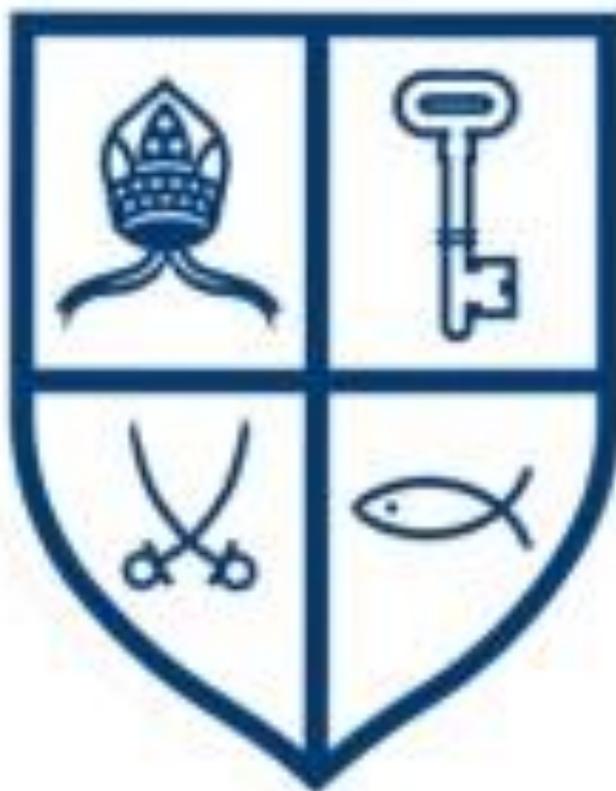




## St Egwin's Middle School Safeguarding Children Policy



Signed by:	
Head Teacher	Mr N Pullan
Chair of Governors	Mr N Jeacock
Date Adopted	June 2018
Date of Review	June 2019



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**Governor Lead:** Nick Jeacock  
**Nominated Lead Member of Staff:** Carolyn Gordon  
**Status & Review Cycle:** Statutory Annual  
**Next Review Date:** June 2019

## Safeguarding Statement

St Egwin's Church of England Middle School recognise our moral and statutory responsibility to safeguard and promote the welfare of all pupils. We endeavour to provide a safe and welcoming environment where children are respected and valued. We are alert to the signs of abuse and neglect and follow our procedures to ensure that children receive effective support, protection and justice. Child protection forms part of the school's safeguarding responsibilities.

### Key Personnel

**The Designated Safeguarding Lead (DSL) is:**  
Carolyn Gordon

**Contact details:** email: [cgordon@st-egwins.worcs.sch.uk](mailto:cgordon@st-egwins.worcs.sch.uk) Telephone:  
01386 446924

**The deputy DSL(s) is/are:** Nicholas Pullan / Xanthe Sliwinska

**Contact details:** email: [ndp8@st-egwins.worcs.sch.uk](mailto:ndp8@st-egwins.worcs.sch.uk) Telephone:  
01386 446924

**Email** [sliwinska@st-egwins.worcs.sch.uk](mailto:sliwinska@st-egwins.worcs.sch.uk) Telephone :  
01386 446924

**The nominated child protection governor is:** Nick Jeacock

**Contact details:** email: [njeacock@st-egwins.worcs.sch.uk](mailto:njeacock@st-egwins.worcs.sch.uk) Telephone:  
01386 446924

**The Headteacher is:** Mr Nicholas Pullan

**Contact details:** email: [ndp8@st-egwins.worcs.sch.uk](mailto:ndp8@st-egwins.worcs.sch.uk) Telephone:  
01386 446924

**The Chair of Governors is:** Nicholas Jeacock

**Contact details:** email: [njeacock@st-egwins.worcs.sch.uk](mailto:njeacock@st-egwins.worcs.sch.uk) Telephone:  
01386 446924



### **Other named staff and contacts:**

- Prevent Single Point of Contact (SPOC) Nick Pullan
- Designated Teacher for Children in Care Carolyn Gordon
- Nominated Anti Bullying Governor: Nick Jeacock
- Online safety Co-ordinator Amanda Higgins
- Safeguarding in Education Adviser, WCC: Denise Hannibal : 01905 844436
- Local Authority Designated Officer/Position of Trust Jon Hancock : 01905 843311
- Safeguarding Training Provider: Babcock/ WSB
- Family Front Door : 01905 822666 (core working hours)  
Out of hours or at weekends: 01905 768020

To submit an online Cause for Concern notification log onto:

[www.worcestershire.gov.uk/](http://www.worcestershire.gov.uk/)

info/20383/are\_you\_a\_professional\_worried\_about\_a\_child

### **Channel/Prevent contacts:**

Local Authority – James Wheeliker (jwheeliker@worcestershire.gov.uk)

