

Stoke Newington School and Sixth Form

Child Protection Policy 2019-20

Academic year	Designated Safeguarding Lead	Deputy Designated Safeguarding Leads	Nominated Governor	Chair of Governors
2019-2020	Alan MacAskill	Jo Mahoney Lorna De La Para Samantha Kwok	Caroline Stagg	Crispin Truman
School Phone	02072419600	Hackney Learning Trust LADO	0208 356 4569 or 8082	Hackney First Access Screening Team 0208 356 5500

Everyone working in the school or for the school shares the objective of keeping children and young people safe by:

- Providing a safe environment for children and young people to learn and develop within our school reflecting the values and ethos of the school. acceptance and engagement with the fundamental British values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with; disabilities, different faiths, beliefs and sexual orientation; the pupils develop and demonstrate skills and attitudes that will allow them to participate fully in and contribute positively to life in modern Britain.
- Identifying and responding to early help needs of children and families
- Identifying children and young people who are suffering harm or are likely to suffer significant harm and taking appropriate action with the aim of making sure that they are kept safe both at home and in school
- Maintaining a culture of vigilance and an attitude of it could happen here.

SCHOOL COMMITMENT

Stoke Newington School and Sixth Form is committed to Safeguarding and Promoting the Welfare of all its pupils in this we recognise the increasing importance of looking after their Mental Health and Wellbeing and teaching young people about how to maintain good mental health and a sense of wellbeing. Each pupil's welfare is of paramount importance.

- We recognise that some children *may* be especially vulnerable to abuse, including young people with Special Educational Needs, who are Looked After or previously Looked After and those in Legal Guardianship and the additional vulnerability of those who regularly go missing from home or from care.
- We also recognise the importance of looking at Safeguarding in a wholistic and more contextual way that considers the environment around the young person, the family, and their close peer group and the impact that these can have on their safety and wellbeing.
- We recognise that children who are abused or neglected may find it difficult to develop a sense of self-worth and to view the world in a positive way. Whilst at school, their behaviour may be challenging and need additional support and that to try an ensure that they can access learning make reasonable adjustments to some of the normal school procedures.
- We recognise that some children who have experienced abuse may harm others.
- We will always take a considered and sensitive approach in order that we can try and meet the needs all our pupils.
- We also recognise that allegations against staff can be made and the importance of having rigorous procedures in place to mange these to safeguard the young people and the staff involved.
- We will ensure that our school curriculum includes support and guidance on staying safe and supporting young people in dealing with the increasingly challenging, dangerous and complex role of Social Media and the Internet.
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What is Safeguarding?

Safeguarding is about taking a holistic view of keeping young people safe while in school but also about preparing them to be safe and healthy into their adult lives



The process of protecting children from abuse or neglect, preventing impairment of their health and development, and ensuring they are growing up in circumstances consistent with the provision of safe and effective care that enables children to have optimum life chances and enter adulthood successfully.

PROVIDING A SAFE AND SUPPORTIVE ENVIRONMENT

1. Safer Recruitment and Selection

The school pays full regard to current DFE guidance Keeping Children Safe in Education September 2018 and Working Together to Safeguard Children September 2018. We ensure that all appropriate measures are applied in relation to everyone who works in the school who is likely to be perceived by the children as a safe and trustworthy adult including e.g. volunteers and staff employed by contractors. Safer recruitment practice includes scrutinising applicants, verifying identity and academic or vocational qualifications, obtaining professional references, checking previous employment history and ensuring that a candidate has the health and physical capacity for the job. It also includes undertaking interviews and, checking the Children's List and DBS checks and right to work in England checks.

In line with statutory changes, underpinned by regulations, the following will apply:

- a DBS Enhanced Disclosure is obtained for **all** new appointments to our school's workforce through staffing personnel and payroll, **from October 2009 it is a criminal offence for employers to take on an individual in Independent Safeguarding Authority regulated activity whom they know to have been barred and/or not refer to the ISA details of anyone who is permanently removed from regulated activity or who leaves while under investigation for allegedly causing harm or posing a risk of harm. It may also be an offense to employ someone whose partner has been convicted of an offense and this may require a safeguarding review meeting to take place, taking into account updated guidance on disqualification by Association 2018.**
- this school is committed to keep an up to date single central record detailing a range of checks carried out on our staff – a copy is also held at the HR and Payroll Unit The Hackney Learning Trust
- all new appointments to our school workforce who have lived outside the UK will be subject to additional checks as appropriate
- our school ensures that agency supply staff have undergone the necessary checks and will be made aware of this policy.
- identity checks must be carried out on all appointments to our school workforce before the appointment is made, in partnership with The Hackney Learning Trust.

Safe Practice

Safe working practice ensures that pupils are safe and that all staff:

- are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions;
 - work in an open and transparent way
 - work with other colleagues where possible in situations open to question
 - discuss and/or take advice from school management over any incident which may give rise to concern;
 - record any incidents or decisions made
 - apply the same professional standards regardless of gender or sexuality
 - be aware of confidentiality policy
 - are aware that breaches of the law and other professional guidelines could result in criminal or disciplinary action being taken against them.
 - All staff have read Keeping Children Safe in Education September 2018.

