

# Manor Primary School



## Safeguarding & Child Protection Policy

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# The Manor Multi-Academy Trust Safeguarding & Child Protection Policy

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Safeguarding and promoting the welfare of children is everyone's responsibility. Everyone who comes into contact with children and their families and carers has a role to play in safeguarding children. In order to fulfil this responsibility effectively, all professionals should make sure their approach is child-centred. This means that they should consider, at all times, what is in the best interests of the child. Child Protection is what everyone does for children who have been harmed or are at significant risk of being harmed. In other words the Safeguarding Policy includes the Child Protection Policy, as well as links to other policies.

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## School details

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Directors Committee Responsible:	Leadership and Management
Governor Lead:	David Coles (Chairman)
Nominated Lead Members of Staff:	Anita Cliff (Executive Headteacher) Julie Mills (Head of School) Kully Kaur (Deputy Headteacher)

Contact Details	Anita Cliff <a href="mailto:ACliff@manorprimary.co.uk">ACliff@manorprimary.co.uk</a> Tel: 01902 556460
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Prevent Lead

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Prevent LA Lead

Nathan Hazlehurst

Designated Officer (LA)

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Status & Review Cycle:

Statutory Annual

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## 1.0 Introduction

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- 1.1 This policy has been developed in accordance with the principles established by the Children Acts 1989 and 2004; the Education Act 2002, and in line with government publications: 'Working Together to Safeguard Children' 2015, Revised Safeguarding Statutory Guidance 2 'Framework for the Assessment of Children in Need and their Families' 2000, 'What to do if You are Worried a Child is Being Abused' 2015. The guidance reflects, 'Keeping Children Safe in Education' 2016.
- 1.2 The Governing body takes seriously its responsibility under section 175 of the Education Act 2002 to safeguard and promote the welfare of children; and to work together with other agencies to ensure adequate arrangements within our school to identify, assess, and support those children who are suffering harm.
- 1.3 We recognise that all adults, including temporary staff<sup>1</sup>, volunteers and our Directors, have a full and active part to play in protecting our pupils from harm, and that the child's welfare is our paramount concern.

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<sup>1</sup> Wherever the word "staff" is used, it covers ALL staff on site, including ancillary supply and self-employed staff, contractors, volunteers working with children etc, and DIRECTORS members

- 1.4 All staff believe that our school should provide a caring, positive safe and stimulating environment that promotes the social, physical and moral development of the individual child.
- 1.5 The aims of this policy are:
- 1.5.1 To support the child's development in ways that will foster security, confidence and independence.
  - 1.5.2 To provide an environment in which children and young people feel safe, secure, valued and respected, and feel confident, and know how to approach adults if they are in difficulties, believing they will be effectively listened to.
  - 1.5.3 To raise the awareness of all teaching and non-teaching staff of the need to safeguard children and of their responsibilities in identifying and reporting possible cases of abuse (Reference Appendices 1 and 2)
  - 1.5.4 To provide a systematic means of monitoring children known or thought to be at risk of harm, and ensure we, the school, contribute to assessments of need and support packages for those children.
  - 1.5.5 To emphasise the need for good levels of communication between all members of staff.
  - 1.5.6 To develop a structured procedure within the school which will be followed by all members of the school community in cases of suspected abuse.
  - 1.5.7 To develop and promote effective working relationships with other agencies, especially the Police and Social Care.
  - 1.5.8 To ensure that all staff working within our school who have substantial access to children have been checked as to their suitability, including verification of their identity, qualifications, and a satisfactory CRB check (according to guidance)<sup>2</sup>, and a central record is kept for audit.

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## 2.0 Safe School, Safe Staff

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- 2.1 We will ensure that:

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<sup>2</sup> Guidance regarding CRB checks recently updated by the Protection of Freedoms Act 2012

- 2.1.1 All members of the governing body understand and fulfil their responsibilities, namely to ensure that:
- there is a Child Protection policy together with a staff behaviour (code of conduct) policy
  - the school operates safer recruitment procedures by ensuring that there is at least one person on every recruitment panel that has completed Safer Recruitment training
  - the school has procedures for dealing with allegations of abuse against staff and volunteers and to make a referral to the DBS if a person in regulated activity has been dismissed or removed due to safeguarding concerns, or would have had they not resigned.
  - The school has procedures for dealing with allegations against other children
  - a senior leader has Lead Designated Child Protection Officer (DCPO) responsibility
  - on appointment, the DCPOs undertake interagency training and also undertake DCPO 'new to role' and an 'update' course every 2 years – following spring consultation this may become an annual requirement
  - all other staff have Safeguarding training updated as appropriate
  - any weaknesses in Child Protection are remedied immediately
  - a Director, is nominated to liaise with the LA on Child Protection issues and in the event of an allegation of abuse made against the Headteacher. The identified Director is **David Coles**.
  - The Directors should ensure that the child's wishes and feelings are taken into account when determining what action to take and what services to provide to protect individual children through ensuring there are systems in place for children to express their views and give feedback. The Directors should ensure staff members do not agree confidentiality and always act in the interests of the child
  - Child Protection policies and procedures are reviewed annually and that the Child Protection policy is available on the school website or by other means
  - the Directors consider how children may be taught about safeguarding. This may be part of a broad and balanced curriculum covering relevant issues through personal social health and economic education (PSHE) and/or for maintained schools through sex and relationship education (SRE).

