



School Child Protection Policy 2021 -22

This policy applies to The Meadows School's whole workforce.

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Purpose and Aim

The Meadows School's whole-school Child Protection Policy aims to provide clear direction to staff and others about expected codes of behaviour in dealing with child welfare concerns. This policy also aims to make explicit the school's commitment to the development of good practice and sound procedures to keep children safe in our school. This policy recognises that abuse can occur in all communities and contexts and that all staff have a responsibility and the opportunity to support children, in sharing concerns and worries in school to feel safe. The whole school culture of vigilance in The Meadows School creates a safe space where children are supported, listened to and valued in what they choose to share and that ALL staff act immediately with the necessary level of intervention to create the most effective outcome for every individual child.

The purpose of this policy is, therefore, to ensure that our children's welfare is of paramount importance, early and additional help is offered to prevent escalation and where child protection concerns are identified referrals are handled sensitively, professionally and in ways that support the needs of the child's well-being.

Governors and staff are committed within The Meadows School to keeping children safe by safeguarding and promoting the welfare of children in our care through all our policies, procedures and practices. We expect all our pupils' parents and visitors to share this commitment and understanding.

Introduction

The Meadows School fully recognises the contribution it can make to keeping children safe and supporting the pupils in its care. There are four main elements to The Meadows School's Child Protection Policy:

- 1. Prevention** (positive school atmosphere, careful and vigilant teaching, pastoral care, support to pupils, providing good adult role models and the identification of early and additional support/services to children and families and recognising and reducing risks to children including harassment, bullying/cyber-bullying and prejudice-based and discriminatory bullying, victimisation, sexual violence and sexual harassment, criminal/sexual exploitation including county lines and serious violent crime, preventing radicalisation (extremism, radicalisation and terrorism) and issues such as honour based abuse, female genital mutilation and forced marriage).

2. **Protection** (following agreed procedures, ensuring all staff respond appropriately and sensitively to child protection concerns and that every member of staff has regular training and updates at least annually and are supported to refer their concerns to the Designated Safeguarding Lead Sarah Took or Deputy Designated Safeguarding Lead or The First Contact Service (03000 267 979) directly IF NECESSARY. In certain specific cases such as female genital mutilation (Mandatory reporting of FGM from October 2015), radicalisation or forced marriage there are SPOCS/named teams and individuals within the police who can be contacted).
3. **Reconsideration** (following and challenging the progress of new referrals and existing cases to ensure that individual cases are reconsidered if there remains no improvement to a child's circumstances).
4. **Support** (for pupils and school staff and for children who may be vulnerable due to their individual circumstances or extra-familial harm and taking action to enable all children to have the best outcomes).

All staff have the added responsibility of recognising that there may be children with additional vulnerability who remain at higher risk of harm or abuse because of their existing vulnerability. All school staff should be particularly alert to the potential need for early help for a child who:

- is disabled or has certain health conditions and has specific additional needs
- has special educational needs (whether or not they have a statutory Education, Health and Care Plan)
- has a mental health need
- is a young carer
- is showing signs of being drawn in to anti-social or criminal behaviour, including gang involvement and association with organised crime groups
- is frequently missing/goes missing from care or from home
- is at risk of modern slavery, trafficking, sexual or criminal exploitation
- is at risk of being radicalised or exploited
- has a family member in prison or is affected by parental offending
- is in a family circumstance presenting challenges for the child, such as drug and alcohol misuse, adult mental health issues and domestic abuse
- is misusing drugs or alcohol themselves
- has returned home to their family from care
- is at risk of 'honour'-based abuse such as Female Genital Mutilation or Forced Marriage
- is a privately fostered child
- is persistently absent from education, including persistent absences for part of the school day.

(KCSIE 2021)

All staff have a responsibility to recognise child abuse, neglect and peer on peer (child on child) abuse in its many forms. This means that ALL staff will take a 'zero-tolerance' approach to any unacceptable behaviour including 'banter' and will seek to prevent, challenge and take action so that all children understand that any concerns regarding their welfare and safety will be taken seriously. This will encourage and promote a culture of acceptable behaviour and a safe educational environment for all children. All staff should also be aware that mental health problems can, in some cases, be an indicator that a child has suffered or is at risk of suffering abuse, neglect or exploitation. Additional guidance on how our school supports the following areas of additional need or harm are provided in the hyperlinked documents in Appendix 1 of this Child Protection Policy and includes the full list taken from Keeping Children Safe in Education 2021. **Where the school has created an additional school policy because of**

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any specific area of need this is to be read in conjunction with this Child Protection Policy. For example Peer and Peer Abuse should be read in conjunction with this policy.

Broadly the areas taken from Keeping Children Safe in Education, 2021 Annex B, include

- Child abduction and community safety incidents
- Children in the court system
- Children missing from education
- Children with family members in prison
- Child Criminal Exploitation (CCE) and Child Sexual Exploitation (CSE)
- County Lines
- Modern Slavery and the National Referral Mechanism
- Cybercrime
- Domestic Abuse
- Homelessness
- So called 'Honour Based Abuse' inclusive of Female Genital Mutilation (FGM) and Forced Marriage.
- FGM
- Forced Marriage
- Preventing Radicalisation
- The Prevent duty
- Channel
- Additional Support
- Peer on Peer / Child on Child Abuse
- Sexual violence and sexual harassment between children in schools and colleges
- Upskirting
- The response to a report of sexual violence or sexual harassment
- Additional advice and support

(KCSIE 2021)

Additional advice and hyperlinks can be found in the Appendix.

In the event of any of the above issues being recognised, information should be shared directly with the Designated Safeguarding Leads or deputies which will result in the situation being recorded, evaluated and support offered in school or the pupil/s being referred to specific services.

Framework and Legislation

No school operates in isolation. Keeping children safe from significant harm is the responsibility of all adults, especially those working with children. The development of appropriate procedures and the monitoring of good practice are the responsibilities of Durham Safeguarding Children Partnership, which includes the partnership of several agencies who work with children and families across Durham.

The Meadows School is committed to keeping children safe and safeguarding all children in accordance with Child Protection: Durham Safeguarding Children Partnership <https://durham-scp.org.uk/> and partner agencies in all cases where there is a concern about significant harm

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Significant Harm is defined in The Children's Act 1989 as the ill-treatment (including sexual abuse and physical abuse) or the impairment of health (physical or mental) or development (physical, intellectual, emotional, social or behavioural) as compared to a similar child.

Note: harm now includes the impairment of a child's health or development as a result of witnessing the ill treatment of another person.

(Adoption and Children Act 2002)

Local Authorities have a duty to investigate (under S47 of the Children Act 1989). Where a Local Authority is informed that there is a child who is living, or is found, in their area and they have reasonable cause to suspect that child is suffering or is likely to suffer significant harm they must make such enquiries as necessary to promote or safeguard the child's welfare. The First Contact Service undertakes this responsibility on behalf of the Local Authority once a referral has been made.

Keeping Children Safe in Education September 2021 contains information on what schools and colleges should do and sets out the legal duties with which schools and colleges must comply. It should be read alongside Working Together to Safeguard Children 2018 which applies to all schools, including maintained Nursery schools. The Children Act 1989 sets out the legal framework.

Roles and Responsibilities For All Staff

Safeguarding and promoting the welfare of children is defined for the purposes of this policy as: protecting ALL children from maltreatment and abuse; (including in addition to the four categories of harm, issues such as sexual violence and sexual harassment, child criminal exploitation (CCE), child sexual exploitation (CSE), county lines and serious violent crime, honour based abuse (HBA) inclusive of female genital mutilation (FGM) and forced marriage, preventing radicalisation (extremism, radicalisation and terrorism), harassment, bullying including cyber-bullying, prejudice-based and discriminatory bullying and victimisation) preventing impairment of children's health (physical and mental health) or development; ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and taking action to enable all children to have the best outcomes. This includes everyone under the age of 18.