Safeguarding Information for pupils

- All pupils in our school are aware of staff they can talk to posters including photographs of the designated safeguarding team are displayed around the school. The school is committed to ensuring that pupils are aware of behaviour towards them that is not acceptable and how they can keep themselves safe. All pupils know that we have a senior member of staff The Designated Safeguarding Lead with responsibility for child protection and know who this is, they also know that there are 2 other staff The Pastoral Councillors who they can speak to in the absence of the DSL. We inform pupils of whom they might talk to, both in and out of school, their right to be listened to and heard and what steps can be taken to protect them from harm. The Life Skills (PPP) materials are designed to help students stay safe including personal safety, alcohol and drugs awareness, sex and relations, being healthy and staying healthy.
- Our school will ensure that pupils are made aware that information can be found in the following, *student notice boards, in tutor rooms and in every Classroom.*
- School's arrangements for consulting with and listening to pupils are *through the Student Voice*
- We make pupils aware of these arrangements by holding elections each year for Student Voice and through the student notice boards in tutor rooms.
- Student Voice working with one of the Pastoral Counsellors will also review the School Policy as a part of their role.
- We will also address issues of safeguarding and child protection in assemblies to ensure that students understand how to support each other and where to get support in school and outside of school.

Partnership with Parents and Carers

The school shares a purpose with parents to educate and keep children safe from harm and to have their welfare promoted.

We are committed to working with parents positively, openly and honestly. We ensure that all parents are treated with respect, dignity and courtesy. We respect parents' and carers rights to privacy and confidentiality and will not share sensitive information unless we have permission, or it is necessary to do so to protect a child.

Stoke Newington School and Sixth Form will share with parents and carers any concerns we may have about their child unless to do so may place a child at risk of harm but where we believe that a referral is urgent, and we have made a reasonable attempt to contact the parent or carer then the referral will go ahead as the welfare of the young person is our primary concern.

The School recognises, respects and values the safeguarding role of parents/carers and in many cases, they may be unaware of the risk that their child is exposed to.

It is important that parents have this information so that they can put in place the necessary safeguards. The School's child protection team will seek advice from external agencies before sharing information with parents to ensure that there are no safeguarding concerns that ensure that there is no further risk of harm. We recognise that each family will respond differently, but the key outcome of conversations with parents and carers is to ensure the wellbeing of the children concerned, however if the response raises concerns the child protection team will refer this to Children's Social care.

We encourage parents to discuss any concerns they may have about the safety and security of their child with *Stoke Newington School and Sixth Form*

We make parents aware of our policy it is available to all parents through the school website and is mentioned in the school prospectus. A printed copy of this policy will be sent to any parents or carers on request.

We also run Parent and Carer information evenings throughout the school year to address issues that are important and relevant including Keeping Your Children Safe, Wellbeing, Wellbeing and Mental Health and we will signpost services that can provide further support to families if they feel that they need it.

Our Safeguarding Commitment

Stoke Newington school is committed to providing a safe and secure environment and promoting a climate in which students and adults feel confident in sharing their concerns about their own safety or the well-being of others.

The school's Child Protection Policy draws on guidance from The Children's Act (1989 and 2004) and the most recent September 2018 updates of Keeping Children Safe in Education and Working Together to Keep Children Safe July 2018 and The London Child Protection Procedures 5th Edition. All adults working in the school have a duty to report instances of actual or suspected child abuse or neglect or other concern about the safety or welfare of a child to the school Child Protection Team who works in partnership with children's social care and other external agencies to ensure that children are not at risk of harm.

Partnerships with others

Our school recognises that it is essential to establish positive and effective working relationships with other agencies who are partners in the City and Hackney Safeguarding Children Board and the Safeguarding in Education Team at The Hackney Learning Trust. There is a joint responsibility on all these agencies to share information to ensure the safeguarding of all children.

School Training and Staff Induction

The school's senior member of staff with designated responsibility for child protection undertakes basic child protection training and training in inter-agency working, (that is provided by The Hackney Learning Trust Safeguarding in Education Team) and refresher training at 2 yearly intervals (courses can be booked on line at <http://trustnet.learningtrust.co.uk/cpd/Pages/searchcourses.aspx>)

The Headteacher and all other school staff, including non-teaching staff, undertake appropriate induction training to equip them to carry out their responsibilities for child protection effectively, which is kept up to date by refresher training at yearly intervals.

Whole school Basic Awareness Training

All staff (including temporary staff and volunteers) are provided with the school's child protection policy and informed of school's child protection arrangements on induction an A4 sheet of Safeguarding Advice. All temporary or short term contracted staff are also briefed about their responsibilities for Child Protection and Safeguarding and provided with the A4 Advice sheet.

All staff working for external agencies inside the school such as Keir have enhanced disclosure documentation and the company is responsible for ensuring that their staff are appropriately vetted and supported, this is reported on at a monthly meeting within the school.

All these staff are also made aware of their responsibility to ensure the safety of young people and know how to access the school systems for Child Protection referrals.

