

Pulse and Water College Safeguarding/Child Protection Policy September 2023



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Name of Designated Safeguarding Lead for Child Protection:	Ositadinma Onwuzulike (DSL)
Name of Deputy Designated Safeguarding Leads for Child Protection:	Valentina Micheilin Escobar (DDSL) Eyitemi Ashimolowo (DDSL)
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Policy statement

We recognise our moral and statutory responsibility to safeguard and promote the welfare of all children.

We endeavour to provide a safe and welcoming environment where children and adults feel respected and valued.

We maintain an attitude of **'it could happen here'** where safeguarding is concerned and promote a culture of openness where children and adults are able to talk and are listened to.

This policy will provide staff, volunteers and governors with the framework they need in order to keep children safe and secure in our college. It will be used to inform parents and carers of how we will safeguard their children whilst they are in our care.

The policy provides information regarding different types of abuse, links to statutory documentation and outlines our procedures which ensure our children receive effective support, protection and justice.

This policy is to be read in conjunction with the school antiracialisation and extremism policy.

Introduction

The procedures contained in this policy apply to all staff and are consistent with those of the Royal Greenwich Safeguarding partners and locally agreed procedures. Pulse and Water College takes its responsibility to protect and safeguard the children in its care seriously and has updated this policy to meet the requirements within updated statutory guidance documents. These documents outline the responsibilities of colleges, independent colleges, academies and free colleges (by virtue of their funding agreement) in carrying out their duties to safeguard and promote the welfare of children by ensuring that “mechanisms are in place to assist staff to understand and discharge their role and responsibilities”.

The college will support the pupils in their understanding of staying safe when using new technology and personal safety through the broad curricular offer and the PSHE curriculum

Aims and principles

Pulse and Water College fully recognises its responsibilities for safeguarding children including those in need of protection.

Aims:

- To provide all adults within the college with the framework to promote and safeguard the wellbeing of children and in doing so ensure they meet their statutory responsibilities.
- To ensure consistent good practice across the college.
- To demonstrate our commitment to protecting children.

Principles and values:

- Children have a right to feel secure and cannot learn effectively unless they do.
- All children have a right to be protected from harm.
- All staff and volunteers have a key role in prevention of harm and an equal responsibility to act on any suspicion or disclosure that may indicate a child is at risk of harm, either in the college or in the community, taking into account *contextual safeguarding*, in accordance with the guidance.
- We acknowledge that working in partnership with other agencies protects children and reduces risk and so we will engage in partnership working throughout the child protection process to safeguard children.
- Whilst the college will work openly with parents and carers as far as possible, it reserves the right to contact Children's Social Care or the police, without notifying parents if this is believed to be in the child's best interests.

The college will

- Ensure safer recruitment procedures are robust and in line with national legislation and a strict staff code of conduct is promoted. This includes following the DfE filtering and monitoring standards for recruitment.
- Ensure a suitably trained workforce who are confident to implement the outlined procedures for identifying and reporting cases, or suspected cases, of abuse.

We recognise that because of the day-to-day contact with children, college staff are well placed to observe the outward signs of abuse.

The college will therefore:

- Raise awareness of child protection issues and equip children with the skills needed to keep themselves safe
- Establish and maintain an environment where children feel secure, are encouraged to talk, and are listened to.
- Ensure children know that there are adults in the college whom they can approach if they are worried.
- Ensure that all staff are aware of indicators of early help and what to do to follow these through.

- Promote opportunities across the curriculum for children to develop the skills they need to recognise and stay safe from abuse.

Statutory Framework

In order to safeguard and promote the welfare of children, the college will act in accordance with Keeping Children Safe in Education (September 2019) and other updated legislation, guidance and advice detailed in Appendix 2

More specifically, we will:

- Ensure we have two Designated Safeguarding Leads (DSL) for child protection, and deputy (DDSL) for child protection, who have received appropriate training and support for their roles.
- Ensure every member of staff (including temporary, supply staff and volunteers) knows the name and role of the DSLs.
- Have a comprehensive induction policy in place specifically outlining the college Safeguarding/CP policy; the staff code of conduct; college behaviour policy; the safeguarding response to children who go missing from education and identity and role of the DSL.
- Ensure all staff and volunteers understand their responsibilities in being alert to the signs of abuse and responsibility for referring any concerns to the DSL and have signed that they have read Keeping Children Safe in Education (September 2020) Annex A and Part 1.
- Ensure that parents understand the responsibility placed on the college and staff for child protection by setting out its obligations in the college prospectus or website.
- Notify Social Care immediately (on the first day of absence) if there is an unexplained absence of a child on a **Child Protection Plan**.
- Contact the child's social worker directly if there is an unexplained absence of a child who is **Looked After**. This may then trigger actions identified in the "Joint Police and Social Care Protocol for Dealing with Children Missing from Care"
- Develop effective links with relevant agencies and co-operate as required with their enquiries regarding child protection matters including attendance at case conferences.
- Keep detailed, accurate, secure written records of concerns about children, even where there is no need to refer the matter immediately.
- Have procedures in place to re-assess concerns when a child's situation fails to improve.
- Ensure all safeguarding and child protection records are kept securely, separate from the main pupil file, and in locked locations (This could be electronic secure storage);
- Follow the procedures set out in section 14 of this document, if an allegation is made against a member of staff or volunteer.

- Ensure safe recruitment practices are always followed.

Safeguarding Training

All staff members will receive appropriate safeguarding and child protection training which is regularly updated. In addition, all staff members will receive safeguarding and child protection updates (for example, via email, e-bulletins and staff meetings), as required, but at least annually, to provide them with relevant skills and knowledge to safeguard children effectively.

The designated safeguarding lead (and any deputies) will undergo training to provide them with the knowledge and skills required to carry out the role. This training will be updated at least every two years. The designated safeguarding lead will undertake Prevent awareness training. In addition to the formal training, their knowledge and skills will be refreshed (this might be via ebulletins, meeting other designated safeguarding leads, or simply taking time to read and digest safeguarding developments) at regular intervals, as required, but at least annually, to allow them to understand and keep up with any developments relevant to their role.

Any newly appointed DSL will attend the DSL one-day training provided by an accredited training provider the deputy DSL will take a leading role on safeguarding for the short time that a DSL is waiting to receive training. The Proprietor will undertake governor safeguarding training.

The DSL will retain a training record indicating the attendance at safeguarding training so that absent staff can receive an update on their return. Additionally, the DSL will retain a record showing staff have read Keeping Children Safe in Education (September 2018) Annex A and Part 1.

All new members of staff will receive child protection training as part of their induction programme.

Briefings and updates on child protection and safeguarding procedures will be provided on a regular basis, at least annually, but more frequently, when necessary, to ensure that all members of staff are familiar with any changes to the college policy or in the national guidance materials as they occur.

At least one member of every appointment panel will have gained accreditation through Safer Recruitment training (statutory requirement). The college will ensure that there are always enough suitably trained staff in post.

Record of training (summary):

	Staff name
Designated Safeguarding Person	Ositadinma Onwuzulike (DSL)

Prevent awareness	All Staff
Designated Teacher for Looked-after Children	Valentina Micheilin Escobar
Governor safeguarding training	Temi Ladenika (Proprietor)
Safer Recruitment	Temi Ladenika
Annual safeguarding/CP training for all staff to include information on	
Serous Violence	Whole Staff
Honour Based Violence (FGM, forced marriage etc)	Whole Staff
Child Sexual Exploitation (CSE) including 'up skirting'	Whole Staff
Child to child abuse	Whole Staff
Child criminal exploitation - county lines	Whole Staff
Prevent and extremism	Whole Staff
E-Safety training	Whole Staff
First Aid	Ositadinma Onwuzulike Lidia Bhaskar Valentina Micheilin Escobar Eyitemi Ashimolowo

The Head Teacher's Roles and Responsibilities re: Safeguarding

In line with the statutory guidance (2016), the Principal will ensure that systems and procedures to ensure all staff understand their role in safeguarding and promoting the welfare of children. The Principal will ensure:

- The policies and procedures adopted are fully implemented, and followed by all staff;
- A clear and concise job description is in place for the DSLs and that the DSLs is a senior member of the College Leadership Team.
- Sufficient resources and time are allocated to enable the DSLs and other staff to discharge their responsibilities, including taking part in strategy discussions and other inter-agency meetings, and contributing to the assessment of children.
- All staff and volunteers feel able to raise concerns about poor or unsafe practice with regard to children, and such concerns are addressed sensitively and effectively in a timely manner in accordance with agreed whistleblowing policies, where appropriate.
- Induction procedures are robust and meet the requirements outlined in KCSIE 2019 (page 6)
- A barred list check is completed, and a risk assessment is in place ensure any individual who starts before a DBS certificate is received, is appropriately supervised.

- There are arrangements in place for DSL availability to cover any out of hours or out of term time activities taking place.
- Procedures are in place to refer to DBS any person dismissed or removed due to safeguarding concerns.
- The college is satisfied that any alternative provider used by the college has appropriate safeguarding procedures in place.

The Designated Safeguarding Lead for Child Protection's Roles & Responsibilities

Broad areas of responsibility proposed for the DSL for child protection.