Everyone who comes into contact with children and their families has a role to play in safeguarding children. Due to the regular contact with children all staff at The Meadows School have, we hold a particularly important role in safeguarding as we are in a position to identify concerns early, provide help for children and to prevent concerns from escalating. Children can make disclosures or show signs of abuse at any time and to any individual and safeguarding incidents can occur within schools. Therefore, through a thorough induction process and the sharing of this policy to all staff, students and volunteers, it is important that ALL staff:

- Ensure that they clearly understand their school's systems and procedures for sharing information to safeguard and promote the welfare of children as shared in this policy.
- Ensure that they listen to and reflect on the voice of the child at ALL times (taking the child's wishes and feeling into account) and reassure them that they will take seriously any concerns raised to them by the child and both support them and keep them safe. This will include determining what action to take and what services to provide on behalf of the child in need (for non-safeguarding concerns).
- Ensure that they report ANY concerns of harm to any child to the Designated Safeguarding Lead immediately and consistently promote a culture of vigilance in school, where concerns are shared and dealt with as soon as possible (However, ALL staff can refer their concerns directly to The First Contact Service if necessary and the

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police in the stated incidents above. They should inform the Designated Safeguarding Lead as soon as possible if they have reported concerns directly).

- Ensure that they immediately share with the Designated Safeguarding Lead information shared with them by a child or directly observed/witnessed and record it. This could include sharing information on behalf of the Designated Safeguarding Lead with other agencies. All discussions, decisions and reasons for them should be recorded in writing adhering to The Meadows School's Recording and Information Sharing Policy/Procedure. Staff should never let fears of sharing information stand in the way of the need to safeguard and promote the welfare of children. Ensure that they maintain an attitude of 'it could happen here' in respect of any safeguarding issues and report any concerns regarding the behaviour of a child/an adult/staff member in school directly to the Designated Safeguarding Lead or Deputy Safeguarding Lead.
- Ensure that they feel able to raise concerns about poor or unsafe practices of staff and potential failures in the school's safeguarding regime through whistleblowing procedures and the Staff Behaviour/Code of Conduct inclusive of 'Low-Level' Concerns Policy.
- Ensure that they attend regular formal training/updates at least annually to support them in recognising the signs and symptoms of abuse, particularly in support of early identification of needs of children to prevent an escalation of need or risk to the child.
- Ensure from the 1st July 2015 for schools, (or 18th September 2015 for Colleges) that under the Counter Terrorism and Security Act, April 2015, that the school has 'due regard to Prevent' and to assess risk of children and young people being radicalised or drawn into extremism/terrorism (based upon potential risks in local area and that clear protocols are in place for all visitors so that their views are appropriate and not an opportunity to influence others).
- Ensure from October 2015 that there is mandatory reporting to the police in all cases where teachers discover that an act of FGM appears to have been carried out.
- Ensure that they understand through online safety training that technology is a significant component in many safeguarding and well-being cases and the additional risks for pupils online and continue to promote the school's Online Safety Policy/acceptable usage in the protection of all pupils. This includes the management of internet access via children's own mobile phones or electronic devices that can allow them unlimited access to the internet without any restrictions using their own data allowance. It should be clear in every school's online safety policy/acceptable usage, the expectations of pupils regarding their own devices whilst on school site and the consequences of any evidence of inappropriate use of the internet. This includes not using their mobile phones or smart technology to sexually harass, share indecent images (consensually or non-consensually) and view and share pornography and other harmful content.
- Ensure that they remain vigilant whilst visitors are on site and continue to promote the school's commitment to keeping children safe through reminding visitors and parents of the school's appropriate use of personal mobile phones/devices whilst they are on school premises. This includes staff understanding and adhering to the Staff Behaviour Policy inclusive of use of mobile phones and electronic devices.

The Meadows School will work with social care, the police, health services and other services to promote the welfare of children and protect them from harm.

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The Designated Safeguarding Lead

The Meadows School has appointed Sarah Took, Headteacher from our SLT to be our Designated Safeguarding Lead. This person has the overall responsibility for safeguarding and child protection and has the appropriate status, authority and training to undertake such a role and is able to provide advice and support to other staff on child welfare, safeguarding and child protection matters. This person is able to take part in strategy discussions and inter agency meetings and to support other trained staff to do so as well as contribute to the assessment of children. The Designated Safeguarding Lead (and any deputies) are most likely to have a complete safeguarding picture and be the most appropriate person to advise on the response to safeguarding concerns (KCSIE 2021).

Role of the Designated Safeguarding Lead

At The Meadows school we have a safeguarding team that supports the role of the Designated Safeguarding Lead, Deputy Headteacher and due to the impact of Covid Andrew McGarry, Assistant Headteacher and Mark Katoroz SENCo. These individuals are trained to the same standard as the Designated Safeguarding Lead. Whilst the activities of the Designated Safeguarding Lead can be delegated to appropriately trained deputies the ultimate Lead Responsibility for child protection will not be delegated and remains with the Designated Safeguarding Lead.

Any deputies should be trained to the same standard as the Designated Safeguarding Lead and the role should be explicit in their job description.

The Designated Safeguarding Lead has a very detailed role.

However, if there is an immediate safeguarding concern and the Designated Safeguarding Leads are unavailable please seek immediate support via The First Contact Service (03000 267 979).

The broad areas of responsibility for the Designated Safeguarding Leads are identified below:

Availability

During term time the Designated Safeguarding Lead (or a deputy) should always be available (during school hours) for staff in the school to discuss any safeguarding concerns. Whilst generally speaking the Designated Safeguarding Lead (or deputy) would be expected to be available in person, it is a matter for individual schools and colleges, working with the Designated Safeguarding Lead, to define what “available” means and whether in exceptional circumstances availability via phone and /or Google Meet or other such media is acceptable.

It is a matter for individual schools and colleges and the Designated Safeguarding Lead to arrange adequate and appropriate cover arrangements for any out of hours/out of term activities.

Manage Referrals

The Designated Safeguarding Lead is expected to refer cases:

- Of suspected abuse to The First Contact Service and support staff who make referrals to The First Contact Service.
- To the Channel programme where there is a radicalisation concern as required and support staff who make referrals to the Channel programme.

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- Where a person is dismissed or left due to risk/harm to a child to the Disclosure and Barring Service as required.
- Where a crime may have been committed to the police as required.

Work with others

- Act as a source of support, advice and expertise for all staff,
- Act as a point of contact with the safeguarding partners (Durham Safeguarding Children Partnership)
- Liaise with the Headteacher to inform them of issues, especially ongoing enquiries under section 47 of the Children Act 1989 and police investigations.
- As required liaise with the case manager (Headteacher or where the Headteacher is the subject of the allegations the Chair of Governors) and the Designated Officer, operating on behalf of the Local Authority for child protection concerns (all cases which concern a staff member).
- Liaise with staff (especially teachers, pastoral support staff, school nurses, IT technicians and SENCOs and Senior Mental Health Leads) on matters of safety and safeguarding (including online and digital safety) and when deciding whether to make a referral by liaising with relevant agencies so that children's needs are considered holistically.
- Liaise with the Senior Mental Health Lead and, where available, the Mental Health Support Team, where safeguarding concerns are linked to mental health.
- Promote supportive engagement with parents and/or carers in safeguarding and promoting the welfare of children, including where families may be facing challenging circumstances;
- Work with the Headteacher and relevant strategic leads, taking lead responsibility for promoting educational outcomes by knowing the welfare, safeguarding and child protection issues that children in need are experiencing, or have experienced, and identifying the impact that these issues might be having on children's attendance, engagement and achievement at school or college.
- Ensure that the school knows who its cohort of children who have or have had a social worker are, understanding their academic progress and attainment, and maintaining a culture of high aspirations for this cohort.
- Support teaching staff to provide additional academic support or reasonable adjustments to help children who have or have had a social worker reach their potential, recognising that even when statutory social care intervention has ended, there is still a lasting impact on children's educational outcomes.

