



Safeguarding and Child Protection Policy

September 2023

Next review date: September 2024

Date of policy: September 2023
Date of next review: September 2024

Signed: Mr Mitchell Clark:

(Chair of Governors)

Signed: Mr Simon Pile:

(Headteacher)

Agreed by the Governing Body on 21st September 2023 as recorded in the Governing Body meeting minutes of that date.

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Local Authority Designated Officer (LADO)

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Key Contacts

	Name	Telephone	Email
Brent Children’s Social Care Brent Civic Centre, Engineers Way, Wembley HA9 0FJ	Duty Officer	Brent Family Front Door 020 8937 4300 Monday-Friday 9am-5pm Emergency out of hours team: 020 8863 5250	Family.Frontdoor@brent.gov.uk
Met Police – Brent & Harrow Child Abuse Investigation Team (CAIT) Edgware Police Station, Whitchurch Lane, Edgware, Middlesex HA8 6LB	Duty Officer	020 8733 3562 (Telephone) 020 8733 3589 (Fax) Any time 020 8733 3503	
Local Authority Designated Officer (LADO) for staff allegations Brent Civic Centre Engineers Way, Wembley HA9 0FJ	Duty Officer	Brent Family Front Door 020 8937 4300	ALL REFERRALS SHOULD BE SENT TO THE BRENT FAMILY FRONT DOOR at Family.Frontdoor@brent.gov.uk

Legislation and statutory guidance

This policy is based on the Department for Education’s statutory guidance, Keeping Children Safe in Education 2022 and Working Together to Safeguard Children 2018. We comply with this guidance and the procedures set out by our local safeguarding children board.

This policy is also based on the following legislation:

Section 175 of the Education Act 2002, which places a duty on schools and local authorities to safeguard and promote the welfare of pupils.

The School Staffing (England) Regulations 2009, which set out what must be recorded on the single central record and the requirement for at least one person on a school interview/appointment panel to be trained in safer recruitment techniques.

Any member of the public can make a referral online if they believe a child is at risk or in danger following their reading of this policy.

<https://www.brent.gov.uk/children-young-people-and-families/keeping-children-safe#Reportchildabuse>

Policy Aims

The purpose of this policy is to:

- Identify the names of responsible persons in the school and explain the purpose of their role.
- Describe what should be done if anyone in the school has a concern about the safety and welfare of a child who attends the school.
- Identify the particular attention that should be paid to those children who fall into a category that might be deemed “vulnerable”.
- Set out expectations in respect of training.
- Ensure that those responsible for recruitment are aware of how to apply safeguarding principles in employing staff.
- Set out expectations of how to ensure children are safeguarded when there is potential to come into contact with non-school staff, e.g. volunteers, contractors etc.
- Outline how complaints against staff will be handled.
- Set out expectations regarding record keeping.
- Clarify how children will be kept safe through the everyday life of the school.
- Outline how the implementation of this policy will be monitored.

Definitions

Child abuse is taken to refer to any child of under 18 years who, through the actions of adults (with a caring role for that child) or their failure to act, has suffered or is at risk of suffering significant harm.

Abuse is broadly divided into four categories: Neglect, Physical Injury, Sexual Abuse and Emotional Abuse. It is worth remembering that children may not feel ready or know how to tell someone they are being abused. This must not prevent staff from having a professional curiosity and speaking to the Designated Safeguarding Lead. Brief definitions are given below.

Categories of Abuse

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

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer feigns the symptoms of, or deliberately causes ill health to a child who they are looking after. This situation is now known as illness fabricated or induced by carer (previously Munchausen Syndrome by Proxy).

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

Emotional abuse is the persistent ill treatment of a child, such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate or valued only insofar as they meet the needs of the other person. It may feature age or developmentally inappropriate expectations being imposed on children. It may involve causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of ill treatment of a child although it may occur alone. It is important to recognise that many children will be living (or may have lived) in families where **Domestic Abuse** is a factor, and that these situations have a harmful impact on children emotionally, as well as placing them at risk of physical harm. The definition of Domestic abuse is below:

*Any incident or pattern of incidents of controlling, coercive or threatening behaviour, violence or abuse between those **aged 16 or over** who are or have been intimate partners or family members regardless of gender or sexuality.*

Child sexual exploitation (CSE) involves exploitative situations, contexts and relationships where young people receive something (for example food, accommodation, drugs, alcohol, gifts, money or in some cases simply affection) as a result of engaging in sexual activities. Sexual exploitation can take many forms ranging from the seemingly 'consensual' relationship where sex is exchanged for affection or gifts, to serious organised crime by gangs and groups. What marks out exploitation is an imbalance of power in the relationship. The perpetrator always holds some kind of power over the victim which increases as the exploitative relationship develops. Sexual exploitation involves varying degrees of coercion, intimidation or enticement, including unwanted pressure from peers to have sex, sexual bullying including cyberbullying and grooming. However, it is also important to recognise that some young people who are being sexually exploited do not exhibit any external signs of this abuse.

Female Genital Mutilation

It is accepted that some female pupils in our school may be at risk of being subject to Female Genital Mutilation (FGM). FGM is defined by the World Health Organisation as: all procedures which involve partial or total removal of the external female genitalia or injury to female genital organs for non-therapeutic reasons. FGM is considered as a cultural norm by some communities and some also consider FGM necessary for religious reasons.