West Mercia Police – DS Phil Colley 01386 591835 / 07736 084701

DC Gary Shephard 01386 591816 / 07772 904013

T/DC Jemma Greenhow 01386 591825 / 07890 746662

[prevent@warwickshireandwestmercia.pnn.police.uk](mailto:prevent@warwickshireandwestmercia.pnn.police.uk)



# St. Egwin's Middle School Safeguarding Children Policy

## Safeguarding Children Policy

(including Child Protection)

### 1. Introduction

- 1.1. This policy has been developed in accordance with the principles established by the Children Acts 1989 and 2004; the Education Act 2002; and in line with government publications the Teachers' Standards 2012, 'Working Together to Safeguard Children' 2013 and 'Keeping Children Safe in Education' 2014.
- 1.2. **St. Egwin's CofE Middle School** fully recognises its responsibilities for safeguarding children.
- 1.3. Our policy applies to all staff, governors and volunteers working in the school.
- 1.4. There are five main elements to our policy:
  - Ensuring we practice safer recruitment in checking the suitability of staff and volunteers to work with children;
  - Raising awareness of child protection issues and equipping children with the skills needed to keep them safe;
  - Developing and then implementing procedures for identifying and reporting cases, or suspected cases, of abuse;
  - Supporting pupils who have been identified as in need of early help or at risk of harm in accordance with his/her agreed Child Protection, Child in Need or Early Help plan;
  - Establishing a safe environment in which children can learn and develop.
- 1.5 We recognise that because of the day to day contact with children, school staff are well placed to identify concerns early and to observe the outward signs of abuse. The school will therefore:
  - Establish and maintain an environment where children feel safe, secure, valued and respected and are encouraged to talk, believing they will be listened to;
  - Ensure children know that there are adults in the school whom they can approach if they are worried;
  - Include opportunities in the curriculum, specifically through PSHE and ICT, for children to develop the skills they need to recognise and stay safe from abuse and to know who they should turn to for help.
- 1.6 We seek to ensure that the child's wishes and feelings are taken into account when determining what action to take and what services to provide to protect children from harm. To this end we will:
  - Ensure there are systems in place for children to express their views and give feedback e.g. through school/class councils, safety questionnaires, participation in anti-bullying and e-safety events;
  - Ensure that the child's thoughts/wishes and feelings are recorded on all referrals.
- 1.7 This Policy applies to all staff, governors, volunteers and visitors to the school. Child protection is the responsibility of all staff. We ensure that all parents and working partners are aware of this policy by mentioning it in our school prospectus, displaying appropriate information in our reception and on the school website.



# St. Egwin's Middle School Safeguarding Children Policy

## 2. Procedures

- 2.1 We will follow the procedures set out by the Worcestershire Safeguarding Children Board (WSCB) and take account of guidance issued by the Department for Education (DfE).
- 2.2 The school will:
- Ensure it has a senior leader nominated as Designated Safeguarding Lead (DSL) who has received appropriate training and support for this role;
  - Ensure it has a member of staff who will act in the absence of the DSL (deputy DSL);
  - Ensure it has a nominated governor responsible for safeguarding children;
  - Ensure every member of staff (including temporary and supply staff and volunteers) and the governing body knows the name of the DSL and understands their role;
  - Ensure all staff and volunteers understand their responsibilities in being alert to the signs of abuse and neglect and maintain an attitude of 'it could happen here';
  - Ensure all staff and volunteers understand their responsibility for referring any concerns to the DSL or Head Teacher and are aware that they may raise concerns directly with Children's Social Care Services if they believe their concerns have not been listened to or acted upon.
  - Ensure that parents have an understanding of the responsibility placed on the school and staff for child protection by setting out its obligations in the school prospectus and publishing its policy on the school website;
  - Operate a lettings policy which ensures the suitability of adults working with children on school sites at any time;
  - Ensure that community users organising activities for children are aware of, and understand the need for compliance with, the school's child protection guidelines and procedures;
  - Ensure that the duty of care towards its pupils and staff is promoted by raising awareness of illegal, unsafe and unwise behaviour and assist staff to monitor their own standards and practice;
  - Be aware of and follow procedures set out by the DfE and the WSCB where an allegation is made against a member of staff or volunteer, including making a referral to the DBS and/or National College for Teaching and Leadership if a person in regulated activity has been dismissed or removed due to safeguarding concerns, or would have been had they not resigned;
  - Operate safer recruitment practice, ensuring that at least one member on every recruitment panel has completed safer recruitment training.
- 2.3 Our procedures will be regularly reviewed and updated.