- that enhanced DBS checks are in place for Directors of independent, academies, non-maintained special schools
- 2.1.2 The Lead DCPO, Anita Cliff is a members of the Senior Leadership Team. The other Designated Child Protection Officers are Julie Mills (Head of School), and Kully Kaur (Deputy Head of School). These Officers have undertaken the relevant training, and, upon appointment will undertake 'DCPO new to role' training followed by biannual updates (may become an annual requirements)
  - 2.1.3 The DCPO's who are involved in recruitment and at least one Director will also complete safer recruitment training (currently on-line on the DfE website) to be renewed as required (at least every 5 years)
  - 2.1.4 All members of staff and volunteers are provided with child protection awareness information at induction, including in their arrival pack, the school safeguarding statement so that they know who to discuss a concern with
  - 2.1.5 All members of staff are trained in and receive regular updates in e-safety and reporting concerns
  - 2.1.6 All other staff and Directors, have child protection awareness training, updated by the DCPO as appropriate, to maintain their understanding of the signs and indicators of abuse.
  - 2.1.7 All members of staff, volunteers, and Directors know how to respond to a pupil who discloses abuse through delivery of the Awareness Raising pack.
  - 2.1.8 All parents/carers are made aware of the responsibilities of staff members with regard to child protection procedures through publication of the school's Child Protection Policy.
  - 2.1.9 Our lettings policy will seek to ensure the suitability of adults working with children on school sites at any time.
  - 2.1.10 Community users organising activities for children are aware of the school's child protection guidelines and procedures.
  - 2.1.11 We will ensure that child protection type concerns or allegations against adults working in the school are referred to the DO<sup>3</sup> (DO) for advice, and that any member of staff found not suitable to work with children will be notified to the Disclosure and Barring Service (DBS)<sup>4</sup> for consideration for barring, following resignation, dismissal, or when we cease to use their service as a result of a substantiated allegation, in the case of a volunteer.

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<sup>3</sup> DO Designated Officer (DO) for allegations against staff. AEO Area Education Officer

<sup>4</sup> Contact the DO for guidance in any case

- 2.2 Our procedures will be regularly reviewed and up-dated.
- 2.3 The name of the designated members of staff for Child Protection, the Designated Child Protection Officers, will be clearly advertised in the school, with a statement explaining the school's role in referring and monitoring cases of suspected abuse.
- 2.4 All new members of staff will be given a copy of our safeguarding statement, and child protection policy, with the DCPOs' names clearly displayed, as part of their induction into the school.
- 2.5 The policy is available publicly either on the school website. Parents/carers are made aware of this policy and their entitlement to have a copy of it via the school handbook/newsletter/website

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## 3.0 Responsibilities

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- 3.1 The designated DCPOs are responsible for:
  - 3.1.1 Referring a child if there are concerns about possible abuse, to the *Local Authority*, and acting as a focal point for staff to discuss concerns. Referrals should be made in writing, following a telephone call using the Multi Agency Referral Form (MARF)<sup>5</sup>
  - 3.1.2 Keeping written records of concerns about a child even if there is no need to make an immediate referral
  - 3.1.3 Ensuring that all such records are kept confidentially and securely and are *separate* from pupil records, until the child's 25<sup>th</sup> birthday, and are copied on to the child's next school or college.
  - 3.1.4 Where children leave the school or college ensure that the file transferred to the new school or college securely and confirmation of the receipt should be obtained
  - 3.1.5 Ensuring that an indication of the existence of the additional file in 3.1.3 above is marked on the pupil records.
  - 3.1.6 Liaising with other agencies and professionals.
  - 3.1.7 Ensuring that either they or the staff member attend case conferences, core groups, or other multi-agency planning meetings, contribute to assessments, and provide a report which has been shared with the parents.

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<sup>5</sup> Check with your LA for local alternatives

- 3.1.8 Ensuring that any pupil currently with a child protection plan who is absent in the educational setting without explanation for two days is referred to their key worker's Social Care Team.
- 3.1.9 Organising child protection induction, and update training every 3 years, for all school staff which may become an annual requirement
- 3.1.10 Providing an annual report for the Directors, detailing any changes to the policy and procedures; training undertaken by the DCPO, and by all staff and Directors; number and type of incidents/cases, and number of children on the child protection register (anonymised)<sup>6</sup>

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## 4.0 Supporting Children

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- 4.1 We recognise that a child who is abused or witnesses violence may feel helpless and humiliated, may blame themselves, and find it difficult to develop and maintain a sense of self-worth.
- 4.2. We recognise that the school may provide the only stability in the lives of children who have been abused or who are at risk of harm.
- 4.3. We accept that research shows that the behaviour of a child in these circumstances may range from that which is perceived to be normal to aggressive or withdrawn.
- 4.4. Our school will support all children by:
  - 4.4.1 Encouraging self-esteem and self-assertiveness, through the curriculum as well as our relationships, whilst not condoning aggression or bullying.
  - 4.4.2 Promoting a caring, safe and positive environment within the school.
  - 4.4.3 Liaising and working together with all other support services and those agencies involved in the safeguarding of children.
  - 4.4.4 Notifying Social Care as soon as there is a significant concern.
  - 4.4.5 Providing continuing support to a child about whom there have been concerns who leaves the school by ensuring that appropriate information is copied under confidential cover to the child's new setting and ensuring the school medical records are forwarded as a matter of priority.

