



KINGSNORTH CHURCH OF ENGLAND PRIMARY SCHOOL

Name of Policy:	Safeguarding	
Date Written:	September 2016	
Date Updated:	November 2016	
Updated By Who:	Sue Sullivan DSL/Deputy Head	
Policy Originated from:	Aquila /Kingsnorth Primary School / /KCC guidance	
Date To Be Reviewed:	November 2017	
Policy Approved By:	SLT:	
	Staff:	
	Governors:	

Our Vision Statement:

Kingsnorth...the best days of OUR lives!

Kingsnorth Values Statement

At Kingsnorth we ACHIEVE by...

Aiming high Academically, Spiritually, Socially and Emotionally

Challenging ourselves constantly to improve our learning

Helping each individual reach their potential

Inspiring others and being inspired

Encouraging risk taking

Valuing others and feeling valued

Enriching lives through our Christian Values to become future citizens of the world

Our 5 Key Christian Values are:

Thankfulness, Friendship, Trust, Compassion and Endurance

Statement of Intent

'Recognising its historic foundation, the school will preserve and develop its religious character in accordance with the principles of the Church of England and in partnership with the Church at parish level and the Diocese of Canterbury.

The school aims to serve its community by providing an education of the highest quality within the context of Christian belief and practice. It encourages an understanding of the meaning and significance of faith and promotes Christian values through the experience it offers all pupils.'

Inclusion and Equal Opportunities

This policy should be read while referencing our school's Single Equality Scheme. All children have equal access to the curriculum regardless of their race, gender, or disability. Our behaviour policy underpins all that we do at Kingsnorth and should be closely linked to our other policies.



Key contact personnel in School

Designated Safeguarding Lead : Sue Sullivan. Deputy Head

Deputy Safeguarding Leads : Mr Iain Witts. Headteacher /Mrs

Amanda Love Assistant Head/SENDco

Named Safeguarding Governor: Susan Manners

All staff should have access to this policy and sign to the effect that they have read and understood its content.

KCC Central Duty Officer: 03000 41 11 11

Outside of office hours.

Urgent child protection issue

Call the Central Duty Officer 03000 41 91 91

Aquila Central Contact Number 01227 459401

A copy of this policy must be available in School as hardcopy and on the website.



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for example

Why are you concerned?

- Disclosure
- Child's appearance
- Behaviour change
- Witnessed concerning behaviour

Immediately record your concerns

- Follow the school's procedure Kingsnorth CEP School
- Clarify concerns if necessary (**TED**: **T**ell, **E**xplain, **D**escribe)
- Use child's own words
- Sign and date your records
- Reassure the child

Inform the Designated Safeguarding Lead Sue Sullivan Deputy Head 01233 622673 or 07912865146 Consider: is the child is at immediate risk of harm e.g. unsafe to go home? If so, then the DSL must be informed immediately.

Designated Safeguarding Lead

- Consider KSCB Threshold document and procedures: www.kscb.org.uk
- Refer to other agencies as appropriate e.g. LADO, Early Help Notification Form or Inter-Agency Referral Form
- If unsure then consult with Area Education Safeguarding Adviser Peter Lewer 03000415648 07917602413peter.lewer@kent.gov.uk

If you are unhappy with the response

Staff: Seek advice from the Education Safeguarding Team
 Claire Ray Principal Officer (Safeguarding) Office: 03000 415788 Mobile: 07920 108828 claire.ray@kent.gov.uk
Pupils and Parents:
 • Follow school complaint's procedures available from: office@kingsnorth.kent.sch.uk or www.kingsnorth.kent.sch.uk

Record decision making and action taken in the child's child protection/safeguarding file

Monitor

- What you will monitor e.g. behaviour trends, appearance etc.
- How long you will monitor
- If/who to feedback to and how you will record

Review and Re-refer (if necessary)

At all stages the child's circumstances will be kept under review
 The DSL/Staff will re-refer if required to ensure the **child's safety is paramount**

Be clear about:



1. Introduction and ethos

Aquila, The Diocese of Canterbury Academies Trust Ltd, recognises the importance of providing an ethos and environment within each of its Academies that will help children to feel safe, secure and respected; encourage them to talk openly; and enable them to feel confident that they will be listened to.

Although members of a Multi Academies Trust, we recognise the Local Authorities involvement in coordinating safeguarding matters and securing the safety of all children in the county. Our School will, therefore, keep a close liaison with the relevant officers within Kent County Council when dealing with matters of a safeguarding nature.

As a member of Aquila, Kingsnorth CEP School is a unique community and all those directly connected to it (staff, governors, trustee, parents, families and pupils) have an essential role to play in making it safe and secure.

Our School recognises the moral and statutory responsibility to safeguard and promote the welfare of all children. We are alert to the signs of abuse and neglect and follow our procedures to ensure that children receive effective support, protection and justice.

Our core safeguarding principles are:

- It is a whole Trust responsibility to safeguard and promote the welfare of children as its paramount concern
- All children (defined as those up to the age of 18) regardless of age, gender, ability, culture, race, language, religion or sexual identity, have equal rights to protection
- All children have a right to be heard and to have their wishes and feelings taken into account
- All staff understand safe professional practice and adhere to our code of conduct and other associated policies
- All staff have a responsibility to recognise vulnerability in children and act on any concern in accordance with this guidance

There are four main elements to our safeguarding policy

- **Prevention** (e.g. positive, supportive, safe school culture, curriculum and pastoral opportunities for children, safer recruitment procedures);
- **Protection** (by following the agreed procedures, ensuring all staff are trained and supported to respond appropriately and sensitively to safeguarding concerns);
- **Support** (for all pupils, parents and staff, and where appropriate specific intervention for those who may be at risk of harm);
- **Working with parents and other agencies** (to ensure appropriate communications and actions are undertaken).

The procedures contained in this policy apply to all Aquila staff, Trustees and governors and are consistent with those of Kent Safeguarding Children Board (KSCB).

2. Context

This policy has been developed in accordance with the principles established by the Children Acts 1989 and 2004 and related guidance. This includes:

- DfE guidance Keeping Children Safe in Education 2016 (KCSIE)



- Working Together to Safeguard Children 2015 (WTSC)
- Framework for the Assessment of Children in Need and their Families (2000)
- Kent and Medway Safeguarding Children Procedures (Online, 2016)

Section 175 of the Education Act 2002 requires school governing bodies, local education authorities and further education institutions to make arrangements to safeguard and promote the welfare of all children who are pupils at a school, or who are students under 18 years of age. Such arrangements will have to have regard to any guidance issued by the Secretary of State.

3. Definition of safeguarding

“Safeguarding is not just about protecting children from deliberate harm. It includes a wide range of issues relating to pupil’s welfare, health and safety.” (Inspecting safeguarding in early years, education and skills, Ofsted, September 2016)

All safeguarding policies will be reviewed on an annual (minimum) basis by the Local Governing Body which has responsibility for oversight of school safeguarding and child protection systems. The Designated Safeguarding Lead / Head Teacher will ensure regular reporting on safeguarding activity and systems in School to the Local Governing Body. The Local Governing Body will not receive details of individual pupil situations or identifying features of families as part of their oversight responsibility.

The School acknowledges that this policy will incorporate a range of safeguarding issues including (but not limited to):

- Bullying (including cyberbullying)
- Children missing education
- Child missing from home or care
- Child Sexual Exploitation (CSE)
- Domestic violence
- Drugs and alcohol
- Fabricated or induced illness
- Gangs and youth violence
- Hate
- Honour based violence, including Female Genital Mutilation (FGM)
- Mental health
- Online Safety
- Prevent (Radicalisation and extremism)
- Private fostering
- Relationship abuse and gender-based violence
- Youth Produced Sexual Imagery or “Sexting”
- Trafficking

(Also see Annex A within ‘Keeping children safe in education’ 2016 and appendix 3)

Every member of staff at our School recognises that children experiencing specific safeguarding issues are no different to safeguarding against any other vulnerability or concern.



