



# Hull Collaborative Academy Trust Safeguarding and Child Protection Policy

**Date issued: September 2022**

**Ratified by the Trust Board:**

**Review Date: September 2023, or sooner if required**

***Other related academy policies which support this Child Protection policy include: - Antbullying, Attendance, Behaviour, Confidentiality and Information Sharing, Induction, Online Safety, Looked After Children, Positive Handling Plan, PSHE, Safer Recruitment, Single Equality, Staff Code of Conduct, Supporting Children with Medical Needs and Whistleblowing***

**The safety and wellbeing of our pupils is the number one priority**

*Safeguarding and promoting the welfare of children and young people is everyone's responsibility*

*We operate within a culture of openness and recognise and accept that abuse can happen in any organisation*

*We are a 'sharing organisation'  
All concerns should be reported.*

**All concerns about a child, including signs of abuse and neglect must be reported immediately to the Designated Safeguarding Lead (DSL) or, in their absence, the Deputy DSL.**

**In the event that a child is in immediate danger or at risk of harm, a referral should be made to Children's Social Care and/or the police.**

**Any allegation about another adult in school should be to the Headteacher.**

**An allegation relating to a Headteacher should be referred to the Trust's CEO, or Safeguarding Lead.**

**Any concern or 'nagging doubt' about an adult or child should be shared with the DSL or Headteacher.**

**This policy should be read alongside 'Keeping Children Safe in Education' – DfE Statutory Guidance.**

## **Preface**

Effective safeguarding arrangements in every local area should be underpinned by two key principles:

- safeguarding is everyone's responsibility: for services to be effective each professional and organisation should play their full part; and
- a child-centred approach: for services to be effective they should be based on a clear understanding of the needs and views of children.

Everyone who works with children, including all school staff, have a responsibility for keeping them safe. (*Working Together to Safeguard Children, 2018*)

All schools within our Trust adheres to the following national guidance and legislation:

- Keeping Children Safe in Education (DfE: 2022)
- Working Together to Safeguard Children (HM Government 2018)
- The Education Act (2002)
- The Children Act (1989)
- The Children Act (2004).
- Information Sharing: Guidance for practitioners and managers. HM Government (2018)
- What To Do If You're Worried a Child Is Being Abused (DfE:2015)
- Safe Working Practice for Adults who Work with Children (2020)

## **Mission Statement:**

Hull Collaborative Academy Trust (HCAT) is a dynamic learning community which welcomes all. We work in close partnership with parents and the wider community to nurture and support all our children to become healthy, independent, successful, and caring citizens in a multicultural and fast-changing world.

Our community is a place of safety where firm boundaries guide and support; where care and respect build self-esteem and self-belief; and where high expectations create a gateway to lifelong learning, soaring aspirations and brighter futures.

## **Aims**

- To create a safe and secure environment for children
- To respond promptly to suspicions of abuse by following appropriate procedures
- To help children acquire the skills and knowledge to protect themselves

## **Ethos**

All children have the right to be safe. This is more likely to happen if the children themselves feel that they have this right. A caring environment in which the self-esteem of the individual is actively promoted by showing respect for their sex, race, disability, religion or belief, gender reassignment, sexual orientation, background, or ability is vital for achieving this. A child's sense of his/her own value will also be increased by providing an atmosphere in which independence, self-confidence, self-expression, and assertiveness are encouraged. We base our dealing with all members of our community on Restorative Practices.

Being subject to harassment, violence, and/or abuse, including that of a sexual nature, may breach an individual's rights under the Human Rights Act 1998. Therefore, our school will always act in a way that is compatible with the Convention.

## **Statement of Intent**

HCAT recognises that protecting and safeguarding children and young people is a shared responsibility and depends upon effective joint working between agencies and professionals that have different roles and expertise. Individual children and young people, especially some of the most vulnerable children and those at greatest risk of social exclusion, will need coordinated help from health, education, and children's social care services. The voluntary sector and other agencies also have an important role in protecting and safeguarding children.

The Trust has a responsibility to protect and safeguard the welfare of children and young people they come into contact with. The need for guidelines and procedures is important to ensure that this is done with understanding and clarity.

The Academy Trust will aim to protect and safeguard children and young people by;

- Ensuring that all staff / volunteers are carefully selected, trained, and supervised as per national guidance 'Keeping Children Safe in Education'.
- Having a Child Protection and Safeguarding Policy and Procedure and regularly reviewing and updating this, at least on an annual basis, in line with national and local policy developments
- Ensuring that all staff and volunteers are familiar with the Child Protection and Safeguarding Policy and Procedure, as per the school's Induction process for staff and volunteers. All staff are expected to read and sign that they have understood the policy and are directed to the Designated Safeguarding Lead (DSL) if they have any queries.
- Ensuring that staff / volunteers attend appropriate Local Safeguarding Children Partnership (LSCP) Child Protection Training. All staff will complete 'A Shared Responsibility' - Level 1 training, which will be delivered by an approved Trained Trainer.
- Ensuring that all schools have a designated Safeguarding Lead (DSL) and that all staff and volunteers are aware of the named people and process of reporting concerns to them. All staff are made aware of the DSL prior to their commencement at the school via staff handbook information they are given, and an induction meeting takes place on the first day in school.
- Ensuring that the DSL attends training and keep their Safeguarding knowledge up to date by attending relevant training. New/up-to-date information will be disseminated to staff via staff meetings/briefings, e-bulletins, and Senior Leadership Meetings (SLT).
- Assessing the risk that children and young people may encounter and taking steps to minimise and manage this by ensuring that staff/volunteers adhere to the Professional Code of Conduct and refer to the Child Protection and Safeguarding Policy and Procedure.
- Ensuring that the Child Protection and Safeguarding Policy and procedures are disseminated to parents. The Child Protection and Safeguarding Policy is on the school website – this is kept up to date. Parents will also be informed of any changes to the Policy via newsletter and via Parent mail, a hard copy of the Policy is also available on request.
- Letting parents, carers, children, and young people know how to report concerns about a child, young person, staff member or volunteer or complain about anything that they are not happy about.
- Giving children, young people, parents, and carers information about what the school does and what you can expect, via the school website, regular newsletters, Parentmail and school notice boards.

