

# Bradfields Academy



## Child Protection Safeguarding Policy

September 2018

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## POLICY CONSULTATION & REVIEW

This policy is available on our academy website and is available on request from the academy office. We also inform parents and carers about this policy when their children join our academy and through our newsletter.

The policy is provided to all staff (including temporary staff and volunteers) at induction alongside our Staff Code of Conduct. In addition, all staff are provided with Part One of the statutory guidance '[Keeping Children Safe in Education](#)', DfE (2018).

This policy will be reviewed in full by the Governing Body on an annual basis. This policy was last reviewed and agreed by the Governing Body in September 2018. It is due for review in September 2019.

## CONTEXT

Bradfields Academy fully recognises its responsibility to have a clear and secure framework in place to safeguard and promote the welfare of children and their families, in line with early help ethos.

Practitioners who work with children in this school will read this policy within the framework of the following guidance:

- Keeping Children Safe in Education: Statutory Guidance 2016
- Working Together to Safeguard children (2018) Statutory Guidance
- Medway Safeguarding Children's Board Policies and Procedures
- Kent Safeguarding Children's Board Policies and Procedures
- What to do if you're worried a child is being abused (2015)
- Early help: Whose responsibility? A [thematic inspection](#) by Ofsted March 2015

Through their day-to-day contact with students and their direct work with families, all staff and volunteers in school have a crucial role to play in noticing indicators of possible abuse or neglect at an early stage.

This policy sets out how the school's governing body discharges its statutory responsibilities relating to safeguarding and promoting the welfare of children who are students at this school. Our policy applies to all staff; paid and unpaid, working in the school including governors. It is consistent with Medway and Kent Safeguarding Children's Board (MSCB) procedures.

## PURPOSE and AIMS

The purpose of Bradfields Academy's safeguarding policy is to ensure:

- **Building resilience** - raising awareness of child protection issues and equipping children with the language and skills needed to keep them safe. Establishing a

safe environment in which children can learn and develop within an ethos of openness;

- **Early Identification** – acting on the identification of additional needs immediately; undertaking an early help assessment; leading on the development of a plan and coordinating a team to support the agreed actions. Voluntary agreement with families;
- **Supporting vulnerable pupils** - supporting pupils who have been abused, have witnessed violence towards others or may be vulnerable to abuse and exploitation for many reasons;
- **Preventing unsuitable people from working with students** - ensuring we practice safe recruitment in checking the suitability of staff and volunteers to work with students.

We will follow the procedures set out by the Medway Safeguarding Children's Board and take account of guidance issued by the Department for Education (DfE) by ensuring that:

- Safeguarding and promoting the welfare of children is everyone's responsibility.
- We protect children and young people at our academy from maltreatment and exploitation.
- We prevent impairment of our children and young people's health or development.
- Children and young people at our academy grow up in circumstances consistent with the provisions of safe and effective care.
- Offering students a balanced curriculum including PSHCE (Personal, Social, Health and Citizenship Education); RSE (Relationships and Sex Education)
- We offer children and young people a balanced curriculum through online activities, enabling them to enhance their skills and knowledge whilst understanding the risks.
- We understand that no single professional can have the full picture of a student's needs and circumstances. Everyone who comes into contact with children and their families has a role to play in identifying concerns, sharing information and taking prompt action.
- We undertake the role so as to enable children and young people at our academy to have best outcomes. To consider at all times the best interests of the students.
- As an academy we have a clear understanding of our staffing group knowledge and understanding to embed safeguarding through systems so that safeguarding is a robust element of our academy.
- We employ clear monitoring and reviewing processes that the Governance arrangements of the school manage and develop.

- The voice of the child is evident in case files and informs the academy's policy developments.
- This policy has been developed to give clear direction to staff, volunteers, visitors/contractors, parents and carers about expected behaviour and our legal responsibility to safeguard and promote the welfare of all our children at Bradfields.
- We have a commitment to safeguarding/child protection in a multi-agency environment.
- The first step is to be alert to the signs of abuse, exploitation and neglect, to have read this document and to understand the procedures set out in our school and the Medway Safeguarding Children's Board. As a staff member you should also consider what training would support you in your role to fulfil this duty.

## ETHOS

The students' welfare is of paramount importance, we are a child-centred academy.

Bradfields Academy maintains a professional attitude of **'it could happen here'** where safeguarding is concerned. When concerns about the welfare of a student are highlighted, staff members will always act in the best interests of the student. This policy has been developed in conjunction with our academy culture of prevention, protection and support.

Our academy will continue to maintain an ethos where students feel secure, are encouraged to talk, are listened to and feel safe. Students at our academy are encouraged to talk freely with any staff member if they are worried or concerned about something. We follow the guidance from [what-to-do-if-you-are-worried-a-child-is-being-abused](#) :

The academy will continually raise awareness of child protection issues and as far as their educational needs will allow, equip children with the language and skills needed to keep them safe. The academy will establish a safe environment in which children can learn and develop within an ethos of openness.

The academy will ensure staff are aware that being alert to identifying and acting on additional needs can be preventative in matters escalating to serious safeguarding concerns and will ensure through assessment of the whole family needs that support is coordinated immediately.

## SAFEGUARDING DEFINITIONS

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 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. We also have developed systems as

described in [Working-Together-to-Safeguard-Children 2018](#) to form a wider system and prevent concerns from escalating.

The school follows the [Medway Safeguarding Children's Board](#) policies and procedures for all students that live in Medway and those of the [Kent Safeguarding Children's Board](#) for those that are Kent residents.

## **ROLES and RESPONSIBILITIES**

The Governing Body/Principal is accountable for ensuring the effectiveness of this policy and academy compliance. The Governance/Principal has a named lead within Safeguarding; this is under review, but currently sits with Mr Peter Martin as the Chair of Governors.

Governing Body/Principal, have appointed David Waters as the Designated Safeguarding Lead (DSL) who is part of the Senior Leadership Team, they will monitor this post to ensure the post holder has the time and resources required to fulfil the duty.

The Designated Safeguarding Lead's (DSL) and Deputy Designated Safeguarding Lead's (DDSL) job descriptions (appendix B KCSIE 2016) have been added to the relevant staff members' job descriptions. The Governing Body have shared the content of "Keeping Children Safe in Education" (2016) with the Designated Safeguarding Lead and Deputy Designated Safeguarding Lead and are confident the individuals have the knowledge and understanding to carry out their roles appropriately. The Designated Safeguarding Lead training is compliant with [MSCB training programme](#).

The Governing Body ensures that the Designated Safeguarding Lead understands they have the responsibility in leading safeguarding and child protection across the academy. This individual has the appropriate status, authority, funding, resources, training and support to provide advice and guidance to all staff members within the academy on child welfare and child protection. The Designated Safeguarding Lead and Deputy Designated Safeguarding Lead can access appropriate and regular supervision from senior leadership team or external services.

The Governing Body ensures the academy is compliant with section 157 of the Education Act 2002 and the Education Regulations 2003 which require proprietors of Independent Schools (including Academies and Free Schools) to have arrangements for safeguarding and promoting the welfare of pupils at the school. The Governing Body returns their 157 report to the Local Authority/Medway Safeguarding Children Board. Any areas of concern in safeguarding are identified and action plan/risk assessment is developed annually. The Governing Body ensures the school contributes to inter-agency working in-line with [Working-Together-to-Safeguard-Children](#) (2018) appropriately.

The Governing Body ensures safer recruitment procedures that include the requirement for appropriate checks in line with national guidance are in place. (see: [Safeguarding Children and Safer Recruitment in Education Booklet](#))

The Governing Body has developed an overview of training schedule in line with KCSIE 2016 and future training requirements and this is updated every term. All staff, volunteers and Governors have received an induction, which includes basic safeguarding training compliant with [Medway Safeguarding Children Board](#). All staff, volunteers and Governors have read and understand the code of conduct annually and Keeping Children Safe in Education 2016 including hyperlinks. The academy has developed a system in-line with guidance below to ensure that [regulated and non-regulated activities](#) and staff supervision is understood across the academy. The identification of volunteers, students, and visitors can be clearly identified by our visitor system.

Governing Body/Principal ensures there is a current [whistle blowing](#) policy in place, that staff have received a copy and have the opportunity to raise concerns in line with KCSIE 2016. There is a culture evident in the academy to raise concerns about poor or unsafe practice and such concerns are addressed professionally and sensitively in accordance with agreed whistle blowing procedures. The Whistle Blowing Policy can be located on the academy website and in all staff rooms. <https://www.bradfieldsacademy.co.uk/attachments/download.asp?file=104&type=pdf>

The Governing Body/Principal ensures all staff are aware of the NSPCC (National Society for the Prevention of Cruelty to Children) [whistleblowing-helpline](#) is available for staff who do not feel able to raise concerns regarding child protection failures internally. Staff can call: 0800 028 0285 – line is available from 8:00 am to 8:00 pm, Monday to Friday and Email: [help@nspcc.org.uk](mailto:help@nspcc.org.uk).

[Medway Professionals Procedures whistle blowing arrangements for safeguarding children](#)

The Governing Body/Principal has a schedule of policies and procedures and sets a review timetable annually to ensure they are current. The Governing Body and Designated Safeguarding Lead coordinate the updates with training schedule to support the culture of learning for all staff/volunteers. The academy updates parents of new policies and updates through newsletters, websites and noticeboards.

The Governing Body/Principal have ensured teaching staff are aware of their responsibility in reporting the disclosure of Female Genital Mutilation (FGM) or suspicion that it appears to have been carried out, directly to Police (KCSIE 2016). Further guidance can be sourced at [Government publications mandatory-reporting-of-female-genital-mutilation-procedural-information](#). Teaching staff have a requirement to update Designated Safeguarding Lead of the notification to Police. Further guidance to be found on [multi-agency-statutory-guidance-on-female-genital-mutilation](#) (Female Genital Mutilation Act 2003)

The academy and the Governing Body have identified a Deputy Designated Safeguarding Lead who is trained at the same standard as the Designated Safeguarding Lead. (KCSIE 2016) Designated Safeguarding Lead can delegate



activities to Deputy Designated Safeguarding Lead yet the ultimate responsibility still remains with the Designated Safeguarding Lead, the lead responsibility is never delegated. In the absence of the Designated Safeguarding Lead the Deputy Designated Safeguarding Lead will take on Safeguarding Lead with clear direction from Senior Leadership Team.

