



# **Trust Safeguarding & Child Protection Policy**

**Reviewed March 2020**



**(adapted from Birmingham LA Safeguarding and Child Protection Policy for  
Schools & Educational Settings  
& Providers of Education Services for Children & Young People)**

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# PART ONE: SAFEGUARDING POLICY

## 1.0 INTRODUCTION

Safeguarding and promoting the welfare of children is defined as –

- Protecting children from maltreatment;
- Preventing impairment of children's health or development;
- Ensuring that children are growing up in circumstances consistent with the provision of safe and effective care; and
- Taking action to enable all children to have the best outcomes.
- Children include everyone under the age of 18

*This means that our Trust and its schools are committed to safeguarding and promoting the welfare of all its pupils. We believe that:*

- *Our children have the right to be protected from harm, abuse and neglect*
- *That every child has the right to an education and children need to be safe and to feel safe in school*
- *Children need support that matches their individual needs, including those who may have experienced abuse*
- *Our children have the right to express their views, feelings and wishes and voice their own values and beliefs*
- *Our children should be encouraged to respect each other's values and support each other*
- *Our children have the right to be supported to meet their emotional and social needs as well as their educational needs*
- *Our Trust and its schools will contribute to the prevention of abuse, victimisation, bullying (including homophobic, bi-phobic, trans-phobic and cyber-bullying), exploitation, extreme behaviours, discriminatory views and risk taking behaviours*

*All trustees, staff and visitors have an important role to play in safeguarding children protecting them from abuse.*

Trust schools will fulfil their Trust, local and national responsibilities as laid out in the following documents:

- *The most recent version of [Working Together to Safeguard Children](#) (DfE)*
- *The most recent version of [Keeping Children Safe in Education](#): Statutory guidance for schools and colleges (DfE Sept 2018)*
- *[West Midlands Safeguarding Children Procedures](#)*
- *[The Education Act 2002](#) s175*
- *[Sexting in Schools & Colleges – responding to](#)*

*In our school the following people will take the lead in these areas:*

Our Data Protection officer is:  
*Alvin Walters*

Our Rights Respecting link is:  
*Lorraine Stonehall*

Our Schools Pledge Coordinator is:  
*Sarah Jane Wright*

Our lead for Mental Health is:  
*Dawn Niblett*

[incidents and safeguarding young people\(UKCCIS\) 2016](#)

- *General Data Protection Legislation (2018)*  
[https://ec.europa.eu/commission/priorities/justice-and-fundamental-rights/data-protection/2018-reform-eu-data-protection-rules\\_en](https://ec.europa.eu/commission/priorities/justice-and-fundamental-rights/data-protection/2018-reform-eu-data-protection-rules_en)
- *Mental Health & Behaviour in Schools.*  
<https://www.gov.uk/government/publications/mental-health-and-behaviour-in-schools--2>
- *Birmingham Criminal Exploitation & Gang Affiliation Practice Guidance (2018)*  
<https://www.birmingham.gov.uk/downloads/file/11545/birmingham-criminal-exploitation-and-gang-affiliation-practice-guidance-2018>

## 2.0 OVERALL AIMS

This Trust policy will contribute to the protection and safeguarding of our pupils and promote their welfare by:

- Clarifying standards of behaviour for trustees, staff and pupils
- Contributing to the establishment of a safe, resilient and robust ethos in Trust schools, built on mutual respect and shared values
- Introducing appropriate work within the curriculum
- Encouraging pupils and parents to participate;
- Alerting staff to the signs and indicators that all may not be well
- Developing staff awareness of the causes of abuse
- Developing staff awareness of the risks and vulnerabilities their pupils face
- Addressing concerns at the earliest possible stage; and
- Reducing the potential risks pupils face of being exposed to violence, extremism, exploitation, discrimination or victimisation.

*This means that in our Trust and its schools we:*

- *Identify and protect our vulnerable pupils*
- *Identify individual needs as early as possible; and*
- *Design plans to address those needs*
- *Work in partnership with pupils/parents/carers and other agencies.*

*Our policy extends to any establishment our Trust and its schools commission to deliver education to our pupils on our behalf including alternative provision settings.*

*Our Trustees will ensure that any commissioned agency will reflect the values, philosophy and standards of our school. Confirmation should be sought from the Trust and schools that appropriate risk assessments are completed and ongoing monitoring is undertaken.*

### 3.0 GUIDING PRINCIPLES

The Trust has adopted the 7 guiding principles of safeguarding, as stated by Birmingham Safeguarding Children Board (found in Right Help Right time). These principles are how we embed a **culture of safeguarding** across all Trust schools:

- Have conversations and listen to children and their families as **early** as possible.
- Understand the child's lived experience.
- Work **collaboratively** to improve children's life experience.
- Be **open**, honest and transparent with families in our approach.
- **Empower** families by working with them.
- Work in a way that builds on the families' **strengths**.
- Build **resilience** in families to overcome difficulties.

*This means that in our Trust all staff will be aware of the guidance issued by Birmingham and Dudley Safeguarding Children Boards in [Right Help Right Time](#), (Birmingham) and procedures for [Early Help](#).*

### 4.0 EXPECTATIONS

All staff and visitors will:

- Be familiar with this Safeguarding & Child Protection Policy
- Understand their role in relation to safeguarding
- Be alert to signs and indicators of possible abuse (See Appendix 1 for current definitions and indicators)
- Record concerns and give the record to the school's DSL, or deputy DSL, and
- Deal with a disclosure of abuse from a child in line with the guidance in Appendix 2 - informing the DSL immediately, and providing a written account as soon as possible.
- Be involved, where appropriate, in the implementation of individual School-focused interventions, Early Help assessments and Our Family Plans, Child In Need Plans and inter-agency Child Protection Plans

*This means that in our Trust and its schools:*

*All staff receive annual safeguarding training and update briefings as appropriate. Key staff undertake more specialist safeguarding training as agreed by the Trust Board.*

*Trustees and Executive Governance Group members are subject to an enhanced DBS check and 'section 128' check.*

*The Trust follows Safer Recruitment processes and checks for all staff.*

## **5.0 THE DESIGNATED SAFEGUARDING LEAD (DSL) IN TRUST SCHOOLS**

- The DSL will be a member of the Senior Leadership Team. Whilst the activities of the DSL can be delegated to appropriately trained deputies, the ultimate lead responsibility for safeguarding and child protection remains with the DSL. This responsibility should not be delegated.
- The Trust Board and Executive Governance Groups ensure that the DSL role is explicit in the role-holder's job description and appropriate time is made available to the DSL and deputy DSL(s) to allow them to undertake their duties.

*The DSL team in our school is:*

*Lead: SarahJane Wright*

*Deputy: Jayne Allen*

*Any steps taken to support a child/ young person who has a safeguarding vulnerability must be reported to the lead DSL.*

*Staff will be informed of relevant details only when the DSL feels their having knowledge of a situation will improve their ability to support an individual child and/or family. A written record will be made of what information has been shared, with whom, and when.*

## **5.1 IN TRUST SCHOOLS**

- Safeguarding and Child Protection information will be dealt with in a confidential manner.
- Safeguarding records will be stored securely in a central place separate from academic records. Individual files will be kept for each pupil. The school will not keep family files. Files will be kept for at least the period during which the pupils attending the school, and beyond that in line with current data legislation and guidance.
- If a pupil moves from a Trust school, Child Protection and Safeguarding records will be forwarded on to the DSL at the new school, with due regard to their confidential nature and in line with current government guidance on the transfer of such records. Direct contact between the two schools may be necessary, especially on transfer from Primary to Secondary schools.

