

YourStory

Safeguarding Children in Education

Child protection & safeguarding policy

January 2023

YourStory

Child Protection & Safeguarding Policy

Policy agreed: January 2023
Annual Review: January 2024

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SECTION	CONTENT	PAGE
1	Roles and responsibilities	5
2	Working with parents and carers	6
3	Confidentiality & Information sharing	6
4	Referral to Lambeth children's social care	6
5	Definition and Indicators of abuse	7
6	Training	7
7	Teaching children about safeguarding	7
8	Physical intervention / positive handling	7
9	Changing for Sports Activities	7
10	Record keeping	7
11	Inter-agency work	8
12	Safer recruitment	8
13	Single central record	9
14	Allegation of abuse made against staff	9
15	On-line safety	10
16	Child on Child Abuse	10
17	Bullying	11
18	Looked after children	11
19	Children with special educational needs and disabilities	11
20	Children missing from education	11
21	Child Sexual exploitation	12
22	Domestic violence	12
23	Honour based violence	13
24	Female Genital Mutilation	13
25	Forced marriage	13
26	Extremism and radicalisation	14
27	Children staying with host families	14
28	Private fostering	14
29	Raising concerns about safeguarding practice	14

Introduction

YourStory is committed to provide an environment for young people, where children feel safe and are kept safe and all staff contribute to the culture of vigilance which is embedded in our school. All staff form part of the wider safeguarding system for children. We follow this system which is described in statutory guidance as 'working together to safeguard children'.

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 staff 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.

No single professional can have a full picture of a child's needs and circumstances. If children and families are to receive the right help at the right time, everyone who comes into contact with them has a role to play in identifying concerns, sharing information and taking prompt action.

Safeguarding and promoting the welfare of children is defined for the purposes of this guidance as:

- protecting children from maltreatment;
- preventing impairment of children's health or development;
- ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and
- taking action enabling all children to have the best outcomes.

There are three elements and aims to our policy to safeguard children

1. Prevention

Providing an environment in which children and young people feel safe, secure, valued and respected, feel confident and know how to approach adults if they are in difficulties.

Raising awareness of all staff, of the need to safeguard children and of their responsibilities in identifying and reporting possible cases of abuse.

Ensuring that all adults (including visitors, where possible) within YourStory who have access to children have been rigorously checked as to their suitability, using safe recruitment procedures.

2. Protection

Through the development and use of a system that allows for the monitoring children, known or thought to be at risk of harm.

Through the establishment of structured procedures within YourStory which will be followed by all members of its community in cases of suspected abuse.

To ensure all staff and volunteers receive regular training and up-dates.

Through the development of effective working relationships with all other agencies, involved or with responsibility in safeguarding children.

3. Support

Ensuring that key concepts of Child Protection are integrated within the curriculum and young peoples are educated about risks associated with the new digital technologies.

Ensuring that children are listened to and their concerns taken seriously and acted upon.

Working with others to support children and young people who may have been abused to access the curriculum and take part in school life.

Framework

Key documents that inform this policy are:

- Keeping children safe in education - September 2022
- Working together to safeguard children - July 2022
- What to do if you are worried a child is being abused – March 2015

Our procedures for safeguarding children are maintained in line with the London Child Protection Procedures.

1. Role and responsibilities

1.1. The role of the Board of Trustees

The Trustees will ensure that YourStory meets its statutory duties with regard to safeguarding and protecting children in line with the provisions set out in the statutory guidance 'Keeping Children Safe in Education, 2022'.

The Trustees will challenge YourStory's senior management team on the delivery of this policy and monitor its effectiveness.

The Trustees will review this policy every year and may amend and adopt it in accordance with any new legislation or guidance.

The Trustees will ensure that the following are in place:

- Safeguarding and child protection policies and procedures consistent with the London Child Protection Procedures.
- A staff code of conduct policy including policies covering staff/student or young person relationships and communication and staff use of social media.

The Trustees will ensure that a senior member of staff is appointed the Designated Safeguarding Lead (DSL) with responsibilities for carrying out the statutory duties as set out in this policy.

That YourStory has a designated Trustee responsible for advocating child protection and safeguarding issues within YourStory. This Trustee will liaise with the CEO and the DSL and report to the Trustees on safeguarding matters.

1.2. The role of the Principal/CEO

The CEO will ensure that policies and procedures adopted by the Trustees and are followed by all staff.

