



Child Protection and Safeguarding Policy

Keresley Newland

September 2020

Policy last reviewed: 01.09.20

- 07.04.20 (COVID-19 Update)
- 07.06.20 (COVID-19 second update)
- 01.09.20 to reflect new COVID-19 and KCSiE 2020

Reviewed by: Nicola Penlington

Agreed by governors: 10.09.19 – Main Policy (20.04.20 – COVID-19 Update)

Shared with staff: 02.09.20, April 2020 Update

Frequency of review: Annually

Date of next review: 01.09.21

Designated Safeguarding Lead: Nicola Penlington – Head teacher

Nicola.penlington@keresleygrange.coventry.sch.uk 02476 332434

Deputy Designated Safeguarding Lead: John Astley – Deputy Head teacher

John.astley@keresleygrange.coventry.sch.uk 02476 332131

Attendance Safeguarding Officer: Laura Cantwell

office@knpa.warwickshire.sch.uk 02476 332434

Online Safety – Laura Cantwell

Families Safeguarding Officer: Laura Cantwell

safeguarding@knpa.warwickshire.sch.uk 07946139268

Deputy DSL Team (Level 3): Sharon Jeromson SBM – Office, Jen Langtree

Named Governor for Safeguarding: Carol Blair

Chair of Governors: Paul Weston

Vice Chair of Governors: Carol Blair

Contact through office@knpa.warwickshire.sch.uk

Local Authority designated officer: 01926 745115/lado@warwickshire.gcsx.gov.uk

Warwickshire Multi-Agency Safeguarding Hub: 01926 414144

Designated Lead for Looked After and Previously Looked-After Children: Nicola Penlington

File Transfers: Nicola Penlington, Laura Cantwell

Table of Contents

1	Definitions	3
2	Introduction.....	3
3	Roles and Responsibilities	5
4	Types of abuse.....	10
5	Responding to signs of abuse	18
6	Record-keeping	23
7	Confidentiality.....	24
8	Communication.....	24
9	Photography and Images.....	24
10	Early Help.....	24
11	Staff training	26
12	Safer Recruitment	27
13	Allegations of abuse against staff.....	28
14	Promoting safeguarding and welfare in the curriculum.....	30
15	Children Looked After	30
16	Children with Special Educational Needs	30
17	Use of reasonable force	31
18	Work Experience	31
19	Children staying with host families (see Annex E KCSIE)	31
20	Boarding schools and residential settings	31
21	Summary	31
	Appendix A	32
	Appendix B – Further Safeguarding Information.....	33
	Appendix C - Covid19 Addendum.....	37

1 Definitions

1.1 'Safeguarding' is defined in **Keeping Children Safe in Education (2020)** as;

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

1.2 'Child Protection' is the intervention that occurs when children have been significantly harmed or are at risk of significant harm.

1.3 'Child' refers to everyone under the age of 18.

1.4 'Parent' refers to birth parents and other adults in a parenting role for example adoptive parents, step parents and foster carers.

1.5 'Staff' or 'members of staff' refers to all teaching, non-teaching, support, supply, peripatetic, contract staff, governors, volunteers and trustees working in or on behalf of Keresley Newland Academy.

2 Introduction

2.1 We recognise that safeguarding and child protection is an essential part of our duty of care to all students and all staff have a responsibility to provide a safe environment in which children can learn. We understand that safeguarding, child protection and promoting the welfare of all children is everyone's responsibility and everyone has a role to play in protecting children. We recognise that our school is part of a wider safeguarding system for children and work closely with other agencies to promote the welfare of children. We maintain an attitude of 'it could happen here' and will consider the wishes of, and at all times, what is in the best interests of each child.

2.2 The purpose of this policy is to;

- Promote safeguarding and child protection and to demonstrate Keresley Newland's commitment to keeping children safe;
- Provide all members of staff with the information required to meet their safeguarding duty and protect children from harm;
- Provide stakeholders with clear information relating to KNA's safeguarding and child protection procedures;
- Ensure that staff understand, can recognise and can respond to the indicators of abuse;
- Ensure that all staff are aware of their mandatory duties in relation to Prevent;
- Ensure that all staff are aware of their mandatory reporting duty in relation to Section 5B of the Female Genital Mutilation Act 2003; and
- Ensure that children are protected from maltreatment or harm.

2.3 Keresley Newland is committed to the following principles;

- All children have the right to be protected from harm.
- Children should feel safe and secure and cannot learn unless they do so.
- All staff are responsible for keeping children safe and have a responsibility to act if they think a child is at risk of harm.
- Working with other agencies is essential to promote safeguarding and protect children from harm.
- Early help and providing support to families and/or children as soon as a problem emerges is essential to improving outcomes for children and families.

2.4 Safeguarding aims

2.4.1 The safeguarding aims of KGA, in line with Keeping Children Safe in Education (September 2020) are to;

- work to identify children who are suffering or likely to suffer harm or abuse and act to protect them;
- work with relevant services and agencies to ensure that children are protected from harm;
- provide a learning environment for children which is safe and secure;
- teach children how to keep themselves safe and provide structures for them to raise concerns if they are worried or at risk of harm;
- **support children's mental health and wellbeing;**
- ensure that we adhere to safer recruitment guidance and legislation, deal promptly with allegations of abuse against staff and take bullying and harassment seriously;
- train staff effectively in all safeguarding issues and in their responsibilities for identifying and protecting children that are or may be at risk of harm;
- recognise that all children may be vulnerable to abuse, but be aware that some children have increased vulnerabilities due to special educational needs or disabilities;
- maintain a robust recording system for any safeguarding or child protection information;
- ensure that everyone in KN understands the safeguarding procedures; and to
- regularly review policies and procedures to ensure that children are protected to the best of our ability.

2.5 This policy adheres to the following documents;

- [Keeping Children Safe in Education \(2020\)](#)
- [Working Together to Safeguard Children \(June 2018\)*](#)
- [**Guidance for Safer Working Practice for those working with children and young people in education settings \(May 2019\)**](#)
- [**Guidance for Safer Working Practice for those working with children and young people in education settings addendum \(April 2020\)**](#)
- [What to do if you are worried a child is being abused: Advice for practitioners \(2015\)](#)

2.6 An addendum to this policy outlining any additional safeguarding arrangements, that relate to the Covid-19 emergency period, can be found on the school website. The addendum will come into effect when required by any changes to the local or national regulations. See Appendix C.

2.7 Keeping Children Safe in Education remains in force throughout the Covid-19 emergency period. In addition, we have regard to additional local or national guidance that is issued as the need arises. We continue to work closely with the Local Authority and the Coventry Safeguarding Children Partnership to safeguard children during this time.

2.6 Please note that there are a number of other documents (statutory and non-statutory) that inform our policy and practice. A list of these can be found in Annex A of Keeping Children Safe in Education (**September 2020**).

2.7 This policy should be read in conjunction with the following policies;

- Behaviour Policy
- Exclusion Policy
- Attendance Policy
- Online Safety Policy
- Statement of Procedures for Dealing with Allegations of Abuse Against Teachers, Other staff and Volunteers
- Whistleblowing Policy
- The Futures Trust Safer Recruitment Policy
- Staff Code of Conduct
- The Futures Trust Suitability Policy-Statement on the Recruitment of Ex-offenders.
- The Futures Trust Reference Policy (Providing and Requesting)
- Volunteer Policy
- The Futures Trust ICT Acceptable Use Policy
- Visitor Management Policy

Links to these policies can be found on the staff shared area of the school website or can be requested via email from office@knpa.warwickshire.sch.uk.

2.8 Scope

2.8.1 This policy applies to all teaching, non-teaching, support, supply, peripatetic, contract staff, governors, volunteers and trustees working in or on behalf of the school and working within The Futures Trust. All references in this document to 'staff' or 'members of staff' should be interpreted as relating to the aforementioned unless otherwise stated.

2.8.2 Rather than duplicating content from Keeping Children Safe in Education (September 2020) in this policy, it should be understood that the school will always refer to this document as the benchmark for all safeguarding practice.

3 Roles and Responsibilities

3.1 The Role of the Governing Body and/or Proprietors

3.1.1 The school has a senior board level lead to take leadership responsibility for safeguarding. This role is carried out by Carol Blair for The Futures Trust; and Carol Blair for Keresley Newland.