4. Related safeguarding policies

We are aware that safeguarding is fundamental to the welfare of all children in our care. This policy is, therefore, one of a series in the School's integrated safeguarding portfolio and should be read in conjunction with the policies as listed below. (to be read and followed alongside this document)

- Discipline and Behaviour Policy linked to the Use of Physical Intervention
- Online Safety and Social Media
- Anti-Bullying
- Data Protection and Information Sharing
- Image Use
- Administration of Medicines
- Sex Education
- Personal and Intimate Care
- Health and Safety
- Attendance (Children Missing Education)
- Risk Assessments (e.g. trips, use of technology)
- First Aid and Accidents
- Managing Allegations Against Staff
- Acceptable Use Policy (Code of Conduct for Staff, WiFi)
- Safer Recruitment
- Whistle-Blowing

Supporting Guidance (to be read and followed alongside this document)

- Teachers Standards 2012
- "Guidance for Safer Working Practice for Adults who Work with Children and Young People in Education Settings" - Safer Recruitment Consortium, October 2015
- "What to do if you are worried a child is being abused" – DfE, March 2015
- KCC Safeguarding Children and Child Protection – "Induction Leaflet Guidelines for School Staff"
- KCC Guidelines for "Safeguarding Record Keeping in Schools"
- KCC Advice notes - "Dealing with Disclosures in School"
- Early Years Foundation Stage 2014 Welfare Requirements

These documents can be found in the 'Staff Folder' Safeguarding on the schools intranet and in the Staffroom in the 'Purple folder.' They are available from the DSL and are also available to access via our website

5. Key responsibilities

Everyone who comes into contact with children and their families has a role to play in safeguarding children. Schools, School's, and colleges form part of the wider safeguarding system for children.

The Local Governing Body have read and will follow KCSIE 2016. Further information regarding the key strategic responsibilities of the Local Governing Body and Headteacher are identified in appendix 1.

The School has a nominated governor for safeguarding named on the second page of this document.



The nominated governor will take the lead role in ensuring that the School has an effective policy which interlinks with other related policies; that locally agreed procedures are in place and being followed; and that the policy and structures supporting safeguarding children are reviewed at least annually.

The Local Governing Body, Headteacher and Leadership Team will ensure that the DSL(s) is properly supported in this role at a time and resource level.

Designated Safeguarding Lead (DSL)

The School has appointed a member of the leadership team Sue Sullivan Deputy Head teacher as the Designated Safeguarding Lead (DSL). The DSL has the overall responsibility for the day to day oversight of safeguarding and child protection systems in School.

The DSL will undergo appropriate and specific training to provide them with the knowledge and skills required to carry out their role. This training will be approved by and meet the standards as required by the Kent Safeguarding Children Board. The DSL's training will be updated formally every two years but their knowledge and skills will be updated through a variety of methods. Updating the policy, receiving bulletins, attending conferences, local meetings, by updating knowledge by reading, using the KSCB website page, and by researching to ensure staff and governors at regular intervals, at least annually, to keep up with any developments relevant to their role.

The School has appointed additional staff to deputise for the DSL Iain Witts Headteacher, Amanda Love Assistant Head teacher. Deputy DSLs have attended appropriate training which enables them to fulfil this role. Whilst the activities of the designated safeguarding lead may be delegated to the deputies, the ultimate lead responsibility for safeguarding and child protection remains with the designated safeguarding lead and this responsibility will not be delegated.

It is the role of the DSL to:

- Act as the central contact point for all staff to discuss any safeguarding concerns
- Maintain a confidential recording system for safeguarding and child protection concerns
- Coordinate safeguarding action for individual children
- Liaise with other agencies and professionals in line with Working together to safeguard children
- Ensure that locally established procedures are followed and making referrals to other agencies, including Early Help and Specialist Childrens Services (SCS) as necessary
- Represent, or ensure the School is appropriately represented at inter-agency safeguarding meetings (including Child Protection conferences)
- Manage and monitor the School's part in Early Help / Child in Need / Child Protection plans
- Be available during term time (during School hours) for staff in the School to discuss any safeguarding concerns
- Ensure all staff access appropriate safeguarding training and relevant updates in line with the recommendations within KCSIE (2016)

Further details about the role of the DSL can be found in 'Keeping Children Safe in Education' 2016, part two.

As part of a Multi School Trust, the Trustees hold an overarching responsibility to ensure a safe environment for everyone in Aquila. The DSL will therefore hold a key role in liaising with the Trust central team where any instances relating to safeguarding are raised. Although the priority must always be ensuring that the appropriate authorities are contacted to ensure the safety of all concerned, the DSL must contact the Chief Operations Officer, **Annie Wiles**, at the earliest possible opportunity.



All members of staff have a responsibility to:

- provide a safe environment in which children can learn
- ensure all children are able to develop appropriate strategies to recognise and respond to risk and build resilience identify and recognise children who may be in need of extra help, who are suffering, or are likely to suffer significant harm
- provide help for children, where appropriate and reasonable
- take appropriate action to prevent safeguarding concerns escalating and work with other services as needed
- safeguard children's wellbeing and maintain public trust in the teaching profession as part of their professional duties
- maintain an attitude of 'it could happen here' where safeguarding is concerned and to always act in the best interests of the child
- respond to and refer any concerns about children or other members of the community in accordance with this policy
- Contribute towards, read and adhering to the School policies

All members of staff in Kingsnorth CEP School know what to do if a child tells them he/she is being abused or neglected. Members of staff know to maintain an appropriate level of confidentiality whilst at the same time liaising with relevant professionals such as the DSL and other agencies as appropriate. Members of staff know they must never promise a child that they will not tell anyone about a concern or allegation as this may ultimately not be in the best interests of the child. See appendix 4 for advice for staff on responding to safeguarding concerns.

The welfare and safety of children are the responsibility of all staff in Trust and ANY concern for a pupil's welfare MUST always be reported to the Designated Safeguarding Lead(s).

Children and young people (pupils) have a responsibility to:

- Contribute to the development of our safeguarding policies
- Read and adhere to (at a level appropriate to their age and ability) the School safeguarding policies and procedures
- Seek help from a trusted adult if things go wrong, and support others that may be experiencing safeguarding concerns
- Develop and take responsibility (at a level that is appropriate to their individual age, ability and vulnerabilities) for keeping themselves and others safe, including online

Parents/carers have a responsibility to:

- Read the relevant our policies and procedures, encouraging their children to adhere to them, and adhering to them themselves where appropriate
- Discuss safeguarding issues with their children, support the School in their safeguarding approaches, and reinforce appropriate safe behaviours at home
- Identify changes in behaviour which could indicate that their child is at risk of harm online
- Seek help and support from the School, or other appropriate agencies, if they or their child encounters any safeguarding concern

A statement in our prospectus will inform parents and carers about our duties and responsibilities under child protection and safeguarding procedures.

Parents can obtain a copy of the school Safeguarding Policy and other related policies on request and can view them via the school website <http://www.kingsnorth.kent.sch.uk/about-us/policies-and-guidance>



6. Local support

All members of staff in Kingsnorth CEP School are made aware of local support available

- **Contact details for Area Safeguarding Adviser (Education Safeguarding Team)**
 - Area Education Safeguarding Adviser Peter Lewer 03000415648 07917602413
peter.lewer@kent.gov.uk
- **Contact details for Online Safety (Education Safeguarding Team)**
 - Rebecca Avery, Education Safeguarding Adviser (Online Protection):
 - Ashley Assiter, e-Safety Development Officer
 - 03000 415797
 - esafetyofficer@kent.gov.uk (non-urgent issues only)
- **Contact details for the LADO**
 - Telephone: 03000 410888
 - Email: kentchildrenslado@kent.gov.uk
- **Childrens Specialist Services**
 - Central Duty Team: 03000 411111
 - Out of Hours Number: 03000 419191
- **Early Help and Preventative Services**
 - earlyhelp@kent.gov.uk
 - 03000 419222
- **Kent Police**
 - 101 (or 999 if there is an immediate risk of harm)
- **Kent Safeguarding Children Board (KSCB)**
 - kscb@kent.gov.uk
 - 03000 421126

7. Recognition and categories of abuse

All staff in school should be aware of the definitions and signs and symptoms of abuse. There are four categories of abuse:

- Physical abuse
- Sexual abuse
- Emotional abuse
- Neglect

The most up to date definitions and possible indicators and signs of abuse are found in Appendix 2. Staff should also refer to Part 1 and Annex A within 'Keeping children safe in education' 2016 (see appendix 5) and 'What to do if you are worried a child is being abused' 2015.