*Because Trust schools use CPOMS, records are stored electronically, we do not hold paper files.*

***Trust schools will not disclose to a parent any information held on a child/young person if this would put the child at risk of significant harm***

*Trust schools will record where and to whom the records have been passed and the date. This will allow the new setting to continue supporting victims of abuse and have that support in place for when the child arrives.*

## **6.0 THE DESIGNATED TEACHER FOR LOOKED AFTER AND PREVIOUSLY LOOKED AFTER CHILDREN**

- The Trust Board will appoint a designated teacher in each Trust school (an appropriately trained teacher will take the lead). They will work with local authorities to promote the educational achievement of registered pupils who are looked after. On commencement of sections 4-6 of the Children and Social Work Act 2017, our designated teachers will have responsibility for promoting the educational achievement of children/ young people who have left care through adoption, special guardianship or child arrangement orders or who were adopted from state care outside England and Wales.

*In our school the Designated Teacher is: SarahJane Wright*

*Our Designated Teacher will:*

- *Work with the Virtual School to provide the most appropriate support utilising the pupil premium plus to ensure they meet the needs identified in the child's personal education plan.*

## 7.0 THE TRUST BOARD

The Trust Board will ensure that there are appropriate policies and procedures in place in order for appropriate action to be taken in a timely manner to safeguard and promote children's welfare in all Trust schools;

- All Trust schools operate "Safer Recruitment" procedures and ensure that appropriate checks are carried out on all new staff and relevant volunteers
- Trustees, headteachers and all other staff who work with children undertake safeguarding training on an annual basis with additional updates as necessary within a 2-year framework and a training record maintained
- Temporary staff and volunteers are made aware of each school's arrangements for safeguarding & child protection and their responsibilities
- The Trust Board and its schools remedy any deficiencies or weaknesses brought to their attention without delay; and
- The Trust has a written policy and procedures for dealing with allegations of abuse against members of staff, visitors, volunteers or trustees that complies with all Birmingham and Dudley Safeguarding Children Board procedures.
- The Nominated Trustee and Executive Governance Group Member are responsible for liaising with the Headteachers and DSLs over all matters regarding safeguarding and child protection issues. These roles are strategic rather than operational – they will not be involved in concerns about individual pupils.

*In our Trust and its schools this means that:*

*All trustees and executive governance group members have read and understand part 2 of "KCSIE-18"*

*The Trust Board's nominated trustee for Safeguarding and Child protection is David Sheldon*

*Our school's nominated executive governance group member for Safeguarding and Child Protection is: Jill Appleton*

*Both will receive safeguarding training relevant to their governance role and this will be updated every 2 years.*

*The Trust Board will review all policies/procedures that relate to safeguarding and child protection annually.*

*A trustee from the Trust Board (usually the Chair) is nominated to be responsible for liaising with Birmingham and Dudley Children's Trusts in the event of allegations of abuse being made against a Trust school headteacher*

*The nominated trustee and executive governance group member will liaise with each Trust school headteacher and DSL to produce a report at least annually for trustees and ensure the annual Section 175 safeguarding self-assessment is completed and submitted on time.*

## 8.0 SAFER RECRUITMENT & SELECTION

The Trust and its schools pay full regard to 'Safer Recruitment' practice including scrutinising applicants, verifying identity and academic or vocational qualifications, obtaining professional and character references, checking previous employment history and ensuring that a candidate has the health and physical capacity for the job.

This also includes undertaking interviews and appropriate checks including disclosure & barring check, barred list checks and prohibition checks. Evidence of these checks is recorded on the Trust's Single Central Record.

All recruitment materials include reference to the Trust's

*This means that in our Trust:*

*The following trustees have undertaken Safer Recruitment training:*

*Kevin McCabe  
David Sheldon*

*In our school the following staff have undertaken Safer Recruitment Training:*

*Sarah Jane Wright  
Julia Speakman*

*The following members of the Executive Governance Group have undertaken Safer Recruitment Training:*

*Jill Appleton  
Neil Morgan*

commitment to safeguarding and promoting the wellbeing of pupils.

*One of these will be involved in all staff recruitment processes and sit on the recruitment panel.*

### **8.1 Induction**

All Trust staff are aware of systems within their school which support safeguarding and these are explained to them as part of staff induction.

*In our Trust staff induction processes cover:*

- *The Safeguarding & Child Protection policy;*
- *The Behaviour Policy;*
- *The Staff Code of Conduct;*
- *The safeguarding response to children who go missing from education; and*
- *The role of the DSL (including the identity of the DSL and any deputies in every Trust school).*

*Copies of policies and a copy of Part one of the KSCIE-18 document is provided to all Trust staff at induction.*

### **8.2 Staff Support**

Regular supervision will be offered to the Lead DSL within every Trust school, usually half-termly and may be extended to other members of staff as deemed appropriate by the school.

*The Trust recognises the stressful and traumatic nature of safeguarding and child protection work. We will support staff by providing an opportunity to talk through their anxieties with the school DSL and to seek further support as appropriate.*

## **9.0 THE USE OF REASONABLE FORCE**

There are circumstances when it is appropriate for staff in Trust schools to use reasonable force to safeguard children. The term 'reasonable force' covers the broad range of actions used by staff that involves a degree of physical contact to control or restrain children. This can range from guiding a child to safety by the arm, to more extreme circumstances such as breaking up a fight or where a child needs to be restrained to prevent violence or injury.

*Reasonable* in these circumstances means *using no more force than is needed*. The use of force may involve either passive physical contact, such as standing between pupils or blocking a pupil's path, or active physical contact such as leading a pupil by the arm out of the classroom. Departmental advice for schools is available here:

<https://www.gov.uk/government/publications/use-of-reasonable-force-in-schools>

*This means in our Trust and its schools:*

*By planning positive and proactive behaviour support, we will reduce the occurrence of challenging behaviour and the need to use reasonable force.*

*We will write individual behaviour plans for our more vulnerable children and agree them with parents and carers.*

*We will not have a 'no contact' policy as this could leave our staff unable to fully support and protect pupils.*

*When using reasonable force in response to risks presented by incidents involving children including any with SEN or disabilities, or with medical conditions, our staff will consider the risks carefully.*



## **10.0 THE TRUST AND ITS SCHOOLS ROLE IN THE PREVENTION OF ABUSE**

The Trust's Safeguarding & Child Protection Policy cannot be separated from the general culture and ethos of the Trust and its schools. Our *values* and *culture of safeguarding* ensure that pupils are treated with respect and dignity, feel safe, have a voice are listened to and taught to treat each other with respect.

Safeguarding issues are addressed through all areas of the curriculum.

*This means that in our Trust and its schools:*

*We will provide opportunities for pupils to develop skills, concepts, attitudes and knowledge that promote their safety and well-being.*

*All our policies which address issues of power and potential harm, for example Anti-Bullying, Discrimination, Equal Opportunities, Handling, Positive Behaviour, will be inter-linked to ensure a whole Trust approach.*

## **11.0 WHAT WE WILL DO WHEN WE ARE CONCERNED - EARLY HELP RESPONSE**

Where unmet needs have been identified for a child utilising, for example, the Right Help Right Time (RHRT) model but there is no evidence of a significant risk, the school DSL will make simple and reasonable adjustments within school. This may be all that is needed to address the unmet needs.

Trust schools will utilise the Signs of Safety and Wellbeing practice framework and the 3 columns of the Early Help Conversation Log.

School-focused plans (2<sup>nd</sup> page of the EH Conversation Log) will then be regularly reviewed and updated to record progress towards the goals until the unmet safeguarding needs have been addressed.

Where a multi-agency Early Help response is required in order to meet the unmet safeguarding need, schools will set up an Early Help assessment and an Our Family Plan. They will register these documents with the Early Help Support Team.

