

Safeguarding Incorporating Child Protection Policy in Practice

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Version Control Document

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1. INTRODUCTION

- 1.1 Wayland Academy Norfolk (WAN) fully recognises the contribution it can make to protect children from harm and supports and promotes the welfare of all children who are registered students at our Academy. The elements of our approach to child protection are prevention, protection and support.
- 1.2 We will follow the procedures set out by the Norfolk Safeguarding Children's Board and take account of guidance issued by the Department for Education.

2. AIMS AND OBJECTIVES

- 2.1 The purpose of Wayland Academy Norfolk's Safeguarding Incorporating Child Protection Policy in Practice is to ensure every child who is a registered student at our Academy is safe and protected from harm. This means we will always work to:
 - Protect children and young people at our Academy from maltreatment;
 - Prevent impairment of our children's and young people's health or development;
 - Ensure that children and young people at our Academy grow up in circumstances consistent with the provision of safe and effective care;
 - Undertake that role so as to enable children and young people at our Academy to have the best outcomes.
- 2.2 This policy will give clear direction to staff, volunteers, visitors, parents and carers about expected behaviour and our legal responsibility to safeguard and promote the welfare of all children at our Academy.

3. SCOPE

- 3.1 This is a 'Part 2 Wayland Academy Policy in Practice'. As such, it provides the protocol to be followed by Wayland Academy Norfolk acting on the TEN Group's:

Safeguarding Policy Statement

Part 2 policies state the procedure followed by the individual institutions in the Group relating to this statement.

This policy in practice applies to all students, staff, parents and carers, Governors, volunteers and visitors.

4. OUR ETHOS

- 4.1 The child's welfare is of paramount importance. Our Academy will establish and maintain an ethos where students feel secure, are encouraged to talk, are listened to and are safe. Children at our Academy will be able to talk freely to any member of staff at our Academy if they are worried or concerned about something.

- 4.2 Everyone who comes into contact with children and their families has a role to play in safeguarding children. We recognise that staff at our Academy also play a particularly important role as they are in a position to identify concerns early and provide help for children to prevent concerns from escalating.

All staff are advised to maintain an attitude of ‘it could happen here’ where safeguarding is concerned.

- 4.3 All staff and regular visitors will, through training and induction, know how to recognise indicators of concern, how to respond to a disclosure from a child and how to record and report this information. We will not make promises to any child and we will not keep secrets. Every child will know what the adult will have to do with any information they have chosen to disclose.
- 4.4 Throughout our curriculum, we will provide activities and opportunities for children to develop the skills they need to identify risks and stay safe. This will also be extended to include material that will encourage our children to develop essential life skills.

Life lessons and Welfare Day sessions throughout Key Stage 3 and Key Stage 4 explore students’ perception of safety and understanding of risk. Other subject areas also cover these requirements. The Academy audits safety across the curriculum on an annual basis.

- 4.5 At all times, we will work in partnership and endeavour to establish effective working relationships with parents, carers and colleagues from other agencies in line with ‘**Working Together to Safeguard Children: A guide to inter-agency working to safeguard and promote the welfare of children**’ DfE (2015).

5. ROLES AND RESPONSIBILITIES

Role	Name	Contact Details
Designated Safeguarding Lead (DSL)	Mrs J Thuell	01953 881514
Alternate DSLs	Mr D Rosembert Mrs G Ewens	01953 881514
Principal	Mr G Allott	01953 881514
Named Safeguarding Academy Council	Mr C Evans	01953 881514
Chair of Academy Council	Mr C Evans	01953 881514

- 5.1 It is the responsibility of **every** member of staff, volunteer and regular visitor to our Academy to ensure that they carry out the requirements of this policy in practice and, at all times, work in a way that will safeguard and promote the welfare of all the students at this Academy. This includes the responsibility to provide a safe environment in which children can learn.

The Local Academy Council

- 5.2 The Local Academy Council of Wayland Academy Norfolk is accountable for ensuring the effectiveness of this policy and our compliance with it. Although our Local Academy Council takes collective responsibility to safeguard and promote the welfare of our students, we also have a named Academy council member who champions safeguarding with the Academy.
- 5.3 The Local Academy Council will ensure that:
- The Safeguarding Incorporating Child Protection Policy is in place and is reviewed annually, is available publicly via the Academy's website and has been written in line with Local Authority guidance and the requirements of the Norfolk Safeguarding Children's Board policies and procedures;
 - The Academy contributes to inter-agency working in line with '**Working Together to Safeguard Children: A guide to inter-agency working to safeguard and promote the welfare of children' DfE (2015)**;
 - A member of the Senior Leadership Team is designated to take the lead responsibility for safeguarding and child protection and that there is an alternate and appropriately trained member of staff identified to deal with any issues in the absence of the Designated Safeguarding Lead (DSL). There will always be cover for this role;
 - All staff receive a safeguarding induction and are provided with a copy of this policy;
 - All staff undertake appropriate child protection training that is updated regularly;
 - Procedures are in place for dealing with allegations against members of staff and volunteers in line with statutory guidance;
 - Safer recruitment practices are followed in accordance with the requirements of '**Keeping Children Safe in Education' DfE (2016)**;
 - They remedy, without delay, any weakness in regard to our safeguarding arrangements that are brought to their attention.
- 5.4 The Local Academy Council will receive a Safeguarding Report at each meeting that will record the training that has taken place, the number of staff attending and any outstanding training requirements for the Academy. The Academy's Safeguarding Meeting Mapping system will also record all safeguarding activity that has taken place for example, meetings attended, reports written, training or induction given. It will not identify individual students.