We will always challenge such abusive cultural norms as the welfare and safety of the child is always paramount, equally we also recognise that FGM is not endorsed as a religious practice. In any event it is illegal in the UK to subject any child to FGM or to take a child abroad to undergo FGM. Anson Primary School will follow the procedures for dealing with cases of FGM as set out in the London Child Protection Procedures.

From a child protection perspective a child for whom FGM is planned, is at risk of significant harm through physical and emotional abuse, it may also be considered as sexual abuse. If any member of staff receives a disclosure or is aware that a FGM is about to happen this must be disclosed to the Designated Safeguarding Lead (DSL) without delay so that the

appropriate referrals may be made and/or protective measures may be put in place, especially as the child/ren may be taken out of the country.

The Prevent Duty (June 2015 – updated April 2019)

From 1 July 2015 all schools, registered early years childcare providers and registered later years childcare providers are subject to a duty under section 26 of the Counter-Terrorism and Security Act 2015, in the exercise of their functions, to have “due regard to the need to prevent people from being drawn into terrorism”. This duty is known as the Prevent duty. It applies to a wide range of public-facing bodies.

Anson Primary School is fully committed to safeguarding and promoting the welfare of all its pupils. Every member of staff recognises that safeguarding against radicalisation and extremism is no different to safeguarding against any other vulnerability in today’s society.

The Prevent duty requires school staff to be able to identify children who are vulnerable to radicalisation and to know how to respond to this. This duty is part of schools’ wider safeguarding duties. Ofsted’s revised framework specifies that schools need safeguarding arrangements in place to prevent radicalisation and extremism.

As part of this we will:

- Assess the risk of children being drawn into terrorism.
- Demonstrate a general understanding of the risks affecting children and young people as well as how to identify individual children at risk of radicalisation.
- Be alert to changes in children’s behaviours, and staff will use their professional judgement to identify children at risk of radicalisation, and act proportionately to these risks.

Although serious incidents involving radicalisation have not occurred at Anson Primary School to date, it is important for us to be constantly vigilant and remain fully informed about the issues which affect the local area, city and society in which we teach.

Through INSET opportunities in school, we will ensure that our staff are fully aware of the threats, risks and vulnerabilities that are linked to radicalisation; are aware of the process of radicalisation and how this might be identified early on and are aware of how we can provide support, as a school, to ensure that our children are resilient and able to resist involvement in radical or extreme activities.

In the event of a concern, the Headteacher will discuss the most appropriate course of action on a case-by-case basis and will decide when a referral to external agencies is needed.

Online Safety

Anson School ensures that appropriate filtering and monitoring procedures are in place to protect pupils from potentially harmful and/or inappropriate online material. A separate e-safety policy is in place. Children are taught how to be safe online through specific lessons and assembly topics.

We support online safety beyond school hours through our *Parent Pledge*. This contains 6 key areas where parents can support their children to be safe online at home. The Pledge is presented at our parent meetings in September and is available on the school website, in the front entrance and through social media.

The teachers receive regular online safety training and are kept up to date with changes to procedures or statutory requirements.

The online safety curriculum targets are available on the school website and we ensure that children are equipped to make good decisions when they are online through our scheme of learning through the South West Grid for Learning.

We are an accredited school with National Online Safety and are committed to supporting staff, Governors and parents with the latest information to keep children safe at school and beyond the school day. This includes raising awareness of online challenges and encouraging parents to be aware of what their children are being asked to do online. This also includes sites they are being asked to access and be clear who from the school is going to be interacting with them online.

Guidance for parents on cyber-bullying

It is vital that parents and the school work together to ensure that all pupils are aware of the serious consequences of getting involved in anything that might be seen to be cyber-bullying.

- Parents can help by making sure their child understands the School's policy and, above all, how seriously the School takes incidents of cyber-bullying.
- Parents should contact the Headteacher as soon as possible. A meeting can then be arranged with the Headteacher, which may involve other relevant members of staff.
- Parents will support the implementation of the School's safeguarding policies by making regular use of suggested support on safety matters as they relate to their child's internet use beyond school.

Mobile Phones and other devices

Children

The school recognises that children, who walk to and from school without an accompanying adult, may carry a mobile phone for safety. In these cases, children may, with authorisation bring a mobile phone onto the school premises but must hand it to the Headteacher or Deputy Headteacher in the playground at the start of the day and collect it from them at the end of the day. Mobile phones are not to be used within the school grounds at any time.

Parents should be aware that whilst there are obvious benefits to pupils having a mobile phone in terms of personal safety there are also some associated risks such as potential for theft, bullying and inappropriate contact, including grooming by unsuitable persons.

Whilst the school will take every reasonable care, it accepts no responsibility whatsoever for theft, loss, damage or health effects (potential or actual) relating to mobile phones.

Any mobile phones discovered to have been brought into the school without authorisation or not handed in to the class teacher will be confiscated immediately. Parents will be asked to collect the mobile phone from the Head/Deputy Headteacher's office.

Children are not allowed to carry mobile phones on any school trips.

If a member of the staff has any suspicion that a mobile phone brought into school by a pupil has unsuitable material stored on it, the pupil will be required to hand over the phone immediately to a member of staff and parents will be asked to collect it from a member of the senior leadership team. In circumstances where there is a suspicion that the material on the mobile phone may provide evidence relating to a criminal offence the phone will be handed over to the Headteacher for further investigation. The Headteacher will also contact social services or the police if it felt that there is a safeguarding issue or a criminal offence.