1.3. The role of the Designated Safeguarding Lead (DSL)

The DSL will be appointed from the Senior Leadership Team and will take the lead responsibility for safeguarding and child protection. Annex B of the DfE Guidance; Keeping Children safe in Education 2022, describes the broad areas of responsibility and activities related to this role. Deputy Designated Safeguarding Lead[s] have also been appointed to take on the responsibility in the absence of the safeguarding lead. The ultimate responsibility for safeguarding and child protection remains with the DSL.

The DSL also co-ordinates YourStory's representation at Child Protection (CP) conferences/core groups and the submission of written reports for such CP meetings. The DSL will ensure that if staff members attend a child protection meeting, they have the authority to make initial decisions (to be raised as soon as practicably possible with the DSL) and commit resources on behalf of YourStory.

The DSL will have oversight of the delivery of YourStory recommendations within Child Protection Plans and will disseminate information to relevant staff members as appropriate.

During term time the DSL and or a deputy will be available during school for staff to discuss any safeguarding concerns. The DSL will ensure that there is adequate and appropriate cover arrangements for any out of hours/out of term activities.

1.4. The role of YourStory staff

YourStory staff are particularly important as they are in a position to identify concerns early, provide help for children, and prevent concerns from escalating. If staff members have any concerns about a child's welfare they should report the matter to the DSL using the YourStory form.

If, a child is in immediate danger or is at risk of harm, the DSL will refer to children's social care and/or the police immediately.

Though the responsibility to refer to children social care lies with the DSL, anyone can make a referral. Where referrals are not made by the DSL the DSL should be informed, as soon as possible, that a referral has been made.

2. Working with parents and carers

YourStory recognises the importance of working together in partnership with parents and carers to ensure the welfare and safety of young people.

YourStory will:

- make parents aware of the statutory role in safeguarding and promoting the welfare of children, including the duty to refer young people, where necessary.
- ensure policies are available on the website or on request.
- involve parents and carers in the development of YourStory policies to ensure their views are taken into account.

YourStory will ensure a robust complaints procedure is in place to deal with issues raised by parents and careers.

3. Confidentiality and information sharing

If the child is under 12, consent to share information about them must be obtained from their parents or carers. Young people aged 12 to 15 may give their own consent to information sharing if they have sufficient understanding of the issues. Young people aged 16 and over are able to give their own consent.

Parental consent to refer to Lambeth children social care can be dispensed if seeking consent is likely to lead to suffering significant harm, YourStory have a legal duty to share this information with Lambeth children's social care.

If a child is subject to a child protection investigation, YourStory will share any information about the child requested by Lambeth Children's Social Care.

4. Referral to Lambeth children's social care

Referrals to Lambeth children's services first response team will be made using a Multi-Agency Referral Form (MARF).

Lambeth Children's Services first response telephone: 020 7926 3100
Out of hours telephone: 020 7926 1000
Email: dutymanger@lambeth.gov.uk

5. Definitions and Indicators of abuse

For definitions and indicators of abuse, refer to appendix B

For guidance on responding to a disclosure of abuse, refer to appendix C

6. Training

Our Trustees will ensure that all staff members undergo safeguarding and child protection training at induction. The training will be updated annually and is in line with advice from the Lambeth Safeguarding Children Board (LSCB) (which is every two years).

The DSL and any deputies should undergo training to provide them with the knowledge and skills required to carry out the role. The training should be updated annually (every two years LSCB).

All staff members will receive regular safeguarding and child protection updates (for example, via email, e-bulletins, staff meetings), as required, but at least annually, to provide them with relevant skills and knowledge to safeguard children effectively.

Opportunities will be provided for staff to contribute to and shape safeguarding arrangements and child protection policy.

7. Teaching children about safeguarding

Our Trustees will ensure children are taught about keeping themselves safe, including online, through teaching lessons in PSHE and by providing other opportunities for young people voice, as part of providing a broad and balanced curriculum.

8. Physical intervention / positive handling

All staff (paid and voluntary) are expected to adhere to a code of conduct in respect of their contact with young people and their families. Whilst it would be unrealistic and undesirable to preclude all physical contact between adults and children, staff should avoid placing themselves in a position where their actions might be open to criticism or misinterpretation.

Our Use of Reasonable Force procedures are in line with DfE Guidance on the 'Use of Reasonable Force'.