The Principal

- 5.5 At WAN, the Principal is responsible for:
- Identifying a member of the Senior Leadership Team to be the Designated Safeguarding Lead (DSL);
 - Identifying an alternate member of staff to act as the DSL in his/her absence to ensure there is always cover for the role;
 - Ensuring that the policies and procedures adopted by the Academy Council, particularly concerning referrals of cases of suspected abuse and neglect, are followed by all staff;

- Ensuring that all staff and volunteers feel able to raise concerns about poor or unsafe practice and such concerns are addressed sensitively in accordance with agreed whistleblowing procedures;
- Liaise with Local Authority Designated Officer (LADO) in the event of an allegation of abuse being made against a member of staff.

The Designated Safeguarding Lead (DSL)

- 5.6 The Designated Safeguarding Lead's (DSL) will carry out their role in accordance with the responsibilities outlined in Annex B of **'Keeping Children Safe in Education' DfE (2016)**.
- 5.7 The DSL will provide advice and support to other staff on child welfare and child protection matters. Any concern for a child's safety or welfare will be recorded in writing and given to the DSL.
- 5.8 The DSL at Wayland Academy Norfolk will represent the Academy at child protection conferences and core group meetings. Through appropriate training, knowledge and experience, our DSL will liaise with Children's Services and other agencies where necessary and make referrals of suspected abuse to Children's Services, take part in strategy discussions and other interagency meetings and contribute to the assessment of children.
- 5.9 The DSL will maintain written records and child protection files ensuring that they are kept confidential and stored securely.
- 5.10 The DSL is responsible for ensuring that all staff members and volunteers are aware of our policy and the procedure they need to follow. They will ensure that all staff, volunteers and regular visitors have received appropriate child protection information during induction and have been trained within the Academy to the agreed Academy's safeguarding training pack provided by Children's Services.

6. TRAINING AND INDUCTION

- 6.1 When new staff, volunteers or regular visitors join our Academy they will be informed of the safeguarding arrangements in place. They will be given a copy of this policy.
- 6.2 Every new member of staff will also have an induction period that will include essential safeguarding information. This programme will include basic safeguarding information relating to signs and symptoms of abuse, how to manage a disclosure from a child, how to record the disclosure and issues of confidentiality. The induction will also remind staff and volunteers of their responsibility to safeguard all children at our Academy and the identity and remit of the DSL. At induction, all staff will also be provided with a copy of **'Keeping Children Safe in Education' DfE (2016)**.

- 6.3 In addition to the safeguarding induction, all members of staff will undertake appropriate safeguarding training on a regular basis in accordance with Norfolk Safeguarding Children Board advice.
- 6.4 All regular visitors and volunteers to the Academy will be given a set of our safeguarding procedures; they will be informed of whom our DSL and alternate staff members are and what the recording and reporting system is (please see Appendix 1).
- 6.5 The DSL, the alternate designated member of staff and any other senior member of staff who may be in a position of making referrals or attending child protection conferences or core groups will attend one of the multi-agency training courses organised by Norfolk Safeguarding Children's Board at least once every three years. In addition to this, the DSL and alternate will attend Designated Safeguarding Lead training provided by the Local Authority every two years.
- 6.6 Our Local Academy Council will also undertake appropriate training to ensure they are able to carry out their duty to safeguard all of the children at our Academy. Training for Governors to support them in their safeguarding role is available from Norfolk Governor Services.
- 6.7 We actively encourage all of our staff to keep up to date with the most recent local and National safeguarding advice and guidance. **'Keeping Children Safe in Education' DfE (2016)** provides links to guidance on specific safeguarding issues such as Child Sexual Exploitation and Female Genital Mutilation. Further advice on these specific safeguarding issues can be found in Appendix 2. In addition, local guidance can be accessed via Norfolk Safeguarding Children Board at www.nscb.norfolk.gov.uk and within the Safeguarding Section of the Norfolk Schools website <http://www.schools.norfolk.gov.uk/safeguarding>. The DSL will also provide regular safeguarding updates for staff.

7. PROCEDURES FOR MANAGING CONCERNS

- 7.1 WAN adheres to child protection procedures that have been agreed locally through the Norfolk Children's Safeguarding Board.
- 7.2 Every member of staff, including volunteers, working with children at the Academy 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 and have a responsibility to take action as outline in this policy in practice.
- 7.3 All staff are encouraged to report any concerns that they have and not see these as insignificant. On occasions, a referral is justified by a single incident such as an injury or disclosure of abuse. More often however, concerns accumulate over a period of time and are evidenced by building up a picture of harm over time; this is particularly true in cases of emotional abuse and neglect. In these circumstances, it is crucial that staff record and pass on concerns in accordance with this policy to allow the DSL to build up a picture and access support for the child at the earliest opportunity. A reliance on memory without accurate and contemporaneous records of concern could lead to a failure to protect.

