



SAFEGUARDING & CHILD PROTECTION POLICY

Review: September 2025

CONTENTS

<p>PART ONE – This section outlines the needs for children, young people and their families.</p> <p>It defines how the safeguarding and child protection policy aligns to other policy and procedures within our organisation and introduces key government guidance Keeping Children Safe in Education 2023.</p> <p>This section provides details of all key safeguarding staff and an overview of some of the roles and responsibilities of those staff.</p> <p>It provides an overview of how our curriculum ensures that the children and young people are taught about safeguarding and how we promote an open culture and ethos where children and staff can share concerns safely and their voices are heard.</p> <p>All parts of this policy are underpinned by local and national guidance, law and procedure and this is defined within part one.</p>	Page 4 - 10
<p>PART TWO – TAKING ACTION</p> <p>This part explores what safeguarding is; and everyone’s responsibility for safeguarding.</p> <p>It explains the expectations for all staff if they have a concern about a child or young person. Concerns regarding colleague’s behaviour is covered in part five of the policy.</p> <p>Professional curiosity is a key factor in this part and provides an emphasis on communicating with both the Designated Safeguarding Lead and Children’s Services, plus an overview of sharing information to safeguard children and young people.</p> <p>This part explains the requirements for recording safeguarding concerns.</p> <p>The 6 “R”s are at the end of this part of the policy.</p>	Page 11 - 18
<p>PART THREE – DEFINING ABUSE</p> <p>This part explains what constitutes abuse/harm under the four categories of abuse; physical, emotional, sexual and neglect.</p> <p>Additionally, it defines further specific risks and should be read alongside part one of Keeping Children Safe in Education 2023.</p> <p>Part four of the policy makes more specific reference to preventing and responding to incidents of child-on-child abuse.</p>	Page 19 - 37
<p>PART FOUR – SEXUAL VIOLENCE AND SEXUAL HARASSMENT BETWEEN CHILDREN</p> <p>This part explains our commitment from prevention to responses and procedures for managing child-on-child sexual abuse.</p> <p>The roles of police and Children’s Services is explained, and how we will support both victims and alleged/convicted perpetrators of abuse.</p> <p>A Harmful Sexual Behaviour toolkit is included to ensure the Right Support is offered at the Right Time.</p>	Page 38 - 47
<p>PART FIVE – SAFER RECRUITMENT PRACTICE AND MANAGING ALLEGATIONS AGAINST STAFF</p> <p>This part explains our safer recruitment procedures to support our safer culture.</p> <p>It provides examples of how our school deters and prevents people unsuitable to work with children from being recruited to work in our school.</p>	Page 48 - 59

Allegations about concerns regarding members of staff including supply staff, volunteers and contractors are explained; also, what our school will do in response to whether the harm threshold is met; or not. Whistleblowing is explained alongside links to the NSPCC Whistleblowing helpline.	
Appendix 1- The Seven Golden Rules for Sharing Information	Page 60
Appendix 2 - Children in specific circumstances-national guidance links	Page 61 - 62
Appendix 3 - Host families - homestay during exchange visits	Page 63

1. INTRODUCTION

Bespoke Training & Education (BT&E), acknowledges how important it is to safeguarding our vulnerable children and young people. Our pupils have been excluded from mainstream education; it is essential that the children and young people who attend this alternative education provision are supported and prepared for the opportunities, responsibilities and challenging experiences of life, including returning to an appropriate school setting, further education or employment.

Our staff understand that when pupils are travelling to our alternative education provision, exploitation risks could be increased. BT&E is aware of and assess the risks/issues when considering the well-being and safety of our pupils.

BT&E follows the child protection procedures as defined by our local authority partners. We work with partners to ensure the best outcomes for children and young people. This policy applies to all staff, volunteers and visitors as safeguarding is everyone's responsibility.

BT&E, ensure safeguarding, and child protection is at the forefront and underpin all relevant aspects of process and policy development. We know that ultimately, all systems, processes and policies should operate with the best interests of the child.

Our belief that "it could happen here" for all aspects of safeguarding and bullying supports us to address any underlying bias to achieve equality for all children and adults within our school.

We encourage pupils to respect the fundamental British values of democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs. We ensure that partisan political views are not promoted in the teaching of any subject in our provision and where political issues are brought to the attention of the pupils; reasonably practicable steps are taken to offer a balanced presentation of opposing views to pupils.