- Recognise how to identify signs of abuse and neglect and when it is appropriate to make a referral to other agencies.
- Refer cases of suspected abuse or allegations to the relevant statutory agencies (children's social care or the police);
- Act as a source of support, advice and expertise to staff within the educational establishment.
- Seek advice from and share information with relevant statutory agencies before seeking consent or informing parents of a referral. Where practicable, concerns should be discussed with the family and agreement sought for a referral to children's services **unless** this may, either by delay or the behavioural response it prompts, place the child at risk of significant harm. (Consideration will be given that by alerting parents or carers about a referral could potentially jeopardise a police or criminal investigation, DSLs should seek advice if this is the case.) Liaise with the Head of School or principal (where the role is not carried out by the headteacher or principal) to inform him or her of any issues and ongoing enquiries under section 47 of the Children Act 1989 and police investigations and ensure there is always cover for this role.
- Understand the assessment process for providing early help and intervention, for example through locally agreed common and shared assessment processes, such as the Royal Greenwich Early Help Guidance.
- Have a working knowledge of how local authorities conduct a child protection case conference and a child protection review conference and be able to attend and contribute to these effectively when required to do so.
- Ensure each member of staff has access to and understands the college's child protection policy and procedures, especially new or part-time staff who may work with different educational establishments.
- Ensure all staff have robust induction training covering child protection and can recognise and report any concerns about children's safety and welfare immediately they arise.
- Ensure all staff are aware of the guidance 'What to do if you're worried a Child is being Abused';
- Feedback and reassure staff who have raised a child protection concern;

- Be able to keep detailed, accurate, secure written records of referrals and/or concerns.
- Maintain an up-to-date awareness of safeguarding developments and distribute these as appropriate to all staff in line with advice from the Royal Greenwich Safeguarding Partners
- Have completed Prevent Awareness training
- Ensure the establishment's child protection policy and procedures are updated and reviewed annually and work with the governing body, management committee or proprietor regarding this;
- Ensure parents can see copies of the child protection policy and procedures which alerts them to the fact that referrals about suspected abuse or neglect may be made and the role of the establishment in this. In addition to updating a parent/child friendly CP summary policy;
- Where children leave the establishment ensure their child protection file is provided (with a receipt obtained) for any new establishment as soon as possible but transferred separately and securely from the main pupil file.

When appropriate, the DSL should liaise with safeguarding partners and work with other agencies in line with the government's statutory guidance 'Working Together to Safeguard Children' (<https://www.gov.uk/government/publications/working-together-to-safeguard-children--2>). The NPCC's guideline 'When to call the Police' (<https://www.npcc.police.uk/documents/Children%20and%20Young%20people/When%20to%20call%20the%20police%20guidance%20for%20schools%20and%20colleges.pdf>) should help DSL's understand when calling the police may be warranted and what to expect when they do.

6. The Proprietor's Role & Responsibilities re Safeguarding

Keeping Children Safe in Education (September 2022) provides the following statutory guidance:

Safeguarding arrangements that colleges and FE colleges should have in place

Governing bodies and proprietors are accountable for ensuring their college has effective policies and procedures in place in accordance with this guidance and for monitoring their college's compliance with them. They should ensure that an appropriate senior member of staff is designated to take lead responsibility for dealing with child protection issues, providing advice and support to other staff liaising with the local authority and working with other agencies.

In light of this statutory guidance the Proprietor will be responsible for Safeguarding and Child Protection and will liaise with the DSL on matters relating to Safeguarding and Child Protection.

The Proprietor will ensure that:

- The college has a child protection policy and procedures in place that are in accordance with local authority guidance and locally agreed interagency procedures, and the policy is made available to parents on request;

- The college operates safe recruitment procedures and makes sure that all appropriate checks are carried out on staff and volunteers who work with children;
- The college has procedures for dealing with allegations of abuse against members of staff and volunteers that comply with guidance from the local authority and locally agreed interagency procedures;
- A senior member of the college's leadership team is designated to take lead responsibility for dealing with safeguarding and child protection issues, providing advice and support to other staff, liaising with the local authority, and working with other agencies;
- In addition to GSCB training (every two years) the Designated Safeguarding Lead will undertake training to support inter-agency working.
- There is annual training for all staff to equip them to carry out their responsibilities for child protection effectively. Also, that all temporary staff and volunteers who work with children are made aware of the college's arrangements for child protection and their responsibilities;
- An appropriate whistleblowing policy/procedure is in place and is reflected in staff training and staff behaviour policies (code of conduct) to encourage any staff member or volunteer to report concerns regarding safeguarding practice in college.
- All allegations or safeguarding complaints are appropriately investigated by a senior leader from within the college and if necessary, by an independent investigator provided by RBG or externally sourced;
- The school leaders remedy without delay any deficiencies or weaknesses in regard to child protection arrangements that are brought to their attention;
- The Proprietor is nominated to be responsible for liaising with the Local Authority Safeguarding partners in the event of allegations of abuse being made against the Head Teacher (Contact details are given in section 14.7); and
- The Proprietor reviews the child protection policy and the effectiveness of safeguarding procedures (at least) annually.
- Appropriate computer filters and monitoring systems are implemented to safeguard children from harmful and/or inappropriate material online. Additional information concerning how this protection can be implemented and expanded can be found by consulting Keeping Children Safe in Education 2020, Annex C.
- Children are taught about the importance of safeguarding as a practice in academic institutions, including but not limited to online safeguarding measures.

With staff welfare in mind, the Proprietor will consider the necessity and appropriateness of arranging for 'Safeguarding Supervision' for the DSL and or Deputy DSLs within the college.

7. The Role & Responsibilities of all Staff within College

All college and college staff members should read Keeping Children Safe in Education (2020) Part 1 and Annex A. They should be aware of the signs of abuse and neglect (Appendix 1 attached) so that they are able to identify cases of children who may be in need of help or protection.

Staff members working with children are advised to maintain an attitude of ‘**it could happen here**’ where safeguarding is concerned. When concerned about the welfare of a child, staff members should always act in the interests of the child.

Children with special educational needs (SEN) and disabilities can face additional safeguarding challenges. Staff are aware of the additional barriers in identifying possible abuse and neglect in these children. They recognise the need to

- explore the reasons for changes in behaviour, mood and injury rather than assume it is related to the child’s disability;
- understand that children with SEN and disabilities can be disproportionately impacted by things like bullying- without outwardly showing any signs;
- overcome the barriers and difficulties in communication with these children.

All staff will ensure they are aware of their responsibilities for safeguarding and child protection in being alert to the signs of abuse and of their responsibility to report and record any concerns. This means that they must:

- Recognise that a disclosure may come directly from the child, or from a third party, e.g., friend, neighbour, other family member. Alternatively, it may be through the suspicion of staff based on a variety of signs, symptoms and knowledge of possible indicators of abuse;
- Recognise that Child to child abuse must be taken seriously and appropriately reported;
- Take seriously any disclosures made to them and provide reassurance to the discloser through their responses and behaviour (without promising they will not tell anyone);
- Read carefully any documentation provided by the DSL to update their safeguarding training.

It is recognised that a child may disclose sensitive information at any time of the day, and in particular this may occur outside of normal lesson time, e.g. break periods or during before/after college club sessions. It is therefore important that **all** the staff are aware of the signs and behaviour which **may** indicate abuse (see section 9 and Appendix 1).

All staff and volunteers have a duty to raise concerns about poor or unsafe practice and potential failures in the college’s safeguarding regime. Where a staff member feels unable to raise an issue or feels that their genuine concerns are not being addressed, other whistleblowing channels are open to them:

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

8 Royal Greenwich Early Help Guidance

Royal Greenwich Early Help Guidance supports children and families with emerging needs and promotes a shared responsibility to facilitate significant and sustained change in children’s lives, building resilience, preventing and protecting children from harm. Early help is focused developing and breaking intergenerational cycles of poverty through working with children’s parents/carers and families.

Professionals should, in particular, be alert to the potential need for early help for a child who:

- is disabled and has specific additional needs
- has special educational needs
- is a young carer
- is showing signs of engaging in anti-social or criminal behaviour
- is in a family circumstance presenting challenges for the child, such as substance abuse, adult mental health, domestic violence
- is showing early signs of abuse and/or neglect.

Further information can be found from:

www.greenwichsafeguardingchildren.org.uk

Early Help consultation line 0208 9214590 1- 4pm

Early-help-refer@royalgreenwich.gov.uk

Early Help preventions directory available on the GSCB website

When to be concerned

All staff and volunteers must be aware that the main categories of abuse are:

- Neglect
- Physical abuse
- Sexual abuse
- Emotional abuse

All staff and volunteers must act in accordance with this policy if a child he/she presents with indicators of abuse (see Appendix 1 for details).

10. Dealing with a Disclosure/Reporting concerns See (Appendix 3 flowchart)

If any member of staff has a concern about a particular child in their care, they must immediately report their concerns to, and seek advice from the Designated Safeguarding Lead, or in their absence, the Deputy Designated Safeguarding Lead. Staff must provide the DSL with a signed and dated written record of their concerns.

All staff should be aware of the process for making referrals to children's social care and for statutory assessments under the Children's Act 1989, especially section 17 (children in need) and section 47 (a child suffering, or likely to suffer, significant harm) that may follow referral, along with the role they might be expected to play in such assessment.

If a child discloses that he or she has been abused in some way the member of staff should:

- *Find time and, if necessary, a suitable place to listen to the child, when information about possible abuse comes to light*
- *Listen to what is being said without displaying shock or disbelief*
- *Do not make false promises which may not be able to be fulfilled and do not promise confidentiality*

- *Allow the child to talk freely. Do not cross examine, interview, probe or ask to see any injury that is not visible. Listen, only asking questions when necessary to clarify. Ask open questions such as "Tell me, and How did that happen"*
- *Not criticise the alleged perpetrator*
- *Reassure the child that what has happened is not his or her fault*
- *Stress that it was the right thing to tell*
- *Explain what has to be done next and who has to be told*
- *Find out just enough to be sure of the need to refer, and keep any questions open rather than closed*
- *Make records that are factual, accurate and relevant and avoid subjective judgements. It is not the college's responsibility to 'check out' what any child tells nor should any abuser be questioned.*
- *Sign and date the record of disclosure*
- *Speak with the Designated Safeguarding Lead for Child Protection, and provide a the signed, dated written record, using the agreed college proforma, without delay.*

The same approach to receiving a disclosure must be taken if the discloser is not the allegedly abused child but another child or an adult.