Refer to our separate policy on Positive Handling / Restraint and the Reasonable Use of Force.

9. Changing for sports activities

Changing for sports activities can cause anxiety for some young people. It can influence their perception of the subject and determine whether it is an enjoyable and positive experience. Being in a state of undress can also cause some children to feel vulnerable, particularly those who have experienced abuse, and cause them to misunderstand or misinterpret the actions of an adult.

10. Record keeping

The DSL will ensure that all child protection records and safeguarding concerns are kept separately from young peoples' records. The records will be stored securely, by encryption and/or password protecting electronic files. Paper records will be secured in a locked cabinet with restricted access. Information from the records may be shared with YourStory staff on a need to know basis.

When a young person transfers to a new school we will ensure that the child protection records are addressed to the DSL and sent separately from the general records to the new school.

Current timescales for the retention of Child Protection Records are D.o.B. +35 years after which they should be destroyed.

The general Young people Record / Files are to be retained for D.o.B. +25 years after which they should be destroyed.

11. Inter-agency working

The Trustees will ensure that YourStory contributes to inter-agency working in line with statutory guidance working together to Safeguard Children. YourStory will work with social care, the police, health services and other services to promote the welfare of children and protect them from harm. This includes providing a co-ordinated offer of early help when additional needs of children are identified and contributing to inter-agency plans to provide additional support to children subject to child protection plans.

Trustees will allow access for children's social care to conduct, or to consider whether to conduct, a section 17 or a section 47 assessment. (Appendix D)

12. Safer recruitment

YourStory will adopt Safer Recruitment Procedures that help deter, identify and reject people who might abuse children. We adhere to the statutory guidance 'Keeping Children Safe in Education, Sept. 2022, to ensure that all staff working in our school have had the appropriate checks carried out.

We will ensure that at least one person on any appointment panel has undertaken safer recruitment training.

Staff working in YourStory, engaged in regulated activity with children and young people, will require an enhanced DBS certificate, which includes a barred list check.

All staff employed to carry out work will require an additional check to ensure that they are not prohibited from teaching and/or working with children and vulnerable individuals.

Where an individual starts work in regulated activity before the DBS certificate is available, we will ensure that the individual is appropriately supervised and that all other checks, including a separate barred list check, have been completed.

YourStory will carry out a risk assessment and put in place any necessary measures to ensure that the children are safe whilst awaiting for an outcome of the DBS check.

We will make arrangements to ensure that we do not knowingly employ any person in our provisions or holiday activities who have been disqualified from such work under the Childcare Act 2006 as set out in the Childcare (Disqualification) Regulations 2009.

All volunteers will be suitably supervised and are subject to an Enhanced DBS Check and a check of the Children's Barred List. We will ensure that under no circumstances a volunteer is allowed to work with children unsupervised without an Enhanced DBS and Children's Barred List Check. Checks carried out on volunteers, will be recorded on the single central record.

Volunteers will work under the direct management of a staff member, who is in regulated activity and vetted accordingly, and all volunteers will be subject to the same code of conduct as paid employees of YourStory. They will have a 'job description' pertaining to the volunteering role provided with appropriate induction.

For agency staff, YourStory will also include written confirmation that the employment agency providing the member of supply staff has carried out the relevant checks and obtained the appropriate certificates, whether any enhanced DBS check certificate has been provided in respect of the member of supply staff, and the date that confirmation was received.

13. Single central record

YourStory will keep a Single Central Record (SCR), covering the following people:

- all staff (including volunteers, agency staff, and teacher trainees on salaried routes) who work at YourStory and all members of the YourStory Trustee Board.

The following information will be recorded for all staff including teacher trainees on salaried routes. The SCR is verification that the following checks have been carried out or certificates obtained, and the date on which each check was completed/certificate obtained:

- an identity check;
- a barred list check;
- an enhanced DBS check/certificate;
- a prohibition from teaching check;
- a section 128 check (for management positions for independent school);
- further checks on people who have lived or worked outside the UK; this would include recording checks for those EEA teacher sanctions and restrictions
- a check of professional qualifications; and
- a check to establish the person's right to work in the United Kingdom.

We will ensure that DBS checks are renewed every three years for all staff and volunteers and will be a condition of service. All individuals will be encouraged to subscribe to the DBS Update Service allowing a status check to be carried out regularly.