Should it be felt that a Think Family or Social Care response is needed to meet the unmet safeguarding need; the school DSL will initiate a Request for Support, seeking advice from Children's Advice and Support Service (CASS) as required.

The school DSL will then oversee the agreed intervention as part of the multiagency safeguarding response and ongoing school-focused support.

*This means that in our Trust and its schools we will:*

*Add the child to our records of children with safeguarding vulnerabilities.*

*Support school staff will deliver an appropriate Early Help response. This will be documented in an appropriate format such as the '3 columns/Houses' and added to the child's file.*

*Trust schools will develop a school-focused action plan with the child and parent/carer as appropriate, utilising, for example, the Signs of Safety and Wellbeing practice framework and the Early Help Conversation Log.*

*The school DSL will generally lead on liaising with other agencies and setting up the Our Family Plan. This multi-agency plan will then be reviewed regularly and progress updated towards the goals until the unmet safeguarding needs have been addressed.*

*In Trust schools, although any member of staff can refer a situation to CASS, it is expected that the majority are passed through the DSL team*

## **12.0 THE PREVENT DUTY - SAFEGUARDING PUPILS WHO ARE VULNERABLE TO RADICALISATION**

With effect from 1<sup>st</sup> July 2015, all schools are subject to a duty to have *due regard to the need to prevent people being drawn into terrorism* (section 26, Counter Terrorism and Security Act 2015). This is known as **The Prevent**

*This means that in our Trust and its schools:*

*Freedom of speech and the expression of beliefs and ideology are valued as fundamental rights underpinning our society's values. Pupils and teachers have the right to speak freely and voice their opinions.*

## **Duty.**

The current threat from terrorism in the United Kingdom may include the exploitation of vulnerable people, to involve them in terrorism or in activity in support of terrorism. The normalisation of extreme views may also make children and young people vulnerable to future manipulation and exploitation.

Definitions of radicalisation and extremism, and indicators of vulnerability to radicalisation are set out in Appendix 4.

*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.*

### **12.1 Risk Reduction**

The Trust Board, Executive Governance Groups, head teachers and DSLs will assess the level of risk within each Trust school and put actions in place to reduce that risk. Risk assessment may include consideration of the school's RE curriculum, SEND procedures, assembly procedures, the use of school premises by external agencies, integration of pupils by gender and SEN, anti-bullying approaches and other issues specific to the school's profile, community and ethos. To this end, open source due diligence checks will be undertaken on all external speakers invited to Trust schools. An example of this can be found at:

[https://www.birmingham.gov.uk/downloads/download/773/the\\_prevent\\_duty](https://www.birmingham.gov.uk/downloads/download/773/the_prevent_duty)

All Trust schools are required to identify a Prevent Single Point of Contact (SPOC) who will be the lead within the organisation for safeguarding in relation to protecting individuals from radicalisation and involvement in terrorism. This will normally be the DSL. The responsibilities of the SPOC are described in Appendix 5

All Trust schools monitor online activity within the school to ensure that inappropriate sites are not accessed by pupils or staff.

All Trust schools have a duty to cooperate with the Channel programme in the carrying out of its functions, and with the Police in providing information about an individual who is referred to Channel (Section 38, Counter Terrorism and Security Act 2015).

### **12.2 Channel**

Channel is a multi-agency approach to provide support to individuals who are at risk of being drawn into terrorist related activity. It is led by the West Midlands Police Counter-Terrorism Unit, and it aims to:

- Establish an effective multi-agency referral and intervention process to identify vulnerable individuals;
- Safeguard individuals who might be vulnerable to being radicalised, so that they are not at risk of being

*The Trust is clear that this exploitation and radicalisation must be viewed as a safeguarding concern and that protecting children from the risk of radicalisation from any group (including, but not restricted to, those linked to Islamist ideology, or to Far Right/Neo-Nazi/White Supremacist, Domestic Terrorism, Irish Nationalist and Loyalist paramilitary groups, and extremist Animal Rights movements) is part of our Trust's safeguarding duty.*

*The SPOC for our Trust is:  
Robert Bowater (Trust CEO)*

*The SPOC for our school is:  
Sarah Jane Wright*

*All staff within our school will be alert to changes in a child's behaviour or attitude which could indicate that they are in need of help or protection.*

*We use specialist online monitoring software, which in this school is called Policy Central.*

*Our Trust and its schools will make referrals to Channel if we are concerned that an individual might be vulnerable to radicalisation*

<p>drawn into terrorist-related activity; and</p> <ul style="list-style-type: none"> <li>• Provide early intervention to protect and divert people away from the risks they face and reduce vulnerability.</li> </ul> <p>Further guidance about duties relating to the risk of radicalisation is available in the Advice for Schools on <a href="#">The Prevent Duty</a>.</p>	
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<p><b>13.0 PUPILS WHO ARE VULNERABLE TO EXPLOITATION, FORCED MARRIAGE, FEMALE GENITAL MUTILATION OR TRAFFICKING</b></p> <p>With effect from October 2015, all schools are subject to a mandatory reporting requirement in respect of female genital mutilation (FGM). When a teacher suspects or discovers that an act of FGM is going to be or has been carried out on a girl aged under 18, that teacher has a statutory duty to report it to the Police.</p> <p>Failure to report such cases will result in disciplinary sanctions.</p> <p>The teacher will also discuss the situation with the school DSL who will consult Birmingham or Dudley's Children's Trust before a decision is made as to whether the mandatory reporting duty applies.</p>	<p><i>This means that in our Trust and its schools we ensure:</i></p> <p><i>All staff are supported to talk to families and local communities about sensitive concerns in relation to their children and to find ways to address them together wherever possible.</i></p> <p><i>All staff are up to date on the latest advice and guidance provided to assist in addressing specific vulnerabilities and forms of exploitation around;</i></p> <ul style="list-style-type: none"> <li>• <i>Forced Marriage</i></li> <li>• <i>FGM</i></li> <li>• <i>Trafficking</i></li> <li>• <i>Criminal Exploitation &amp; Gang Affiliation</i></li> </ul> <p><i>Our staff will be supported to recognise warning signs and symptoms in relation to each specific issue, and include such issues, in an age appropriate way, in their lesson plans.</i></p>
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<p><b>14.0 CHILDREN MISSING FROM EDUCATION</b></p> <p>A child going missing, particularly repeatedly, can act as a vital warning sign of a range of safeguarding risks, including abuse and neglect, which may include sexual abuse or exploitation; child criminal exploitation; mental health problems; substance abuse and other issues. Early intervention is necessary to identify the existence of any underlying safeguarding risks and to help prevent the risk of them going missing in future.</p> <p>Work around attendance and Missing from Education is coordinated with safeguarding interventions in all Trust schools.</p> <p>All Trust schools will notify the Local Authority of any pupil who fails to attend school regularly after making reasonable enquiries, or has been absent without the school's permission for a continuous period of 5 days or more.</p> <p>All Trust schools will also notify the Local Authority of</p>	<p><i>This means that in our Trust and its schools we will:</i></p> <p><i>Hold two or more emergency contact numbers for each pupil.</i></p> <p><i>All our attendance work will liaise closely with the DSL.</i></p> <p><i>We will adapt our attendance monitoring on an individual basis to ensure the safety of each child at a Trust school</i></p> <p><i>All Trust schools will demonstrate that they have taken reasonable enquiries to ascertain the whereabouts of pupils that would be considered 'missing'.</i></p> <p><i>The Trust and its schools will work closely with the LA CME Team, School Admissions Service and the Elective Home Education Team</i></p>
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<p>any pupil who is to be deleted from the admission register because s/he:</p> <ul style="list-style-type: none"> <li>• Has been taken out of school by their parents and is being educated outside the school system (e.g. home education)</li> <li>• Has ceased to attend school and no longer lives within a reasonable distance of the school at which s/he is registered (moved within the city, within the country or moved abroad but failed to notify the school of the change)</li> <li>• Displaced as a result of a crisis e.g. domestic violence or homelessness</li> </ul>	
<ul style="list-style-type: none"> <li>• Has been certified by the school medical officer as unlikely to be in a fit state of health to attend school before ceasing to be of compulsory school age, and neither s/he nor his/her parent has indicated the intention to continue to attend the school after ceasing to be of compulsory school age</li> <li>• Is in custody for a period of more than four months due to a final court order and the school does not reasonably believe that s/he will return to the school at the end of that period</li> <li>• Has been permanently excluded</li> </ul>	