- 7.4 It is **not** the responsibility of Academy staff to investigate welfare concerns or determine the truth of any disclosure or allegation. All staff, however, have a duty to recognise concerns and pass the information on in accordance with the procedures outlined in this policy in practice. Guidance on the types of child abuse and their symptoms can be found in Appendix 3.
Further guidance on the types of child abuse can be found within **'What to do if you're worried a child is being abused'** DfE (March 2015).
- 7.5 The DSL should be used as a first point of contact for concerns and queries regarding any safeguarding concern in the Academy. Any member of staff or visitor to the Academy who receives a disclosure of abuse or suspects that a child is at risk of harm must report it immediately to the DSL or, if unavailable, to the alternate designated persons. In the absence of either of the above, the matter should be brought to the attention of the most senior member of staff.
- 7.6 All concerns about a child or young person should be reported **without delay** and recorded in writing using the agreed template (see Appendix 4).
- 7.7 Following receipt of any information raising concern, the DSL will consider what action to take and seek advice from Children's Services as required. All information and actions taken, including the reasons for any decisions made, will be fully documented.
- 7.8 All referrals will be made in line with Norfolk Children's Services procedures as outlined in Appendix 5.
- 7.9 If, at any point, there is a risk of immediate serious harm to a child, a referral should be made to Children's Services immediately. Anybody can make a referral. If the child's situation does not appear to be improving, the staff member with concerns should press for re-consideration by raising concerns again with the DSL and/or the Principal. Concerns should always lead to help for the child at some point.
- 7.10 Staff should always follow the reporting procedures outlined in this policy in practice in the first instance. However, they may also share information directly with Children's Services or the police if:
- the situation is an emergency and the DSL, their alternate and the Principal are all unavailable;
 - they are convinced that a direct report is the only way to ensure the student's safety.
- 7.11 Any member of staff who does not feel that concerns about a child have been responded to appropriately and in accordance with the procedures outlined in this policy in practice should raise their concerns with the Principal or the Chair of the Local Governing Body. If any member of staff does not feel the situation has been addressed appropriately at this point, should contact Children's Services directly with their concerns.

8. RECORDS AND INFORMATION SHARING

- 8.1 If staff are concerned about the welfare or safety of any child at the Academy, they will record their concern on the agreed Safeguarding Concern Form (CP1 form) (Appendix 4). They should ensure that the form is signed and dated. Any concerns should be passed to the Designated Safeguarding Lead without delay.
- 8.2 Any information recorded will be kept in a separate named file, in a secure cabinet and not with the child's academic file. These files will be the responsibility of the Designated Safeguarding Lead. Child protection information will only be shared within the Academy on the basis of 'need to know in the child's interests' and on the understanding that it remains strictly confidential.
- 8.3 Child protection information will only be kept in the file and this file will be kept up to date. Records of concern, copies of referrals, invitations to child protection conferences, core groups and reports will be stored here. All our safeguarding files will include;
- a chronology;
 - contents front cover;
 - and will record significant events in the child's life.
- 8.4 When a child who has a 'live' child protection file leaves our Academy, the Designated Safeguarding Lead will make contact with the Designated Safeguarding Lead at the new school and will ensure that the child protection file is forwarded to the receiving school in an appropriately agreed manner. We will retain evidence to demonstrate how the file has been transferred; this may be in the form of a written confirmation of receipt from the receiving school and/or evidence of recorded delivery. Where a parent or carer elects to remove their child from the Academy roll to home educate, the Academy will make arrangements to pass any safeguarding concerns to the Services to Home Educators Team within Norfolk County Council.

9. WORKING WITH PARENTS AND CARERS

- 9.1 WAN is committed to working in partnership with parents and carers to safeguard and promote the welfare of children and to support them to understand our statutory responsibilities in this area.
- 9.2 When new students join the Academy, parents and carers will be informed that we have a safeguarding policy. A copy will be provided to parents and carers on request. Parents and carers will be informed of our legal duty to assist our colleagues in other agencies with child protection enquiries and what happens should we have cause to make a referral to Children's Services.
- 9.3 We are committed to working with parents and carers positively, openly and honestly. We ensure that all parents and carers are treated with respect, dignity and courtesy. We respect parents' and carers' rights to privacy and confidentiality and will not share sensitive information unless we have permission or it is necessary to do so in order to safeguard a child from harm.

- 9.4 We will seek to share with parents and carers any concerns we may have about their child **unless** to do so may place a child at increased risk of harm. A lack of parental/carer engagement or agreement regarding the concerns the Academy has about a child will not prevent the DSL making a referral to Children's Services in those circumstances where it is appropriate to do so.
- 9.5 In order to keep children safe and provide appropriate care for them, the Academy requires parents and carers to provide accurate and up to date information regarding:
- Full names and contact details of all adults with whom the child normally lives;
 - Full names and contact details of all persons with parental responsibility (if different from above);
 - Emergency contact details (if different from above);
 - Full details of any other adult authorised by the parent or carer to collect the child from the Academy (if different from the above).

The Academy will retain this information on the student file. The Academy will only share information about students with adults who have parental responsibility for a student or where a parent or carer has given permission and the Academy has been supplied with the adult's full details in writing.