Information sharing and managing the Child Protection File

The Designated Safeguarding Lead is responsible for ensuring that child protection files are kept up to date. Information should be kept confidential and stored securely. It is good practice to keep concerns and referrals in a separate child protection file for each child.

Records should include:

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- A clear and comprehensive summary of the concern
- Details of how the concern was followed up and resolved;
- A note of any action taken, decisions reached and the outcome.

They should ensure the file is only accessed by those who need to see it and where the file or content within it is shared, this happens in line with information sharing advice.

When children leave the school (including in-year transfers) the Designated Safeguarding Lead should ensure their child protection file is transferred to the new school or college as soon as possible and within 5 days for an in-year transfer or within the first 5 days of the start of a new term. This should be transferred separately from the main pupil file, ensuring secure transit, and confirmation of receipt should be obtained. Receiving schools and colleges should ensure key staff such as Designated Safeguarding Leads and SENCOs or the named person with oversight for SEN in colleges, are aware as required.

Lack of information about their circumstances can impact on the child's safety, welfare and educational outcomes. In addition to the child protection file, the Designated Safeguarding Lead should also consider if it would be appropriate to share any information with the new school or college in advance of a child leaving. For example, information that would allow the new school or college to continue supporting victims of abuse and have that support in place for when the child arrives.

Raising Awareness

The Designated Safeguarding Lead should:

- Ensure each member of staff has access to and understands the school's Child Protection Policy and procedures, especially new and part-time staff.
- Ensure the school's or colleges Child Protection Policy is reviewed annually (as a minimum) and the procedures and implementation are updated and reviewed regularly, and work with Governing Bodies or proprietors regarding this.
- Ensure the Child Protection Policy is available publicly and parents are aware of the fact that referrals about suspected abuse or neglect may be made and the role of the school or college in this.
- Link with the Durham Safeguarding Children Partnership to make sure staff are aware of training opportunities and the latest local policies on safeguarding and
- Help promote educational outcomes by sharing the information about the welfare, safeguarding and child protection issues that children who have or have had a social worker, are experiencing with teachers and school and college leadership staff.

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Training, Knowledge and Skills

The Designated Safeguarding Lead (and any deputies) should undergo training to provide them with the knowledge and skills required to carry out the role. This training should be updated at least every two years. The Designated Safeguarding Lead should undertake Prevent awareness training. Training should provide Designated Safeguarding Leads with a good understanding of their own role, how to identify, understand and respond to specific harms that can put children at risk, and the processes, procedures and responsibilities of other agencies, particularly children's social care, so they:

- Understand the assessment process for providing early help and statutory intervention, including local criteria for action and Local Authority children's social care referral arrangements.
- Have a working knowledge of how Local Authorities conduct a child protection case conference and a child protection review conference and be able to attend and contribute to these effectively when required to do so.
- Understand the importance of the role the Designated Safeguarding Lead has in providing information and support to children's social care in order to safeguard and promote the welfare of children.
- Understand the lasting impact that adversity and trauma can have, including on children's behaviour, mental health and well-being, and what is needed in responding to this in promoting educational outcomes.
- Are alert to the specific needs of children in need, those with special educational needs and disabilities (SEND), those with relevant health conditions and young carers.
- Understand the importance of information sharing, both within the school or college, and with the safeguarding partners (Durham Safeguarding Children Partnership), other agencies, organisations and practitioners.
- Understand and support the school or college with regards to the requirements of the Prevent duty and are able to provide advice and support to staff on protecting children from the risk of radicalization.
- Are able to understand the unique risks associated with online safety and be confident that they have the relevant knowledge and up to date capability required to keep children safe whilst they are online at school or college.
- Can recognise the additional risks that children with SEN and disabilities (SEND) face online, for example, from online bullying, grooming and radicalisation and are confident they have the capability to support SEND children to stay safe online.
- Obtain access to resources and attend any relevant or refresher training courses and
- Encourage a culture of listening to children and taking account of their wishes and feelings, among all staff, in any measures the school or college may put in place to protect them.

In addition to the formal training set out above, their knowledge and skills should be refreshed (this might be via e-bulletins, meeting other Designated Safeguarding Leads, or simply taking time to read and digest safeguarding developments) at regular intervals, as required, and at least annually, to allow them to understand and keep up with any developments relevant to their role.

Providing support to staff

Training should support the Designated Safeguarding Lead in developing expertise, so they can support and advise staff and help them feel confident on welfare, safeguarding and child protection matters. This includes specifically to:

- Ensure that staff are supported during the referrals processes;
- Support staff to consider how safeguarding, welfare and educational outcomes are linked, including to inform the provision of academic and pastoral support.

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Understanding the views of children

It is important that children feel heard and understood. Therefore, Designated Safeguarding Leads should be supported in developing knowledge and skills to:

- Encourage a culture of listening to children and taking account of their wishes and feelings, among all staff, and in any measures the school or college may put in place to protect them;
- Understand the difficulties that children may have in approaching staff about their circumstances and consider how to build trusted relationships which facilitate communication.

Holding and sharing information

Designated Safeguarding Leads should be equipped to:

- Understand the importance of information sharing, both within the school and college, and with other schools and colleges on transfer including in-year and between primary and secondary education, and with the safeguarding partners, other agencies, organisations and practitioners,
- Understand relevant data protection legislation and regulations, especially the Data Protection Act 2018 and the UK General Data Protection Regulation (UK GDPR) and
- Be able to keep detailed, accurate, secure written records of concerns and referrals and understand the purpose of this record-keeping.

Taken from Keeping Children Safe in Education, 2021: Annex C.

In addition as best practice the Designated Safeguarding Leads:

- Ensure each member of staff has access to and understands the school's suite of safeguarding policies particularly the Child Protection Policy and Peer on Peer Abuse Policy and the Staff Code of Conduct Policy, especially new or part-time staff who may work with different establishments.
- Be aware of all school excursions and residentials and clarify with the educational visit co-ordinator/group leader(s) their role and responsibility in connection with safeguarding/child protection.
- Ensure that a Professional Supervision Policy is in place for all Designated Safeguarding Leads and is a well embedded process in schools that allows for critical and reflective practice to promote the educational outcomes and improved mental health and wellbeing of all vulnerable children.
- Ensure that a whole school policy for Induction is in place for all new starters including members of the workforce and volunteers, to induct them thoroughly into all key aspects of their role and responsibility in school across pupils, vulnerable groups, people, staff and premises.
- Ensure a whole school policy about managing behaviour and discipline effectively is in place to ensure a good and safe educational environment for all children. This means that ALL staff will take a 'zero-tolerance' approach to any unacceptable behaviour including 'banter' and will seek to prevent, challenge and take action so that all children understand that any concerns regarding their welfare and safety will be taken seriously. This will encourage and promote a culture of acceptable behaviour and provide a safe educational environment for all children. This policy should include bullying/cyber-bullying, prejudiced-based and discriminatory bullying inclusive of measures to prevent all forms of bullying among pupils. This policy should additionally include the use of reasonable force. There are circumstances when it is appropriate for staff in schools and colleges to use reasonable force to safeguard children and young people. The term 'reasonable force' covers the broad range of actions used by staff that involve 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 young person 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. When using reasonable force in response to risks presented by incidents involving children with SEN or disabilities or with medical conditions, schools and

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colleges should in considering the risks carefully recognise the additional vulnerability of these groups. They should also consider their duties under the Equality Act 2010/36 in relation to making reasonable adjustments, non-discrimination and their Public Sector Equality Duty.

- Ensure an effective whole school policy against bullying/cyber-bullying, prejudiced-based and discriminatory bullying inclusive of measures to prevent all forms of bullying among pupils, is in place, as a stand-alone policy but also covered in the Behaviour and Discipline Policy.
- Ensure that an effective Record-Keeping Policy regarding information on children's welfare is in place. This should detail the school's procedures and applications for recording information including what data will be recorded and for what purposes, who in school will have access to this information, how it will be shared and transferred and the school's retention schedule.
- Inform LA of any pupil to be deleted from school admission register and follow missing from education protocols.
- Inform the LA of any pupil who fails to attend school regularly, or has been absent without schools permission for a continuous period of 10 days or more.