## 3. Training

- 3.1 When staff join our school they will be informed of the safeguarding children arrangements in place. They will be given a copy of this policy, the school's code of conduct and the leaflet 'Safer Working Practice for Staff in Education Settings' and told who the DSL is and who acts in their absence.
- 3.2 All staff will receive induction in safeguarding children. The induction programme will include basic child protection information relating to signs and symptoms of abuse, how to manage a disclosure from a child, when and how to record a concern about the welfare of a child and advice on safe working practice.
- 3.3 All volunteers, supply staff and regular visitors to our school will be told where our policy is kept, given the name of the DSL and informed of the school's procedures in reporting concerns.
- 3.4 All staff will receive training in child protection and safe working practice, updated **annually**, in line with WSCB guidance.



# St. Egwin's Middle School Safeguarding Children Policy

3.5 Staff with specific responsibility for safeguarding children will undertake both single and inter-agency training at a level suitable to their role and responsibilities, updated every two years.

## 4. Responsibilities

- 4.1 The Governing Body will nominate a member to be responsible for safeguarding children and liaise with the DSL and or Headteacher in matters relating to safeguarding. It will ensure that:
- safeguarding policies and procedures are in place, available to parents on the school website or by other means and reviewed annually;
  - an annual report on the effectiveness of the school's safeguarding procedures is presented to the governing body and returned to the Local Authority;
  - any weaknesses brought to its attention relating to safeguarding are remedied without delay.
- 4.2 The Headteacher will ensure that the Safeguarding policies and procedures are fully implemented and followed by all staff and that sufficient resources are allocated to enable the DSL and other staff to discharge their responsibilities with regard to child protection.
- 4.3 The DSL will co-ordinate action on safeguarding and promoting the welfare of children within the school setting. The DSL is responsible for:
- Organising child protection induction training for all newly appointed staff and whole staff training, **annually**;
  - Undertaking, in conjunction with the Headteacher and Safeguarding Governor, an annual audit of safeguarding procedures, using the County safeguarding checklist.
  - Referring a child to the Early Help Hub or Children's Social Care as appropriate, when there are concerns about possible abuse and neglect.
  - Keeping written records of concerns about children, including the use of body maps, even where there is no need to refer the matter immediately;
  - Ensuring all child protection records are kept securely, separate from the main pupil file, and in locked locations;
  - Ensuring that all child protection files are transferred in a safe and timely manner when a child moves settings, both between and across phases, within and out of county;
  - Notifying the key worker if there is an unexplained absence of more than two days of a pupil who is subject to a Child Protection plan;
  - Monitoring unauthorised absence, particularly where children go missing on repeated occasions, reporting concerns in line with 'missing children' procedures;
  - Developing effective links with relevant agencies and other professionals and co-operate as required with their enquiries regarding safeguarding matters including co-operation with serious case reviews, attendance at strategy meetings, initial and review child protection conferences, core group and child in need review meetings;
  - Contributing to assessments and providing a report to initial and review conferences which has been shared with parents first.



# St. Egwin's Middle School Safeguarding Children Policy

## 5. Managing a Disclosure

5.1 Teachers and other staff in schools are in a unique position to observe children's behaviour over time and often develop close and trusting relationships with pupils. If a child discloses directly to a member of staff, the following procedures will be followed:

- Listen carefully to what is said;
- Ask only open questions such as:

'Tell me what happened.'

'Please explain what you mean when you say .....'

'Can you describe the person?' or 'Can you describe the place?'

- Do not ask questions which may be considered to suggest what might have happened, or who has perpetrated the abuse, e.g. 'Did your Dad hit you?'
- Do not force the child to repeat what he/she said in front of another person;
- Do not begin an investigation – for example by asking the child to record what happened in writing or taking a photograph of any injuries;
- Report immediately to the DSL and use CPOMS (or a hand written record where appropriate) as soon after the disclosure as possible and in any case within 24 hours, using the child's words as far as possible. Use body maps to record any observed injuries.

5.2 Where a child discloses safeguarding allegations against another pupil in the same setting, the DSL should refer to the local procedures on the WSCB website (section 4.3) and seek advice from the Access Centre before commencing its own investigation or contacting parents.

## 6. Information Sharing & Confidentiality

6.1 We recognise that all matters relating to child protection are confidential.

6.2 The Headteacher or DSL will disclose any information about a pupil to other members of staff on a need to know basis only.

6.3 All staff must be aware that they have a professional responsibility to share information with other agencies in order to safeguard children.

6.4 All staff must be aware that they cannot promise a child to keep secrets which might compromise the child's safety or well-being.

## 7. Communication with Parents

7.1 We recognise that good communication with parents is crucial in order to safeguard and promote the welfare of children effectively.

7.2 We will always undertake appropriate discussion with parents prior to involvement of another agency **unless to do so would place the child or an adult at further risk of harm or would impede a criminal investigation.**

7.3 We will ensure that parents have an understanding of the responsibilities placed on the school and staff to safeguard children and their duty to co-operate with other agencies in this respect.



