



## **Safeguarding Policy**

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|--------------------------------|-----------------------|
| <b>Governor committee:</b>     | <b>Full governors</b> |
| <b>Governor review date:</b>   | <b>October 2018</b>   |
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| <b>Staff resp. for review:</b> | <b>CE</b>             |

## Safeguarding Personnel at Norbury Manor

### **Designated Safeguarding Lead:**

Ms Chris Evans, Deputy Headteacher

### **Deputy Designated Safeguarding Lead:**

Mrs Tracey Scarsbrook, Deputy Headteacher

### **Named Safeguarding Governor:**

Mrs Maria Miller

# Safeguarding / Child Protection Policy

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## Safeguarding and Child Protection Policy

### AIMS OF THIS POLICY

- To ensure that children are effectively safeguarded from the potential risk of harm at Norbury Manor Business & Enterprise College and that the safety and wellbeing of the children is of the highest priority in all aspects of the college's work
- To help the college maintain its ethos whereby staff, students, parents and governors feel able to articulate any concerns comfortably, safe in the knowledge that effective action will be taken as appropriate

### PURPOSE OF THIS POLICY

To ensure that all members of the college community...  
...are aware of their responsibilities in relation to safeguarding and child protection.  
...know the procedures that should be followed if they have a cause for concern.  
...know where to go to find additional information regarding safeguarding.  
...are aware of the key indicators relating to child abuse.  
...fully support the college's commitment to safeguarding and child protection.

The college Child Protection Policy should also be read in conjunction with [Working Together to Safeguard Children \(2015\)](#) and ['Keeping Children Safe in Education'\(2018\)](#)

## 1 PRINCIPLES

- 1.1 Section 175 and 157 of the Education Act 2002 gives maintained schools and academies a statutory duty to promote and safeguard the welfare of children, and have due regard to guidance issued by the Secretary of State<sup>1</sup> at all times.
- 1.2 This college recognises its legal and moral duty to promote the well-being of children, and protect them from harm, and respond to child abuse concerns when they arise.
- 1.3 We believe that every child and young person has at all times and in all situations a right to feel safe and protected from any situation or practice that results in a child being physically or psychologically damaged.
- 1.4 We agree that we have a primary responsibility for the care, welfare and safety of the students in our charge, and we will carry out this duty through our teaching and learning, extracurricular activities, pastoral care and extended college activities. In order to achieve this, all members of staff (including volunteers and governors) in this college, in whatever capacity, will at all times act proactively in child welfare matters especially where there is a possibility that a child may be at risk of significant harm.
- 1.5 The college seeks to adopt an open and accepting attitude towards children as part of their responsibility for pastoral care. The college hopes that parents and children will feel free to talk about any concerns and will see college as a safe place if there are any difficulties at home.
- 1.6 Children's worries and fears will be taken seriously if they seek help from a member of staff. However, staff must not promise secrecy if concerns are such that referral must be made to the appropriate agencies in order to safeguard the child's welfare.
- 1.7 In our college, if there are suspicions that a child's physical, sexual or emotional well-being is being, or is likely to be, harmed, or that they are being neglected, appropriate action will be taken in accordance with the London Child Protection procedures

1.8 As a consequence, we:

- assert that teachers and other members of staff (including volunteers) in the college are an integral part of the child safeguarding process
- accept totally that safeguarding children is required and is an appropriate function for all members of staff in the college, and wholly compatible with their primary pedagogic responsibilities
- recognise that safeguarding children in this college is a responsibility for all staff, including volunteers, and the governing body
- will ensure through training and supervision that all staff and volunteers in the college are alert to the possibility that a child is at risk of suffering harm and know how to report concerns or suspicions
- will designate a member of the college leadership team with knowledge and skills in recognising and acting on child protection concerns; he or she will act as a source of expertise and advice and be responsible for coordinating action within the college and overseeing liaison (Designated Safeguarding Lead)
- ensure (through the Designated Safeguarding Lead) that all staff with designated responsibility for child protection will receive appropriate training to the minimum standard required
- will share our concerns with others who need to know and assist in any referral process
- will ensure that all members of staff and volunteers who have a suspicion or concern that a child may be suffering, or may be at risk of suffering significant harm, refer such concerns to the Designated Safeguarding Lead or directly to Children's Social Care via the [croydon.gov.uk](http://croydon.gov.uk) website
- safeguard the welfare of children whilst in the college, through positive measures to address bullying, especially where this is aggravated by sexual or racial factors, disability or special educational needs, cyber bullying or Internet technologies
- will ensure that all staff are aware of the Child Protection Procedures
- will ensure through the recruitment and selection of volunteers and paid employees that all people who work in our college are suitable to work with children
- will act swiftly and make appropriate referrals to the Local Authority Designated Officer where an allegation is made that a member of staff has committed an offence against a child, harmed a child, or acted in a way that calls into question their suitability for working with children