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<sup>6</sup> A model format for the Directors Annual Report is available from Governor Services and at [www.surreycc.gov.uk/safeguardingchildren](http://www.surreycc.gov.uk/safeguardingchildren)



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## 5.0 Confidentiality

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- 5.1 We recognise that all matters relating to child protection are confidential.
- 5.2 The Head of School (DCPO) or Deputy Headteacher will disclose any information about a child to other members of staff on a need to know basis only.<sup>7</sup>
- 5.3 All staff must be aware that they have a professional responsibility to share information with other agencies in order to safeguard children.
- 5.4 All staff must be aware that they cannot promise a child to keep secrets which might compromise the child's safety or well-being.
- 5.5 We will always undertake to share our intention to refer a child to Social Care with their parents /carers unless to do so could put the child at greater risk of harm, or impede a criminal investigation. If in doubt, we will consult with *South East Locality Team* on this point.

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## 6.0 Supporting Staff

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- 6.1 We recognise that staff working in the school who have become involved with a child who has suffered harm, or appears to be likely to suffer harm may find the situation stressful and upsetting.
- 6.2 We will support such staff by providing an opportunity to talk through their anxieties with the DCPOs and to seek further support as appropriate.

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## 7.0 Allegations against staff and other children

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- 7.1 All school staff should take care not to place themselves in a vulnerable position with a child. It is always advisable for interviews or work with individual children or parents to be conducted in view of other adults.

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<sup>7</sup> Guidance about sharing information, can be found in the DfE booklet 'Information sharing guidance for practitioners and managers' DCSF-00807-2008 (archived)

- 7.2 All Staff should be aware of *local* Guidance on Behaviour Issues, and the school's own Behaviour Management policy.
- 7.3 Guidance about conduct and safe practice, including safe use of mobile phones by staff and volunteers will be given at induction<sup>8</sup>
- The use of texting and messages that contain sexual references is forbidden. This can expose individuals to risks, particularly if the imagery is shared further, including embarrassment, bullying and increased vulnerability to sexual exploitation. Producing and sharing sexual images of under 18s is also illegal
- 7.4 We understand that a pupil may make an allegation against a member of staff.
- 7.5 If such an allegation is made, or information is received which suggests that a person may be unsuitable to work with children, the member of staff receiving the allegation or aware of the information, will immediately inform the Head of School<sup>9</sup>.
- 7.6 The Head of School on all such occasions will discuss the content of the allegation with the Designated Officer (DO)
- 7.7 If the allegation made to a member of staff concerns the Head of School, the person receiving the allegation will immediately inform the Lead Director who will consult as in 7.6 above, without notifying the Headteacher first.
- 7.8 The school will follow the *approved* procedures for managing allegations against staff. Under no circumstances will we send a child home, pending such an investigation, unless this advice is given exceptionally, as a result of a consultation with the LADO.
- 7.9 Suspension of the member of staff, excluding the Head of School, against whom an allegation has been made, needs careful consideration, and the Head of School will seek the advice of the LADO and Personnel Consultant in making this decision.
- 7.10 In the event of an allegation against the Head of School, the decision to suspend will be made by the Lead Director with advice as in 7.8 above.
- 7.11 We have a procedure for managing the suspension of a contract for a

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<sup>8</sup> Refer to "Guidance for Safe Working Practice for the Protection of Children and Staff in Education Settings" available on the DfE website

<sup>9</sup> or Chair of DIRECTORS in the event of an allegation against the Headteacher

community user in the event of an allegation arising in that context.

- 7.12 If an allegation is made against another a child the school will make a decision about whether the allegation constitutes a Safeguarding or child protection concern, the school will contact social care for advice on how to proceed

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## 8.0 Whistle-blowing

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- 8.1 We recognise that children cannot be expected to raise concerns in an environment where staff fail to do so.
- 8.2 All staff should be aware of their duty to raise concerns, where they exist, about the management of child protection, which may include the attitude or actions of colleagues. If it becomes necessary to consult outside the school, they should speak in the first instance, to the Area Education Officer/DO following the Whistleblowing Policy.
- 8.3 Whistle-blowing regarding the Head of School should be made to the Lead Director whose contact details are readily available to staff in the staff handbook.

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## 9.0 Physical Intervention

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- 9.1 We acknowledge that staff must only ever use physical intervention as a last resort, when a child is endangering him/herself or others, and that at all times it must be the minimal force necessary to prevent injury to another person.
- 9.2 Such events should be recorded and signed by a witness
- 9.3 Parents or carers will be notified by the school to ensure an opportunity will be provided for the child and staff member to receive a debrief
- 9.4 Staff who are likely to need to use physical intervention will be appropriately trained in the *Positive Options* technique

- 9.5 We understand that physical intervention of a nature which causes injury or distress to a child may be considered under child protection or disciplinary procedures
- 9.6 We recognise that touch is appropriate in the context of working with children, and all staff have been given 'Safe Practice' guidance to ensure they are clear about their professional boundary.<sup>10</sup>

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## 10.0 Anti-Bullying

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- 10.1 Our school policy on anti-bullying is set out in a separate document and acknowledges that to allow or condone bullying may lead to consideration under child protection procedures. This includes all forms .g. cyber, racist, homophobic and gender related bullying. We keep a record of known bullying incidents. All staff are aware that children with SEND and / or differences/perceived differences are more susceptible to being bullied / victims of child abuse. We keep a record of bullying incidents.

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## 11.0 Racist Incidents

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- 11.1 Our policy on racist incidents is set out separately, and acknowledges that repeated racist incidents or a single serious incident may lead to consideration under child protection procedures. We keep a record of racist incidents.

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## 12.0 Prevention

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- 12.1 We recognise that the school plays a significant part in the prevention of harm to our children by providing children with good lines of communication with trusted adults, supportive friends and an ethos of protection.

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<sup>10</sup> Guidance on Safer Working Practices is available on the DfE website

12.2 The school community will therefore:

12.2.1 Work to establish and maintain an ethos where children feel secure and are encouraged to talk and are always listened to.