Support, Advice and Guidance for Staff

Staff will be supported by the Designated Safeguarding Lead and the deputy DSL's within the school and can get support through the Safeguarding in Education Team at The Hackney Learning Trust, children's social care within LBH or neighbouring boroughs if appropriate.

Additional Advice is available from The Hackney Learning Trust Safeguarding Children in Education Team on 02088207551 and referrals for urgent action can be made for Hackney children to FAST The Hackney First Access Screening Team on 02083565500 or for Islington to 02075277400. All information can be found on the school SharePoint site Child Protection.

Related School Policies

Safeguarding covers more than the contribution made to child protection in relation to individual children. It also encompasses issues such as pupil health and safety and bullying.....and a range of other issues, for example, arrangements for meeting the medical needs of children providing first aid, school security, drugs and substance misuse, positive behaviour etc. There may also be other safeguarding issues that are specific to the local area or population:

1. Anti-Bullying	2. Sex and Relationships	3. Healthy Eating
4. Trips	5. First Aid	6. Substance Misuse
7. Behaviour	8. School Security, Egress and Access	9. Safeguarding Children affected by Gang activity
10. Safer Recruitment	11. E-safety	12. Protecting young people at risk of FGM
13. Safeguarding young people at risk from extremism	14. Mental Health and Wellbeing	15. Curriculum
16. Children at risk of forced marriage.	17.	18.

Children Missing from Education

Are of significant concern for a lot of young people school is a place of safety so children who are missing from school must be deemed to be very vulnerable. Concern should be paid to young people from backgrounds where they may be subject to forced marriage or removal from school for an extended period and could be subject to Female Genital Mutilation.

The school follows The Hackney Learning Trust procedures "Children Who May Be Missing/Lost from Education". Contact: The Hackney Learning Trust on 02088207000.

Where children on roll at a school do not turn up, and this school has made the usual enquiries they should refer the case to the Education Attendance Service at The Hackney Learning Trust in the usual way. If the allocated worker cannot locate the child/family they will inform the Children Missing Education team and the school will be advised by them or the Education Attendance Service that they can take the child off roll (normally after 4 weeks 20 School Days).

Children Educated at Home

Where the school is informed that a parent wishes to withdraw a young person from school to home educate this must be passed onto The Hackney Learning Trust initially through The Hackney Learning Trust Children Educated at Home Officer on 02088207000.

Children working in Entertainment

The school recognises the valuable experience that young people can gain from working in the entertainment industry and would normally look to support such work, but it is essential that all parents or carers making an application are aware of the risks to young people and that they have a responsibility to ensure that all the requirements of the approval process are in place during the whole time that the young person is released to work. The school also reserves the right to refuse to support an application for licensed work where there is a concern about the wellbeing of the young person concerned and that this can cover:

- Emotional
- Social
- Educational
- Behavioural

Assuming that the school is satisfied that these aspects of the young person's wellbeing are secure the school will follow the procedures laid down for licensing children to be released from school to undertake work in the entertainment industry and liaise with the Licensing officer at The Hackney Learning Trust to ensure that all the appropriate safeguarding is in place.

Confidentiality

School follows the advice included in the Information Sharing: Advice for Practitioners providing services to young people, parents and carers updated July 2018

The principles

The principles set out below are intended to help practitioners working with children, young people, parents and carers share information between organisations. Practitioners should use their judgement when making decisions about what information to share and should follow organisation procedures or consult with their manager if in doubt. The most important consideration is whether sharing information is likely to support the safeguarding and protection of a child.

Necessary and proportionate

When taking decisions about what information to share, you should consider how much information you need to release. Not sharing more data than is necessary to be of use is a key element of the GDPR and Data Protection Act 2018, and you should consider the impact of disclosing information on the information subject and any third parties. Information must be proportionate to the need and level of risk.

Relevant

Only information that is relevant to the purposes should be shared with those who need it. This allows others to do their job effectively and make informed decisions.

Adequate

Information should be adequate for its purpose. Information should be of the right quality to ensure that it can be understood and relied upon.

Accurate

Information should be accurate and up to date and should clearly distinguish between fact and opinion. If the information is historical then this should be explained.

Timely

Information should be shared in a timely fashion to reduce the risk of missed opportunities to offer support and protection to a child. Timeliness is key in emergency situations and it may not be appropriate to seek consent for information sharing if it could cause delays and therefore place a child or young person at increased risk of harm. Practitioners should ensure that sufficient information is shared, as well as consider the urgency with which to share it. 1

Secure

Wherever possible, information should be shared in an appropriate, secure way. Practitioners must always follow their organisation's policy on security for handling personal information.

Record

Information sharing decisions should be recorded, whether or not the decision is taken to share. If the decision is to share, reasons should be cited including what information has been shared and with whom, in line with organisational procedures. If the decision is not to share, it is good practice to record the reasons for this decision and discuss them with the requester. In line with each organisation's own retention policy, the information should not be kept any longer than is necessary. In some rare circumstances, this may be indefinitely, but if this is the case, there should be a review process scheduled at regular intervals to ensure data is not retained where it is unnecessary to do so.