Visitors and Parents/Carers

The school will display a notice advising visitors and parents/carers that mobile phones are not to be used in all necessary areas. This includes all uses including phone calls, texting and photographing. If a visitor or parent/carer is seen using their mobile phone, they will be asked not to use it.

It is recognised that many parents/carers would like to use their mobile phone as a camera/video device to record their child at special performances in school e.g. class assemblies, concerts, etc. A member of staff will regularly remind parents/carers that they should not use these devices. The school has a register of pupils who can be filmed and shares this with class teachers. This ensures that children are protected from their image being shared outside the school.

Staff

Anson Primary School prohibits the use of mobile phones by staff for personal use when working with children both on and off site and prohibits the use of personal mobile phones and other mobile devices such as tablets by parent helpers or visitors when on the school premises.

The school accepts that employees/volunteers will bring their mobile phones/devices to work and onto the school premises.

- Mobile phones should not be used in a space where children are, or could be, present (e.g. classroom, playgrounds or corridors).

- Mobile phones and cameras should only be used away from the children and where possible, off site.
- Staff/volunteers are not permitted to make or receive call or texts whilst in classrooms/learning areas or the playground.
- Staff/volunteers should ensure that mobile phones are locked and turned off or silent at all times while on school premises.
- Staff/volunteers are not at any time permitted to use personal recording equipment on their mobile phones/devices, for example: to take photographs or videos of children.
- The school's main telephone number can be used for emergencies by staff or volunteers or by people who need to contact them.
- Any visitors to the school will be asked to turn off their mobile phone whilst on the premises and asked to refrain from using them.

The Acceptable Use Policy is available on the School's website.

Sexting

Sexting is when someone shares sexual, naked or semi-naked images or videos of themselves or others, or sends sexually explicit messages. They can be sent using mobiles, tablets, smartphones, laptops - any device that allows you to share media and messages. Sexting may also be called: trading nudes, dirties, pic for pic

It is important to explain to children the risks of sexting, how to stay safe and remind them that they can talk to you if something ever makes them feel scared or uncomfortable. It is important that they know what we can do to protect them.

Sexting can be seen as harmless, but creating or sharing explicit images of a child is illegal, even if the person doing it is a child. A young person is breaking the law if they:

- take an explicit photo or video of themselves or a friend
- share an explicit image or video of a child, even if it's shared between children of the same age
- possess, download or store an explicit image or video of a child, even if the child gave their permission for it to be created
-

Staff are aware that all incidents of sexting should be reported to the designated safeguarding lead (DSL) who will manage the situation in line with the school's safeguarding policies and the full UKCCIS guidance.

NSPCC guidance regarding sexting is as follows and will be followed by the school:

- never view, download or share the imagery yourself, or ask a child to share or download – this is illegal if you have already viewed the imagery by accident (for example if a young person has showed it to you before you could ask them not to) you must inform the DSL
- do not delete the imagery or ask the young person to delete it

- do not ask the young person(s) who are involved in the incident for information regarding the image. This is the responsibility of the DSL
- do not share information about the incident to other members of staff, the young person(s) it involves or their, or other, parents and/or carers
- do not say or do anything to blame or shame any young people involved
- do explain to the young person that you need to report the incident and reassure them that they will receive support and help

Honour Based Violence (HBV)

Honour based violence (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 violence can occur when perpetrators perceive that a relative has shamed the family and/or community by breaking their honour code. It is a violation of human rights and may be a form of domestic and/or sexual violence. There is no, and cannot be, honour or justification for abusing the human rights of others.

Forced Marriage

A forced marriage is a marriage in which a female (and sometimes a male) does not consent to the marriage but is coerced into it. Coercion may include physical, psychological, financial, sexual and emotional pressure. It may also involve physical or sexual violence and abuse.

A forced marriage is not the same as an arranged marriage. In 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.

Children may be married at a very young age and well below the age of consent in England. School staff receive training and should be particularly alert to suspicions or concerns raised by a pupil about being taken abroad and not be allowed to return to England.

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.

The Forced Marriage Unit has published Multi-agency guidelines, with pages 32-36 focusing on the role of schools and colleges. School and college staff can contact the Forced Marriage Unit if they need advice or information: Contact: 020 7008 0151 or email fmf@fco.gov.uk

Domestic Abuse

Domestic abuse is any incident of threatening behaviour, violence or abuse (psychological, physical, sexual, financial or emotional) between adults who are or have been intimate partners or family members, regardless of gender or sexuality. A child who is subjected to domestic abuse either through directly observing it or is exposed to its effects is emotionally scarred and is under a lot of stress. Domestic Abuse chips away at feelings of self-worth and independence. Domestic abuse can also include verbal abuse such as yelling, name-calling, blaming, and shaming. It can also include controlling behaviours like financial control, Isolation and intimidation; these are all aspects of emotional abuse. The physical, psychological and emotional effects of domestic abuse on children can be severe and long-

lasting. Some children become withdrawn and find it difficult to communicate, others may act out the violence or aggression they have witnessed, or blame themselves for the abuse. All children living with abuse are under a great deal of stress and need support.