### **Designated Safeguarding Lead is David Waters**

### **Deputy Designated Safeguarding Lead is Emma Davies**

As the Multi-academy trust grows, additional Deputy Designated Safe Guarding Leads will be identified and appointed.

## **DESIGNATED SAFEGUARDING LEAD/ DEPUTY DESIGNATED SAFEGUARDING LEAD**

The Designated Safeguarding Lead will carry out their roles in accordance with [Keeping Children Safe in Education 2016](#)

Management of referrals:

- The Designated Safeguarding Lead continually develops an understanding of the community the academy serves, with regard to the risks and resilience.
- The Designated Safeguarding Lead will have an understanding of staffing, volunteers and Governance arrangements and training needs for safeguarding across the academy, updating the Governing Body and Principal every term.

The DSL will refer cases of suspected abuse to Local Authority children's social care (First Response and Assessment service) as required, and will:

- Ensure an appropriate representative attends Child Protection Conferences and Core Group meetings.
- Be responsible for completing [Strengthening Families multi-agency conference report template](#)
- Be the expert within the school to support staff in liaising with other agencies, making assessments and referrals. Any staff member maybe required to be part of strategy discussions with other interagency meetings and contribute to the assessment of students.

Designated Safeguarding Leads will support those members of staff that make referrals to Local Authority Children's Social Care.

Designated Safeguarding Leads will refer cases to the [Channel Programme](#) where there is a radicalisation concern; also they will support staff that make referrals to the Channel Programme; completing appropriate risk assessments.

Designated Safeguarding Leads will refer cases where a person is dismissed or left due to risk/harm to a child to the Disclosure and Barring Service as required.

Designated Safeguarding Leads will refer cases where a crime may have been committed to the Police as required.

Designated Safeguarding Leads will be responsible to ensure:

- There are robust systems to monitor and record training of all staff and volunteers which will be reviewed annually.
- Maintain time scales of training and ensure training is delivered in-line with [Training-Quality-programme](#). This will include bulletins, briefings and INSET day training as well as external events attended.
- Regular updates are shared with staff and there is a system to record these communications.

Designated Safeguarding Leads will ensure:

- All staff and regular visitors have training on how to recognise indicators of concern.
- How to respond to a disclosure from a child.
- How to record and report this information accurately.
- All staff and volunteers know not to make promises to any child and not to keep secrets.
- Every child knows what the adult will have to do with any information they have chosen to disclose to a staff member or volunteer.

Designated Safeguarding Leads will:

- Monitor the electronic case management systems set up to record cause for concerns on students and ensure the quality of information is accurate, proportionate, and timely.
- Ensure assessments or referrals are made appropriately.
- Ensure the recording and storing of information is kept in line with [the-data-protection-act](#).
- Ensure the academy keeps safeguarding and child protection records separate from academic records and there is a clear recorded process of transfer of records to new schools, academies and colleges.

- Ensure a chronology case management system is maintained in all student files giving clarity on summary/recognition of cumulative low level concerns which need to be monitored or have been raised.

Designated Safeguarding Leads have developed systems for case management which are detailed, accurate, and secured. Bradfields achieves this through the electronic system provided by [www.Safeguardsoftware.co.uk](http://www.Safeguardsoftware.co.uk) There is a system to monitor the quality of records through auditing of case files on a scheduled basis. Systems are compliant with [the-data-protection-act](#).

Designated Safeguarding Leads have a clear system for Child Protection (Children's Act 1989 section 47), Child in Need (Children's Act 1989 section 17), [Early Help Assessment](#) (EHA/CAF) files being removed from school and returned; for what purpose e.g. case review meeting, [SCR](#) (Serious case reviews), [DHR](#) (Domestic Homicide Reviews).

Designated Safeguarding Leads will share risks and resilience of pupil/student proportionately with staff members/volunteers on a "need to know and in the child's best interest" and this is recorded and monitored to ensure risks/progress of pupil/student is understood. The Designated Safeguarding Lead will clearly state reasons for sharing this information and that this is carried out in strict confidentiality. Bradfields Academy follows [safeguarding-practitioners-information-sharing-advice](#).

Designated Safeguarding Leads ensure systems are in place to induct new staff/governors that are robust and monitored. Any non-compliance is shared with Senior Leadership Team/Governing Body. Designated Safeguarding Leads will ensure the Induction Policy is updated annually in-line with [Keeping Children Safe in Education 2018](#).

Designated Safeguarding Leads understand and supports the academy with regards to the requirements of the [Prevent duty](#) and is able to provide advice and support to staff on protecting children from the risk of radicalisation. Schools on-line safety policy links with this policy.

All staff will have access to resources/bulletins and attend any relevant or refresher training courses to update their professional development within safeguarding. The Designated Safeguarding Lead coordinates this centrally. The Teachers' Standards 2012 [teachers-standards](#) state that teachers, including the Principal, should safeguard children's wellbeing and maintain public trust in the teaching profession as part of their professional duties. All staff are encouraged to have MSCB as their favourite on their computer and to access updates regularly as part of professional development and [Training-Quality-Strategies](#).

Designated Safeguarding Lead/Governing Body/Principal all actively encourage a culture of listening to children and taking account of their wishes and feelings, all staff will assist with any measures the academy may put in place to protect them. The Designated Safeguarding Leads have developed systems to record these and ensure through case reviews the students' voice has been heard/recorded using [Medway Professionals Procedures](#)

Working with others: Designated Safeguarding Lead will liaise with the Principal and relevant members of the Senior Leadership Team to inform them of issues especially ongoing enquiries under section 47 of the Children Act 1989 and police investigations.

Designated Safeguarding Leads will notify Children's Social Care if a child with a child protection plan is absent for more than two days without explanation. A pupil who does not attend without explanation on the am session for school; this will be followed up within 24 hours. Please see the academy attendance policy (update September 2018) for further details.

Designated Safeguarding Leads will as required:

- Liaise with the "case manager" and the LADO (Local Authority Designated Officer) at the local authority for child protection concerns (all cases which concern a staff member)

Designated Safeguarding Leads will:

- Liaise with staff on matters of safety and safeguarding
- Decide whether to make a referral following liaisons with relevant agencies.
- Act as a source of support, advice and expertise for all staff.
- Complete Risk Assessments as required and where appropriate involve other agencies.

Where a parent or guardian chooses to remove a student from roll and place them on Elected Home Education ([EHE](#)) The Designated Safeguarding Leads will make arrangements to pass any safeguarding concerns to the EHE Team within Medway Council and inform other professionals who are involved.

The academy, at times, may require further assistance from interpreters to support students and families. These services will be accessed with support of the Designated Safeguarding Lead.

## **WORKING WITH PARENTS/CARERS**

The academy is committed to working in partnership with families to safeguard and promote the welfare of all the students and to support them to understand the statutory responsibilities in this area.

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 on request. An electronic version is available on the academy website. Parents and carers will be informed of our legal duty to assist our colleagues/ other agencies with child protection enquiries and what happens should we have cause to make a referral to Early Help Service or other agencies.

The academy is committed to working with families positively, openly and honestly. The academy will ensure that all parents are treated with respect, dignity and courtesy. Bradfields respects parents' 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 student from harm.

We will seek to share with parents or carers any concerns we may have about a student unless to do so may place the student at increased risk of harm. A lack of parental engagement or agreement regarding the concerns the school has about a student will not prevent the Designated Safeguarding Leads making a referral to Children's Social Care and Multi – Agency Risk Assessment Conference (MARAC) where it is appropriate to do so.

In order to keep students safe and provide appropriate care for them, the academy requires parents to provide accurate and up to date information regarding:

- Full names and contact details of all adults with whom the child normally lives;
- Two emergency contact numbers;
- 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 to collect the child from school (if different from the above);
- Any legal or criminal changes which effects parental responsibility e.g. Bail condition, contact orders, non-molestation orders, court orders, Multi – Agency Risk Assessment Conference (MARAC).

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

## PROCEDURES FOR MANAGING CONCERNS



It is the responsibility of all staff members to report any concerns that they have and not to 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 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 Designated Safeguarding Leads to build up a picture and access support for the

student at the earliest opportunity. Further guidance can be found at [Medway early help service strategy](#) document.

The signs of child abuse might not always be obvious and a student might not tell anyone what is happening to them. You should therefore question behaviours if something seems unusual and try to speak to the child, alone, if appropriate, to seek further information. Following guidance [What to do if you're worried a child is being abused](#). If a child reports, following a conversation you have initiated or otherwise, that they are being abused and/or neglected, you should listen to them, take their allegation seriously, and reassure them that you will take action to keep them safe. You will need to decide the most appropriate action to take, depending on the circumstances of the case, the seriousness of the child's allegation and the local multi-agency safeguarding arrangements in place.

All concerns about a child/ young person or family should be reported without delay and recorded on the electronic system. This will automatically inform the Designated Safeguarding Leads. If you feel a referral requires immediate action you should locate one of the Safeguarding Leads to discuss this further.

Following receipt of any information raising concern, the Designated Safeguarding Leads will confer to make sure all information is to hand and then consider what action to take and seek further advice from First Response and Assessment Service. All information and actions taken, including the reasons for any decisions/actions made, will be fully documented on student's record.

It is **not** the responsibility of the academy to investigate welfare concerns or determine the truth of any disclosure or allegation. All staff, however, we will have a duty to recognise concerns and pass the information on in accordance with the procedures outlined in this policy. With this in mind staff must be aware of the questions or statements they make when talking to a student. Questions must be non-leading, and staff are reminded of phrases such as "Tell me what happened next" or "Tell me more about this". Statements must be non-judgemental either to the student or within the write up.

All concerns about students must be discussed with the Designated Safeguarding Lead or the Deputy Designated Safeguarding Lead. A course of action will then be agreed. Any staff member can make a referral to Children's Social Care or Police but within the academy all referrals must be discussed with one of the Safeguarding Leads before action is taken. Other options could include referral to specialist services or early help services and should be made in accordance with the referral threshold set by the Medway Safeguarding Children Board.