# St. Egwin's Middle School Safeguarding Children Policy

## 8. Record Keeping

- 8.1 Any member of staff receiving a disclosure of abuse from a child or young person, or noticing signs or symptoms of possible abuse, will make notes as soon as possible (**within the hour, if possible**) writing down exactly what was said, using the child's own words as far as possible. All notes should be timed, dated and signed, with name printed alongside the signature. Concerns will be recorded using the CPOMS recording system (or F1 if appropriate).
- 8.2 All records of a child protection nature will be passed to the DSL including case conference or core group minutes and written records of any concerns. Child protection records are kept securely and transferred in a safe and timely manner when a child moves school.
- 8.3 The DSL will maintain and regularly audit the school's child protection records and ensure that each stand-alone file includes a chronology of significant events.

## 9. Supporting Children

- 9.1 We recognise that children who are abused or witness violence may find it difficult to develop a sense of self-worth. They may feel helplessness, humiliation and some sense of blame.
- 9.2 We acknowledge that school may be the only stable, secure and predictable element in the lives of children who have been abused or who are at risk of harm.
- 9.3 We are aware that research shows that at school their behaviour may be challenging and defiant or they may be withdrawn.
- 9.4 The school will endeavour to support all children by:
  - Encouraging self-esteem and self-assertiveness through the curriculum, as well as promoting respectful relationships, challenging bullying and humiliating behaviour;
  - Promoting a positive, supportive and secure environment giving pupils a sense of being valued;
  - A consistently applied school behaviour policy (see behaviour policy ) which is aimed at supporting vulnerable pupils. The school will ensure that the pupil knows that some behaviour is unacceptable but that they are valued and not to be blamed for any abuse which has occurred;
  - Providing vulnerable pupils with school-based counselling services where appropriate;
  - Liaising with other agencies that support the pupil such as Children's Social Care Services, Child and Adult Mental Health Service (CAMHS), Educational Psychology Service and those agencies involved in the safeguarding of children;
  - The use of Early Help Services, through the Early Help Hub, when appropriate;
  - Notifying Children's Social Care Services immediately there is a significant concern;
  - Providing continuing support to a child about whom there have been concerns who leaves the school by ensuring that appropriate information is forwarded under confidential cover to the child's new setting.



# St. Egwin's Middle School Safeguarding Children Policy

## 10. Supporting and Supervision of Staff

- 10.1 We recognise that staff working in the school who have become involved with a child who has suffered harm, or appears to be likely to suffer harm, may find the situation stressful and upsetting.
- 10.2 We will support such staff by providing an opportunity to talk through their anxieties with the DSL and to seek further support such as counselling or regular supervision, as appropriate.
- 10.3 We will enable supervision for the DSL through network meetings, direct consultation with the Senior Adviser or advanced social work practitioners in order to promote best practice and challenge unsatisfactory or poor practice.
- 10.4 We will further enable effective supervision for the DSL by ensuring there are adequate DSL-level trained staff to allow the Headteacher to take a more strategic (and supervisory) role in safeguarding matters.
- 10.5 In order to reduce the risk of allegations being made against staff, and ensure that staff are competent, confident and safe to work with children, they will be made aware of safer working practice guidance and will be given opportunities in training to develop their understanding of what constitutes safe and unsafe behaviour.

## 11. Safer Recruitment and Selection of Staff

- 11.1 The school has a written recruitment and selection policy statement and procedures linking explicitly to this policy. The statement is included in all job advertisements, publicity material, recruitment websites, and candidate information packs.
- 11.2 The recruitment process is robust in seeking to establish the commitment of candidates to support the school's measures to safeguard children and to identify, deter or reject people who might pose a risk of harm to children or are otherwise unsuited to work with them.
- 11.3 All staff working within our school who have substantial access to children have been checked as to their suitability, including verification of their identity, qualifications and a satisfactory barred list check, enhanced DBS check and a right to work in the UK.
- 11.4 Our governors are subject to an enhanced DBS check without barred list check, in line with Worcestershire recommendation.
- 11.5 The school maintains a single central record of recruitment checks for audit purposes.
- 11.6 Any member of staff working in regulated activity prior to receipt of a satisfactory DBS check will not be left unsupervised and will be subject to a risk assessment.
- 11.7 Volunteers who are not working in regulated activity, will be supervised at all times.



# St. Egwin's Middle School Safeguarding Children Policy

## 12. Allegations Against Staff

- 12.1 We acknowledge that a pupil may make an allegation against a member of staff.
- 12.2 If such an allegation is made, which meets the criteria as identified in Part 4 of Keeping Children Safe in Education, the member of staff receiving the allegation will immediately inform the DSL and the Headteacher, unless the allegation concerns the Headteacher, in which case the Chair of Governors will be informed immediately.
- 12.3 The Headteacher (or Chair of Governors) on all such occasions will discuss the content of the allegation with the LA's Senior Adviser for Safeguarding Children in Education or the Local Authority Designated Officer (LADO), prior to undertaking any investigation.
- 12.4 The school will follow the DfE and LA procedures for managing allegations against staff, a copy of which is readily available in the school.
- 12.5 The case manager will be guided by the Senior Adviser and/or LADO in all matters relating to the case, including suspension, sharing of information and any follow up investigation.