<p><b>15.0 PEER ON PEER ABUSE</b></p> <p>It is important that Trust schools can recognise that children are capable of abusing their peers, and that this abuse can include physical abuse, sexting, initiation/hazing, sexual violence and harassment. The Trust's values, ethos and behaviour policies provide the platform for staff and pupils to clearly recognise that abuse is abuse and it should never be tolerated or diminished in significance. It should be recognised that there is a gendered nature to peer on peer abuse i.e. that it is more likely that girls will be victims and boys perpetrators.</p> <p>All Trust schools should recognise the impact of sexual violence and the fact children can, and sometimes do, abuse their peers in this way. When referring to sexual violence this Policy is referring to sexual offences under the Sexual Offences Act 2003 as described below:</p> <ul style="list-style-type: none"> <li>• <b>Rape:</b> A person (A) commits an offence of rape if: there is intentional penetration of the vagina, anus or mouth of another person (B) with his penis, (B) does not consent to the penetration and (A) does not reasonably believe that (B) consents.</li> <li>• <b>Assault by Penetration:</b> A person (A) commits an offence if: s/he intentionally penetrates the vagina, anus or mouth of another person (B) with a part of her/his body or anything else, the penetration is sexual, (B) does not consent to the penetration and (A) does not reasonably believe that (B) consents.</li> </ul>	<p><i>This means that in our Trust and its schools:</i></p> <p><i>We will not tolerate instances of peer on peer abuse and will not pass it off as "banter", "just having a laugh" or "part of growing up".</i></p> <p><i>We will follow both national and local guidance and policies to support any children subject to peer on peer abuse, including sexting (also known as youth produced sexual imagery) and gang violence.</i></p> <p><i>We will follow the guidance on managing reports of child-on-child sexual violence and sexual harassment in schools.</i></p> <p><i>We will utilise the Children who pose a Risk to Children School Safety Plan produced by the local authority</i>  <a href="https://www.birmingham.gov.uk/downloads/file/9504/children-who-pose-a-risk-to-children">https://www.birmingham.gov.uk/downloads/file/9504/children-who-pose-a-risk-to-children</a></p> <p><i>Our DSLs will follow local guidance to enable provision of effective support to any child affected by this type of abuse.</i>  <a href="https://www.birmingham.gov.uk/downloads/file/8321/responding-to-hsb-school-guidance">https://www.birmingham.gov.uk/downloads/file/8321/responding-to-hsb-school-guidance</a></p>
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- **Sexual Assault:** A person (A) commits an offence of sexual assault if: s/he intentionally touches another person (B), the touching is sexual, (B) does not consent to the touching and (A) does not reasonably believe that (B) consents.

## 16.0 Criminal Exploitation & Gang Affiliation

Criminal exploitation interlinks with a number of multiple vulnerabilities and offences including a child being exposed to and/or the victim of physical and emotional violence, neglect, poor attendance, sexual abuse and exploitation, modern slavery, human trafficking and missing episodes.

It is important that children who are criminally exploited are seen as victims and not treated as criminals, and treated through safeguarding and child protection procedure.

Work to address criminal exploitation is covered by relevant legislation including:

- Crime & Disorder Act – 1998
- Children Act – 2004
- Serious Crime Act – 2015
- Modern Slavery Act – 2015
- Criminal Finances Act – 2017
- Children & Social Work Act - 2017

And the new Working Together (2018) requires agencies support vulnerable people within the context of the wider safeguarding agenda.

*This means that in our Trust and its schools we will follow the Criminal Exploitation & Gang Affiliation Practice Guidance issued in 2019 (see link below) and use the risk assessment screening tool to support our referrals to CASS for any children in our schools we are concerned about.*

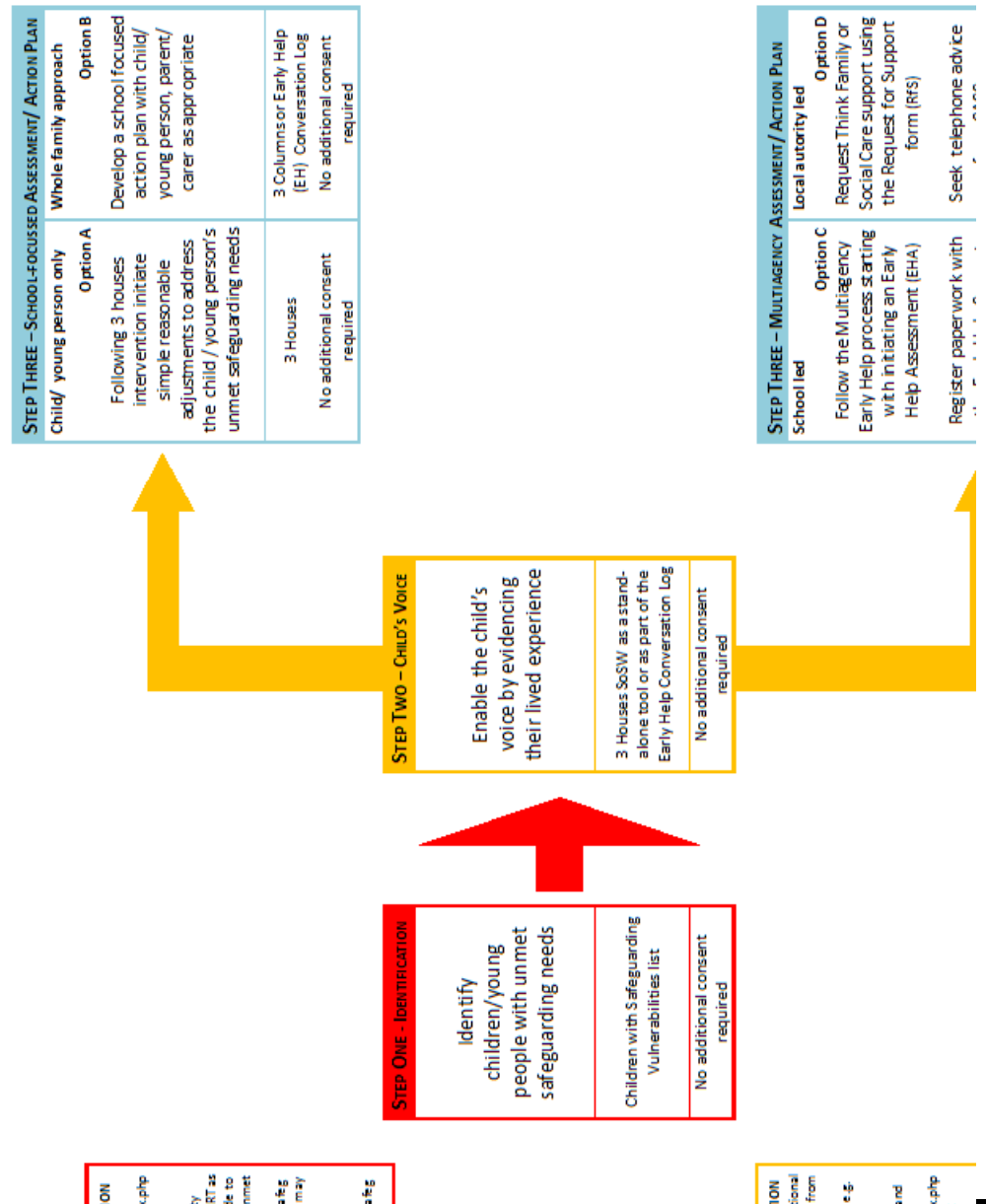
<https://www.birmingham.gov.uk/downloads/file/11545/birmingham-criminal-exploitation-and-gang-affiliation-practice-guidance-2018>