If anyone other than the Designated Safeguarding Lead makes the referral they should inform the Designated Safeguarding Lead, as soon as possible. The Local Authority should make a decision within one working day of a referral being made about what the next stages are.

Any member of staff who does not feel that concerns about a child have been responded to appropriately and in accordance with the procedures outline in this policy or MSCB should raise their concerns with the Principal or Governing Body. If any member of staff does not feel the situation has been addressed appropriately at this point they should contact First Response and Assessment Service directly with their concerns using the below link.

The below hyper link directs you to your local children's social care contact number; [Report-child-abuse-to-local-council](#)

[Escalation Procedure \(Professional Disagreement\)](#) - Medway Safeguarding Children Board expects members of staff working directly with families to share information appropriately and work to plans agreed in all relevant forums. Good practice includes the expectation that constructive challenge amongst colleagues within agencies and between agencies provides a healthy approach to the work. Where members of staff from any agency feel concerns regarding a child are not being addressed it is expected that the escalation process should be used until a satisfactory conclusion is reached. The process of resolution should be kept as simple as possible and the aim should be to resolve difficulties at a professional practitioner level wherever possible. It should be recognised that differences in status and experience may affect the confidence of some workers to pursue this course of action and support should be sought from the schools Designated Safeguarding Lead.

## EARLY HELP

Designated Safeguarding Lead will ensure staff are aware of the [Medway Early Help outcome plan 2015-2020/process](#), and understand their role in it. This includes:

- Identifying emerging problems
- Liaising with the Designated Safeguarding Lead
- Undertaking an early help whole family assessment
- Co-ordinating the development of a whole family plan
- Supporting others who are leading by sharing information with other professionals to support early identification and assessment and ensuring identified outcomes are met. They will potentially be identified as the early help lead(s) for the school.

All members of staff, including volunteers, working with students at the academy are advised to maintain an attitude of '*professional curiosity and respectful uncertainty*' where safeguarding is concerned. When concerned about the welfare of a student,



staff members should always act in the interests of the student and have a responsibility to take action as outlined in this policy. Any student may benefit from early help, yet staff should be particularly alert to potential need for help for a student who:

- Is disabled and has a specific additional needs;
- Has educational needs whether or not they have a statutory Education Health and Care plan)
- Is a young carer
- Is frequently missing/goes missing from care or home
- Is misusing drugs and alcohol
- Is in family circumstances presenting challenges for the child, such as substance abuse, adult mental health problems or domestic abuse
- Has returned home to their family from care

Early help is a key part of a wider continuum of engagement with families and will work alongside universal services. For early intervention to be successful each stage of the process must be carried out well and followed through by every person who works with children, young people and families and has an individual responsibility for early help.

Practitioners should complete an Early Help Assessment (EHA) when:

- Age appropriate progress is not being made and the causes are unclear or development progress is being met
- The support of more than one additional agency is needed to meet the young person's needs.
- Students do not meet MSCB safeguarding threshold yet concerns are emerging e.g. attendance, behavioural, social or physical wellbeing academic progress.

The school EHA lead may need to request the support of Medway Council Early Help Transformation Team (EHTT) for support to undertake the EHA or to bring in further specialist support for certain issues for the whole family that could be impacting on the development of the student (housing/debt/unemployment; criminal activity; substance misuse or mental health; domestic abuse). The academy will inform the EH Co-ordinator when an EHA has been started, and when it is closed, irrespective of whether or not there is an EH worker involved with the family. This is so that a record of that involvement can be maintained on Synergy.

## **Guidance on responding to a child disclosing abuse**

The following list should be used as advice for teachers in the event that a child discloses information relating to abuse that they may be suffering:

- **Stay calm**
- **Listen carefully** to what is said
- **Do not promise to keep secrets** –find an appropriate early opportunity to explain that it is likely that the information will need to be shared with others. Professionals working with students will need to be aware of the following definitions:
  - **Gillick competence** is a term originating in England and is used in medical law to decide whether a child (under 16 years of age) is able to consent to his or her own medical treatment, without the need for parental permission or knowledge.
  - **Fraser guidelines.** The '**Fraser guidelines**' specifically relate only to contraception and sexual health. They are named after one of the Lords responsible for the Gillick judgement but who went on to address the specific issue of giving contraceptive advice and treatment to those under 16 without parental consent.
  - They must, however, balance the young person's rights, with their duty of care in keeping children safe from harm.
  - Underage sexual activity should always be seen as a possible indicator of child sexual exploitation. Sexual activity with a child under 13 is a criminal offence and should always result in a child protection referral.
- **Allow the child to continue at their own pace**
- **Only ask questions for clarification purposes** –at all times avoid asking questions that suggest a particular answer.
- **Reassure** the child that they have done the right thing in telling you
- **Tell them what you will do next** and with whom the information will be shared
- **Record in writing what was said as soon as possible**
  - Using the child's own words
  - Note date and time
  - Record any names mentioned in full (do not use initials)
  - If for any reason a hard copy of information is provided (i.e. a disclosure on a trip where access to the online system is not immediately available) record on the paper to whom the information was given and ensure that the record is signed and dated.
  - In the case that a child or adult discloses any information regarding abuse that they may have suffered, the information should be passed onto the school's Designated Safeguarding Lead.

- If the Designated Safeguarding Lead is not available, the Deputy Designated Safeguarding Lead will pick up any referrals and in the case of their unavailability then the Senior Leadership team will act and liaise in their absence, making any necessary referrals to the appropriate agencies.

## TYPES AND SIGNS OF ABUSE and EXPOLITATION

As an academy we are aware that abuse, neglect and safeguarding issues are rarely standalone events that can be covered by one definition or label. In most cases multiple issues will overlap with one another for further guidance: [Promoting the welfare of children](#) .

**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. Children may be abused in a family or in an institutional or community setting by those known to them or, by others (e.g. via the internet). They may be abused by an adult or adults or another child or children.

**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.

**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 in so far 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.

**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. Safeguarding issues can manifest themselves via peer on peer abuse. This is most likely to include, yet not limited to, bullying (including cyberbullying), sexual violence, sexual harassment and sexting.

**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.

## **KEEPING CHILDREN SAFE IN EDUCATION (2016) SPECIFIC SAFEGUARDING ISSUES**

All members of staff in our academy have an awareness of safeguarding issues. We ensure the staff are aware of behaviours linked to the likes of drug taking, alcohol abuse, truancy and sexting put children in danger. All members of staff are aware of the Designated Safeguarding Lead who is the expert within our School to support staff, volunteers and the Governing Body.

All academy staff are aware safeguarding issues can manifest themselves via peer on peer abuse. This is most likely to include, but not limited to: bullying (including cyberbullying), gender based violence/sexual assaults; and sexting. Further guidance on peer on peer abuse can be found in the Behaviour Policy and procedures <https://www.bradfieldsacademy.co.uk/attachments/download.asp?file=101&type=pdf>

Expert and professional organisations are supportive of schools and academies in providing up-to-date guidance and practical support on specific safeguarding issues. For example information for schools and colleges can be found on the [TES](#), [MindEd](#), [Medway MSCB](#) and the [NSPCC](#) websites. School and college staff can access government guidance as required on the issues listed below via GOV.UK and other government websites:

- [Abuse](#)
- [Bullying including cyberbullying](#)
- [Children missing education](#)
- [Criminal exploitation of children and vulnerable adults county lines](#)

- [Child missing from home or care](#)
- [Child sexual exploitation](#) (CSE)
- [Domestic abuse](#)
- [Drugs](#)
- [Fabricated or induced illness](#)
- [Faith abuse](#)
- [Female genital mutilation](#) (FGM)
- [Forced marriage](#)
- [Gender-based violence/violence against women and girls \(VAWG\)](#)
- [Gang and youth violence](#)
- [Hate](#)
- [Mental health](#)
- [Missing children and adults strategy](#)
- [Private fostering](#)
- [Preventing radicalisation](#)
- [Protecting children from radicalisation](#)
- [Relationship abuse](#)
- [Sexual violence and sexual harassment between children in schools and colleges](#)
- [Sexting](#)
- [Trafficking and modern day slavery](#)

For further details and hyperlinks see appendices

## **CHILD PROTECTION CONFERENCES**

### **Definitions**

[Section 17](#)- A child in need is defined under section 17(10) of the Children Act 1989 as a child who is unlikely to achieve or maintain a reasonable level of health or

development, or whose health or development is likely to be significantly or further impaired, without the provision of services; or a child who is disabled.

[Section 47](#)- If the local authority have reasonable cause to suspect that a child is suffering, or likely to suffer, significant harm they have a duty to make enquires under section 47 to enable them to decide whether they should take any action to safeguard and promote the child's welfare. This duty also applies if a child is subject to an emergency protection order (under section 44 of the Children Act 1989) or in police protective custody under section 46 of the Children Act 1989.

Detailed information on statutory assessments can be found in Chapter 1 of Working Together to Safeguard Children [Medway Managing-Individual-Cases](#)

If there is section 47 enquiries during School Holidays - If an allegation / concern of abuse or neglect occurs during school holidays the relevant Children's Social Care Services (Medway) social worker should make direct contact with the student's school. When possible, contact should be with members of school staff who have first-hand knowledge of the child and access to school records following [MSCB](#) procedure.

### **CP Conferences**

[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.

Designated Safeguarding Leads or suitable staff members may be asked to attend a child protection conference or core group meetings on behalf of the academy in respect of individual students. In any event, the person attending will be required to provide as relevant up to date information/case files about the child as possible; any member of staff will be required to contribute to this process. The representative attending must contribute on behalf of their agency a recommendation on the risks/protective factors for the family from their factual information and a view on a need for a child protection plan.

All reports for child protection conferences will be prepared in advance using the guidance and education report template provided by [MSCB](#). The information contained in the report will be shared with parents before the conference as appropriate and will include information relating to the student's physical, emotional and intellectual development, the student's presentation at school. In order to complete such reports, all relevant information will be sought from staff working with the student within the academy through the Designated Safeguarding Lead.