It is vital that we ensure children's wishes and feelings are taken into account when determining what action to take and what services to provide.

We strive for a culture where children can confidently report abuse, know their concerns will be treated seriously, and know they can safely express their views and give feedback

We know that some children who have not been 'at risk' previously become more at risk in COVID-19 context. Children potentially will have suffered increased risk of domestic violence, neglect, abuse, child criminal exploitation or child sexual exploitation therefore we are committed that everyone in our school is observant and listening to the voice of the child during any contact.

Negative experiences and distressing life events associated to Covid 19 can still affect the mental health of pupils and their parents, we are well prepared to offer the right help at the right time.

This policy is shared with parents/carers.
Our children and young people understand our responsibility to keep them safe. We share a child/young person version of our Child Protection and Safeguarding policy.

All staff and volunteers are aware of the safeguarding procedures of our organisation, and these are explained to as part of staff induction (see Training)

Keeping Children Safe in Education 2023 is statutory guidance and is understood and followed by all connected with BT&E

BT&E staff, volunteers and visitors will:-

- be familiar with and understand our Child Protection and Safeguarding policies
- be subject to Safer Recruitment processes and checks, whether they are new staff, supply staff, contractors, volunteers etc (see part 5)
- be involved in the implementation of individual education programmes, child in need plans, child protection plans and early help assessments where necessary (see part 2)
- be alert to signs and indicators of abuse (see part 2)

This policy will be read and referenced alongside other safeguarding policy and guidance:

- Staff induction procedures
- Training and awareness raising courses matrix
- Monitoring and supervision procedures
- Recording and information sharing guidance
- Recruitment and vetting policy
- Online safety policy
- Anti-bullying policy
- Attendance and children missing education
- Staff code of conduct/Staff Behaviour policy
- Photography policy
- Intimate care policy
- Safe handling/reasonable force policy and guidance
- Use of mobile phones policy
- Behaviour policy
- Whistleblowing policy
- Radicalisation and Extremism guidance for schools Sept 2015
- SEND policy
- Equality policy

Designated Safeguarding Lead (DSL)	Graham Coffey
---	---------------

ROLE OF THE DESIGNATED SAFEGUARDING LEAD

The designated safeguarding lead takes **lead responsibility** for safeguarding and child protection (including online safety). The designated safeguarding lead or a deputy will always be available to discuss safeguarding concerns. If in exceptional circumstances, the designated safeguarding lead (or deputy) is not available, this should not delay appropriate action being taken. You should consider speaking to a member of the senior leadership team and/or take advice from local Childrens Services. In these circumstances, any action taken should be shared with the designated safeguarding lead (or deputy) as soon as is practically possible.

The designated safeguarding lead has responsibilities as follows: -

- refer cases of suspected abuse to the local authority Childrens Services as required
- support staff who make referrals to local authority Childrens Services
- refer cases to the Channel programme where there is a radicalisation concern as required
- support staff who make referrals to the Channel programme.
- refer cases where a person is dismissed or left due to risk/harm to a child to the Disclosure and Barring Service as required.
- refer cases where a crime may have been committed to the Police as required
- liaise with staff (especially pastoral support staff, SENCO and Mental Health Lead) on matters of safety and safeguarding (including online and digital safety) and when deciding whether to make a referral by liaising with relevant agencies.
- act as a source of support, advice and expertise for all staff
- be aware of pupils who have a social worker
- help promote educational outcomes by sharing the information about the welfare, safeguarding and child protection issues with teachers and school and college leadership staff

If the Designated Safeguarding Lead is not available, you must refer your concerns to someone else who is named as a deputy for this role.

All staff are aware of the process for making referrals to Children's Services and for statutory assessments under the Children Act 1989, especially section 17 (children in need) and section 47 (a child suffering, or likely to suffer, significant harm) that may follow a referral. Further information is outlined within part two.

RESPONSIBILITY

BT&E are the accountable for ensuring the safety of everyone who are on site.

BT&E will ensure there are appropriate policies and procedures in place for appropriate action to be taken in a timely manner to safeguard and promote children's welfare.