The Trust will ensure an appropriate senior member of staff, from each school is appointed to the role of Designated Safeguarding Leda (DSL). During term time the DSL and the Deputy DSL will be available during school hours for staff or parents to discuss any safeguarding concerns.

Suzanne Wilson is the appointed Trust Strategic Safeguarding Lead and is contactable out of hours via email [Suzanne.wilson@hcat.org.uk](mailto:Suzanne.wilson@hcat.org.uk)

### **Safeguarding curriculum**

Our pupils are taught about safeguarding, including online safety, through various teaching and learning opportunities, as part of a broad and balanced curriculum. We use different aspects of the curriculum, such as PSHE, ICT, SMSC, and with effect from September 2020, Relationships and Health Education to educate pupils on how to keep themselves safe, build their resilience, plus manage risk. Opportunities are provided for pupils to develop the skills and strategies they need to stay safe from abuse, including age-appropriate discussions about healthy relationships, their bodies and being able to say no to requests that they do not want to carry out. Clear advice and guidance are built into the curriculum to ensure that pupils understand that there is a range of contacts they can turn to for advice and support and that they know where and how to report abuse.

### **Safeguarding and promoting the welfare of children are defined as:**

- protecting children from maltreatment.
- preventing impairment of children's mental and physical health or development.

- ensuring that children are growing up in circumstances consistent with the provision of safe and effective care; and
- undertaking that role to enable those children to have optimum life chances and to enter adulthood successfully.

### **Child Protection**

Part of safeguarding and promoting welfare. This refers to the activity that is undertaken to protect specific children who are suffering, or are likely to suffer, significant harm.

Anyone who has not yet reached their 18th birthday- The fact that a child has reached 16 years of age, is living independently or is in further education, is a member of the armed forces, is in hospital or in custody in the secure estate, does not change his/her status or entitlements to services or protection.

### **Early Help**

Children and their families may experience a range of needs at different times in the lives. Therefore, important for children to receive the right help at the right time, to address risk and prevent issues escalating. At all HCAT schools we aim to identify where early interventions are needed to support families by closely monitoring children and highlighting any emerging issues. If necessary, and with appropriate consent, information is shared, or meetings are convened with other professionals to support effective early help assessments.

### **Children in Need**

A child in need is defined under the Children Act 1989 as a child who is unlikely to achieve or maintain a satisfactory level of health or development, or their health and development will be significantly impaired, without the provision of services; or a child who is disabled.

### **Significant Harm**

Some children are in need because they are suffering, or likely to suffer, significant harm. The concept of significant harm is the threshold that justifies compulsory intervention in family life in the best interests of the child and gives the Local Authority a duty to make enquiries to decide whether they should take action to safeguard or promote the welfare of a child who is suffering, or likely to suffer, significant harm.

### **Who Abuses Children?**

Children may be abused in a family or in an institutional or community setting; by those known to them or, more rarely, by a stranger for example, via the internet. They may be abused by an adult or another child or children. Whilst all children have the right to be protected, it is recognised that some groups are potentially at greater risk of harm than others. These include children who are in need of a social worker, children missing from education, children who are electively home educated or children looked after/previously looked after.

### **What is Abuse and Neglect?**

Abuse and neglect are forms of maltreatment of a child. Child refers to anyone under the age of 18.

Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm.

Neglect and/or abuse is very rarely standalone and cannot always be covered by one definition, as most cases will overlap with one another due to multiple issues.

#### **PHYSICAL ABUSE:**

Physical abuse 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:**

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the 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, though it may occur alone.

### SEXUAL ABUSE:

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

### NEGLECT:

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy because of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- provide adequate food, clothing, and shelter (including exclusion from home or abandonment).
- protect a child from physical and emotional harm or danger.
- ensure adequate supervision (including the use of inadequate caregivers); or
- ensure access to appropriate medical care or treatment.

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

This is not an exhaustive list, and it must be recognised that it is not the role of staff / volunteers to make an assessment of whether children or young people have suffered harm. Staff / volunteers / Designated Safeguarding Lead do have a duty to report any concerns about harm in accordance with the Local Safeguarding Children Partnership, Guidelines and Procedures.

### **Recognition of harm**

Children and young people might not find it easy to talk about their abuse or possible risk of harm/abuse. Concerns may come to your attention in several different ways including;

- Information given by the child, his/her friends, a family member, or close associate.
- The child's behaviour may become different from the usual, be significantly different from the behaviour of their peers, be bizarre or unusual or may involve 'acting out' a harmful situation in play.
- Overhearing pupil's conversations that suggest a child has been harmed, or at risk of harm.
- An injury which arouses suspicion because;
  - It does not make sense when compared with the explanation given.
  - The explanations differ depending on who is giving them (e.g., differing explanations from the parent / carer and child).
  - The child appears anxious and evasive when asked about the injury.
- Suspicion being raised when several factors occur over time, for example, the child fails to progress and thrive in contrast to his/her peers.
- Contact with individuals who pose a 'risk to children'. This can be someone who has been convicted of an offence listed in Schedule One of the Children and Young Person's Act 1933 (Sexual Offences Act 2003), or someone who has been identified as continuing to present a risk to children.