Child protection conferences can be upsetting for parents. It is recognised that the academy is likely to have more contact with parents than other professionals involved. Bradfields will work in an open and honest way with any parent whose child has been referred to Early Help 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. [MSCB](#) has developed some guidance and leaflets for parents and young people about conferences.

### **Child in Need (section 17)**

A 'Child in Need' referral should be considered where the needs of the child are unlikely to be met under an EHA, such as a child with complex disabilities, when a social work led assessment is required using [Medway Threshold document](#)

Section 17 of the Children Act says that an assessment for services should be undertaken by the Local Authority in the following circumstances:

- Students are unlikely to achieve or maintain, or to have opportunity to achieve or maintain a reasonable standard of health or development, without the provision of services by a local authority.
- Their health or development is likely to be impaired, or further impaired without the provision of such services.
- If they are disabled.
- Where prevention strategies have been designed and monitored without desired outcomes being met.

If the Designated Safeguarding Lead considers that the welfare concerns indicate that a 'Child in Need' referral is appropriate, they will speak with parents and if appropriate the young person in order to obtain their consent for referral to the First Response and Assessment Service [Medway Thresholds-for-Intervention-Guidance](#) or the appropriate social care team if a different Local Authority; to request an assessment. If parents refuse to give consent, but the student's needs are not being met, the Designated Safeguarding Lead may discuss the issues with the First Response and Assessment Service; as this may escalate concerns.

Appropriate academy staff should be invited to participate in Child in Need (CIN) meetings convened by Children's Social Care when children are deemed to require section 17 services.

## **CURRICULUM**

Throughout the curriculum Bradfields will provide activities and opportunities for students to develop the skills they need to identify risks and stay safe. This will also be

extended to include material that will encourage our students to develop essential life skills

It is the responsibility of every staff member, supply staff, volunteer and regular visitor to the school to carry out the requirements of this policy so that Bradfields can provide a safe and supportive environment in which students can learn. The details of this policy and where to access it are covered within the induction process.

Bradfields Academy provides a varied curriculum through PSHE, SRE, SEAL, SMSC, British values, on-line safety, assemblies, visitors, and third sector companies.

As an academy we are passionate in the ways we encourage our students to learn and share their views. Students share their views through:

- Academy Council
- Mentoring Systems
- Investors in Pupils
- Safety Questionnaires
- Tutorial Discussions
- Stonewall Ambassadors
- Subject Discussions
- Therapy and Counselling sessions
- Therapy Worry Box

## **EDUCATIONAL VISITS**

Please see the Bradfields EVC Policy

## **INTIMATE CARE**

Please see the Bradfields Medical Policy

## **CHILDREN WITH MEDICAL NEEDS** (including administering medicine)

The academy has a Medical Policy which adheres to [supporting pupils at school with medical conditions](#) (2015 updated 2017) working with parents/carers to ensure:

- Students at the academy with medical conditions are properly supported so that they have full access to education, including school trips and physical education.
- Governing bodies must ensure that arrangements are in place in schools to support pupils at school with medical conditions.
- Governing bodies should ensure that school leaders consult health and social care professionals, pupils and parents to ensure that the needs of children with medical conditions are properly understood and effectively supported.



Please see Bradfields Medical Policy which includes details about Asthma and asthma pumps. The following link provides additional information. [Emergency-asthma-inhalers-for-use-in-schools](#)

## **SAFER RECRUITMENT**

The Governing Body will ensure that the Principal, all members of the Senior Leadership Team, and at least one member of the Governing Body have completed appropriate safer recruitment training. At all times the Principal and Governing Body will ensure that safer recruitment practices are followed in accordance with the requirements of 'Keeping Children Safe in Education', DfE (2016).

Safer recruitment procedures will include the requirement for appropriate checks in line with national guidance (see: [Schools recruitment Safeguarding Children and Safer Recruitment in Education Booklet](#))

At Bradfields Academy 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. The academy will question the contents of the application forms if it is unclear. The academy will undertake Disclosure and Barring Service checks and may use other means of ensuring we are recruiting and selecting the most suitable people to work with our students.

The academy will maintain a Single Central Register (SCR) of all safer recruitment checks carried out in line with statutory requirements. Guest visitors will also be checked in-line with statutory requirements and risk assessed robustly. The Governing Body will check the SCR on a termly basis and record inaccuracy and actions; reporting this to Senior Leadership Team and Governing Body.

All regular visitors to the academy are entered on the Single Central Record. This includes staff, adult volunteers, adult work experience placements such as the police, paramedics and nurses, contractors. They are entered when all necessary checks are completed.

Any member of a government or Local Authority provision, such as Physiotherapists, Speech and Language Therapists and OFSTED, will not be required to produce their DBS provided they have a current photo ID card from their organisation. It is then the responsibility of the home organisation to have carried out the necessary checks.

Work experience placements from other schools and academies will not be required to show a DBS (as they will be too young to have one in place). The home school will be contacted to establish that a school environment is suitable for the student as a placement. A young work experience candidate should not be in a position of lone working with students.

All visitors who have provided a DBS certificate (or photo ID mentioned above) that does not highlight any concerns will be issued with a green lanyard on signing into the academy.

All other visitors will be issued with an orange lanyard and these visitors must be accompanied by an existing member of staff or a colleague with a green lanyard.

## **SAFER WORKING PRACTICE**

All adults who come into contact with our students have a duty of care to safeguard and promote their welfare. There is a legal duty placed upon the academy to ensure that all adults who work with or on behalf of our students are competent, confident and safe to do so.

All staff including supply teachers, volunteers and other professionals will be provided with a copy of our school's code of conduct at induction. They will be expected to know our school's Code of Conduct and policy for positive handling of students; they carry out their duties in accordance with this advice. There may be occasions when some form of physical contact is inevitable, for example if a student has an accident, is hurt or is in a situation of danger to themselves or others around them. However, at all times the agreed policy for de-escalation and safe restraint must be adhered to. All incidents will be recorded in-line with the DfE guidance [Use of reasonable force](#).

All staff and visitors to the academy must take all reasonable precautions to keep themselves safe. Where one to one work is to be undertaken this will, wherever possible, occur within sight of other members of staff. Certain activities must be carried out individually behind closed doors, such as therapy sessions. When this is the case then staff must take all reasonable precautions to keep themselves safe and act within their regulatory body's guidelines.

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 students. This advice can be found in 'Guidance for Safer Working Practices for Adults who work with Children and Young People in Educational settings', DCSF, March 2009. All staff and volunteers are expected to carry out their work in accordance with this guidance and will be made aware that failure to do so could lead to disciplinary action.

Many events and activities occur within the academy that present an opportunity or necessity to take photos of the students. This may be during an event such as sports day or an educational visit, or as evidence to help assess work. This is a normal part of any academy day and it is encouraged. Staff, however, must follow the mobile devices policy and ensure the following happens:

- Only the academy cameras and devices are used to take the pictures.

- Personal mobile phones or devices are not used to take the pictures.
- The device containing the images is not taken home.
- Staff consult the no photos list and the returns from parents stating what any photos can be used for.
- Photos are only used for the intention that the photo was taken.

Further details can be found in the Staff Handbook and Safe Working Practices document.

The academy will offer suitable supervision or sign post staff to such support through the in-house therapy team, or through external agencies as is the most appropriate in each case.

## **EDUCATIONAL VISITORS TO SCHOOL**

The academy will undertake risk assessments and use their professional judgement and experience when deciding whether to seek an enhanced DBS for any volunteer not engaging in regulated activity.

In doing so we will consider:

- What we know about the individual/company, including formal and informal information offered by staff, parents, other establishments or volunteers.
- Whether the individual/company has other employment or undertakes voluntary activities where references can be sought and suitability recorded.
- Whether the role is eligible for an enhanced DBS check
- Decided the level of supervision required through risk assessment – the supervision will be “reasonable in all the circumstances to ensure the protection of children” as stated in KCSIE 2016
- We have clear visitors' procedure that enables us to offer pupil experiences of meeting other professionals to extend knowledge and curriculum. This clearly states whether they are supervised or unsupervised within the school.
- Visitors' policy links with the [Prevent duty](#)

Please see the Bradfields Visitors Procedure for additional detail.

## **MANAGING ALLEGATIONS AGAINST STAFF, VOLUNTEERS and PEER on PEER**

The Governing Body ensures there are procedures in place to manage allegations of abuse against staff members, peer on peer and the Principal.

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

Peer-on-peer abuse is captured in four key definitions (Firmin 2013a):

1. The definition for domestic abuse ([Home Office 2016](#)) relates to young people aged 16 and 17 who experience physical, emotional, sexual and/or financial abuse, and coercive control, in their intimate relationships.
2. [The definition for child sexual exploitation \(2017\)](#) captures young people aged below 18 years who are sexually abused in the context of exploitative relationships and situations by a person of any age – including another young person.
3. The definition for young people who display harmful sexual behaviour refers to any young person, under the age of 18, who demonstrates behaviour outside of their normative parameters of development (this includes, but is not exclusive to abusive behaviours) (Hackett 2011, NICE 2014)
4. Serious youth violence is defined with reference to offences (as opposed to relationships/contexts) and captures all those of the most serious in nature. (London Safeguarding Children Board 2009)

The term peer-on-peer abuse can refer to all of these definitions. Any response to peer on peer abuse needs to cut across these definitions and capture the complex web of young people's experiences.

The academy's response to peer on peer abuse has a holistic assessment of all the young people's needs; an assessment of the 'perpetrator' of the abuse will also be undertaken if they are under the age of 18.

The assessment of risk, and subsequent interventions with young people, must recognise that individual experiences do not cause the abuse that they experience, but may be used by others who have power over them.

We are clear as an academy in our understanding of consent:

The Sexual Offences Act 2003 states consent is '*if she or he agrees by choice, and has the freedom and capacity to make that choice*'. There are three important parts to this.

- *Choice* – a deliberate decision:
- *Capacity to consent*. E.g. is the person old enough, are they intoxicated by alcohol or affected by drugs?
- Whether a person makes their choice *freely*, without manipulation, exploitation or duress.