## **2 DESIGNATED SAFEGUARDING LEAD IN COLLEGE**

2.1 The Designated Safeguarding Lead for safeguarding and child protection in this college is: **Ms Chris Evans, Deputy Headteacher.**

2.2 In her absence, these matters will be dealt with by the Deputy Designated Safeguarding Lead: **Mrs Tracey Scarsbrook, Deputy Headteacher.**

2.3 The designated person is key to ensuring that proper procedures and policies are in place and are followed with regard to child safeguarding issues; they will also act as a dedicated resource available for other staff, volunteers and governors when they may have child protection concerns to discuss.

2.4 The college recognises that:

- the Designated Safeguarding Lead need not be a teacher but must be part of the college leadership team
- all members of staff (including volunteers) must be made aware of who this person is and what their role is
- The Designated Safeguarding Lead will act as a source of advice and coordinate action within the college over child protection cases
- The Designated Safeguarding Lead will need to liaise with other agencies and build good working relationships with colleagues from these agencies
- They should possess skills in recognising and dealing with child welfare concerns
- Appropriate training and support should be given
- The Designated Safeguarding Lead will usually be the first person to whom members of staff report concerns; however, any member of staff may refer direct to Children's Social Care via the [Croydon.gov.uk](http://Croydon.gov.uk) website; consultation with the Designated Safeguarding Lead or Deputy Safeguarding Lead is advised first, however, as an individual staff member may not be aware of the full circumstances or action already being taken
- The Designated Safeguarding Lead is responsible for referring cases of suspected abuse or allegations to the relevant investigating agencies
- The Designated Safeguarding Lead is also responsible for dealing with allegations made against members of staff, and is the first point of contact about any such concerns

2.5 To be effective they will:

- Act as a source of advice, support and expertise within the college and be responsible for coordinating action regarding a request for service by Children's Social Care and other relevant agencies over suspicions that a child may be suffering harm
- Where they have concerns that a request for service has not been dealt with in accordance with the child protection procedures, they can discuss this with the Designated Safeguarding Lead or any members of the Safeguarding team and consider what needs to happen next
- Ensure each member of staff, volunteers at the college and regular visitors (such as education welfare officers, Connexions staff, trainee teachers and supply teachers) are aware of and can access readily the Safeguarding and Child Protection Policy
- Liaise with the Headteacher to inform him/her of any safeguarding issues and ongoing investigations and ensure there is always cover for the role
- Ensure that this policy is updated and reviewed annually and work with the designated governor for safeguarding to ensure this takes place

- Be able to keep detailed accurate secure written records of referrals/concerns, and ensure that these are held in a secure place
- Ensure parents are aware of the Child Protection Policy in order to alert them to the fact that the college may need to make referrals of concerns to Children's Social Care' raising parents' awareness may avoid later conflict if the college does have to take appropriate action to safeguard a child
- Where children leave the college roll, ensure any child protection file is transferred to the new school as soon as possible but certainly within the 15-day national requirement, separately from the main file, and addressed to the Designated Safeguarding Lead for child protection; wherever possible, this should include a face to face discussion and handover of the records; both schools should sign a form to confirm the handover of the records and both schools should retain a copy of the transfer form
- Where a child leaves and the new school is not known, ensure that the local authority is alerted so that the child's name can be included on the database for children missing education; the Local Authority should also be informed if a parent is considering elective home education so the relevant checks can be completed; referrals regarding Elective Home Education and Children Missing Education should be made to the relevant person in the relevant local authority