Children Looked After (CLA)

We have a Designated Lead who is responsible for Looked After pupils. We keep a list of pupils who are looked after by the local authority. In the light of the research that shows that these pupils fare less well at schools than their peers and to narrow this gap, we monitor their progress and wellbeing carefully by:

- Being involved in and following the guidance set out in the pupil's personal education plan (PEP)
- Designated Safeguarding Lead – oversees the general well-being and progress of all CLA children.
- offering in-school support such as anger management, play therapy or social skills training as appropriate targeting pupil premium specifically to support children in care.
- attending any liaison or review meetings held on their behalf, including speaking for them or acting as their advocate at such meetings should they request it, and keeping in touch with social workers and/or carers
- monitoring their attendance carefully and reporting any unexplained absence to social care and the
- Educational Welfare service
- monitoring their academic progress carefully to try to ensure they are making good progress in school making full use of Target Tracker, Fisher Family Trust and Pupil Progress meetings.
- informing their Team Leaders that they are on the looked after register without breaching confidentiality so he/she knows to register any concerns speedily to the safeguarding team
- being careful not to accept any under achievement just because the child is 'looked after'
- looking out for difficulties with home learning or resources that may be a result of their being in care and liaising with carers to organise and manage their work and by providing the resources needed
- enlisting the support of and liaising with other agencies as appropriate
- checking that they have access to all elements of school life, including visits and other activities, and by giving these pupils the opportunities to take part in those self-esteem projects/residential organised by the school as and when appropriate.

<https://www.gov.uk/government/publications/promoting-the-education-of-looked-after-children>

Private Fostering Arrangement

A private fostering arrangement occurs when someone other than a parent or a 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 aged under 18 if the child is disabled. Children looked after by the local authority or who are placed in a residential school, children's home or hospital 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.

Most privately fostered children remain safe and well but safeguarding concerns have been raised in some cases so it is important that schools are alert to possible safeguarding issues, including the possibility that a 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.

Young Carers

It is the responsibility of the Designated Safeguarding Leads to keep a record of those pupils who play the part of a major carer for a family member. However, such families do not often publicise their situation for fear of social care involvement. We offer a support package to these pupils appropriate to their individual situation.

This package would contain elements of the support offered to pupils looked after by the local authority.

Children with Sexually Harmful Behaviours

Children may be harmed by other children or young people. Young people who display such behaviours may be victims of abuse themselves and the child protection procedures will be followed for both victim and perpetrator. Staff, who become concerned about a pupil's sexual behaviour, including known online sexual behaviour should speak to the DSL as soon as possible.

The management of children and young people with sexually harmful behaviour is complex and the School will work with other relevant agencies and professionals to maintain the safety of the whole school community.

Children Missing from Education

A child missing education from school due to repeated or unexplained absence, or by leaving the school unexpectedly is a potential indicator of abuse or neglect, or where a family may be in need of additional support. A child going missing from education is a potential indicator of abuse or neglect, and such children are at risk of being victims of harm, exploitation or radicalisation.

The school will follow Keeping Children Safe in Education (Sept 2020) guidance to deal with children who miss schooling in these circumstances, particularly on repeat occasions and for those children who leave school without clear indications of where they will be continuing their education.

The School will follow procedures for unauthorised absence and for dealing with children who go missing from education, particularly on repeat occasions, to help identify the risk of abuse and neglect, including sexual exploitation, and to help prevent the risks of going missing in future. This includes informing the the Education Welfare Service if a child leaves the school without a new school being named, and adhering to requirements with respect to sharing information with the local authority, when applicable, when removing a child's name from the admission register at non-standard transition points.

Procedures

The school will carry out daily registration and absences will be dealt with in accordance with the school's **Attendance Policy**.

This policy covers those instances where:

- There is a repeated pattern of absence.
- The reason for absence is unclear or unexplained.
- A member of staff has concerns about the nature of a pupil's absence.

Vulnerable pupils

Particular vigilance will be exercised in respect of pupils who are the subjects of Child Protection Plans or Child in Need Plans and any incidents or concerns involving these children will be reported immediately to the allocated Social Worker. If the pupil in question is a Looked-After child, this will also be brought to the notice of the DSL with responsibility for children in public care.

If a pupil discloses that they have witnessed domestic violence or it is suspected that they may be living in a household which is affected by family violence, this will be referred to the DSL as a safeguarding issue. The school acknowledges the additional need for support and protection of children who are vulnerable by virtue of disability, homelessness, refugee/asylum seeker status, and effects of substance abuse within the family, those who are young carers, mid-year admissions and pupils who are excluded from school.

We acknowledge that children who are affected by abuse or neglect may demonstrate their needs and distress through their words, actions, behaviour, demeanour, school work or other children. Where it comes to our notice that a child under the age of 13 is, or may be, sexually active, whether or not they are a pupil of this school, this will result in an immediate referral to Children's Services.

Children with Special Educational Needs (SEND)

We recognise that children with SEND may be especially vulnerable to abuse and expect staff to take extra care to interpret apparent signs of abuse or neglect. We will provide a school environment in which all pupils, including those with SEND, can feel confident and able to discuss their concerns. The designated member of staff will work with the Special Needs Coordinator, where necessary, to ensure that the needs of SEND pupils in relation to child protection issues are responded to appropriately (eg for a child with particular communication needs).