12.2.2 Include regular consultation with children e.g. through safety questionnaires, participation in anti-bullying week, asking children to report whether they have had happy/sad lunchtimes/playtimes

12.2.3 Ensure that all children know there is an adult in the school whom they can approach if they are worried or in difficulty.

12.2.4 Include safeguarding across the curriculum, including PSHE, opportunities which equip children with the skills they need to stay safe from harm and to know to whom they should turn for help. In particular this will include anti-bullying work, e-safety, road safety, pedestrian and cycle training. Also focused work in Year 6 to prepare for transition to Secondary school and more personal safety/independent travel.

12.2.5 Ensure all staff are aware of school guidance for their use of mobile technology and have discussed safeguarding issues around the use of mobile technologies and their Associated risks ('Sexting in School and Colleges', DfE).

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## 13.0 Health & Safety

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13.1 Our Health & Safety policy, set out in a separate document, reflects the consideration we give to the protection of our children both physically within the school environment, and for example in relation to internet use, and when away from the school and when undertaking school trips and visits.

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## 14.0 Prevent

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All staff at The Manor Multi-Academy Trust School have received PREVENT Training

- As a result we assess the risk of children being drawn into terrorism, including support for extremist ideas that are part of terrorist ideology. This means being able to demonstrate both a general understanding of the risks affecting children and young people in the area and a specific understanding of how to identify individual

children who may be at risk of radicalisation and what to do to support them. We have clear procedures in place for protecting children at risk of radicalisation.

- The Prevent duty builds on existing local partnership arrangements. For example, our Directors ensure that their safeguarding arrangements take into account the policies and procedures of Local Safeguarding Children Boards (LSCBs).
- The Prevent training and guidance from DFE has equipped staff to identify children at risk of being drawn into terrorism and to challenge extremist ideas. As a school we are best placed to assess the training needs of staff in the light of their assessment of the risk to pupils at the school of being drawn into terrorism. As a minimum, however, we ensure that the designated safeguarding lead undertakes Prevent awareness training and is able to provide advice and support to other members of staff on protecting children from the risk of radicalisation. We also ensure all staff have received prevent training.
- We ensure that children are safe from terrorist and extremist material when accessing the internet in schools. We ensure that suitable filtering is in place. We also ensure that we teach pupils about online safety more generally.  
We are aware that it is appropriate to make a referral to the Channel programme. Channel is a programme which focuses on providing support at an early stage to people who are identified as being vulnerable to being drawn into terrorism. It provides a mechanism for us as a schools to make referrals if they are concerned that an individual might be vulnerable to radicalisation. An individual's engagement with the programme is entirely voluntary at all stages.

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## 15.0 Curriculum

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Safeguarding – keeping ourselves safe is taught throughout the curriculum at The Manor Multi-Academy Trust School.

It is taught through British Values, Science, PHSCE, RE, SMSC, Aspects of English, RE, PE, ICT, Geography, History.

- Our curriculum includes opportunities to discuss feelings and emotions, and helps our children to think about their own personal safety and their rights as individuals to be kept safe from harm.
- We teach our children about the uses and misuses of drugs, including legal highs, at an age appropriate time and level.
- Our sex education programme teaches our children about keeping themselves safe from harm, at an age appropriate level.
- Our curriculum teaching children about radicalization and how to recognize they are being negatively influenced by external groups with bias views

- We have clear guidance to help children to use the internet (including social media) safely and have appropriate filters in place to prevent pupils accessing inappropriate materials.
- Our policies and agreed practices for child protection, health and safety, behaviour management, attendance and looked after children all comply with the recommendations for safeguarding children at school.

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## 16.0 Monitoring and Evaluation

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Our Child Protection Policy and Procedures will be monitored and evaluated by:

- Director visits to the school
- SLT 'drop ins' and discussions with children and staff
- Pupil surveys and questionnaires
- Scrutiny of Attendance data
- Scrutiny of range of risk assessments
- Scrutiny of Directors Meetings minutes
- Records of bullying/racist/behaviour incidents for SLT and GB to monitor
- Review of parental concerns and parent questionnaires
- Review of extra-curricular provision

*This policy also links to our policies on:*

- *Behaviour,*
- *Staff Behaviour Policy / Code of Conduct*
- *Whistleblowing,*
- *Anti-bullying,*
- *Health & Safety*
- *Allegations against staff,*
- *Parental concerns,*
- *Attendance,*
- *Curriculum*
- *PHSCE*
- *Teaching and Learning*
- *Administration of medicines*
- *Drug Education*
- *Sex and Relationships Education*

- *Physical intervention*
- *ESafety, including staff use of mobile phones*
- *Risk Assessment*
- *Recruitment and Selection*
- *Child Sexual Exploitation*
- *Intimate Care*

This policy will be reviewed annually at the first Directors meeting in the Autumn term by the end of September annually.

## Appendix one

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### Recognising signs of child abuse

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#### Categories of Abuse:

- Physical Abuse
- Emotional Abuse (including Domestic Abuse)
- Sexual Abuse
- Neglect

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#### Signs of Abuse in Children:

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The following non-specific signs may indicate something is wrong:

- Significant change in behaviour
- Extreme anger or sadness
- Aggressive and attention-seeking behaviour
- Suspicious bruises with unsatisfactory explanations
- Lack of self-esteem



- Self-injury
- Depression
- Age inappropriate sexual behaviour
- Child Sexual Exploitation.