## 13 Whistleblowing

- 13.1 We recognise that children cannot be expected to raise concerns in an environment where staff fail to do so.
- 13.2 All staff should be aware of their duty to raise concerns, where they exist, about the attitude or actions of colleagues using the school's confidential reporting (whistleblowing) policy.
- 13.3 Whistleblowing concerns about the Headteacher should be raised with the Chair of Governors.

## 14 Complaints or Concerns expressed by Pupils, Parents, Staff or Volunteers

- 14.1 We recognise that listening to children is an important and essential part of safeguarding them against abuse and neglect. To this end, any expression of dissatisfaction or disquiet in relation to an individual child will be listened to and acted upon in order to safeguard his/her welfare.
- 14.2 We will also seek to ensure that the child or adult who makes a complaint is informed not only about the action the school will take but also the length of time that will be required to resolve the complaint. The school will also endeavour to keep the child or adult regularly informed as to the progress of his/her complaint. The school's complaints procedures are readily available from the school office and can be viewed on the school website.

## 15 Positive Physical Intervention

- 15.1 Our policy on positive handling is set out in our behaviour policy and acknowledges that staff must only ever use physical intervention as a last resort, and that at all times it must be the minimal force necessary to prevent injury or damage to property.
- 15.2 We understand that physical intervention of a nature that causes injury or distress to a child may be considered under management of allegations or disciplinary procedures.
- 15.3 Staff who are likely to need to use physical intervention will be appropriately trained in the Team Teach technique, or equivalent.
- 15.4 All incidences of physical intervention will be recorded in accordance with the Team Teach recommended procedures.
- 15.5 We recognise that touch is appropriate in the context of working with children and all staff have been given 'safe working practice' guidance to ensure they are clear about their professional boundaries.



# St. Egwin's Middle School Safeguarding Children Policy

## 16 Abuse of Position of Trust

16.1 We recognise that as adults working in the school, we are in a relationship of trust with the pupils in our care and acknowledge that it could be considered a criminal offence to abuse that trust.

16.2 We acknowledge that the principle of equality embedded in the legislation of the Sexual Offenders Act 2003 applies irrespective of sexual orientation: neither homosexual nor heterosexual relationships are acceptable within a position of trust.

16.3 We recognise that the legislation is intended to protect young people in education who are over the age of consent but under 18 years of age.

## 17. Peer on peer abuse

17.1. We recognise that children are also vulnerable to physical, sexual and emotional abuse by their peers or siblings. This is most likely to include, but not limited to: bullying (including cyber bullying), gender based violence/sexual assaults and sexting. Abuse perpetrated by children can be just as harmful as that perpetrated by an adult, so it is important to remember the impact on the victim of the abuse as well as to focus on the support for the child or young person exhibiting the harmful behaviour. Such abuse will not be tolerated or passed off as 'part of growing up'.

17.2 There is a separate anti-bullying policy and child protection procedures are relevant when the bullying is particularly serious.

17.3 Where a child discloses safeguarding allegations against another pupil in the same setting, the DSL should refer to the local procedures on the WSCB website (section 2.12) and seek advice from the Family Front Door.

## 18 Children with additional vulnerabilities

18.1 There are many children who have additional needs or whose living arrangements may mean that they are more vulnerable to harm, for example children with special educational needs, disabled children, children in public care or privately fostered children. It is essential that the school knows who shares parental responsibility for children and has effective relationships with partner agencies in relation to these children (for example, Virtual School for Children in Care)

18.2 The school will ensure that staff have sufficient knowledge and guidance so that they are aware of the additional challenges faced by these children and the impact of their additional vulnerabilities. These can include: assumptions that indicators of possible abuse such as behaviour, mood and injury relate to a child's disability without further exploration; no single point of contact for the school as a child has a number of care-givers and involved professionals; assumptions that state approved care-givers are providing safe care for the child; communication needs of a child which can lead to over reliance on parental accounts and interpretations.

## 19 Radicalisation and Extremism

19.1 The Prevent Duty for England and Wales (2015) under section 26 of the Counter-Terrorism and Security Act 2015 places a duty on education and other children's services to have due regard to the need to prevent people from being drawn into terrorism.