**Substance misuse** – the potential for a child to be harmed because of the excessive use of alcohol, illegal and controlled drugs, solvents, or related substances may occur during a young person's life. The use of drugs or other substances by parents or carers does not in itself indicate child neglect or abuse, and there is no assumption that a child living in such circumstances will automatically be considered under the child protection procedures. It is important to assess how parental substance use impacts upon the children or young people in the family.

**Parent/Carer Mental Illness** – Mental illness in a parent or carer does not necessarily have an adverse effect on the child or young person but it is important to assess its implications for any children involved in the family. The adverse effects of parental mental illness on the child are less likely when parental problems are mild, last for a short period of time, are not associated with family disharmony, and where there is another parent or family member who can respond to the child's needs and offer protection. Where mental illness is accompanied by problem alcohol use, domestic violence or associated with

poverty and social isolation, children are particularly vulnerable. The potential impact of a parental mental illness and the child's ability to cope with it is related to age, gender, and individual personality.

**Domestic Abuse** –domestic abuse is 'any incident of threatening behaviour, violence or abuse (psychological, physical, sexual, financial or emotional) between adults who are or have been intimate partners or family members, regardless of gender or sexuality'. Domestic abuse affects both adults and children in the family. Children and young people can suffer directly and indirectly if they live in a household where there is domestic abuse. It is likely to have a damaging effect on the health and development of children.

### **Operation Encompass**

Operation Encompass is a Police and Education early intervention safeguarding partnership, which supports children and young people exposed to domestic abuse. Working together to safeguard children, the Police will inform the academy's 'Key Adults' about any domestic abuse incident, where the child or young person has been present or exposed to domestic abuse. Information shared enables the academy to provide appropriate support through overt or silent intervention, dependent upon the needs and wishes of the child.

**Bullying** – This can be defined as deliberately hurtful behaviour, usually repeated over a period, where it is difficult for those bullied to defend themselves. It can take many forms, but the three main types are physical (e.g., hitting, kicking, theft), verbal (e.g., racist, or homophobic remarks, threats, name calling) and emotional (e.g., isolating an individual from activities and social acceptance of their peer group). The damage inflicted by bullying (including bullying via the internet) can frequently be underestimated. Bullying can be through the use of electronic communication, e.g., text or social network sites, and is commonly known as Online bullying. Bullying can cause considerable distress, to the extent that it can affect health and development. All settings in which children are provided with services or are living away from home should have in place rigorously enforced anti-bullying strategies.

**Female Genital Mutilation** - This is against the law yet for some communities it is considered a religious act and cultural requirement. Therefore, if it is carried out either within the UK or arrangements are made for the child to go abroad, with the intention of having this procedure, the school have a duty to inform either the police or Children's Social Care. Similarly, if staff become aware that this procedure has been carried out, following a direct disclosure for a young person, then there is a legal duty to inform the police, as soon as possible under the Serious Crime Act 2015.

**Child Sexual Exploitation (CSE)** - Child sexual exploitation is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology.

The presence of any significant indicator for sexual exploitation should trigger a referral to Children's Social Care EHaSH (Early Help and Safeguarding Hub).

### **Significant indicators:**

- Having a relationship of concern with a controlling adult or young person (this may involve physical and/or emotional abuse and/or gang activity)
- Entering and/or leaving a vehicle driven by an unknown adult
- Possessing unexplained amounts of money, expensive clothes, or other items
- Frequenting areas known for risky activities
- Being groomed or abused via the internet and mobile technology and,
- Having unexplained contact with hotels, taxi companies, and fast-food outlets

Refer to HSCB guidance for practitioners

**Radicalisation and Extremist behaviour** - At HCAT we assist our children to become more resilient to the messages of violent extremists through creating an environment where all young people learn to understand others, value, and appreciate diversity and develop skills to be able to debate. Through the balanced curriculum we offer we will help young people to learn and explore the values of different faiths in cultures. Where a member of staff has concerns regarding radicalism or extremist behaviour, they must inform the Designated Safeguarding Lead who will refer the concern to either EHaSH or Humberside Police.

### **Child Criminal Exploitation (CCE)**

CCE can include children and young people being forced or manipulated into transporting drugs or money through county lines, working in cannabis factories, shoplifting, or pickpocketing. They can also be forced or coerced into committing serious violence towards others.

Gangs or organised criminal networks are likely to exploit children to move and store the drugs and money and will often use coercion, intimidation, violence (including sexual violence) and weapons.

At HCAT we will treat any child who is criminally exploited as a victim first and refer to Children's Social Care and/or Humberside Police immediately.

#### **Indicators that a child may be at risk of criminal exploitation**

- Increase in 'Missing Episodes – particular key as children can be missing for days and drug run in other Counties
- Having unexplained amounts of money, new high-cost items, and multiple mobile phones
- Increased social media and phone/text use, almost always secretly
- Having injuries that are unexplained and unwilling to be looked at
- Increase in aggression, violence and fighting
- Carrying weapons
- Travel receipts that are unexplained
- Parents concerns and significant changes in behaviour

#### **Honour Based Abuse (HBA)**

Honour Based Abuse is a crime or incident which may have been committed to protect or defend the honour of the family or community. It is often linked to family members or acquaintances who mistakenly believe someone has brought shame on their family or community by doing something that is not in keeping with the traditional beliefs or culture

HCAT schools take HBA crime very seriously and deal with cases sensitively and confidentially. To this end we work collaboratively with external agencies to keep children and young people safe from harm.

#### **Forced Marriages**

A forced marriage is a marriage in which one or both spouses do not (or, in the case of children and some adults at risk, cannot) consent to the marriage and duress is involved. Duress can include physical, psychological, financial, sexual, and emotional pressure.

If concerns are brought to the attention of staff, they will be reported immediately to the appropriate authorities.