Education is a referrer, not an investigative agency for child protection matters. An incident may eventually end up as a court case and children's evidence can all too easily be compromised by leading questions or repeated recital.

When the DSL for Child Protection, or in his/her absence, the Deputy DSL for Child Protection, has been informed, he/she will make the decision whether or not to refer the concern to Social Care. The Multi Agency Safeguarding Hub (MASH) will be consulted when there is uncertainty about whether to refer.

MASH Consultation Line Tel- 0208 921 2267 or contact LADO/Greenwich Safeguarding Coordinator for Colleges on 0208 921 4438. Or the Royal Greenwich Safeguarding Board on 0208 921 4477

Referrals will be made as soon as possible by telephone **and the appropriate forms completed and sent at the same time**. Referrals to Children's Social Care must be made to the Multi Agency Safeguarding Hub (**MASH**) Tel 0208 921 3172 (see contact details below)

**Multi Agency Safeguarding Hub
Children's Services'
Safeguarding and Social Care, 1st Floor
The Woolwich Centre,
Wellington Street,
Woolwich, London
SE18 6HQ**

If the DSL has raised a safeguarding concern but does not feel that appropriate action has been taken by children's services, he/she should use the Greenwich Safeguarding Children's Board escalation policy to take this further. (This is available on the GSCB website, click on the professional's tab)

Additional referral guidance is provided in Appendix 3

11. Confidentiality

Safeguarding children raises issues of confidentiality that must be clearly understood by all staff / volunteers in college. All staff/volunteers in college have a responsibility to share relevant information about the protection of children with other professionals. This sharing of information is outlined in the guidance 'Information sharing advice for practitioners providing safeguarding services to children, young people, parents and carers' (July 2018). It identifies seven golden rules for sharing information and remind practitioners that the General Data Protection Regulation (GDPR), Data Protection Act 2018 and human rights law are not barriers to justified information sharing but provide a framework to ensure that personal information about living individuals is shared appropriately.

If a child discloses to a member of staff/volunteer and asks that the information is kept secret; it is important that the member of staff/volunteer/volunteer tells the child in a manner appropriate to the child's age/stage of development that they cannot promise complete confidentiality – instead, he/she must explain that he/she may need to pass information to other professionals to help keep the child or other children safe. .

Staff / volunteers who receive information about children and their families in the course of their work shall share that information only within appropriate contexts

12 Communication with Parents

Parents and carers will be made aware of the college/service policy through published information and in initial meetings with parent and carers of new children. Parents and carers will be informed that in certain circumstances there may be a need to contact other agencies without first notifying them. This decision will be made in partnership between Education Services and Social Care. It will be made clear that this is a legal obligation and not a personal decision.

The Proprietor makes this policy available to parents, carers and children through the college website. A hard copy is also available on request.

13 Record Keeping

All concern forms/body maps and chronology sheets should be signed and dated. They should together provide an accurate factual account of the concern and action taken by the college.

The completed forms/records will be kept for the duration of the young person's college career and where a child changes college the forms/records will be forwarded to the Link Teacher at the receiving college. The college will retain a receipt for the records signed by the receiving college.

The information contained will be regarded as confidential. Any request for access to the information by non-Greenwich Safeguarding Children Board Agencies (e.g., Solicitor, investigating agent) will be referred to the Head teacher/Child Protection Designated Safeguarding Lead who is advised to seek legal advice before acting.

Record keeping at college

- All concerns, discussions and decisions made, and the reasons for those decisions, should be recorded in writing. Information should be kept confidential and stored securely. It is good practice to keep concerns and referrals in a separate child protection file for each child. Records should include:
 - a clear and comprehensive summary of the concern;
 - details of how the concern was followed up and resolved;
 - a note of any action taken, decisions reached and the outcome.
- All records of concern and multi-agency involvement should be kept separate from the child's academic records. They must be kept securely with access only for the DSL, Deputy DSL's, Head of School and Proprietor.
- The procedures outline above (Section 10) should be followed.

14. Dealing with Allegations against College Staff (see also Keeping Children Safe in Education September 2021) for further details also flowchart in Appendix 3)

An allegation is any information which indicates that a member of staff or volunteer may have:

- Behaved in a way that has, or may have, harmed a child
- Possibly committed a criminal offence against or in relation to a child
- Behaved towards a child or children in a way which indicates they would pose a risk of harm if they work regularly or closely with children; or
- Behaved or may have behaved in a way that indicates they may not be suitable to work with children
- Behaved in a way contrary to the Staff code of conduct

This applies to any child the member of staff / volunteer has contact with in their personal, professional or community life.

To reduce the risk of allegations, all staff and volunteers must be aware of safer working practice and must be familiar with the Government document, *'Guidance for Safer Working Practice for Adults who work with Children and Young People in Education Settings.'*

Any allegation should be reported immediately to the DSL or Principal (unless the allegation concerns the Head of Education or Head of SEN and Additional Needs see below). They should take the matter seriously and keep an open mind. They should not investigate or ask leading questions if seeking clarification; it is important not to make assumptions. Confidentiality must not be promised and the person must be advised that the concern will be shared on a "need to know" basis only.

Actions to be taken include making an immediate accurate, written record of the allegation using the informant's words – including time, date and place where the

alleged incident took place, brief details of what happened, what was said and who was present. This record must be signed and dated.

The recipient of an allegation must not unilaterally determine its validity, and failure to report it in accordance with procedures is a potential disciplinary matter.

The principal will not investigate the allegation itself, or take written or detailed statements, but will assess whether it is necessary to refer the concern to the Local Authority Designated Officer (LADO) for Education.

If the allegation meets any of the four criteria set out in section 14.1 then the Head of School shall contact the LADO (Education) without delay and provide the LADO with written confirmation of the allegation.

The principal shall, as soon as possible, **following briefing** from the LADO inform the subject of the allegation.

If there is an allegation or concerns raised against the Head of School, then the Proprietor will be contacted. The Proprietor for this college is:

Dr Temi Ladenika

07837809671

In the event of allegations or concerns against the Head of School, the Proprietor will contact the LADO, whose contact details are given in 14.7 above.

15 Allegations concerning other Young Persons

This policy recognises that children are capable of abusing their peers. Staff are aware that any allegations will be investigated appropriately by reporting concerns to the DSL and will never be tolerated or passed off as “banter” or “part of growing up”. Any form of inappropriate touching, physical abuse such as hitting, kicking, shaking, biting and hair pulling, or evidence of ‘initiation procedures, sexting (or other inappropriate use of new technology) will be robustly followed up.

Victims of peer-on-peer abuse will be supported as for any other form of abuse and in their best interests.

Child to child abuse can manifest itself in many ways. The curriculum provides opportunity for the college to help children safeguarding themselves from new technology and through learning about personal safety. (See also ICT policy, curriculum policy and equalities policy.)

Learners have E-safety training annually and are given key information from CEOP and other online safety sites.

16 Monitoring & Evaluation

The responsibility for ensuring that the Safeguarding/Child Protection Policy and procedures are in place, available to parents and reviewed annually lies with the Head of School-DSL, the DS Deputy and the Principal's approval. This policy will be reviewed in line with the timescale and details set out on the front cover.

17 Home Visits

Risks assessments are carried out prior to any home visits. See appendix 5 for the risk assessment template.

18 List of related policies/procedures

Pulse and Water College Home School Agreement
Keeping Children Safe in Education 2022 Update
Anti-bullying policy
Behaviour policy
Equalities policy
Whistleblowing
Safer Recruitment in colleges
Staff Code of Conduct (staff behaviour policy)

CSE

Recording/Photography policy
Attendance
Health and Safety
Curriculum policy

APPENDIX 1: Types and Indicators of Abuse (to be read in conjunction with Keeping Children Safe in Education Part 1)

NB. This guidance is provided as a useful reminder of the types and indicators of abuse but should always be considered within the context of a comprehensive training programme and not as a substitute for more in-depth consideration.

There are four categories of abuse, which may result in a child being placed on the Child Protection Register. They are:

- Physical Abuse
- Emotional Abuse
- Sexual Abuse
- Neglect

Definitions of child abuse

'Child Abuse and neglect' is a generic term encompassing all ill treatment of children including serious physical and sexual assaults as well as cases where the standard of care does not adequately support the child's health or development. Children may be abused or neglected through the infliction of harm or through the failure to act to prevent harm. Abuse can occur in a family, an institutional or community setting. The perpetrator may be known

or not known to the child. There are 4 broad categories of abuse which are used for the purposes of registration. These categories overlap and an abused child may suffer more than one type of abuse.

Physical Abuse

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning or suffocating a child. It may also be caused when a parent or carer feigns the symptoms or deliberately causes ill health to a child (now described as 'fabricated or induced illness').

Possible indicators of Physical Abuse- Some of these indicators would clearly suggest child abuse, whilst others, when combined, may suggest that a child is being abused:

- Unexplained injuries including burns, particularly if they are recurrent

- Improbably excuses given to explain injuries
- Refusal to discuss injuries
- Untreated injuries
- Admission of punishment which seems excessive
- Bald patches
- Withdrawal from physical contact
- Arms and legs covered, even in hot weather
- Fear of returning home
- Fear of medical help
- Self-destructive tendencies
- Aggression towards others
- Running away

Supporting Victims of Abuse – September 2021 Update - KCSIE

Children and young people should never be made to feel ashamed or that they are creating a problem by reporting abuse, sexual violence, or sexual harassment.