Mental Health and Behaviour

- In order to help our pupils succeed, we recognise that the school plays an important role in supporting them to be resilient and mentally healthy
- We will ensure that pupils and their families are enabled to participate as fully as possible in decisions and are provided with information and support
- We recognise that some children are more at risk of developing mental health problems than others. These risks can relate to the child, their family or to community and life events

- Risk factors are cumulative, and children exposed to multiple risks are more likely to develop behavioural or mental health problems
- Where severe problems occur we will ensure that appropriate referrals are made (with consent) to specialist services (eg Children and Adolescent Mental Health Service)

Child on Child Abuse

All of our pupils have a right to learn in a safe environment. All child on child abuse is unacceptable and will be taken seriously. Child on child abuse is not tolerated, passed off as a banter or seen as part of growing. It is likely to include but not limited to:

- bullying (including cyber bullying)
- gender based violence/sexual assaults
- upskirting or any picture taken under a person's clothing without them knowing to obtain sexual gratification or cause humiliation or distress.
- initiation/hazing type violence and rituals

Prevention

The school plays a crucial role in preventative education, particularly as we prepare pupils for life in modern Britain. This includes creating a zero-tolerance culture for sexism, misogyny, homophobia, biphobic and sexual violence or harassment.

As a school we will minimise the risk of allegations against other pupils by:

- Providing a developmentally appropriate PSHE syllabus which develops students understanding of acceptable behaviour and keeping themselves safe.
- Having systems in place for any student to raise concerns with staff, knowing that they will be listened to, believed and valued.
- Delivering targeted work on assertiveness and keeping safe, to those pupils identified as being at risk.
- Developing robust risk assessments & providing targeted work for pupils identified as being a potential risk to other pupils.

Allegations against other pupils which are safeguarding issues

Occasionally, allegations may be made against students by others in the school, which are of a safeguarding nature. Safeguarding issues raised in this way may include physical abuse, emotional abuse, sexual abuse and sexual exploitation. It is likely that, to be considered a safeguarding allegation against a pupil, some of the following features will be found.

If the allegation:-

- Is made against an older pupil and refers to their behaviour towards a younger pupil or a more vulnerable pupil
- Is of a serious nature, possibly including a criminal offence
- Raises risk factors for other pupils in the school
- Indicates that other pupils may have been affected by this student
- Indicates that young people outside the school may be affected by this student

Examples of safeguarding issues against a student could include:

Physical Abuse

- Violence, particularly pre-planned
- Forcing others to use drugs or alcohol

Emotional Abuse

- Threats and intimidation
- Blackmail or extortion

Sexual Abuse

- Indecent exposure, indecent touching or serious sexual assaults.
- Forcing others to watch pornography or take part in sexting

Sexual Exploitation

- Encouraging other children to engage in inappropriate sexual behaviour (For example, having an older boyfriend/girlfriend, associating with unknown adults or other sexually exploited children, staying out overnight)
- Photographing or videoing other children performing indecent acts.

Serious Violence

Our curriculum includes teaching conflict resolution skills and understanding risky situations to help our children develop the social and emotional skills they need to thrive. Staff are trained and made aware of the early warning signs that pupils may be at risk of getting involved in gangs as well as indicators that a pupil is involved in serious violent crime.

Procedure:

When an allegation is made by a pupil against another student, members of staff should consider whether the complaint raises a safeguarding concern. If there is a safeguarding concern the designated safeguarding lead (DSL) should be informed.

A factual record should be made of the allegation, but no attempt at this stage should be made to investigate the circumstances.

The DSL will follow through the outcomes of the discussion and make a referral where appropriate.

If the allegation indicates that a potential criminal offence has taken place, The Senior Leadership at school will refer the case to the Brent Family Frontdoor, where the police may become involved.

Parents, of both the student being complained about and the alleged victim, should be informed and kept updated on the progress of the referral.

The DSL will make a record of the concern, the discussion and any outcome and keep a copy in the files of both pupils' files.

It may be appropriate to exclude the pupil being complained about for a period of time.

Responsibilities and immediate action

All staff will read and understand part 1 and Annex A of the Department for Education's statutory safeguarding guidance, Keeping Children Safe in Education, and review this guidance at least annually.

All staff will be aware of:

- Our systems which support safeguarding, including the staff Code of Conduct, the role of the designated safeguarding lead (DSL), the behaviour policy, and the safeguarding response to children who go missing from education
- The early help process (sometimes known as the common assessment framework) and their role in it, including identifying emerging problems, liaising with the DSL, and sharing information with other professionals to support early identification and assessment
- The process for making referrals to local authority children's social care and for statutory assessments that may follow a referral, including the role they might be expected to play
- What to do if they identify a safeguarding issue or a child tells them they are being abused or neglected, including specific issues such as FGM, and how to maintain an appropriate level of confidentiality while liaising with relevant professionals
- The signs of different types of abuse and neglect, as well as specific safeguarding issues, such as child sexual exploitation (CSE), Female Genital Mutilation (FGM) and radicalisation

All adults working in this School (including visiting staff, volunteers and students on placement) are required to report instances of actual or suspected child abuse or neglect to the Designated Person with responsibility for child protection. All staff are required to identify children who may benefit from early help as soon as the problem emerges. Any requirements should be discussed with the Designated Lead or the Headteacher and staff may be required to support other agencies and professionals in an early help assessment.

The Designated Safeguarding Lead (DSL) is: Justine Callaghan

The Deputy Designated Lead: Elaine Barrett

The DSL is also the first point of contact for external agencies that are pursuing child protection investigations and co-ordinates the school's representation at child protection conferences and core group meetings (including the submission of written reports for conferences). When an individual concern/incident is brought to the notice of the DSL, they will be responsible for deciding upon whether or not this should be reported as a safeguarding issue. Where there is any doubt as to the seriousness of this concern, or disagreement between the DSL and the member of staff reporting the concern, advice will be sought from Brent Family Front Door Service.