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.

Bradfields will take all possible steps to safeguard our children and to ensure that the adults in our academy are safe to work with students. We will always ensure that the procedures outlined in *Medway Safeguarding Children's Board Protocol: Managing Allegations of abuse Against Persons who work with Children and role of LADO* and Part 4 of '[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 01634 331065

If an allegation is made or information is received about an adult who works in our setting that indicates that they may be unsuitable to work with children, the member of staff receiving the information should inform the Principal immediately. If the allegation is regarding the proprietor of the academy then this needs to be raised with the Designated Safeguarding Lead. Should an allegation be made against the Principal, then the DSL will liaise with the Governing Body. In the event that either the Principal or Chair of Governors is uncontactable 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 Governors.

The Principal or Chair of Governors will seek advice from the LADO within one working day. No member of staff or the Governing Body will undertake further investigations before receiving advice from the LADO.

Any member of staff or volunteer who does not feel confident to raise their concerns with the Principal or Chair of Governors should **contact the LADO directly on 01634 331065**

The academy has a legal duty to refer to the [Disclosure and Barring](#) Service 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, 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 the 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 HR the Designated Safeguarding Lead has a responsibility to inform the barring service.

## **VULNERABLE CHILDREN – including LOOKED AFTER CHILDREN (LAC)**

The academy recognises that our safeguarding responsibilities are clearly linked to our responsibilities for ensuring that appropriate safeguarding responses are in place for children who are absent from school or who go missing from education. We will inform the local authority of any pupil who fails to attend school regularly, or who has been absent without school permission for a continuous period of 10 school days or more.

The academy also recognises that safeguarding against radicalisation and extremism is no different to safeguarding against any other vulnerability in today's society. Our staff are alert to signs to look out for and the individual triggers to be aware of when

considering the risks of potential safeguarding concerns such as travelling to conflict zones, FGM and forced marriage.

As a specialist academy Bradfields staff are aware that the potential for children with Special Educational Needs and Disabilities (SEN-D) may have additional barriers when it comes to safeguarding, the academy recognises that this group has a greater vulnerability to abuse and neglect. The warning signs and symptoms of child abuse and neglect can vary from child to child. Disabled children may be especially vulnerable to abuse, because they may have an impaired capacity to resist or avoid abuse. They may have speech, language and communication needs that may make it difficult to tell others what is happening. Children also develop and mature at different rates so what appears to be worrying for a younger student might be normal behaviour for an older student. Parental behaviours may also indicate child abuse or neglect, so academy staff will also be alert to parent-student interactions or other parental behaviours which are concerning. 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, you 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. [MSCB](#) guidance.

Heightened vulnerability is linked to:

- Communications skills
- Maturity (Lower cognitive ability)
- Perceptions of intent from others
- Lower self-esteem/confidence
- Potential to trust unreservedly
- A need to have "friends" or find a school partner/friend
- Differing boundaries
- Online safety – digital technology understanding

A combination of these factors can make a student more susceptible to risks.

All students at the academy deserve the opportunity to achieve their full potential. In support of this their needs will be considered in the same way as for any other child and as outlined in Working Together to Safeguard Children 2015.

Children have said that they need:

- Vigilance: to have adults notice when things are troubling them;
- Understanding and action: to understand what is happening; to be heard and understood; and to have that understanding acted upon;
- Stability: to be able to develop an on-going stable relationship of trust with those helping them;

- Respect: to be treated with the expectation that they are competent rather than not;
- Information and engagement: to be informed about and involved in procedures, decisions, concerns and plans;
- Explanation: to be informed of the outcome of assessments and decisions and how they have been reached, positive or negative;
- Support: to be provided with support in their own right as well as a member of their family;
- Advocacy: to be provided with advocacy to assist them in putting forward their views.

### [Medway Promoting-the-Welfare-Safety-of-Children-in-Specific-Circumstances](#)

Looked After Children: Medway's Virtual School for Looked After Children provides support and challenge role for schools and Local Authority teams in the form of staffing support; access to additional resources to support educational outcomes; information, advice and guidance (especially around Personal Education Plans); monitoring and tracking of educational outcomes and targets, and training and support at key transitional moments. Initiated by *Care Matters, Time for Change* (2007), all Local Authorities are advised to support the raising of the educational attainment and achievement of their Looked After Children through the overarching support of a Virtual School. The responsibility for each student's education remains with the school or academy in which they are enrolled.

The Governing Body must ensure that the designated teacher undertakes appropriate training (section 20(2) of the 2008 Act).

## **THE ROLE OF THE DESIGNATED TEACHER WITHIN THE SCHOOL**

### [Designated-teacher-for-looked-after-children](#)

The Designated Teacher plays a crucial role leading the responsibility for helping academy staff understand the things which affect how Looked After Children learn and achieve.

The Designated Teacher should:

- Promote culture of high expectations and aspirations for how Looked After Children learn
- Makes sure the young person has a voice in setting learning targets
- Be a source of advice for staff about differentiated teaching strategies appropriate for individual children and in making full use of Assessment for Learning.
- Make sure that Looked After Children are prioritised in one-to-one tuition arrangements and that carers understand the importance of supporting learning at home.

- Has the lead responsibility for the development and implementation of the child's personal education plan (PEP) within the school.

Within Bradfields Academy the data shows that LAC students perform in line with their peers and often exceed them.

The LAC Designated Teacher is: David Waters

Guardianship Lead is: David Waters

Adoption Lead is David Waters

## **WORKFORCE and DEVELOPMENT**

As an academy we have a clear framework for supporting and training our staffing groups. On an annual basis all staff receives an appraisal/performance management that includes identification of training needs and completed training across the safeguarding agenda highlighted in Keep Children Safe in Education 2016. Teaching standards define the role and responsibility of teaching staff to continually develop their knowledge and understanding and as an academy we develop this as part of our working culture. The electronic safeguarding system that we subscribe to provides an online training facility which monitors the completion and expiry dates of the training completed. The Designated Safeguarding Leads have access to performance data of each staff member within the assessment.

The academy has a clear induction process for staff, volunteers and Governors that includes safeguarding roles, responsibilities and processes. This includes the code of conduct, basic safeguarding training, the role of the Designated Safeguarding Lead, signs and symptoms of abuse, how to manage a disclosure from a student, how to record, and issues around confidentiality.

**Section One** of Keeping Children Safe in Education 2016 requires **all staff, volunteers and members of the Governing Body** receive a copy and briefing sessions on implementation. Governing Body, Senior Leaders, Middle Management and Designated Safeguarding Leads all receive full document and sessions on how this is implemented and monitored. The document is held within the Safeguarding System which monitors who has read it and when.

Volunteers are also part of this process. If they are long term then they will receive a login to the safeguarding system. If they are short term then they will receive paper copies of the documentation and given a specific contact for safeguarding concerns.

As an academy we have developed systems to ensure that staff training and quality assurance systems around safeguarding are robust and monitored by the Governing Body.



## **TRAINING - DESIGNATED SAFEGUARDING LEAD**

The Designated Safeguarding Lead (and any deputies) must undergo training to provide them with the knowledge and skills required to carry out the role. This training should be updated at least every two years in line with MSCB policy. The Designated Safeguarding Lead role is crucial in enabling all staff members to have an understanding of impact and diversity of safeguarding issues. The Designated Safeguarding Lead will develop and monitor systems to update staff, pupils and families.

The Designated Safeguarding Lead should undertake Prevent awareness training every 2 years, have clear understanding of risk assessment, and update as appropriate.

In addition to the formal training set out above, their knowledge and skills should be refreshed (this might be via e-bulletins, meeting other Designated Safeguarding Leads, or simply taking time to read and digest safeguarding developments) at regular intervals, as required, but at least annually, to allow them to understand and keep up with any developments relevant to their role so they:

- Understand the assessment process for providing early help and intervention, for example through locally agreed common and shared assessment processes such as early help assessments;
- Have a working knowledge of how local authorities conduct a child protection case conference and a child protection review conference and be able to attend and contribute to these effectively when required to do so; and
- Have an understanding of the lesson learnt from SCR (serious case reviews) and how best to implement the learning.

## **RAISING AWARENESS – DESIGNATED SAFEGUARDING LEAD**

The Designated Safeguarding Lead must ensure the academy's Safeguarding Policies are known, understood and used appropriately.

Designated Safeguarding Lead and Governance arrangements should ensure the academy's Safeguarding policy is reviewed annually (as a minimum) and the procedures and implementation are updated and reviewed regularly, and work with governing bodies or proprietors regarding this.

Designated Safeguarding Lead must ensure the safeguarding policy is available publicly and parents are aware of the fact that referrals about suspected abuse or neglect may be made and the role of the academy in this;

Designated Safeguarding Lead has links with the MSCB and has contact names of all school representatives on the Board and sub groups and can influence the work of the Board. Bradfields Academy adopts local policies on safeguarding and training opportunities.

## **AVAILABILITY OF DESIGNATED SAFEGUARDING LEAD**

During term time the Designated Safeguarding Lead (or a deputy) is available for staff in the academy to discuss any safeguarding concerns.

As an academy we have cover arrangements in place to cover any out of hours/out of term activities. This information is shared with the Local Authority. (Education Safeguarding Officer)

## **COMMUNICATION – CONFIDENTIALITY/INFORMATION SHARING**

At all times the academy 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 (2015). The academy works closely with social care from the host authority and, where appropriate, from a placing local authority, for that authority to conduct, or to consider whether to conduct, a section 17 or a section 47 assessment.

As an academy we recognise the importance of [information sharing](#) between professionals and local agencies and follow best practice guidance.

The Data Protection Act places a duty on organisations and individuals with regards to processing personal information fairly and lawfully. As an academy we adhere to data protection yet we do not allow this to be a barrier to the need to promote the welfare and protect the safety of our students.

## **MANAGING COMPLAINTS**

As an academy we have a complaints procedure: <https://www.bradfieldsacademy.co.uk/attachments/download.asp?file=9&type=pdf>.

As an academy we encourage students and families to raise with us compliments, concerns or complaints and have a robust internal investigation process.