Responsibilities of The Meadows School's Governing Body

Governing Bodies should ensure that mechanisms are in place to assist staff to understand and discharge their role and responsibilities as set out in Keeping Children Safe in Education, 2021.

Governing Bodies and Proprietors should have a senior board level (or equivalent) lead to take leadership responsibility for their school's or college's safeguarding arrangements.

At The Meadows School the senior lead governors for safeguarding are the Chair of Governors - Gary Stout and Victoria Ashfield.

The role is to:

- Ensure that the allocation of funding and resource is sufficient to meet the current safeguarding and child protection activity and challenge the safeguarding activity.
- Ensure the self-assessment tool and Designated Safeguarding Lead report demonstrates fully and accurately the safeguarding arrangements and any action to progress areas of weakness or development.
- Ensure that the Governing Body receives training to clarify their statutory role in keeping children safe to support their quality assurance of those statutory arrangements.
- Ensure that the Governing Body is aware of their Local Safeguarding Children Partnership arrangements and the need for the school to understand their role in effective multi-agency working under the new arrangements.
- Ensure that they liaise with the Local Authority and/or partner agencies on issues of child protection and in the event of allegations of abuse made against the Headteacher, the Principal of a College or Proprietor or member of Governing Body of an independent school.
- Ensure that in the event of allegations of abuse being made against staff (including supply staff, volunteers and contractors) and the Headteacher allegations should be reported directly to the Designated Officer (DO). Therefore, ensuring effective whistleblowing procedures are in place.
- Ensure that the appointed member of the Governing Body for safeguarding holds the Headteacher to account on all matters involving safeguarding through an effective Child Protection Policy that is embedded and followed by the entire workforce in all of the above raised areas.
- Ensure that all staff receive regular safeguarding and child protection updates including online safety (for example, via email, e-bulletins, staff meetings) as required, and at least annually, to provide them with relevant skills and knowledge to safeguard children effectively. Governors should also ensure that this training is

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integrated, aligned and considered as part of the whole school or college's safeguarding approach and culture of vigilance.

- Ensure that the school has appropriate filtering and monitoring systems in place to limit children's exposure to inappropriate and harmful online content and ensure that staff, pupils and visitors to their site follow their school / setting's acceptable use policy / online safety policy. Governors should also ensure that this is regularly reviewed and risk assessed to keep up with evolving cyber-crime technologies.
- Ensure that children are taught about safeguarding, keeping themselves safe, including online safety through Relationships Education (Primary) or Relationships and Sex Education (Secondary) and that this approach to teaching is adapted to meet the needs of more vulnerable pupils, victims of abuse and some SEND children.
- Ensure that a Designated Teacher is appointed to promote the educational achievement of looked after children, including working with the Local Authority's virtual school Headteacher and discuss how pupil premium funding for looked after children will be used.
- Ensure they have clear systems and processes in place for identifying possible mental health problems, including routes to escalate and clear referral and accountability systems.
- Ensure their Child Protection Policy reflects the fact that additional barriers can exist when recognising abuse and neglect for children with Special Educational Needs. These can include: assumptions that indicators of possible abuse such as behaviour, mood and injury relate to the child's disability without further exploration; being more prone to peer group isolation than other children; the potential for children with SEN and disabilities being disproportionately impacted by behaviours such as bullying, without outwardly showing any signs; and communication barriers and difficulties in overcoming these barriers.
- Ensure that where children may need to learn online at home, there are clear, safe and effective protocols and provisions in place.
- Ensure that where school premises are rented or hired to organisations or individuals that appropriate arrangements are in place to keep children safe.

Information for Parents

At The Meadows School, Governors and staff are committed to keeping **our children safe and** will take any reasonable action to safeguard and promote their welfare. In cases where the school has reason to be concerned that a child may be suffering significant harm, ill treatment, neglect or other forms of harm, staff have no alternative but to follow Durham Safeguarding Children Partnership Arrangements and inform The First Contact Service or police of their concern.

Procedures

The Designated Safeguarding Lead (or deputy DSL) will be informed immediately by an employee of the school, pupil of the school, parent of the school or other persons, in the following circumstances:

- Suspicion that a child is being harmed
- There is evidence that a child is being harmed

The threshold of significant harm is defined in the Children Act 1989 Section 31 (9) as:

- Ill-treatment
- Impairment of health (as compared to a similar child)

Note: harm now includes the impairment of a child's health or development as a result of witnessing the ill-treatment of another person (Adoption and Children Act 2002).

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Working Together 2018 defines the categories of harm as:

Physical Abuse

A form of abuse which 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.

Neglect

The persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development.

Neglect may occur during pregnancy as a result of maternal substance misuse. Once a child is born, neglect may involve a parent or carer failing to provide adequate food and clothing, shelter including exclusion from home or abandonment, failing to protect a child from physical and emotional harm or danger, failure to ensure adequate supervision including the use of inadequate care-takers, or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Sexual Abuse

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

*The sexual abuse of children by other children is a specific safeguarding issue (also known as peer on peer/child on child abuse) in education and **ALL** staff should be aware of it.

** It is more likely that girls will be victims and boys perpetrators, but all peer on peer/child on child abuse is unacceptable and will be taken seriously.

Emotional Abuse

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

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Children potentially at greater risk of harm

Children may need a social worker due to safeguarding or welfare needs. Children may need this help due to abuse, neglect and complex family circumstances. A child's experiences of adversity and trauma can leave them vulnerable to further harm, as well as educationally disadvantaged in facing barriers to attendance, learning, behaviour and mental health. Local Authorities should share the fact a child has a Social Worker, and the Designated Safeguarding Lead should hold and use this information so that decisions can be made in the best interests of the child's safety, welfare and educational outcomes. This should be considered as a matter of routine. There are clear powers to share this information under existing duties on both Local Authorities and schools and colleges to safeguard and promote the welfare of children.