Pupil Information

Our school will endeavour to keep up to date and accurate information in order to keep children safe and provide appropriate care for them the school requires accurate and up to date information regarding:

- names and contact details of persons with whom the child normally lives
- names and contact details of all persons with parental responsibility (if different from above)
- emergency contact details (if different from above)
- details of any persons authorised to collect the child from school (if different from above)
- any relevant court orders in place including those which affect any person's access to the child (e.g. Residence Order, Contact Order, Care Order, Injunctions etc.)
- if the child is or has been on the Child Protection Register or subject to a care plan
- name and contact detail of G.P.
- any other factors which may impact on the safety and welfare of the child

The school will collate, store and agree access to this information

The school regularly sends out data checks to parents and carers to check on the quality of the data and ensure that we operate with the highest standard of data integrity and quality.

Roles and Responsibilities

The governing body of Stoke Newington School and Sixth Form will ensure that:

- the school has a child protection policy and procedures in place that are in accordance with local authority guidance and locally agreed inter-agency procedures, and the policy is made available to parents on request;
- the school operates safe recruitment procedures and makes sure that all appropriate checks are carried out on staff and volunteers who work with children; and that any panel involved in the recruitment of staff has at least one member who has undertaken the CWDC's or equivalent Safer Recruitment Training.
- the school has procedures for dealing with allegations of abuse against staff and volunteers that comply with guidance from the local authority and locally agreed inter-agency procedures;
- a senior member of the school's leadership team is designated to take lead responsibility for child protection issues, providing advice and support to other staff, liaising with the local authority and working with other agencies
- staff including the Head Teacher undertake appropriate child protection training which is updated every 2 years
- they remedy, without delay, any deficiencies or weaknesses regarding child protection arrangements;
- a governor is nominated to be responsible for liaising with the LA and /or partner agencies in the event of allegations of abuse being made against the head teacher
- where services or activities are provided on the school premises by another body, the body concerned has appropriate policies and procedures in place in regard to safeguarding children and child protection and liaises with the school on these matters where appropriate.
- they review their policies and procedures annually and provide information to the LA about them and about how the above duties have been discharged

Our Headteacher will ensure that:

- the policies and procedures adopted by the Governing Body are fully implemented, and followed by all staff;
- sufficient resources and time are allocated to enable the designated person and other staff to discharge their responsibilities including taking part in strategy discussions and other inter-agency meetings and contributing to the assessments of children.
- all staff and volunteers feel able to raise concerns about poor or unsafe practice in regard to children, and such concerns are addressed sensitively and effectively in a timely manner in accordance with agreed whistle blowing policies.

Senior Member of Staff fulfilling the role of The Designated Safeguarding Lead will:

Referrals

- be proactive in seeking to support young people through early intervention
- refer cases of suspected abuse or allegations to the relevant investigating agencies and liaise with other agencies
- act as a source of support, advice and expertise within the educational establishment;
- Liaise with the Headteacher to inform him/her of any issues and ongoing investigations and ensure there is always cover for this role.
- Ensure that the school has an effective system of record keeping.
- **Ensure that referrals are followed up with diligence and persistence especially when there has been a lack of response from the agency that the referral has been made to.**

Training will ensure that all staff

- recognise how to identify signs of abuse and when it is appropriate to make a referral;
- have a working knowledge of how City and Hackney Safeguarding Children Board operate, the conduct of a child protection case conference and be able to attend and contribute to these and ongoing child protection plans
- ensure that all staff have access to and understand the school's child protection policy and the DFE
- ensure that all staff have safeguarding training as part of their induction;
- the importance of understanding social media and the risks posed to students and staff.
- keep detailed accurate secure written records of referrals; discussions with other agencies and/or concerns
- obtain access to resources and attend any relevant or refresher training courses at least every two years.

Raising Awareness

- ensure the child protection policy is updated and reviewed annually and work with the Governing Body regarding this;
- ensure parents are made aware of the child protection policy which alerts them to the fact that referrals may be made and the role of the establishment in this to avoid conflict later;
- Where a child leaves the establishment, ensure the child protection file is copied for the new establishment as soon as possible and transferred to the new school separately from the main pupil file. If a child goes missing or leaves to be educated at home, then the child protection file should be copied and the copy forwarded to the appropriate part of Social Care.
- Where the parents inform school that they wish to 'home educate' their child it is essential that this information is passed onto The Hackney School Attendance Officer. The Hackney Learning Trust Education Attendance Service will try and carry out a home visit to offer support and advice to the parent carer.

All staff and volunteers will:

- fully comply with the school's policies and procedures
- attend appropriate training
- inform the designated person of any concerns
- pursue any concerns if they feel that insufficient action is being taken following their referral

TAKING ACTION TO ENSURE THAT CHILDREN ARE SAFE

AT SCHOOL AND AT HOME

All staff follow City and Hackney Children's Safeguarding Board procedures which are consistent with 'Working Together to Safeguard Children 2018 and 'What to do if you are worried a child is being abused'

It is **not** the responsibility of the school staff to investigate welfare concerns or determine the truth of any disclosure or allegation. All staff, however, have a duty to recognise concerns and maintain an open mind. Accordingly all concerns regarding the welfare of pupils will be recorded and discussed with the Nominated Safeguarding Children Advisor or Deputy (or another senior member of staff in the absence of the designated person) prior to any discussion with parents.