Members of staff are made aware that that child welfare concerns may arise in many different contexts, and can vary greatly in terms of their nature and seriousness. Children may be abused in a family or in an institutional or community setting, by those known to them or by a stranger. They may be abused by an adult or adults, or another child or children. Children may be abused via the internet by their peers, family members or by unknown and in some cases unidentifiable individuals. In the case of honour based violence, including forced marriage and female genital mutilation, children may be taken out of the



country to be abused. An abused child will often experience more than one type of abuse, as well as other difficulties in their lives.

Abuse and neglect can happen over a period of time, but can also be a one-off event. Child abuse and neglect can have major long-term impacts on all aspects of a child's health, development and well-being.

The warning signs and symptoms of child abuse and neglect can vary from child to child. Children also develop and mature at different rates so what appears to be worrying for a younger child might be normal behaviour for an older child. Parental behaviours may also indicate child abuse or neglect, so staff should also be alert to parent-child interactions which are concerning and other parental behaviours. This could include parents who are under the influence of drugs or alcohol or if there is a sudden change in their mental health.

By understanding the warning signs, we can respond to problems as early as possible and provide the right support and services for the child and their family. It is important to recognise that a warning sign doesn't automatically mean a child is being abused.

8. Staff induction, awareness and training

All members of staff have been provided with a copy of part one of the "*Keeping Children Safe in Education*" (2016) which covers Safeguarding information. School leaders will read the entire document. Leaders and all members of staff who work directly with children will access Annex A within Keeping Children Safe in Education 2016. Members of staff have signed to confirm that they have read and understood Part One and Annex A single central record and a signed and dated document.

The DSL will ensure that all new staff and volunteers are appropriately inducted as regards the School's internal safeguarding procedures and communication lines. A summary information sheet is available to be given to staff and volunteers to support this process. The school has 'The Important Bits' this document is given to all staff and visitors. All staff and governors sign that they have read and understood the document.

All staff members will receive appropriate safeguarding and child protection training (organised by the DSL) which will enable them to:

- **Recognise** potential safeguarding and child protection concerns involving pupils and adults (colleagues, other professionals and parents/carers)
- **Respond** appropriately to safeguarding issues and take action in line with this policy
- **Record** concerns in line with the School policies
- **Refer** concerns to the DSL and be able to seek support external to the School if required

Staff will receive appropriate training to ensure they are aware of a range of safeguarding issues (see definition of safeguarding) and are aware that behaviours linked to the likes of drug taking, alcohol abuse, truanting and peer on peer abuse such as bullying and sexting can put children in danger. The staff training will also include School responsibilities, the our child protection procedures, online safety, safe working practice and external reporting mechanisms.

All staff members will receive regular safeguarding and child protection updates. All staff and Governors receive training as required, but at least annually, to provide them with relevant skills and knowledge to safeguard children effectively. New members of staff and volunteers have training according to their needs.



All members of staff will be made aware of the School expectations regarding safe and professional practice via the staff behaviour policy (or code of conduct) and Acceptable Use Policy (AUP) which is provided and discussed as part of the induction process. All staff sign that they have read and understood this policy.

The School recognises the expertise which members of staff build by undertaking safeguarding training and managing safeguarding concerns on a daily basis. Opportunity is therefore provided for all staff to contribute to and shape safeguarding arrangements and the safeguarding policy. All staff and Governors are given a copy of the updated policy and comments and suggestions are welcomed

The DSL and Head Teacher will provide an annual report to the Local Governing Body detailing safeguarding training undertaken by all staff and will maintain up to date registers of who has been trained.

Although we have a nominated lead for the Local Governing Body Susan Manners all members of the Local Governing Body will access appropriate safeguarding training which covers their specific strategic responsibilities on a regular basis. They also have all documentation relating to Safeguarding and also have to sign they have read and understood their responsibilities.

9. Safe working practice

All members of staff are required to work within clear guidelines on Safe Working Practice / the school's Code of Conduct.

Children may make allegations against staff in situations where they feel vulnerable or where they perceive there to be a possible risk to their welfare. As such, all staff should take care not to place themselves in a vulnerable position regarding child protection or potential allegations. For example, it is always advisable for interviews or work with individual children or parents to be conducted in view of other adults.

Physical intervention should only be used when the child is endangering him/herself or others and such events should be recorded and signed by a witness. Staff should be aware of the school's Discipline and Behaviour Policy, and any physical interventions must be in line with agreed policy and procedure in which appropriate training should be provided.

Full advice and guidance can be found in **Guidance for Safer Working Practice for Adults who Work with Children and Young People in Education Settings** (2015) which can be found in the 'Staff Folder' Safeguarding on the school's intranet and in the Staffroom in the 'Purple folder' They are also available from the DSL. They are also available to access via our website

Staff should be particularly aware of the professional risks associated with the use of social media and electronic communication (email, mobile phones, texting, social network sites etc.) and should familiarise themselves with advice and professional expectations outlined in **Guidance for Safer Working Practice for Adults who Work with Children and Young People in Education Settings**, the School's **Online Safety Policy** and **Acceptable Use Policy**.



10. Staff supervision and support

Any member of staff affected by issues arising from concerns for children's welfare or safety can seek support from the DSL.

All new staff including newly qualified teachers and support staff will receive induction training and have a mentor or co-ordinator with whom they can discuss concerns including safeguarding concerns.

The induction process will include familiarisation with child protection responsibilities and procedures to be followed if staff have any concerns about a child's safety or welfare.

We will provide appropriate supervision and support for all members of staff to ensure that:

- All staff are competent to carry out their responsibilities for safeguarding and promoting the welfare of children
- Staff are able to create an environment where other members of staff feel able to raise concerns and feel supported in their safeguarding role
- All staff have regular reviews of their own practice to ensure they improve over time.

The DSL will also put staff in touch with outside agencies for professional support if they so wish. Staff can also approach organisations such as their Union, the Education Support Partnership or other similar organisations directly. Further information about a range of supporting organisations can be found in appendix 5.

FOR SCHOOL'S WITH EARLY YEARS AND FOUNDATION STAGE PROVISION:

The School will ensure that members of staff who are working within the foundation stage are provided with appropriate supervision in accordance with the statutory requirements of Early Years Foundation Stage 2014.

11. Safer recruitment

Kingsnorth CEP School is committed to ensure that all steps are taken to recruit staff and volunteers who are safe to work with our pupils/students and have their welfare and protection as the highest priority. The Local Governing Body and Leadership Team are responsible for ensuring that the School follows safe recruitment processes outlined within guidance, including accurate maintenance of the Single Central Record (SCR); and an application, vetting and recruitment process which places safeguarding at its centre, regardless of employee or voluntary role.

The Local Governing Body will ensure that the Head Teacher, other senior staff responsible for recruitment and at least one member of the Local Governing Body complete accredited Safer Recruitment Training in line with government requirements.

We are also committed to supporting the statutory guidance from the Department for Education on the application of the Childcare (Disqualification) Regulations 2009 and related obligations under the Childcare Act 2006 in School's. School's and local authorities must have regard to it when carrying out their duties to safeguard and promote the welfare of children under section 175, of the Education Act 2002, paragraph 7(b) of Schedule 1 to the Education (Independent School Standards) Regulations 2014 and paragraph 3 of the Schedule to the Education (Non-Maintained Special School's) (England) Regulations 2011. All members of staff are required to read and sign a declaration regardless of the year group they work with.