In some cases the parent/carer will normally be contacted before a referral is made to Brent Family Front Door Services. However, if the concern involves alleged or suspected sexual or physical abuse or the DSL has reasons to believe that informing the parent at this stage might compromise the safety of the child or a staff member, nothing will be said ahead of the referral.

Where a child sustains a physical injury or is distressed as a result of reported chastisement, or alleges that they have been chastised by the use of an implement or substance, this will immediately be reported for investigation. Referrals to Brent Family Front Door Service will be confirmed in writing, using the secure online referral process.

When a child makes a disclosure, all staff will ensure that an appropriate level of confidentiality is maintained whilst at the same time liaise with relevant professionals such as the designated safeguarding lead and children's social care. Staff will never promise a child that they will not tell anyone about an allegation, as this may ultimately not be in the best interests of the child.

All incidents of prejudicial behaviour will be reported directly to the Headteacher. If deemed necessary, serious incidents will be discussed and referred to Brent Multi-agency Safeguarding Hub team (MASH team).

In the event of a referral relating to serious concerns about potential radicalisation or extremism, the school will also contact the Metropolitan Police.

When a pupil leaves our school without clear indication of a receiving school, the school will contact **the Brent Education Welfare Team** to advise them of the situation and to start their tracking procedures.

The Role of the Governing Body

The Governing Body has formally adopted this policy and will review its contents annually or sooner if any legislative or regulatory changes are notified to it by the designated governor or the Headteacher.

The Governing Body has nominated *Ms Leanna Mailer* as its champion for child protection issues in the school.

The Governing Body ensures that the school has appropriate filtering and monitoring systems in place and regularly review their effectiveness. The Governing Body considers the age range of the children, the number of children and how often they access the IT system and the proportionality of costs versus safeguarding risks.

The Headteacher and champion for safeguarding will provide regular reports to the Governing Body outlining details of any safeguarding issues that have arisen during the year and the outcome of any cases identified. These reports will respect all issues of confidentiality and will not therefore identify any person(s) by name.

The champion will meet termly with the DSL to monitor both the volume and progress of cases where a concern has been raised to ensure that the school is meeting its duties in respect of safeguarding. This is in addition to and does not replace the responsibility that rests with the Headteacher to monitor the work of the DSL.

The Governing Body will take responsibility for handling any allegation against the Headteacher, usually through the Chair of Governors, and this person will attend any strategy meetings called in respect of such an allegation against the Headteacher.

SAFER RECRUITMENT

Our school endeavours to ensure that we do our utmost to employ safe staff by following the guidance in Keeping Children Safe in Education (2020).

Safer recruitment means that applicants will:

- complete an application form which includes their employment history and explains any gaps in that history
- provide two referees, including at least one who can comment on the applicant's suitability to work with children
- provide evidence of identity and qualifications if offered employment, be checked in accordance with the Disclosure and Barring Service
- (DBS) regulations as appropriate to their role. This will include an enhanced DBS check and a barred list check for those engaged in Regulated Activity
- if offered employment, provide evidence of their right to work in the UK

The school will also:

- verify the preferred candidate's mental and physical fitness to carry out their work responsibilities
- obtain references for all shortlisted candidates, including internal candidates
- carry out additional or alternative checks for applicants who have lived or worked outside the UK
- ensure that applicants for teaching posts are not subject to a prohibition order issued by the Secretary of State
- At least one member of each recruitment panel will have attended safer recruitment training.
- All new members of staff will undergo an induction that includes familiarisation with the school's Safeguarding policy and staff Code of Conduct and identification of their child protection training needs.
- All staff sign to confirm they have received a copy of the staff Code of Conduct.
- The school obtains written confirmation from supply agencies or third party organisations that agency staff or other individuals who may work in the school have been appropriately checked.
- Trainee teachers will be checked either by the school or by the training provider, from whom written confirmation will be obtained.
- The school maintains a single central record of recruitment checks undertaken.

Relevant members of staff and governors who are involved in recruitment will undertake the safer recruitment training. From 1 January 2010 it is mandatory that any appointments of

school staff are made by a recruitment panel that should include at least one person who has been trained in safer recruitment.

Safer Recruitment Training has been attended by:

Simon Pile (Headteacher)

Elaine Barrett (SENDCo/DSL)

Leanna Mailer (Safeguarding Governor)

Ms Claire Houlihan (Office Staff)

This School will only use employment agencies which can demonstrate that they positively vet their supply staff and will report the misconduct of temporary or agency staff to the agency concerned and to the local authority.

Staff Code of Conduct

All staff (paid and voluntary) are expected to adhere to a code of conduct in respect of their contact with pupils and their families. Children will be treated with respect and dignity and no punishment, detention, restraint, sanctions or rewards are allowed outside of those detailed in the school's policy on behaviour. Whilst it would be unrealistic and undesirable to preclude all physical contact between adults and children, staff are expected to exercise caution and avoid placing themselves in a position where their actions might be open to criticism or misinterpretation. Where incidents occur which might otherwise be misconstrued, or in the exceptional circumstances where it becomes necessary to physically restrain a pupil for their own protection or others' safety, this will be appropriately recorded and reported to the Headteacher and parents. Any physical restraint used will comply with DfE and LA guidance.

School staff should also be alert to the possible risks that might arise from social contact with pupils outside of the school. Staff will not disclose their personal telephone numbers and email addresses to pupils or parents.