#### **SEND**

We are an inclusive school and recognise that SEND children have the same human rights to be safe from abuse and harm as non-SEND children. We actively try to remove any barriers to learning and participation that may disadvantage children. We acknowledge that children with SEND are especially vulnerable to all types of abuse and are statically more likely to be targeted due to difficulties they may face in communicating what is happening to them.

- Staff should fully explore any indicators of possible abuse, and not assume that behaviour, mood, or injuries are related to their disability.
- Staff recognise that SEND pupils are more prone to peer group isolation.
- Staff understand SEND pupils may be more susceptible to all forms of bullying and are more likely to be targeted due to difficulties they can face in communicating what has happened to them.

Therefore, we make certain that SEND children are responded to carefully when they have, or show signs of concern, plus ensure they receive additional pastoral support.

We feel it is particularly important that all staff and volunteers are fully informed and adequately trained to protect vulnerable groups.

#### **Children Missing from Education (CME)**

Children are best protected by regularly attending school where they will be safe from harm and where there are professionals to monitor their well-being.

At HCAT schools we encourage the full attendance of all our pupils.

Our school has clear procedures for managing unauthorised absences, which helps identify any possible emerging patterns of abuse or neglect, including all forms of exploitation.

Where we have concerns that a child is missing from education, we will follow the local authority protocols and refer to the Education Welfare Service, CME Officer who will make reasonable efforts to establish the child's whereabouts. The child will not be removed from our school roll until notified by the CME officer that it is appropriate to do so.

(Ref: Attendance policy and Local Authority CME protocols)

#### **Child-on-Child abuse**

The Academy Trust believes that abuse is abuse and it will never be tolerated, dismissed, or minimised. Though our broad and balanced curriculum, we will educate pupils about keeping themselves safe, and how to build respectful relationships. However, occasionally, allegations may be made against pupils by others, which are of a safeguarding nature. Although research shows that girls are more likely to be



victims of child-on-child abuse, staff should remain open minded and acknowledge that this form of abuse can affect any pupil within our academy.

It is important that staff do not 'downplay' any reports of child-on-child abuse and follow the same reporting and recording procedures, as if this was any other disclosure of harm or abuse.

Child on child abuse usually manifests as one, or a combination of the following but is not limited to:

- **Bullying**  
If a child is suffering or at risk of significant harm, a bullying incident should be addressed as a child protection concern. Bullying can take different forms, including physical, verbal, cyber, racist, religious, cultural, homophobic, and transphobic bullying.
- **Domestic Abuse**  
Intimate personal relationships, which involves controlling, coercive, threatening behaviour and violence. It can be psychological, physical, sexual, financial and/or emotional in nature.
- **Child Exploitation (CSE & CCE)**  
Defined as an individual or group taking advantage of an imbalance of power to coerce, manipulate or deceive a child or young person into sexual or criminal activity.
- **Physical abuse**  
This includes incidents such as hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm (this may include an online element which facilitates threatens and/or encourages physical abuse).
- **Initiation/Hazing**  
Hazing is the practice of rituals, challenges, and other activities which can involve harassment, abuse, or humiliation as a way of initiating a person into a group.
- **Upskirting**  
Upskirting typically involves taking a picture under someone's clothing without their permission, with the intention of viewing their genitals or buttocks to obtaining sexual gratification, or causing the victim humiliation, distress, or alarm. Anyone of any gender can be a victim.
- **Sexual Harassment**  
This is unwanted conduct of a sexual nature, which can occur online and offline and both inside and outside of school. Sexual harassment is likely to violate a child or young person's dignity, and/or make them feel intimidated, degraded, or humiliated. Sexual harassment can include sexual comments about clothes and/or appearance, sexual "jokes" or taunting, physical behaviour, such as deliberately brushing against someone, or interfering with someone's clothes, consensual and non-consensual sharing of nude or semi-nude image and videos, sharing of unwanted explicit content.
- **Sexual Violence**  
This includes rape, assault by penetration or sexual assault, as defined by the Sexual Offences Act 2003.

### **Procedures for managing allegations of sexual harassment**

Staff must always be vigilant and challenge any form of derogatory and sexualised language/behaviour, as failing to do so can normalise inappropriate behaviour and create an environment that may lead to sexual violence.

Groups of pupils at particular risk include girls, pupils who identify as lesbian, gay, bisexual, transgender+ (LGBTIQ+), or are perceived by peers to be LGBTIQ+, and pupils with Special Educational Needs & Disability (SEND). Therefore, our school ensures pupils are provided with a safe space to speak out and share concerns with members of staff.

It is important to remember that these behaviours should never be tolerated, passed off as 'banter' or part of growing up.

- When a report of sexual harassment is made, a factual record should be made. It is important to take into account the wishes and feeling of the alleged victim.
- The Designated Safeguarding Lead should be made aware, and along with Senior Leaders, a decision made on most appropriate course of action, as per the academy's Anti-Bullying or Behaviour policy.
- Parents of all the children concerned will be contacted and informed of the nature of the incident.
- Pastoral support will be offered to all affected parties.
- Where cases are proven, appropriate sanctions, as outlined in the behaviour policy, will be applied.

- Decisions, reasons for decision, actions and outcomes should be accurately recorded and retained on CPOMS.

### **Procedures for managing allegations of sexual violence**

Reports of sexual violence are likely to be complex and require difficult professional judgements to be made. However, if a pupil has been harmed, is in immediate danger, or is at risk of significant harm, basic safeguarding principle, as outlined in this policy, should be applied.