2. Emotional Abuse

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and adverse effects on the child's emotional development. Some level of emotional abuse is involved in all types of maltreatment of a child, although it may occur alone. It may involve:

- conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person.
- not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate.
- feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability as well as overprotection and limitation of exploration and learning or preventing the child participating in normal social interaction.
- seeing or hearing the ill-treatment of another (including witnessing domestic violence)
- serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children.

Possible indicators of Emotional Abuse:

Some of these indicators would clearly suggest child abuse, whilst others, when combined, may suggest that a child is being abused:

- Physical and/or mental and/or emotional development lags
- Admission of punishment that appears excessive
- Over reaction to mistakes
- Continual self-deprecation
- Sudden speech disorders
- Fear of new situations
- Inappropriate emotional responses to painful situations
- Neurotic behaviour e.g., thumb sucking, hair twisting, rocking
- Self-mutilation
- Fear of parents being contacted
- Extremes of passivity or aggression
- Drug/solvent abuse
- Running away
- Compulsive stealing or scavenging

3. Sexual Abuse:

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children. This includes child criminal and sexual exploitation.

Possible indicators of Sexual Abuse:

Some of these indicators would clearly suggest child abuse, whilst others, when combined, may suggest that a child is being abused:

- Sudden changes in behaviour or in college performance
- Displays of affection in a sexual way, inappropriate to age
- Tendency to cling or need reassurance
- Regression to younger behaviour e.g., thumb sucking, acting like a baby, playing with discarded toys
- Complaints of genital itching or pain, or anal pain
- Distrust of a familiar adult, or anxiety about being left with a relative, babysitter or lodger
- Unexplained gifts or money
- Depression and withdrawal
- Apparent secrecy
- Bedwetting, daytime wetting and/or soiling
- Sleep disturbances, nightmares
- Chronic illness, e.g., throat infection, venereal disease or other STD * Anorexia, bulimia
- Unexplained pregnancy
- Fear of undressing, e.g. for sport
- Phobias or panic attacks

4. Neglect

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to: provide adequate food, clothing and shelter (including exclusion from home or abandonment); protect a child from physical and emotional harm or danger; ensure adequate supervision (including the use of inadequate caregivers); or ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Possible indicators of Neglect

Some of these indicators would clearly suggest child abuse, whilst others, when combined, may suggest that a child is being abused.

- Constant hunger
- Poor personal hygiene
- Constant tiredness

- Poor state of clothing
- Emaciation
- Frequent lateness or non-attendance at college
- Untreated medical problems
- Destructive tendencies
- Low self esteem
- Neurotic behaviour
- No social relationships
- Running away
- Compulsive stealing or scavenging

Additional safeguarding issues

Honour Based Abuse

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. Instances of HBA may fall under numerous categories of abuse (physical, sexual, emotional, psychological, etc). Not all instances of HBA may display or indicate or physical violence. If in any doubts staff should speak to the designated safeguarding lead. Professionals in all agencies, and individuals and groups in relevant communities, need to be alert to the possibility of a child being at risk of HBA, or already having suffered HBA.

FGM mandatory reporting duty

FGM comprises all procedures involving partial or total removal of the external female genitalia or other injury to the female genital organs. It is illegal in the UK and a form of child abuse with long-lasting harmful consequences. Section 5B of the Female Genital Mutilation Act 2003 (as inserted by section 74 of the Serious Crime Act 2015) places a statutory duty upon **teachers** along with regulated health and social care professionals in England and Wales, to report to the police where they discover that FGM appears to have been carried out on a girl under 18. Those failing to report such cases will face disciplinary sanctions. 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 college 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.

Mandatory reporting of female genital mutilation procedural information can be found at:

<https://www.gov.uk/government/publications/mandatory-reporting-of-femalegenital-mutilation-procedural-information>

Possible indicators of Female genital mutilation (FGM)

- Holiday requests made to college for significant lengths of time (Prewarning)
- Long periods of time away from the classroom during the day with bladder or menstrual problems
- Avoidance of P.E.
- Difficulty walking, sitting or standing
- Prolonged absences from college
- Noticeable behaviour changes

- Withdrawal
- Depression
- Recurrent Urinary Tract Infections (UTI) or complaints of abdominal pain

Forced marriage

Forcing a person into a marriage is a crime in England and Wales. A forced marriage is one entered into without the full and free consent of one or both parties and where violence, threats or any other form of coercion is used to cause a person to enter into a marriage. Threats can be physical or emotional and psychological. A lack of full and free consent can be where a person does not consent or where they cannot consent (if they have learning disabilities, for example). Nevertheless, some communities use religion and culture as a way to coerce a person into marriage. Colleges and colleges can play an important role in safeguarding children from forced marriage.

The Forced Marriage Unit has published Multi-agency guidelines, with pages 75-80 focusing on the role of schools and colleges. Guidelines to deal with FM can be found at 'The right to choose: government guidance on forced marriage - OV.UK (www.gov.uk)'. School and college staff can contact the Forced Marriage Unit if they need advice or information. Contact: 020 7008 0151 or email: fm@fco.gov.uk.

See also Royal Borough of Greenwich Safeguarding Children Board website: www.greenwichsafeguardingchildren.org.uk

Child Sexual Exploitation (CSE)

Child Sexual Exploitation is a form of sexual abuse where children are sexually exploited for money, power or status. It can involve violent, humiliating and degrading sexual assaults. In some cases, young people are persuaded or forced into exchanging sexual activity for money, drugs, gifts, affection or status. Consent cannot be given, even where a child may believe they are voluntarily engaging in sexual activity with the person who is exploiting them. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact and can happen online. Child sexual exploitation can affect any child or young person (male or female) under the age of 18 years, including 16- and 17-year-olds who can legally consent to have sex. Child sexual exploitation can include both contact (penetrative and non-penetrative acts) and non-contact sexual activity and may occur without the child or young person's immediate knowledge (e.g., through others copying videos or images they have created and posted on social media).

A significant number of children who are victims of sexual exploitation go missing from home, care and education at some point. The manipulation or '**grooming**' process involves befriending children, gaining their trust, sometimes over a long period of time, before the abuse begins. The abusive relationship between victim and perpetrator involves an imbalance of power which limits the victim's options. It is a form of abuse which is often misunderstood by victims and outsiders as consensual. Although it is true that the victim can be tricked into believing they are in a loving relationship, no child under the age of 18 can ever consent to being abused or exploited.

Possible indicators of CSE Child Sexual Exploitation (CSE)

- Inappropriate sexual or sexualised behaviour
- Repeat sexually transmitted infections

- Having unaffordable new things (clothes, mobile) or expensive habits (alcohol, drugs)
- Going to hotels or other unusual locations to meet friends
- Getting in/out of different cars driven by unknown adults
- Going missing from home or care
- Having older boyfriends or girlfriends
- Associating with other young people involved in sexual exploitation
- Truancy, exclusion, disengagement with college, opting out of education altogether
- Unexplained changes in behaviour or personality (chaotic, aggressive, sexual)
- Drug or alcohol misuse
- Getting involved in crime
- Injuries from physical assault, positive handling (physical restraint), sexual assault .

Children absent from Education.

All children, regardless of their circumstances, are entitled to a full-time education which is suitable to their age, ability, aptitude and any special educational needs they may have. A child going missing from education is a potential indicator of abuse or neglect which may include sexual abuse or exploitation and child criminal exploitation.

It may indicate mental health problems, risk of substance abuse, risk of travelling to conflict zones, risk of female genital mutilation or risk of forced marriage. The law requires all colleges to have an admission register and with the exception of colleges where pupils are boarders, an attendance register. All pupils must be placed on both registers. Staff should be aware of their college or college's unauthorised absence and children missing from education procedures.

Children are considered to be absent from education if they:

- have been taken out of college by their parents and are being educated outside the college system e.g., home education.
- have ceased to attend college and no longer live within reasonable distance of the college at which they are registered.
- have been certified by the college medical officer is unlikely to be in a fit state of health to attend college before ceasing to be of compulsory school age, and neither he/she know his/her parent/carer has indicated the intention to continue to attend the college after ceasing to be of compulsory college age:
- are in custody for a period of more than four months due to a final court order and the proprietor does not reasonably believe they will be returning to the college at the end of that period; or,
- have been permanently excluded.

The college must inform the local authority of any pupil who fails to attend college regularly or has been absent without the college's permission for a continuous period of 10 college days or more, at such intervals as are agreed between the college and the local authority (or in default of such agreement, at intervals determined by the Secretary of State).

We would like all staff to note that repeated or prolonged absence is a possible sign of a safeguarding need. We need to work as a team, where there are indicators of underlying risk we make early intervention to mitigate absence.

Private fostering

Private fostering is when a child under the age of 16 (under 18 if disabled) is cared for by someone who is not their parent or a 'close relative'. This is a **private arrangement made between a parent and a carer**, for 28 days or more. Close relatives are defined as

stepparents, grandparents, brothers, sisters, uncles or aunts (whether of full blood, half blood or marriage/affinity). To help keep children safe and support families, all parents and private foster carers must **notify MASH** of care arrangements for children so they can ensure a child is well cared for. If a member of college staff suspects a child may be being privately fostered without formal arrangement it is important you share this information in case a child is at risk of harm.