10. CHILD PROTECTION CONFERENCES

- 10.1 Children's Services will convene a Child Protection conference once a child protection enquiry under Section 47 of the Children Act 1989 has been undertaken and the child is judged to be at continuing risk of significant harm. A review conference will take place once a child has been made the subject of a Child Protection Plan in order to monitor the safety of the child and the required reduction in risk.
- 10.2 Staff members may be asked to attend a child protection conference or core group meetings on behalf of the Academy in respect of individual children. Usually, the person representing the Academy at these meetings will be the Principal or Designated Safeguarding Lead. In any event, the person attending will need to have as much relevant up to date information about the child as possible; any member of staff may be required to contribute to this process.
- 10.3 All reports for Child Protection conferences will be prepared in advance using the guidance and education **report template** provided by Children's Services. The information contained in the report will be shared with parents or carers before the conference as appropriate and will include information relating to the child's physical, emotional and intellectual development and the child's presentation at the Academy. In order to complete such reports, all relevant information will be sought from staff working with the child in the Academy.
- 10.4 Clearly Child Protection conferences can be upsetting for parents or carers. We recognise that we are likely to have more contact with parents and carers than other professionals involved. We will work in an open and honest way with any parent whose child has been referred to Children's Services or whose child is subject to a Child Protection Plan. Our responsibility is to promote the protection and welfare of all children and our aim is to achieve this in partnership with our parents and carers.

11. SAFER RECRUITMENT

- 11.1 We will ensure that the Principal and at least one member of the Local Academy Council have completed appropriate safer recruitment training. At all times the Principal and the Local Governing Body will ensure that safer recruitment practices are followed in accordance with the requirements of **'Keeping Children Safe in Education'** DfE (2016).
- 11.2 At WAN, we will use the recruitment and selection process to deter and reject unsuitable candidates. We require evidence of original academic certificates. We do not accept testimonials and insist on taking up references prior to interview. We will question the contents of application forms if we are unclear about them, we will undertake Disclosure and Barring Service checks and use any other means of ensuring we are recruiting and selecting the most suitable people to work with our children.
- 11.3 We will maintain a Single Central Register of all safer recruitment checks carried out in line with statutory requirements.

12. SAFER WORKING PRACTICE

- 12.1 All adults who come into contact with our children have a duty of care to safeguard and promote their welfare. There is a legal duty placed upon us to ensure that all adults who work with or on behalf of our children are competent, confident and safe to do so.
- 12.2 If staff, visitors, volunteers or parent helpers are working with children alone they will, wherever possible, be visible to other members of staff. They will be expected to inform another member of staff of their whereabouts in the Academy, who they are with and for how long. Doors, ideally, should have a clear glass panel in them and be left open.
- 12.3 Guidance about acceptable conduct and safe practice will be given to all staff and volunteers during induction. These are sensible steps that every adult should take in their daily professional conduct with children. This advice can be found in **'Guidance for Safer Working Practices for those working with children and young people in education settings'** (October 2015). All staff and volunteers are expected to carry out their work in accordance with this guidance and should be aware that failure to do so could lead to disciplinary action.

13. MANAGING ALLEGATIONS AGAINST STAFF AND VOLUNTEERS

- 13.1 Our aim is to provide a safe and supportive environment which secures the wellbeing and very best outcomes for the children at the Academy. We do recognise that sometimes the behaviour of adults may lead to an allegation of abuse being made.

- 13.2 Allegations sometimes arise from a differing understanding of the same event, but when they occur they are distressing and difficult for all concerned. We also recognise that many allegations are genuine and there are some adults who deliberately seek to harm or abuse children.
- 13.3 We will take all possible steps to safeguard our children and to ensure that the adults in the Academy are safe to work with children. We will always ensure that the procedures outlined in Norfolk Safeguarding Children Board Protocol: Allegations Against Persons who Work with Children and within **'Keeping Children Safe in Education'** DfE (2016) are adhered to and will seek appropriate advice from the Local Authority Designated Officer (LADO). The LADO can be contacted on 01603 223473.
- 13.4 If an allegation is made or information is received about an adult who works in our setting which indicates that they may be unsuitable to work with children, the member of staff receiving the information should inform the Principal immediately. Should an allegation be made against the Principal, this will be reported to the Chair of the Academy Council. In the event that neither the Principal nor the Chair of the Academy Council is contactable on that day, the information must be passed to and dealt with by either the member of staff acting as Principal or the Vice Chair of the Academy Council.
- 13.5 The Principal or Chair of the Academy Council will seek advice from the LADO within one working day. No member of staff or Chair of the Academy Council will undertake further investigations before receiving advice from the LADO.
- 13.6 Any member of staff or volunteer who does not feel confident to raise their concerns with the Principal or Chair of the Academy Council should contact the LADO directly on 01603 223473.
- 13.7 The Academy has a legal duty to refer to the Disclosure and Barring Service (DBS) anyone who has harmed, or poses a risk of harm, to a child, or if there is reason to believe the member of staff has committed one of a number of listed offences and who has been removed from working (paid or unpaid) in regulated activity (please see Appendix 6), or would have been removed had they not left. The DBS will consider whether to bar the person. If these circumstances arise in relation to a member of staff at our Academy, a referral will be made as soon as possible after the resignation or removal of the individual in accordance with advice from the LADO and/or Human Resources and Norfolk Education Services.

14. ALLEGATIONS AGAINST OTHER STUDENTS

- 14.1 Occasionally allegations may be made against students by others in the Academy which are of a safeguarding nature. These may include physical abuse, emotional abuse and sexual abuse. Risk factors for all other students at the Academy will be considered:
- The DSL will consider whether the allegation raises a safeguarding concern;
 - An initial record of the allegation will be made; The DSL will contact Children's Services if it considered appropriate;
 - If the offence is considered a criminal offence it will be passed to the police.