BT&E will ensure we have in place appropriate safeguarding responses to children who go missing from education, particularly on repeat occasions, to help identify the risk of abuse and neglect, including sexual abuse or exploitation, and to help prevent the risks of their going missing in future.

BT&E will ensure that we contribute to inter-agency working in line with statutory guidance Working Together to Safeguard Children 2018. We will work with Children's Services, the police, health services and other services to promote the welfare of children and protect them from harm. This includes providing a co-ordinated offer of early help when additional needs of children are identified and contributing to inter-agency plans to provide additional support to children subject to child protection plans.

We will ensure that our safeguarding arrangements consider the procedures and practice of the local authority. This includes the requirement under Section 175/Section 157 of the Education Act 2002 which placed a duty on:

- The governing bodies have arrangements for safeguarding and promoting the welfare of children in place.
- The Local Authority to monitor compliance.

BT&E recognises the expertise staff build by undertaking safeguarding training and managing safeguarding concerns daily and all staff could contribute to and shape safeguarding arrangements and the child protection policy.

BT&E will ensure children are taught about safeguarding, including online, peer on peer sexual abuse (sexual violence and sexual harassment) through teaching and learning opportunities, as part of providing a broad and balanced curriculum.

We will ensure there are procedures in place to handle allegations against teachers and other staff.

BT&E will ensure that all staff members complete safeguarding, child protection and online training. This training will be regularly updated, and they will be in line with advice from Local Authority Safeguarding Partnership. We will ensure that, as part of the requirement for staff to undergo regular updated safeguarding training, that safeguarding training for staff, including online safety training, is integrated, aligned and considered as part of the whole safeguarding approach and wider staff training and curriculum planning.

BT&E reviews its policies/procedures annually. If there is a need to update safeguarding policies to ensure they are kept up to date with safeguarding issues as they emerge and/or to include lessons learnt locally or nationally then, our DSL may update safeguarding policies more regularly.

THE ROLE OF DESIGNATED TEACHER FOR LOOKED AFTER AND PREVIOUSLY LOOKED AFTER CHILDREN

The most common reason for children becoming looked after is because of abuse and/or neglect. BT&E will ensure that staff have the skills, knowledge and understanding necessary to keep looked after children safe. A previously looked after child potentially remains vulnerable and all our staff will have the skills, knowledge and understanding to keep previously looked after children safe.

The designated safeguarding lead will have details of the child's social worker and the name of the virtual school head in the authority that looks after the child.

CURRICULUM

BT&E considers how children are taught about safeguarding, including online, through teaching and learning opportunities, as part of providing a broad and balanced curriculum. This may include covering relevant issues through PHSE, British Values, e-safety, one to one tutorials, approved visitors etc.

BT&E have the option to make use of the DfE "one stop" page for teachers on GOV.UK, outlined within. [Teaching about relationships, sex and health](#). This includes teacher training modules on the RSHE topics and non-statutory implementation guidance.

We are familiar with the following resources to help us plan and teach about safeguarding:

- [teaching online safety in schools](#)
- UK Council for Internet Safety (UKCIS) guidance [Education for a connected world](#)
- UKCIS guidance [Sharing nudes and semi-nudes: advice for education settings working with children and young people](#)
- The UKCIS [external visitors guidance](#) to ensure the maximum impact of any online safety sessions delivered by external visitors;
- National Crime Agency's CEOP education programme [ThinkuKnow](#)

Using resources above can help to recognise when they are at risk and how to get help when they need it.

We will provide opportunities for pupils/students to develop skills, concepts, attitudes and knowledge that promote their safety and well-being. Relevant issues will be addressed through the curriculum, for example self-esteem, emotional literacy, assertiveness, power, exploitation, sex and relationship education, consent, e-safety, British Values, bullying and sexting.

Our policies address issues of power and potential harm, for example bullying, equal opportunities, physical handling, positive behaviour, online safety, SEND and are linked to ensure a whole organisation approach. Our safeguarding policy cannot be separated from the general ethos of BT&E, which will ensure that pupils/students are treated with respect

and dignity, taught to treat each other with respect, feel safe, have a voice, and are listened to.

TRAINING

All staff and volunteers will receive Safeguarding Children and Young People training. This is delivered via an online course. We also have access to the Staffordshire and Walsall Safeguarding Partnership portal for all staff annually.