Part 2 of Keeping Children Safe in Education (**September 2020**) sets out the responsibilities of governing bodies. As part of these overarching responsibilities the Governing Body will;

- Ensure that they comply with their duties under legislation;
- Ensure that this policy is reviewed annually, ratified by the Trust and communicated to the Governing Body;
- Through the Headteacher, remedy without delay any deficiencies or weaknesses in regard to child protection arrangements that are brought to the attention of the school management, Governing Body or Trust.
- Ensure that policies, procedure and training in Barr's Hill School are effective and comply with the law at all times and that they allow concerns to be responded to in a timely manner;
- Ensure that Keresley Newland School takes into account local authority and Warwickshire Safeguarding Children Partnership policies and supply information as requested by the three safeguarding partners (the Local Authority, a clinical commissioning group for an area within the local authority and the chief office of police for a police area within the local authority);
- Ensure that Keresley Newland School has an effective child protection policy, that it is published on the School website or available by other means and review this annually;
- Ensure that Keresley Newland School has a staff behaviour policy or Code of Conduct, which is shared with all current staff and forms part of the induction training for new staff (see section 11 on Staff Training);
- Ensure that all staff and volunteers undergo safeguarding and child protection training on induction and that as part of this they receive Part One and Annex A of Keeping Children Safe in Education (September 2020).
- Put in place appropriate safeguarding responses for children who go missing from education;
- Consider a whole-school approach to online safety, including the use of mobile technology in school;
- Ensure that there are clear systems and processes in place for identifying when children may be experiencing mental health problems;
- Appoint an appropriate member of staff from the senior leadership team to the role of designated safeguarding lead;
- Ensure that children and young people are safeguarded from potentially harmful and inappropriate online material, including ensuring that appropriate filters and monitoring systems are in place;
- Respond to allegations of abuse against any member of staff, including the Head teacher;
- Ensure that on arrival at school, all visitors (including contractors) are provided with a leaflet making them aware of their responsibilities in being alert to the signs of abuse, and their responsibility for referring any concerns to the Designated Safeguarding Lead or their Deputy. This will include the names of the Designated Safeguarding Leads and their contact details.
- Ensure that children and young people are taught about safeguarding and keeping themselves safe, including online safety, in a way that is appropriate to their age. This will include raising their awareness of the types of abuse and neglect, and specific safeguarding issues such as Child Exploitation; See paragraph 14 of this policy for further information.

- Ensure that the school contributes to inter-agency working in line with statutory guidance *Working Together to Safeguard Children 2018*. This includes providing a co-ordinated offer of early help¹ when additional needs of children are identified and contributing to inter-agency plans to provide additional support to children subject to child protection plans. This covers a range of work such as:
 - Working with the named Early Help Co-ordinator in local Family Hubs regarding resistant families;
 - Working to help identify children and young people who are privately fostered;
 - Working with the Child Exploitation (CE) Team, for Criminal and Sexual exploitation;
 - Working to help protect children from extremist and violent views through multi-agency work on the PREVENT agenda;
- Ensure that the school develops effective links with relevant agencies and co-operate as required with their enquiries regarding child protection matters, including:
 - Attendance at case conferences;
 - Notifying Social Care immediately (on the first day of absence) if there is an unexplained absence of a child on a Child Protection Plan;
 - Contacting the child's social worker directly if there is an unexplained absence of a child who is Looked After. This will then trigger actions identified in the 'Joint Police and Social Care Protocol for Dealing with Children Missing from Care'.
- Ensure that the school adheres to and fully implements the Trust's Safer Recruitment Checklist and the processes that underpin it;
- Ensure that² any member of staff found not suitable to work with children will be notified to the Disclosure and Barring Service (DBS) for consideration for barring,

¹ Inspected by Ofsted under leadership and management of safeguarding

(Inspecting Safeguarding, Ofsted, 2019)

² Following guidance from the LADO

- following resignation, dismissal, or in the case of a volunteer, when we cease to use their service as a result of a substantiated allegation³; and
- Ensure that the Trust's Whistleblowing Policy is accessible to staff and volunteers and is published on the school's website.

3.2 The Role of the Headteacher

3.2.1 The headteacher will;

- Ensure that this policy is reviewed annually and ratified by the governing body;
- Ensure that this policy and associated procedures are adhered to by all staff;
- Ensure that all staff are made aware of the named governor for safeguarding and the Designated Safeguarding Lead;
- Ensure that the role of 'Designated Safeguarding Lead' is explicit in the role-holder's job description;
- Decide whether to have one or more deputy safeguarding leads and ensure they are trained to the same standard as the Designated Safeguarding Lead;

- Organise appropriate cover for the role of Designated Safeguarding Lead for any out of hour/out of term activities;
- Appoint a 'Designated Teacher for Looked-After and Previously Looked-After Children' to promote the educational achievement of children looked after;
- Appoint a lead for online safety;
- Ensure that all recruitment follows the 'Safer Recruitment' guidance and a single, central record is maintained with details of all members of staff who are in contact with children;
- Respond to allegations of abuse against all other members of staff;
- Refer cases where a person is dismissed or left due to risk/harm to a child to the Disclosure and Barring Service as required;
- Ensure that the school works with social care, the police, health services and other services to; promote the welfare of children; provide a co-ordinated offer of early help when need is identified; contribute to inter-agency plans for children subject to children protection plans and to protect children from harm.
- Safeguard children's wellbeing and maintain public trust in the teaching profession as part of their professional duties (Teaching Standards, 2012); and
- Ensure that children's social care (**from the host local authority or placing authority**) have access to the school to conduct, or to consider whether to conduct a section 47 or section 17 assessment, as per Keeping Children Safe in Education (**September 2020**).

3.3 The Role of the Designated Safeguarding Lead

3.3.1 The Designated Safeguarding Lead for Keresley Newland is Nicola Penlington. This role sits within a safeguarding team of highly trained staff at Keresley Newland, all of who work together to fulfil the DSL role. The Designated Safeguarding Lead will;

- Take overall lead responsibility within the safeguarding team for safeguarding and child protection in the school;
- Act as a source of support and expertise on matters relating to safeguarding and child protection to ensure that other members of staff can carry out their safeguarding duty;
- Be best placed to advise on the response to safeguarding concerns;
- Liaise with the Local Authority and work with other agencies in line with 'Working Together to Safeguard Children (2018);
- Identify if children may benefit from early help;
- Make referrals to Warwickshire's Multi-Agency Safeguarding Hub (MASH) where children are at risk of significant harm.
- Make referrals to the Channel programme where there is a radicalisation concern and/or support staff that make a referral to Channel;
- Support the school with regards to their responsibilities under the Prevent duty and provide advice and support on protecting children from radicalisation;
- Refer cases to the police where a crime may have been committed¹;
- Be available during school or college hours for staff to discuss any safeguarding concerns. In the event that they are not available, a deputy will be made available;
- Undertake training to equip them with the skills to carry out the role and update this every two years;

¹ The school will have regard to 'When to call the police' guidance from the National Police Chief's Council.

- Ensure all staff have read and understood Part 1 and Annex A of Keeping Children Safe in Education (**September 2020**);
- Update their knowledge and skills regularly and keep up with any developments relevant to their role;
- Provide staff in school with the knowledge, skills and support required to safeguard children;
- Take responsibility for the accurate and timely recording of safeguarding and child protection concerns and take overall responsibility for safeguarding and child protection files;
- Take responsibility for the transfer of safeguarding files when a child leaves the school;
- Attend or ensure an appropriate representative attends multi-agency safeguarding or child protection meetings;
- Work closely with other relevant education professionals (e.g. SENCO, Virtual School Head) to ensure children with additional vulnerabilities are safeguarded;
- **Help to promote educational outcomes of child who have experienced or are experiencing safeguarding or child protection issues by sharing relevant information with teachers and the school leadership team;**
- Promote a 'culture of safeguarding', in which every member of the school community acts in the best interests of the child;
- Regularly meet with the safeguarding link governor and/or Chair of Governors to review safeguarding in the school; and
- Liaise with the headteacher regarding safeguarding cases and issues.

3.3.2 Further details on the role of the Designated Safeguarding Lead can be found in Annex B of Keeping Children Safe in Education (**September 2020**).