15. PREVENT

- 15.1 Wayland Academy adheres to the Government Prevent strategy. Prevent works at the pre-criminal stage by using early intervention to encourage individuals and those within the Academy community to challenge extremist and terrorist ideology. The Academy will always endeavor to keep its students safe from the dangers of radicalisation and extremism (please see Appendix 7).
- 15.2 The DSL has attended WRAP (Workshop to Raise Awareness of Prevent) training and is now a WRAP Facilitator. The DSL will be the Single Point of Contact (SPOC) for Prevent.
- 15.3 All members of WAN staff will receive WRAP training.
- 15.4 The WRAP training gives advice, guidance and support to all members of staff on protecting children at risk of radicalisation and recognising what makes young people vulnerable to radicalisation (please see Appendix 7).
- 15.5 If any member of staff has any concerns about a student being radicalised (identifying possible signs such as changes of behaviour or hiding their viewpoints), they will follow standard Academy safeguarding procedures. This means completing a Safeguarding Concern Form (the colloquial name for this is the 'CP1 form' and referring it immediately to the DSL.
- 15.6 If any concerns are raised the DSL will undertake a risk assessment of the student's vulnerability and will develop an action plan to reduce risk and will then refer as necessary (to Channel, the Local Authority, Prevent or the police).
- 15.7 Thorough records and reports will be maintained by the Academy.
- 15.8 The Academy will thoroughly vet and monitor any external agencies or individuals hiring the Academy facilities, to ensure the site is not being used for speakers or events that promote extremism.
- 15.9 The Academy will promote British Values which challenge extremism and terrorism. These are:
- Democracy;
 - The rule of law;
 - Mutual respect and tolerance for those with different faiths and beliefs.
- 15.10 The Academy will ensure a broad and balanced curriculum is in place to promote the spiritual, moral, social and cultural development of its students. Life and Welfare Day's will teach students to recognise and manage risk, make safer choices and recognise when pressure from others threatens their personal safety and wellbeing. The Citizenship curriculum cover democracy, Government, how laws are made and upheld, the diverse National, regional, religious and ethnic identities in the UK and the need for mutual respect and understanding. This will also be covered fully across the curriculum.
- 15.11 The Academy will work in partnership with the Local Authority, the police, health and Prevent coordinators.

- 15.12 The Academy will engage with the families of vulnerable students and provide support mechanisms for those who have had concerns raised about them.
- 15.13 The Academy will manage access to any potential extremist materials.
- 15.14 The Academy will keep students safe from terrorist and extremist material when accessing the internet in the Academy. Filters are put on all IT systems.

16. STATUTORY FRAMEWORK

- 16.1 This policy in practice has been devised in accordance with the following legislation and guidance:
- 'Working Together to Safeguard Children: A guide to inter-agency working to safeguard and promote the welfare of children', DfE (2013);
 - 'Keeping Children Safe in Education', DfE (2016);
 - Norfolk Safeguarding Children Board procedures;
 - Norfolk Safeguarding Children Board Protocol : Allegations Against Persons who Work with Children;
 - Guidance for safer working practice for
 - those working with children and young people in education settings (October 2015);
 - prevent-duty-departmental-advice-v6.pdf

APPENDIX 1: SAFEGUARDING INFORMATION LEAFLET FOR NEW OR SUPPLY STAFF AND REGULAR VISITORS OR VOLUNTEERS

We all have a statutory duty to safeguard and promote the welfare of children and at the Wayland Academy Norfolk, we take this responsibility seriously.

If you have any concerns about a child or young person in our Academy, you must share this information immediately with our Designated Safeguarding Lead or one of the alternate DSLs.

Do not think that your worry is insignificant if it is about hygiene, appearance or behaviour – we would rather you told us as we would rather know about something that appears small than miss a worrying situation.

If you think the matter is very serious and may be related to child protection, for example, physical, emotional, sexual abuse or neglect, you must find one of the DSLs detailed below and provide them with a completed Safeguarding Concern Form (CP1 Form). A copy of the form is available in the Staff Room, the Academy Office and the Inclusion Centre. Please ensure you complete all sections as described.

If you are unable to locate one of the DSLs then please report to the Academy Office and ask a member of the team to help locate one of the DSLs for you. Please tell the member of staff in the Academy Office that it is a confidential and urgent matter.

Any allegation concerning a member of staff, a child's foster carer or a volunteer should be reported immediately to the Principal. If an allegation is made about the Principal then you should pass this information to the Chair of the Local Governing Body. Alternatively, you can contact the Local Authority Designated Officer on 01603 223473.