2.6 The Designated Safeguarding Lead also has an important role in ensuring all staff and volunteers receive appropriate training. The DSL should:

- Attend training in how to identify abuse and know when it is appropriate to refer a case (training is every 2 years)
- Have a working knowledge of how the Safeguarding Children Board operates and the conduct of a child protection case conference and be able to attend and contribute to these when required, to enhance the implementation of the Child Protection Plan
- Attend any relevant training courses or workshops and then ensure that any new or key messages are passed to other staff, volunteers and governors
- Make themselves (and any deputies) known to all staff, volunteers and governors (including new starters and supply teachers) and ensure those members of staff have had training in child protection; this should be relevant to their needs to enable them to identify and report any concerns immediately

### **3 DESIGNATED GOVERNOR**

The Designated Governor for Safeguarding at this college is: **Mrs Maria Miller.**

- 3.1 Where appropriate, the governors will ensure that sufficient resources are made available to enable the necessary tasks to be carried out properly under inter-agency procedures.
- 3.2 The governors will ensure that the designated member of staff for safeguarding is given sufficient time to carry out his or her duties, including accessing training.
- 3.3 The governors will review safeguarding practices in the college on a regular basis, and no less than annually, to ensure that:
- The college is carrying out its duties to safeguard the welfare of children at the college

- Hold a termly monitoring meeting with the designated safeguarding lead with an agreed focus
- Members of staff and volunteers are aware of current child protection practices and that staff receive training where appropriate;
- Child protection is integrated into the college induction procedures for all new members of staff and volunteers and supply staff
- The college follows the procedures agreed by Safeguarding Children Board, and any supplementary guidance issued by the Local Authority
- All staff, volunteers, etc., will be vetted to ensure that only persons suitable to work with children shall work in the college
- Where safeguarding concerns about a member of staff are raised, appropriate action will be taken in line with Allegations against Staff Procedures and Disciplinary Procedures and DfE guidance Dealing with Allegations of Abuse against teachers and other staff

#### **4 RECRUITMENT**

4.1 There are some statutory requirements for the appointment of some staff in schools – notably Headteachers and deputy Headteachers. These requirements change from time to time and we will ensure that they are met. In order to ensure that children are protected whilst at this college, we will ensure that our staff and volunteers are carefully selected, screened, trained and supervised.

4.2 We accept that it is our responsibility to follow the guidance set out in “Safeguarding Children and Safer Recruitment in Education”, in particular we will ensure that the following checks and procedures are satisfactorily completed before a person takes up a position in the college:

- Advertisement for posts – whether in newspapers, journals or on-line – will include the statement:

‘The college is committed to safeguarding children and young people. All postholders are subject to satisfactory enhanced DBS disclosure’

- Prospective applicants will be supplied, as a minimum, with the following:

Job description and person specification

The college’s child protection policy

An application form

- All prospective applicants must complete, in full, an application form
- Identity checks to establish that applicants are who they claim to be e.g. having sight of an applicant's birth certificate, passport and/or driving licence
- Academic qualifications, to ensure that qualifications are genuine
- Professional and character references prior to offering employment