3.4 The Role & Responsibilities of all Staff within School

3.4.1 School staff play a particularly important role because they are in a position to identify concerns early in order to provide help for children. All staff in the school;

- Have a responsibility to provide a safe environment, where children can learn;
- Should know what to do if a child tells them that he/she is being abused or neglected;
- Will be able to identify indicators of abuse;
- Will be made aware of; the safeguarding and child protection policy; the school behaviour policy; the staff behaviour policy; information about the safeguarding response to children missing in education; the role of the designated safeguarding lead and systems in the school that support safeguarding and child protection;
- Will be provided with a copy of Part 1 of Keeping Children Safe in Education (**September 2020**) annually and receive annually updated training on their safeguarding roles and responsibilities;
- **Should have an awareness of safeguarding issues that put children at risk of harm and behaviours associated with these risks;**

- Should know what to do if a child makes a disclosure of abuse and never promise confidentiality when a child makes a disclosure;
- Will be made aware of the early help process and understand their role in it;
- Should be prepared to identify children who may benefit from early help and will discuss early help requirements with the safeguarding lead in the first instance;
- May be required to support social workers and other agencies following a referral;
- Will be made aware of the process for making referrals to Children's Social Care (through the MASH), understand statutory assessments and the role that they may be expected to play in such assessments;
- Should be prepared to make referrals to the MASH if they have concerns about a child's welfare and understand the role that they may be expected to play in such assessments;
- Will receive regularly updated safeguarding and child protection training;
- Will receive safeguarding updates throughout the year as part of continuous professional development;
- Should be able to contribute to the development of safeguarding policy and practice.
- Should always seek advice from the Designated Safeguarding Lead if they are unsure; and
- All teachers should safeguard children's wellbeing and maintain public trust in the teaching profession as part of their professional duties (Teaching Standards, 2012).

3.5 Multi-Agency Working

- 4 **3.5.1 Keresley Newland is committed to multi-agency working and operates under Working Together to Safeguard Children (2018) and local safeguarding arrangements.**
- 5 **3.5.2 Keresley Newland will work with social care, the police, health services, local Early Help practitioners and other relevant agencies to promote the welfare of children and protect them from harm.**

4 Types of abuse

4.1 As outlined above, all staff will be trained in indicators of abuse and should be able to recognise signs of abuse. We recognise that abuse, neglect and safeguarding issues are complex and can rarely be covered by one label. Abuse can take many forms and can involve directly inflicting harm on a child, or failing to protect a child from harm. The four main types of abuse that staff are trained to recognise are;

- Physical abuse;
- Sexual abuse;
- Emotional abuse;
- Neglect.

4.2 Types of abuse (Taken from Working Together to Safeguard Children, 2018)

Type of abuse	Information
Abuse	A form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by

Type of abuse	Information
	<p>failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others. Abuse can take place wholly online, or technology may be used to facilitate offline abuse. Children may be abused by an adult or adults, or another child or children.</p>
Physical abuse	<p>A form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.</p>
Emotional abuse	<p>The persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may 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. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.</p>
Sexual abuse	<p>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. Sexual abuse can take place online, and technology can be used to facilitate offline abuse. Sexual abuse is not solely perpetrated by adult males. Women can</p>

Type of abuse	Information
Child sexual exploitation (CSE)	<p>also commit acts of sexual abuse, as can other children.</p> <p>The sexual abuse of children by other children is a specific safeguarding issue in education.</p> <p>CSE is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology.</p> <p>Further information about Child Sexual Exploitation can be found in paragraph 28 of Keeping Children Safe in Education 2020.</p>
Neglect	<p>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, for example, as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to: provide adequate food, clothing and shelter (including exclusion from home or abandonment); protect a child from physical and emotional harm or danger; ensure adequate supervision (including the use of inadequate care-givers); or ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.</p>

- 4.3 Indicators of abuse can be found in Appendix B.
- 4.4 If a child is in immediate danger or at risk of harm, a referral will be made to children's social care (through the MASH) and any member of staff can make this referral. A Designated or Deputy Designated Safeguarding Lead should be available at all times, but in exceptional circumstances the member of staff should speak to a member of the Senior Leadership Team or seek advice directly from social care and then take appropriate action. The Designated Safeguarding Lead should be made aware as soon as possible.
- 4.5 Staff, parents and the wider community should report any concerns that they have about the welfare of children, however minor or seemingly insignificant. Staff should not assume that someone else will report concerns.

4.6 The school recognises that any child can be the victim of abuse and may benefit from early help. However, the school will be particularly vigilant to potential need for early help if a child;

- is disabled and have specific additional needs;
- has special educational needs (whether or not they have a statutory education, health and care plan);
- is a young carer;
- is showing signs of being drawn in to anti-social or criminal behaviour, including gang involvement and association with organised crime groups;
- is frequently missing/goes missing from care or from home;
- is misusing drugs or alcohol themselves;
- is at risk of modern slavery, trafficking or exploitation;
- is in a family circumstance presenting challenges for the child, such as substance abuse, adult mental health problems or domestic abuse;
- has returned home to their family from care;
- is showing early signs of abuse and/or neglect;
- is at risk of being radicalised or exploited;
- is a privately fostered child.²

4.7 Keresley Newland recognises that abuse can take many different forms. Staff will also receive training on the following issues and action will be taken if the school believes that a child is at risk of or is the victim of;

- physical abuse;
- sexual abuse;
- child sexual exploitation;
- emotional abuse;
- neglect;
- bullying, including cyber- or online-bullying;
- child criminal exploitation (including involvement in county lines);
- domestic abuse;
- fabricated or induced illness;
- faith-based abuse;
- female genital mutilation;
- forced marriage;
- gangs or youth violence;
- gender-based violence;
- hate;
- radicalisation;
- relationship abuse;
- serious violence;
- sexual violence or sexual harassment (including peer on peer abuse);
- sexting;
- So-called 'honour-based' **abuse**;
- trafficking and modern slavery.

² Taken from paragraph 18, **Keeping Children Safe in Education (September 2020)**

4.8 KN will also take action to protect;

- Children missing education;
- Children missing from home or care.

The school operates in accordance with statutory guidance Children Missing Education (DfE 2016) -

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/550416/Children_Missing_Education_-_statutory_guidance.pdf

All children, regardless of their circumstances, are entitled to an efficient, 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 and neglect, including sexual abuse or exploitation, child criminal exploitation, radicalisation or mental health problems. Staff will also be alert to signs of children at risk of travelling to conflict zones, female genital mutilation and forced marriage.

Effective information sharing between parents, schools and local authorities is critical to ensuring that all children of compulsory school age are safe and receiving suitable education.

Attendance, absence and exclusions are closely monitored. All staff are informed as part of their induction about the procedure for reporting and taking action when children do not arrive for school and/or do not attend regularly. The DSL will monitor unauthorised absence and take appropriate action including notifying the local authority, particularly where children go missing repeatedly and/or are missing for periods during the school day.

We follow the DfE legal requirements for schools in respect of recording and reporting of children who leave school without any known destination.

Where a pupil has 10 consecutive school days of unexplained absence without permission and all reasonable steps* have been taken by the school to establish their whereabouts without success, the school will make an immediate referral to Warwickshire County Council 's Children Missing Education Team on 01926 736323 or via e mail to cme@warwickshire.gov.uk.

*Reasonable steps include:

- Telephone calls to all known contacts. Parents are asked to provide a minimum of two emergency contacts in the event of children not arriving at school without prior notification and also for other emergency purposes;
- Letters home (including recorded delivery);
- Contact with other schools where siblings may be registered;
- Home visits where safe to do so;
- Enquiries to friends, neighbours etc. through school contacts;
- Enquiries with any other service known to be involved with the pupil/family;
- Consideration of information about the child in social media;
- All contacts and outcomes will be recorded on the pupil's file.

Visit www.warwickshire.gov.uk/childrenmissingeducation for more information or to access the referral form.

The school is required by law to have an admission register and, with the exception of schools where all pupils are boarders, an attendance register. All pupils must be placed on both registers.

The school (including academies and independent schools) is required to inform the Local Authority when they are about to remove a pupil's name from the school admission register at non-standard transition points irrespective of the reason. The Local Authority may also require the school to provide information about pupils who are going to be removed from the register at standard transition points.

We will inform the local authority that we plan to take a child off roll when they leave school to be home educated; move away from the school's location; remain medically unfit beyond compulsory school age; are in custody for four months or more (and will not return to school afterwards); or are permanently excluded.

The school will also notify the local authority within five days of adding a pupil's name to the admission register at a non-standard transition point. The Local Authority may also require the school to provide information about pupils added to the register at a standard transition point.

It is essential for the school to comply with this duty so that the Local Authority can, as part of its duty to identify children of compulsory school age who are missing education, follow up with any child who might be in danger of not receiving an education and who might be at risk of abuse or neglect.

Upon receipt of a CME referral from the school, the Local Authority and the school will work jointly to attempt to track the child, for at least a further 10 school days, using access to additional contacts/services, e.g. the MASH, Health services, Housing services. If this also fails to establish the pupil's whereabouts, the school will be informed by email and may then, but not before, remove the pupil from roll and place the child's name on the School to School database, entering XXXXXXXX in the box for destination. This will place the pupil on the list of Children Missing from Education and the details will be entered onto the Department for Education (DfE) national database.

Deletions from roll agreed with the Local Authority will normally be backdated to the first day of absence.