19.2 Extremism is defined as 'vocal or active opposition to fundamental British values of democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs. We also include in our definition of extremism calls for the death of members of our armed forces, whether in this country or overseas. We ensure that partisan political views are not promoted in the teaching of any subject in the school and where political



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issues are brought to the attention of the pupils, reasonably practicable steps have been taken to offer a balanced presentation of opposing views to pupils.

19.3 We value freedom of speech and the expression of beliefs/ideology as fundamental rights underpinning our society's values. Both pupils and teachers have the right to speak freely and voice their opinions. However, freedom comes with responsibility and free speech that is designed to manipulate the vulnerable or that leads to violence and harm of others goes against the moral principles in which freedom of speech is valued. Free speech is not an unqualified privilege; it is subject to laws and policies governing equality, human rights, community safety and community cohesion.

19.4 St Egwin's Middle School is clear that exploitation of vulnerable children and radicalisation should be viewed as a safeguarding concern and follows the Department for Education guidance for schools on preventing children and young people from being drawn into terrorism.

19.5 We seek to protect children and young people against the messages of all violent extremism including, but not restricted to, those linked to Islamist ideology, or to Far Right / Neo Nazi / White Supremacist ideology, Irish Nationalist and Loyalist paramilitary groups, and extremist Animal Rights movements.

19.6 When any member of staff has concerns that a pupil may be at risk of radicalisation or involvement in terrorism, they should speak with the DSL. They should then follow normal safeguarding procedures. If the matter is urgent then West Mercia police should be contacted on 999. In non-urgent cases where police advice is sought then dial 101. The Department for Education has also set up a dedicated helpline for staff and governors to raise concerns around Prevent (020 7340 7264).

## 20 Racist Incidents

Our policy on racist incidents is set out in the separate equalities policy and acknowledges that repeated racist incidents or a single serious incident may lead to consideration under child protection procedures. We maintain a log of racist incidents in school.

## 21 Honour-based Violence

21.1 Honour based violence (HBV) can be described as a collection of practices, which are used to control behaviour within families or other social groups to protect perceived cultural and religious beliefs and/or honour. Such violence can occur when perpetrators perceive that a relative has shamed the family and/or community by breaking their honour code. It is a violation of human rights and may constitute domestic and/or sexual abuse.

Honour based violence might be committed against people who:

- Become involved with a boyfriend or girlfriend from a different culture or religion;
- Want to get out of an arranged marriage;
- Want to get out of a forced marriage;
- Wear clothes or take part in activities that might not be considered traditional within a particular culture



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## 22 Female Genital Mutilation (FGM)

22.1 Female Genital Mutilation (FGM) is illegal in England and Wales under the FGM Act (2003). It is a form of child abuse and violence against women. A mandatory reporting duty requires teachers to report 'known' cases of FGM in under 18s, which are identified in the course of their professional work, to the police.

22.2 The duty applies to all persons in St Egwin's Middle School who is employed or engaged to carry out work in the school, whether or not they have qualified teacher status. The duty applies to the individual who becomes aware of the case to make a report. It **should not** be transferred to the DSL, however the DSL should be informed and it should be recorded on CPOMS

22.3 If a member of staff is informed by a girl under 18 that an act of FGM has been carried out on her or observes physical signs which appear to show that an act of FGM has been carried out and they have no reason to believe the act was necessary for the girl's physical or mental health or for purposes connected to labour or birth, they should **personally** make a report to the police by calling 101. The report should be made by the close of the next working day. Where there is a risk to life or likelihood of serious immediate harm the staff member should report the case immediately to police, including dialling 999 if appropriate.

There are no circumstances where any member of staff should examine the girl.

## 23 Forced Marriage

23.1 A forced marriage is a marriage in which one or both people do not (or cannot) consent to the marriage but are coerced into it. Coercion may include physical, psychological, financial, sexual and emotional pressure. It may also involve physical or sexual violence and abuse.

23.2 Forced marriage is recognised in the UK as a form of violence against men and women, domestic/child abuse and a serious abuse of human rights. Since June 2014 forced marriage has become a criminal offence in England and Wales under the Anti-social behaviour, Crime and Policing Act 2014.

23.3 School staff should never attempt to intervene directly as a school or through a third party. Contact should be made with Family Front Door.

## 24. Anti-Bullying

24.1 Our policy on anti-bullying is set out in a separate policy and acknowledges that to allow or condone bullying may lead to consideration under child protection procedures. All incidences of bullying, including cyber-bullying, racist, homophobic and gender related bullying, will be dealt with in accordance with our anti-bullying policy. We recognise that children with special needs and/or disabilities are more susceptible to being bullied. We maintain a log of bullying incidents in school through CPOMS and analyse the data.

## 25. Online Safety and Sexting

25.1 There is a separate policy in relation to online safety and the school has a robust approach to promoting safety through the curriculum. (*E Safety policy*). In the Safeguarding area of the website there are some useful links for parents. The practice of children sharing images and videos via text message, email, social media or mobile messaging apps has become commonplace. However, this online technology has also given children the opportunity to produce and distribute sexual imagery in the form of photos and videos. (sexting) Such imagery involving anyone under the age of 18 is illegal.