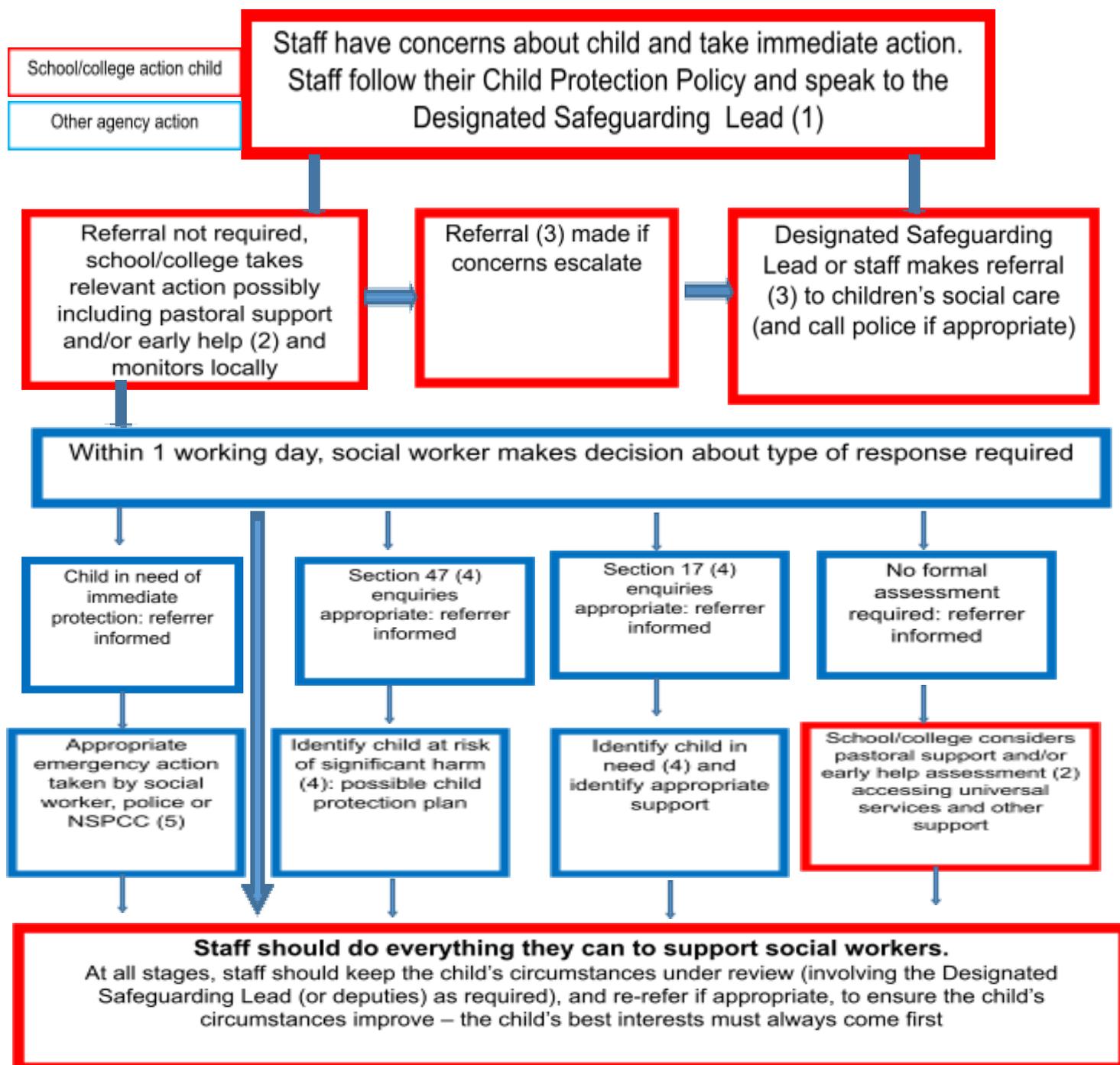
All staff should be aware that safeguarding incidents and/or behaviours can be associated with factors outside the school or college and/or can occur between children outside of these environments. All staff, but especially the Designated Safeguarding Lead (and deputies) should consider whether children are at risk of abuse or exploitation in situations outside their families. Extra-familial harms take a variety of different forms and children can be vulnerable to multiple harms including (but not limited to) sexual exploitation, criminal exploitation, and serious youth violence. Staff should be aware that experience and indicators of girls who are criminally exploited can be very different to boys but for both boys and girls being criminally exploited they maybe at higher risk of sexual exploitation. Staff should also be aware of the indicators that signal a child is at risk from or involved in serious violent crime, for example being missing from education, changing friendships, a decline in school performance, self-harming and unexplained gifts and possessions. Staff should be able to recognise the risk factors that increase the likelihood of involvement in serious violence, such as being male, being absent or permanently excluded from school, having experienced child maltreatment and having been involved in offending such as theft or robbery.

The Designated Safeguarding Lead will keep a full record of concerns raised and make referrals to The First Contact Service, if necessary. These records may be either handwritten or electronic but will be stored via a secure system. The Headteacher will be kept informed at all times.

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From KCSIE 2021

Actions where there are concerns about a child



In cases which also involve a concern or allegation of abuse against a staff member, see Part Four of KCSIE 2021

Early help means providing support as soon as a problem emerges at any point in a child's life. Where a child would benefit from co-ordinated early help, an early help inter-agency assessment should be arranged. Chapter One of [HYPERLINK "https://www.gov.uk/government/publications/working-together-to-safeguard-children--2"](https://www.gov.uk/government/publications/working-together-to-safeguard-children--2) [Working Together to Safeguard Children](#) provides detailed guidance on the early help process.

Referrals should follow the process set out in the local threshold document and local protocol for assessment. Chapter one of [HYPERLINK "https://www.gov.uk/government/publications/working-together-to-safeguard-children--2"](https://www.gov.uk/government/publications/working-together-to-safeguard-children--2) [Working Together to Safeguard Children](#)

Under the Children Act 1989, local authorities are required to provide services for children in need for the purposes of safeguarding and promoting their welfare. Children in need may be assessed under section 17 of the Children Act 1989. Under section 47 of the Children Act 1989, where a local authority has reasonable cause to suspect that a child is suffering or likely to suffer significant harm, it has a duty to make enquiries to decide whether to take action to safeguard or promote the child's welfare. Full details are in Chapter One of [HYPERLINK "https://www.gov.uk/government/publications/working-together-to-safeguard-children--2"](https://www.gov.uk/government/publications/working-together-to-safeguard-children--2) [Working Together to Safeguard Children](#)

This could include applying for an Emergency Protection Order (EPO)

Safe Schools/Safe Staff

Governors have agreed and ratified the following policies, procedures, processes or systems which must be read and considered in conjunction with this policy:

Whistle Blowing/Confidential Reporting

The Meadows School's Whistle Blowing/Confidential Reporting Policy provides guidance to staff and volunteers and contractors on how they can raise concerns and receive appropriate feedback on action taken, when staff have concerns about any adult's behaviour.

Management of a safeguarding concern or allegation about an adult

If staff have safeguarding concerns, or an allegation is made about another member of staff (including supply staff, volunteers and contractors) posing a risk of harm to children, then this should be referred to the Headteacher; where there are concerns/allegations about the Headteacher, this should be referred to the Chair of Governors and in the event of concerns/allegations about the Headteacher this should be reported directly to the Designated Officer(s) at the Local Authority.

Consultation without delay with the Designated Officer Louise Brooks/Sharon Lewis, Tel: 03000 268 835 will determine what action follows. A multi-agency strategy meeting may be arranged to look at the complaint in its widest context, the Headteacher/senior member of school staff must attend this meeting, which will be arranged by the Designated Officer. All issues must be recorded on the allegation management form and the outcome reached must be noted to ensure closure. <https://durham-scp.org.uk/>

Where this concern does not meet the harm threshold, all staff should continue to follow their staff behaviour/code of conduct inclusive of 'low-level' concerns policy and share information with the Headteacher. This concern may be where an adult's behaviour is inconsistent with the staff code of conduct, including inappropriate behaviour outside of work but does not meet the allegation threshold.

Training and Support

All staff members should be aware of the systems within their school or college which support safeguarding and these should be explained to them as part of their induction into the school to ensure they can discharge their responsibilities effectively. This includes: The Child Protection Policy, the policy and procedures to deal with peer on peer/child on child abuse; the Behaviour Policy (which should include measures to prevent bullying, including cyber-bullying, prejudice-based and discriminatory bullying), the Staff Behaviour/Code of Conduct (inclusive of 'Low Level' Concern) Policy, the Safer Working Practice Document, the safeguarding response to children who go missing from education and the role and identity of the Designated Safeguarding Lead and their deputies.

All staff members receive appropriate safeguarding and child protection training (including online safety) which is regularly updated. Our CPD for staff is integrated, aligned and considered as part of our whole school safeguarding approach, wider staff training and curriculum planning. The Governing Body decides the frequency and content of this CPD. At The Meadows school our whole school training is held annually. In addition, all staff members receive regular safeguarding and child protection updates via staff meetings held weekly and internal CPD as required, but at least annually, to provide them with relevant skills and knowledge to safeguard children effectively and allow them opportunities to contribute to reviewing and shaping the safeguarding arrangements in school inclusive of, the Child Protection Policy.

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Professional Confidentiality

Confidentiality is an issue which needs to be understood by all those working with children, particularly in the context of safeguarding. The Meadows School recognises that the only purpose of confidentiality in this respect is to benefit the child. Durham Safeguarding Children Partnership <https://durham-scp.org.uk/>

Record Keeping

Information sharing is vital in identifying and tackling all forms of abuse and neglect, and in promoting children's welfare, including their educational outcomes. Schools have clear powers to share, hold and use information for these purposes.