- Satisfy conditions as to health and physical capacity
- Previous employment history will be examined and any gaps accounted for
- DBS checks will also be completed.
- The process should also confirm that the Preventing Illegal Working Declaration of Entitlement to Work in the UK is completed
- Short-listing of candidates will be against the person specification for the post
- Where possible, any references will be taken up before the selection stage so that any discrepancies can be probed during the selection stage
- References will be sought directly from the referee; references or testimonials provided by the candidate will never be accepted
- Where necessary, referees will be contacted by telephone or email in order to clarify any anomalies or discrepancies; a detailed written note will be kept of such exchanges
- Where necessary, previous employers who have not been named as referees will be contacted in order to clarify any anomalies or discrepancies; a detailed written note will be kept of such exchanges
- Referees will always be asked specific questions about:
  - The candidates' suitability for working with children and young people
  - Any disciplinary warnings, including time-expired warnings, that relate to the safeguarding of children
  - The candidate's suitability for this post
- College employees are entitled to see and receive, if requested, copies of their employment references
- Selection techniques will be determined by the nature and duties of the vacant post, but all vacancies will require an interview of short-listed candidates
- Interviews will always be face-to-face; telephone interviews may be used at the short-listing stage but will not be a substitute for a face-to-face interview [which may be via visual electronic link]
- Candidates will always be required:
  - To explain satisfactorily any gaps in employment
  - To explain satisfactorily any anomalies or discrepancies in the information available to recruiters
  - To declare any information that is likely to appear on a DBS disclosure
  - To demonstrate their capacity to safeguard and protect the welfare of children and young people

All new staff and governors will be required to have a DBS (previously CRB) check as soon as appointed to this college. Previous DBS / CRB's will be accepted as an interim measure only until the check this college initiates is complete.

Once staff and governors have been DBS/CRB checked this will not be repeated unless:

- There is a break in service of 3 months or more
- The level of job the person is doing changes
- There is a matter of concern about the person

Exceptions to the above are:

- Staff who have undertaken designated person training and can therefore act as a designated person
- Staff and governors who are signatories on the college account

These groups of people will have repeat DBS checks every 3 years.

All volunteers over the age of 16 who volunteer or intend to volunteer at the college for a period of 4 weeks or more will have a DBS check, unless they have a DBS within the last 3 years from another current job or voluntary organisation.

## **5 INDUCTION & TRAINING**

- 5.1 All new members of staff will receive induction training, which will give them an overview of the organisation and ensure they know its purpose, values, services and structure, as well as how to identify and report abuse or child protection concerns within the appropriate levels of confidentiality.
- 5.2 All new staff at the college (including volunteers) will receive child protection information (Keeping children safe in education: information for all college staff) and [access to](#) a copy of the Safeguarding and Child Protection policy on starting their work at the college.
- 5.3 All staff will be expected to attend training on safeguarding children and this will enable them to fulfil their responsibilities in respect of child protection effectively. The college will provide access to this training
- 5.4 All Staff will attend refresher training every three years, and the Designated Safeguarding Lead every two years.
- 5.5 Staff visiting the college for short periods of time e.g. 1 day supply cover, will receive information in relation to safeguarding children and the procedures they must follow. (See Induction Policy)
- 5.6 All adults are required to attend safeguarding training. Attendance at college training will also be open to parent helpers, volunteers, governors and any other parties that come in to contact with children on a regular basis.

## **6 DEALING WITH CONCERNS**

- 6.1 It is not the responsibility of any member of staff or volunteer to investigate any suspicions or concerns that a child/young person is at risk of or is suffering significant harm.

- 6.2 Their concerns should be reported to the Designated Safeguarding Lead or direct to Children's Social Care via the Croydon.gov.uk website. Should any member of staff report a concern themselves then information relating to same should be passed to the Designated Safeguarding Lead. This includes a printout of the form submitted via the Croydon website.
- 6.3 All discussions, telephone calls and meetings in relation to the child/young person must be recorded in writing and passed to the Designated Safeguarding Lead to hold on the individual's Child Protection file.
- 6.4 The documentation for each child/young person must be stored in a secure place.