1. Staff must immediately report:

- any suspicion that a child is injured, marked, or bruised in a way which is not readily attributable to the normal knocks or scrapes received in play
- any explanation given which appears inconsistent or suspicious
- any behaviours which give rise to suspicions that a child may have suffered harm (e.g. worrying drawings or play)
- any concerns that a child may be suffering from inadequate care, ill treatment, or emotional maltreatment
- any concerns that a child is presenting signs or symptoms of abuse or neglect
- any significant changes in a child's presentation, including non-attendance
- any hint or disclosure of abuse from any person
- any concerns regarding person(s) who may pose a risk to children (e.g. living in a household with children present)

2. Responding to Disclosure

Disclosures or information may be received from pupils, parents or other members of the public. School recognises that those who disclose such information may do so with difficulty, having chosen carefully to whom they will speak. Accordingly all staff will handle disclosures with sensitivity

Such information cannot remain confidential and staff will immediately communicate what they have been told to the designated person and make a contemporaneous record.

Principles

Staff will not investigate but will, wherever possible, elicit enough information to pass on to the designated person in order that s/he can make an informed decision of what to do next.

Staff will:

- listen to and take seriously any disclosure or information that a child may be at risk of harm
- try to ensure that the person disclosing does not have to speak to another member of school staff
- clarify the information
- keep questions to a minimum and of an 'open' nature e.g. 'Can you tell me what happened?' rather than 'Did x hit you?'
- try not to show signs of shock, horror or surprise
- not express feelings or judgements regarding any person alleged to have harmed the child
- explain sensitively to the person that they have a responsibility to refer the information to the senior designated person
- reassure and support the person as far as possible
- Do not make promises you cannot keep, "everything will be all right now"
- explain that only those who 'need to know' will be told
- explain what will happen next and that the person will be involved as appropriate

3. Action by the Designated Safeguarding Lead (or Deputy or other senior person in their absence)

Following any information raising concern, the DSL will consider:

Where a concern is around FGM, Forced Marriage or so-called Honour based violence the police should be informed as a matter of priority by dialling 999

- Make sure that any urgent medical needs of the child are met
- Making an enquiry to find out if the child is subject to a Child Protection Plan by ringing FAST in Hackney or Islington First Response and discussing the matter with them or any other agencies involved with the family
- consulting with appropriate persons e.g. Safeguarding Officer and/or Social Care
- the child's wishes

Then decide:

- wherever possible, to talk to parents, unless to do so may place a child at risk of significant harm, impede any police investigation and/or place the member of staff or others at risk
- whether to make a child protection referral to social care because a child is suffering or is likely to suffer significant harm and if this needs to be undertaken immediately

OR

- not to make a referral at this stage
- if further monitoring is necessary
- if it would be appropriate to undertake an assessment (e.g. CAF) and/or make a referral for other services

All information and actions taken, including the reasons for any decisions made, will be fully documented. All referrals to social care will be followed up in writing within 24 hours using a standard referral form.

4. Action following a child protection referral

The designated senior person or other appropriate member of staff will:

- make regular contact with the Social worker involved to stay informed.
- Make sure that an appropriate response is received for every referral and be persistent
- wherever possible, contribute to the Strategy Discussion.
- provide a report for, attend and contribute to any subsequent Child Protection Conference.
- if the child or children are made the subject of a Child Protection Plan, contribute to the Child Protection Plan and attend Core Group Meetings and Review Conferences.
- where possible, share all reports with parents prior to meetings.
- where a child is subject to a child protection plan and moves from the school or goes missing, immediately inform the key worker in Social Care.

5. Recording and monitoring

- Accurate records will be made as soon as practicable and will clearly distinguish between observation, fact, opinion and hypothesis. All records will be signed and dated, any information given will be recorded verbatim where possible and a note made of the location and description of any injuries seen.
- All C.P. documents will be retained in a 'Child Protection' file, separate from the child's main file. This will be locked away and only accessible to the headteacher and designated senior person. These records will be copied and transferred to any school or setting the child moves to, clearly marked 'Child Protection, Confidential, for attention of Designated Person Child Protection.' If the child goes missing from education or is removed from roll to be educated at home, then any Child Protection file should be copied and the copy sent to the Safeguarding Children Team at The Hackney Learning Trust. Original copies will be retained until the child's 25th birthday.

6. Supporting the Child and Partnership with Parents and Carers

- School recognises that the child's welfare is paramount and always come first, however good child protection practice and outcome relies on a positive, open and honest working partnership with parents and carers.
- Whilst we may, on occasion, need to make referrals without consultation with parents, we will make every effort to maintain a positive working relationship with them whilst fulfilling our duties to protect any child.
- We will provide a secure, caring, supportive and protective relationship for the child.
- Children will be given a proper explanation (appropriate to age & understanding) of what action is being taken on their behalf and why.
- We will endeavour always to preserve the privacy, dignity and right to confidentiality of the child, parents or carers. The Designated Senior Person will determine which members of staff "need to know" personal information and what they "need to know" for the purpose of supporting and protecting the child.