12. Child protection procedures

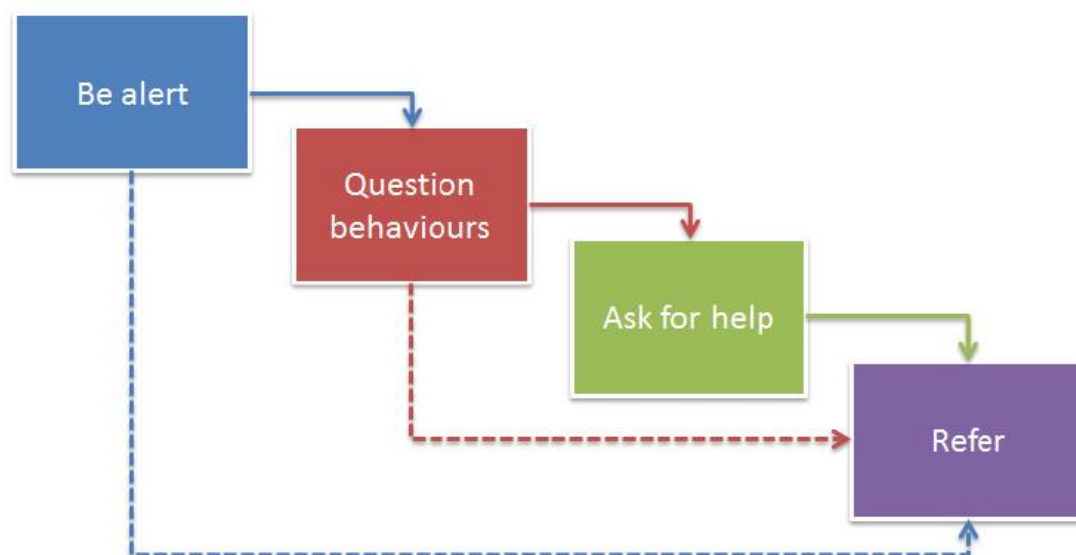
Kingsnorth CEP School adheres to the KSCB Safeguarding Children Procedures (Online, April 2016). The full KSCB procedures and additional guidance relating to specific safeguarding issues can be found on the KSCB website www.kscb.org.uk

Additional guidance for staff includes

- **'What to do if you are Worried About a Child Being Abused' (DfE 2015)**
- **Information Sharing advice for safeguarding practitioners (2015)**
- **Kent and Medway Inter-Agency Threshold Criteria for Children in Need**
- **The Assessment Framework for Children in Need and their Families (2000)**
- These documents can be found in the **staff room/office/staff intranet/network etc.**

'What to do if you are worried about a child being abused' (DfE 2015) p.12 identifies that there are four key steps for professionals to follow to help identify and respond appropriately to possible abuse and/or neglect.

All members of staff are expected to be aware of and follow this approach:



It may not always be appropriate to go through all four stages sequentially and if a child is in immediate danger or is at risk of harm, a referral should be made immediately to children's social care and/or the police.

The role of the school in situations where there are child protection concerns is NOT to investigate but to recognise and refer.

It is the responsibility of the DSL to receive and collate information regarding individual children, to make immediate and on-going assessments of potential risk and to decide actions necessary (with parents / carers in most cases). This includes the need to make referrals to partner agencies and services.

- To help with this decision s/he may choose to consult with the Area Education Safeguarding Adviser from the Education Safeguarding Team and/or the Education Safeguarding Adviser (Online Protection) for online safety concerns.



- Advice may also be sought from the Early Help Triage Team.
- Issues discussed during consultations may include the urgency and gravity of the concerns for a child or young person and the extent to which parents/carers are made aware of these.

All members of staff are made aware of the early help process, and understand their role within it. This includes identifying emerging problems, liaising with the designated safeguarding lead, sharing information with other professionals to support early identification and assessment and, in some cases, acting as the lead professional in undertaking an early help assessment.

If early help is assessed to be appropriate then the DSL will support staff members involved with the family in liaising with other agencies and submitting an Early Help Notification Form. The DSL will keep all early help cases under constant review and will give consideration to making a referral to SCS if the situation doesn't appear to be improving for the child.

New referrals to services will be made using the agreed Kent process i.e. the Early Help Notification form or inter-agency referral form for referrals to SCS. These will be made with reference to the Kent Interagency Threshold Criteria for Children in Need (KSCB). In situations where there are felt to be urgent or grave concerns, a telephone referral will be made prior to the form being completed and sent to the County Duty Team. Concerns for children who are already known to services will be passed to the allocated worker / Team.

All members of staff are aware of the process for making referrals to SCS for statutory assessments under the Children Act 1989 that may follow a referral, along with the role they might be expected to play in such assessments.

In all but the most exceptional circumstances, parents /carers will be made aware of the concerns felt for a child or young person at the earliest possible stage. In the event of a referral to SCS being necessary, parents/carers will be informed and consent to this will be sought unless there is a valid reason not to do so.

In the absence of the availability of the DSL to discuss an immediate and urgent concern, staff can seek advice from the Trust Chief Operations Officer or the Education Safeguards Team. If anyone other than the DSL makes a referral to external services, then they will inform the DSL as soon as possible.

On occasion, staff may pass information about a child to the DSL, but remain anxious about action subsequently taken. Staff should feel able to clarify with the DSL further progress, so that they can reassure themselves the child is safe and their welfare is being considered.

If following this process, the staff member remains concerned that appropriate action is not being taken then the member of staff should seek further direct consultation from a member of the Education Safeguarding Team who will be able to discuss the concern and provide further advice on appropriate action to be taken.

If after a referral a child's situation does not appear to be improving then the DSL (or the person that made the referral) will press for reconsideration to ensure that the School's concerns have been addressed and, most importantly, that the child's situation improves. Professional disagreements (escalation) will be responded to in line with the KSCB procedures and DSLs may request support via the Education Safeguarding Team.



13. Record keeping

Staff will record any welfare concern that they have about a child on the School's safeguarding incident/concern form 'Green Form' (with a body map where injuries have been observed) and pass them without delay to the DSL. Records will be completed as soon as possible after the incident/event, using the child's words and will be signed and dated.

All safeguarding concerns, discussions and decisions made and the reasons for those decisions will be recorded in writing. If members of staff are in any doubt about recording requirements staff then they will discuss their concerns with DSL.

Incident/concern forms are kept in: The staffroom, every classroom and DSL/Deputy head office. They are also available from the 'Safeguarding' folder via the school intranet and the website as an appendix to this policy.

Safeguarding records are kept for individual children and separate from all other records relating to the child in School. They are retained centrally and securely by the DSL and are shared with staff on a 'need to know' basis only.

Storage of records:

In this school every 'Green form' is read and the information then stored in folders. The DSL is responsible for reading and the filing of the 'green forms' Any significant incidents are recorded on a 'chronology' form which dates and timelines the concerns of staff. The school keeps three levels of records.

- 1: Green Folder. These are children for who a concern or concerns have been raised.
- 2 'RED dot' these children have had concerns raised, or Social Services or Kent Safeguarding have been consulted or have been CHIN. These children will have a 'RED ' dot on their personal 'buff' folders and indicates there is additional confidential information kept in a locked cupboard.
- 3: 'RED dot' as above but have been referred and initial child protection assessments have been carried out. Or they are a CHIN child or has a child protection plan or is a LAC child and under the care of the social services. These records are kept in a locked cupboard and are confidential.