We will ensure that all staff in Regulated Activity are checked against the DBS' Children's Barred List prior to their appointment as part of the vetting process. A separate DBS **Children's List Check** will be carried out if application for the checks has not been completed by the start date.

YourStory has a legal duty to refer to the Disclosure and Barring Service (DBS) anyone who has harmed, or poses a risk of harm, to a child or if we have a reason to believe the member of staff has committed one of a number of listed offences and as a result we have removed them from working in Regulated Activity. Such referrals to the DBS apply to paid or unpaid staff where we are the employer and also applies where we would have removed that person from regulated activity had that person not resigned from our employment.

14. Allegation of abuse made against teachers and other staff

Parents have the right to make a formal complaint against the action of YourStory and/or its employees and such complaints will be dealt with in line with YourStory's Complaints Procedures.

Where it is alleged that a member of staff (including volunteers) in YourStory 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 he or she would pose a risk of harm to children

the matter will be dealt with in line with the allegations procedures as set out in Part Four of 'Keeping Children Safe in Education, 2021.

Allegations against staff must be brought immediately to the attention of the Principal, not the DSL (unless that is the same person). The CEO will only carry out initial enquiries (**not an investigation**) prior to a discussion with the Local Authority Designated Officer (LADO).

Any allegation relating to the CEO **must** be brought to the attention of the Chair of Trustees who will consult LADO.

All referrals relating to an allegation against an adult working with children will be made to social care via the Lambeth Children's services first response team using the LADO referral form.

Outcomes of all investigations into allegations made against staff will be notified to schools, colleges and early years Local Authority Safeguarding Leads on completion.

Allegations against a teacher who is no longer teaching or allegations that are historical will be referred to the police.

15. On-line safety

The use of technology and social media has become a significant component of safeguarding children. In regards to Child Sexual Exploitation; Radicalisation; Sexual Grooming, technology often provides the platform that facilitates harm.

It is essential that children are safeguarded from potentially harmful and inappropriate online material. As such the Trustees will ensure appropriate filters and appropriate monitoring systems are in place. The approach to online safety is to protect and educate the whole school community in their use of technology and establishes mechanisms to identify, intervene and escalate any incident where appropriate.

Children will be taught to recognise risk and build resilience in order to manage risk themselves where appropriate to their age. Children will be encouraged to use the internal systems for example the learning mentor, trusted staff, to whistle blow or raise issue of safety in confidence.

16. Child on Child Abuse

Staff should recognise that children are capable of abusing their peers. YourStory will take child on child abuse seriously - it should never be tolerated or passed off as "banter" or "part of growing up".

Different forms of child-on-child abuse include:

- Bullying / Cyber Bullying
- Sexting
- Sexual touching
- Subjected to an initiation rite

It must also be remembered that children who harm others are likely to have considerable needs themselves and may have witnessed violence in the family or have been exposed to physical or sexual harm or may have committed other offences.

17. Bullying

Refer to the YourStory anti-bullying policy

18. Looked After Children

The most common reason for children becoming looked after is as a result of abuse and/or neglect. Our Trustees will ensure that staff have the skills, knowledge and understanding necessary to keep looked after children safe.

Our designated member of staff for looked after children is:

Name: Sabrina Seid

We will ensure that appropriate staff have the information they need in relation to a child's looked after legal status (whether they are looked after under voluntary arrangements with consent of parents or on an interim or full care order) and contact arrangements with birth parents or those with parental responsibility. They will also have information about the child's care arrangements and the levels of authority delegated to the carer by the authority looking after him/her. The DSL will have details of the child's social worker and the name of the virtual school head in the authority that looks after the child.

Virtual school heads receive young people premium plus additional funding based on the latest published numbers of children looked after in the authority. The designated person for looked after children will work with the virtual school head to discuss how that funding can be best used to support the progress of looked after children in the school and meet the needs identified in the child's personal education plan.

19. Children with special educational needs and disabilities

Children with special educational needs (SEN) and disabilities can face additional safeguarding challenges. The child protection policy reflects the fact that additional barriers can exist when recognising abuse and neglect in this group of children. This can include:

- assumptions that indicators of possible abuse such as behaviour, mood and injury relate to the child's disability without further exploration;
- children with SEN and disabilities can be disproportionately impacted by things like bullying without outwardly showing any signs; and
- communication barriers and difficulties in overcoming these barriers.

Awareness of these additional barriers is reflected in the training for staff.