If the Local Authority is able to contact the pupil and her/his parents, arrangements will be made with the school and family for a return to education, including a re-integration programme where necessary. If the pupil has registered at another school, the school will delete the child's name from our roll and transfer the child's educational records to the new school in the normal way. Any child protection records will be transferred separately and securely for the attention of the DSL in the new school and a receipt secured.

Pupils leaving the school for known destinations outside the maintained sector in England and Wales will be updated to the School to School database using MMMMMMMM in the destination box. This includes private/independent schools, schools in other countries (including Scotland and Northern Ireland) and pupils moving into Elective Home Education. The latter will be formally notified to the Children Missing Education team by the school as soon as written confirmation is received from the parent(s).

If no confirmation is received the above Children Missing Education procedures will apply.

We will ensure that pupils who are expected to attend the school but fail to take up the place are referred to the Local Authority.

When a pupil leaves the school, we will record the name of the pupil's new school and their expected start date.

Children who run away or go missing from home or care:

The school/college recognises that children who run away or go missing (particularly repeatedly) and are thus absent from their normal residence are potentially vulnerable to abuse and neglect, which may include sexual abuse or exploitation and child criminal exploitation. It could also indicate mental health problems, risk of substance abuse, risk of travelling to conflict zones, risk of female genital mutilation or risk of forced marriage.

Keeping Children Safe in Education 2020 highlights that 'Statutory Guidance on Children who Run Away or go Missing from Home or Care' (DfE 2014) requires that every child or young person who runs away or goes missing must be offered a Return Home Interview (RHI) within a period of 72 hours of their return.

RHI's are intended to ascertain the factors that triggered the young person's absence. Those factors may include difficulties at home, in school and in the community. The short timescale of 72 hours is imposed in order to ensure that the RHI remains relevant to the young person and enables any required action to be initiated at the earliest opportunity.

RHI's are undertaken by practitioners who are independent in order to facilitate a discussion with the young person that is as open as possible. As soon as the Local Authority receives notification that a young person has gone missing from home or care, a letter will be sent to parents/carers seeking their consent to an RHI with their son/daughter. Direct contact will then be made with parents/carers and the young person to make arrangements for the interview.

In order to fulfil the timescale of within 72 hours, it is essential that all opportunities to interview young people including times during the school/college day are utilised.

When necessary and in conjunction with the Local Authority, the school/college will facilitate Return Home Interviews, both in terms of releasing the young person from their normal timetable to participate in an interview and in providing an appropriate and safe space on the school/college site for the interview to take place.

The school/college will check with the Local Authority whether or not parents/carers have given their consent to the interview. However, young people aged 16 and 17 years old are generally considered to be able to consent and withhold consent to their own information being shared and therefore to participate in an RHI or not. With reference to the Fraser Guidelines, younger children may also be deemed able to consent.

If the Local Authority has not received consent from parents/carers and the young person is not assessed as being capable of giving or withholding informed consent, the school/college will contact the parent/carer and seek to secure their consent.

Parents/carers may also choose to accompany their son/daughter in interviews and the school/college will facilitate that as appropriate.

4.9 There are other familial issues that can have a detrimental impact on children. We work with other agencies in line with Keeping Children Safe in Education (2020) to support children and families in the following circumstances;

- Children facing the court procedures and/or children in the court system;
- Children with family members in prison;
- Children who are homeless;
- **Children who need a social worker.**

4.10 Child potentially at greater risk of harm

4.10.1 The school recognises that some children need a social worker due to abuse, neglect or family circumstances and that abuse and trauma can leave children vulnerable to further harm, as well as educational disadvantage.

4.10.2 The Designated Safeguarding Lead will hold information relating to social workers working with children in the school.

4.10.3 This information will inform decisions about safeguarding and promoting welfare (including the provision of pastoral and/or academic support).

4.11 Mental Health

4.11.1 The school recognise that safeguarding and promoting the welfare of children includes preventing the impairment of children's mental health or development.

4.11.2 All staff will be aware that mental health problems may be an indicator that a child is suffering or is at risk of suffering abuse, neglect or exploitation.

4.11.3 Staff will not attempt to make a diagnosis of a mental health problem unless they are appropriately trained.

4.11.4 We recognise that staff are well-placed to observe behaviour that may indicate that a child is experiencing a mental health problem, or is at risk of developing one. There are clear systems and processes in place for identifying possible mental health problems. If staff are concerned that a child is suffering a mental health problem, they should consult the Mental Health Lead – Trudi Scholes (KG) and refer to the Mental Health Policy 2020.

4.11.5 If staff are concerned that a child is experiencing a mental health problem that is also a safeguarding concern, they must report this to the Lead for Mental Health.

4.11.6 Trudi Scholes is the schools' Designated Lead for mental health in children and John Astley/Carly Arnold for mental health in adults. (Please note these members of staff are located on the KG site)

4.11.7 Further information, guidance and advice regarding mental health can be found in paragraph 38 of Keeping Children Safe in Education 2020.

4.12 The school have a duty to refer any children who are living in a private fostering arrangement to the local authority.

4.13 All schools 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. See Appendix B for further information on the school's Prevent duty.

4.14 If any member of staff is unsure about signs of abuse or neglect, they should speak to the Designated Safeguarding Lead.

4.15 See Appendix B for further information and guidance on the above issues.³

5 Responding to signs of abuse

5.1 If a member of staff, parent or member of the public is concerned about a child's welfare, they should report it to the designated safeguarding lead as soon as possible. On occasions when the designated safeguarding lead is not available, it should be reported to the deputy safeguarding lead without delay. Although any member of staff can make a referral to Children's Social Care, where possible there should be a conversation with the Designated Safeguarding Lead.

5.2 If anyone other than the Designated Safeguarding Lead makes a referral to children's social care or to the police, they should inform the DSL as soon as possible.

5.2 All staff will be alert to indicators of abuse and will report any of the following to the Designated Safeguarding Lead immediately;

- Any concern or suspicion that a child has sustained an injury outside what is reasonably attributable to normal play;
- Any concerning behaviours exhibited by children that may indicate that they have been harmed or are at risk of harm, including unusual changes in mood or behaviour, concerning use of language and/or concerning drawings or stories.
- Any significant changes in attendance or punctuality;
- Any significant changes in a child's presentation;
- Any concerns relating to people who may pose a risk of harm to a child; and/or
- Any disclosures of abuse that children have made.

5.3 There will be occasions where a child discloses abuse directly to a member of staff. If this happens, the member of staff will:

- listen carefully to the child and believe what they are saying;
- not promise confidentiality, as information may need to be passed on so the child and family can receive additional support;
- only ask for clarification if something is unclear and will not ask 'leading' questions;
- report disclosure to the designated safeguarding lead as soon as possible, certainly by the end of the day;
- only discuss the issue with colleagues that need to know about it; and
- will write up the disclosure on CPOMS where it will be accessed by the designated safeguarding lead. It is likely they will have a discussion with the DSL prior to this.

³ Please note that definitions of physical, sexual, emotional abuse and neglect are contained in the main body of the policy. Further information about other safeguarding issues and indicators of abuse can be found in Appendix B.

5.4 The designated safeguarding lead will make a decision about the action that needs to be taken following a member of staff raising a concern about a child, or following a direct disclosure. The DSL may:

- Manage support for the child internally;
- Seek advice from the social worker advice line in the MASH;
- Instigate single agency intervention and work directly with the family to improve the situation;
- Offer an Early Help Assessment to provide multi-agency help to a family;
- In cases where children are deemed to be at significant risk of harm, the DSL will refer cases to the MASH for statutory intervention. Parental consent will be obtained wherever possible before referring cases to the MASH. However, if the school is worried that telling parents will mean the child is at greater risk of harm, we may do this without informing them.
- If parents do not consent to a referral but the school believes that a child is at significant risk of harm, a referral will still be made to children's social care.

5.5 For further information about the Warwickshire Safeguarding, which is used by Keresley Newland to make decisions about protecting children, please visit <https://www.safeguardingwarwickshire.co.uk/>

5.6 See **page 19** for flowchart of actions that will be taken where there are concerns about a child (taken from Keeping Children Safe in Education, **September 2020**).

5.7 In cases where members of staff become aware that Female Genital Mutilation (FGM) has been carried out on a female below the age of 18, they have a mandatory duty to report this to the police without delay and will do so. Staff should refer this to the DSL, but the legislation requires regulated health and social care professionals and teachers in England and Wales to make a report to the police where, in the course of their professional duties, they either;

- are informed by a girl under 18 that an act of FGM has been carried out on her; or
- observe physical signs which appear to show that an act of FGM has been carried out on a girl under 18 and they have no reason to believe that the act was necessary for the girl's physical or mental health or for purposes connected with labour or birth.⁴

5.8 The school understands that both adults and other children can perpetrate abuse, and peer on peer abuse is taken very seriously. Peer on peer abuse can include bullying, cyber-bullying, physical abuse, sexting, sexual violence and/or harassment, upskirting, and initiation/hazing ceremonies. The school recognise that safeguarding issues can manifest as peer on peer abuse.