The DSL has the responsibility to decide when to make a referral to Children's Social Services. To help with this decision s/he may choose to consult with the Kent Safeguarding Team, Peter Lewer Area Safeguarding advisor on 03000 415648 or mobile on 07917602413. Advice may also be sought from Children's Social Services Duty Social Workers 03000 411111 who offer opportunities for consultation as part of the Child in need / child protection process. Issues discussed during consultations may include the urgency and gravity of the concerns for a child or young person and the extent to which parents/carers are made aware of these. Some concerns may need to be monitored over a period of time before a decision to refer to Children's Social Services is made. **In all but the most exceptional cases parents/carers will be made aware of the concerns felt for a child or young person at the earliest possible stage and in the event of this becoming necessary, their consent to a referral to Social Services will be sought.**

Referrals to Children's Social Services will be made using Kent's inter-agency referral form. In situations where there are felt to be urgent or grave concerns a telephone referral will be made prior to the form being completed and sent to the County Duty social services office. If a child or young person is referred, the DSL will ensure that the Head teacher and other relevant staff are informed of this. If after consultation with the DSL a member of staff feels that appropriate action is not being taken in respect of his or her concerns for a child s/he should refer directly to Social Services. The Head teacher should be informed of this decision. These records must be kept until the child's 25th birthday.

The Headteacher will be kept informed of any significant issues by the DSL.



All safeguarding records will be forwarded in accordance with data protection legislation to a child's subsequent establishment, under confidential and separate cover to the new DSL or Headteacher and a receipt of delivery will be obtained.

Detailed guidance on Record Keeping is found in a separate document "Guidelines for Safeguarding Record Keeping in Schools". All Staff **WILL** familiarise themselves with the responsibilities as outlined in this document.

14. Working with other agencies

Kingsnorth CEP School recognises and is committed to its responsibility to work with other professionals and agencies both to ensure children's needs are met and to protect them from harm. We will endeavor to identify those children and families who may benefit from the intervention and support of external professionals and will seek to enable referrals, in discussion with parents/carers as appropriate.

Academies are not the investigating agency when there are child protection concerns and we will therefore pass all relevant cases to the statutory agencies. We will however contribute to the investigation and assessment processes as required, and recognise that a crucial part of this may be in supporting the child while these take place.

Kingsnorth CEP School recognises the importance of multi-agency working and will ensure that staff are enabled to attend relevant safeguarding meetings, including Child Protection Conferences, Core Groups, Strategy Meetings, Child in Need meetings and Early Help Teams around the Child / Family.

The Leadership Team and DSL will work to establish strong and co-operative relationships with relevant professionals in other agencies.

15. Confidentiality and information sharing

Kingsnorth CEP School recognises that all matters relating to child protection are confidential. The Headteacher or DSL will only disclose information about a pupil to other members of staff on a need to know basis.

All members of staff must be aware that whilst they have duties to keep any information about children, families and colleagues which they have access to as a result of their role confidential, they also have a professional responsibility to share information with other agencies in order to safeguard children. All staff must be aware that they cannot promise a child to keep secrets which might compromise the child's safety or wellbeing. Further advice on responding to disclosures can be found in appendix 4.

DfE Guidance on Information Sharing (March 2015) provides further detail.

If the School is made aware of any safeguarding concerns which they feel need to be shared with the wider community (including other local School's) then advice will be sought from the Education Safeguarding team to ensure that the integrity of any subsequent investigations are maintained and that all members of the community are safeguarded.



16. Complaints

The School has a **Complaints Procedure** available to parents, pupils/students and members of staff who wish to report concerns. This can be found in the 'Staff Folder' 'Policies' on the schools intranet and in the Staffroom in the 'Purple folder' They are also available from the DSL. They are also available to access via our website All staff and Governors have been sent a copy via their e-mail.

All reported concerns will be taken seriously and considered within the relevant and appropriate process. Anything that constitutes an allegation against a member of staff or volunteer will be dealt with under the specific **Procedures for Managing Allegations Against Staff policy**. This can be found in the 'Staff Folder' 'Policies' on the schools intranet. They are also available from the DSL, via our website and all staff and Governors have receive these via email.

17. Allegations against members of staff and volunteers

Kingsnorth CEP School recognises that it is possible for staff and volunteers to behave in a way that might cause harm to children and takes seriously any allegation received. Such allegations should be referred immediately to the DSL who will first contact the Local Authority Designated Officer (LADO) to agree further action to be taken in respect of the child and staff member. In the event of allegations of abuse being made against the headteacher then staff are advised that allegations should be reported directly to the LADO.

All staff and volunteers should feel able to raise concerns about poor or unsafe practice and such concerns will always be taken seriously by the senior leadership team.

All members of staff are made aware of the School's Whistle-blowing procedure and that it is a disciplinary offence not to report concerns about the conduct of a colleague that could place a child at risk.

Members of Staff can also access the NSPCC whistleblowing helpline if they do not feel able to raise concerns regarding child protection failures internally. Staff can call: 0800 028 0285 (8:00 AM to 8:00 PM Monday to Friday) or email: help@nspcc.org.uk

For specific guidance on how to respond to allegations against staff, please refer to the **"Procedures for Managing Allegations Against Staff" and Whistle Blowing Policy** which can be found This can be found in the 'Staff Folder' 'Policies' on the schools intranet. They are also available from the DSL, via our website and all staff and Governors have receive these via email.

When in doubt – consult

18. Allegations against pupils

Kingsnorth CEP School recognises that children are capable of abusing their peers. Peer on peer abuse can take many forms, including (but not limited to) bullying, cyberbullying, hazing (initiation type violence), sexualised bullying and violence and sexting. We are mindful that some potential issues may be affected by the gender, age, ability and culture of those involved.

Kingsnorth CEP School believes that abuse is abuse and it will never be tolerated, dismissed or minimised. The school will ensure that appropriate curriculum time is dedicated to enable children to



develop an awareness and understanding of abusive behaviour and to ensure that children recognise warning signs and supports of support both within the School and externally (such as Kent Police, ChildLine etc.). Further information can be found in This can be found in the 'Staff Folder' 'Policies' on the schools intranet. They are also available from the DSL, via our website and all staff and Governors have receive these via email.

Pupils who have been experienced peer on peer abuse will be supported by:

- Offering them an immediate opportunity to discuss the experience with a member of staff of their choice
- Being advised to keep a record of concerns as evidence and discussions regarding how to respond to concerns and build resilience, if appropriate.
- Providing reassurance and continuous support
- Working with the wider community and local/national organisations to provide further or specialist advice and guidance

Pupils who are alleged to have abused other pupils will be helped by:

- Discussing what happened, establishing the specific concern and the need for behaviour to change
- Informing parents/carers to help change the attitude and behaviour of the child
- Providing appropriate education and support
- Sanctioning them in line with our behaviour/discipline policy. This may include official warnings, detentions, removal of privileges (including denial of online access), fixed-term and permanent exclusions.
- Speaking with police or other local services (such as early help or children's specialist services) as appropriate

Further information about the School's response to allegations of abuse against pupils can be located in Behaviour and Discipline, Anti-Bullying and Online Safety policies These can be found in the 'Staff Folder' 'Policies' on the schools intranet. They are also available from the DSL, via our website and all staff and Governors have receive these via email.

Kingsnorth CEP School is aware of and will follow the KSCB procedures (www.kscb.org.uk) for supporting children who are at risk of harm as a result of their own behaviour.

19. Safeguarding children with special educational needs and disabilities

Kingsnorth CEP School acknowledges that children with special educational needs (SEN) and disabilities can face additional safeguarding challenges as they may have an impaired capacity to resist or avoid abuse. They may have speech, language and communication needs which may make it difficult to tell others what is happening

Kingsnorth CEP School will ensure that children with SEN and disabilities, specifically those with communication difficulties will be supported to ensure that their voice is heard and acted upon.

Members of staff are encouraged to be aware that children with SEN and disabilities can be disproportionally impacted by safeguarding concerns such as bullying. All members of staff will be encouraged to appropriately explore possible indicators of abuse such as behaviour/mood change or injuries and not to assume that they are related to the child's disability and be aware that children with SEN and disabilities may not always outwardly display indicators of abuse.