7. Supporting girls and young women at risk of Female Genital Mutilation

- As a multicultural inner city school we need to understand the risks and threats faced by all members of our school community so that we can better protect them. Female Genital Mutilation is a significant risk for girls in the school. It is important that we make all our young people aware of the threats of significant harm and death this poses creating an open and caring environment where young people can report concerns; for themselves, their siblings, or their friends.
- There is a legal duty on the member of staff to report to the police any disclosure that a young person has been or is worried that they may be subject to FGM.
- This duty cannot be transferred to someone else.

8. Identifying Children and Young People at Risk through Gang Activity or Gang Related Activity and specifically Knife Crime.

- School recognises that the young people get drawn into gang related activities through many routes and for many reasons.
- A young person might be involved with gang related activities and or serious youth violence and at risk of harming others or being harmed.
 - Or
- Non-involved but at risk from becoming involved and harmed from gang activity or serious youth violence.
- A young person involved with gang activity can be both a victim and a perpetrator.
 - There is evidence to suggest that girls who become involved with gangs are routinely subject to rape and are seen as gang property, multiple and gang rape are increasingly common but rarely reported to police.
 - Girls can be groomed in similar ways to paedophiles grooming children by being made to feel special by gang members and being given presents or by being threatened and terrorised into submission, this can involve cyber bullying and use of social networking sites. Girls can be drawn into these activities as young as 10 years old and often these will be young people vulnerable because of negligent or poor parenting
 - Poor parental mental health, drug and alcohol misuse all help to make children more vulnerable and should be regarded as an additional risk factor in relation to the young person.
 - Grooming can often involve young people in use of drugs and alcohol in some cases this is where younger children are used to hold or carry drugs so that if they are stopped and searched they cannot be prosecuted and where they are old enough to be prosecuted will serve jail sentences on behalf of older gang members.
- The school will ensure that the curriculum offers opportunities to provide advice to all students about how to avoid being drawn into gang activity.
 - Where risk is identified some students will be offered more support and advice and may be referred to Young Hackney.

Therefore, we will ensure that all staff report any concerns that a young person is involved with gang activity or is potentially involved with gang activity to the Designated Safeguarding Lead or their Deputies.

The DSL will refer this information on to the HLT Safer Schools Partnership contact at TLT who will advise the DSL over what support to provide to the young person or support for parents or carers.

9. Peer on Peer Abuse

Any peer on peer allegation must be referred to the DSL immediately, using the School's child protection procedures as set out above. Where a concern regarding peer on peer abuse has been disclosed to the Child Protection Team advice and guidance will be sought from Children Social Services and where it is clear a crime has been committed or there is a risk of crime being committed the Police will be contacted. Working with external agencies there will usually be a school response to the unacceptable behaviour, for example, if a pupil's behaviour negatively impacts on the safety and welfare of other pupils then safeguards will be put in place to promote the well-being of the pupils affected, the victim and perpetrator will be provided with support to prevent any reoccurrence of improper behaviour. Support will come from a variety of agencies either based in the School or beyond, such as Young Hackney or Empower.

Sexual violence and sexual harassment between children in schools and colleges

The Department for Education has published detailed advice on sexual violence and sexual harassment between children in schools and colleges. A summary is below:

Sexual violence and sexual harassment can occur between two children of any sex. They can also occur through a group of children sexually assaulting or sexually harassing a single child or group of children. Children who are victims of sexual violence and sexual harassment will likely find the experience stressful and distressing. This is likely to adversely affect their educational attainment. Sexual violence and sexual harassment exist on a continuum and may overlap, they can occur online and offline (both physical and verbal) and are never acceptable. It is important that all victims are taken seriously and offered appropriate support. Schools and colleges should consider the following:

It is more likely that girls will be the victims of sexual violence and more likely that sexual harassment will be perpetrated by boys. Schools and colleges should be aware of the importance of:

- making clear that sexual violence and sexual harassment is not acceptable, will never be tolerated and is not an inevitable part of growing up;
 - not tolerating or dismissing sexual violence or sexual harassment as “banter”, “part of growing up”, “just having a laugh” or “boys being boys”;
- and
- challenging behaviours (which are potentially criminal in nature), such as grabbing bottoms, breasts, vaginas and penises. Dismissing or tolerating such behaviours risks normalising them.

Children with Special Educational Needs and Disabilities (SEND) can be especially vulnerable. Disabled and deaf children are three times more likely to be abused than their peers. Additional barriers can sometimes exist when recognising abuse in SEND children.

10. Sexting and Online Abuse

The school will follow the guidance contained in the document produced by the UK Council for Child Internet Safety “Sexting in Schools” (2018)

Any youth produced sexual imagery is a criminal offense even if it is distributed by the person who has taken the image.

On this basis this advice introduces the phrase ‘youth produced sexual imagery’ and uses this instead of ‘sexting.’ This is to ensure clarity about the issues this advice addresses.