20. Children missing from education

A child going missing from education is a potential indicator of abuse or neglect. We will follow the London Child Protection Procedures for unauthorised absence, particularly on repeat occasions, to help identify the risk of abuse and neglect, including sexual exploitation, and to help prevent the risks of going missing in future.

It is essential that staff are alert to signs to look out for and individual triggers to be aware of, when considering the risks of potential safeguarding concerns such as travelling to conflict zones, Female Genital Mutilation and forced marriage.

YourStory will inform their local authority of any child who is going to be removed from the admission register where the child:

- has been taken out of YourStory by their parents and YourStory has received written notification from the parent they are being educated outside the school system e.g. home education;

- has ceased to attend YourStory and no longer lives within reasonable distance of the school at which they are registered; [u5]
- has been certified by the Local Authority School Nurse [u6] as unlikely to be in a fit state of health to attend school before ceasing to be of compulsory school age, and neither he/she nor his/her parent has indicated the intention to continue to attend YourStory after ceasing to be of compulsory school age;
- is in custody for a period of more than four months due to a final court order and the Youth Offending Service does not reasonably believe they will be returning to YourStory at the end of that period; or,
- has been permanently excluded.

The local authority will be notified when a young people is removed from the register for any of the five reasons above. YourStory will comply with this duty, so that local authorities can, as part of their duty to identify children of compulsory school age who are missing education and follow up any child who might be in danger of not receiving an education and who might be at risk of abuse or neglect.

YourStory will inform the local authority of any young people who fails to attend school regularly, or has been absent without permission for a continuous period of 10 school days or more, at such intervals as are agreed between the school and the local authority.

YourStory has a duty to inform the Local Authority of any additions to the school roll that do not form part of initial primary entry or secondary transfer.

21. Child Sexual Exploitation

Child Sexual Exploitation (CSE) is a form of sexual abuse where children are sexually exploited for money, power or status. It can involve violent, humiliating and degrading sexual assaults. In some cases, young people are persuaded or forced into exchanging sexual activity for money, drugs, gifts, affection or status. Consent cannot be given, even where a child may believe they are voluntarily engaging in sexual activity with the person who is exploiting them. Child sexual exploitation does not always involve physical contact and can happen online. A significant number of children who are victims of sexual exploitation go missing from home, care and education at some point.

Some of the following signs may be indicators of sexual exploitation:

- Children who appear with unexplained gifts or new possessions;
- Children who associate with other young people involved in exploitation;
- Children who have older boyfriends or girlfriends;
- Children who suffer from sexually transmitted infections or become pregnant;
- Children who suffer from changes in emotional well-being;
- Children who misuse drugs and alcohol;
- Children who go missing for periods of time or regularly come home late; and
- Children who regularly miss school or education or do not take part in education

Staff will report any concerns to the safeguarding designated lead.

22. Domestic Abuse (DA)

The definition of Domestic Abuse includes, any pattern of controlling or coercive or threatening behaviour, (psychological, physical, sexual, financial or emotional) between those aged 16 or over who are or who have been intimate partners or family members regardless of gender or sexuality.

The definition of harm as amended the Adoption & Children Act 2002:

Impairment suffered from seeing or hearing the ill treatment of another' particularly in the home, even though they themselves have not been directly assaulted or abused

YourStory recognises that DA will have an impact on aspects of a child's life. The harm suffered will vary according to the child's resilience or otherwise to his or her particular circumstances. We recognise that the victim's capacity to protect their child/ren is diminished through anxiety about their own circumstances.

YourStory will allow an opportunity for the abused partner (predominantly the woman but not exclusively so) to disclose the harm. We will ensure that all information is dealt with securely and sensitively and refer the matter to the Local Authority Children's Social Care where there is a child/ren at risk of significant harm and/or neglect.

23. Honour Based Violence

'Honour-Based' Violence (HBV) encompasses crimes which have been committed to protect or defend the honour of the family and/or the community, including Female Genital Mutilation (FGM), forced marriage, and practices such as breast ironing. All forms of so called HBV are abuse (regardless of the motivation) and will be handled and escalated as such to Local Authority Children's Social Care and police as appropriate.

24. Female genital mutilation (FGM)

FGM is considered child abuse and a grave violation of the human rights of girls and women. It comprises of procedures involving partial or total removal of the external female genitalia or other injury to the female genital organs. It is illegal to subject any child to FGM in the UK and to take a child abroad to undergo FGM.