25.2 Youth produced sexual imagery refers to both images and videos where

- A person under the age of 18 creates and shares sexual imagery of themselves with a peer under the age of 18.
- A person under the age of 18 shares sexual imagery created by another person under the age of 18 with a peer under the age of 18 or an adult.
- A person under the age of 18 is in possession of sexual imagery created by another person under the age of 18.



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All incidents of this nature should be treated as a safeguarding concern and in line with the UKCCIS guidance 'Sexting in schools and colleges: responding to incidents and safeguarding young people'[1]. Cases where sexual imagery of people under 18 has been shared by adults and where sexual imagery of a person of any age has been shared by an adult to a child is child sexual abuse and should be responded to accordingly.

If a member of staff becomes aware of an incident involving youth produced sexual imagery they should follow the child protection procedures and refer to the DSL as soon as possible. The member of staff should confiscate the device involved and set it to flight mode or, if this is not possible, turn it off. Staff should not view, copy or print the youth produced sexual imagery.

The DSL should hold an initial review meeting with appropriate school staff and subsequent interviews with the children involved (if appropriate). Parents should be informed at an early stage and involved in the process unless there is reason to believe that involving parents would put the child at risk of harm. Immediate referral at the initial review stage should be made to Family Front Door/Police if

- the incident involves an adult;
- There is good reason to believe that a young person has been coerced, blackmailed or groomed or if there are concerns about their capacity to consent (for example, owing to special education needs);
- What you know about the imagery suggests the content depicts sexual acts which are unusual for the child's development stage or are violent;
- The imagery involves sexual acts;
- The imagery involves anyone aged 12 or under;
- There is reason to believe a child is at immediate risk of harm owing to the sharing of the imagery, for example the child is presenting as suicidal or self-harming.

If these factors are not present, then the DSL will use their professional judgement to assess the risk to pupils involved and may decide, with input from the Headteacher, to respond to the incident without escalation to Family Front Door or the police.

In applying judgement as to management within school or referral in line with child protection procedures, the following factors may be relevant.

- there is a significant age difference between the sender/receiver;
- there is any coercion or encouragement beyond the sender/receiver;
- the imagery was shared and received with the knowledge of the child in the imagery;
- the child is more vulnerable than usual i.e. at risk
- there is a significant impact on the children involved;
- the image is of a severe or extreme nature;
- capacity of child and understanding of consent;
- the situation is isolated or if the image been more widely distributed;
- there other circumstances relating to either the sender or recipient that may add cause for concern i.e. difficult home circumstances;
- there are previous similar incidents.

[1][https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/545997/Sexting\\_in\\_schools\\_and\\_colleges\\_UKCCIS\\_4\\_.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/545997/Sexting_in_schools_and_colleges_UKCCIS_4_.pdf)



# St. Egwin's Middle School Safeguarding Children Policy

## 26 E-safety

- 26.1 All members of staff are trained in and receive regular updates in e-safety and recognising and reporting concerns.
- 26.2 Our Acceptable Use policy recognises that internet safety is a whole school responsibility (staff, pupils, parents).
- 26.3 Children and young people may expose themselves to danger, whether knowingly or unknowingly, when using the internet and other technologies. Additionally, some young people may find themselves involved in activities which are inappropriate or possibly illegal.
- 26.4 We therefore recognise our responsibility to educate our pupils, teaching them the appropriate behaviours and critical thinking skills to enable them to remain both safe and legal when using the internet and related technologies.

## 26. Children Missing Education

27.1 Attendance, absence and exclusions are closely monitored by key staff and our EWO. A child going missing from education is a potential indicator of abuse and neglect, including sexual abuse and sexual exploitation or could be linked to trafficking.

27.2 The DSL will monitor unauthorised absences and take appropriate action including notifying the local authority particularly where children go missing on repeat occasions and/or are missing for periods during the school day in conjunction with 'Children Missing Education: Statutory Guidance for Local Authorities<sup>[1]</sup>.

27.3 Staff must be alert to signs of children at risk of travelling to conflict zones, female genital mutilation and forced marriage and the particular vulnerabilities of looked after children who go missing.

## 28 Photography and Use of Images

- 28.1 The welfare and protection of our children is paramount and consideration should always be given to whether the use of photography will place our children at risk. Images may be used to harm children, for example as a preliminary to 'grooming' or by displaying them inappropriately on the internet, particularly social networking sites.
- 28.2 For this reason consent is always sought when photographing children and additional consideration given to photographing vulnerable children, particularly Looked After Children or those known to be fleeing domestic violence. Consent must be sought from those with parental responsibility (this may include the Local Authority in the case of Looked After Children).