Domestic Abuse

Domestic abuse can encompass a wide range of behaviours and may be a single incident or a pattern of incidents. That abuse can be, but is not limited to, psychological, physical, sexual, financial or emotional. Children can be victims of domestic abuse. They may see, hear, or experience the effects of abuse at home and/or suffer domestic abuse in their own intimate relationships (teenage relationship abuse). All of which can have a detrimental and long-term impact on their health, well-being, development, and ability to learn. Suspicion of domestic abuse must be reported and treated in the same way as other types of abuse

Extremist ideology, radicalisation and terrorism

Children and young people can suffer harm when exposed to an extremist ideology which may be social, political or religious in presentation. This harm can range from a child adopting or complying with extreme views which limits their social interaction and full engagement with their education, to children being groomed for involvement in violent actions.

Extremism is the vocal or active opposition to our fundamental values, including democracy, the rule of law, individual liberty and the mutual tolerance of different systems and beliefs, and the mutual respect of individuals to be able to hold such beliefs. Radicalisation refers to the process by which a person comes to support terrorism and forms of extremism. There is no single way of identifying an individual who is likely to be susceptible to an extremist ideology. It can happen in many different ways and settings. Specific background factors may contribute to vulnerability which are often combined with specific influences such as family, friends or online, and with specific needs for which an extremist or terrorist group may appear to provide an answer. The internet and the use of social media in particular has become a major factor in the radicalisation of young people.

However, it is possible to protect vulnerable people from extremist ideology and intervene to prevent those at risk of radicalisation being radicalised. Staff should use their judgement to identify children who may be at risk and act appropriately and proportionally. This may necessitate contacting the DSL or Head(s) of School and having them conduct a Prevent referral.

Cybercrime

Cybercrime is a criminal activity committed using the internet and computers. There are two areas- Cyber-enabled (offline) and Cyber-dependent (only by using computers).

Indicators of potential for cybercrime:

- where a learner shows that they are unlikely to follow instructions on safe use of computers and the internet.
- Unauthorised interaction with websites etc
- Making or supplying malicious software (Malware)

Where a student shows any or similar of these indicators, our normal behaviour and sanction procedures will be followed and ant links to the PREVENT programme actioned. In addition, guidance will be sought from any of these organisation

Cyberchoices, National cyber security centre, National Police Chief's Council Cyber awareness programme.

Cybersecurity

We ensure that we follow the government cybersecurity standards using security resources provided by Microsoft.

PREVENT –

Section 26 of the Counter-Terrorism and Security Act 2015 (“the CTSA 2015”), places a duty on colleges to have due regard to the need to prevent people from being drawn into terrorism”. This duty is known as the Prevent duty. Paragraphs 57-76 of the Revised Prevent duty guidance: for England and Wales is specifically concerned with colleges (but also cover childcare)

The statutory “Revised Prevent duty guidance: for England and Wales” (for colleges) summarises the requirements on colleges in terms of four general themes:

- Colleges are expected to assess the risk of children being drawn into terrorism, including support for extremist ideas that are part of terrorist ideology. This means being able to demonstrate both a general understanding of the risks affecting children and young people in the area and a specific understanding of how to identify individual children who may be at risk of radicalisation and what to do to support them. Colleges should have clear procedures in place for protecting children at risk of radicalisation. These procedures may be set out in existing safeguarding policies. It is not necessary for colleges to have distinct policies on implementing the Prevent duty.
- The Prevent duty builds on existing local partnership arrangements. For example, governing bodies and proprietors of all colleges should ensure that their safeguarding arrangements take into account the policies and procedures of the Local Safeguarding Children Board. Effective engagement with parents / the family should also be considered as they are in a key position to spot signs of radicalisation. It is important to assist and advise families who raise concerns and be able to point them to the right support mechanisms. Colleges should also discuss any concerns in relation to possible radicalisation with a child's parents in line with the individual college's safeguarding policies and procedures unless they have specific reason to believe that to do so would put the child at risk.
- The Prevent guidance refers to the importance of Prevent awareness training to equip staff to identify children at risk of being drawn into terrorism and to challenge extremist ideas. Individual colleges are best placed to assess the training needs of staff in the light of their assessment of the risk to pupils at the college of being drawn into terrorism. As a minimum, however, colleges should ensure that the designated safeguarding lead undertakes Prevent awareness training and is able to provide advice and support to staff on protecting children from the risk of radicalisation.

Colleges must ensure that children are safe from terrorist and extremist material when accessing the internet in colleges.

Child Criminal exploitation: county lines

Criminal exploitation of children is a geographically widespread form of harm that is a typical feature of county lines criminal activity: drug networks or gangs groom and exploit children and young people to carry drugs and money from urban areas to suburban and rural areas, market and seaside towns.

Key to identifying potential involvement in county lines are periods of absence from college, when the victim may have been trafficked for the purpose of transporting drugs and a referral to the National Referral Mechanism 98 should be considered. If a child is suspected to be at risk of or involved in county lines, a safeguarding referral should be considered alongside consideration of availability of local services/third sector providers who offer support to victims of county lines exploitation.

Like other forms of abuse and exploitation, county lines exploitation:

- can affect any child or young person (male or female) under the age of 18 years;
- can affect any vulnerable adult over the age of 18 years;
- can still be exploitation even if the activity appears consensual;
- can involve force and/or enticement-based methods of compliance and is often accompanied by violence or threats of violence;
- can be perpetrated by individuals or groups, males or females, and young people or adults; and
- is typified by some form of power imbalance in favour of those perpetrating the exploitation. Whilst age may be the most obvious, this power imbalance can also be due to a range of other factors including gender, cognitive ability, physical strength, status, and access to economic or other resources.

Child to child Abuse

Children can abuse other children. This is generally referred to as peer-on-peer abuse and can take many forms. This can include (but is not limited to) bullying (including cyberbullying); sexual violence and sexual harassment; physical abuse such as hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm; sexting and initiating/hazing type violence and rituals. Peer-on-Peer abuse is taken seriously with a zero-tolerance approach.

As with other safeguarding risks, staff should be alert to changes in children's behaviour which could indicate that they may be in need of help or protection. Staff should use their judgement in identifying children who might be at risk of radicalisation and act proportionately.

Information regarding the definition and signs of further safeguarding issues including homelessness, domestic abuse, children with family members in prison and children and the court system etc can be found in Annex A of Keeping Children Safe in Education 2022.

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. Only appropriately trained professionals should attempt to make diagnosis of a mental health problem. Education staff, however, are well placed to observe children day-to-day and identify those whose behaviour suggests that they may be experiencing a mental health problem or be at risk of developing one. Where children have suffered abuse and neglect, or other potentially traumatic adverse childhood experiences, this can have a lasting impact throughout childhood, adolescence and into adulthood. It is key that staff are aware of how these children's experiences, can impact on their mental health, behaviour, and education. Schools and colleges can access a range of advice to help them identify children in need of extra mental health support, this includes working with external agencies.

We have incorporated guidance on Mental health from the government document 'Mental Health and behaviour in Schools'. This ensures that all staff are aware of the implications of students having mental health needs. We use resources from 'Every mind matters' to support both students and staff.

Other areas of concern

See the most recent update of KCSIE for additional areas of concern.

Concerns that do not meet the harm threshold

Governing bodies and proprietors should have policies and processes in place to deal with low-level concerns and allegations that don't meet the harm threshold.

Staff codes of conduct and safeguarding policies should explain what a low-level concern is and the importance of sharing concerns.

A low-level concern is any concern that an adult has acted in a way that:

- Is inconsistent with the staff code of conduct, including inappropriate conduct outside of work
- Does not meet the allegations threshold or is not considered serious enough to refer to the local authority designated officer (LADO).

Examples of low-level concerns could include:

- Being over friendly with children (having favourites)
 - Taking photographs of children on their mobile phone
 - Engaging with a child one-to-one in a secluded area or behind a closed door
 - Using inappropriate sexualised, intimidating, or offensive language
- Low-level concerns should be reported to the DSL or a deputy. If there are concerns about a DSL, these should be reported to the Senior Leadership Team

Appendix 2

Statutory Guidance, legislation and advice includes:

- The Children Act 1989 & 2004
- The Education Act 2002 (section 175)
- The Education (Pupil Information) (England) Regulations 2005
- Keeping Children Safe in Education (September 2023 including previous updates)
- Dealing with Allegations of Abuse Against Teachers and Other Staff
- Working Together to Safeguard Children (August 2018)
- Sexual violence and sexual harassment between children in colleges and colleges (May 2018)
- Searching, screening and confiscation (January 2018)
- What to do if you're worried a child is being abused (March 2015)
- Information sharing advice for practitioners providing safeguarding services to children, young people, parents and carers (July 2018)
- Designated teacher for looked-after and previously looked-after children (February 2018)
- UKCCIS Guidance: Sexting in colleges and colleges, responding to incidents, and safeguarding young people (2017)
- Procedures set out by the Greenwich Safeguarding Children Board.
- Children Missing Education, September 2016
- London Child Protection Procedures, May 2018
- Children & Families Act, 2014

Note: All staff must read and be assisted to understand and discharge their roles and responsibilities set out in **Part one** of Keeping Children Safe in Education September 2021

Update. Additionally, Annex A provides further information which also should be read by college staff.

Other useful documents include:

- Ofsted: Inspecting safeguarding in early years education and skills

APPENDIX 3: Record Keeping and Referral Guidance

It is essential that college keeps clear records based on observation and evidence, which separate fact, allegation, hearsay, opinion or unsubstantiated evidence and which clearly indicate decisions and actions taken.

Child protection information will be kept in separate files by the designated teacher and will only be discussed with staff on a need-to-know basis. Staff need to know when a child is at risk and what plan has been decided by case conference but may not need to know all the confidential details.

All records, notes and observations made by class staff as part of ongoing monitoring of children on the child protection register or causing concern, must be completed on the appropriate incident/concern form and immediately handed to the DSL. Documents (paper copy and electronic) must be dated and an indication of the person completing the form recorded.

All child protection conference minutes must be stored in the confidential files kept by the Designated Safeguarding Lead.