5.8.1 All members of staff will be made aware of the school's policy and procedures with regards to peer on peer abuse. The school will ensure staff understand what is meant by peer on peer abuse and the school policy on peer on peer abuse by inclusion in training in the annual update or induction training, and regular updates for safeguarding which go to all staff via school email.

⁴ *introduced in Section 5B of the FGM Act 2003, as inserted by section 74 of the Serious Crime Act 2015

- 5.8.2 The school will work to prevent peer on peer abuse by being vigilant and acting on reports by investigation within the school's behaviour policy and procedures.
- 5.8.3 In the event that an allegation of peer on peer abuse is made, the school will investigate this by discussion with all parties and recording on Behaviour Watch.
- 5.8.4 In the event that an allegation of peer on peer abuse is made, victims and alleged perpetrators will be supported by the school pastoral team, and liaison with family as appropriate.
- 5.8.5 The school will never pass off peer on peer abuse as 'banter' or 'part of growing up'.
- 5.8.6 Peer on Peer abuse is mainly seen through online reported activities within the home on platforms such as WhatsApp and parents are regularly reminded to be vigilant. Instances are reported, with sensitivity, to all involved when investigated, with due regard to data protection. Meetings to provide information and training for parents and children are planned and actioned in response to need. Regular information is sent to parents regarding online safety.
- 5.8.7 The school will adhere to guidance set out in Keeping Children Safe in Education (2020) and Sexual Violence and Sexual Harassment in Schools (May 2018) when responding to incidents of peer on peer abuse.
- 5.8.8 All staff will be made aware that 'upskirting' is a criminal offence.

5.9 Youth Produced Sexual Imagery ('sexting')

- 5.9.1 'Sexting' refers to any sharing of youth-produced sexual imagery between children. This includes;
- A person under the age of 18 creating and sharing sexual imagery of themselves with a peer under the age of 18;
 - A person under the age of 18 sharing sexual imagery created by another person under the age of 18 with a peer under the age of 18 or an adult;
 - A person under the age of 18 being in possession of sexual imagery created by another person under the age of 18.
- 5.9.2 The school has a responsibility to educate children in the risks relating to 'sexting' and how to keep themselves safe online. See policy for online safety.
- 5.9.3 Any incidents or suspected incidents of 'sexting' should be reported to the DSL without delay.
- 5.9.4 Once reported to the DSL, the DSL will decide on the appropriate course of action. This could include;
- Confiscation of mobile phones in line with guidance 'Searching, Screening and Confiscation, (January 2018);
 - Referrals to the police and/or MASH;
 - Sanctions in accordance with behaviour policy;
 - Support for young people involved to prevent reoccurrence;
- 5.9.5 Any incidents of 'sexting' involving the following will result in a MASH and/or Police referral;
- Adult involvement;
 - Coercion or blackmail;
 - Children under the age of 13;

- Extreme, or violent content;
- Immediate risk of harm.

5.9.6 Staff will not view images or videos on pupil devices. Confiscated devices will be stored securely and passed to the relevant agencies.

5.9.7 We will work with parents as necessary if their child is involved in 'sexting'.

5.9.8 We operate a culture of safeguarding and young people should feel confident to disclose if they have sent an inappropriate image of themselves. Children will always be supported to retrieve and delete the images.

5.9 Serious Violence

5.9.1 All staff will be made aware of indicators, which may signal that children are at risk of, or are involved with serious violent crime.

5.9.2 All staff will be made aware of the risks associated with serious violence, criminal networks and gangs and understand the measures in place to prevent these.

5.9.3 All staff will have an awareness of Child Criminal Exploitation and behaviours linked to Child Criminal Exploitation. Further information about Child Criminal Exploitation can be found in paragraph 28 of Keeping Children Safe in Education (2020).

5.10 Searching, Screening and Confiscation

5.10.1 Where necessary, searching, screening and confiscation will be used to safeguard a child/children in the school.

5.10.2 The school adheres to 'Searching, Screening and Confiscation: Advice for Schools (January 2018).

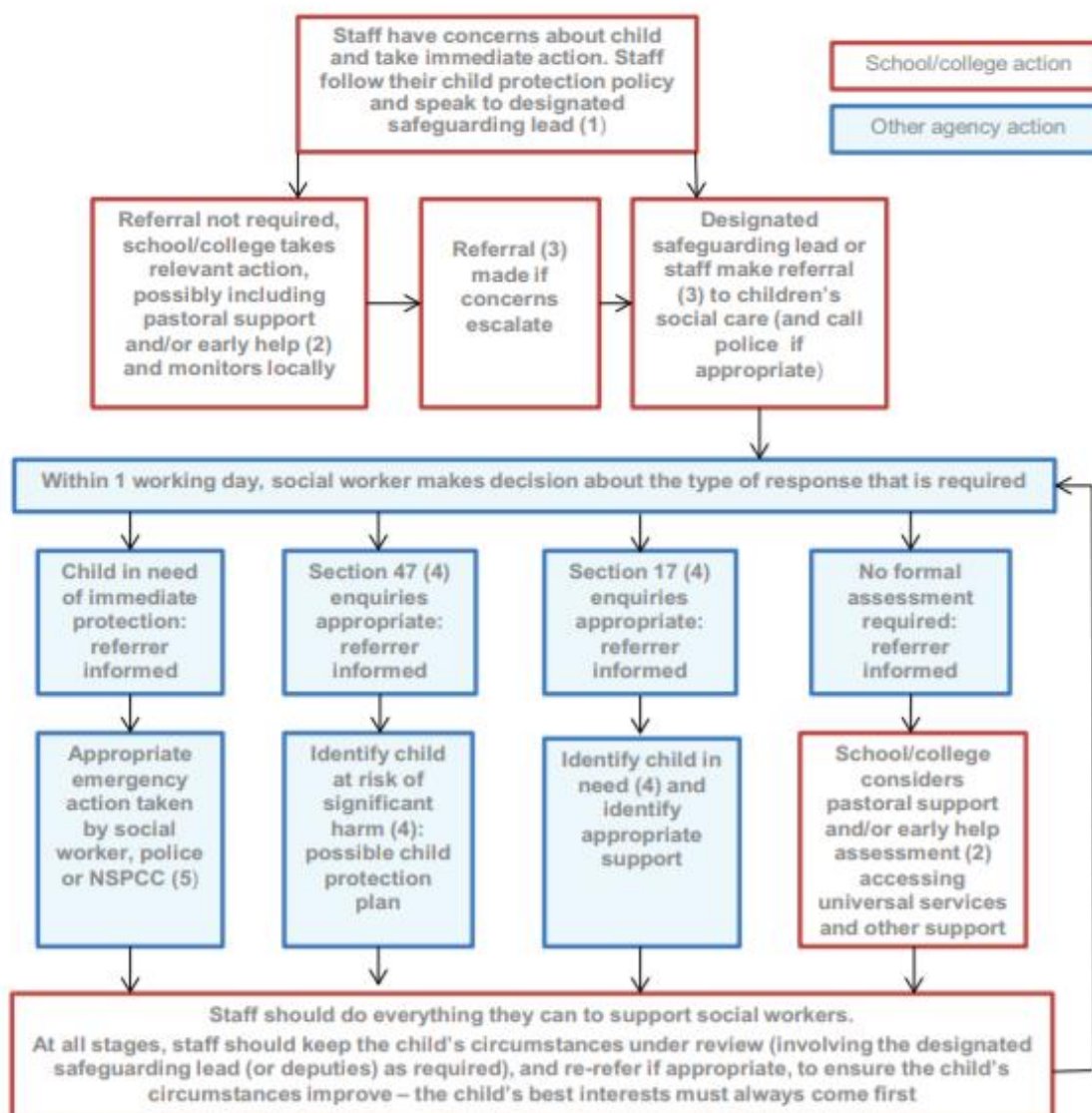
5.10.3 Please see searching, screening and confiscation guidance. (Behaviour Policy)

5.11 Extra-Familial Harm

5.11.1 The school recognises that safeguarding incidents can be associated with factors outside the school and may take place outside of school. We also recognise that safeguarding incidents or behaviours can occur between children outside of school. We will always consider contextual safeguarding factors when responding to safeguarding incidents.

5.11.2 All staff will be made aware that safeguarding incidents and/or behaviours can be associated with factors outside the school and/or can occur between children outside these environments.