## **7 SAFEGUARDING IN COLLEGE**

- 7.1 As well as ensuring that child protection concerns are addressed, we will also ensure that children who attend the college are kept safe from harm whilst they are in our charge.
- 7.2 To this end, this policy must be seen in conjunction with the college's policies on:
- Personal, Social and Health Education and Sex and Relationships Education; child protection issues will be addressed through the curriculum as appropriate
  - Behaviour and Anti Bullying Policy; the college will also ensure that bullying and racial harassment is identified and dealt with so that any harm caused by other students can be minimised; we will pay particular attention to sexualized behaviour, or bullying that is homophobic in nature, cyber bullying or where there appear to be links to domestic abuse in the family home
  - Code of conduct for staff
  - Confidentiality
  - Equality, Race Equality and Cultural Diversity policy
  - Attendance and Punctuality policy
  - Healthy Schools documents
  - Reasonable Force and Restraint Policy
  - E-safety
  - Whistle Blowing
  - Induction Policy
  - Policies for Looked After Children and Children with Medical Needs
  - ICT Policy
  - Preventing Extremism and Radicalisation Policy
  - CSE Policy
  - Guidance on FGM – Appendix 4
  - Guidance on Children Missing from Education – Appendix 5
  - Guidance on DASV and Peer on Peer Abuse – Appendix 6

## **8 PHOTOGRAPHING CHILDREN**

See the [Photographing and Recording Images of Students Policy](#).

## **9 CONFIDENTIALITY and INFORMATION**

- 9.1 The college, and all members of staff at the college, will ensure that all data about students is handled in accordance with the requirements of the law, and any national and local guidance.

- 9.2 Any member of staff who has access to sensitive information about a child or the child's family must take all reasonable steps to ensure that such information is only disclosed to those people who need to know.
- 9.3 Regardless of the duty of confidentiality, if any member of staff has reason to believe that a child may be suffering harm, or be at risk of harm, their duty is to forward this information without delay to the Designated Safeguarding Lead or refer direct to Children's Social Care via the Croydon.gov.uk website.

## **10 ONLINE SAFETY**

The college recognises that the use of technology presents particular challenges and risks to children and staff both inside and outside of college. The Deputy Safeguarding Lead is acknowledged as having overall responsibility for online safeguarding within the college. Norbury Manor will ensure that appropriate filtering and monitoring systems are in place when students and staff access school systems and internet provision and the use of filters is routinely monitored and updated and any breaches dealt with in accordance with college procedures.

## **11 CONDUCT OF STAFF**

- 11.1 The college has a duty to ensure that high standards of professional behaviour exist between staff and children, and that all members of staff are clear about what constitutes appropriate behaviour and professional boundaries.
- 11.2 No member of staff may issue any personal details including personal phone numbers, email addresses or social media links to any student; however staff may communicate with students via college email addresses
- 11.3 At all times, members of staff are required to work in a professional way with children. All staff should be aware of the dangers inherent in:
- working alone with a child
  - physical interventions
  - cultural and gender stereotyping
  - dealing with sensitive information
  - giving to and receiving gifts from children and parents
  - meeting students and families outside college hours or college duties
- 11.4 If any member of staff has reasonable suspicion that a child is suffering harm, and fails to act in accordance with this policy we will view this as misconduct, and take appropriate action
- 11.5 An agreed code of conduct has been agreed and adopted by all adults working with children at Norbury Manor. Any member of staff who does not adhere to the policy will be subject to disciplinary procedures
- 11.6 An agreed Whistle Blowing policy in relation to safeguarding (appendix 1) has been agreed in order to support the college ethos where students and staff can talk freely about concerns knowing they will be listened to and appropriate action taken.
- 11.7 There are a range of mechanisms in place to ensure that students feel comfortable to express their concerns to adults for example:
- To the college learning mentor via concern boxes

- Through encouragement to discuss issues at college assemblies
- Via the Student Voice meetings
- Learning mentor drop in sessions
- An open approach to discussing issues with staff

## **12 PHYSICAL CONTACT AND RESTRAINT**

12.1 Members of staff may have to make physical interventions with children. Members of staff will only do this in line with the college's Reasonable Force and Restraint Policy. The safety of each child is paramount at all times

## **13 ALLEGATIONS AGAINST MEMBERS OF STAFF**

13.1 If anyone makes an allegation that any member of staff (including any volunteer or Governor) may have:

- Possibly committed an offence against or related to a child
- Behaved in a way that has harmed or may have harmed a child
- Behaved towards a child in a way which indicates s/he would pose a risk of harm if they worked regularly or directly with children

The allegation will be dealt with in accordance with national guidance and agreements, as implemented locally.