All staff and volunteers will receive Induction Training – this is mandatory and will include:

- Our child protection policy (inclusive of procedures to deal with peer-on-peer abuse)
- Our behaviour policy for pupils/students
- Our staff behaviour policy
- Our safeguarding response to children who go missing from education
- Our online safety policy
- The role of our designated safeguarding lead and deputy designated safeguarding lead
- Part one and Annex A- Keeping Children Safe in Education 2023. The guidance is a condensed version of part 1. All staff who work directly with children in our school will read and sign acceptance of understanding for Part 1) .Explanation of the role of the designated safeguarding lead (including the identity of the designated safeguarding lead and any deputies).

Our Designated Safeguarding Lead (and deputies) will attend training every two years; and in addition to formal training, their knowledge and skills will be refreshed at regular intervals, at least annually.

All other staff will receive regular safeguarding and child protection updates as required to provide them with relevant skills and knowledge to safeguard children effectively.

Safer Recruitment training is available to all relevant staff who are involved in the recruitment process (see part five)

The various local councils that we work with offer training in Safeguarding Children and Young People, Child Protection, Safer Recruitment and other topics relating to safeguarding children. Staff training is not only crucial in protecting children and young people, but also makes them aware of how they can protect themselves against allegations. Further information about these courses can be accessed via the Partnership websites.

THE STATUTORY FRAMEWORK AND LEGISLATIVE DUTIES

To safeguard and promote the welfare of children, we will act in accordance with the following legislation and guidance:

- The Children Act 1989
- The Children Act 2004
- Education Act 2002 (section 175/157)
- Local Authority safeguarding Partnership Child Protection Procedures
- The Education (Pupil Information) (England) Regulations 2005
- Dealing with Allegations of Abuse Against Teachers and Other Staff (DfE 2011)
- Children and Social Work Act 2017

The Children Act 2004 places a statutory responsibility as follows: -

All people working in education and schools contribute to the safeguarding and promoting of children's welfare. All schools and further education institutions have a statutory duty to safeguard and promote the welfare of children. Consequently, staff in these establishments play an important part in safeguarding children from abuse and neglect by early identification of children who may be vulnerable or at risk of harm and by educating children, about managing risks and improving their resilience through the curriculum. All schools and further education institutions should create and maintain a safe environment for children and young people and should be able to manage situations where there are child welfare concerns.

LOCAL AND NATIONAL RESPONSIBILITIES

BT&E will fulfil their local and national responsibilities as laid out in the following documents: -

[Keeping Children Safe in Education September 2023](#) (including part one summary for all staff and volunteers, and Annex A)

[Teaching online safety in School](#)

[Working Together to Safeguard Children July 2018](#)

[What to do if you're Worried a Child is being Abused March 2015](#)

[Information sharing guidance for practitioners and managers July 2018.](#)

[Sexual Violence and Sexual Harassment between children in schools and colleges](#)

[Education inspection framework](#)

PART TWO – TAKING ACTION

SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN

Safeguarding and promoting the welfare of children is defined as:

Safeguarding and promoting the welfare of children is everyone's responsibility. Everyone who encounters children and their families has a role to play. To fulfil this responsibility effectively, all professionals should make sure their approach is child centred. This means that they should consider, always, what is in the best interests of the child.

Safeguarding and promoting the welfare of children is: -

- protecting children from maltreatment.
- preventing impairment of children's mental and physical health or development.
- ensuring that children grow up in circumstances consistent with the provision of safe and effective care.
- taking action to enable all children to have the best outcomes.

Children includes everyone under the age of 18.

Our staff are particularly important as they are able to identify concerns early, provide help for children, and prevent concerns from escalating.

All our staff have a responsibility to provide a safe environment in which children can learn.

We have a designated safeguarding lead (and trained deputies) who provide support to staff and volunteers to carry out their safeguarding duties and who will liaise closely with other services such as Children's Services.

We are trained and prepared to identify children who may benefit from early help. Early help means providing support as soon as a problem emerges at any point in a child's life, from the foundation years through to the teenage years.

Any staff member who has a concern about a child's welfare follows the referral processes. Our staff understand they be required to support social workers and other agencies following any referral.