- When an allegation is made, the Designated Safeguarding Lead should be informed immediately.
- A factual record must be made, but no attempts should be taken to investigate the circumstances, at this stage.
- If required, the Designated Safeguarding Lead will contact EHASH, or in cases where an alleged criminal offence has been committed the Police. Advice will be sought on how to proceed, which includes notifying both the alleged victim and perpetrator's parents/carers.
- The Designated Safeguarding Lead will make an accurate record of the concern, the discussions, recommendations, and any outcomes. A copy of the record will be retained on CPOMS.
- Pastoral support will be offered to all affected parties.
- Where EHASH nor the police accept the complaint, a thorough internal investigations should still take into the matter
- It may be appropriate to exclude the pupil being complained about for a period of time, according to our behaviour policy.
- In situations where the school/academy/college considers a safeguarding risk is present, a risk assessment should be prepared along with a preventative supervision plan. This plan should be monitored, and a date set for a follow up evaluation.

Children's experiences of significant harm beyond their families are inclusive of different relationships that young people form in their neighbourhoods, schools and/or online, which can feature all forms of abuse and/or violence. Often parents and carers have little influence over these contexts, and young peoples' experiences of extra-familial abuse can undermine the parent-child relationship. Therefore, all staff, but especially the designated safeguarding lead (or deputy) should always consider, as part of their standard safeguarding practice, any wider environmental factors, which could be a threat to a child's safety and/or welfare such as sexual exploitation, criminal exploitation, and serious youth violence.

### **Mental Health & Wellbeing**

Our schools play a key role in helping all pupils build resilience and develop good mental health and wellbeing. We understand that children and young people go through ups and downs during life, but with the right support, nurture, and education these difficulties can be overcome. It is acknowledged, that there are occasions when some pupils may face significant life challenges or events, which could have a profound impact on their emotional wellbeing and cause mental ill health. In addition, we are aware that mental health problems can sometimes be an indicator that a child has suffered or is at risk of suffering abuse, neglect, or exploitation.

We fully understand that only medical professionals can make a formal diagnosis of a mental health condition, but staff must remain vigilant to any warning signs, which indicates a pupil is experiencing mental health, or emotional wellbeing issues. Any signs should always be taken seriously, and concerns reported via CPOMS to either the SENCo or Pastoral Lead in a swift and timely manner, to determine the necessary course of supportive action, which may include referrals to specialist services. If staff fear that the pupil is in danger of immediate harm, the normal child protection procedures should be followed, and the Designated Safeguarding Lead informed immediately.

Possible warning signs include:

- Becoming socially withdrawn
- Changes in mood, behaviour, or activity
- Physical signs of harm that are repeated or appear non-accidental
- Talking or joking about self-harm or suicide
- Expressing feelings of failure, uselessness, or loss of hope
- Repeated physical pain or sickness with no evidence
- Changes in eating or sleeping habits
- An increase in lateness or absenteeism

## Managing a disclosure

As adults, we understand that any form of child abuse is a difficult subject and can be even harder to talk about. However, we too appreciate, that due to several factors, it can be even more difficult for a child/young person to disclose abuse and/or may not recognise their experience as harmful. However, this should never prevent staff from having a **professional curiosity**, nor speaking to the DSL if they have concerns about a child.

Any reports or disclosures of harm or abuse will take telling an adult courage; therefore, all reports will be taken seriously, and necessary time will be given to ensure the child is fully supported.

Following any disclosure, staff will provide reassurance that the child/young person has done the right thing, plus explain what will happen next.

When managing a disclosure of abuse or harm, we expect staff to adhere to the following basic principles:

- Listen to what the child has to say with an open mind.
- Do not ask probing or leading questions designed to get the child to reveal more.
- Never stop a child who is freely recalling significant events.
- Make note of the discussion, taking care to record the timing, setting and people present, as well as what was said.
- Do not ask children to write a statement.
- Never promise the child that what they have told you can be kept secret. Explain that you have responsibility to report what the child has said to someone else.
- **THE DESIGNATED SAFEGUARDING LEAD MUST BE INFORMED IMMEDIATELY.**

## Reporting Concerns or Allegations of Abuse

A member of staff or volunteer must report any concerns or allegation of harm immediately to the Designated Safeguarding Lead. In the absence of the Designated Safeguarding Lead the matter should be reported to the person identified as their deputy. In the event of neither of these individuals being available the matter should be reported through the line management. In the unlikely event of management not being available the matter should be reported directly to the appropriate Local Authority Child Care Team or Police Protecting Vulnerable People Unit. In the case of it being out of hours the Immediate Help Team should be contacted (*See Contact details on page 23*).

In cases where there is an immediate risk to any child or young person, the information must be passed to Local Authority Children's Social Care or the Police, as soon as possible.

## Records and Record Keeping

Records should be kept;

- When there are concerns about the welfare of child
- When there is suspicion of significant harm to a child

CPOMS (Child Protection Online Management System) is a software application for monitoring and management of safeguarding, child protection, behaviour, bullying, attendance, well-being, and home issues.

CPOMS is a recording system which enables staff to record issues or concerns. This is an effective way of identifying any emerging patterns, which may require additional interventions. Every member of staff has a statutory responsibility to report any safeguarding concerns relating to pupils at our academy, which should be uploaded onto CPOMS.

Records should always:

- Be clear and provide a comprehensive summary of the concern
- Detail how the concern was followed up and resolved
- Note any action taken, decisions reached and the outcome.

PLEASE NOTE: If any staff are in doubt about recording requirements, they should seek support from the Designated Safeguarding Lead.

## Transferring child protection records

When a child or young person leaves our school, the designated safeguarding lead will ensure their child protection file is transferred to the new school or college ideally **within 5 days** for an in-year

transfer or within the **first 5 days** of the start of a new term, as this will allow the new school or college to have support in place for when the child arrives.

### **The Role of the Designated Safeguarding Lead**

Where there are concerns about the welfare of any child or young person all staff / volunteers have a duty to share those concerns with the Designated Safeguarding Lead.

The Designated Safeguarding Lead is responsible for:

- Monitoring and recording concerns about the well-being of a child or young person.
- Making referrals to the Local Authority Children's Services.
- Liaising with other agencies.
- Arranging training for staff / volunteers.