13.2 The Designated Safeguarding Lead will handle such allegations, unless the allegation is against the Designated Safeguarding Lead, when the Headteacher will handle the college's response.

13.3 The Designated Safeguarding Lead (or Headteacher) will collate basic information about the allegation, and report these without delay to the Local Authority Designated Officer (LADO). The LADO will discuss the concerns and offer advice and guidance on how the situation will be managed and if a strategy meeting will be required.

13.4 The Designated Safeguarding Lead /Headteacher should not investigate the concerns or discuss them with the alleged perpetrator without having spoken to the LADO.

## **14 BEFORE AND AFTER COLLEGE ACTIVITIES**

14.1 Where the Governing Body transfers control of the use of the college premises to bodies (such as sports clubs) to provide out of college hours activities specifically for college students, we will ensure that these bodies have appropriate safeguarding and child protection policies and procedures in place, and that there are arrangements in place to link with the college on such matters. Such considerations will be made explicit in any contract or service level agreement with the bodies.

## **15 CONTRACTED SERVICES**

15.1 Where the Governing Body contracts its services to outside providers, we will ensure that these providers have appropriate safeguarding and child protection policies and procedures, and that there are arrangements in place to link with the college on such matters. Such considerations will be made explicit in any contract or service level agreement with the

provider.

## **16 PROVISION TO HELP STUDENTS STAY SAFE**

- 16.1 Safeguarding permeates through all aspect of the wider college curriculum. Every department needs to address safeguarding issues in their own department, and consider how helping children to stay safe may form part of their teaching. All pastoral staff including form tutors should also address safeguarding issues regularly as appropriate.

## **17 IMPLEMENTATION, MONITORING, EVALUATION AND REVIEW**

- 17.1 All adults in college will have access to the Safeguarding and Child Protection Policy via the college website. It is their responsibility to read it and follow its guidance. It will be discussed at least annually at staff meetings
- 17.2 The effectiveness of the policy will be reviewed and evaluated by the Governing Body annually in light of any specific incidents or changes to local/national guidance.
- 17.3 The designated governor for safeguarding will monitor one aspect of the college's child protection work termly and report back to the full governing body.
- 17.4 The Headteacher will report on safeguarding matters through the termly report and will also complete the Self-Evaluation and Audit documents which are submitted to the Local Authority after they have been agreed with the Safeguarding Governor.

## **18 PARENTS AND CARERS**

- 18.1 Parents and carers will be informed that they can have a paper copy of the Safeguarding and Child Protection Policy on request.
- 18.2 The policy will also be available on the college website.
- 18.3 Schools will be proactive in our consultations and involvement with parents and carers where there are child protection concerns unless this would be prejudicial to the safety and wellbeing of the child/young person.

## **Appendix 1**

### **Safeguarding Children: Whistle Blowing**

Staff must acknowledge their individual responsibility to bring matters of concern to the attention of the Designated Safeguarding Lead. Although this can be difficult this is particularly important where the welfare of children may be at risk. You may be the first to recognise that something is wrong but may not feel able to express your concerns out of a feeling that this would be disloyal to colleagues or you may fear harassment or victimisation. These feelings, however natural, must never result in a child or young person continuing to be unnecessarily at risk. Remember it is often the most vulnerable children or young people who are targeted. These children need someone like you to safeguard their welfare.

***Don't think "What if I'm wrong?" Think "What if I'm right?"***

#### **Reasons for whistleblowing**

Each individual has a responsibility for raising concerns about unacceptable practice or behaviour in order to:

- prevent the problem worsening or widening
- protect or reduce risks to others
- prevent becoming implicated yourself

#### **What stops people from whistleblowing**

- Concern about starting a chain of events which spirals
- Disrupting the work or project
- Fear of getting it wrong
- Fear of repercussions or damaging careers
- Fear of not being believed

#### **How to raise a concern**

- You should voice your concerns, suspicions or uneasiness as soon as you feel you can; the earlier a concern is expressed the easier and sooner action can be taken
- Try to pinpoint exactly what practice is concerning you and why
- Approach the Designated Safeguarding Lead
- If your concern is about the Designated Safeguarding Lead or you feel you need to take it to someone outside the college contact the Headteacher or the local authority designated officer