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## Risk Indicators

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The factors described in this section are frequently found in cases of child abuse. Their presence is not proof that abuse has occurred, but:

- Must be regarded as indicators of the possibility of significant harm
- Justifies the need for careful assessment and discussion with designated / named / lead person, manager, (or in the absence of all those individuals, an experienced colleague)
- May require consultation with and / or referral to Children's Services

The absence of such indicators does not mean that abuse or neglect has not occurred.

In an abusive relationship, the child may:

- Appear frightened of the parent/s
- Act in a way that is inappropriate to her/his age and development (though full account needs to be taken of different patterns of development and different ethnic groups)

The parent or carer may:

- Persistently avoid child health promotion services and treatment of the child's episodic illnesses
- Have unrealistic expectations of the child
- Frequently complain about/to the child and may fail to provide attention or praise (high criticism/low warmth environment)
- Be absent or misusing substances
- Persistently refuse to allow access on home visits
- Be involved in domestic abuse

Staff should be aware of the potential risk to children when individuals, previously known or suspected to have abused children, move into the household.

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## Recognising Physical Abuse

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The following are often regarded as indicators of concern:

- An explanation which is inconsistent with an injury
- Several different explanations provided for an injury
- Unexplained delay in seeking treatment
- The parents/carers are uninterested or undisturbed by an accident or injury
- Parents are absent without good reason when their child is presented for treatment
- Repeated presentation of minor injuries (which may represent a “cry for help” and if ignored could lead to a more serious injury)
- Family use of different doctors and A&E departments
- Reluctance to give information or mention previous injuries

### Bruising

Children can have accidental bruising, but the following must be considered as non-accidental unless there is evidence or an adequate explanation provided:

- Any bruising to a pre-crawling or pre-walking baby
- Bruising in or around the mouth, particularly in small babies which may indicate force feeding
- Two simultaneous bruised eyes, without bruising to the forehead, (rarely accidental, though a single bruised eye can be accidental or abusive)
- Repeated or multiple bruising on the head or on sites unlikely to be injured accidentally
- Variation in colour possibly indicating injuries caused at different times
- The outline of an object used e.g. belt marks, hand prints or a hair brush
- Bruising or tears around, or behind, the earlobe/s indicating injury by pulling or twisting
- Bruising around the face

- Grasp marks on small children
- Bruising on the arms, buttocks and thighs may be an indicator of sexual abuse

### Bite Marks

Bite marks can leave clear impressions of the teeth. Human bite marks are oval or crescent shaped. Those over 3 cm in diameter are more likely to have been caused by an adult or older child.

A medical opinion should be sought where there is any doubt over the origin of the bite.

### Allegations of abuse made against other children

Staff recognise that children are capable of abusing their peers. The Governing body and Executive Headteacher ensure the child protection policy includes procedures to minimise the risk of peer on peer abuse and sets out how allegations of peer on peer abuse will be investigated and dealt with. Peer on peer abuse should never be tolerated or passed off as “banter” or “part of growing up”. Any victims of peer on peer abuse will be supported in partnership with parents and external agencies..

Peer on peer abuse can manifest itself in many ways. The Governing Body and Executive Headteacher ensure sexting is part of the child protection policy. The Executive Headteacher is aware that the education department provides searching screening and confiscation advice for schools and that the UK Council for Child Internet Safety (UKCCIS) Education Group has recently published sexting advice for schools and colleges.

### The child's wishes

Where there is a safeguarding concern, school leaders will ensure the child's wishes and feelings are taken into account when determining what action to take and what services to provide. Systems should be in place for children to express their views and give feedback. Ultimately, all systems and processes will operate with the best interests of the child at their heart.

### Burns and Scalds

It can be difficult to distinguish between accidental and non-accidental burns and scalds, and will always require experienced medical opinion. Any burn with a clear outline may be suspicious e.g.:

- Circular burns from cigarettes (but may be friction burns if along the bony protuberance of the spine)
- Linear burns from hot metal rods or electrical fire elements
- Burns of uniform depth over a large area
- Scalds that have a line indicating immersion or poured liquid (a child getting into hot water is his/her own accord will struggle to get out and cause splash marks)
- Old scars indicating previous burns/scalds which did not have appropriate treatment or adequate explanation

Scalds to the buttocks of a small child, particularly in the absence of burns to the feet, are indicative of dipping into a hot liquid or bath.

### Fractures

Fractures may cause pain, swelling and discolouration over a bone or joint.

Non-mobile children rarely sustain fractures.

There are grounds for concern if:

- The history provided is vague, non-existent or inconsistent with the fracture type
- There are Associated old fractures
- Medical attention is sought after a period of delay when the fracture has caused symptoms such as swelling, pain or loss of movement
- There is an unexplained fracture in the first year of life

### Scars

A large number of scars or scars of different sizes or ages, or on different parts of the body, may suggest abuse.

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## Recognising Emotional Abuse

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Emotional abuse may be difficult to recognise, as the signs are usually behavioural rather than physical. The manifestations of emotional abuse might also indicate the presence of other kinds of abuse.

The indicators of emotional abuse are often also associated with other forms of abuse.

The following may be indicators of emotional abuse:

- Developmental delay
- Abnormal attachment between a child and parent/carer e.g. anxious, indiscriminate or not attachment
- Indiscriminate attachment or failure to attach
- Aggressive behaviour towards others
- Scape-goated within the family
- Frozen watchfulness, particularly in pre-school children
- Low self-esteem and lack of confidence
- Withdrawn or seen as a "loner" – difficulty relating to others

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## Recognising Signs of Sexual Abuse

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Boys and girls of all ages may be sexually abused and are frequently scared to say anything due to guilt and/or fear. This is particularly difficult for a child to talk about and full account should be taken of the cultural sensitivities of any individual child/family.