Actions where there are concerns about a child



(1) In cases which also involve a concern or an allegation of abuse against a staff member, see Part four of this guidance.

(2) Early help means providing support as soon as a problem emerges at any point in a child's life. Where a child would benefit from co-ordinated early help, an early help inter-agency assessment should be arranged. Chapter one of [Working Together to Safeguard Children](#) provides detailed guidance on the early help process.

(3) Referrals should follow the process set out in the local threshold document and local protocol for assessment. Chapter one of [Working Together to Safeguard Children](#).

(4) Under the Children Act 1989, local authorities are required to provide services for children in need for the purposes of safeguarding and promoting their welfare. Children in need may be assessed under section 17 of the Children Act 1989. Under section 47 of the Children Act 1989, where a local authority has reasonable cause to suspect that a child is suffering or likely to suffer significant harm, it has a duty to make enquiries to decide whether to take action to safeguard or promote the child's welfare. Full details are in Chapter one of [Working Together to Safeguard Children](#).

(5) This could include applying for an Emergency Protection Order (EPO).

5.11 All child protection referrals should be made to the Multi-Agency Safeguarding Hub (MASH) by completing a Multi-Agency Referral Form (MARF) and submitting it to the MASH at mash@warwickshire.gov.uk. The form can also be completed online.

All urgent child protection referrals, i.e. where there is an immediate concern about a child's safety, should be made in the first instance by telephoning the MASH on 01926 414144. This should be followed by submission of a MARF as above.

NB If a child is already the subject of an open case to Children's Social Care, the DSL will have the name and contact details of the allocated social worker. Further child protection concerns about any child in those circumstances must be referred directly to the allocated social worker, not to the MASH. Again, where there is an immediate concern about a child's safety, the DSL should contact the social worker by telephone in the first instance. Any difficulties in contacting the social worker must be escalated to their line manager, not to the MASH.

Outside of office hours, immediate concerns about a child should be referred to the Emergency Duty Team on telephone number

If staff are ever concerned that a child is in immediate danger, they will contact the Police by dialling 999.

Staff may seek support directly from the MASH Education Lead via 01926 414144 should they consider that necessary.

MASH Telephone number: 01926 414144

MASH online referral form: <https://www.warwickshire.gov.uk/childrens-social-care/child-safeguarding-procedures-professionals/3>

Out of hours Emergency Duty Team: 01926 886922.

Prevent/Channel Referrals: Refer to <https://safeinwarwickshire.com/prevent/>

5.12 If a child's situation does not appear to be improving following a referral, the school may re-refer the child. We will also consider using the [Coventry Safeguarding Children Partnership's Managing Professional Disagreements policy](#), to ensure that our concerns have been addressed and that the situation improves for the child.

6 Record-keeping

6.1 A written record of all safeguarding and/or child protection concerns, discussions and decisions made will be kept in individual children's files. This will be separate from the main school file and will only be accessed by the relevant safeguarding staff.

6.2 The school keeps all safeguarding files electronically, using a system called CPOMs.

6.3 Staff will submit all concerns in writing to the DSL at the earliest opportunity. This may be after having a verbal conversation, but conversations will also be followed up in writing.

6.4 In the event that a child moves school, the safeguarding file will be transferred to the new setting securely and separately from the main school file. Once received by the new school, this school will not retain the information.

6.5 The school will seek at least two emergency contacts for every child.

6.6 All data processed by the school is done so in line with the General Data Protection Guidelines and the Data Protection Act (2018). Please see the school policies for additional information, and refer to GDPR training completed;

6.7 Further information regarding information sharing and data processing in relation to safeguarding can be found in Part Two of Keeping Children Safe in Education (September 2020).

7 Confidentiality

7.1 Safeguarding information should be treated as confidential and only shared as part of the agreed school and Coventry Safeguarding Children Partnership protocols

7.2 All staff/volunteers in school have a responsibility to share relevant information about the protection of children with other professionals.

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

8 Communication with parents / Carers

8.1 Parents and carers will be made aware of the school 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 Services. It will be made clear that this is a legal obligation and not a personal decision. Consent to share information will be sought unless doing so may place someone at greater risk of harm.

9 Photography and Images

9.1 Consent from parents to photograph children at school events for promotional reasons will be sought when the child joins the school, and for specific activities that do not fall under the annual consent.

9.2 Parents can withdraw consent at any time and must notify the school if they do not wish their child's photographs to be used.

9.3 Photographs of children used publicly will not be displayed with their name or other personal information.

9.4 Photographs of children will be processed in line with the General Data Protection Regulation.

10 Early Help

Keresley Newland is committed to supporting families as soon as a possible problem arises. It is more effective to support a family through early help than reacting to a problem later. Everyone who comes into contact with children and their families and carers have a role to play in safeguarding children.

Early Help and use of the Pathway to Change process

The school recognises that providing timely pastoral support and early help is more effective in promoting the welfare of children than reacting later. Early help means

providing support as soon as a problem emerges, at any point in a child's life. Keeping Children Safe in Education 2020 emphasises that all staff should be aware of the early help process and understand their role in it. All staff are therefore trained and required to notice any concerns about children which may help to identify that they would benefit from early help; to record those concerns using CPOMs; and to share their concerns with a member of the safeguarding DSL Team, who is most likely to have a complete picture and be the most appropriate person to decide how best to respond to any concerns.

Early help might be simple pastoral support and something Keresley Newland is able to address with parents so that the child's needs are met quickly and easily. The school/college will keep a record of any such help to record clear targets, actions for all parties including parents/carers and progress, using WCC Pathway to Change documentation as appropriate.

It may become necessary to take some time with parents to understand a child's needs and circumstances in a more structured way. Children and families may also need support from a range of local agencies beyond the school. Where the school has identified that a structured assessment would benefit a child in order to determine how best to meet their needs and support their family; or where a child and family would benefit from co-ordinated support from more than one agency (e.g. education, health, housing, Police) and her/his parents' consent, the school will use the Early Help Pathway to Change process to identify what help the child and family require to prevent the child's needs escalating to a point where intervention would be needed via a statutory assessment under the Children Act 1989.

If early help is appropriate, a member of the DSL Team will generally lead on liaising with other agencies and setting up an Early Help Pathway to Change process as appropriate. Other staff may be required to work directly with pupils and their families and to support other agencies and practitioners in an Early Help Pathway to Change process, in some cases acting as the lead professional.

The school is committed to working in partnership with children, parents and other agencies to:

- identify situations in which children and/or their families would benefit from early help;
- undertake an assessment of the need for early help when that is appropriate, using the Early Help Pathway to Change process; and
- provide targeted early help services to address the assessed needs of a child and their family, developing an action plan that will focus on activity to improve the child's outcomes.

The school will be particularly alert to the potential need for early help for any child who:

- is disabled and has specific additional needs;
- has special educational needs (whether or not they have a statutory education, health and care plan);
- is a young carer;
- is showing signs of being drawn into anti-social or criminal behaviour, including gang involvement and association with organised crime groups;
- is frequently missing/goes missing from care or from home;

- is misusing drugs or alcohol themselves;
- is at risk of modern slavery, trafficking or exploitation;
- is in a family whose circumstances present challenges for the child, such as substance abuse, adult mental health issues or domestic abuse;
- has returned home to their family from care;
- is at risk of being radicalised or exploited;
- is a privately fostered child.
- is showing early signs of abuse and/or neglect; and/or
- is particularly vulnerable in any of the ways identified in section 6 above.

The Early Help process can only be effective if it is undertaken with the agreement of the child's parents/carers. The Early Help Pathway to Change process must involve the child and family as well as all the practitioners who are working with them.

The school will keep the needs and circumstances of children receiving early help under constant review. If the child's situation does not improve and/or the child's parents and/or the child do not consent to early help, the school will make a judgement about whether, without help, the needs of the child will escalate. If so, the school/college will seek the parents' consent to a referral to a multi-agency Locality Panel in order to address the child's needs. Alternatively, a referral to Children's Social Care may be necessary.

8.2 Keresley Newland works within Warwickshire Safeguarding.

11 Staff training

11.1 In order for staff to be able to understand and discharge their safeguarding and child protection duties, the school has committed to training staff throughout the academic year. All staff members will be made aware of the school's safeguarding processes and structures and will receive training on these as part of their induction. As part of this training and their annual refresher, they will also receive;

- This 'Safeguarding and Child Protection Policy';
- The staff Code of Conduct
- Copies of Part 1 and Annex A of Keeping Children Safe in Education (September 2020)
- School procedures for Children Missing Education
- The school Behaviour Policy
- The Whistleblowing Policy
- Guidance for Safer Working Practice for those working with children and young people in education settings
- Keresley Newland School's Statement of Procedures for Dealing with Allegations of Abuse against Teachers, Other Staff and Volunteers;
- The Futures Trust ICT Acceptable Use Policy;
- Keresley Newland School's Visitor Management Policy;
- Keresley Newland School Educational Visits Policy.