The complaints procedure states clearly the stages of complaints and where to escalate concerns following completion of process either through Ofsted or Education Skills Funding Agency (ESFA).

Safeguarding concerns should be raised with the academy immediately. If a student is at immediate risk then the individual needs to contact First Response and Assessment Service. (See contact details below). All visitors are given safeguarding details that outline how to share concerns and also code of conduct expected by visitors/contractors.

## SITE SECURITY

Bradfields Academy provides a secure building that is controlled by clear management directives, but the site is only as secure as the people who use it. Therefore all people on the site have to adhere to the rules that govern it. Laxity can cause potential problems to safeguarding; Health and Safety Act 1989 and 2004.

Therefore:

Entries to the building are swipe controlled during the day and all entrances to the site (with exception of the main gate) are locked shut when not in use.

- Visitors, volunteers and students must only enter through the designated entrances and after signing in at reception or in the Family Room will be issued with an academy lanyard or visitor's pass. The academy has a clear system of ensuring visitors are to be accompanied and supervised by a [regulated staff member](#). Any visitor on site who is not identifiable by a visitors pass may be challenged by any staff member and this will be reported to a Senior Leadership Team member.
- Parents, carers and grandparents attending functions have access only through the main entrance, with tickets for visitors for appropriate school events. When signing in they will be reminded about the use of their mobile phones during the course of the day. If it is an event where students are performing they will be informed at the event about the arrangements made for photographs. These may include:
  - No photos.
  - Managed photo opportunities at the end.
  - Academy provided photos of individuals on request.
- Students who are privately transported will only be allowed home with adults with parental responsibility or confirmed permission.
- Empty classrooms should have closed windows and doors.
- Students should never be allowed to leave school alone during school hours unless collected by an adult such as a parent who is doing so for a valid reason. They should report to the office to do this. If an independent traveller is leaving for an appointment the academy must have received this in writing prior to the appointment and a system for checking their safe arrival at their destination must have been put in place.

- Multiple members of staff are always on duty at break times.
- Health and safety audit is completed annually with risk assessment; developed in line with Prevent duty. This will form part of Governors annual report. Risk management of site security is managed by Senior Leadership/Governance; the academy has a clear system of risk assessments and review timescales of these.

## **ADULT SAFEGUARDING BOARD AND DEPRIVATION of LIBERTY SAFEGUARDS**

### Medway Deprivation of Liberty

The Deprivation of Liberty Safeguards (DoLS) is the name for the process by which someone who does not have the mental capacity to agree to arrangements for their accommodation, treatment and care can be deprived of their liberty for their own health and safety, in their best interest, where it is the least restrictive alternative.

The Adult Protection Procedures describe the response to the abuse of vulnerable adults in Medway. As an agreed inter-agency procedure full compliance is required from all staff in all agencies including social care, criminal justice, health or housing, or other staff/volunteers that are in contact with vulnerable adults.

These procedures relate to issues of abuse and exploitation and are not invoked simply as a response to a [perception of vulnerability](#).

### **EARLY YEARS STATUTORY FRAMEWORK** [EYFS framework](#)

This framework is mandatory for all early years' providers (from 1 September 2014): maintained schools; non-maintained schools; independent schools and all providers on the Early Years Register. Every child deserves the best possible start in life and the support that enables them to fulfil their potential. Children develop quickly in the early years and a child's experiences between birth and age five have a major impact on their future life chances. A secure, safe and happy childhood is important. Good parenting and high quality early learning together provide the foundation children need to make the most of their abilities and talents as they grow up.

The Early Years Foundation Stage (EYFS) sets the standards that all early years' providers must meet to ensure that students learn and develop well and are kept healthy and safe. It promotes teaching and learning to ensure student's 'school readiness' and gives students the broad range of knowledge and skills that provide the right foundation for good future progress through education and life.

All staff are aware there is an expectation to disclose any convictions, cautions, court orders, reprimands and warnings that may affect their suitability to work with children (whether received before or during their employment at the setting). The academy

will not allow people, whose suitability has not been checked, including through a criminal records check, to have unsupervised contact with students.

The academy will ensure at least one person has a current paediatric first aid certificate and they will be on the premises and available at all times when students are present, and must accompany children on outings.

Procedures are in place for the use of staff mobile phones as well as the storing of staff medications.

Please see the academy's Mobile Device Policy and the Medical Policy for full details.

## Appendix Content

- Appendix 1 Safeguarding Agendas (P12/13 KCSIE 2016)
- Appendix 2 Related Policies List
- Appendix 3 Key Legislation
- Appendix 4 Reference To Additional Documents
- Appendix 5 Indicators of Vulnerability to Extremism
- Appendix 6 Accessing the Online System

## Appendix 1

### **SAFEGUARDING AGENDAS DETAILED IN KCSIE 2016 (INCLUDED IN THIS SECTION ARE NATIONAL AND LOCAL HYPERLINKS TO POLICY)**

• **Bullying including Cyberbullying** - bullying may be defined as deliberately hurtful behaviour, usually repeated over a period of time, where it is difficult for those bullied to protect themselves. It can take many forms but the main types are:

- physical (e.g. hitting, kicking, theft)
- verbal (e.g. racist or homophobic remarks, threats, name-calling)
- emotional (e.g. isolating an individual from the activities and social acceptance of their peer group)

"The damage inflicted by bullying (including cyberbullying via the internet) can frequently be underestimated. It can cause considerable distress to children, to the extent that it affects their health and development or, at the extreme, causes them significant harm (including self-harm). Information and Communication Technology (ICT), now more commonly referred to as Digital Technology, enables children and young people to learn, play, communicate and explore the world in fantastic new ways and many children and young people are now skilled in using digital technology including computers, tablets, mobile phones and gaming machines. However with this new technology there are new risks it is important we have understanding around prevention."

[Preventing-and-tackling-bullying](#). Everyone who is responsible for the welfare and safety of children needs to understand what these risks are and how we can all work together to enjoy these new technologies safely. "As in any other area of life, children and young people are vulnerable and may expose themselves to danger - knowingly or unknowingly - when using the internet and other digital technologies. Indeed, some young people may find themselves involved in activities which are inappropriate or possibly illegal. [Medway on line bullying](#) (Section 6C)

**Sexting** – Sexting is when a young person takes indecent images of themselves and sends this to their friends or boy / girlfriends via mobile phones. [Sexting/what-is-sexting](#)

The problem is that once taken and sent, the sender has lost control of these images and these images could end up anywhere. They could be seen by your child's future employers, their friends or even by paedophiles. Child exploitation and online protection command ([CEOP](#)) runs Thinkuknow programme provides resources, training and support for professionals who work directly with children and young people.

Child/ren by having in their possession, or distributing images, of an indecent nature of a person under 18 on to someone else – young people are not even aware that they could be breaking the law as these are offences under the Sexual Offences Act 2003.

### [Medway Further-Guidance-for-Practitioners](#)

**Children Missing Education** – All professionals working with children, as well as the wider community, can help by remaining vigilant to children's safety. The law states every child should be receiving an education, and we stand a better chance of ensuring a child's safety if we know where and how they are receiving this. The Education and Inspections Act 2006 places a duty on local authorities in England and Wales to make arrangements to identify children and young people of compulsory school age [Children-missing-education](#) in their area; we work closely to ensure we put appropriate safeguarding responses in place for children who go missing from education. (Insert hyper link to attendance policy).

### [Medway Children Missing Education Policy](#)

**Child/ren Missing From Home Or Care** - There are strong links between children involved in sexual exploitation and other behaviours such as running away from home or care, bullying, self-harm, teenage pregnancy, truancy, and substance misuse. In addition, some children are particularly vulnerable, for example children with special needs, those in residential or foster care, those leaving care, migrant children, particularly those who are unaccompanied, those forced into marriage, those involved in gangs and unaccompanied asylum seeking children. The majority of children who go missing are not in care and go missing from their family home. However, children who are looked after are much more likely to run away than those who live at home. This is not to presume that the care system necessarily causes young people to run away. In many cases, a pattern of running away may have been established at an early age and may have been a factor in the young person's admission to care. It is also important to remember that the majority of looked-after children do not go missing. [Children-who-run-away-or-go-missing-from-home-or-care](#)

Whilst each case needs to be considered on its merits, children who run away are at a heightened risk of being victims of crime, being sexually exploited, being involved in substance misuse, or of becoming involved in crime and disorder. Additionally, research shows that the level of risk to the individual child escalates with each episode they go missing and repeat episodes have been identified as a significant indicator

of high risk to the child or young person. [Medway Welfare-Safety-of-Children-in-Specific-Circumstances](#) (section 4G)

**Child Sexual Exploitation (CSE)** – Child sexual exploitation is a form of child sexual abuse. Sexual abuse 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 clothing. It may include non-contact activities, such as involving children in the production of sexual images, forcing children to look at sexual images or watch sexual activities, encouraging children to behave in sexually inappropriate ways or grooming a child in preparation for abuse (including via the internet) (2017).

National Working Group #SaySomething Campaign. [what-to-do-if-you-suspect-a-child-is-being-sexually-exploited](#)

[Medway Promoting-the-Welfare-Safety-of-Children-in-Specific-Circumstances](#)

[Soft intelligence](#) - form for CSE and Gang, including email address to use.

