that may point to FGM happening:

- 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 Countries where FGM is practised include: Kenya; Senegal; Gambia; Mali; Malaysia; Egypt; Nigeria; Eritrea; Yemen; Afghanistan; Kurdistan; Iraq; Somalia; Pakistan; Indonesia; Sri Lanka; India; Sierra Leone; Colombia; Sudan; Oman.
- 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 action is taken **without delay**.

FGM mandatory reporting duty: Section 5B of the Female Genital Mutilation Act 2003 (as inserted by section 74 of the Serious Crime Act 2015) If a teacher, in the course of their work in the profession, discovers that an act of Female Genital Mutilation (FGM) appears to have been carried out on a girl under the age of 18, the teacher must personally report this to the police. A member of the Safeguarding Team will assist individual teachers with contacting the police. Teachers must personally report to the police cases where they discover that an act of FGM appears to have been carried out. Unless the teacher has a good reason not to, they should also still consider and discuss any such case with the school or college's Designated Safeguarding Lead and involve children's social care as appropriate. The duty does not apply in relation to at risk or suspected cases (i.e. where the teacher does not discover that an act of FGM appears to have been carried out, either through disclosure by the victim or visual evidence) or in cases where the woman is 18 or over. In these cases, teachers should report their concerns or suspicions via the online Disclosure Form. Non-teachers should report all concerns – where FGM has been carried out, there is a suspicion that FGM has been carried out or where a girl is at risk of FGM - via an online Disclosure Form.

Appendix 4

Child Protection Guidelines for Staff for inclusion in the Teachers' Handbook and issued to all staff annually

(Teaching and Non-Teaching)

We have a "duty in law" to act upon concerns/information received concerning child protection issues. These may include accidental injury, neglect, ill treatment or sexual abuse. It is extremely important that every member of staff (teaching and non-teaching) is aware of the procedures they might need to adopt and the personnel who are directly involved.

Procedure in the case of disclosure

Disclosure is when a child openly informs you about incidents of this nature which they claim to have experienced. If a child discloses directly to you, the procedure you should follow is laid out below:

- Once a pupil has disclosed **do not question them in great depth over matters of detail** but immediately contact Kerry Nichols, DSL, nominated SLT Lead, Jo Brook or Scott Caygill, As soon as possible complete a Disclosure Form (available on the staff dashboard) and share with the above named staff.
- Kerry Nichols, Jo Brook or Scott Caygill take responsibility for the decision as to whether or not Initial Response are contacted **and makes any contact themselves**. This may be delegated to a member of the Family Learning Team by the above. It is very important that we do not have different people liaising with the Family Operations Hub/ Social Care over different cases. In the absence of both please contact another senior member of staff.

Procedure in the case of suspicion

In the case of suspicion, things are much less clear-cut but it is important that members of staff alert relevant colleagues if they have worries in this area. If you are concerned that a child in your care is at risk in some way then it is important that you:

- Complete a **Disclosure Form** and return to Kerry Nichols, who will liaise with the Cohort Leader or another CP trained colleague as appropriate.
- The Cohort Leader should liaise with Kerry Nichols and the Form Tutor/ other colleagues as appropriate.
- If it is felt that there is sufficient cause for concern then the same procedure as for disclosure should be followed (see above).
- Kerry Nichols, Jo Brook or Scott Caygill still retain the responsibility for contacting Police/ Social Care if it is deemed appropriate.

Appendix 5

PREVENT Anti-radicalisation

As of July 2015, the Counter-Terrorism and Security Act (HMG, 2015) placed a new duty on schools and other education providers. Under section 26 of the Act, schools are required, in the exercise of their functions, to have “due regard to the need to prevent people from being drawn into terrorism”. **This duty is known as the Prevent duty.**

It requires schools to:

- teach a broad and balanced curriculum which promotes spiritual, moral, cultural, mental and physical development of learners and prepares them for the opportunities, responsibilities and experiences of life and must promote community cohesion
- be safe spaces in which children / young people can understand and discuss sensitive topics, including terrorism and the extremist ideas that are part of terrorist ideology, and learn how to challenge these ideas
- be mindful of their existing duties to forbid political indoctrination and secure a balanced presentation of political issues

CHANNEL is a national programme which focuses on providing support at an early stage to people identified as vulnerable to being drawn into terrorism. Our staff understand how to identify those who may benefit from this support and how to make a referral.

PREVENT Safeguarding Objectives: a national initiative

Within this overall framework the Prevent strategy will specifically:

- respond to the ideological challenge of terrorism and the threat we face from those who promote it;
- prevent people from being drawn into terrorism and ensure that they are given appropriate advice and support; and
- work with sectors and institutions where there are risks of radicalisation which we need to address.