20. Curriculum and staying safe

We recognise that Schools play an essential role in helping children to understand and identify the parameters of what is appropriate child and adult behaviour; what is 'safe'; to recognise when they and others close to them are not safe; and how to seek advice and support when they are concerned.

Kingsnorth CEP School will use the curriculum to provide opportunities for increasing self-awareness, self-esteem, social and emotional understanding, assertiveness and decision making so that students have a range of contacts and strategies to ensure their own protection and understand the importance of protecting others, including online.

Pupils will be educated at a level appropriate to their age and ability about a range of safeguarding concerns through personal, social, health and economic education (PSHE), and through sex and relationship education (SRE). Anti-Bullying assembly lessons. Online Safety curriculum and online safety assemblies, include, but is not limited to bullying (including cyber online bullying), stranger danger, road safety, and sexting.

Systems have been established to support the empowerment of children to talk to a range of staff. Children at our School will be listened to and heard and their concerns will be taken seriously and acted upon as appropriate.

Specific systems outside of expected day to day classroom interaction and support will include:

- School Council
- Buddy and peer-mentoring systems via school FLO
- Peer mediation via Positive Action
- Pupil Voice
- Questionnaires
- Specific Anti-Bullying awareness assemblies and lessons.
- Positive Action Curriculum
- Information via the school's website
- Think U Know, Childnet, posters and via school website.
- Digital Online Safety Curriculum
- Open access to FLO

21. Online safety (See Online Safety Policy)

It is recognised by Kingsnorth CEP School that the use of technology presents particular challenges and risks to children and adults both inside and outside of School.

We know that the issues classified within online safety are considerable, but can be broadly categorised into three areas of risk:

- **content:** being exposed to illegal, inappropriate or harmful material
- **contact:** being subjected to harmful online interaction with other users
- **conduct:** personal online behaviour that increases the likelihood of, or causes, harm

The DSL and leadership team have read annex C regarding Online Safety within 'Keeping children safe in education' 2016.

Kingsnorth CEP School will ensure that appropriate filtering and monitoring systems are in place when pupils and staff access our computer systems and internet provision. The School will be careful to ensure that these systems do not place unreasonable restrictions on internet access or limit what children can be taught with regards to online teaching and safeguarding



Kingsnorth CEP School acknowledges that whilst filtering and monitoring is an important part of our online safety responsibilities, it is only one part of our role. Children and adults may have access to systems external to the School control such as mobile phones and other internet enabled devices and technology. This is covered in more depth within the **online safety policy** . This can be found in the 'Staff Folder' 'Policies' on the schools intranet. They are also available from the DSL, via our website and all staff and Governors have received these via email

Kingsnorth CEP School will ensure a comprehensive whole curriculum response is in place to enable all pupils to learn about and manage online risks effectively and will support parents and the wider community (including all members of staff) to become aware and alert to the need to keep children safe online.

Detailed information about the schools response to online safety can be found in the school's **Online Safety policy and Acceptable Use policy** which can be found This can be found in the 'Staff Folder' 'Policies' on the schools intranet. They are also available from the DSL, via our website and all staff and Governors have receive these via email.

22. The use of School premises by other organisations

Where services or activities are provided separately by another body using the School premises, the Head Teacher and Local Governing Body will seek written assurance that the organisation concerned has appropriate policies and procedures in place with regard to safeguarding children and child protection and that relevant safeguarding checks have been made in respect of staff and volunteers.

If this is assurance is not achieved then an application to use premises will be refused. (See Lettings Policy) This can be found in the 'Staff Folder' 'Policies' on the schools intranet.

23. Security

All members of staff have a responsibility for maintaining awareness of buildings and grounds security and for reporting concerns that may come to light. We operate within a whole- community ethos and welcome comments from pupils/students, parents and others about areas that may need improvement as well as what we are doing well.

Appropriate checks will be undertaken in respect of visitors and volunteers coming into the School as outlined within guidance. Visitors will be expected to sign in and out via the office visitors log and to display a visitors badge whilst on site. **Any individual who is not known or identifiable should be challenged for clarification and reassurance.**

We will not accept the behaviour of any individual (parent or other) that threatens security or leads others (child or adult) to feel unsafe. Such behaviour will be treated as a serious concern and may result in a decision to refuse access for that individual to the site.



Appendix 1: Responsibilities of the Local Governing Body and the Headteacher

The Local Governing Body has the responsibility to ensure:

- There is a named Designated Safeguarding Lead (DSL), who is a member of the senior leadership team and who has undertaken approved KSCB training in inter-agency working, in addition to basic child protection training
- The School has an up-to-date safeguarding policy which is consistent with KSCB requirements, reviewed annually and made available to parents on request
- Procedures are in place for dealing with allegations of abuse made against members of staff including allegations made against the head teacher
- Safer recruitment procedures, which include the requirement for appropriate checks in line with national guidance are in place
- There is an up-to-date and appropriate training strategy which ensures all members of staff, including the managers, governors, teaching and non-teaching staff, receive safeguarding training
- That all temporary staff and volunteers are made aware of the School's arrangements for safeguarding.
- That appropriate filters and appropriate monitoring systems for computer systems and internet enabled devices are in place whilst being mindful to ensure that "over blocking" does not lead to unreasonable restrictions as to what children can be taught with regards to online teaching and safeguarding
- That the Local Governing Body nominates a member (normally the chair) to be responsible for liaising with the local authority and other agencies in the event of an allegation being made against the head teacher.
- That children are taught about safeguarding, including online, through teaching and learning opportunities, as part of providing a broad and balanced curriculum.

The Headteacher has the responsibility to ensure:

- That the safeguarding policy and procedures are implemented and followed by all staff
- That sufficient time and resources are allocated to enable the DSL (and any appropriately trained deputies) to carry out their roles effectively, including the assessment of pupils and the attendance at strategy discussions and other necessary meetings
- That all members of staff feel able to raise concerns about poor or unsafe practice and that such concerns are handled sensitively and in accordance with the School's whistle blowing procedures
- That child's safety and welfare is addressed through the curriculum



Appendix 2: Categories of Abuse

Abuse: a form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. They may be abused by an adult or adults or another child or children. It should be noted that abuse can be carried out both on and offline and be perpetrated by men, women and children. All members of staff should read and understand part one of 'Keeping children safe in education' 2016 and staff who have direct contact with pupils should also read annex A.

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

Signs that MAY INDICATE Sexual Abuse

- Sudden changes in behaviour and performance
- Displays of affection which are sexual and age inappropriate
- Self-harm, self-mutilation or attempts at suicide
- Alluding to secrets which they cannot reveal
- Tendency to cling or need constant reassurance
- Regression to younger behaviour for example thumb sucking, playing with discarded toys, acting like a baby
- Distrust of familiar adults e.g. anxiety of being left with relatives, a child minder or lodger
- Unexplained gifts or money
- Depression and withdrawal
- Fear of undressing for PE
- Sexually transmitted disease
- Fire setting

Physical abuse: 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.

Signs that MAY INDICATE physical abuse

- Bruises and abrasions around the face
- Damage or injury around the mouth
- Bi-lateral injuries such as two bruised eyes
- Bruising to soft area of the face such as the cheeks
- Fingertip bruising to the front or back of torso
- Bite marks
- Burns or scalds (unusual patterns and spread of injuries)
- Deep contact burns such as cigarette burns
- Injuries suggesting beatings (strap marks, welts)



- Covering arms and legs even when hot
- Aggressive behaviour or severe temper outbursts.
- Injuries need to be accounted for. Inadequate, inconsistent or excessively plausible explanations or a delay in seeking treatment should signal concern.

Emotional abuse: the persistent emotional maltreatment of a child such as to cause severe and 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 cyberbullying), 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, although it may occur alone.