**Domestic Violence** – Any incident or pattern of incidents of controlling, coercive or threatening behaviour, violence or abuse between those aged 16 or over who are or have been intimate partners or family members regardless of gender or sexuality. This can encompass but is not limited to the following types of abuse:

- psychological
- physical
- sexual
- financial
- emotional

**Domestic-Violence-And-Abuse** is a generic term to describe a wide range of intentional behaviours used by one individual to control and dominate another, with whom they have had, wished to have, or are currently in a close intimate, family or other type of relationship. It does not only relate to married or co-habiting couples, and it frequently continues after a relationship has ended. A significant number of women and children are no safer when they leave an abusive home, and for very many it is known that the level of violence and abuse can escalate. [Medway promoting-the-Welfare-Safety-of-Children-in-Specific-Circumstances](#)

**Relationship Abuse** – Domestic abuse is one of the key priorities of the Community Safety Partnership's throughout Medway. The Community Safety Partnerships, which are made up of multi-agency members, have agreed to use the Home Office definition of domestic abuse:-

[relationship-abuse/what-is-relationship-abuse](#)

However, the Medway Police definition of domestic abuse is:- “Any incident of threatening behaviour, violence or abuse (psychological, physical, sexual, financial or emotional) between partners and ex-partners aged 16 years and over, who are or



have been intimate partners, regardless of gender and sexuality." [Medway Individuals-who-pose-a-Risk-to-Children](#)

**Drugs** - there is evidence that children and young people are increasingly misusing alcohol and illegal drugs. [Drugs-advice-for-schools](#) there are many consequences range from non-attendance and poor attainment at school, poor health, committing crime to support 'habits' and also increased risk of being a victim of violent crime and sexual exploitation.

Working with Parent who misuse substances [Medway Promoting-the-Welfare-Safety-of-Children-in-Specific-Circumstances](#) (section 4Q)

**Fabricated or Induced Illness** - [safeguarding-children-in-whom-illness-is-fabricated-or-induced](#) - Fabricated or Induced Illness is a condition whereby a child suffers harm through the deliberate action of their carer and which is attributed by the adult to another cause.

There are three main ways of the parent/carer fabricating or inducing illness in A child:

1. **Fabrication** of signs and symptoms, including fabrication of past medical history.
2. **Fabrication** of signs and symptoms and **falsification** of hospital charts, records, letters and documents and specimens of bodily fluids.
3. **Induction** of illness by a variety of means. Harm to the child may be caused through unnecessary or invasive medical treatment, which may be harmful and possibly dangerous, based on symptoms that are falsely described or deliberately manufactured by the carer, and lack independent corroboration. The emotional impact of this on the child should always be considered. There may be a number of explanations for these circumstances and each requires careful consideration and review. Concerns about a child's health should be discussed with a health professional who is involved with the child. [Medway Promoting-the-Welfare-Safety-of-Children-in-Specific-Circumstances](#)

**Faith Abuse** – [National-action-plan-to-tackle-child-abuse-linked-to-faith-or-belief](#) Links to faith or belief includes: beliefs in concepts of witchcraft and spirit possession, demons or the devil acting through children or leading them astray (traditionally seen in some Christian beliefs), the evil eye or djinns (traditionally known in some Islamic faith contexts) and Dakin (in the Hindu context); ritual or multi murders where the killing of children is believed to bring supernatural benefits or the use of their body parts is believed to produce potent magical remedies; and use of belief in magic or witchcraft to create fear in children to make them more compliant when they are being trafficked for domestic slavery or sexual exploitation. This is not an exhaustive list and there will be other examples where children have been harmed when adults think that their actions have brought bad fortune, such as telephoning a wrong number that is believed by some to allow malevolent spirits to enter the home. Abuse linked

to a belief in spirit possession can be hard for professionals to accept and it may be difficult to understand what children are likely to be experiencing; it can often take a number of visits or contacts to recognise such abuse. [Medway Guidance-for-Practitioners](#)

**Female Genital Mutilation (FGM)** – [Multi-agency-statutory-guidance-on-female-genital-mutilation](#) FGM is known by a number of names including “female genital cutting”, “female circumcision” or “initiation”. The term female circumcision suggests that the practice is similar to male circumcision, but it bears no resemblance to male circumcision, has serious health consequences and no medical benefits. There is a mandatory reporting duty for staff specifically for FGM as stated by the [Serious Crime Act 2015](#).

FGM is also linked to domestic abuse, particularly in relation to „honour based violence“. [Medway Promoting-the-Welfare-Safety-of-Children-in-Specific-Circumstances](#) (section M)

**Forced Marriage** - [Guidance forced-marriage](#) There are some significant differences between the referral of a concern about a young person being forced into marriage and other child protection referrals. Professionals must be aware that sharing information with a young person's parents, extended family or members of their community, could put the young person in a situation of significant risk. Any disclosure that indicates a young person may be facing a forced marriage must be taken seriously by professionals who should also realise that this could be 'one chance to save a life. A forced marriage is a marriage in which one or both spouses do not consent to the marriage but are coerced into it. Duress can include physical, psychological, financial, sexual and emotional pressure. In cases of vulnerable adults who lack the capacity to consent to marriage, coercion is not required for a marriage to be forced. [Medway Promoting-the-Welfare-Safety-of-Children-in-Specific-Circumstances](#) (section 4L)

**Gender-Based Violence/Violence Against Women And Girls (VAWG)** - [violence-against-women-and-girls](#)

Too many women are still victims of domestic and sexual violence. We must help young people to understand what a healthy relationship is and to re-think their views of controlling behaviour, violence, abuse, sexual abuse and consent.

[Strategy-to-end-violence-against-women-and-girls-2016-to-2020](#)

**Hate** - [Educate against hate](#) A hate crime is a crime committed against someone because of their:

- disability
- race or ethnicity
- religion or belief
- sexual orientation

- transgender identity
- alternative subculture

### **Gangs And Youth Violence** - [Advice-to-schools-and-colleges-on-gangs-and-youth-violence](#)

The Policing and Crime Act 2009 ('the 2009 Act') contains provisions for injunctions to prevent gang-related violence and gang-related drug dealing activity to be sought against an individual; these were commenced in January 2011.

The Crime and Security Act 2010 contains provisions for breach of an injunction to be enforced against 14 to 17 year olds; the Crime and Courts Act 2013 moved jurisdiction for these proceedings from the County Court to the Youth Court.

The Serious Crime Act 2015 contains provisions that amend the statutory definition of what comprises a "gang", as defined in section 34(5) of Part IV of the Policing and Crime Act 2009, and expands the scope of the activity a person must have engaged in, encouraged or assisted, or needs to be protected from, before a gang injunction can be imposed to include drug dealing activity. Locally, the following definition of gangs, as included within Dying to Belong (Centre for Social Justice, 2009), has been adopted:

A relatively durable, predominantly street-based group of young people who:

1. See themselves (and are seen by others) as a discernible group, and
2. Engage in a range of criminal activity and violence
3. They may also have any or all of the following factors:
4. Identify with or lay claim over territory
5. Have some form of identifying structural feature
6. Are in conflict with other, similar, gangs.
7. [MSCB](#) guidance

**Mental Health** - [Mental-health-and-behaviour-in-schools](#) This non-statutory advice clarifies the responsibility of the school, outlines what they can do and how to support a child or young person whose behaviour - whether it is disruptive, withdrawn, anxious, depressed or otherwise - may be related to an unmet mental health need.

Parenting capacity and mental health [Medway Promoting-the-Welfare-Safety-of-Children-in-Specific-Circumstances](#)

**Missing Children And Adults Strategy** - [Missing-children-and-adults-strategy](#) Research has shown that children are more likely than adults to go missing, placing them in risky situations and increasing their vulnerability to a whole range of issues, including homelessness, becoming a victim or perpetrator of crime and, as we are increasingly aware, placing many of these vulnerable young people at greater risk of child sexual exploitation.

[Medway Promoting-the-Welfare-Safety-of-Children-in-Specific-Circumstances](#)

**Private Fostering** – A privately fostered child, being under the age of 16 (18 if disabled), is cared for and provided with accommodation by someone other than: a parent, person with parental responsibility or a close relative- defined in the [Children-act-1989-private-fostering](#) or the Safeguarding Vulnerable Groups Act 2006 as a grandparent, brother, sister, aunt or uncle (whether of full blood or half blood or by marriage) or by step parent. The intention should be that the placement lasts for 28 days or more. As a school if we make private fostering arrangements we will request that DBS checks are requested by the regulated activity provider (foreign exchange students). [Medway Promoting-the-Welfare-Safety-of-Children-in-Specific-Circumstances](#)

**Preventing Radicalisation** –[Prevent-duty-guidance](#) The current threat from terrorism in the United Kingdom can involve the exploitation of vulnerable people, including children of all ages, young people and adults to involve them in terrorism or activity in support of terrorism. Violent Extremism is defined by the Crown Prosecution Service (CPS) as: "The demonstration of unacceptable behaviour by using any means or medium to express views, which: Encourage, justify or glorify terrorist violence in furtherance of particular beliefs; Seek to provoke others to terrorist acts; Encourage other serious criminal activity or seek to provoke others to carry out serious criminal acts or foster hatred which might lead to inter-community violence in the UK."

[Medway Guidance-for-Practitioners](#)

**Trafficking** – [Safeguarding-children-who-may-have-been-trafficked-practice-guidance](#)

Human trafficking is defined by the UNHCR guidelines (2006) as a process that is a combination of three basic components:

- Movement (including within the UK);
- Control, through harm / threat of harm or fraud;
- For the purpose of exploitation.

The Palermo Protocol establishes children as a special case for whom there are only two components –movement and exploitation. Any child transported for exploitative reasons is considered to be a trafficking victim – whether or not s/he has been deceived, because it is not considered possible for children to give informed consent. 'Child' refers to children anyone below 18 years of age.

A child may be trafficked between several countries in the EU or globally, prior to being trafficked into / within the UK. The child may have entered the UK illegally or legally (i.e. with immigration documents), but the intention of exploitation underpins the entire process. Child victims may be indigenous UK nationals, European Union [EU] nationals from any country outside the EU. [Medway Promoting-the-Welfare-Safety-of-Children-in-Specific-Circumstances](#)

**De-Escalation - Restrictive Physical Intervention** – The expectation is that as far as possible schools and young people's settings and services will be restraint free. Poorly or incorrectly used, restrictive physical interventions are a source of risk to the young person and members of staff. The correct use of restrictive physical interventions must always be an act of last resort and not normal practice and be based on the best needs of the individual. Schools and settings should take all reasonable actions to reduce the potential need to use restrictive physical interventions as far as practicable.

An individual behaviour support plan (which may support or be part of an Individual Healthcare Plan) should be written for children and young people whose behaviour presents a significant challenge. This plan should detail the steps that are being taken to address the individual's particular social, emotional and learning needs. It should also include the steps that staff should take to de-escalate challenging situations as well as what they should do if these steps are not successful ('an incident management plan'). The individual behaviour support plan should consider risks and how they are being minimised and managed.