## 29 Health & Safety

- 29.1 Our Health & Safety policy, set out in a separate document, reflects the consideration we give to the safeguarding of our children both within the school environment and when away from the school, for example when undertaking school trips and visits.

[1] <https://www.gov.uk/government/publications/children-missing-education>



# St. Egwin's Middle School Safeguarding Children Policy

## 30 Safe Environment

- 30.1 The school undertakes appropriate risk assessments and checks in respect of all equipment and of the building and grounds in line with local and national guidance and regulations concerning health and safety.
- 30.2 The school has adequate security arrangements in place in respect of the use of its grounds and buildings by visitors both in and out of school hours.

## 31 Managing Professional Disagreements

On occasions there will be disagreements between professionals as to how concerns are handled and these can impact on effective working relationships. The school will support staff to promote positive partnerships within school and with other agencies and will ensure that staff are aware of how to escalate concerns and disagreements if appropriate and use the WSCB escalation procedures<sup>7</sup> if necessary.

## 32. Monitoring and Evaluation

32.1 .Our Safeguarding Children policy and procedures will be monitored and evaluated by:

- Completion of the annual safeguarding audit ( 175 );
- Completion and return to the LA of the annual safeguarding report to the Governing Body;
- Pupil surveys and questionnaires;
- Discussions with children and staff;
- Scrutiny of data and risk assessments;
- Scrutiny of the school's single central record of recruitment checks;
- Scrutiny of Governing Body minutes;
- Monitoring of logs of bullying/racist/behaviour incidents and PPI records;
- Supervision of staff involved in child protection;
- Case file audits undertaken by the DSL.

<sup>7</sup><http://westmidlands.procedures.org.uk/local-content/4gjN/escalation-policy-resolution-of-professional-disagreements>



# St. Egwin's Middle School Safeguarding Children Policy

## 33 Other Relevant Policies

The Governing Body's statutory responsibility for safeguarding the welfare of children goes beyond compliance with child protection procedures. The safeguarding duty is relevant for the discharge of all functions and activities. This policy needs to be considered in conjunction with the following policies:

- Behaviour Policy  
[http://www.st-egwins.worcs.sch.uk/application/files/1614/9150/7091/Behaviour\\_Policy.pdf](http://www.st-egwins.worcs.sch.uk/application/files/1614/9150/7091/Behaviour_Policy.pdf)
- Staff Code of Conduct
- Equalities Policy  
  
Anti-Bullying (including Cyberbullying)  
  
Physical Interventions/Restraint (DfE Guidance "Use of Reasonable Force" and "Screening, searching and confiscation")
- Special Educational Needs  
[http://www.st-egwins.worcs.sch.uk/application/files/4214/9156/5034/SEND\\_Policy.pdf](http://www.st-egwins.worcs.sch.uk/application/files/4214/9156/5034/SEND_Policy.pdf)  
  
Trips and visits  
[http://www.st-egwins.worcs.sch.uk/application/files/2314/8580/5005/WCC\\_Policy\\_for\\_Management\\_of\\_Visits\\_and\\_LOtC.pdf](http://www.st-egwins.worcs.sch.uk/application/files/2314/8580/5005/WCC_Policy_for_Management_of_Visits_and_LOtC.pdf)
- First aid and the administration of medicines
- Health and Safety  
[http://www.st-egwins.worcs.sch.uk/application/files/5414/9150/7092/Health\\_Safety\\_Policy.pdf](http://www.st-egwins.worcs.sch.uk/application/files/5414/9150/7092/Health_Safety_Policy.pdf)
  - Healthy Relationships  
[http://www.st-egwins.worcs.sch.uk/application/files/7114/9150/7100/SRE\\_Policy.pdf](http://www.st-egwins.worcs.sch.uk/application/files/7114/9150/7100/SRE_Policy.pdf)  
  
Learning and Teaching  
[http://www.st-egwins.worcs.sch.uk/application/files/4814/9150/7093/Learning\\_and\\_Teaching\\_Policy.pdf](http://www.st-egwins.worcs.sch.uk/application/files/4814/9150/7093/Learning_and_Teaching_Policy.pdf)  
  
Site Security
- Online safety  
[http://www.st-egwins.worcs.sch.uk/application/files/1914/8580/4998/E-Safety\\_policy.pdf](http://www.st-egwins.worcs.sch.uk/application/files/1914/8580/4998/E-Safety_policy.pdf)
- Extended school activities  
[http://www.st-egwins.worcs.sch.uk/application/files/1514/8580/4999/Extra-Curricular\\_Policy.pdf](http://www.st-egwins.worcs.sch.uk/application/files/1514/8580/4999/Extra-Curricular_Policy.pdf)
- LAC
- Supporting pupils/students with medical conditions