Signs that MAY INDICATE emotional abuse

- Over reaction to mistakes
- Lack of self-confidence/esteem
- Sudden speech disorders
- Self-harming
- Eating Disorders
- Extremes of passivity and/or aggression
- Compulsive stealing
- Drug, alcohol, solvent abuse
- Fear of parents being contacted
- Unwillingness or inability to play
- Excessive need for approval, attention and affection

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

Signs that MAY INDICATE neglect.

- Constant hunger
- Poor personal hygiene
- Constant tiredness
- Inadequate clothing
- Frequent lateness or non-attendance
- Untreated medical problems
- Poor relationship with peers
- Compulsive stealing and scavenging
- Rocking, hair twisting and thumb sucking
- Running away
- Loss of weight or being constantly underweight
- Low self esteem



Appendix 3: Specific Safeguarding Issues (See Annex A of Keeping Children Safe in Education 2016)

Children Missing Education

Kingsnorth CEP School recognises that all children, regardless of their circumstances, are entitled to a full time education which is suitable to their age, ability, aptitude and any special educational needs they may have. We are aware that a child going missing from education is a potential indicator of abuse or neglect.

Our School has a procedure in place for responding to unauthorised absence and for dealing with children that go missing from education, particularly on repeat occasions, to help identify the risk of abuse and neglect, including sexual exploitation, and to help prevent the risks of their going missing in future. For further information, please access the schools policy and procedures regarding **attendance** and **inclusion**.

Child Sexual Exploitation (CSE)

Kingsnorth CEP School recognises that CSE involves exploitative situations, contexts and relationships where young people receive something (for example food, accommodation, drugs, alcohol, gifts, money or in some cases simply affection) as a result of engaging in sexual activities.

We are aware that 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 may involve varying degrees of coercion, intimidation or enticement, including unwanted pressure from peers to have sex, sexting, 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 or recognise this as abusive.

Every member of staff at Kingsnorth CEP School recognises that children at risk of CSE need to be identified and issues relating to CSE should be approached in the same way as protecting children from other risks.

'Honour based' violence

Kingsnorth CEP School is aware that 'Honour-based' violence (HBV) encompasses a range of crimes which have been committed to protect or defend the honour of the family and/or the community, including Female Genital Mutilation (FGM), forced marriage, and practices such as breast ironing.

The indicators of HBV and associated factors will be covered with staff within the school safeguarding training. All members of staff are alert to the possibility of a child being at risk of HBV, or already having suffered HBV. All members of staff are aware that all forms of HBV are abuse (regardless of the motivation) and will be handled and escalated as such. Staff will speak with DSL if they are concerned about HBV.



All members of staff will follow the school and KSCB procedures, using existing national and local protocols for multi-agency liaison with police and children's social care.

Forced Marriage

The Forced Marriage Unit has published [Multi-agency guidelines](#), with pages 32-36 focusing on the role of schools and colleges. Staff should report concerns regarding forced marriage to the DSL or can contact the Forced Marriage Unit if they need advice or information. Contact: 020 7008 0151 or email: fmf@fco.gov.uk

Female Genital Mutilation (FGM) mandatory reporting duty

Teachers must personally report to the police cases where they discover that an act of FGM appears to have been carried out. Unless the teacher has a good reason not to, they should also still consider and discuss any such case with the DSL and involve children's social care as appropriate. The duty does not apply in relation to at risk or suspected cases (i.e. where the teacher does not discover that an act of FGM appears to have been carried out, either through disclosure by the victim or visual evidence) or in cases where the woman is 18 or over. In these cases, teachers should follow local safeguarding procedures.

[Summary of the FGM mandatory reporting duty](#)

Radicalisation

Kingsnorth CEP School recognises that exposure of children (and adults) to extremist ideology can hinder their social development and educational attainment alongside posing a very real risk that they could support or partake in an act of violence. Radicalisation of young people can be compared to grooming for sexual exploitation.

We will ensure all staff and Governors complete an e-learning training package developed by The National Counter Terrorism Policing Headquarters (NCTPHQ), in conjunction with the College of Policing which includes guidance on how to identify people who may be vulnerable to being drawn into terrorism, and how to refer them into the Channel process. The DSL will attend additional training which includes further information on the Prevent Duty. The DSL will keep a record of those who have completed the training.

Every member of staff at the School recognises that children exposed to radicalisation and extremism is no different to safeguarding against any other vulnerability and should be approached in the same way as protecting children from other risks. All members of our community will report concerns regarding radicalisation and extremism to the DSL who will follow local and national guidance.

Additional information about responding to online radicalization and extremism can be found in the schools online safety policy.



Appendix 4: Keeping yourself safe when responding to disclosures (the 6 R's – what to do if...)

1. Receive

- Keep calm
- Listen to what is being said without displaying shock or disbelief
- Take what is being said to you seriously
- Note down what has been said

2. Respond

- Reassure the pupil that they have done the right thing in talking to you
- Be honest and do not make promises you cannot keep e.g. "It will be alright now"
- **Do not promise confidentiality**; you have a duty to refer
- Reassure and alleviate guilt, if the pupil refers to it e.g. "you're not to blame"
- Reassure the child that information will only be shared with those who need to know

3. React

- React to the pupil only as far as is necessary for you to establish whether or not you need to refer the matter, but do not interrogate for full details
- **Do not** ask leading questions; "Did he/she....?" Such questions can invalidate evidence.
- **Do** ask open "TED" questions; Tell, explain, describe
- Do not criticise the perpetrator; the pupil may have affection for him/her
- Do not ask the pupil to repeat it all for another member of staff
- Explain what you have to do next and who you have to talk to

4. Record

- Make some brief notes at the time on any paper which comes to hand and write them up as soon as possible
- Do not destroy your original notes
- Record the date, time, place, any non-verbal behaviour and the words used by the child. Always ensure that as far as possible you have recorded the actual words used by the child.
- Record statements and observable things rather than your interpretations or assumptions

5. Remember

- Contact the designated safeguarding lead (DSL)
- The DSL may be required to make appropriate records available to other agencies
- KSCB: www.kscb.org.uk

6. Relax

- Get some support for yourself, dealing with disclosures can be traumatic for professionals



Appendix 5: National Support Organisations

Support for staff

- Education Support Partnership: www.educationsupportpartnership.org.uk
- Professional Online Safety Helpline: www.saferinternet.org.uk/helpline

Support for Pupils

- NSPCC: www.nspcc.org.uk
- ChildLine: www.childline.org.uk
- Papyrus: www.papyrus-uk.org
- Young Minds: www.youngminds.org.uk
- The Mix: www.themix.org.uk

Support for adults

- Family Lives: www.familylives.org.uk
- Crime Stoppers: www.crimestoppers-uk.org
- Victim Support: www.victimsupport.org.uk
- Kidscape: www.kidscape.org.uk
- The Samaritans: www.samaritans.org
- Mind: www.mind.org.uk
- NAPAC (National Association for People Abused in Childhood): www.napac.org.uk
- MOSAC: www.mosac.org.uk
- Action Fraud: www.actionfraud.police.uk

Support for Learning Disabilities

- Respond: www.respond.org.uk
- Mencap: www.mencap.org.uk

Domestic Abuse

- Refuge: www.refuge.org.uk
- Women's Aid: www.womensaid.org.uk
- Men's Advice Line: www.mensadviceline.org.uk
- Mankind: www.mankindcounselling.org.uk

Honour based Violence

- Forced Marriage Unit: <https://www.gov.uk/guidance/forced-marriage>

Sexual Abuse and CSE

- Lucy Faithfull Foundation: www.lucyfaithfull.org.uk
- Stop it Now!: www.stopitnow.org.uk
- Parents Protect: www.parentsprotect.co.uk
- CEOP: www.ceop.police.uk
- Marie Collins Foundation: www.mariecollinsfoundation.org.uk
- Internet Watch Foundation (IWF): www.iwf.org.uk

Online Safety

- Childnet International: www.childnet.com
- UK Safer Internet Centre: www.saferinternet.org.uk
- Parents Info: www.parentsinfo.org