Section 5B of the Female Genital Mutilation Act 2003 (as inserted by section 74 of the Serious Crime Act 2015) places a statutory duty upon teachers in England and Wales, to personally 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.

Any member of staff who has an FGM concern should discuss it with the DSL who will involve the children's social care as appropriate. It will be rare for teachers to see visual evidence, and they should not be examining young people.

Typical identifiers / triggers are:

- Family comes from a community known to practice FGM
- Family / child may asked to be excused PE / swimming on return from abroad
- Family / child may confide that she is going to a 'special ceremony' when on holiday
- Female child is known to have a sister that has already undergone FGM
- Family withdraws female child from PSHE / SRE

25. Forced marriage

Forcing a person into a marriage is a crime in England and Wales. A forced marriage is one entered into without the full and free consent of one or both parties and where violence, threats or any other form of coercion is used to cause a person to enter into a marriage. Threats can be physical or emotional and psychological. A lack of full and free consent can be where a person does not consent or where they cannot consent (if they have learning disabilities, for example). Nevertheless, some communities use religion and culture as a way to coerce a person into marriage.

If any member of staff receives a disclosure or is aware that a Forced Marriage is about to happen this must be disclosed to the DSL without delay for appropriate action to be taken. Where there is a risk that a child may be or has been taken out of the country, the school will contact the Forced Marriage Unit as well as local authority social care.

FMU contact: 020 7008 0151 or email: fmufco.gov.uk

26. Extremism and radicalisation

Refer to our policy on 'Anti-Radicalisation'

Protecting children from the risk of radicalisation should be seen as part of YourStory's wider safeguarding duties, and is similar in nature to protecting children from other forms of harm and abuse. Radicalisation refers to the process by which a person comes to support terrorism and forms of extremism. The internet and the use of social media in particular has become a major factor in the radicalisation of young people.

As with other safeguarding risks, staff should be alert to changes in children's behaviour which could indicate that they may be in need of help or protection. Staff should use their judgement in identifying children who might be at risk of radicalisation

From 1 July 2015, schools are subject to a duty under section 26 of the Counter-Terrorism and Security Act 2015 of the need to prevent from people from being drawn into terrorism. This duty is known as the Prevent duty.

Our staff have undertaken Prevent awareness training to equip staff to identify children at risk of being drawn into terrorism and to challenge extremist ideas.

Individual schools and organisations are best placed to assess the training needs of staff in the light of their assessment of the risk to young peoples at the school of being drawn into terrorism. As a minimum, however, YourStory should ensure that the DSL undertakes Prevent awareness training and is able to provide advice and support to staff on protecting children from the risk of radicalisation.

27. Children staying with host families

This relates to where Social Services makes arrangements for children to have learning experiences where, for short periods, the children may be provided with care and accommodation by a host family to which they are not related. Such arrangements could amount to "private fostering" under the Children Act 2004 or the Safeguarding Vulnerable Groups Act 2006, or both.

If YourStory is arranging for children to stay with families overseas, it should be aware that the DBS cannot access criminal records held overseas. Host families in other countries, therefore, cannot be checked in the same way by local authorities as schools in this country when children stay abroad. YourStory will work with partner schools abroad to ensure that similar assurances are undertaken prior to a visit.

28. Private fostering

Where YourStory becomes aware that a child under the age of 16 (or 18 if disabled) is provided with care and accommodation by someone to whom they are not related in that person's home, they should raise this in the first instance with the designated senior person for child protection. YourStory will notify the local authority of the circumstances, and the local authority will check that the arrangement is suitable and safe for the child.

A person who is barred from regulated activity will themselves be committing an offence under the Children Act 2004 and under the Safeguarding Vulnerable Groups Act 2006 if they privately foster a child.

29. Raising concerns about safeguarding practice

Initially concerns will be raised with the line manager. The concern should be escalated to the Principal if it has not been addressed to the satisfaction of the person raising the concern. Where staff feel unable to raise an issue or feel that their concern is not being addressed, follow the whistle blowing procedures outlined in the staff behaviour policy.

Policy Adoption and Review

This policy was considered as set out in the DfE guidance 'Keeping Children Safe in Education, September 2022'

Policy Written January 2023

Policy Due for Review January 2024

Appendix A – Responding to a disclosures of abuse

- Always stop & listen to someone who wants to tell you about incidents or suspicions of abuse, without displaying shock & disbelief.
- Take the child seriously. Always assume that he/she is telling the truth.
- Do not promise confidentiality; you have a duty to refer to the designated senior person for child protection concerns.
- Do reassure and alleviate guilt.