The Designated Safeguarding Lead, after receiving a referral, will act on behalf of the school in referring concerns or allegations of harm to Local Authority Children's Social Care (EHaSH) or the Police Protecting Vulnerable People Unit.

If the Designated Safeguarding Lead is in any doubt about making a referral it is important to note that advice can be sought from Local Authority Children's Social Care. The name of the child and family should be kept confidential at this stage and will be requested if the enquiry proceeds to a referral.

The Designated Safeguarding Lead may share limited information on a need-to-know basis amongst the staff / management but respecting the need for confidentiality.

It is not the role of the Designated Safeguarding Lead to undertake an investigation into the concerns or allegation of harm. It is the role of the Designated Safeguarding Lead to collate and clarify details of the concern or allegation and to provide this information to the Local Authority EHaSH Team, or Locality POD if Children's Social Care is already involved, whose duty it is to make enquiries in accordance with Section 47 of the Children Act 1989.

### **Seeking Consent for a Referral**

Professionals should seek in general to discuss any concerns with the family (including the child where appropriate) and where possible seek their agreement to making referrals to the Local Authority EHaSH Team. This should only be done where such discussion and agreement seeking will not place the child at an increased risk of significant harm.

It should be noted that parents, carers, or child may not agree to information being shared, but this should not prevent referrals where child protection concerns persist. The reasons for dispensing with consent from the parents, carer or child should be clearly recorded.

In cases where an allegation has been made against a family member living in the same household as the child and it is your view that discussing the matter with the parent would place the child at risk of harm, or where discussing it may place a member of staff / volunteer at risk, consent does not have to be sought prior to the referral being made.

If you are unsure about whether to seek parental consent prior to a referral being made, then seek advice from the duty social worker at the relevant Locality POD.

### **Seeking Medical Attention**

If a child has a physical injury and there are concerns about abuse; medical attention should be sought immediately by telephoning for an ambulance, attending the Emergency Department or Minor Injury Unit (depending on the severity of the injury). The procedures for referring a child to Children's Social Care should then be followed.

Any safeguarding concerns should be shared with the Ambulance staff/Medical and Nursing staff in order that they can appropriately assess and treat the child and share relevant information.

Contacting emergency services for urgent medical treatment must not be delayed for any reason.

### **Appropriate Adult in Safeguarding:**

The Police and Criminal Evidence (PACE) Act details the role a person undertakes when acting as the "appropriate adult" (usually a parent, guardian, or social worker) while a pupil is being questioned or detained by the police.

The role of the appropriate adult is to give advice and assistance to the child or young person, and to ensure that their welfare is maintained. It also includes an expectation that the appropriate adult will "observe whether the police are acting properly and fairly to respect [the young person's] rights and entitlements and inform an officer of the rank of inspector or above if they consider that they are not".

Please click the link below for further guidance on PACE:

### **Making a Referral**

Referrals of all children in need, including those where there are child protection concerns will be made to;

**Hull** - To Children's Social Care (448879) – EHaSH or Police Protecting Vulnerable People Unit

**East Riding** – By telephoning the Call Centre/Children's Social Care or Police Family Protection Team

**North Yorkshire** – By telephoning the Children and Families Service Consultation Line – (01609 535070)

**Out of Hours** – To the relevant Emergency Duty Team

All referrals made by telephone need to be followed up in writing within 48 hours.

The Designated Safeguarding Lead should make the referral as appropriate. The referrer should be prepared, where possible, to give the following information;

- The nature of your concerns / allegation.
- Whether the child will need immediate action to ensure their safety.
- Are the parents aware of the concerns? Has consent for the referral been sought? If not, the reasons for this?
- Factual information about the child and family, including other siblings.
- The nature of your involvement with the family.
- Other professionals involved with the family.
- The source of your referral, is it based on your own assessment of the needs of the child, a reported allegation or disclosure, or has the concern been reported to you by another person, if so, who?
- Child's current whereabouts and when they were last seen
- If you consider the child suffering or at risk of suffering significant harm, who is the source of that harm and their current whereabouts?

### **Allegations against staff members / volunteers**

Any member of staff, pupil, parent/carer or volunteer who has concerns about the behaviour or conduct of another individual working within the school will report the nature of the allegation or concern to the Headteacher immediately. The member of staff who has a concern or to whom an allegation or concern is reported should not question the child or investigate the matter further. The Headteacher will report the matter to the Local Authority Designated Officer (LADO).

In the case that the concern or allegation relates to the Headteacher, the Designated Safeguarding Lead or a member of the school leadership team will contact the Trust's Strategic Safeguarding Lead who will report the matter to the LADO.

In cases where there is an immediate risk to any child or young person, the information must be passed to Local Authority Children's Social Care or the Police, as soon as possible.

An allegation is defined as where it is alleged that a person who works with children has:

- Behaved in a way that has harmed a child, or may have harmed a child;
- Possibly committed a criminal offence against or related to a child; or
- Behaved towards a child or children in a way that indicates s/he may pose a risk of harm to children; or
- behaved or may have behaved in a way that indicates they may not be suitable to work with children.

### **Responding to a complaint or an allegation**

***The person to whom an allegation or concern is reported should not question the child or investigate the matter further and should:***

- Treat the matter seriously,
- Avoid asking leading questions and keep an open mind,
- Communicate with the child (if the complainant) in a way that is appropriate to the child's age, understanding and preferred language or communication style,
- Make a written record of the information using the words a child has said (verbatim)

- Include full name of the complainant and who the allegation is against
- When the alleged incident took place (time and date)
- Who was present (witnesses)?
- What was said to have happened,
- Sign and print full name and include the time and date on the written record by all adults present during any investigation with the complainant
- Report the matter immediately to the Local Authority Designated Officer directly.