*We will be aware of and work with the Police and local organisations to disrupt as much as possible gang activity within our Trust schools.*

# PART TWO – THE KEY PROCEDURES RESPONDING TO CONCERNS ABOUT A CHILD

IF OR IS LIKELY TO SUFFER FROM HARM, TELEPHONE CASS ON 303 1888 (OUT OF HOURS 675 4806). IF AT IMMEDIATE RISK OF SIGNIFICANT HARM CONTI

## DELIVERING EARLY HELP IN EDUCATION



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## **16.0 INVOLVING PARENTS/CARERS**

16.1 In general, we will discuss any Safeguarding or Child Protection concerns with parents/carers before approaching other agencies, and will seek their consent to making a referral to another agency. Appropriate staff will approach parents/carers after consultation with the school's DSL.

16.1.2 However there may be occasions when a Trust school will contact another agency **before** informing parents/carers because it considers that contacting them may increase the risk of significant harm to the child.

16.2 Parents/carers will be informed about the Trust's Safeguarding & Child Protection Policy through the website and newsletters..

## **17.0 MULTI-AGENCY WORK**

17.1 The Trust works in partnership with other agencies to promote the best interests of our children and keep them as a top priority in all decisions and actions that affect them. The Trust and its schools will, where necessary, liaise with these agencies and make requests for support from Birmingham and Dudley's Children's Trusts. These requests will usually be made by the school DSL to the Children's Advice and Support Service (CASS) - 0121 303 1888. Where the child already has a safeguarding Social Worker or Family Support Worker, the 'Request for Support' should go immediately to the team involved, or in their absence, to their team manager.

17.2 When invited a Trust school DSL will participate in MASH strategy meetings, usually by conference phone, adding school-held data and intelligence to the discussion so that the best interests of the child are met.

17.3 The Trust and its schools will co-operate with any Child Protection enquiries conducted by Birmingham or Dudley's Children's Trusts: all Trust schools will ensure representation at appropriate inter-agency meetings such as Our Family Plan, Children in Need, Initial and Review Child Protection Conferences, and Core Group meetings.

17.4 The Trust and its schools will provide reports as required for these meetings (17.3). If a Trust school is unable to attend, a written report will be sent and shared with Birmingham or Dudley's Children's Trusts at least 24 hours prior to the meeting.

17.5 Where a pupil is subject to an inter-agency Child Protection Plan or a multi-agency risk assessment conference (MARAC) meeting, the Trust school will contribute to the preparation, implementation and review of the plan as appropriate.

## **18.0 OUR ROLE IN SUPPORTING CHILDREN**

18.1 Our school staff will offer appropriate support to individual pupils who have experienced abuse, who have abused others (peer on peer abuse) or who act as Young Carers in their home situation.

18.2 An Our Family Plan will be devised, implemented and reviewed regularly for these children. This Plan will detail areas of support, who will be involved, and the child's wishes and feelings. A copy of the Plan will be kept in the child's safeguarding record.

18.3 Children who abuse others will be responded to in a way that meets their needs as well as protecting others within the school community through a multi-agency risk assessment. Within our Trust and its schools we will ensure that the needs of children and young people who abuse others will be considered separately from the needs of their victims.

18.4 We will ensure the Trust and its schools work in partnership with parents/ carers and other agencies as appropriate.

## **19.0 RESPONDING TO AN ALLEGATION ABOUT A MEMBER OF STAFF**

*See also Birmingham and Dudley's Safeguarding Children Board Procedures on [Allegations against Staff and Volunteers](#).*

19.1 This procedure must be used in any case in which it is alleged that a member of staff, trustee, visiting professional or volunteer has:

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

19.2 Although it is an uncomfortable thought, it needs to be acknowledged that there is the potential for staff and others in school to abuse pupils.

19.3 All staff working within the Trust must report any potential safeguarding concerns about an individual's behaviour towards children and young people immediately.

19.3.1 Allegations or concerns about staff, colleagues and visitors must be reported directly to the school headteacher who will liaise with the Trust CEO and Birmingham/Dudley Children's Trust Designated Officer (LADO) Team who will decide on any action required.

19.3.2 If the concern relates to the headteacher, it must be reported immediately to the Trust CEO and Chair, who will liaise with the Designated Officer in Birmingham/Dudley Children's Trust (LADO) and they will decide on any action required.

19.3.3 If the safeguarding concern relates to the Central Trust Team then the concern must be made directly to the Trust CEO and to Birmingham/Dudley Children's Trust Designated Officer (LADO) Team who will decide on any action required.

19.3.4 If the safeguarding concern relates to the Trust CEO then the concern must be made directly to the Chair of the Trust Board and to Birmingham/Dudley Children's Trust Designated Officer (LADO) Team who will decide on any action required.

## **20.0 CHILDREN WITH ADDITIONAL NEEDS**

20.1 Our Trust and its schools recognise that all pupils have a right to be safe. Some pupils may be more vulnerable to abuse, for example those with a disability or special educational need, those living with domestic violence or drug/alcohol abusing parents, etc.

20.2 When the school is considering excluding, either for a fixed term or permanently, a vulnerable pupil or one who is the subject of a Child Protection Plan or where there is an existing Child Protection file, we will call a multi-agency risk-assessment meeting prior to making the decision to exclude. In the event of a one-off serious incident resulting in an immediate decision to exclude, the risk assessment should be completed prior to convening a meeting of the Governing Body.

## **21.0 CHILDREN IN SPECIFIC CIRCUMSTANCES**

### **21.1 Private Fostering**

21.1.1 Many adults find themselves looking after someone else's child without realising that they may be involved in private fostering. A private fostering arrangement is one that is made privately (that is to say without the involvement of Birmingham or Dudley's Children's Trust) for the care of a child under the age of 16 (under 18, if disabled) by someone other than a parent or



immediate relative. If the arrangement is to last, or has lasted, for 28 days or more, it is categorised as private fostering.

21.1.2 The Children Act 1989 defines an immediate relative as a grandparent, brother, sister, uncle or aunt (whether of full blood or half blood or by marriage or civil partnership), or a step parent.

21.1.3 People become involved in private fostering for all kinds of reasons. Examples of private fostering include:

- Children who need alternative care because of parental illness;
- Children whose parents cannot care for them because their work or study involves long or antisocial hours;
- Children sent from abroad to stay with another family, usually to improve their educational opportunities;
- Unaccompanied asylum seeking and refugee children;
- Teenagers who stay with friends (or other non-relatives) because they have fallen out with their parents;
- Children staying with families while attending a school away from their home area.

21.1.4 There is a mandatory duty on the Trust and its schools to inform Birmingham or Dudley's Children's Trust of a private fostering arrangement- this is done by contacting CASS (0121 303 1888). The Trust and its schools then have a duty to check that the child is being properly cared for and that the arrangement is satisfactory.