Allegations made against staff

Anson Primary School takes seriously all complaints made against members of staff. Procedures are in place for pupils, parents and staff to share any concern that they may have about the actions of any member staff or volunteer. All such complaints will be brought immediately to the attention of the Headteacher (or Deputy Headteacher), in order that they may activate the appropriate procedures. If the allegation concerns alleged minor physical restraint, mishandling or verbal abuse, this will normally be dealt with under the School's Complaints Procedure.

The following situations are always be referred to the Local Authority Designated Officer (LADO):

- An allegation that a member of staff has seriously harmed a child
- An allegation that has been reported to the Police or Children's Services by the child or parent.

- An allegation involving a child who is Looked After in Public Care.
- An allegation involving a child who is the subject of a Child Protection Plan.
- An allegation involving a child who has a disability or Education Health Care Plan (EHCP)

In considering whether or not a referral to Children's Services is appropriate, the Headteacher may seek advice from the Chair of Governors, the LA's Strategic Lead Officer for education services and human resources advisers.

If the complaint concerns alleged abuse by the Headteacher who is not the Designated Person for Safeguarding, this should be brought to the attention of the Designated Person, who will inform the Chair of Governors and the LADO. Any complaint concerning alleged abuse by the Designated Person whether it is the Headteacher or another member of staff should be reported to the Deputy Designated Person.

Unsubstantiated or malicious allegations

If an allegation is shown to be deliberately invented, or malicious, the Headteacher, or other appropriate person in the case of an allegation against the Headteacher, will consider whether any disciplinary action is appropriate against the pupil(s) who made it, or whether the police should be asked to consider whether action against those who made the allegation might be appropriate, even if they are not a pupil.

Whistleblowing

All staff can raise concerns about poor or unsafe practice and potential failures in the School safeguarding processes.

If a staff member feels unable to raise an issue with the senior management team or feels that their genuine concerns are not being addressed, other whistleblowing channels are open to them:

- The NSPCC whistleblowing helpline
- Staff can also call 0800 028 0285 from 8am to 8pm, Monday to Friday or email help@nspcc.org.uk
- Contact the chair of governors

Training

Whole-school in-service training on safeguarding issues will be organised on at least a three yearly basis. In addition, all staff members will receive safeguarding and child protection updates via email, e-bulletins and staff meetings, to provide them with relevant skills and up to date knowledge to safeguard children effectively. Anson has also joined National Online Safety which provides bespoke training for staff. All newly recruited staff (teaching and non-teaching) and Governors will be informed of this policy and will be required to attend relevant LA or Safeguarding Board training. In addition, all new staff and temporary staff will be required to attend an induction session with the Designated Person on their first day in the

school. The Designated Person (and their Deputies) will attend the LA's dedicated induction course and then refresher training at regular intervals, but at least annually.

Volunteers

Any parent or other person/organisation engaged by the school to work in a voluntary capacity with pupils will be subjected to all reasonable vetting procedures. Where it is not appropriate to instigate an enhanced DBS check for volunteers, they may be required to provide references and will be asked to sign a declaration that they have not been convicted of any criminal or disciplinary offence which could preclude their employment as a worker with children. Volunteers will work under the direct supervision of an established staff member and will be subject to the same code of conduct as paid employees of the school. Volunteers will at no time be given responsibility for the personal care of pupils. Voluntary sector groups that operate within the School, provide off-site services for our pupils or use school facilities will be expected to adhere to this policy or operate a policy. The School will undertake a risk assessment when deciding whether to obtain an enhanced DBS for any volunteer not engaging in regulated activity. Details of the risk assessment will be recorded.

Contractors

Building contractors who are engaged by or on behalf of the school to undertake works on site will be made aware of this policy and the reasons for this. Long-term contractors who work regularly in the school during term time will be asked to provide their consent for DBS checks to be undertaken. These checks will be undertaken when individual risk assessments by the Leadership Team deem this to be appropriate. During major works, when large numbers of workers and sub-contractors may be on site during term time, Health and Safety risk assessments will include the potential for contractors or their employees to have direct access to pupils in non-teaching sessions. All contractors and sub-contractors will be issued with copies of the school's code of conduct for staff.

Individuals and organisations that are contracted by the school to work with, or provide services to, pupils will be expected to adhere to this policy and their compliance will be monitored.

First Aid and Medication

Except in cases of emergency, first aid will only be administered by qualified first aiders. If it is necessary for the child to remove clothing for first aid treatment, there will, wherever possible, be another adult present. If a child needs help with toileting or washing after soiling themselves, another adult should be present or within earshot. Children will be encouraged to clean themselves.

Children requiring regular medication or therapies for long-term medical conditions will be made the subject of a Care Plan that has been agreed with the parents and health authority. For their own safety and protection, staff should exercise caution in situations where they are alone with pupils. All rooms that are used for the teaching or counselling of pupils will have clear and unobstructed glass panels in the doors.

Guidance on the use of Physical Restraint and using Reasonable Force

There may be some circumstances when reasonable force may be used to deal with an incident of a very challenging behaviour. Force may be used either to control or restrain. This can range from guiding a pupil to safety by the arm through to more extreme circumstances such as breaking up a fight or where a student needs to be restrained to prevent violence or injury.

Restraint means to hold back physically or to bring a pupil under control. It is typically used in more extreme circumstances, for example when two pupils are fighting and refuse to separate without physical intervention.

The decision on whether or not to use reasonable force to control or restrain a child is down to the professional judgement of the staff concerned and should always depend on individual circumstance

If reasonable force involves children with SEND or medical conditions, careful risk assessment and care plans will be arranged with the agreement of the parents and carers.