**N.B. Children/young people must not be asked to produce or sign any statement. This could undermine any potential investigation.**

### **Allegations against Supply Staff**

Where an allegation is made against a supply teacher, the headteacher or DSL will immediately contact both the agency concerned and the LADO. The school will continue to support any investigation that is required.'

### **Education Act 2011 - Reporting restrictions**

Under the Education Act 2011, it is a criminal offence to publish material that may lead to the identification of the teacher who is subject to an allegation before they are charged. This legislation applies to all stakeholders and parents/carers and includes any form of disclosure which is addressed to the public at large or any section of the public i.e., social networking sites, speaking to the press, playground or staff room gossip etc..

### **Low-Level Concerns about any adult working within the school**

The safety and wellbeing of children and young people in our schools is dependent on the vigilance of all our staff and their prompt communication to the Headteacher of any concerns, no matter how small, about the conduct by an adult which causes a person to doubt their suitability to work or have access to children, or young people.

Our schools are conscious of their duty of care for pupils and will always act, including if alerted to the possibility of abuse arising from situations, or person's conduct outside the school setting.

The notification and prompt handling of all concerns about adults is fundamental to safeguarding children, as it helps to identify concerning, problematic or inappropriate behaviour early; minimise the risk of abuse; and ensure that adults working in or on behalf of the school are clear about professional boundaries.

Our Trust endeavours to create a culture whereby staff members feel they can self-refer, if they have found themselves in a situation which could be misinterpreted, appear compromising to others, and/or on reflection believed they have behaved in a way that they feel falls below expected professional standards.

Staff raising concerns or reporting concerns in good faith will always be supported, and the adults in respect of whom concerns, or allegations have been raised will not suffer any detriment, unless the concern or allegation is found to be substantiated.

### **Responding to low-level concerns**

Any low-level concern should be reported to the Headteacher as soon as reasonably possible. The Headteacher will, in the first instance, satisfy themselves that it is a low-level concern and does not need to be reclassified as an allegation and be referred to the Local Authority Designated Officer (LADO). Where the Headteacher is in any doubt, advice should be sought from the Trust's Safeguarding Lead.

The circumstances in which a low-level concern might be reclassified as an allegation are where:

- the threshold is met for an allegation
- there is a pattern of low-level concerns which collectively amount to an allegation or,
- there is other information which when considered leads to an allegation.

Having established that the concern is low-level, the Headteacher will directly speak to the person who raised the concern, unless that has been raised anonymously, speak to any witnesses and the individual concerned. Once all enquires are completed the rationale needs to be recorded, along with details of actions taken.

The school should then retain a copy of the report, plus a copy sent copy to the Trust's HR team.

Any low-level reports will not be included as part of any reference, unless they relate to issues which would normally be included eg misconduct, poor performance etc.

### **Staff and Volunteer Self Protection**

Adherence to guidelines on self-protection for staff and volunteers working with children and young people can avoid vulnerable situations where false allegations can be made. The following guidelines are not exhaustive, and the school's Professional Code of Conduct and Behaviour Policy should be adhered to:

- Avoid situations where a staff member or volunteer is on their own with a child.
- In the event of an injury to a child or adult, accidental or not, ensure that it is recorded and witnessed by another adult following the school's accident policy. Any recorded accidents will be entered onto the Accident Reporting spreadsheet on a weekly basis.
- Keep written records of any allegations a child makes against any staff member, or volunteer, and report in line with the Child Protection and Safeguarding Policy.
- If a child or young person touches a staff member or volunteer inappropriately record what happened immediately and inform the Designated Safeguarding Lead.

### **Code of Conduct**

Staff / Volunteers / children **should always**;

- Take all allegations, suspicions, or concerns about abuse that a young person makes seriously (including those made against staff) and report them through the procedures.
- Provide an opportunity and environment for children to talk to others about concerns they may have.
- Provide an environment that encourages children and adults to feel comfortable and confident in challenging attitudes and behaviours that may discriminate others.
- Risk assess situations and activities to ensure all potential dangers have been identified.
- Treat everyone with dignity and respect.

Staff / volunteers / children **should not**;

- Permit or accept abusive or discriminatory behaviour.
- Engage in inappropriate behaviour or contact both inside and outside of school.
- Use inappropriate or insulting language.
- Show favouritism to anyone.
- Undermine or criticise others.
- Give personal money.
- Use social networks for personal communication with children and young people for whom they are responsible.

### **Mobile phones and cameras:**

Staff must not use mobile phones in rooms where children are present, including those where children are cared for. It is appropriate to take photographs of children to capture a curriculum activity or a celebration of school life using school equipment providing we have permission to do so from the parents. Staff must not, however, use their personal mobile phone, camera (still or moving images) or other devices to take, edit or store images of children from this school.

### **Whistle Blowing**

Staff or volunteers must report to a senior member of staff any behaviour or practice by a colleague which gives cause for concern in relation to safeguarding the wellbeing of pupils. However, if staff do not feel comfortable using internal reporting systems this should not prevent a report being made. If this issue does occur, then staff are advised to contact the NSPCC Whistle Blowing helpline tel: 0800 028 0285 or email: [help@nspcc.org.uk](mailto:help@nspcc.org.uk)

### **Recruitment and Selection**

It is important when recruiting paid staff and volunteers to adhere to The Trust's recruitment policy. This will ensure potential staff and volunteers are screened for their suitability to work with children and young people.

Every job description, person specification and job advertisement will have a clear statement about the safeguarding responsibilities of the post holder. As part of our recruitment process, we may carry out an online search of shortlisted candidates to help identify any issues that are publicly available online.