Well-kept records are essential to good safeguarding practice. The Meadows School is clear about the need to record any concerns, discussions held, decisions made and reasons for those decisions about a child or children within its care. All records include, a clear and comprehensive summary of the concern, details of how the concern was followed up and resolved and a note of any action taken, decisions reached and the outcome (Purpose, Action, and Outcome). All staff will follow the schools Information Sharing and Recording Policies to ensure record keeping is compliant and in line with the General Data Protection Regulations 2018 and Data Protection Act 2018.

Following a child leaving our school we follow the appropriate transfer procedures and retention guidelines and information regarding children who have required statutory intervention at any point in their school career will automatically be shared with the receiving school. This is to ensure that all children are given the right support and intervention and information is shared strictly on a need to know basis.

Safeguarding recording within The Meadows School is through a paper-based system.

Attendance at Safeguarding Conferences

In the event of The Meadows School being invited to attend child protection conferences, the Designated Safeguarding Lead (or deputies), will represent the school and/or identify the most appropriate trained member of staff to provide information relevant to child protection conference (initial/review). In the event that those staff members cannot attend, the following trained members of staff may attend - Andrew McGarry and Mark Katoroz.

Supporting Children

The Meadows School recognises that children who are abused or who witness violence may find it difficult to develop a sense of self-worth and to view the world in a positive way. The Meadows School may be the only stable, secure and predictable element in the lives of some of the children in its care. The school, therefore, recognises that such children might exhibit challenging and defiant behaviour and will take careful note of the context of such behaviour.

As an Operation Encompass partner we work closely with the Operation Encompass Lead with regards to domestic violence incidents and offer wellbeing checks to our pupils if we are contacted following an incident which has occurred in one of our pupil's homes.

The Meadows School also recognises that children are capable of abusing their peers. Peer on peer abuse can take many forms and any concerns raised will be investigated and dealt with appropriately as part of our school's zero tolerance approach to unacceptable behaviour. No peer on peer/child on child abuse should be tolerated or minimised as part of growing up and all those involved will be provided with an appropriate level of support. It is understood that those pupils who have experienced abuse in their own lives may in turn abuse others. This requires

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a considered and sensitive approach in order that the child can receive appropriate help and support. See Peer on Peer/Child on Child Abuse Policy for detailed information.

Therefore, The Meadows School will endeavour to support all its pupils through:

- The curriculum encourages self-esteem, self-motivation, self-protection.
- The school ethos, which promotes a positive, supportive and secure environment and which gives all pupils and adults a sense of being respected and valued.
- Approaches which allow children and young people to develop critical thinking, literacy skills and digital literacy skills.
- A curriculum which explores human rights, equality, democracy and tolerance and prepares children and young people fully for life in modern Britain.
- A curriculum where children develop personal resilience, understand and can take appropriate risks or have personal strategies/safety plans that allow them to manage their own safety both on and off line. This can include topics covered as part of Relationships, Relationships and Sex Education and Health Education as well as Fundamental British Values and the SMSC Curriculum which cover harm, abuse, positive and healthy relationships and crime.
- A whole school approach to online safety that considers the four areas of risk: Content; being exposed to illegal, inappropriate or harmful content, for example: pornography, fake news, racism, misogyny, self-harm, suicide, anti-semitism, radicalisation and extremism. Contact; being subjected to harmful online interaction with other users; for example peer to peer pressure, commercial advertising and adults posing as children or young adults with the intention to groom or exploit them for sexual, criminal, financial and other purposes. Conduct; personal online behaviour that increases the likelihood of, or causes, harm; for example, making, sending and receiving explicit images (e.g. consensual and non-consensual sharing of nudes and semi-nudes and/or pornography, sharing other explicit images and online bullying. Commerce: risks such as online gambling, inappropriate advertising, phishing and or financial scams.
- A coherent management of Behaviour and Discipline Policy and Procedures inclusive of the Use of Reasonable Force.
- Liaison with other professionals and agencies who support children and parents.
- A commitment to develop productive, supportive relationships with parents whenever it is in the child's interest to do so.
- The development and support of a responsive and knowledgeable staff group whose role it is to respond appropriately in all safeguarding situations.

The Meadows School recognises that, statistically, children with behavioural difficulties and disabilities are the most vulnerable to abuse. School staff who work, in any capacity, with children with profound and multiple disabilities, sensory impairment and/or emotional and behavioural problems will need to be particularly sensitive to signs of abuse. School staff must give consideration to children who are subject to a statement of special needs, an education health and care plan or have a medical condition, as these can mask safeguarding issues and may often be attributed to the medical condition rather than that a child may be being harmed. Concerns such as changes in behaviour and presentation (both physical and mental), mood or injury must be considered for each individual child and their own circumstances and must not be dismissed. Children with SEND and certain medical conditions are often more prone to peer group isolation than other children and there is greater potential for children with SEND and certain medical conditions being disproportionately impacted by behaviours such as bullying (including prejudice-based bullying), without outwardly showing any signs. Therefore, time must be taken to ensure that the full circumstances of any child who has additional needs and requires support around language and communication is shared at the point of referral to ensure the best possible outcome for the child is always achieved and their voice through any form of communication is always heard. To address these additional challenges, schools and colleges should consider extra pastoral support for children with SEND and certain medical conditions.

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The Meadows School also recognises that in a home environment where there is domestic violence, drug or alcohol misuse or mental health issues children may also be vulnerable and in need of support and protection.

This policy MUST be read in conjunction with other related school policies.

These include:

- **School Recruitment and Selection Policy** - inclusive of safer recruitment guidance and regulation, for example a **Single Central Record** which demonstrates the pre-employment checks for all staff (e.g. identity, professional qualifications, right to work in the UK, further checks on people who have lived or worked outside the UK, for the workforce who are in regulatory activity (enhanced DBS, children's/adult barred list, prohibition from teaching check, section 128 check for management positions) and supervision of those who don't meet this requirement.
- Clear recruitment procedures which embed keeping children safe across every aspect from vacancy to conditional appointments, induction and an on-going safeguarding culture of vigilance.
- Trained panel members who ensure that the policy works in practice in all recruitment and selection within the school.
- School Staffing (England) Regulations 2009, Regulation 9: require Governing Bodies of maintained schools to ensure at least one member of a recruitment panel must undertake safer recruitment training to satisfy all requirements in the statutory guidance Keeping Children Safe in Education 2021 and Working Together 2018. At The Meadows school we share this commitment.
- Schools Human Resources policies and procedures adopted from Durham County Council
- **Staff Code of Conduct** inclusive of 'Low Level' Concerns Policy Safer Recruitment Consortium Guidance for Safer Working Practices for those working with Young People in Education Settings, May 2019 and Addendum April 2020. The school will ensure that all staff and volunteers are aware of the need for maintaining appropriate and professional boundaries in their relationships with young people and agree to work within all policies and procedures to safeguard both children and adults.
- The school will ensure that staff and volunteers are aware that sexual relationships with pupils aged under 18 are unlawful and could result in legal proceedings being taken against them under the Sexual Offences Act 2003 (Abuse of Position of Trust).
- **Behaviour Policy** – inclusive of the Use of Reasonable Force/positive handling and confiscating and searching.
- **Anti-Bullying Policy.**
- **E Safety Policy** inclusive of appropriate usage documentation (covering the use of mobile phones, cameras and all other technology within the school or setting).
- **Remote learning Policy** inclusive of all expectations for children learning at home.
- **Record-Keeping Policy** inclusive of all procedures around the recording, storing and transferring of information regarding children.
- **The Schools Educational Visits Policy** (reviewed annually) reflects the consideration we give to the safeguarding of our children both within the school environment and when away from the school, when undertaking school trips, visits or pupils being creatively educated.
- **Peer on Peer Abuse Policy**
- **Mental Health and Wellbeing Plan**
- **Photographic & Digital Imagery Policy** with parental consent forms annually signed.
- **Administration of Medicines Policy** and procedures with trained staff who manage this.
- **Pupils with Medical Needs Policy** and implications for the workforce, pupils and partnership with parents.
- **Attendance Management Policy** - school management for attendance and the partnership with the LA in reporting children missing from education and those deleted from the school's admission register. This includes the need for two emergency contact details for every pupil, where possible.