The Teachers' Standards 2012 state that teachers, should safeguard children's wellbeing and maintain public trust in the teaching profession as part of their professional duties (Keeping Children Safe in Education, DfE September 2023)

DEALING WITH CONCERNS AND DISCLOSURES

All staff are trained and aware that: -

- a child may disclose something that has upset or harmed them
- someone else might report something that a child has told them, or that they believe that a child has been or is being harmed
- a child might show signs of physical injury for which there appears to be no explanation
- a child's behaviour may suggest he or she is being abused
- the behaviour or attitude of one of the workers towards a child may cause concern
- a child demonstrates worrying behaviour towards other children
- a child may display indicators of mental health

We know that being professionally curious is not simply about asking the question. It is about the language used, creating a trusting relationship, a safe space in which to disclose and giving time to children and young people so they do not feel pressured.

All staff and volunteers are alert to the potential need for early help/referral to the Designated Safeguarding Lead for a child who:

- is disabled and has specific additional needs.
- has special educational needs (whether they have a statutory education, health and care plan).
- 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 misusing drugs or alcohol themselves.
- is at risk of modern slavery, trafficking or exploitation.
- is in a family circumstance presenting challenges for the child, such as substance abuse, adult mental health problems or domestic abuse.
- has returned home to their family from care.
- is showing early signs of abuse and/or neglect.
- is at risk of being radicalised or exploited.
- is a privately fostered child.

We are aware that to consult with our designated safeguarding lead does not mean a referral has been made. This decision is mainly the responsibility of the designated safeguarding lead for child protection who will contact the appropriate agency as and when required. However, all staff are aware that they can and should make referrals/consult with local authority safeguarding team.

Our staff know that if they are unhappy with the response received from our designated safeguarding lead, all staff/volunteers have the right to contact Childrens Services direct.

Our staff will always discuss concerns with parents/carers unless to do so would:

- place the child at risk of significant harm or further risk of significant harm.
- place a vulnerable adult at risk of harm
- compromise and enquiries that need to be undertaken by Children's Services or the police

BT&E will endeavour to ensure that parents understand the responsibilities placed on the staff for safeguarding children.

UNDER NO CIRCUMSTANCES WILL STAFF LEAVE WITHOUT DISCUSSING SAFEGUARDING CONCERNS WITH SOMEONE.

Only a minority of children actively disclose abuse. Most child abuse is disclosed accidentally or through observation by an adult of a child's behaviour, words and physical appearance. When a child does disclose abuse, this needs to be taken very seriously. It is important that any disclosure is dealt with appropriately, both for the wellbeing of the child and also to ensure that our actions do not jeopardise any legal action against the abuser.

PROCEDURES FOR WHEN SOMEONE IS CONCERNED ABOUT A CHILD OR YOUNG PERSON INCLUDING EARLY HELP

- all concerns for children and young people will be recorded on our safeguarding management information system. A paper record is available is not accessible.
- all concerns will be recorded as soon as possible (and within one hour)
- all concerns will be referred to the designated safeguarding lead/deputy designated safeguarding lead in their absence
- all concerns of significant harm will be referred to the Local Authority Children's Services without delay
- all concerns shared with the designated safeguarding lead will be considered all concerns of allegations in relation to staff and volunteers harmful behaviour will be referred to Graham Coffey – Company Director. See part five.

Remember records should include:

- a clear and comprehensive summary of your concern.
- details of how the concern was followed up and resolved.
- a note of any action taken, decisions reached and the outcome.

If you are in doubt about recording requirements, you should discuss this with the designated safeguarding lead (or deputy).

Principles for our organisation.

"Where possible, share information with consent, and where possible, respect the wishes of those who do not consent to having their information shared. Under the GDPR and

Data Protection Act 2018 we may share information without consent if, in our judgement, there is a lawful basis to do so, such as where safety may be at risk.”

We recognise that when a child has a social worker, it is an indicator that the child is more at risk than most pupils.

This may mean that they are more vulnerable to further harm, as well as facing educational barriers to attendance, learning, behaviour and poor mental health.

We take these needs into account when making plans to support pupils who have a social worker.

WHAT INFORMATION WILL YOU NEED WHEN MAKING A REFERRAL

We will be asked to provide as much information as possible, such as the child’s full name, date of birth, address, school, GP, languages spoken, any disabilities the child may have, details of the parents, other siblings, chronology of previous concerns. If we do not have all these details, we will still make the call.