- Internet Matters: www.internetmatters.org

Net Aware: www.net-aware.org.uk

- ParentPort: www.parentport.org.uk
- Get safe Online: www.getsafeonline.org

Radicalisation and hate

- Educate against Hate: www.educateagainsthate.com
- Counter Terrorism Internet Referral Unit: www.gov.uk/report-terrorism
- True Vision: www.report-it.org.uk



Appendix 6: School Specific Information

- i) Safeguarding Incident / Concern Form**
- ii) DSL record of Action / Contacts**
- iii) DSL detailed record of Action**
- iv) Safeguarding Record – Front Sheet**
- v) Chronology of Events**
- vi) Frequently Asked Questions**
- vii) Contact List for Children’s Safeguards Unit**



‘THE GREEN FORM’

Kingsnorth CEP School

SAFEGUARDING INCIDENT / CONCERN FORM

Pupil name	Date of birth and Year Group
Name and position of person completing form (please print)	
Date of incident /concern: dd.mm.yy	
Incident / concern (who what where when)*	
Any other relevant information (witnesses, immediate action taken)*	
Action taken*	
Signature	Date form completed (dd mm yy)

*Continue on a separate sheet if necessary



Kingsnorth CEP School

DSL SAFEGUARDING RECORD OF ACTION / CONTACTS

PUPIL NAME:		
DATE	DETAILS	SIGNATURE



Kingsnorth CEP School

SAFEGUARDING RECORD FRONT SHEET

Pupil name:		Date of birth:	
Any other name by which child is known:			
Home address:		Current address (if different)	
Telephone no:			
Family members i.e. parents / carers / siblings:			
Name	Relationship	Address	School details
Date file started:			
Are records held in school relating to other connected children?			
Contact details of other professionals			
Name	Agency	Address	



Kingsnorth CEP School

CHRONOLOGY

Pupil Name:		Date of birth
DATE	INCIDENT / EVENT	Signature



Safeguarding and recording

Frequently asked questions

Why is recording important?

We have a statutory duty to promote the well-being and safety of every child who attends our school. This is a whole school task. Since staff have differing roles in school we observe children in a range of settings and activities throughout the school day. Children may show or tell us that something is wrong in a variety of ways. We all have an important role to play in helping to identify welfare concerns for children and possible indicators of abuse or neglect at an early stage. For some children a “one off” serious incident or concern will come to your attention and you will have no doubt that this you must immediately record and report this. Most often however it is the accumulation of a number of small incidents, events or observations – “the jigsaw” - that provide the evidence that a child is being harmed. It is vital therefore that any concern you have for a child’s welfare *however small* is recorded and passed to the DSL.

What is a “welfare concern”?

As a general rule anything that you consider unusual or out of the ordinary for the child constitutes a concern. Mostly these will arise in one or more of the following areas:

- The child’s behaviour changes or a particular behaviour is observed
- The child has a physical injury
- The child tells you something has happened to them
- The child’s physical presentation
- You receive information from or observe unusual behaviour in a parent

Why can’t I just pass on my concern verbally?

It is important that the person who has the concern gives a first hand account of this so that there is a clear and accurate record of what has been seen, heard etc. A record written by you will ensure that there is no misinterpretation of your concern or that it can be overlooked or forgotten.

How and what do I record?

Our school’s welfare concern form is a green A4 sheet that can be found in the staff room. There is also an aide memoire that will guide you in completing this. If you are in any doubt ask



What happens to the record once I've written it?

One of the main purposes of recording is to make sure that the school's Designated Child Protection Co-ordinator is able to respond properly to concerns for children. The DSL will decide what action is necessary in response to your concern. Actions they take will of course depend on how serious and urgent the concern is. These can range however from a decision to keep a close eye on the child in school to referring the child to Children's Social Services so that they can undertake an assessment of the child's safety. The concern form you have completed will be kept by the DSL in a confidential files.

Who will see this? Will parents see my record?

Information relating to children's welfare will be shared on a strict "need to know" basis and in line with Kent County Council's Safeguarding Children Procedure that we have a duty to work within.

Neither the parent nor the pupil has an automatic right of access to child protection records and in most cases, the actual record will not be shared with parents. However we ask you to write this in a way that if we were asked to release school records perhaps by a Court, the record is a fair and factual account of an incident or event. One of the most common responses by the DSL to concerns raised by staff for children will be to share these with parents with the purpose of working with them to understand and address the issue of concern. The details of your record therefore may be presented verbally to parents. Sometimes your concern will be one of many. If the DSL is worried that talking to parents might create a risk to any staff member's safety they will not do this but seek the advice of colleagues in Education and Children's Social Services.

Will the record be destroyed once the issue is addressed or the child leaves school?

No. Past concerns for children and what happened in response to these can be very important information for staff who may have concerns for the child at a later time. The DCSF guide us in the retention and transfer of safeguarding records. The DSL is responsible for passing these on under confidential cover to the DSL in the child's new school when the child leaves us. For secondary schools, the records are kept until the child is 25 years old.



Distinguishing fact and opinion

Consider each of the statements below. For each one decide whether it is a *fact* or an *opinion*.

Have a go at rewriting one statement that contains an opinion in a way that makes the difference between fact and opinion clear.

1. Being unemployed is depressing Mrs A.
2. Alan said his mother smacked him.
3. On the last contact visit the living room was not safe for the children.
4. The clothing in which Mrs Smith had dressed the baby was not appropriate.
5. Foster Care is not appropriate for Ian
6. Jenny is a very contented child.



Distinguishing fact and opinion (answers)

1. Being unemployed is depressing Mrs A.

This is an opinion. A possible rewrite could be:

Mrs A appears depressed. She is...list her symptoms... (e.g. tearful, tired, listless, relationship with the children). This change in Mrs A has been noticeable since she lost her job and I think unemployment may be the main reason that she feels the way she does.

2. Alan said his mother smacked him.

This as written is a factual statement. However, it is important to know **who** Alan said this to. If he reported to a member of staff that his mother smacked him, one would expect a more detailed explanation to follow this statement, including what Alan said in his own words and what action the staff member has taken since.

3. On the last contact visit the living room was not safe for the children.

This is an opinion. It could be rewritten in the following way:

When I visited the family to talk about the children's attendance I did not think that it was safe to leave them in the living room. There were dirty syringes and other sharp objects within their reach. I therefore phoned their social worker.

4. The clothing in which Mrs Smith had dressed the baby was not appropriate.

This is an opinion. It could be rewritten in the following way:

I did not think that the clothing Mrs Smith had dressed the baby in was appropriate because it was a cold November morning and the baby was dressed in only a tee – shirt and shorts to be taken out in her pram with only a thin blanket to cover her.



5. Foster Care is not appropriate for Ian.

Again this is an opinion. A possible rewrite could be:

I do not think that foster care is appropriate for Ian. This is his sixth placement in five weeks and all his previous placements with foster carers have broken down. Ian has told me that he feels that he is being disloyal to his mother by living in a family and he would like to be placed in a residential home. Although I have talked at length with him about this he remains consistent in his view and his behaviour appears to be directed at ending the placement.

6. Jenny is a very contented child.

This statement is written as if it is a fact. However it is clearly an opinion. What is meant by the phrase *very contented*? Would we all understand it in the same way and would we all agree on the difference between a contented and very contented child? It would be more helpful to give description of Jenny's behaviour and appearance.

All updated Safeguarding Documents can be downloaded following this link.

<http://www.kelsi.org.uk/support-for-children-and-young-people/child-protection-and-safeguarding/safeguarding-policies-and-guidance>



EYPS – Safeguarding in Education Contacts – September 2016

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Central Duty: 03000 411111
Urgent child protection issue outside of office hours,
Call the Central Duty Out of Hours Number: 03000 419191

Early Help & Preventative Services:
earlyhelp@kent.gov.uk or ring 03000 419222