Schools can help to protect children from extremist and violent views in the same ways that they help to safeguard children from drugs, gang violence or alcohol. The purpose must be to protect children from harm and to ensure that they are taught in a way that is consistent with the law and our values. Awareness of Prevent and the risks it is intended to address are both vital. Staff can help to identify, and to refer to the relevant agencies, children whose behaviour suggests that they are being drawn into terrorism or extremism. Schools of all kinds can play a role in enabling young people to explore issues like terrorism and the wider use of violence in a considered and informed way. Schools can facilitate understanding of wider issues within the context of learning about the values on which our society is founded and our system of democratic government. These are important for reasons which go far beyond Prevent but they connect to the Prevent agenda. PREVENT referrals should be reported in line with other safeguarding procedures.

All action is taken in line with the guidance provided in the HM Government Document:

'Workshop to Raise Awareness of Prevent'

Radicalisation is defined as the act or process of making a person more radical or favouring of extreme or fundamental changes in political, economic or social conditions, institutions or habits of the mind.

Extremism is defined as the holding of extreme political or religious views.

PREVENT is part of the UK's counter-terrorism strategy. preventing people from becoming radicalised and involved in terrorism or supporting terrorism. It also covers involvement with other groups which could be considered extreme: ISIL, Animal Rights, Environmental, terrorism related to Northern Ireland.

As a school we recognise that safeguarding against radicalisation is no different from safeguarding against any other vulnerability. At Honeywood School all staff are expected to uphold and promote the fundamental principles of British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs.

As a school we need to follow the **NOTICE, CHECK, SHARE** principles from the PREVENT initiative:

As a school, we must **NOTICE** the vulnerabilities which might be exploited by extremist organisations:

- difficult personal circumstances (relationship breakdown, family issues)
- financial concerns or concerns regarding unemployment
- changes in friendship groups
- difficult experiences linked to their faith (i.e. victim of racist comments, sense of guilt, injustice, grievance)
- issues with drugs / alcohol
- lack of parenting (neglect, no boundaries / curfews)
- personality traits (low self-esteem)
- lack of knowledge / education; naïvety
- social exclusion
- inappropriate use of social media / TV / video games (exposure to violence and propaganda)
- peer pressure
- mental health

As a school, we must also **NOTICE** the signs which might indicate that a member of our community is becoming involved in an extremist organisation:

- changes in friendship groups
- changes in behaviour at school (language, emotions, paranoia, fixated on a subject, withdrawn, depressed)
- references to weapons or violence
- changes in appearance (clothing, uniform, personal appearance, tattoos)
- changes in routine or absence from school (lengthy or unexplained trip abroad)
- learner talks about a specific individual (perhaps an influential figure with strong views), political issues or global events in a concerning way

- comments or views expressed in work done which give cause for concern (e.g. inflammatory comment, extreme religious or political statement)
- comments about what learners are going to do in the future after leaving school which give cause for concern

Any staff with concerns regarding a member of our community should then CHECK these concerns by referring to Kerry Nichols (DSL), Jo Brook (Deputy Headteacher) or Scott Caygill (Assistant Headteacher).

These members of staff will consider the referral and seek information from Honywood School colleagues. If appropriate, they will **SHARE** this with the quadrant Prevent Champion:

Jo Barclay jo.barclay@essex.gov.uk

She will then decide whether they should be referred Channel. The referral form is available on www.escb.co.uk. They should be emailed to PREVENT@essex.pnn.police.uk.

You can contact the Essex Police to discuss any concerns on

PREVENT@essex.pnn.police.uk

DC Rachael Harris Tel: 01245 452196

Essex Police: 101

Confidential anti-terrorist hotline number: 0800 789 321

Appendix 6

Privately Fostered Children

Children who have Family Members in Prison

Privately Fostered Children

Private fostering is when a child under the age of 16, (under 18 if disabled) is provided with care and accommodation by a person who is not a parent, person with parental responsibility for them or relative in their own home for 28 days or more.

The school will follow the mandatory duty to inform the local authority of any 'Private Fostering' arrangements and refer to the Specialist Fostering Team.

Children who have Family Members in Prison

The school is committed to supporting children and young people who have a parent or close relative in prison and will work with the family to find the best ways of supporting the child. The

school recognises that children with family members in prison are at risk of poor outcomes including: poverty, stigma, isolation, poor mental health and poor attendance.

The school will treat information shared by the family in confidence and it will be shared on a 'need to know' basis.

The school will work with the family and the child to minimise the risk of the child not achieving their full potential.