RESPONSES FROM PARENTS

Research and experience indicate that the following responses from parents may suggest a cause for concern across all categories of abuse: -

- 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 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.

Staff will follow up the verbal referral in writing, within 24 hours. This will be done on a MARF (multi agency referral form). This can be downloaded from the relevant local authority website.

Call the Multi Agency Safeguarding Hub (MASH)

Tel: 0300 555 2866 Monday–Thursday 8.45am–5.15pm, Friday 8.45am–4.45pm

Tel: 0300 555 2922 or 0300 555 2836 Emergency Response Team

If you believe a child or young person is at immediate risk of harm call 999 in an emergency

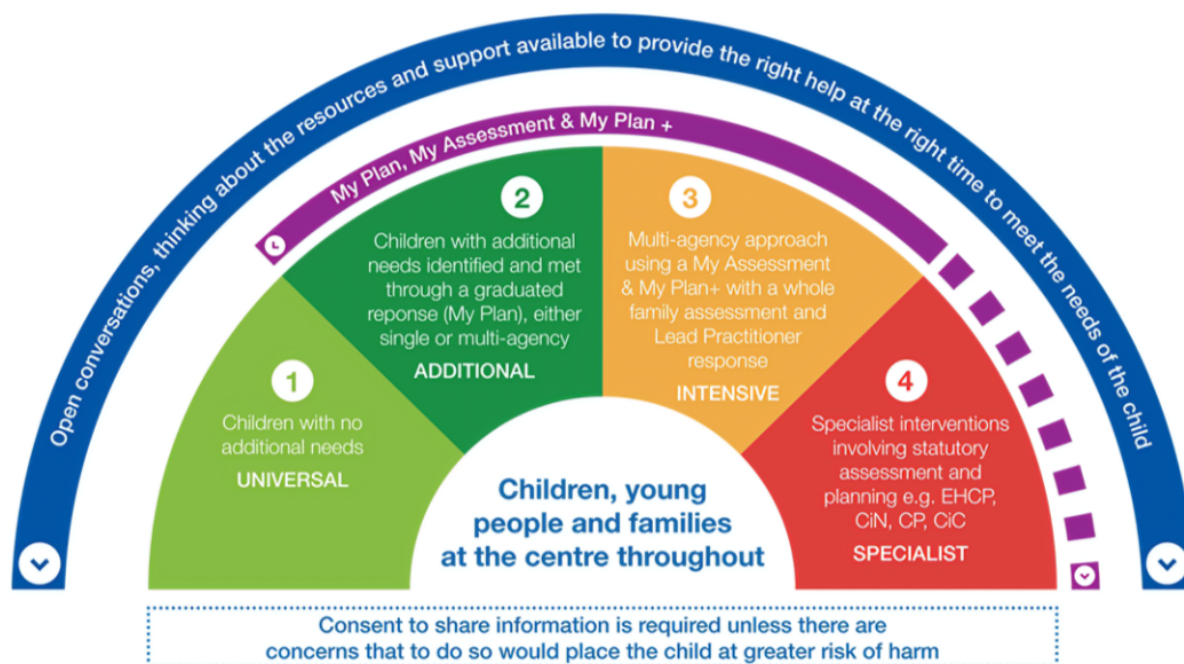
Some of our pupils may not reside within Walsall Local Authority and we are aware that we should locate the number for the child's Local Authority's child protection referral team via <https://www.gov.uk/report-child-abuse-to-local-council>

KEY PROCESSES INCLUDING EARLY HELP

All staff are aware of the referral pathway including single and multi-agency Early Help offers as defined in Safeguarding Partnership Right Help, Right Time – Continuum of Need Guidance:

If staff have any concerns about a child's welfare, they act on them immediately. Many children are vulnerable in various ways and this is not always as a result of actions by parents/carers. Children can be deemed to be vulnerable in many ways as defined in section

The pathway for levels of concern is defined below: -



Options will therefore include:

- managing any support for the child internally via our school own pastoral support processes or
- an early help assessment or

- a referral for statutory services, for example as the child might be in need, is in need or suffering or likely to suffer harm.

All staff are prepared and trained to identify children who may benefit from early help (levels 2 and 3) in addition to identifying risks of significant harm (level 4).