All HCAT schools adhere to the national guidance Keeping Children Safe in Education. We ensure that:

- All paid staff and volunteers with unsupervised access to children and young people or sensitive information relating to children will be required to undertake an enhanced Disclosure and Barring Service (DBS) check and Children's Barred List check.
- Staff and volunteers working directly with children or with access to sensitive information will be required to complete LSCP Child Protection Training. Their training will be reviewed in supervision.
- All staff and volunteers will be required to read the Child Protection and Safeguarding Policy and sign to say they understand the policy. As the Child Protection and Safeguarding Policy is updated, the DSL brief staff on the changes.
- All staff and volunteers to complete an application form, including details of previous employment, details of any conviction for criminal offences (including spent convictions under the Rehabilitation of Offenders Act 1974), agreement for an enhanced check, permission to contact two referees, including their current or most recent employer (which should be taken up).
- The potential staff member or volunteer will be interviewed for their suitability for the post by the Head teacher.
- Non-teaching staff and volunteers will be subject to a probationary period 6 months during which they will be supervised, and monthly meetings will take place with their manager / supervisor to identify any concerns, training, and support needs
- Staff and volunteers will have a period of induction where they will complete any induction training and access internal policies.

### **Childcare Disqualification Requirements 2009**

The Trust adheres to the DfE guidance 'Keeping Children Safe' document, detailing the legal requirements for 'Childcare Disqualification' checks to be carried out on relevant staff and volunteers working with children. Staff are covered by this legislation if they are employed or engaged to provide early years childcare (this covers the age range from birth until 1 September following a child's fifth birthday i.e. up to and including reception year) or later years childcare (this covers children above reception age but who have not attained the age of 8) in nursery, primary or secondary school settings, or if they are directly concerned with the management of such childcare.

### **Disclosure and Barring Service**

A person who is barred from working with children they will be breaking the law if they work or volunteer or try to work or volunteer with those groups. If any school within the Trust knowingly employs someone who is barred to work with children, they will also be breaking the law. If there is an incident where a member of staff or volunteer must be dismissed because they have harmed a child, or would have been if they had not left, the school will notify the DBS.

### **Induction**

When new staff join our Trust, they will be informed of the safeguarding arrangements in place. They will be given a copy of the school's Child Protection and Safeguarding Policy, Keeping Children Safe in Education (Part 1 and Annex A) and are also introduced to the Designated Safeguarding Lead. Every new member of staff will have an induction pack that will include essential safeguarding information. This programme will include basic safeguarding information relating to signs and symptoms of abuse, how to manage a disclosure from a child, how to record and issues of confidentiality. The induction will also remind staff of their responsibility to safeguard all children at our school and the remit of the role of the Designated Safeguarding Lead. All volunteers and temporary staff to our school will be provided with the same level of information in relation to safeguarding.

### **Training**

The Designated Safeguarding Lead undertakes specific inter-agency training on appointment which enables them to work in partnership with other agencies and gives them the knowledge and skills needed to fulfil their role. To maintain their knowledge and skills the DSL undertakes refresher training at two yearly intervals.

All staff have basic child protection training that equips them to recognise and respond to child welfare concerns. The school maintains a record of child protection training, which includes teaching and non-teaching. Every staff member undertakes appropriate refresher training every three years.



Trustees will also undertake appropriate training to equip them with knowledge to provide strategic challenge to test and assure themselves that the safeguarding policies and procedures are effective and support the delivery of a robust approach to safeguarding across the entire Trust.

### **Role of the Trustees**

Under Section 175 of the Education Act 2002, HCAT Trustees have a statutory duty to promote and safeguard the welfare of children and have due regard to guidance issued by the Department for Education. They will ensure every school in the Trust:

- Has a Child Protection and Safeguarding Policy and procedures in place which is in accordance with LA guidance and locally agreed inter-agency procedures and available to all school personnel and parents on request
- Operates safe recruitment procedures by making sure all appropriate checks are carried out on new staff, volunteers and parents who work with children
- Keeps and maintains a Single Central Record of all staff checks (including students on placement, and supply staff)
- Has procedures for dealing with allegations of abuse against staff and volunteers that comply with guidance issued by the DfE and Hull Safeguarding, East Riding or North Yorkshire Safeguarding Children Partnership
- Has a designated member of staff, from the Trust's Central Team, who is responsible for liaising with the LA and partner agencies, in the event of an allegation of abuse being made against any HCAT Head
- The Trust will review all policies and procedures in relation to safeguarding on an annual basis.

### **Contacts**

#### **Hull City Council**

#### **Children's Social Care (Local Authority)**

Early Help and Safeguarding Hub (EHaSH)

(01482) 448879

Emergency Duty Team

(01482) 788080

Child Protection Administrator	(01482) 790933
Local Authority Designated Officer	(01482) 790933
Police Public Protection Unit	(01482) 307220
Hull Safeguarding Children Partnership	(01482) 379090

### **East Riding of Yorkshire**

#### **Children's Social Care (Local Authority)**

Call Centre	(01482) 395500
Children's Services	(01482) 396840
Emergency Duty Team	(01482) 880826
Child Protection Administrator	(01482) 396472
East Riding Safeguarding Children Partnership	(01482)396998/9
Local Authority Designated Officer	(01482) 396999
Police Family Protection Team	0845 6060222 ext 240

### **North Yorkshire County Council**

#### **Children's Social Care (Local Authority)**

Early Help Ryedale Hub	(01609) 534852
North Yorkshire Children and Families Service	(01609) 535070
Consultation Line	
Safeguarding – Single Point of Contact	(01609) 780780
Safeguarding Team North (Children's Social Care)	(01609) 797280
Liz White (Senior Early Help Consultant)	(01609) 797464
Jill Maxwell (Admin support)	(01609) 797678 Mal177DB
Local Authority Designated Officer	(01609) 533080
North Yorkshire Safeguarding Children Partnership	(01609) 535123