## 22.0 Links to additional information about safeguarding issues and forms of abuse

22.1 Trust staff who work directly with children, and their leadership team should refer to this information

22.2 Guidance on children in specific circumstances found in Annex A of KCSIE- 18, and additional resources as listed below:

Issue	Guidance	Source
Abuse	<a href="http://westmidlands.procedures.org.uk/pkphz/regional-safeguarding-guidance/abuse-linked-to-faith-or-belief">http://westmidlands.procedures.org.uk/pkphz/regional-safeguarding-guidance/abuse-linked-to-faith-or-belief</a> <a href="http://westmidlands.procedures.org.uk/pkost/regional-safeguarding-guidance/domestic-violence-and-abuse">http://westmidlands.procedures.org.uk/pkost/regional-safeguarding-guidance/domestic-violence-and-abuse</a> <a href="http://westmidlands.procedures.org.uk/pkphl/regional-safeguarding-guidance/neglect">http://westmidlands.procedures.org.uk/pkphl/regional-safeguarding-guidance/neglect</a>	West Midlands Safeguarding Children Procedures
Bullying	<a href="http://westmidlands.procedures.org.uk/pkphh/regional-safeguarding-guidance/bullying#">http://westmidlands.procedures.org.uk/pkphh/regional-safeguarding-guidance/bullying#</a>	West Midlands Safeguarding Children Procedures
Children and the Courts	<a href="https://www.gov.uk/government/publications/young-witness-booklet-for-5-to-11-year-olds">https://www.gov.uk/government/publications/young-witness-booklet-for-5-to-11-year-olds</a> <a href="https://www.gov.uk/government/publications/young-witness-booklet-for-12-to-17-year-olds">https://www.gov.uk/government/publications/young-witness-booklet-for-12-to-17-year-olds</a>	MoJ advice
Missing from Education, Home or Care	<a href="http://westmidlands.procedures.org.uk/pkpls/regional-safeguarding-guidance/children-missing-from-care-home-and-education">http://westmidlands.procedures.org.uk/pkpls/regional-safeguarding-guidance/children-missing-from-care-home-and-education</a> <a href="http://westmidlands.procedures.org.uk/pkotx/regional-safeguarding-guidance/children-missing-education-cme">http://westmidlands.procedures.org.uk/pkotx/regional-safeguarding-guidance/children-missing-education-cme</a>	West Midlands Safeguarding Children Procedures
Family	<a href="https://www.nicco.org.uk/">https://www.nicco.org.uk/</a>	Barnardos in partnership

Members in Prison		with Her Majesty's Prison and Probation Service (HMPPS)
Drugs	<a href="http://policeandschools.org.uk/KNOWLEDGE%20BASE/Psychoactive%20Substances.html">http://policeandschools.org.uk/KNOWLEDGE%20BASE/Psychoactive%20Substances.html</a>  <a href="http://policeandschools.org.uk/KNOWLEDGE%20BASE/alcohol.html">http://policeandschools.org.uk/KNOWLEDGE%20BASE/alcohol.html</a>	Birmingham Police and Schools Panels
Domestic Abuse	<a href="http://westmidlands.procedures.org.uk/pkost/regional-safeguarding-guidance/domestic-violence-and-abuse">http://westmidlands.procedures.org.uk/pkost/regional-safeguarding-guidance/domestic-violence-and-abuse</a>	West Midlands Safeguarding Children Procedures
Child Exploitation	<a href="http://westmidlands.procedures.org.uk/pkpll/regional-safeguarding-guidance/child-sexual-exploitation">http://westmidlands.procedures.org.uk/pkpll/regional-safeguarding-guidance/child-sexual-exploitation</a>  <a href="http://westmidlands.procedures.org.uk/pkpsx/regional-safeguarding-guidance/trafficked-children">http://westmidlands.procedures.org.uk/pkpsx/regional-safeguarding-guidance/trafficked-children</a>  Birmingham Criminal Exploitation & Gang Affiliation Practice Guidance (2018) <a href="https://www.birmingham.gov.uk/downloads/file/11545/birmingham_criminal_exploitation_and_gang_affiliation_practice_guidance_2018">https://www.birmingham.gov.uk/downloads/file/11545/birmingham_criminal_exploitation_and_gang_affiliation_practice_guidance_2018</a>	West Midlands Safeguarding Children Procedures  WMP, BCSP, BCT
Homelessness	<a href="https://www.gov.uk/government/publications/homelessness-reduction-bill-policy-factsheets">https://www.gov.uk/government/publications/homelessness-reduction-bill-policy-factsheets</a>	HCLG
Health & Wellbeing	<a href="http://westmidlands.procedures.org.uk/pkpht/regional-safeguarding-guidance/self-harm-and-suicidal-behaviour">http://westmidlands.procedures.org.uk/pkpht/regional-safeguarding-guidance/self-harm-and-suicidal-behaviour</a>  <a href="https://www.birmingham.gov.uk/downloads/file/9462/medicine_in_schools_feb_2018">https://www.birmingham.gov.uk/downloads/file/9462/medicine_in_schools_feb_2018</a>	West Midlands Safeguarding Children Procedures  BCC Education Safeguarding
Online	<a href="https://www.birmingham.gov.uk/downloads/file/8446/sexting_flow_chart_feb_2017">https://www.birmingham.gov.uk/downloads/file/8446/sexting_flow_chart_feb_2017</a>  <a href="http://policeandschools.org.uk/onewebmedia/Searching%20Screening%20&amp;%20Confiscation%20Jan%202018.pdf">http://policeandschools.org.uk/onewebmedia/Searching%20Screening%20&amp;%20Confiscation%20Jan%202018.pdf</a>	BCC Education Safeguarding  Birmingham Police and Schools Panels
Private Fostering	<a href="https://www.birmingham.gov.uk/downloads/file/2792/private_fostering_in_birmingham_information_for_professionals">https://www.birmingham.gov.uk/downloads/file/2792/private_fostering_in_birmingham_information_for_professionals</a>	BCC
Radicalisation	<a href="http://westmidlands.procedures.org.uk/pkpzt/regional-safeguarding-guidance/safeguarding-children-and-young-people-against-radicalisation-and-violent-extremism">http://westmidlands.procedures.org.uk/pkpzt/regional-safeguarding-guidance/safeguarding-children-and-young-people-against-radicalisation-and-violent-extremism</a>	West Midlands Safeguarding Children Procedures
Violence	<a href="http://westmidlands.procedures.org.uk/pkplh/regional-safeguarding-guidance/sexually-active-children-and-young-people-including-under-age-sexual-activity">http://westmidlands.procedures.org.uk/pkplh/regional-safeguarding-guidance/sexually-active-children-and-young-people-including-under-age-sexual-activity</a>  <a href="https://www.birmingham.gov.uk/downloads/file/8321/responding_to_hsb_school_guidance">https://www.birmingham.gov.uk/downloads/file/8321/responding_to_hsb_school_guidance</a>  <a href="https://www.birmingham.gov.uk/downloads/file/9504/children_who_pose_a_risk_to_children">https://www.birmingham.gov.uk/downloads/file/9504/children_who_pose_a_risk_to_children</a>  <a href="http://policeandschools.org.uk/KNOWLEDGE%20BASE/secondary_menu.html">http://policeandschools.org.uk/KNOWLEDGE%20BASE/secondary_menu.html</a>  <a href="http://westmidlands.procedures.org.uk/pkpzs/regional-safeguarding-guidance/children-affected-by-gang-activity-and-youth-violence">http://westmidlands.procedures.org.uk/pkpzs/regional-safeguarding-guidance/children-affected-by-gang-activity-and-youth-violence</a>  <a href="https://www.gov.uk/government/policies/violence-against-women-and-girls">https://www.gov.uk/government/policies/violence-against-women-and-girls</a>	West Midlands Safeguarding Children Procedures  BCC Education Safeguarding  Birmingham Police and Schools Panels