Recognition can be difficult, unless the child discloses and is believed. There may be no physical signs and indications are likely to be emotional/behavioural.

Some behavioural indicators associated with this form of abuse are:

- Inappropriate sexualised conduct
- Sexually explicit behaviour, play or conversation, inappropriate to the child's age
- Continual and inappropriate or excessive masturbation
- Self-harm (including eating disorder), self-mutilation and suicide attempts
- Involvement in prostitution or indiscriminate choice of sexual partners

- An anxious unwillingness to remove clothes e.g. for sports events (but this may be related to cultural norms or physical difficulties)

Some physical indicators Associated with this form of abuse are:

- Pain or itching of genital area
- Blood on underclothes
- Pregnancy in a younger girl where the identity of the father is not disclosed
- Physical symptoms such as injuries to the genital or anal area, bruising to buttocks, abdomen and thighs, sexually transmitted disease, presence of semen on vagina, anus, external genitalia or clothing

### Sexual Abuse by Young People

The boundary between what is abusive and what is part of normal childhood or youthful experimentation can be blurred. The determination of whether behaviour is developmental, inappropriate or abusive will hinge around the related concepts of true consent, power imbalance and exploitation. This may include children and young people who exhibit a range of sexually problematic behaviour such as indecent exposure, obscene telephone calls, fetishism, bestiality and sexual abuse against adults, peers or children.

Developmental Sexual Activity encompasses those actions that are to be expected from children and young people as they move from infancy through to an adult understanding of their physical, emotional and behavioural relationships with each other. Such sexual activity is essentially information gathering and experience testing. It is characterised by mutuality and of the seeking of consent.

Inappropriate Sexual Behaviour can be inappropriate socially, inappropriate to development, or both. In considering whether behaviour fits into this category, it is important to consider what negative effects it has on any of the parties involved and what concerns it raises about a child or young person. It should be recognised that some actions may be motivated by information seeking, but still cause significant upset, confusion, worry, physical damage, etc. it may also be that the behaviour is "acting out" which may derive from other sexual situations to which the child or young person has been exposed.

If an act appears to have been inappropriate, there may still be a need for some form of behaviour management or intervention. For some children, educative inputs may be enough to address the behaviour.

Abusive sexual activity included any behaviour involving coercion, threats, aggression together with secrecy, or where one participant relies on an unequal power base.

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## Assessment

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In order to more fully determine the nature of the incident the following factors should be given consideration. The presence of exploitation in terms of:

- **Equality** – consider differentials of physical, cognitive and emotional development, power and control and authority, passive and assertive tendencies
- **Consent** – agreement including all the following:
  - Understanding that is proposed based on age, maturity, development level, functioning and experience
  - Knowledge of society's standards for what is being proposed
  - Awareness of potential consequences and alternatives
  - Assumption that agreements or disagreements will be respected equally
  - Voluntary decision
  - Mental competence
- **Coercion** – the young perpetrator who abuses may use techniques like bribing, manipulation and emotional threats of secondary gains and losses that is loss of love, friendship, etc. Some may use physical force, brutality or the threat of these regardless of victim resistance.

In evaluating sexual behaviour of children and young people, the above information should be used only as a guide.

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## Recognising Neglect

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Evidence of neglect is built up over a period of time and can cover different aspects of parenting. Indicators include:

- Failure by parents or carers to meet the basic essential needs e.g. adequate food, clothes, warmth, hygiene and medical care
- A child seen to be listless, apathetic and irresponsible with no apparent medical cause
- Failure of child to grow within normal expected pattern, with accompanying weight loss
- Child thrives away from home environment
- Child frequently absent from school
- Child left with adults who are intoxicated or violent
- Child abandoned or left alone for excessive periods

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## Child Sexual Exploitation

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The following list of indicators is not exhaustive or definitive but it does highlight common signs which can assist professionals in identifying children or young people who may be victims of sexual exploitation.

Signs include:

- underage sexual activity
- inappropriate sexual or sexualised behaviour
- sexually risky behaviour, 'swapping' sex
- repeat sexually transmitted infections
- in girls, repeat pregnancy, abortions, miscarriage
- receiving unexplained gifts or gifts from unknown sources
- having multiple mobile phones and worrying about losing contact via mobile
- having unaffordable new things (clothes, mobile) or expensive habits (alcohol, drugs)
- changes in the way they dress
- going to hotels or other unusual locations to meet friends
- seen at known places of concern
- moving around the country, appearing in new towns or cities, not knowing where they are
- getting in/out of different cars driven by unknown adults
- having older boyfriends or girlfriends
- contact with known perpetrators



- involved in abusive relationships, intimidated and fearful of certain people or situations
- hanging out with groups of older people, or anti-social groups, or with other vulnerable peers
- associating with other young people involved in sexual exploitation
- recruiting other young people to exploitative situations
- truancy, exclusion, disengagement with school, opting out of education altogether
- unexplained changes in behaviour or personality (chaotic, aggressive, sexual)
- mood swings, volatile behaviour, emotional distress
- self-harming, suicidal thoughts, suicide attempts, overdosing, eating disorders
- drug or alcohol misuse
- getting involved in crime
- police involvement, police records
- involved in gangs, gang fights, gang membership
- injuries from physical assault, physical restraint, sexual assault.

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

## Appendix two

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### Forced Marriage (FM)

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This is an entirely separate issue from arranged marriage. It is a human rights abuse and falls within the Crown Prosecution Service definition of domestic violence. Young men and women can be at risk in affected ethnic groups. Whistle-blowing may come from younger siblings. Other indicators may be detected by changes in adolescent behaviours. Never attempt to intervene directly as a school or through a third party.