Initial Concerns

Initial concerns, incidents or disclosure by a child must be reported to the DSL using the incident/concern form. A copy of the form and body map in Appendix 4 should be used to record injuries/marks/bruises.

The following information must be recorded:

- time, date, place and people who were present
- exact details of what was said the by the child and/or others (no interpretation or opinion)
- the child's emotional or physical condition
- details of the behaviour(s) causing concern and the context in which it occurred

Details of injuries, marks or bruises - the position of these must be marked on the appropriate body drawing and suitably annotated to provide further detail (number, length of marks, description of marks, colour of marks/bruises etc.). Other relevant details - including information about previous incidents which may not have been reported but now seem relevant

Ongoing Concerns/Monitoring

- A chronology should be maintained
- Staff in regular contact with a child may be required to keep a running record noting information about particular aspects of a child's behaviour, physical and/or emotional condition or remarks they may make - either because concerns are ongoing or as part of a child protection plan. These need to be written on yellow incident sheets and handed to the DSL. Any records passed to the DSL electronically must be password protected.

Referrals

The DSLs must keep detailed, contemporaneous notes of:

- discussions with staff
- discussions with the child
- discussion with parents
- information provided to social services
- decisions taken (with times, dates and signed)

The designated teacher will confirm verbal and telephone referrals to social services in writing within 48 hours of the referral.

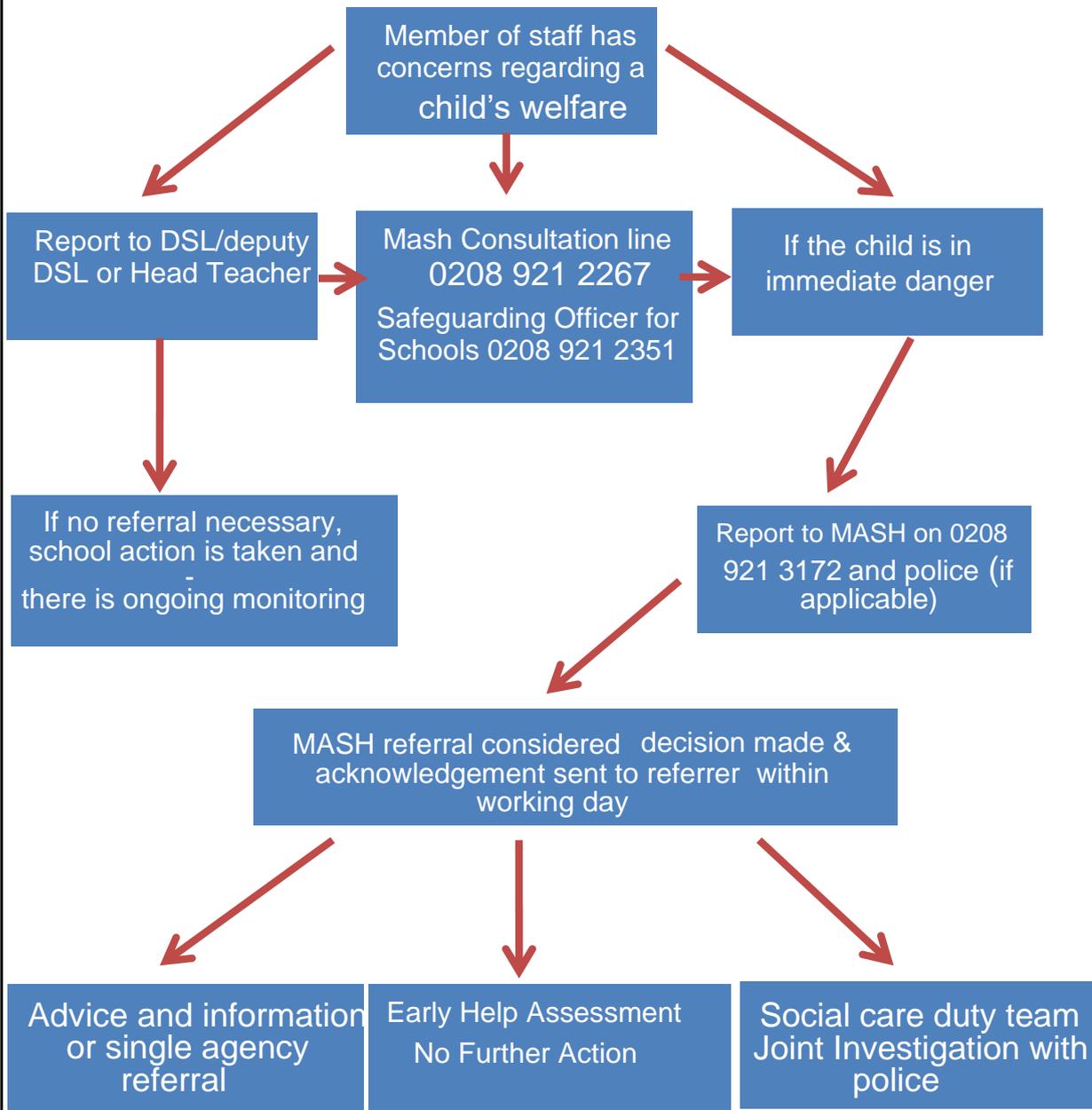
Reports for Child Protection Conferences/Core Group Meetings

Reports for child protection conferences must be written on the agreed pro-forma. They should focus on the child's educational progress and achievements, attendance, behaviour, participation, relationships with other children and staff and, where appropriate, their appearance and concerns.

They should provide clear factual information. Staff should be aware that these reports will be made available to parents at the child protection conference.

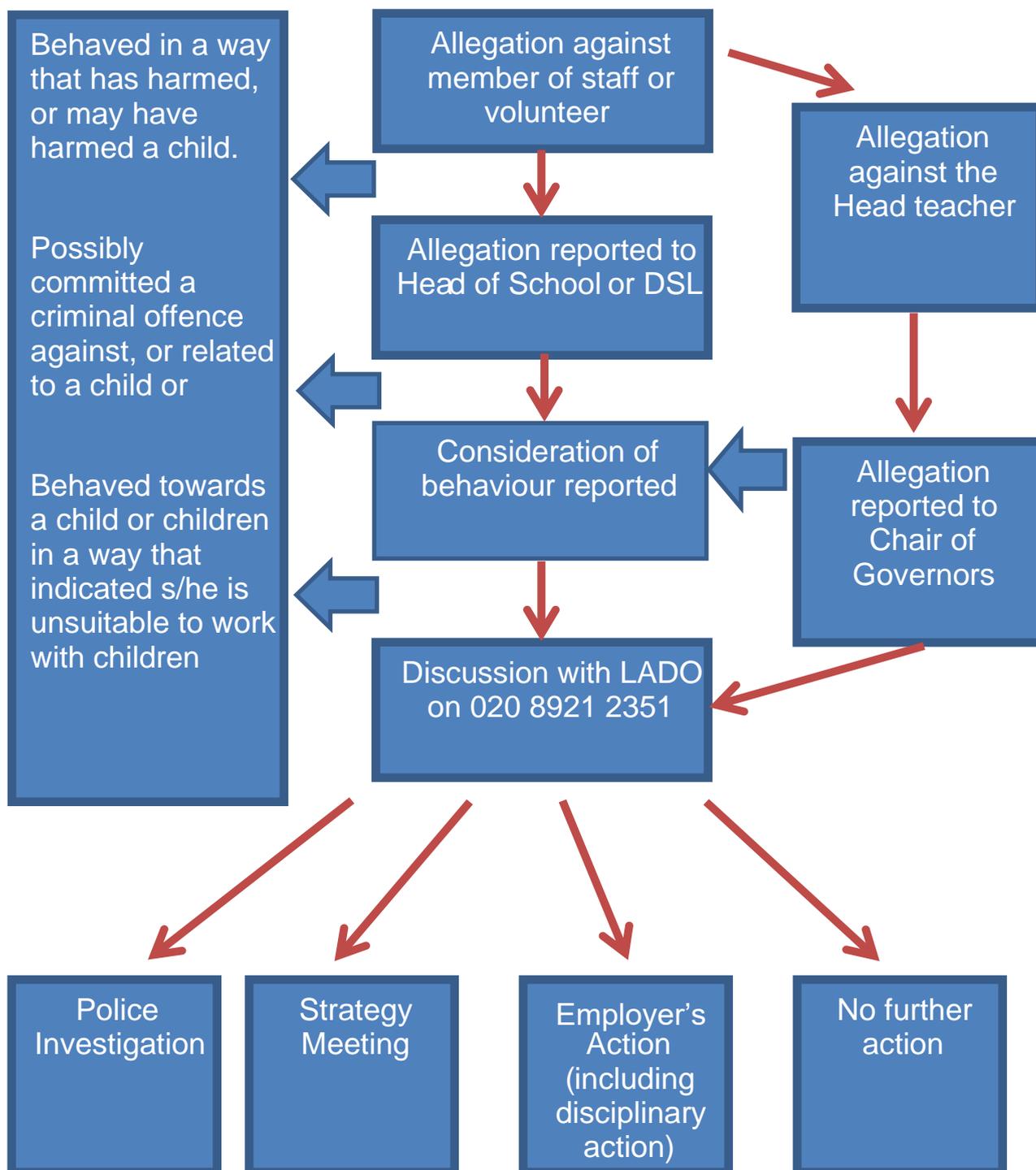
Appendix 3 Continued Reporting concerns about a child