# APPENDICES

## DEFINITIONS AND INDICATORS OF ABUSE

### 1. 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 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.

The following may be indicators of neglect (this is not designed to be used as a checklist):

- Constant hunger
- Stealing, scavenging and/or hoarding food
- Frequent tiredness or listlessness
- Frequently dirty or unkempt
- Often poorly or inappropriately clad for the weather
- Poor school attendance or often late for school
- Poor concentration
- Affection or attention seeking behaviour
- Illnesses or injuries that are left untreated
- Failure to achieve developmental milestones, for example growth, weight
- Failure to develop intellectually or socially
- Responsibility for activity that is not age appropriate such as cooking, ironing, caring for siblings
- The child is regularly not collected or received from school
- The child is left at home alone or with inappropriate carers

### 2. 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.

The following may be indicators of physical abuse (this is not designed to be used as a checklist):

- Multiple bruises in clusters, or of uniform shape
- Bruises that carry an imprint, such as a hand or a belt
- Bite marks
- Round burn marks
- Multiple burn marks and burns on unusual areas of the body such as the back, shoulders or buttocks;
- An injury that is not consistent with the account given
- Changing or different accounts of how an injury occurred
- Bald patches

- Symptoms of drug or alcohol intoxication or poisoning
- Unaccountable covering of limbs, even in hot weather
- Fear of going home or parents being contacted
- Fear of medical help
- Fear of changing for PE
- Inexplicable fear of adults or over-compliance
- Violence or aggression towards others including bullying
- Isolation from peers

### **3. 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 rape and/or penetration 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.

The following may be indicators of sexual abuse (this is not designed to be used as a checklist):

- Sexually explicit play or behaviour or age-inappropriate knowledge
- Anal or vaginal discharge, soreness or scratching
- Reluctance to go home
- Inability to concentrate, tiredness
- Refusal to communicate
- Thrush, persistent complaints of stomach disorders or pains
- Eating disorders, for example anorexia nervosa and bulimia
- Attention seeking behaviour, self-mutilation, substance abuse
- Aggressive behaviour including sexual harassment or molestation
- Unusual compliance
- Regressive behaviour, enuresis, soiling
- Frequent or openly masturbating, touching others inappropriately
- Depression, withdrawal, isolation from peer group
- Reluctance to undress for PE or swimming
- Bruises or scratches in the genital area

### **4. SEXUAL EXPLOITATION**

Child Sexual Exploitation occurs when a child or young person, or another person, receives “something” (for example food, accommodation, drugs, alcohol, cigarettes, affection, gifts, money) as a result of the child/young person performing sexual activities, or another person performing sexual activities on the child/young person.

The presence of any significant indicator for sexual exploitation should trigger a referral to Birmingham Children’s Trust. The significant indicators are:

- Having a relationship of concern with a controlling adult or young person (this may involve physical and/or emotional abuse and/or gang activity)
- Entering and/or leaving vehicles driven by unknown adults
- Possessing unexplained amounts of money, expensive clothes or other items
- Frequenting areas known for risky activities

- Being groomed or abused via the Internet and mobile technology; and
- Having unexplained contact with hotels, taxi companies or fast food outlets.
- Missing for periods of time (CSE and County Lines)

## 5. EMOTIONAL ABUSE

Emotional abuse is the persistent emotional maltreatment of a child/young person such as to cause severe and persistent adverse effects on the child/young person's emotional development. It may involve conveying to children/young people 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/young person 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/young person's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child/young person participating in normal social interaction. It may also involve seeing or hearing the ill-treatment of another person. It may involve serious bullying (including cyber bullying), causing children/young people frequently to feel frightened or in danger, or the exploitation or corruption of children/young people. Some level of emotional abuse is involved in all types of maltreatment.

The following may be indicators of emotional abuse (this is not designed to be used as a checklist):

- The child consistently describes him/herself in very negative ways – as stupid, naughty, hopeless, ugly
- Over-reaction to mistakes
- Delayed physical, mental or emotional development
- Sudden speech or sensory disorders
- Inappropriate emotional responses, fantasies
- Neurotic behaviour: rocking, banging head, regression, tics and twitches
- Self-harming, drug or solvent abuse
- Fear of parents being contacted
- Running away
- Compulsive stealing
- Appetite disorders - anorexia nervosa, bulimia; or
- Soiling, smearing faeces, enuresis.

N.B: Some situations where children stop communicating suddenly (known as “traumatic mutism”) can indicate maltreatment.

## 6. RESPONSES FROM PARENTS/CARERS

Research and experience indicates that the following responses from parents may suggest a cause for concern across all five categories:

- Delay in seeking treatment that is obviously needed
- Unawareness or denial of any injury, pain or loss of function (for example, a fractured limb)
- Incompatible explanations offered, several different explanations or the child is said to have acted in a way that is inappropriate to her/his age and development
- Reluctance to give information or failure to mention other known relevant injuries
- Frequent presentation of minor injuries
- A persistently negative attitude towards the child
- Unrealistic expectations or constant complaints about the child

- Alcohol misuse or other drug/substance misuse
- Parents request removal of the child from home; or
- Violence between adults in the household
- Evidence of coercion and control.

## 7. DISABLED CHILDREN

When working with children with disabilities, practitioners need to be aware that additional possible indicators of abuse and/or neglect may also include:

- A bruise in a site that may not be of concern on an ambulant child such as the shin, maybe of concern on a non-mobile child
- Not getting enough help with feeding leading to malnourishment
- Poor toileting arrangements
- Lack of stimulation
- Unjustified and/or excessive use of restraint
- Rough handling, extreme behaviour modification such as deprivation of medication, food or clothing, disabling wheelchair batteries
- Unwillingness to try to learn a child's means of communication
- Ill-fitting equipment, for example, callipers, sleep boards, inappropriate splinting
- Misappropriation of a child's finances; or
- Inappropriate invasive procedures.

## DEALING WITH A DISCLOSURE OF ABUSE

**When a pupil tells me about abuse they have suffered, what should I remember?**

Stay calm.
Do not communicate shock, anger or embarrassment.
Reassure the child. Tell her/him you are pleased that s/he is speaking to you.
Never enter into a pact of secrecy with the child. Assure her/him that you will try to help but let the child know that you will have to tell other people in order to do this. State who this will be and why.
Tell her/him that you believe them. Children very rarely lie about abuse; but s/he may have tried to tell others and not been heard or believed.
Tell the child that it is not her/his fault.
Encourage the child to talk but do not ask <i>leading questions</i> or press for information.
Listen and remember.
Check that you have understood correctly what the child is trying to tell you.
Praise the child for telling you. Communicate that s/he has a right to be safe and protected.
Do not tell the child that what s/he experienced is dirty, naughty or bad.
It is inappropriate to make any comments about the alleged offender.
Be aware that the child may retract what s/he has told you. It is essential to record in writing, all you have heard, though not necessarily at the time of disclosure.
At the end of the conversation, tell the child again who you are going to tell and why that person or those people need to know.
As soon as you can afterwards, make a detailed record of the conversation using the child's own language. Include any questions you may have asked. Do not add any opinions or interpretations.
If the disclosure relates to a physical injury do not photograph the injury, but record in writing as much detail as possible.

NB - it is not education staff's role to seek disclosures. Their role is to observe that something may be wrong, ask about it, listen, be available and try to make time to talk.



### **Immediately after a Disclosure**

**You should not deal with this yourself.** Clear indications or disclosure of abuse must be reported to Birmingham or Dudley's Children's Trust without delay, by the headteacher, DSL or in exceptional circumstances by the staff member who has raised the concern.