- Make sure you get a satisfactory response - don't let matters rest
- Put your concerns in writing, outlining the background and history, giving names, dates and places where you can
- A member of staff is not expected to prove the truth of an allegation but you will need to demonstrate sufficient grounds for the concern

### **What happens next?**

- You should be given information on the nature and progress of any enquiries
- Your employer has a responsibility to protect you from harassment or victimisation
- No action will be taken against you if the concern proves to be unfounded and was raised in good faith
- Malicious allegations may be considered as a disciplinary offence

### **Self reporting**

There may be occasions where a member of staff has a personal difficulty, perhaps a physical or mental health problem, which they know to be impinging on their professional competence. Staff have a responsibility to discuss such a situation with their line manager so professional and personal support can be offered. Whilst such reporting will remain confidential in most instances, this cannot be guaranteed where personal difficulties raise concerns about the welfare or safety of children

### **Further advice and support**

It is recognised that whistle blowing can be difficult and stressful. Advice and support is available from your line manager, HR department and/or your professional or trade union.

*"Absolutely without fail- challenge poor practice or performance. If you ignore or collude with poor practice it makes it harder to sound the alarm when things go wrong"*

(reproduced with acknowledgement to "Sounding the Alarm" – Barnardos)

## **Appendix 2**

### **Keeping Children Safe in Education; Information for all College Staff**

Please follow link below:

[www.gov.uk/government/publications/keeping-children-safe-in-education--2](http://www.gov.uk/government/publications/keeping-children-safe-in-education--2)

This guidance forms an integral part of this policy.

## **Appendix 3**

### **How to Handle a Disclosure**

#### **DO**

Reassure the child or adult that it is the right thing to do to tell a trusted person.

Attempt to ascertain the facts (who, where, when). Tell the child that you believe them.

Tell the child that you will need to involve others in ensuring that the child will, in the future, be kept safe. Explain who needs to be involved and why and what will happen next.

Offer ongoing support.

Choose a place to talk where you will not be interrupted. This allows you to give your undivided attention and confirms for the child that what they have to say is important.

Follow the college's internal policy for Child Protection in terms of communication both within college and to other agencies. Follow the London Child Protection Procedures and the Authority's Child Protection Procedures.

Record facts objectively and accurately. (Time, date, signature.)

Look after yourself by ensuring that you can talk to someone about your feelings. Dealing with child abuse is stressful and distressing.

#### **DO NOT**

Promise confidentiality that you cannot keep. The child has already experienced a breach of trust from the adult who abused them.

Make false promises or reassurances to the child about what will happen next. Children cope best with honesty, and again should not be exposed to further breaches of trust.

Interrupt or stop the child during a disclosure. Let them finish talking before you attempt to inform or involve others.

Ask leading questions or sympathise inappropriately. Children should not be pressed to tell more than they choose or be questioned any more than is strictly necessary. It is for others to further the investigation.

Allow a child to remove any article of clothing e.g. to show you an injury.

Give out any personal information whatsoever e.g. personal phone numbers or email addresses.

## Appendix 4

### Female Genital Mutilation [FGM] – Signs of

#### Female genital mutilation (FGM) – signs of

It is essential that staff are aware of FGM practices and the need to look for signs, symptoms and other indicators of FGM. FGM is sometimes known as 'female genital cutting' or 'female circumcision.' Communities tend to use local names referring to this practice, including 'sunna'

#### 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 college 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**. Staff should activate local safeguarding procedures, using existing national and local protocols for multi-agency liaison with police and children's social care.

## **Appendix 5: Children Missing from Education**

The college understands its duty, as explained in KCSIE, in relation to the risks posed by children missing from education. All children, regardless of their circumstances, are entitled to a full time education which is suitable to their age, ability, aptitude and any special educational needs they may have. A child going missing from education is a potential indicator of abuse or neglect and the college will report to the Local Authority instances of prolonged unauthorised absence or a student being removed from the college's list under the circumstances outlined in KCSIE.