Reduction in the need to use Restrictive Physical Interventions is achieved by analysing the interactions between each young person/pupil and their environment, which identifies potential triggers that need to be avoided at critical periods. This involves:-

- Helping young people to avoid possible situations known to provoke challenging behaviour;
- Having education plans/care programmes which are responsive to individual needs;
- Creating opportunities for service users/pupils to engage in meaningful activities which include opportunities for choice and a sense of achievement;
- Developing staff expertise in working with individuals that present challenges;
- Understanding that behaviour is often a method of communication.

**On Line Safety** – the use of technology has become a significant component of many safeguarding issues. The internet can be a fantastic place for children and young people where they can talk to friends, be creative and have fun. However, just like in the real world sometimes things can go wrong. Working with our children we develop curriculum developing skills in identifying and avoiding risk, learning how best to protect themselves and their friends, and knowing how to get support and report abuse if they do encounter difficulties.

[Medway Further-Guidance-for-Practitioners](#)

[Children's commissioner](#) - publications

The Governing Body and Principal have systems in place to limit students' exposure to safeguarding issues through IT safeguards. We have filters and monitoring systems in

place and these are regulated and risk assessed as part of the prevent duty. We have an online safety policy (inset hyper link- school) that identifies the usage and expected behaviour of children/students. As a school we appreciate the value of technology and that appropriate filters are in place yet this does not lead to unreasonable restrictions which would limit online teaching and safeguarding.

[Contextual safeguarding](#) is an approach to safeguarding children and young people that responds to their experience of harm beyond the home.

## Appendix 2

### RELATED POLICES

To underpin the values and ethos of our academy and our intent to ensure that students in the setting are appropriately safeguarded the following policies are also included under our safeguarding umbrella:

- Staff Hand Book
- Anti-Bullying
- Attendance
- Behaviour
- Complaints
- Critical Incident Continuity Plan
- Data Protection
- Drug and Alcohol Misuse
- Drugs Education
- Equal Opportunities
- EVC/Trips
- Health and Safety
- Inclusion
- Induction
- Internet Use
- Medical
- Mobile Device (includes the policy on photos)
- Positive Handling
- Race Equality
- Social Media
- Safeguarding Child Protection (including Prevent and Safer Recruitment)
- Staff Safe Working Practice
- Visitors in the Academy
- Whistleblowing

## Appendix 3

### KEY LEGISLATION

This policy has been devised in accordance with the following legislation and guidance:

- Working Together to Safeguard Children 2018 (DfE)  
<https://www.gov.uk/government/publications/working-together-to-safeguard-children>
- Medway Safeguarding Children Board Procedures (online)  
<http://www.proceduresonline.com/kentandmedway/chapters/contents.html>
- Medway Safeguarding Children Board Training Catalogue (online)
- <http://www.msrb.org.uk/safeguardingtraining.aspx> Keeping Children Safe in Education September 2016 (DFE)  
[www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/300309/KCSIE\\_gdnce\\_FINAL.pdf](http://www.gov.uk/government/uploads/system/uploads/attachment_data/file/300309/KCSIE_gdnce_FINAL.pdf)
- Information Sharing Advice for practitioners providing safeguarding services HM Gov 2015 <https://www.gov.uk/government/publications/safeguarding-practitioners-information-sharing-advice>
- Restrictive Physical Interventions (including restraint) in mainstream schools
- The Children Act 1989 and 2004
- Education Act 2002
- What to do if you're worried a child is being abused – March 2015 - advice for practitioners (HM Gov)  
<https://www.gov.uk/government/publications/what-to-do-if-youre-worried-a-child-is-being-abused>
- Online-safety Tool Kit
- Children Missing from Education Policy  
[http://www.proceduresonline.com/kentandmedway/chapters/p\\_missing\\_fa.ms.html](http://www.proceduresonline.com/kentandmedway/chapters/p_missing_fa.ms.html)
- Early Years Statutory Framework  
[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/335504/EYFS\\_framework\\_from\\_1\\_September\\_2014\\_with\\_clarification\\_note.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/335504/EYFS_framework_from_1_September_2014_with_clarification_note.pdf)



- Statutory policies for schools  
[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/357068/statutory\\_schools\\_policies\\_Sept\\_14\\_FINAL.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/357068/statutory_schools_policies_Sept_14_FINAL.pdf)
- School statutory Guidance on what needs to be published on Website  
<https://www.gov.uk/government/collections/statutory-guidance-schools>
- NSPCC/TES safeguarding in education tool  
<https://esat.nspcc.org.uk/Account/login.aspx?ReturnUrl=%2f>
- Asylum seekers  
<https://www.gov.uk/browse/visas-immigration/asylum>  
<https://www.gateshead.gov.uk/Education%20and%20Learning/Schools/plans/Education-guidance-for-refugees-and-asylum-seekers.aspx>
- Children's commissioner:  
<http://www.childrenscommissioner.gov.uk/publications>  
<http://www.childrenscommissioner.gov.uk/search/node>
- GDPR – General Data Protection Regulator

## Appendix 4

### REFERENCE TO ADDITIONAL DOCUMENTS REGARDING CHILD PROTECTION AND SAFEGUARDING POLICY

- Children Act 1989 and 2004
- Convention on the Rights of the Child, UNICEF 1989
- Data Protection Act 1998
- Every Child Matters – Change for Children 2004
- Freedom of Information Act 2000
- Race Relations Act 1976
- Race Relations Amendment Act 2000
- Sex Discriminations Acts 1975 and 1986
- Sex Discrimination (Gender Reassignment) Regulations 1999
- The Human Rights Act 2000

## Appendix 5

### INDICATORS OF VULNERABILITY TO EXTREMISM

Radicalisation refers to the process by which a person comes to support terrorism and forms of extremism leading to terrorism, gang related activity, or religious fanaticism.

Extremism is defined by the Government in the Prevent Strategy as:

‘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.

Extremism is defined by the Crown Prosecution Service as:

‘The demonstration of unacceptable behaviour by using any means or medium to express views which:

- Encourage, justify or glorify terrorist violence in furtherance of particular beliefs.
- Seek to provoke others to terrorist acts.
- Encourage other serious criminal activity or seek to provoke others to serious criminal acts.
- Foster hatred which might lead to inter-community violence in the UK.

There is no such thing as a ‘typical extremist’: those who become involved in extremist actions come from a range of backgrounds and experiences, and most individuals, even those who hold radical views, do not become involved in violent extremist activity.’

Students may become susceptible to radicalisation through a range of social, personal and environmental factors - it is known that violent extremists exploit vulnerabilities in individuals to drive a wedge between them and their families and communities. It is vital that the academy staff are able to recognise those vulnerabilities.

Indicators of vulnerability include:

- Identity Crisis – the student is distanced from their cultural/religious heritage and experiences discomfort about their place in society.
- Personal Crisis – the student may be experiencing family tensions, a sense of isolation, and low self-esteem. They may have dissociated from their existing friendship group and become involved with a new and different group of friends. They may be searching for answers to questions about identity, faith and belonging.

- Personal Circumstances – migration. local community tensions. and events affecting the student's country or region of origin may contribute to a sense of grievance that is triggered by personal experience of racism or discrimination or aspects of Government policy.
- Unmet Aspirations – the student may have perceptions of injustice. a feeling of failure. Rejection of civic life.
- Experiences of Criminality – which may include involvement with criminal groups, imprisonment, and poor resettlement/reintegration.
- Special Educational Need – students may experience difficulties with social interaction, empathy with others, understanding the consequences of their actions and awareness of the motivations of others.

This list is not exhaustive, nor does it mean that all young people experiencing the above are at risk of radicalisation for the purposes of violent extremism.

More critical risk factors could include:

- Being in contact with extremist recruiters.
- Accessing violent extremist websites, especially those with a social networking element.
- Possessing or accessing violent extremist literature.
- Using extremist narratives and a global ideology to explain personal disadvantage.
- Justifying the use of violence to solve societal issues.
- Joining or seeking to join extremist organisations.
- Significant changes to appearance and / or behaviour.

Experiencing a high level of social isolation resulting in issues of identity crisis and / or personal crisis.

## Appendix 6

### ACCESSING THE ONLINE SAFEGUARDING SYSTEM

Go to the website [www.safeguardsoftware.co.uk](http://www.safeguardsoftware.co.uk)

Enter your email address and password:

- In the first instance this will be your email address ending in @bradfieldsacademy.co.uk
- You will then need your password. If you are a new user you will have been emailed a password. If you have forgotten your password click on the reset password button and you will be emailed a new password.

Once logged in you will see 4 categories on the left. On the right at the top of the screen there is a blue man and a life belt.

- The blue man allows you to logout, but also to edit your account. Here you can change your email address if you want to the one ending in @fortistrust.co.uk and this will not alter anything you have done in the past such as referrals or training.
- The lifebelt allows you to report any issues direct to the safeguardsoftware team.

The categories on the left are:

- **Create** – allows you to search for a student and create a concern
- **Documentation** – allows you to access important documentation in the world of safeguarding and access the documents that I have uploaded for you to read
- **Training Record** – allows you to see your training record
- **Training** – allows you to undertake the training.

To create a concern

- Select **Create** and enter the name of the student. You will be presented with the student and their photo from SIMS. Click on the create button.
- You will then be prompted for a category. This is important as part of the statutory return we have to do is about the number of referrals in each category. You need to be familiar with what constitutes each category. To help, a screen tip appears when you hover over each category.
- If you are unsure then please ask.
- You can select more than one category.

Once the category has been selected then you need to fill in the detail including:

- Exactly what the student said as close to verbatim as possible or what the concern is that you have.
- Any questions that were asked and the answers.
- Any names in full that were used. NOT INITIALS.
- Any details that have been passed to anyone else and when was this done.
- The date and time of any incidents if possible.
- Any other relevant information.

- When prompted for the date and time, this is referring to the date and time of the disclosure or when the concern was noted.

When complete click the button and you will receive a message saying “Concern registered for .....

Please remember to logout.