In an emergency, (e.g. if a pupil is at immediate risk of injury or on the point of inflicting injury), any member of staff is entitled to intervene. Regardless of the seriousness of the pupil's misbehaviour or the degree of provocation, it remains unlawful for staff to use any degree of physical contact which is deliberately intended to punish a pupil, or which is primarily intended to cause pain or injury or humiliation. Staff may find it necessary to exercise the right to restrain a child in the following circumstances:

- Using an object as a weapon to threaten others
- Acting in a manner that may cause injury to themselves or others
- Attempting to leave the school premises (only if at risk when not kept within the confines of the classroom or school.)
- This applies, at any time, where staff are on the school premises or in charge of the pupil elsewhere e.g. school trip.

If a member of staff is unable to control a child by these means the Headteacher or a senior staff member should be sent for immediately.

An incident involving physical restraint should be reported orally straight after the event to the Headteacher or a senior member of staff and a written report should be provided as soon as possible afterwards.

Records

Brief and accurate written notes will be kept of all incidents and child protection (CP) or child in need concerns relating to individual pupils. This information may be shared with other agencies as appropriate.

CP records are kept securely by the Designated Person and separately from educational records. They may only be accessed by the Designated Person, their Deputy and the senior managers of the school. Referrals will be made to Children's Services online, with copies sent securely to the Family Frontdoor.

If a pupil is withdrawn from the school having not reached the normal date of transfer; due to a family move or any other reason, all efforts will be made to identify any new address and the school to which they are being admitted and to ensure that their educational records are sent without delay to the child's new school. If the parent/carer fails to provide this information, the Education Welfare Service will be contacted in order that they might make further enquiries

All additions to or deletions from the school roll will trigger the completion of a Common Transfer File (CTF) which will be downloaded to the appropriate database via the S2S system. Where an onward destination cannot be determined and the pupil is of compulsory school age, the CTF will be downloaded to the Lost Pupils' Database.

The school will require documentary proof as to the identity of pupils presented for admission. If there is any doubt as to the identity of a pupil, advice will be sought from the local authority and other statutory agencies, as appropriate. We will maintain accurate records of those with Parental Responsibility and emergency contacts. Pupils will only be released to the care of those with Parental Responsibility or someone acting with their written consent.

Child Protection records will be sent to receiving schools separately and under a confidential cover and signed for by the school receiving these.

Safety in School

No internal doors to classrooms will be locked whilst pupils are present in these areas. Entry to School premises will be controlled by doors that are secured physically or by constant staff supervision. Authorised visitors to the school will be logged into and out of the premises and will be asked to wear their identity badges. Unidentified visitors will be challenged by staff or reported to the Headteacher or school office. Carelessness in closing any controlled entrance will be challenged.

The presence of intruders and suspicious strangers seen loitering near the school or approaching pupils, will be reported to the Police and the local authority with a view to alerting other local schools through appropriate systems.

Parents, carers or relatives may only take still or video photographic images of pupils in school or on school-organised activities with the prior consent of the school and then only in designated areas. Parent should not share photos of other children on social media without their parents' consent. If parents do not wish their children to be photographed or filmed and express this view in writing, their rights will be respected.

Working in partnership with parents

It is our policy to work in partnership with parents or carers to secure the best outcomes for our children. We will therefore communicate as clearly as possible about the aims of this school.

- We will use clear statements in our brochures and correspondence.
- We will liaise with agencies in the statutory, voluntary and community sectors and locality teams that are active in supporting families.
- We will keep parents informed as and when appropriate.

Inappropriate Behaviour by Parents/Visitors

The school expects all the school community to adhere to the schools' ethos. Where any parent/visitor is causing harassment, anxiety and distress, the school will record such incidents and further action such as reporting to the Metropolitan Police and a ban from the school premises may be enforced.

Monitoring

- The policy will be updated annually.
- The DSL will provide all necessary information for governing body meetings. If there are urgent concerns, incidents or policy change, they will be brought to the attention of the next Governor's meeting or in exceptional cases a Governor's meeting will be called as soon as possible.
- The Senior Leadership Team (SLT) will monitor the implementation of this policy. They will bring any concerns to Head or Deputy and have an open forum on Safeguarding issues in SLT meetings.
- Each teacher will have regular class discussion to ascertain how safe children feel in school. They will report the outcome to Deputy Head.
- The designated person will be responsible for ensuring that all referrals made to the local authority receive a detailed action. If a detailed action is not received the designated person will inform head and Local Authority and document the reasons why not.

Our Safeguarding Policy and Procedures will be monitored and evaluated by:

- Link governor visits to the school
- Pupil surveys and questionnaires
- Scrutiny of Attendance data
- Logs of bullying/racist/behaviour incidents
- Review of parental concerns and parent questionnaires
- Safeguarding Audits
- Safeguarding Report to Governors (termly)

Context

The policy has regard to the DfE guidance: **Keeping Children Safe in Education: Statutory guidance for Schools and Colleges, September 2023.**

Review date: September 2024

Any member of the public can make a referral online if they believe a child is at risk or in danger following their reading of this policy.

<https://www.brent.gov.uk/children-young-people-and-families/keeping-children-safe#Reportchildabuse>

Related Documents

Health & Safety Policy

SEND Policy

Accessibility Policy

Equalities Objectives

Anti-Bullying Policy

Restraining Policy

Behaviour Policy

Intimate Care Policy

Administering Medication and FirstAid Policy

Lockdown Policy

Whistle Blowing Policy