‘Youth produced sexual imagery’ best describes the practice because:

1. ‘Youth produced’ includes young people sharing images that they, or another young person, have created of themselves.
2. ‘Sexual’ is clearer than ‘indecent.’ A judgement of whether something is ‘decent’ is both a value judgement and dependent on context.
3. ‘Imagery’ covers both still photos and moving videos
4. Youth and young person in the context of this discussion refers to young people who are under the age of 18.
5. **This advice only relates to young people sharing images, as distribution of images of young people by adults is sexual abuse and should automatically be referred onto the police.**

The school will educate young people about the dangers of sharing images with other young people and through pastoral time activities and PPP lessons. We will work to make sure that these activities are not seen as normal or healthy. Children with Special Educational Needs and Disabilities (SEND) can be especially vulnerable. Children with SEND are three times more likely to be abused than their peers and supporting them and their parents/carers can be more challenging and requires more targeted and specialist support especially for those with more profound disabilities.

Responding to an incident:

When an incident involving youth produced sexual imagery comes to a school or college’s attention:

- The incident should be referred to the DSL as soon as possible
- The DSL should hold an initial review meeting with appropriate school staff
- There should be subsequent interviews with the young people involved (if appropriate)
- Parents should be informed at an early stage and involved in the process unless there is good reason to believe that involving parents would put the young person at risk of harm
- **At any point in the process if there is a concern a young person has been harmed or is at risk of harm a referral should be made to children’s social care and/or the police immediately.**

Full procedures are in the UK Council for Child Internet Safety “Sexting in Schools” (2018) document available on the SharePoint Child Protection site.

11. Allegations regarding person(s) working in or on behalf of school (including volunteers)

Where an allegation is made against any person working in or on behalf of the school that he or she has:

- a. Behaved in a way that has harmed a child or may have harmed a child
- b. Possibly committed a criminal offence against or related to a child or
- c. Has behaved towards a child or children in a way that indicates s/he is unsuitable to work with children.

We will apply the same principles as in the rest of this document and we will always follow The City and Hackney Safeguarding Children Board procedures that can be and the DFE document Working Together to Protect Children September 2018 and Keeping Children Safe in Education September 2018.

Detailed records will be made to include decisions, actions taken, and reasons for these. All records will be retained securely.

Whilst we acknowledge such allegations, (as all others), may be false, malicious or misplaced, we also acknowledge they may be founded. It is, therefore, essential that all allegations are investigated properly and in line with agreed procedures.

Initial Action

- The person who has received an allegation or witnessed an event will immediately inform the headteacher and make a record
- If an allegation is made against the headteacher the matter will be reported to the Chair of Governors who will proceed as the 'headteacher'
- The headteacher will take steps, where necessary, to secure the immediate safety of children and address any urgent medical needs
- The member of staff will not be approached at this stage unless it is necessary to address the immediate safety of children

The headteacher may need to clarify any information regarding the allegation; however no person will be interviewed at this stage

- Within one working day the headteacher will consult with the Local Authority Designated Officer (LADO) in order to determine if it is appropriate for the allegation to be dealt with by school or if there needs to be a referral to social care and/or the police for investigation
- Consideration will be given throughout to the support and information needs of pupils, parents and staff
- The headteacher will inform the Chair of Governors of any allegation relating to a member of staff or other adult working in the school.

An introductory guide for staff on Safeguarding and Child Protection

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting; by those known to them or, more rarely, by a stranger. They may be abused by an adult or adults or another child or children.

Physical abuse

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child.

Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces illness in a child.

Emotional Abuse

Emotional abuse is the persistent emotional maltreatment of a child such as to:

cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyberbullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

Sexual Abuse

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

Neglect

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

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

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

These four areas of concern are not unique and separate and any or all of these forms of neglect and abuse can be experienced by a single child at the same time. So we need to be aware of the different types of abuse and what kind of effect they may have on young people.

You are concerned because the student has:

1. Told you that they have been made to have sex with another family member

It is critical that professional involvement is brought into this kind of event at the earliest stage; the young person might need a place of safety and medical support. Do not email you must make the referral in person as a matter of urgency

The response to dealing with this kind of disclosure is critical; do not display shock, anger, disgust. Be calm, do not ask questions or seek clarification, just listen to the young person, after you have made the referral write down what was said as accurately as possible.

You are concerned because the student has:

2. Marks or bruising on her/his body and cannot say how they occurred or the explanation is embarrassed and confused or evasive.

This may be physical abuse and professional involvement in this may or may not be required but if the marks are caused by non-accidental injuries then it is urgent that they are recorded properly, and that the young person receives all of the support they require.

Your response needs to be considered; have you ever had concerns for the welfare of the young person before, have you ever seen marks on the young person before. There could be simple reasons for the marks but you cannot make that decision you must make a referral in person, by email or by phone with a member of the safeguarding team.

You are concerned because a student:

3. tells you that her mum is calling her names, shouting and using other language that is inappropriate and hurtful, and this is a regular occurrence and its making her very unhappy.