Flow Chart for Reporting Concerns



Appendix 3 continued: Reporting allegations against college staff/volunteers

Managing Allegations against Staff and Volunteers

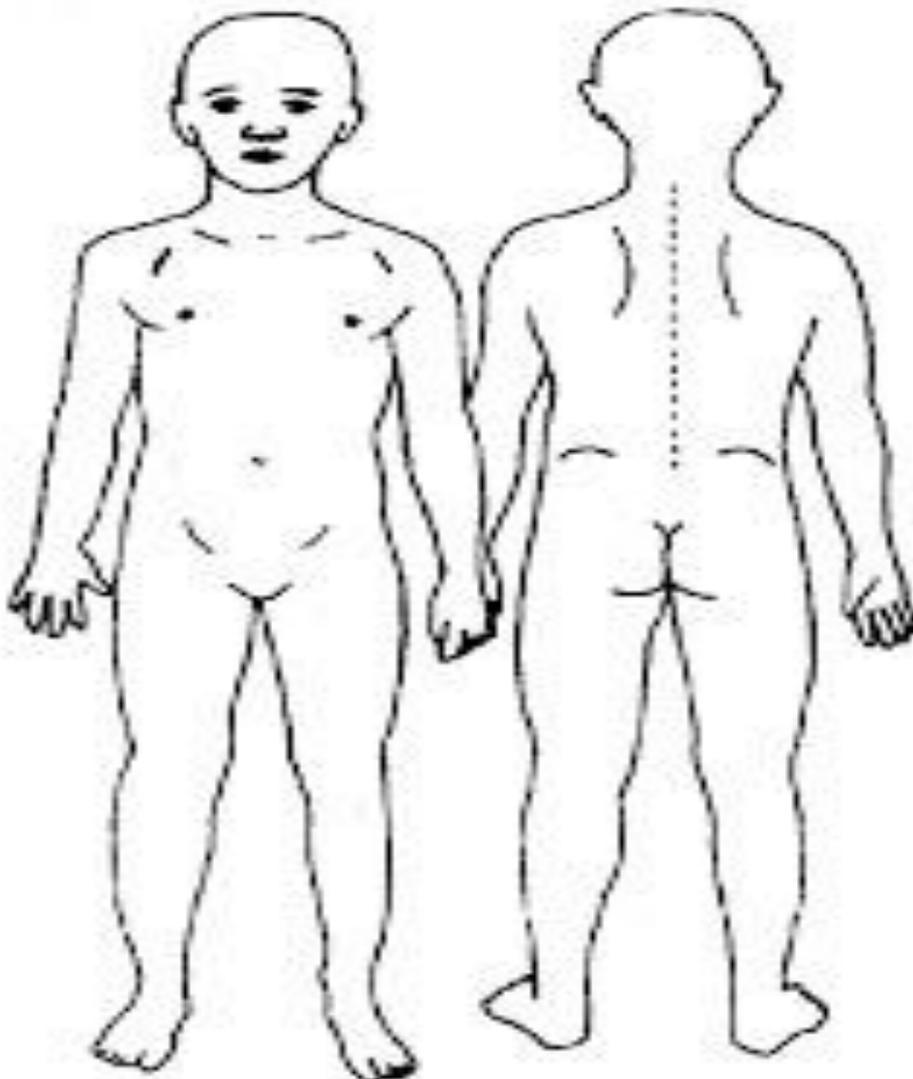
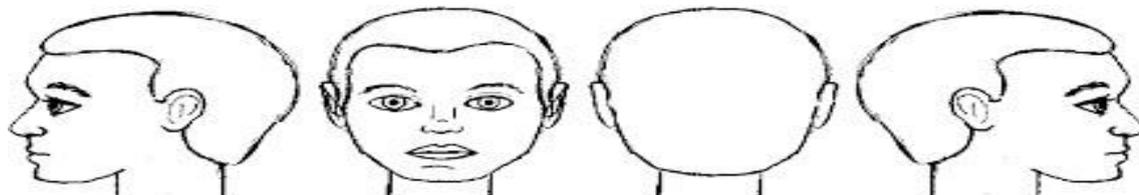


Body Chart

Once completed attach this body chart to the Concern Form

This chart must be used together with the Concern Form Show clearly the location of your concern and label with a number and a brief description, e.g. '1. Burn about 4cm.' On the Concern Form refer to the injury using the same number and description.

Child's Name -----



Observations made by----- Signed-----Date

Signs and symptoms of physical injury can be indicators of abuse, however there may be other reasons they are not fail safe mechanisms. Red indicates a possible non-accidental injury. Green is the more usual sites for accidental injuries.

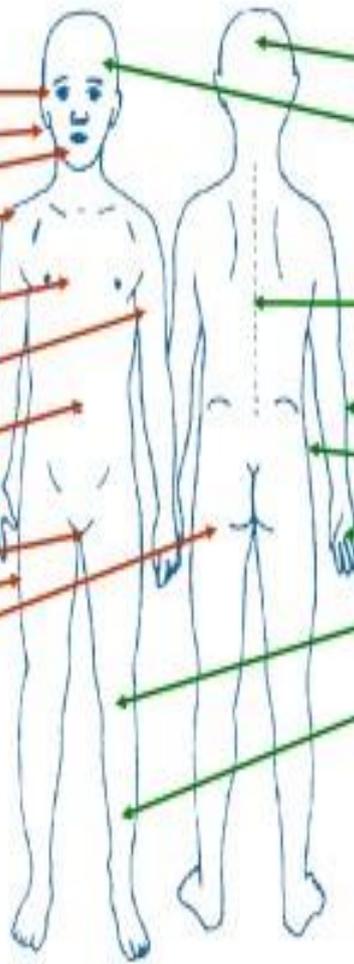
Common Sites

Non-accidental

- eyes
- ears
- mouth
- neck
- shoulder
- chest
- upper arms
- inner arms
- stomach
- hands (backs)
- genitals
- thighs
- buttocks

Accidental

- crown
- forehead
- bony spinal protuberances
- elbow
- iliac crest (hip)
- hands (palms)
- knees
- shins



Appendix 5 Home Visit RISK ASSESSMENT RECORD

ACTIVITY and/or ENVIRONMENT TO BE ASSESSED: Home Tuition

KEY (People at risk)	Likelihood (L)	Severity (S)	Risk Calculation	Risk Rating
E = Employee YP = Young Persons P = Public C = Contractors V = Visitors EM = Expectant Mothers	1. Very Low (rare/very unlikely) 2. Low (unlikely) 3. Medium (could occur/possible) 4. High (likely to occur/probable) 5. Very High (near certain to occur)	1. Insignificant (nuisance/discomfort) 2. Minor (no lost time) 3. Moderate (time loss) 4. Significant (serious/incapacity to work) 5. Major (Death)	Likelihood x Severity = Rating	1- 6 LOW RISK Monitor 8-12 MEDIUM RISK Monitor, review & reduce risk where possible 14-25 HIGH RISK Further Action Required

1.Hazards Identified and potential harm it could cause	2. People At Risk	3.Controls in Place	4.Risk Rating				5. Further Action Required/ Recommendations	6.Target Date for Completion
			L	S	Score	Risk		
No adult present		Staff not to stay if appropriate adult not present					Record visit in log Report to DSL Contact parent/guardian	
Aggressive Pet		<ul style="list-style-type: none"> Tetanus injection Hepatitis injections Ask for animal to be in alternate room or outside during tuition 					Report to police Contact parent/guardian Use of alternative premises	
Aggressive Pupil		<ul style="list-style-type: none"> Avoid confrontation Leave session if pupil does not calm. Inform DSL & complete relevant reporting forms 					Report to police	
Staff threatened by parent in home		<ul style="list-style-type: none"> Staff to leave Report to DSL Seek medical advice if needed 					Report to police Use of alternative premises or adult	
Staff 'tricked' into		<ul style="list-style-type: none"> Contact school if possible 					Report to police	

entering house and detained		<ul style="list-style-type: none"> School routine to contact staff at set times each session with agreed message to confirm safety. 						
Unacceptable behaviour to/by members of family witnessed		<ul style="list-style-type: none"> Leave premises Contact school/ DSL (Designated Safeguarding Lead) 					Report to appropriate service, e.g. police, social services	
Illegal substances visible		<ul style="list-style-type: none"> Explain situation to parent Leave premises Inform DSL 					Contact parent before next session	
Theft of items from tutor		<ul style="list-style-type: none"> Do not take valuable items or large amounts of money to tuition. Explain situation to parent Inform Head of School 					Report to police	
Tutor involved in accident on route to/from venue		<ul style="list-style-type: none"> Tutor to phone school on arrival and departure at each venue Emergency contact details for home tutor to be held in school 						
							Refer to Lone Working Risk Assessment	

Personal Safety Guidelines for Home Tutors

- Always have a mobile phone charged and available

- Do not give your address or home/mobile phone numbers to pupils and/or parents and do not contact them on your home or mobile phone as they can then access your personal numbers.
- Do not give your mobile phone to the young person to use for any reason
- Keep your personal items, purse/wallet, car keys, etc safe and secure
- Ensure the venue is suitable for tuition and that there is table and chairs available – visit first
- Arrange for an appropriate adult to be present if tuition is in the home or use a public building, e.g. library
- Ensure your school has a copy of your tuition commitments and venues
- Arrange regular contact with school i.e. a minimum of on arrival and departure from each session
- Give an emergency contact name and number to your school
- Keep a diary of each session – including brief notes of work covered, people present and any other appropriate information, e.g. issues with pupil and/or parent
- Ask for a copy of any individual pupil risk assessments for your information. Compile your own risk assessment of each venue you use.
- Report any concerns to school as soon as possible.

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INTER-AGENCY REFERRAL FORM

1. CONSENT (Please note that consent should be sought from the parent/carer unless obtaining this consent will place the child at further risk of significant harm – obtaining consent should not delay a referral being made)

Has consent been sought from PARENTS/CARERS before making this referral? No Yes

If consent has not been obtained, please give reason.