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- **Missing Children Policy** – inclusive of runaways, missing, and children missing from education, ensuring appropriate safeguarding responses.
- **Complaints Policy**
- **Allegation Management Policy**
- **Confidentiality and Whistle Blowing Policy.**
- **Information Sharing Policy** (internal and external exchange of information).
- **Looked After Children Policy** inclusive of named Looked After Teacher whose role is to champion the achievement of looked after children in your school and work closely with the Designated Safeguarding Lead and the Virtual Headteacher within the LA who has responsibility for the LAC.
- **Intimate Care and Care Plan Policy** – inclusive of procedure to support pupils who have an accident and either wet, soil or menstruate and need assistance.
- **Relationship and Sex education (RSE) Policy (Secondary)** inclusive Health Education content.

This template was originally developed by members of CAPE (The National Group of Education Leads for Safeguarding and Child Protection across the North West/East). Sunderland City Council Education Safeguarding Team remodelled and adapted it to suit local/regional need. Between 2014-2021, this template was again revised in partnership with Pam Gartland: Safeguarding First Ltd to provide a guidance tool for schools in light of the new statutory DfE guidance Keeping Children Safe in Education.

It has been informed by the following legislation and national & local guidance

Children Act 1989/2004

<http://www.legislation.gov.uk/ukpga/2004/31/contents>

Data Protection Act 2018

<http://www.legislation.gov.uk/ukpga/2018/12/contents/enacted>

DfE Statutory framework for the Early Years Foundation Stage (EYFS) Sept 2021

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/974907/EYFS_framework_-_March_2021.pdf

Education Act 2002 Section 175

www.legislation.gov.uk/ukpga/2002/32/section/175

Education (Independent School Standards) Regulations 2014

<http://www.legislation.gov.uk/uksi/2014/3283/schedule/made>

Education and Training (Welfare of Children) Act 2021

<https://www.legislation.gov.uk/en/ukpga/2021/16/enacted>

Equality Act 2010

<https://www.gov.uk/guidance/equality-act-2010-guidance>

General Data Protection Regulations, 2018

https://ec.europa.eu/commission/priorities/justice-and-fundamental-rights/data-protection/2018-reform-eu-data-protection-rules_en

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Information Sharing: Advice for Practitioners providing safeguarding services

<https://www.gov.uk/government/publications/safeguarding-practitioners-information-sharing-advice>

Freedom of Information Act 2000

http://www.legislation.gov.uk/ukpga/2000/36/pdfs/ukpga_20000036_en.pdf

Keeping Children Safe in Education 2021

<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

Non-Maintained Special Schools (England) Regulations 2015

<http://www.legislation.gov.uk/uksi/2015/728/made>

Public Sector Equality Duty Guidance for Schools in England

<https://www.equalityhumanrights.com/en/publication-download/public-sector-equality-duty-guidance-schools-england>

Safeguarding Vulnerable Groups Act 2006

<http://www.legislation.gov.uk/ukpga/2006/47/contents>

School attendance: Guidance for schools

<https://www.gov.uk/government/publications/school-attendance>

Sexual Offences Act 2003

<http://www.legislation.gov.uk/ukpga/2003/42/contents>

Durham Safeguarding Children Partnership

<https://durham-scp.org.uk/>

What to do if you are worried a child is being abused 2015

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/419604/What_to_do_if_you_re_worried_a_child_is_being_abused.pdf

Working together to safeguard children HM GOV (2018)

<https://www.gov.uk/government/publications/working-together-to-safeguard-children--2>

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This Policy will be reviewed annually or in light of any changes in legislation and/or guidance. This policy will be updated by our School at any time that local solutions such as front door services in social care or the DO details change. This policy may also be amended following the annual review with staff where our School procedures or practices may change following whole staff discussion or training, to ensure it is the most effective policy in keeping our children safe.

This policy must be ratified by the Governing Body signed/dated by both the Headteacher and Chair.

Whole-School Policy: Child Protection

Academic Year	Designated Safeguarding Lead	Deputy /deputies	Senior Board lead Safeguarding Governor
2021 -22	Sarah Took	Andrew McGarry	Gary Stout Victoria Ashfield

Review Date	Changes made	Ratification Date by Governing Body
August 2021 February 2022	Updated KCSIE 2021 Appendix 2 and 3	28 th September 2021 1st February 2022
August 2022		

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Appendix 1

Abuse or Safeguarding Issue		Link to Guidance/Advice	Source
Abuse		What to do if you're worried a child is being abused	DfE advice
		Domestic abuse: Various Information/Guidance	Home Office (HO)
		Faith based abuse: National Action Plan	DfE advice
		Relationship abuse: disrespect nobody	Home Office website
		Tackling Child Sexual Abuse Strategy	Home Office Policy Paper
		Together we can stop child sexual abuse	HM Government campaign
Bullying		Preventing bullying including cyberbullying	DfE advice
Children missing from education, home or care		Children missing education	DfE statutory guidance
		Child missing from home or care	DfE statutory guidance
		Children and adults missing strategy	Home Office strategy
Children with family members in prison		National Information Centre on Children of Offenders	Barnardo's in partnership with HM Prison and Probation Service
Child Exploitation		Trafficking: safeguarding children	DfE and HO guidance
		Care of unaccompanied and trafficked children	DfE statutory guidance
		Modern slavery: how to identify and support victims	HO statutory guidance
Drugs		Drug Strategy 2017	Home Office strategy
		Information and advice on drugs	Talk to Frank website
		Drug and Alcohol education – teacher guidance & evidence review	PSHE Association website
(so called) "Honour Based Abuse" including FGM and forced marriage		Female genital mutilation: information and resources	Home Office guidance
		Female genital mutilation: multi agency statutory guidance	DfE, DH and HO statutory guidance
		fmufcdo.gov.uk	Forced Marriage Unit (FMU) statutory guidance
		FGM resource pack	HM Government guidance

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Abuse or Safeguarding Issue		Link to Guidance/Advice	Source
Health and Well-being		Fabricated or induced illness: safeguarding children	DfE, DH, HO
		Rise Above: Free PSHE resources on health, wellbeing and resilience	Public Health England
		Medical-conditions: supporting pupils at school	DfE statutory guidance
		Mental health and behaviour	DfE advice
Homelessness		Homelessness: How local authorities should exercise their functions	Ministry of Housing, Communities & Local Government guidance
Private Fostering		Private fostering: local authorities	DfE statutory guidance
Radicalisation		Prevent duty guidance	Home Office guidance
		Prevent duty: additional advice for schools and childcare providers	DfE advice
		Educate Against Hate Website	DfE and Home Office advice
		Prevent for FE and Training	Education and Training Foundation (ETF)
Violence		Serious violence strategy	Home Office Strategy
		Factors linked to serious violence and how these factors can be used to identify individuals for intervention	Home Office
		Youth Endowment Fund	Home Office
		Gangs and youth violence: for schools and colleges	Home Office advice
		Ending violence against women and girls 2016-2020 strategy	Home Office strategy
		Violence against women and girls: national statement of expectations for victims	Home Office guidance
		Sexual violence and sexual harassment between children in schools and colleges	DfE advice

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Appendix 2

Purpose and aims

The purpose of this Appendix is to give all staff a clear understanding of how to respond and who to inform should they discover a pupil is missing. The aims of this information is to:

- Provide a clear procedure which is understood and effectively implemented by staff;
- Enable the missing pupil to be located as quickly as possible and given the appropriate level of safety and security commensurate with the pupil's age and emotional/behaviour maturity.
- Staff need to be mindful that a pupil can go missing at any time of the day.