These will be sent out annually and can be found on the Staff section of the school website.

11.2 Staff at Keresley Academies will receive;

- September update for Safeguarding
- Online training for child protection
- Training reacting to a changing situation
- **Training responding to local knowledge – from police, families, social care, children or staff local knowledge**
- Regular updates covering topics on a planned basis

11.3 The school recognise that children may engage in risky behaviours that may put them at additional risk of danger. These can include drug taking, alcohol abuse, truancing and 'sexting'⁵. Staff will be training in these areas in order to be able to further recognise if a child is at risk of harm.

DSL Training

11.3 The Designated Safeguarding Lead must attend the LSCB's Level 2 *Working Together to Safeguard Children* training and the DSL Refresher Training every two years.

11.4 The DSL will undertake Prevent awareness training and keep knowledge and skills up to date for example, through e-bulletins, meeting other DSLs, attending Coventry DSL briefings or digesting safeguarding developments as required.

11.5 The Deputy Designated Safeguarding Lead must also meet the training requirements in section 11.3.

11.6 Any newly appointed Designated Safeguarding Lead must attend the LSCB's Level 2 *Working Together to Safeguard Children* training before taking lead responsibility for safeguarding. The Deputy Designated Safeguarding Lead will take a leading role on safeguarding for the short time that the Designated Safeguarding Lead is waiting to receive training.

11.7 Up to date records in relation to safeguarding training will be maintained by the school and will be reviewed by the Trust alongside the school's Designated Safeguarding Lead on a termly basis.

12 Safer Recruitment

12.1 The school is committed to providing children with a safe environment, in which they can learn. We take safer recruitment seriously and all staff are subject to the following checks, and this is managed by The Futures Trust;

- Identity check;
- DBS clearance;
- Prohibition from teaching checks (where required);
- Barred List check;
- Section 128 checks (as required - leadership and management);
- Reference check (two references required);
- Professional qualifications check ;
- Right to work in the UK check;
- Further checks for those who have lived outside the UK;

⁵ Also known as 'youth produced sexual imagery'.

- Disqualification Under the Childcare Act 2006 checks (as required).

12.2 A record of all checks on members of staff will be held on the Single Central Record.

12.3 All new members of staff will be required to obtain DBS clearance. The school reserves the right to re-check DBS clearance for any member of staff where information is received that indicates that they may pose a risk to children.

12.4 At least one member of every interview panel will have undergone Safer Recruitment training.

12.5 We take proportionate decisions on whether to check individuals beyond what is required.

12.6 Any visitor to the school who has not been subject to the necessary checks will be supervised at all times.

12.7 All safer recruitment practices at the school comply with Keeping Children Safe in Education (September 2020). See Part 3 of Keeping Children Safe in Education (September 2020) for further information.

12.8 The school will adhere to and fully implement the Trust's Safer Checklist and the processes that underpin it.

12.9 When recruiting volunteers the school will adhere to and fully implement the Trust's Volunteer Policy.

12.10 The school's safer recruitment practices will be reviewed by the Trust alongside the school's Designated Safeguarding Lead on a regular basis, and any actions required will be reported to the Governing Body and Trust.

12.11 See our Safer Recruitment policy for further details

13 Allegations of abuse against staff

13.1 The school takes all **safeguarding concerns and/or allegations** against staff seriously and will manage them in line with this policy, Part Four of Keeping Children Safe in Education (**September 2020**) and the CSCP Guidance, '**Allegations Against Staff and Volunteers**'.

11.2 Allegations or concerns may include

- **Staff having behaved in a way that has harmed a child, or may have harmed a child;**
- **Staff possibly committing a criminal offence against or related to a child;**
- **Staff behaving towards a child or children in a way that indicates they may not be suitable to work with children;**
- **Staff behaving or possibly behaving in a way that indicates they may not be suitable to work with children.**

13.2 If a concern or allegation of abuse arises against the Headteacher, it must be reported to the Chair of Governors without delay.

13.3 If a concern or allegation of abuse arises against any member of staff, supply teacher or volunteer other than the Headteacher, it must be reported to the

Headteacher without delay. **This includes supply staff, volunteers and all staff outlined in paragraph 1.5 of this policy.**

13.4 **Concerns or** allegations of abuse against staff must be reported to the Headteacher or Chair of Governors as appropriate and not discussed directly with the person involved.

13.5 The Headteacher or Chair of Governors should consider if the **concern or** allegation meets the threshold for Designated Officer intervention. The details of the LAdo can be found at the front of this policy.

13.6 Concerns relating to a position of trust issue will be referred to the Local Authority designated officer within 24 hours.

13.7 If a child has suffered **or may have suffered** abuse or harm, a MASH referral will also be made.

13.8 In the instances where an allegation is dealt with internally, the Local Authority designated officer will provide information and support to the school in managing the allegation.

13.9 A referral to the Disclosure and Barring Service will be made if a member of staff is dismissed or removed from their post as a result of safeguarding concerns, or would have been removed if they had not have resigned.

13.10 Supply Teachers

13.10.1 Although the school does not directly employ supply teachers, the school will ensure that any concerns or allegations against supply teachers are handled properly.

13.10.2 The school will never cease to use a supply teacher for safeguarding reasons without liaising with the Local Authority Designated Officer and reaching a suitable outcome.

13.10.3 Governing bodies/proprietors will liaise with the supply agency to determine whether to suspend or redeploy the supply teacher whilst they carry out their investigation.

13.10.4 The school will inform supply agencies of its process for managing allegations, including inviting the agency's human resource manager (or equivalent) to meetings and regularly updating agencies on relevant school policies.

13.11 Whistleblowing

13.11.1 Keresley Academies operate a culture of safeguarding and all staff should report any concerns about poor or unsafe practice, or the school's safeguarding processes to the senior leadership team.

13.11.2 The senior leadership team will take all concerns seriously.

13.11.3 In the event that a member of staff is unable to raise an issue with senior leadership in school, they should refer to Part 1 of Keeping Children Safe in Education for additional guidance on whistleblowing procedures.

14 Promoting safeguarding and welfare in the curriculum

14.1 The school recognises the importance of teaching children how to stay safe and look after their mental health and are committed to equipping children with the skills and knowledge to have successful and happy lives.

14.2 The school will teach children about safeguarding, including online safety. As part of a broad and balanced curriculum, the school will cover relevant issues in line with government guidance on **Relationships Education, Relationships and Sex Education and Health Education**.

14.3 Children at the school will receive the following as part of our promotion of safeguarding across the curriculum:

- Planned PSHCE sessions
- Online safety
- Online safety assemblies – within teams
- Support from professional groups and police.

14.4 Education at home

Children are using online platforms for learning. Concerns can be reported via school or class emails.

15 Children Looked After

15.1 The most common reason for children to be looked-after is because they have experienced abuse and/or neglect. The school recognises that children looked after may have additional vulnerabilities. The Designated Lead for Looked-After and Previously Looked-After Children is Nicola Penlington.

15.2 Staff will receive training on how to best safeguard children who are Looked-After and Previously Looked-After.

15.3 The school will work with Personal Advisors when children leave care (where applicable).

15.4 The school is committed to working with other agencies to ensure the best outcomes for Looked-After and Previously Looked-After children.

16 Children with Special Educational Needs

16.1 As outlined in **Keeping Children Safe in Education (2020)**, The school is aware that children with additional needs or disabilities may be more vulnerable to abuse and additional barriers may exist when recognising abuse and neglect. This could be because;

- assumptions that indicators of possible abuse such as behaviour, mood and injury relate to the child's disability without further exploration;
- being more prone to peer group isolation than other children;
- the potential for children with SEN and disabilities being disproportionately impacted by behaviours such as bullying, without outwardly showing any signs; and

- communication barriers and difficulties in overcoming these barriers.⁶

16.2 Staff will be trained in recognising signs of abuse in children with SEN and disabilities.

16.3 Staff will take into account the needs of a child when responding to concerns of abuse or when taking a disclosure. We recognise that some children require specialist intervention to communicate and advice from the SENCO will be sought in these circumstances.

16.4 Safeguarding learning opportunities within the curriculum will be appropriately differentiated to ensure all children can access it.

17 Use of reasonable force

17.1 There may be occasions when staff are required to use reasonable force to safeguard children. We will not use any more force than is necessary. Teamteach is currently not allowed due to social distancing. See Behaviour Policy COVID-19 update.