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### Female Genital Mutilation (FGM)

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It is essential that staff are aware of FGM practices and the need to look for signs, symptoms and other indicators of FGM.

What is FGM?

It involves procedures that intentionally alter/injure the female genital organs for non-medical reasons.

4 types of procedure:

Type 1 Clitoridectomy – partial/total removal of clitoris

Type 2 Excision – partial/total removal of clitoris and labia minora

Type 3 Infibulation entrance to vagina is narrowed by repositioning the inner/outer labia

Type 4 all other procedures that may include: pricking, piercing, incising, cauterising and scraping the genital area.

Why is it carried out?

Belief that:

- FGM brings status/respect to the girl – social acceptance for marriage
- Preserves a girl's virginity
- Part of being a woman / rite of passage
- Upholds family honour
- Cleanses and purifies the girl

- Gives a sense of belonging to the community
- Fulfils a religious requirement
- Perpetuates a custom/tradition
- Helps girls be clean / hygienic
- Is cosmetically desirable
- Mistakenly believed to make childbirth easier

Is FGM legal?

FGM is internationally recognised as a violation of human rights of girls and women. It is **illegal** in most countries including the UK.

Circumstances and occurrences that may point to FGM happening

- Child talking about getting ready for a special ceremony
- Family taking a long trip abroad
- Child's family being from one of the 'at risk' communities for FGM (Kenya, Somalia, Sudan, Sierra Leon, Egypt, Nigeria, Eritrea as well as non-African communities including Yemeni, Afghani, Kurdistan, Indonesia and Pakistan)
- Knowledge that the child's sibling has undergone FGM
- Child talks about going abroad to be 'cut' or to prepare for marriage

Signs that may indicate a child has undergone FGM:

- Prolonged absence from school and other activities
- Behaviour change on return from a holiday abroad, such as being withdrawn and appearing subdued
- Bladder or menstrual problems
- Finding it difficult to sit still and looking uncomfortable
- Complaining about pain between the legs
- Mentioning something somebody did to them that they are not allowed to talk about
- Secretive behaviour, including isolating themselves from the group
- Reluctance to take part in physical activity
- Repeated urinal tract infection
- Disclosure

The 'One Chance' rule

As with Forced Marriage there is the 'One Chance' rule. It is essential that settings /schools/colleges take action **without delay**.

### **Actions**

If staff have a concern they should activate local safeguarding procedures, using existing school protocols to the designated child protection officer. This member of staff will then ensure multi-agency liaison with police and children's social care takes place. When mandatory reporting commences in October 2015 these procedures will remain when dealing with concerns regarding the potential for FGM to take place. Where a teacher discovers that an act of FGM appears to have been carried out on a girl who is aged under 18, there will be a statutory duty upon that individual to report it to the police.

### **Mandatory Reporting Duty**

Section 5B of the Female Genital Mutilation Act 2003 (as inserted by section 74 of the Serious Crime Act 2015) will place a statutory duty upon **teachers, along with social workers and healthcare professionals, to report to the police** where they discover (either through disclosure by the victim or visual evidence) that FGM appears to have been carried out on a girl under 18. Those failing to report such cases will face disciplinary sanctions. It will be rare for teachers to see visual evidence, and they should not be examining pupils, but the same definition of what is meant by "to discover that an act of FGM appears to have been carried out" is used for all professionals to whom this mandatory reporting duty applies.

The Mandatory reporting duty will commence from October 2015. Teachers **must** report to the police cases where they discover that an act of FGM appears to have been carried out. Unless the teacher has a good reason not to, they should still consider and discuss any such case with the school's designated safeguarding lead and involve children's social care as appropriate.

### **Other Cultural Signs of Abuse**

Breast ironing is where young girls are put through torture, a hot iron or stone is placed on their breasts to compress the breast tissue. By doing this it destroys a women's breasts, it can take a few days or even a few weeks.

When breast ironing takes place it is often done as part of culture, tradition or religion. However, this is cruel and horrific and no women should be exposed to this abuse. It is most commonly seen in Western and Central Africa countries.

Girls as young as ten are forced to go through this brutal, horrific ordeal, and the only reason this is done is to control a women's sexuality, preventing attraction from males.

Breast ironing is often performed by mothers. Stones, hammers and hot spatulas are used to thin the breast tissue. It is said that mothers carry out this brutal process to prevent their daughters from being raped.

It is essential that more people in the UK are made aware of this abuse, as unfortunately figures show that this horrific abuse is on the rise in the UK. Not only is this a form of abuse, but it can also expose girls to health problems later on.

As this type of abuse happens in the home, it can often go unnoticed, meaning young girls are not getting the help they need.

It is everyone's duty to stop this from happening and protect anyone being exposed to this.

## Appendix three

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### References & Guidance

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This policy adopts all statutory guidance from Keeping Children Safe in Education (September 2016)

Working Together To Safeguard Children (March 2015)

What to do if you are worried a child is being abused

Information Sharing Guidance Advice for Schools

Full guidance, *Keeping Children Safe in Education 2016 (September 2016)* at:

<https://www.gov.uk/government/publications/keeping-children-safe-in-education->

The NSPCC website also provides useful additional information on types of abuse and what to look out for.

Sexting in Schools and Colleges:

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/551575/6.24-39\\_K\\_G\\_NCA\\_Sexting\\_in\\_Schools\\_WEB\\_\\_I\\_.PDF](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551575/6.24-39_K_G_NCA_Sexting_in_Schools_WEB__I_.PDF)

#### Reasons for contacting the LADO

The LADO must be contacted within one working day in respect of all cases in which it is alleged that a person who works with children has:

- behaved in a way that has harmed, 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 they may pose a risk of harm to children.