2. DETAILS OF PRACTITIONER MAKING THIS REFERRAL

Name of Referrer:		Job title:	
Agency:		Address:	
Tel/Mobile:		Email:	
Date:		Details of Social Worker taking referral	

3. CHILD/YOUNG PERSON DETAILS

Last Name	First Name	DOB/EDD	Age	M/F	Ethnicity *	Preferred Language
Address(es):						
Tel/ Mobile:		Email:				

4. CHILD/YOUNG PERSON'S MAIN CARERS

Carer Last Name	Carer First Name	DOB	M/F	Ethnicity	Relationship to child	Parental Responsibility
Give carer address(es) here if different from the child's:						
Tel/Mobile:		Email:				

5. OTHER HOUSEHOLD MEMBERS or SIGNIFICANT PEOPLE IN THE CHILD/YOUNG PERSON'S LIFE (where known)

Last Name	First Name	DOB/EDD	Age	M/F	Ethnicity	Relationship to child

Are there any communication/ interpreting needs for the child and/or family?	
Does the child and/or family have a disability or special needs?	
6. REASON FOR REFERRAL	

Framework for Assessment



Why are you contacting us / What are you worried about?	
Risks	<p>Please tell us your opinion of the level of risk to the child and detail explicitly your reasoning for this. <i>[to tick boxes double click on box and select checked]</i></p> <p><input type="radio"/> Low <input type="radio"/> Medium <input type="radio"/> High</p>
What type of harm the child is suffering or likely to be suffering and any known history of harm.	
If any disclosures made include who by and when	
Parents' capacity to meet child's needs adequately	

How in your opinion this impacts on the child's health and/or development / analysis of risk.	
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7. HAS THERE BEEN PREVIOUS STATUTORY OR SPECIALIST INVOLVEMENT?
 [to tick boxes double click on box and select checked]

Children's Social Care	No	<input type="radio"/>	Yes	<input type="radio"/>	Not Known	<input type="radio"/>
Child and Adolescent Mental Health Service CAMHS	No	<input type="radio"/>	Yes	<input type="radio"/>	Not Known	<input type="radio"/>
Special Educational Needs or Disability	No	<input type="radio"/>	Yes	<input type="radio"/>	Not Known	<input type="radio"/>
Borough School Attendance Service / Education Welfare Service	No	<input type="radio"/>	Yes	<input type="radio"/>	Not Known	<input type="radio"/>
Specialist Health	No	<input type="radio"/>	Yes	<input type="radio"/>	Not Known	<input type="radio"/>
Adult Services – (Mental Health /Drug or Alcohol Abuse /Disability /DV / Housing)	No	<input type="radio"/>	Yes	<input type="radio"/>	Not Known	<input type="radio"/>
Youth Justice Service	No	<input type="radio"/>	Yes	<input type="radio"/>	Not Known	<input type="radio"/>
Police/Probation/	No	<input type="radio"/>	Yes	<input type="radio"/>	Not Known	<input type="radio"/>
New to Borough	No	<input type="radio"/>	Yes	<input type="radio"/>	Not Known	<input type="radio"/>
Other	No	<input type="radio"/>	Yes	<input type="radio"/>	Not Known	<input type="radio"/>

8. HAS AN EARLY HELP ASSESSMENT e.g. COMMON ASSESSMENT FRAMEWORK (CAF) BEEN COMPLETED?	No	<input type="radio"/>	Yes	<input type="radio"/>	If yes, please attach (if available)
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9. OTHER PROFESSIONALS INVOLVED (TO INCLUDE GP AND SCHOOL DETAILS)

Name / Title	Team/Agency [school / GP/ HV etc]	Unique Pupil No.	Address	Telephone/Mobile / Email

COPY THIS FORM SECURELY TO MASH –EMAIL/FAX OPTIONS AS FOLLOWS:

Before contacting the Multi Agency Safeguarding Hub (MASH) you need to consider whether the child or young person's needs can be met by services from within your own agency, or by other professionals already involved with the family (refer to the Royal Greenwich Preventions Directory). If you are not sure about the needs of the child or whether you should make a referral you can discuss with your Safeguarding Lead and if you are still not sure you can call the MASH Consultation Line on 020 8921 2267 to discuss the case with professionals in the MASH.

We know that it is sometimes difficult to decide the appropriate point of intervention. To help you to determine levels of need when making your own assessment, please refer to the threshold document.

If you are making a referral please contact:

Tel: 020 8921 3172 Fax: 020 8921 3180

Email: MASH-referrals@royalgreenwich.gov.uk

Royal Borough of Greenwich MASH, 1st Floor The Woolwich Centre, 35 Wellington Street, London SE18 6HQ

OUT OF HOURS: TEL CONTACT: 020 8854 8888

Appendix 6

Brook Sexual Behaviours Traffic Light Tool Behaviours: age 9 to 13 years

All green, amber and red behaviours require some form of attention and response. It is the level of intervention that will vary.

Green behaviours

- solitary masturbation
- use of sexual language including swear and slang words
- having girl/boyfriends who are of the same, opposite or any gender
- interest in popular culture, e.g. fashion, music, media, online games, chatting online
- need for privacy
- consensual kissing, hugging, holding hands with peer

Amber behaviours

- uncharacteristic and risk-related behaviour, e.g. sudden and/or provocative changes in dress, withdrawal from friends, mixing with new or older people, having more or less money than usual, going missing
- verbal, physical or cyber/virtual sexual bullying involving sexual aggression
- LGBT (lesbian, gay, bisexual, transgender) targeted bullying
- exhibitionism, e.g. flashing or mooning
- giving out contact details online
- viewing pornographic material
- worrying about being pregnant or having STIs

Red behaviours

- exposing genitals or masturbating in public
- distributing naked or sexually provocative images of self or others
- sexually explicit talk with younger children
- sexual harassment
- arranging to meet with an online acquaintance in secret
- genital injury to self or others
- forcing other children of same age, younger or less able to take part in sexual activities
- sexual activity e.g. oral sex or intercourse
- presence of sexually transmitted infection (STI)
- evidence of pregnancy

What is green behaviour?

Green behaviours reflect safe and healthy sexual development. They are:

- displayed between children or young people of similar age or developmental ability
- reflective of natural curiosity, experimentation, consensual activities and positive choices

What can you do?

Green behaviours provide opportunities to give positive feedback and additional information.

What is amber behaviour?

Amber behaviours have the potential to be outside of safe and healthy behaviour. They may be:

- unusual for that particular child or young person
- of potential concern due to age, or developmental differences
- of potential concern due to activity type, frequency, duration or context in which they occur

What can you do?

Amber behaviours signal the need to take notice and gather information to assess the appropriate action.

What is red behaviour?

Red behaviours are outside of safe and healthy behaviour. They may be:

- excessive, secretive, compulsive, coercive, degrading or threatening
- involving significant age, developmental, or power differences
- of concern due to the activity type, frequency, duration or the context in which they occur

What can you do?

Red behaviours indicate a need for immediate intervention and action.

Brook has taken every care to ensure that the information contained in this publication is accurate and up-to-date at the time of being published. As information and knowledge is constantly changing, readers are strongly advised to use this information for up to one month from print date. Brook accepts no responsibility for difficulties that may arise as a result of an individual acting on the advice and recommendations it contains.

Brook Sexual Behaviours Traffic Light Tool adapted with permission from True Relationships & Reproductive Health. [2012]. Traffic Lights guide to sexual behaviours in children and young people: identify, understand and respond. Brisbane: True Relationships & Reproductive Health, Australia.

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Behaviours: age 13 to 17 years

All green, amber and red behaviours require some form of attention and response. It is the level of intervention that will vary.

Green behaviours

- solitary masturbation
- sexually explicit conversations with peers
- obscenities and jokes within the current cultural norm
- interest in erotica/pornography
- use of internet/e-media to chat online
- having sexual or non-sexual relationships
- sexual activity including hugging, kissing, holding hands
- consenting oral and/or penetrative sex with others of the same or opposite gender who are of similar age and developmental ability
- choosing not to be sexually active

Amber behaviours

- accessing exploitative or violent pornography
- uncharacteristic and risk-related behaviour, e.g. sudden and/or provocative changes in dress, withdrawal from friends, mixing with new or older people, having more or less money than usual, going missing
- concern about body image
- asking and sending naked or sexually provocative images of self or others
- single occurrence of peeping, exposing, mooning or obscene gestures
- giving out contact details online
- joining adult- only social networking sites and giving false personal information
- arranging a face to face meeting with an online contact alone

Red behaviours

- exposing genitals or masturbating in public
- preoccupation with sex, which interferes with daily function
- sexual degradation/humiliation of self or others
- attempting/forcing others to expose genitals
- sexually aggressive/exploitative behaviour
- sexually explicit talk with younger children
- sexual harassment
- non-consensual sexual activity
- use of/acceptance of power and control in sexual relationships
- genital injury to self or others
- sexual contact with others where there is a big difference in age or ability
- sexual activity with someone in authority and in a position of trust
- sexual activity with family members
- involvement in sexual exploitation and/or trafficking
- sexual contact with animals
- receipt of gifts or money in exchange for sex

What is green behaviour?

Green behaviours reflect safe and healthy sexual development. They are:

- displayed between children or young people of similar age or developmental ability
- reflective of natural curiosity, experimentation, consensual activities and positive choices

What can you do?

Green behaviours provide opportunities to give positive feedback and additional information.

What is amber behaviour?

Amber behaviours have the potential to be outside of safe and healthy behaviour. They may be:

- unusual for that particular child or young person
- of potential concern due to age, or developmental differences
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