18 Work Experience

18.1 Keresley Newland students do not go to other schools or establishments to undertake Work Experience. On occasions we do have students from schools within The Futures Trust or other local secondary schools at Keresley Newland to carry out their placements. All appropriate checks are undertaken in partnership with the sending school and Keresley Newland. All our policies and procedures are adhered to and relevant induction and training is in place.

19 Children staying with host families (see Annex E KCSIE)

Not applicable at Keresley Newland

20 Boarding schools and residential settings

Not applicable at Keresley Newland

21 Summary

19.1 The school is committed to safeguarding children and will always make safeguarding decisions that are in the best interests of each child. For further information or if you have any queries about this policy, please contact the school.

⁶ Keeping Children Safe in Education, September 2020

Appendix A

The school's safeguarding policy is intended to be used in conjunction with the following policies;

The school adheres to Warwickshire Safeguarding Policies and those of The Futures Trust:

- [Allegations Against Staff or Volunteers \(CSCP\) LINK UPDATED](#)
- Allegations Against Members of Staff
- Anti – Bullying Policy
- Anti-Discrimination and Harassment Policy
- Attendance Policy
- Behaviour Policy
- Children Missing in Education Procedures
- Complaints Policy
- Critical Incident Plan
- Data Protection Policy and Privacy Notice
- Equalities Policy
- [Managing Professional Disagreements \(CSCP\) LINK UPDATED](#)
- Health & Safety Policy
- HR & Governance Policy
- Online Safety Policy
- Intimate Care Policy
- IT Policy
- Lone Working Policy/Home visits policy
- Medicine & First Aid Policy
- PSHE Policy
- SRE Policy Self-harm/Mental Health Policy
- Safer Recruitment Policy
- Site Security Policy
- SEND Policy
- Staff Code of Conduct
- Trips and Visits Policy
- Visitor Management Policy
- Whistleblowing Policy

Appendix B – Further Safeguarding Information

Please see information from [Warwickshire Safeguarding](#):

Types of Abuse

As outlined in [paragraph 4.4](#), the school will take action if we believe a child is at risk of or is suffering from abuse. Abuse is not limited to physical, emotional, sexual abuse and neglect. For further information on the definitions of the types of abuse below, please refer to [Keeping Children Safe in Education \(2020\)](#), Annex A.

See below for policy information relating to other key safeguarding issues. All decisions taken in responding to concerns of abuse will be taken in the best interests of the child.

Bullying, including cyber- or online-bullying

The school takes all forms of bullying seriously and will respond sensitively and quickly to any reported bullying. Children should report any bullying to their form tutor, to the DSL or to any trusted member of staff and we will work to resolve it.

We also teach children about the dangers of bullying through our curriculum. See link to curriculum here:

Bullying can take many forms and we have several policies that cover different aspects of bullying. Please see the Anti-Bullying Policy, the Behaviour Policy and paragraph 5.8 of this policy for further information.

Child criminal exploitation (including involvement in county lines)

Domestic abuse – We are part of the Operation Encompass Service

[Fabricated or induced illness](#)

[Faith-based abuse](#)

[Female genital mutilation](#) (A form of so-called 'honour-based' **abuse**)

[Forced marriage](#) (A form of so-called 'honour-based' **abuse**)

[Gangs or youth violence](#)

Gender-based violence

Hate

Homelessness

(So-called) 'Honour-based' **abuse** (For FGM and Forced Marriage, types of so-called 'honour-based' **abuse**, see above)

[Radicalisation and Extremism](#)

Relationship abuse

Serious Violence

Sexual violence or sexual harassment (including peer-on-peer abuse)

Sexting

Trafficking and modern slavery

Children missing from education, home or care

The school will also take action to protect;

- Children missing education
- Children missing from home or care

A pupil will normally remain on roll until notification is received from a receiving school. Should no notification be received, the school will make every effort to locate the pupil in conjunction with the Local Authority. If unsuccessful, a missing person form must be completed and sent to the Local Authority and the pupil removed from roll after four weeks. If a pupil fails to return to school within 10 days of the agreed return date following a holiday they also may be removed from roll. Keresley Newland will make sure that the [Local Authority procedures](#) are followed in all cases to safeguard children.

Private Fostering

The school have a duty to refer any children who are living in a private fostering arrangement to the local authority. [Private fostering](#) is when a child under the age of 16 (or 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, expected to last 28 days or more. Close relatives are defined as step-parents, grandparents, brothers, sisters, uncles or aunts (whether of full blood, half blood or marriage/affinity).

We will do this through a MASH referral. It is important that parents/carers inform us if a child is going to be staying at an alternative address to that of their primary care-givers for more than 28 days.

Indicators of abuse

See below for possible indicators of abuse. (Taken from *What to do if you are worried a child is being abused*, 2015)

- Children whose behaviour changes – they may become aggressive, challenging,
- disruptive, withdrawn or clingy, or they might have difficulty sleeping or start wetting the bed;
- Children with clothes which are ill-fitting and/or dirty;
- Children with consistently poor hygiene;
- Children who make strong efforts to avoid specific family members or friends, without an obvious reason;
- Children who don't want to change clothes in front of others or participate in physical activities;
- Children who are having problems at school, for example, a sudden lack of concentration and learning or they appear to be tired and hungry;
- Children who talk about being left home alone, with inappropriate carers or with strangers;
- Children who reach developmental milestones, such as learning to speak or walk, late, with no medical reason;

- Children who are regularly missing from school or education;
- Children who are reluctant to go home after school;
- Children with poor school attendance and punctuality, or who are consistently late
- being picked up;
- Parents who are dismissive and non-responsive to practitioners' concerns;
- Parents who collect their children from school when drunk, or under the influence
- of drugs;
- Children who drink alcohol regularly from an early age;
- Children who are concerned for younger siblings without explaining why;
- Children who talk about running away; and
- Children who shy away from being touched or flinch at sudden movements.

The school recognises that the above list of indicators is not exhaustive and staff will receive training on indicators of abuse.

Reference Documents

Keeping Children Safe in Education (DfE 2020)
 Working Together to Safeguard Children (DfE 2018)
 Warwickshire Safeguarding (WS) inter-agency safeguarding procedures -
<https://www.safeguardingwarwickshire.co.uk/safeguarding-children/i-work-with-children-and-young-people/interagency-safeguarding-procedures>

Child Protection Record Keeping Guidance (WCC Education Safeguarding Service)
 What to do if You're Worried a Child is being Abused 2015 - Advice for Practitioners (HMG 2015)
 Children missing education - Statutory guidance for local authorities (DfE 2016)
 Sexting in schools and colleges: responding to incidents and safeguarding young people (UK Council for Child Internet Safety 2017)

Further Information, Advice and Support

For advice and support about any safeguarding matter in school, please contact:

MASH Education Lead on 01926 418608 or email
MASHeducationlead@warwickshire.gov.uk.

Integrated Safeguarding Training

For information about a range of integrated safeguarding training courses, please contact:

Marina Kitchen
marinakitchen@warwickshire.gov.uk

Sophie Morley (Training Administrator)
01926 742601
or via Email - sophiemorley@warwickshire.gov.uk

Linda Fenn (Team Administrator)
01926 742525
or via Email - lindafenn@warwickshire.gov.uk

Appendix C – COVID-19 Addendum

The policy addendum* for managing safeguarding under the lockdown is not currently in operation due to schools re-opening in September 2020. Should Keresley Newland School be required to enter a period of local or national lockdown then the policy addendum will be updated and re-introduced as required.

The following points from the policy addendum are still relevant to highlight, in addition to the main policy:-

- Keresley Newland School will continue to work with parents and carers to ensure all safeguarding and welfare information is up to date and accurate, particularly before a child returns to school.
- As children return to school, they will be given the opportunity to share any concerns they have with staff, so that relevant safeguarding and welfare information remains accurate, and relevant support is available.
- Staff are reminded that they may identify new safeguarding concerns following a child returning to school and these should be reported in the usual way to the Designated Safeguarding Lead, without delay.
- DSL and Deputy DSL time will be allocated to support staff and children regarding new concerns (and referrals as appropriate) as more children return, as required.
- Keresley Newland School will continue to follow updated advice from the Department for Education, the Local Authority and the Coventry Safeguarding Children Partnership. This includes advice around children with Education Health and Care Plans, the local authority designated officer and children's social care, reporting mechanisms, referral thresholds and children in need.

The COVID-19 risk assessment for the school covers all the actions the school has taken to minimise the risks associated with COVID-19. Please contact the school reception if you have any questions or concerns you would like to discuss.

Additional concerns about Mental Health, Online Safety and other risks associated with the lockdown period are addressed in the main policy and all staff, students and parents will be encouraged to remain vigilant and share any concerns.