There may be up to three strands in the consideration of an allegation:

- a police investigation of a possible criminal offence;
- enquiries and assessment by children's social care about whether a child is in need of protection or in need of services;
- consideration by an employer of disciplinary action in respect of the individual.

The LADO is responsible for:

- Providing advice, information and guidance to employers and voluntary organisations around allegations and concerns regarding paid and unpaid workers.
- Managing and overseeing individual cases from all partner agencies.
- Ensuring the child's voice is heard and that they are safeguarded.
- Ensuring there is a consistent, fair and thorough process for all adults working with children and young people against whom an allegation is made.
- Monitoring the progress of cases to ensure they are dealt with as quickly as possible.
- Recommending a referral and chairing the strategy meeting in cases where the allegation requires investigation by police and/or social care.

### **Risk Assessment for DBS checks returned with positive disclosures**

When a disclosure report reveals information, the Headteacher should confidentially discuss this with the Schools' HR Consultant for advice.

In all cases a meeting must be held between the Headteacher and the applicant, and the positive risk assessment (attached) completed.

A brief note of the discussion must be completed, by the Headteacher, during the meeting.

### **Suggested questions:**

- 1) Do you dispute the accuracy of the information disclosed? *If yes they need to be advised to contact the DBS*
- 2) Can you tell me about your offence(s)
- 3) How did you feel about them at the time?
- 4) How do you feel about them now?
- 5) How can I be sure that you are no longer a risk?
- 6) How is your life different now?

Both the applicant and the Headteacher must sign the declaration.

## Points to Consider:

### Relevance

Whether the conviction or other matter revealed is relevant to the position for which they are being considered

### Seriousness

The seriousness of any offence or other matter revealed

### Age of offences

The length of time since the offence or other matter.

### Pattern of offending

Whether the applicant has a pattern of offending behaviour or other relevant matters

### Changed circumstances

Whether the applicant's circumstance have changed since the offending behaviour, the circumstances surrounding the offence and the explanation(s) offered by applicant

The Headteacher must make a decision on whether to clear the DBS based on the meeting, risk assessment, and the outcome recorded.

If the decision is not to clear the DBS please speak to your Schools' HR Consultant before any further action is taken.



Authorisation of the outcome decision must be signed by Headteacher. An email should be sent to the HR Operations team to notify them of the decision, and a copy of this assessment sent which will be stored securely on the applicants' Personnel file.

### Applicant-only criminal record checks – guidance for schools

From 17 June 2013, due to changes being introduced by the Disclosure and Barring Service (DBS), employers will no longer receive a copy of an individual's criminal record certificate. From that date onwards, only the applicant will receive the check, so schools will need to make a number of changes to their recruitment processes.

From 17 June 2013 onwards, schools should require all new employees or volunteers for whom a criminal record check has been made, to bring their certificate into school, so that the school can check it. Job applicants and potential volunteers should be made aware of this new process at the time that they complete the application form (or in the case of volunteers, speak with the school about volunteering) and this message should be reinforced at interview, so that the requirements are clear.

Schools must see the individual in person as these details cannot be verified by post, email or over the phone.

### Security features on the certificate – checking authenticity

Criminal record certificates have a number of security features to prove they are genuine.

- A 'crown seal' **watermark** repeated down the right hand side which is visible on the surface and when holding it up to the light
- A **background design** featuring the word 'disclosure' which is repeated on the front and back of the certificate. The colour alternates between blue and green on the reverse of the certificate
- Ink and paper that change colour when wet

**Enhanced Certificate**  
Page 1 of 2

Disclosure & Barring Service

Certificate Number: 001405742360  
Date of Issue: 24 MAY 2013

**Applicant Personal Details**  
Surname: \_\_\_\_\_  
Forename(s): \_\_\_\_\_  
Other Names: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_  
Place of Birth: \_\_\_\_\_  
Gender: \_\_\_\_\_

**Employment Details**  
Position applied for: \_\_\_\_\_  
Name of Employer: \_\_\_\_\_

**Countersignatory Details**  
Registered Person/Body: SUFFOLK COUNTY COUNCIL  
Countersignatory: \_\_\_\_\_

**Police Records of Convictions, Cautions, Reprimands and Warnings**  
NONE RECORDED

**Information from the list held under Section 142 of the Education Act 2002**  
NONE RECORDED

**DBS Children's Barred List information**  
NONE RECORDED

**DBS Adults' Barred List information**  
NONE RECORDED

**Other relevant information disclosed at the Chief Police Officer(s) discretion**  
NONE RECORDED

**Enhanced Certificate**  
This document is an Enhanced Criminal Record Certificate within the meaning of sections 113B and 116 of the Police Act 1997

THIS CERTIFICATE IS NOT EVIDENCE OF IDENTITY

Continued on page 2

Check name(s)  
Check date of birth

Details of any caution, conviction, barring or police information will be recorded in one, or more, of these fields.

### Identity checks – is it really the person's own certificate?

In addition to checking the authenticity of the certificate, schools also need to ensure the certificate relates to the person presenting it. This can be done by checking the name and date of birth on the certificate against a document such as a driving licence or passport.

### Recording what's been checked – at school

Schools should check the certificate and make a note of the disclosure number, the date of issue and the result for their Single Central Record.

### Further advice – what if something is disclosed on the certificate?

If any conviction information is disclosed on the certificate you will need to contact HR to discuss the details before making a recruitment decision.