The people you should talk to in the Academy are:

Role	Name	Contact Details
Designated Safeguarding Lead (DSL)	Mrs J Thuell	01953 881514
Alternate DSLs	Mr D Rosembert Mrs G Ewens	01953 881514
Principal	Mr G Allott	01953 881514
Named Safeguarding Governor	Mr C Evans	01953 881514
Chair of Governors	Mr C Evans	01953 881514

Wayland Academy is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment

APPENDIX 2: SPECIFIC SAFEGUARDING ISSUES

Expert and professional organisations are best placed to provide up-to-date guidance and practical support on specific safeguarding issues. For example the NSPCC offers information for schools and colleges on the TES website and also on its own website www.nspcc.org.uk. The contact number for the NSPCC is as follows 0800 1111 Schools and colleges can also access broad government guidance on the issues listed below via the GOV.UK website:

- Child sexual exploitation (see below)
- Bullying including cyberbullying
- Domestic violent
- Drugs
- Fabricated or induced illness
- Faith abuse
- Female genital mutilation (FGM) (see below)
- Forced marriage
- Gangs and youth violence
- Gender-based violence/violence against women and girls (VAWG)
- Mental health
- Private fostering
- Radicalisation
- Sexting
- Teenage relationship abuse
- Trafficking

Child Sexual Exploitation (CSE)

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

Female Genital Mutilation (FGM)

Professionals in all agencies, and individuals and groups in relevant communities, need to be alert to the possibility of a girl being at risk of FGM, or already having suffered FGM, which individually may not indicate risk but if there are two or more indicators present this could signal a risk to the child or young person. Victims of FGM are likely to come from a community that is known to practice FGM. Professionals should note that girls at risk of FGM may not yet be aware of the practice or that it may be conducted on them, so sensitivity should always be show when approaching the subject.

APPENDIX 3: TYPES OF CHILD ABUSE AND THEIR SYMPTOMS

Child abuse can be categorised as follows:

1. **Physical Abuse**
2. **Sexual Abuse**
3. **Emotional Abuse**
4. **Physical Neglect**
5. **Grave Concern/at risk (this is not a distinct category but is dealt with separately).**

A child can be at risk from any combination of the four categories

These different types of abuse require different approaches. A child suffering from physical abuse may be in immediate and serious danger. Action should, therefore, be taken immediately. With other forms of abuse there is a need to ensure that adequate information is gathered. There is also a need to make sure that grounds for suspicion have been adequately investigated and recorded. The need to collate information must be balanced against the need for urgent action. If there are reasonable grounds for suspicion then a decision to monitor the situation should only be taken after consultation. A situation that should cause particular concern is that of a child who fails to thrive without any obvious reason. In such a situation a medical investigation will be required to consider the causes. Each of the five categories will now be explored in more detail.

1. **Physical Abuse**

This involves physical injury to a child, including deliberate poisoning, where there is definite knowledge or a reasonable suspicion, that the injury was inflicted or knowingly not prevented.

Typical signs of Physical Abuse are:

- bruises and abrasions - especially about the face, head, genitals or other parts of the body where they would not be expected to occur given the age of the child. Some types of bruising are particularly characteristic of non-accidental injury especially when the child's explanation does not match the nature of injury or when it appears frequently;
- slap marks - these may be visible on cheeks or buttocks;
- twin bruises on either side of the mouth or cheeks - can be caused by pinching or grabbing, sometimes to make a child eat or to stop a child from speaking;
- bruising on both sides of the ear — this is often caused by grabbing a child that is attempting to run away. It is very painful to be held by the ear, as well as humiliating and this is a common injury;
- grip marks on arms or trunk - gripping bruises on arm or trunk can be associated with shaking a child. Shaking can cause one of the most serious injuries to a child; i.e. a brain hemorrhage as the brain hits the inside of the skull. X-rays and other tests are required to fully diagnose the effects of shaking. Grip marks can also be indicative of sexual abuse;

- black eyes – are mostly commonly caused by an object such as a fist coming into contact with the eye socket. NB. A heavy bang on the nose, however, can cause bruising to spread around the eye but a doctor will be able to tell if this has occurred;
- damage to the mouth – e.g. bruised/cut lips or torn skin where the upper lip joins the mouth;
- bite marks;
- fractures;
- poisoning or other misuse of drugs – e.g. overuse of sedatives;
- burns and/or scalds – a round, red burn on tender, non-protruding parts like the mouth, inside arms and on the genitals, will almost certainly have been deliberately inflicted. Any burns that appear to be cigarette burns should be cause for concern. Some types of scalds known as ‘dipping scalds’ are always cause for concern. An experienced person will notice skin splashes caused when a child accidentally knocks over a hot cup of tea. In contrast, a child who has been deliberately ‘dipped’ in a hot bath will not have splash marks;

2. Sexual Abuse

The involvement of dependent, developmentally immature children and adolescents in sexual activities they do not truly comprehend, to which they are unable to give informed consent or that violate the social taboos of family roles. Typical signs of Sexual Abuse are: Child Protection 5 of 6 KLB School – November 2015:

- a detailed sexual knowledge inappropriate to the age of the child;
- behaviour that is excessively affectionate or sexual towards other children or adults;
- attempts to inform by making a disclosure about the sexual abuse often begin by the initial sharing of limited information with an adult. It is also very characteristic of such children that they have an excessive pre-occupation with secrecy and try to bind the adults to secrecy or confidentiality;
- a fear of medical examinations;
- a fear of being alone — this applies to friends/family/neighbours/baby-sitters, etc;
- a sudden loss of appetite, compulsive eating, anorexia nervosa or bulimia nervosa;
- excessive masturbation is especially worrying when it takes place in public;
- promiscuity;
- sexual approaches or assaults - on other children or adults;
- urinary tract infections (UTI), sexually transmitted disease (STD) are all cause for immediate concern in young children, or in adolescents if his/her partner cannot be identified;
- bruising to the buttocks, lower abdomen, thighs and genital/rectal areas. Bruises may be confined to grip marks where a child has been held so that sexual abuse can take place;
- discomfort or pain particularly in the genital or anal areas;
- the drawing of pornographic or sexually explicit images;

3. Emotional Abuse

The severe adverse effect on the behaviour and emotional development of a child caused by persistent or severe emotional ill treatment or rejection. All abuse involves some emotional ill treatment - this category should be used where it is the main or sole form of abuse.