Procedure for Pupils who go missing throughout the school day

This protocol refers to pupils who register at school in the morning and then go missing during the school day without a satisfactory explanation.

Missing Definition:

When a pupil's whereabouts cannot be established and where the circumstances are out of character or the context suggests the person may be the subject of a crime or at risk of harm to themselves or another.

Risk

A pupil missing during schools hours' incident would be prioritised as significant risk' where:

The risk posed is immediate and there are substantial grounds for believing that the young person is in danger through their own vulnerability.

Vulnerability

Characteristics may include;

EHCP – special needs ADHD ASC

Category of support - Early Help, Pupil in Need, Looked After or Pupil Protection

State of mind

Substance misuse

Where significant risk is identified, this is recorded on the pupils risk assessment.

Where the risk posed is immediate there will be substantial grounds for believing that:

- The public is in danger.
- There are indications that the pupil/young person has already come to harm (CSE, grooming, radicalisation etc.)

Other contributory factors should be taken into consideration when determining if the pupil is at significant risk are detailed through reflective questions.

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Have there been past concerns about this pupil and family which together with the sudden disappearance are worrying?

Is there any known history of drug or alcohol dependency within the family?

Is there any known history of domestic violence?

Is there concern about the parent/carer's ability to protect the pupil from harm?

Is this very sudden and unexpected behaviour?

Have there been any past concerns about the pupil associating with significantly older young people or adults?

Was there any significant incident prior to the pupil's unexplained absence?

Has the pupil been a victim of bullying?

Are there health reasons to believe that the pupil is at risk? e.g. does the pupil need essential medication or health care?

Was the pupil noted to be depressed prior to the pupil's unexplained absence?

Are there religious or cultural reasons to believe that the pupil is at risk? e.g. rites of passage, female genital mutilation or forced marriage planned for the pupil?

Procedure:

Once a pupil is identified as missing by any member of school staff, the Designated Safeguarding Lead will be informed.

Staff will contact home to share information and review any wider concerns.

Staff will use professional judgement and risk assess the urgency of the situation to help inform the timeframe required in establishing the pupils' whereabouts before notifying the Police.

Timeliness should be on a case by case basis. Designated Safeguarding Lead should, together with key staff, assess the pupil's vulnerability.

School staff will try to locate the pupil and try to establish the whereabouts of them.

School staff will try to contact the pupil via their mobile telephone if known.

Notifying the Police

The information required by the Police to assist in locating and returning the pupil to a safe environment is as follows:

- The pupils name/s; date of birth; status (for example looked after pupil); responsible authority
- Where and when they went missing
- Previous missing episodes and where they went
- Who, if anyone, they went missing with
- What the pupil was wearing plus any belongings they had with them such as bags, phone etc. include mobile number

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- Description and recent photo
- Medical history, if relevant
- Time and location last seen
- Circumstances or events around going missing with relevant safeguarding information
- Details of family, friends and associates
- Contact details of safeguarding lead if it was after school hours

Whilst the search is ongoing, the school will continue to liaise with the Police and act in accordance with Police instructions.

Option 1 – if the pupil returns before the Police have arrived then the Police must be informed and own school procedures need to be followed which would include discussion with pupil and parent carer and update of risk assessment.

Option 2 - if the pupil returns to school of their own volition, then the Police must be informed and own school procedures need to be followed (see above)

Option 3 - if the police locate the pupil and bring them back to the school the Police will conduct the safe and well interview and the school will follow school procedure (see above)

Times and examples of the occasions providing opportunities for a pupil to go missing include:

Occasions when a pupil goes missing:

- From an indoor lessons for example when a pupil is allowed to leave the classroom
- From an outdoor lesson for example during PE lessons
- Travelling around the school for example break time.
- On a school trip
- Other times such as at the start or end of the school day

Our Educational Visits Policy outlines the risk assessments that are made as part of taking our students off-site.

We also have on-site checks on a daily basis to ensure the safety of our students taking the registers in the morning and afternoon and reporting student absence to T5 via yellow card.

The most senior member of staff to co-ordinate this procedure by school phone if the student are on a trip linking with DSL and office staff to provide support.

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Appendix 3

Use of Private Vehicles for Transporting Pupils

This appendix should be read in conjunction with Lone Working Policy

Staff Drivers and Partner Drivers

Staff driver / partner drivers may be used:

- In order to minimise the costs of school visits, staff may offer the use of their car when assisting with school activities. This could be for example for an educational visit or a sports fixture. These are formal school arrangements whereby the school is involved in the organisation of the arrangements. Payment for mileage may be claimed with confirmation of Business Insurance at the rate set by Durham County Council in line with rates determined by Inland Revenue.
- Staff will travel with a mobile phone in case of emergency and a car first aid kit.
- Details of visit to be logged with Office

This guidance applies to Staff and Partners contracted by The Meadows.

Safeguarding Arrangements

Safeguarding is our highest priority.

All staff or connected partners will confirm that they:

- Are aware of their responsibilities in relation to Safeguarding and Child Protection.
- Conform to the Staff Code of Conduct and Lone Working Policy
- Know the procedures that should be followed if they have a cause for concern.
- Know where to go to find additional information regarding Safeguarding (DSL).
- Know procedures to follow in case of an emergency (behaviour/medical) and update/ contribute to pupil Risk Assessment as required

Staff members who are directly contracted by The Meadows should plan to travel with two staff members in the vehicle. This is planned primarily to protect staff from the unlikely event of possible allegations made by pupils.

Infrequently a member of staff may seek to transport two pupils as a lone worker with agreement from SLT following a risk assessment.

In the event of an unplanned or emergency situation, in discussion with SLT a joint decision and dynamic risk assessment may be undertaken, to facilitate a staff member driving a pupil without a second member of staff. This would be confirmed with the parent / carer for example meeting at the hospital .

Safety Provisions

Parents / carers are informed of all the arrangements and explicit parental consent is obtained for pupils to travel in private vehicles.

Working seatbelts are worn by all the pupil passengers and there is careful consideration of where pupils sit.

Reviewed on	Sept 2021
Next Review	Sept 2022

Appendix 4

Procedural Checklist to be completed Annually

All drivers will be required to follow / complete the following procedural checks in order to be eligible as drivers.

Office checks: Tracy Craigs logged on SCR

I confirm that I have a motor vehicle insurance policy for the vehicle in which I intend to drive and that business use must be on the certificate.

Name of Insurance Company.....

Policy Number.....

Vehicle Registration

I have checked with my insurance company and confirmed that the activity is covered by them.

I confirm that my vehicle has a current MOT and Vehicle Excise Licence (Tax Disc) and that the vehicle is in good condition.

I give permission for the school to check the status of any convictions on my driving licence at www.gov.uk/view-driving-licence. (Please provide code below)

Code

I confirm:

I have a car first aid kit.

I have read Keeping Student Safe in Education and am aware of The Meadows safeguarding policy and what to do if I have concerns about any pupil.

I have read the staff code of Conduct.

Name

Signed

Date

This declaration will be held on file in the School's Single Central Record for the duration of the time that I act as a driver. I understand it will not be used for any other purposes.

Embrace and Outreach North as part of their general practice travel with young people 1:1. They establish with key people (school (Tutor/Head Teacher or Designated Safeguarding Lead/Officer, parents and social worker) if there are any specific reasons about 1:1 travel. Risk assessment and medical discussions with The Meadows staff (DSL) are timely and connected with any changes for the young people.

Partners to check in with School via telephone or text within 15 minutes of session off site if collected from home., cross referencing for safeguarding.

Reviewed on	Sept 2021
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Appendix 5

Visit Form Car



The Meadows

Staff:

1

2

Date:

Time Out / Return time:

Mobile:

Car Details: Model **Reg**

.....

Location / Route:

Reason for Visit:

Pupil/s:

Medication Required and Details : Y / N

Office check in time:

Reviewed on	Sept 2021
Next Review	Sept 2022