Children making a disclosure may do so with difficulty, having chosen carefully to whom they will speak. Listening to and supporting a child who has been abused can be traumatic for the adults involved. Support for you will be available from your DSL or headteacher.

## ALLEGATIONS ABOUT A MEMBER OF STAFF, TRUSTEE, EXECUTIVE GOVERNANCE GROUP MEMBER, VOLUNTEER OR VISITOR

1. Inappropriate behaviour by adults in school could take the following forms:
  - **Physical**  
For example, the intentional use of force as a punishment, slapping, use of objects to hit with, throwing objects, or rough physical handling.
  - **Emotional**  
For example, intimidation, belittling, scapegoating, sarcasm, lack of respect for children's rights, and attitudes that discriminate on the grounds of race, gender, disability or sexuality.
  - **Sexual**  
For example, sexualised behaviour towards pupils, sexual harassment, inappropriate phone calls and texts, images via social media, sexual assault and rape.
  - **Neglect**  
For example, failing to act to protect children, failing to seek medical attention or failure to carry out an appropriate risk assessment.
  - **Spiritual Abuse**  
For example, using undue influence or pressure to control individuals or ensure obedience, follow religious practices that are harmful such as beatings or starvation.
2. If a child makes an allegation about a member of staff, trustee, executive governance group member, volunteer or visitor the headteacher must be informed immediately. The head teacher must carry out an urgent initial consideration in order to establish whether there is substance to the allegation. The headteacher should not carry out the investigation him/herself or interview pupils.
3. The headteacher should exercise and be accountable for his/her professional judgement on the action to be taken as follows:
  - If the actions of the adult, and the consequences of the actions, raise credible child protection concerns the headteacher will notify the Trust CEO and Birmingham or Dudley's Children's Trust Designated Officer (LADO) Team<sup>1</sup> (Tel: 0121 675 1669). The LADO Team will liaise with the Trust and advise about action to be taken, and may initiate internal referrals within Birmingham or Dudley's Children's Trust to address the needs of children likely to have been affected.
  - If the actions of the member of staff or other adult, and the consequences of the actions, do not raise credible child protection concerns, but do raise other issues in relation to the conduct of the member of staff, other adult or the pupil. These should be addressed through the Trust's own internal procedures.
  - If the headteacher decides that the allegation is without foundation and no further formal action is necessary, all those involved should be informed of this conclusion, and the reasons for the decision should be recorded on the child's safeguarding file. The allegation should be removed from personnel records.
4. Where an allegation has been made against the headteacher, then the Trust CEO takes on the role of liaising with the LADO Team in determining the appropriate way forward. For details of this specific procedure see the Trust's Policy and Section on [Allegations against Staff and Volunteers](#) in the procedures of Birmingham Safeguarding Children Board.
5. Where the allegation is against the Trust CEO, the referral should be made to the LADO Team directly and the Chair of the Trust informed immediately.

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<sup>1</sup> In other authorities the LADO service is referred to as the Position of Trust Team (POT)

## INDICATORS OF VULNERABILITY TO RADICALISATION

1. Radicalisation refers to the process by which a person comes to support terrorism and forms of extremism leading to terrorism.
2. Extremism is defined by the Government in the Prevent Strategy as:  
Vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of 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.
3. Extremism is defined by the Crown Prosecution Service as:  
The demonstration of unacceptable behaviour by using any means or medium to express views which:
  - Encourage, justify or glorify terrorist violence in furtherance of particular beliefs;
  - Seek to provoke others to terrorist acts;
  - Encourage other serious criminal activity or seek to provoke others to serious criminal acts; or
  - Foster hatred which might lead to inter-community violence in the UK.
4. There is no such thing as a *typical extremist*. Those who become involved in extremist actions come from a range of backgrounds and experiences, and most individuals, even those who hold radical views, do not become involved in violent extremist activity.
5. Pupils may become susceptible to radicalisation through a range of social, personal and environmental factors - it is known that violent extremists exploit vulnerabilities in individuals to drive a wedge between them and their families and communities. It is vital that the Trust and school staff are able to recognise those vulnerabilities.
6. Indicators of vulnerability include:
  - **Identity Crisis**– the pupil is distanced from their cultural/religious heritage and experiences discomfort about their place in society
  - **Personal Crisis**– the pupil may be experiencing family tensions; a sense of isolation; and low self-esteem; they may have dissociated from their existing friendship group and become involved with a new and different group of friends; they may be searching for answers to questions about identity, faith and belonging
  - **Personal Circumstances**– migration; local community tensions; and events affecting the pupil's country or region of origin may contribute to a sense of grievance that is triggered by personal experience of racism or discrimination or aspects of Government policy
  - **Unmet Aspirations**– the pupil may have perceptions of injustice; a feeling of failure; rejection of civic life
  - **Experiences of Criminality**– which may include involvement with criminal groups, imprisonment, and poor resettlement/reintegration
  - **Special Educational Need**–pupils may experience difficulties with social interaction, empathy with others, understanding the consequences of their actions and awareness of the motivations of others.
7. This list is not exhaustive, nor does it mean that all children experiencing the above are at risk of radicalisation for the purposes of violent extremism.
8. More critical risk factors could include:

- Being in contact with extremist recruiters
- Family members convicted of a terrorism act or subject to a Channel intervention
- Accessing violent extremist websites, especially those with a social networking element
- Possessing or accessing violent extremist literature
- Using extremist narratives and a global ideology to explain personal disadvantage
- Justifying the use of violence to solve societal issues
- Joining or seeking to join extremist organisations
- Significant changes to appearance and/or behaviour; and
- Experiencing a high level of social isolation resulting in issues of identity crisis and/or personal crisis.

## PREVENTING VIOLENT EXTREMISM - ROLES AND RESPONSIBILITIES OF THE SINGLE POINT OF CONTACT (SPOC)

**The SPOC for the Trust is Robert Bowater**

**The SPOC for Princethorpe Infants and Nursery is SarahJane Wright**

The SPOC is responsible for:

- Ensuring that staff of the Trust and school are aware who is the SPOC in relation to protecting pupils from radicalisation and involvement in terrorism;
- Maintaining and applying a good understanding of the relevant guidance in relation to preventing pupils from becoming involved in terrorism, and protecting them from radicalisation by those who support terrorism or forms of extremism which lead to terrorism;
- Raising awareness about the role and responsibilities of the Trust and its schools in relation to protecting pupils from radicalisation and involvement in terrorism;
- Monitoring the effect in practice of each Trust school's RE curriculum and Assembly arrangements/policy to ensure that they are used to promote community cohesion and tolerance of different faiths and beliefs;
- Raising awareness within the Trust and its school about the safeguarding processes relating to protecting pupils from radicalisation and involvement in terrorism;
- Acting as the first point of contact within the Trust/ school for case discussions relating to pupils who may be at risk of radicalisation or involved in terrorism;
- Collating relevant information in relation to referrals of vulnerable pupils into the Channel<sup>2</sup> process;
- Attending Channel meetings as necessary and carrying out any actions as agreed;
- Reporting progress on actions to the Channel Co-ordinator; and sharing any relevant additional information in a timely manner.

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<sup>2</sup> Channel is a multi-agency approach to provide support to individuals who are at risk of being drawn into terrorist related activity. It is led by the West Midlands Police Counter-Terrorism Unit, and it aims to

- Establish an effective multi-agency referral and intervention process to identify vulnerable individuals;
- Safeguard individuals who might be vulnerable to being radicalised, so that they are not at risk of being drawn into terrorist-related activity; and
- Provide early intervention to protect and divert people away from the risks they face and reduce vulnerability.