All staff must also be aware of their role to prevent children from going missing from education. The college will take appropriate action to find any student who is discovered to be missing from the college; the Year Leader should normally be informed in the first instance and will co-ordinate the action taken. A written record is made of any incident of a student missing from the college, the action taken, and any reasons given by the student for being missing. The college will ensure that any student currently on the Child Protection Register who is absent without explanation for two days is referred to Children's Services. For further details of the college's procedures and responses please see the Attendance policy. This contains the college's procedures for unauthorised absence, including on repeat occasions, as well as referral to the Local Authority.

## **Appendix 6: DASV and Peer on Peer Abuse**

All staff should report to the Designated Safeguarding Lead any concerns or information they have that a student may be exposed to domestic abuse and violence or be the victim of it. This information will be dealt with sensitively and confidentially but appropriate support will be offered and college counseling service will be offered. Any further action will be decided and action by the DSL.

All staff should be alert to the risk of peer on peer abuse and understand their role in preventing, identifying and responding to it. Staff should know that children are capable of abusing their peers; they should never dismiss abusive behaviour as a normal part of growing up, or "banter", and should not develop high thresholds before taking action. Peer on peer abuse can take many forms, including [but not limited to] bullying, cyberbullying, hazing [initiation type violence], sexually harmful behavior, violence, and 'sexting'. Norbury Manor will respond to cases of 'sexting' [or Youth Produced Sexual Imagery] in line with the UKCCIS 'Sexting in Schools and Colleges' guidance. Peer on peer abuse should be taken as seriously as abuse by adults.

If a member of staff thinks for whatever reason that a child may be at risk of abuse from another child or young person, or that a child may be abusing others, the member of staff should report their concern to the DSL without delay in accordance with the above procedure. If a child is in immediate danger or at risk of harm, a referral to children's social care and/or the police should be made immediately.

### **Signs of peer on peer abuse?**

Signs that a student may be suffering from peer on peer abuse overlap with those relating to other types of abuse and include: (a) failing to attend college, disengaging from classes or struggling to carry out college related tasks to the standard you would ordinarily expect; (b) physical injuries; (c) having difficulties with mental health and/or emotional wellbeing; (d) becoming withdrawn, shy, experiencing headaches, stomach aches, anxiety, panic attacks, suffering from nightmares or lack of sleep or sleeping too much; (e) drugs and/or alcohol use; (f) changes in appearance and/or starting to act in a way that is not appropriate for the child's age. Again, this list is not exhaustive and the presence of one or more of these signs does not necessarily indicate abuse.

### **Are some children particularly vulnerable to abusing or being abused by their peers?**

Any student can be affected by peer on peer abuse and staff should be alert to signs of such abuse amongst all students. Research suggests that:

- a) peer on peer abuse is more prevalent amongst students aged 10 and older although it also affects younger children, including by way of harmful sexual behaviour;
- b) children who are particularly vulnerable to abuse or to abusing others include those who have:
  - (i) witnessed or experienced abuse or violence themselves;
  - (ii) suffered from the loss of a close family member or friend; or
  - (iii) experienced considerable disruption in their lives.

### **How prevalent is peer on peer abuse?**

Recent research suggests that peer on peer abuse is one of the most common forms of abuse affecting children in the UK. For example, more than four in ten teenage schoolgirls aged between 13 and 17 in England have experienced sexual coercion (Barter et al 2015). Two thirds of contact sexual

abuse experienced by children aged 17 or under was perpetrated by someone who was also aged 17 or under (Radford et al 2011) and over a third of young boys in England admitted to watching pornography and having negative attitudes towards women (University of Bristol and University of Central Lancashire 2015).

**What should I do if I suspect either that a student may be being abused, or that a student may be abusing others?**

If a member of staff thinks for whatever reason that a student may be at risk of abuse from another student or young person, or that a student may be abusing others, the member of staff should report their concern to the DSL without delay in accordance with the Safeguarding policy. If a child is in immediate danger or at risk of harm, a referral to children's social care and/or the police should be made immediately.