On the face of it this could be an example of emotional abuse but is this a pattern of behaviour or a one off incident when mum has come home found the house a mess and lost the plot. It could require additional support to deal with mental health, drugs or alcohol abuse within the family as well as providing support for the young person.

Your response can be considered and sympathetic, but you need to make a referral to the safeguarding team. Something inappropriate and different has happened to this young person and at the least the parent will be contacted and invited in to discuss the event. This may happen alongside a referral to Social Services.

You are concerned because a student has:

4. Begun to appear in school looking tired and not well cared for.

On the face of it this could be an example of neglect but is this pattern of behaviour or a one off incident. Have the family been made homeless or suffered from issues of family breakdown or bereavement. It could reflect a lack of care or even that the young person is looking after themselves because the carer has been admitted to hospital or simply left the household.

Have a chat to the student and see how they are feeling if they say they are fine pass on your concerns to the HOY but also make an email referral to **Child Protection**. This will be followed up by the HOY in conjunction with the Safeguarding team.

It is important that the school establish the reasons for the change in appearance of the young person or ensures that another agency does.

You are concerned because a student has:

5. Told you that their friend is using a knife to cut their arm and she has lots of small scars on her arms. She doesn't know what to do but is very worried.

Self-harm is more common than people realise and young people particularly in girls and young women between the ages of 15 and 25. Although recent research shows that boys and young men also have significant rates of self harm. Cutting is one form of self harm, overdosing on drugs such as painkillers and drinking alcohol to be sick can also be seen as self-harm. In boys and young men it may manifest itself in indirect acts such as hitting causing pain and damage to the hand.

There is no one reason why people become involved in self harm but without professional help it is very difficult for them to break away from it.

It is essential that any possibility of young people being involved in self harm is taken seriously and referred on to the safeguarding team complete an email referral to **Child Protection**.

Contact will be made with parents if appropriate and a referral to external support for the young person.

The young person has a right of confidentiality and



I have concerns about a student

Action

Take advice from a colleague or line manager

Your concerns have been addressed

Your concerns have not been addressed

Action

Record your concerns so that if an issue relating to this student arises in the future you can act accordingly and send it to the Child protection email.

Is the student in any kind of risk or are you worried that they have no safe place to go to at the end of the school day

Send an email to the child protection email account so that your concerns can be recorded centrally.

Yes

No

Speak as a matter of urgency to one of the designated school safeguarding team.

Record your concerns and send an email to the child protection email account explaining your concern including the full name and date of birth of the student.

The designated school safeguarding team will send you a response within 24 hours acknowledging your email.

If you cannot contact a member of the safeguarding team speak to a member of the School Leadership Team.
If you cannot contact anyone ring the number for FAST 02083565500 and they will talk you through the referral

If you have raised a concern and you have not had any response to your email please contact a member of the Safeguarding Team directly.

The designated school safeguarding team will send you a response within 24 hours acknowledging your email.

Stoke Newington School Safeguarding and Child Protection Team

The team consists of

CP Team	Phone Contact	Email
Child Protection		childprotection@sns.hackney.sch.uk
Jo Mahoney	X 222	jo.mahoney@sns.hackney.sch.uk
Lorna De La Para	X 213	lorna.delapara@sns.hackney.sch.uk
Sammy Kwok		Samantha.Kwok@sns.hackney.sch.uk
Mr MacAskill	X 216	alan.macaskill@sns.hackney.sch.uk
Ms Jaffer		zehra.jaffer@sns.hackney.sch.uk
DO:		
Immediately find one of the Designated Safeguarding team		
Take the student seriously		
Write up the conversation you have had with the student immediately, using fact and not opinion. Date and sign it (Please use a word doc.).		
Do send it to all of us (Alan Jo and Lorna)		
Use the exact words of the student whenever possible.		
Avoid prejudice when it comes to thinking about sort of student this could happen to.		
DO NOT:		
Think you can manage this on your own.		
Do not promise CONFIDENTIALLY .		
Do not contact parents or carers about allegations.		
Do not investigate by talking to anyone else, staff or other students.		
Do not repeat what you have heard or suspect to anyone else other than the CPOs		
Do not ask student to show you any marks that are not visible.		
Do not ask any leading questions.		
Do not be put off reporting it even if you suspect it may be a false alarm.		
Please understand that you may not receive feedback, as child protection information is strictly on a need to know basis.		
It is the responsibility of the Child Protection Team to refer these cases to the appropriate agencies, unless they or a member of the Senior Management Team is not available. You should then consult the SharePoint Child Protection Site for a guide on how to make a referral.		

In producing this document, the following documents were consulted:

1. Keeping Children Safe in Education (2018)
2. Working together to safeguard children (2018)
3. City and Hackney Safeguarding Children's Board <http://www.chscb.org.uk/protocols-guidance-and-procedures>
4. Sexting in Schools and colleges (UK Council for Child Internet Safety)
5. Serious Violence Strategy April 2018
6. Hackney Channel Guidance
7. Information Sharing: Advice for Practitioners providing safeguarding services to children and young people 2018.
8. Sexual Violence and sexual Harassment between children in schools and colleges.

All documents are available to staff on the SharePoint Child Protection site alongside news articles and other advice.