4. Physical Neglect

The persistent or severe neglect of a child (for example, by exposure to any kind of danger, including cold and starvation) which results in serious impairment of the child's health or development, including non-organic failure to thrive. Persistent stomach aches, feeling unwell, and apparent anorexia can be associated with Physical neglect. However, typical signs of Physical Neglect are:

- Underweight — a child may be frequently hungry or pre-occupied with food or in the habit of stealing food or with the intention of procuring food. There is particular cause for concern where a persistently underweight child gains weight when away from home, for example, when in hospital or on a school trip. Some children also lose weight or fail to gain weight during school holidays when school lunches are not available and this is a cause for concern;
- Inadequately clad - a distinction needs to be made between situations where children are inadequately clad, dirty or smelly because they come from homes where neatness and cleanliness are unimportant and those where the lack of care is preventing the child from thriving.

Physical Neglect is a difficult category because it involves the making of a judgement about the seriousness of the degree of neglect. Much parenting falls short of the ideal but it may be appropriate to invoke child protection procedure in the case of neglect where the child's development is being adversely affected.

5. Grave Concern/At Risk

This is not a separate category of child abuse as such but covers a number of situations where a child may be at risk. Children whose situations do not currently fit the above categories but where social and medical assessments indicate that they are at significant risk of abuse. Grave concern may be felt where a child shows symptoms of stress and distress (see below) and any of the following circumstances apply:

- there is a known child abuser in the family;
- another child in the family is known to have been abused;
- the parents are involved with pornographic material to an unusual degree;
- there is an adult in the family with a history of violent behaviour;
- the child is exposed to potential risk or exploitation via the Internet e.g. pornographic material or chat rooms.

APPENDIX 4: SAFEGUARDING CONCERN FORM

WAN SAFEGUARDING CONCERN FORM: RECORD OF CONCERN

CP1

Staff, volunteers and regular visitors are required to complete this form and pass it to the Designated Safeguarding Lead if they have a safeguarding concern about a child in the Academy.

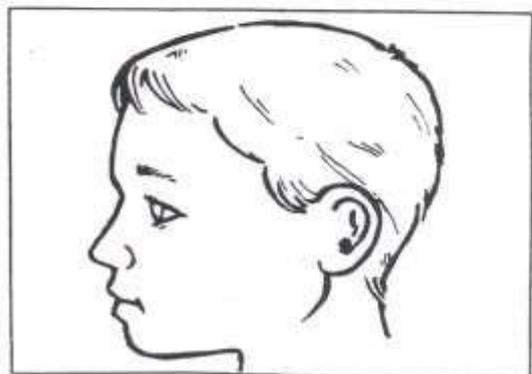
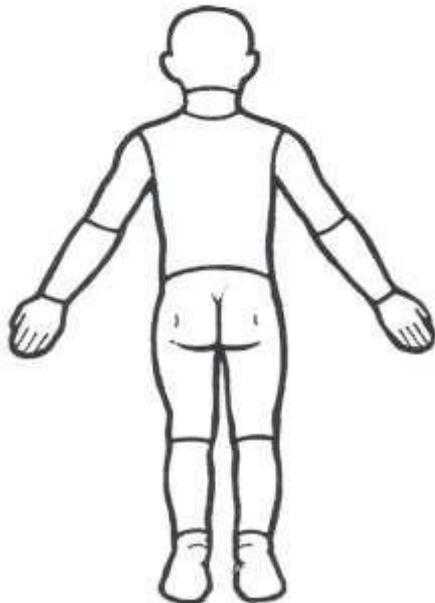
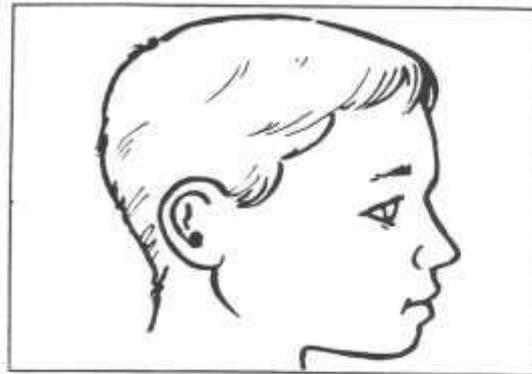
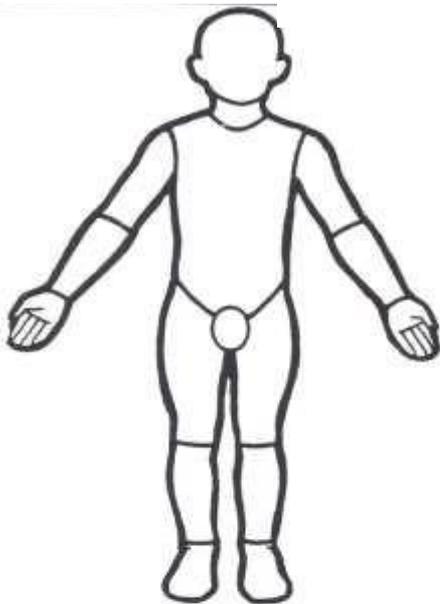
Full Name of Child:		Date of Birth:
Male/Female:	SEN: Yes/No	Disability: Yes/No
Date of Concern:		Time of concern:
Name of Person Reporting Concern:		
Position of Person Reporting Concern:		
Relationship to Child:		
Details of the Concern (please record the following factually)		
1. Please state where you and the child were in the Academy at the time that you became concerned:		
2. What is the concern?		
3. Have you previously had the same concern about this child? If so, please record when, where and why?		
4. Is the child aware that you have this concern? This is not a requirement before reporting this concern.		
5. Substantiate the reason for your concern. Please give details of any previous action taken including the names of other adults you may have spoken to about this concern or those who may have witnessed or shared the same concern with you.		
Signature:		Date:

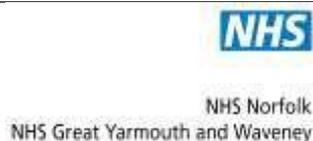
Action Taken by the Designated Safeguarding Lead:

REFERRAL MADE (date if applicable)

Attendance Support Enforcement Office	Police	School Nurse	Children's Services MASH Referral	Youth Services	Other	Parents/Carers Informed

Older Child





NORFOLK MASH

Multi-Agency Safeguarding Hub: Referral Procedures

Where an agency/organisation or worker has concern for the welfare or safety of a child, they can make a telephone referral via Care Connect by telephone on 0344 800 8020.

A telephone referral must then be confirmed in writing using the form marked **NSCB1**, within a maximum of 48 hours, ideally 24 hours. The completed NSCB1 can be:

- Faxed to the MASH Team on 01603 762445
- Posted to: The MASH Team Manager, Floor 5, Vantage House, Fishers Lane, Norwich, Norfolk, NR2 1ET
- NSCB1 forms can also be e-mailed to MASH via mash@norfolk.gcsx.gov.uk but must only be sent from a secure email address

SAFEGUARDING CONSULTATION LINE

You can request a professional consultation if you are not clear about how to support a family and require further advice about a child. This is provided by the MASH Team. In order to access this service call Customer Services on **0344 800 8020** and state that you request a professional consultation. This procedure replaces the consultation service previously offered by the local Duty Teams.

Please note that consultations should not be used in circumstances where you suspect immediate risk or harm to a child e.g. when the child has made a disclosure of abuse or you suspect the child is presenting with a non-accidental injury. In these circumstances, you should contact Customer Services and explain that you wish to make a referral.

APPENDIX 6: STATUTORY GUIDANCE - REGULATED ACTIVITY CHILDREN

The definition of regulated activity includes:

- a) teaching, training, instructing, caring for (see (c) below) or supervising children if the person is unsupervised, or providing advice or guidance on well-being, or driving a vehicle only for children;
- b) work for a limited range of establishments (known as 'specified places', which include schools and colleges), with the opportunity for contact with children, but not including work done by supervised volunteers;

Work under (a) or (b) is regulated activity only if done regularly (i.e. once a week or more or more than three days in a thirty day period). Some activities are always regulated activities, regardless of their frequency or whether they are supervised or not. This includes:

- c) relevant personal care, or health care provided by or provided under the supervision of a health care professional:
 - personal care includes helping a child, for reasons of age, illness or disability, with eating or drinking, or in connection with toileting, washing, bathing and dressing;
 - health care means care for children provided by, or under the direction or supervision of, a regulated health care professional.

A volunteer is a person who performs an activity which involves spending time, unpaid (except for travel and other approved out-of-pocket expenses) doing something which aims to benefit someone (individuals or groups) other than or in addition to close relatives. In a school or college, a **supervised** volunteer who regularly teaches or has contact with children is not in regulated activity.

APPENDIX 7: VULNERABILITIES FOR EXTREMISM AND TERRORISM (PREVENT)

Preventing Radicalisation and Prevent Duty

Protecting children from the risk of radicalisation should be seen as part of schools' wider safeguarding duties, and is similar in nature to protecting children from other forms of harm and abuse. During the process of radicalisation it is possible to intervene to prevent vulnerable people being radicalised.

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

School staff should use their professional judgement in identifying children who might be at risk of radicalisation and act proportionately which may include making a referral to the Channel programme (Channel provides support at an early stage to people who are identified as being vulnerable to being drawn into terrorism). From 1 July 2015 specified authorities, including all schools, are subject to a duty under section 26 of the Counter-Terrorism and Security Act 2015 ("the CTSA 2015"), in the exercise of their functions, to have "due regard to the need to prevent people from being drawn into terrorism". This duty is known as the Prevent duty.

The following are potential vulnerabilities for extremism and terrorism:

- Changes in behaviour and appearance;
- Political and/or religious conversion;
- Poverty, disadvantage and social exclusion;
- Rejection by peer group, social group or family;
- Traumatic events;
- Exposure to extremist influence;
- Identity confusion;
- Peer pressure;
- Underachievement;
- Possession of extremist literature;
- Victim or witness of race or religious hate crime;
- Conflict with family over religion, education etc.