For example you could say; "you are not to blame."
"You have done the right thing to tell someone."

- Do not ask leading questions.

For example, "What did she do next?" (this assumes that she did), or "did he touch your private part".

- In cases where criminal proceedings occur, such questioning can cause evidence to become invalid.
- Do not ask the child to repeat the incident for another member of staff.

The child may well have to tell the story again, and to do so repeatedly will cause undue stress.

- End by summarising what has been said and what action has been agreed.
- Be clear about what you intend to do next.
- Discuss your concern/disclosure with the designated child protection person at YourStory.
- Record carefully what has been said and what actions have been agreed.

Appendix B – Types of abuse and their symptoms

I. 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 fabricates the symptoms of, or deliberately induces, illness in a child.

Physical abuse indicators	
Physical indicators	Behavioural indicators
<ul style="list-style-type: none"> • Unexplained injuries –bruises / abrasions / lacerations • The account of the accident may be vague or may vary from one telling to another. • Unexplained burns • Regular occurrence of unexplained injuries • Most accidental injuries occur on parts of the board where the skin passes over a bony protrusion. 	<ul style="list-style-type: none"> • Withdrawn or aggressive behavioural extremes • Uncomfortable with physical contact • Seems afraid to go home • Complains of soreness or moves uncomfortably • Wears clothing inappropriate for the weather, in order to cover board. • The interaction between the child and its carer

II. 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 involve a parent failing to:

- Provide adequate food, clothing and shelter
- Protect a child from physical and emotional harm or danger;
- Ensure adequate supervision (including the use of inadequate care-givers);
- Ensure access to appropriate medical care or treatment.

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

Neglect indicators	
Physical indicators	Behavioural indicators
<ul style="list-style-type: none"> • Unattended medical need • Underweight or obesity • Recurrent infection • Unkempt dirty appearance • Smelly • Inadequate / unwashed clothes • Consistent lack of supervision • Consistent hunger • Inappropriately dressed 	<ul style="list-style-type: none"> • Poor social relationships • Indiscriminate friendliness • Poor concentration • Low self-esteem • Regularly displays fatigue or lethargic Frequently falls asleep in class • Frequent unexplained absences

III. Emotional abuse

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent effects on the child’s emotional development, and may involve:

- Conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person;
- Imposing age or developmentally inappropriate expectations 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;
- Seeing or hearing the ill-treatment of another;
- Serious bullying, causing children frequently to feel frightened or in danger, or the exploitation or corruption of children.

Emotional abuse indicators	
Physical indicators	Behavioural indicators
<ul style="list-style-type: none"> • Poor attachment relationship • Unresponsive/neglectful behaviour towards the child's emotional needs • Persistent negative comments about the child. • Inappropriate or inconsistent expectations • Self-harm 	<ul style="list-style-type: none"> • Low self-esteem • Unhappiness, anxiety • Withdrawn, insecure • Attention seeking • Passive or aggressive behavioural extremes

IV. 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.

Sexual abuse indicators	
Physical indicators	Behavioural indicators
<ul style="list-style-type: none"> • Sign of blood / discharge on the child's underclothing. • Awkwardness in walking / sitting • Pain or itching – genital area • Bruising, scratching, bites on the inner thighs / external genitalia. • Self-harm • Eating disorders • Enuresis / encopresis • Sudden weight loss or gain 	<ul style="list-style-type: none"> • Sexually proactive behaviour or knowledge that is incompatible with the child's age & understanding. • Drawings & or written work that is sexually explicit • Self-harm / Suicide attempts • Running away • Substance abuse • Significant devaluing of self • Loss of concentration

Appendix C: Safeguarding / Child Protection reporting form

[Attach Safeguarding / Child Protection reporting/concern form]

Appendix D: Section 17 and Section 47 assessments

Section 17 Assessments

http://www.londoncp.co.uk/chapters/referral_assess.html

http://www.barnardos.org.uk/request_for_a_s17_assessment.pdf

<https://www.nspcc.org.uk/globalassets/documents/information-service/factsheet-assessing-children-families.pdf>

Section 47 Assessments

www.londoncp.co.uk