Early Help

If early help is appropriate, our designated safeguarding lead (or deputy) will generally lead on liaising with other agencies and setting up an inter-agency assessment as appropriate. Staff may be required to support other agencies and professionals in an early help assessment, in some cases acting as the lead professional. Any such cases are kept under constant review and consideration given to a referral to Children's Services for assessment for statutory services, if the child's situation does not appear to be improving or is getting worse.

Child in Need

A child in need is defined under the Children Act 1989 as a child who is unlikely to achieve or maintain a reasonable level of health or development, or whose health and development is likely to be significantly or further impaired, without the provision of services; or a child who is disabled. 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.

Children suffering or likely to suffer significant harm

Local authorities, with the help of other organisations as appropriate, have a duty to make enquires under section 47 of the Children Act 1989 if they have reasonable cause to suspect that a child is suffering, or is likely to suffer, significant harm. Such enquiries enable them to decide whether they should take any action to safeguard and promote the child's welfare and must be initiated where there are concerns about maltreatment, including all forms of abuse and neglect, female genital mutilation or other so-called honour-based violence, and extra-familial threats like radicalisation and sexual exploitation.

The role of the Local Authority

The local authority will make a decision, within one working day of a referral being made, about the type of response that is required and should let the referrer know the outcome, the referrer should follow up if this information is not forthcoming.

If, after a referral, the child's situation does not appear to be improving, our school will consider following local escalation procedures to ensure our concerns have been addressed and, most importantly, that the child's situation improves.

When our staff members have any concerns about a child (as opposed to a child being in immediate danger) they will decide what action to take. Where possible, will be a conversation with the designated safeguarding lead to agree a course of action.

Where there is a safeguarding concern our school will ensure the child's wishes and feelings are taken into account when determining what action to take and what services to provide. Systems are in place for children to express their views and give feedback.

Remember you have a statutory duty under the Education Act 2002 to pass on any child protection concerns about the child.

Receive Reassure React Record Refer Reflect

RESPONDING TO A CONCERN – THE “6 R’s RESPONSE”

Receive Reassure React Record Refer Reflect

RECEIVE

- If a child wants to talk to you, never ask them to come back later. Ask them what they want to talk to you about and, if you are concerned about their welfare, give them the time to speak to you.
- Never promise confidentiality, inform the child that you are happy to talk to them but if they tell you anything that you believe may be putting them at harm that you will have to talk to someone.
- Listen carefully to the child. Do not stop a child who is freely recalling information.
- Where a child is visibly upset or has an obvious injury, it is good practice to ask a child why they are upset or how an injury was caused or respond to a child wanting to talk to you to help clarify vague concerns and result in the right action being taken.

REACT

- If you need to clarify information, ask open-ended questions e.g., “Is there anything you'd like to tell me?”, “Can you explain to me...”, “Can you describe to me....”
- **Never** ask leading or suggestive questions e.g. ‘Did he/she do anything that they shouldn't have done?’
- **Never** ask ‘accusing’ questions e.g., “Why didn't you tell someone earlier?”
- **Never** criticise the alleged perpetrator, it may be someone that they will continue to live with.
- **Never** ask the pupil to repeat their disclosure for any other member of staff, it is your responsibility to share the information
- These four factors may compromise enquiries that need to be made later by Childrens Services or Police.

RECORD

- Make notes as soon as possible afterwards using the words that the child has used.
- Do not record your assumptions and interpretations, just what you heard and saw.
- Do not destroy original notes even if you later write things up more neatly and fully.
- Record the date, time and place of the disclosure.
- Sign any written records and identify your position in the school setting.

Do not ask a child to write and account or sign any of your documentation as this may compromise enquiries that need to be made later by Children's Services or Police.

REASSURE

- Ensure that the child is aware that they have done the right thing in talking to you and that they have not done anything wrong.
- If you have any concerns that the child has been, or is at risk of harm, you must tell them that you will speak to someone to get help.

REFER

- Immediately inform the Designated Senior Person for child protection (insert details) or in their absence the Deputy Designated Senior Person for child protection (insert details) who will be responsible for following the appropriate procedures. In the absence of anyone being available in school, contact the Local Authority

REFLECT

Ask yourself if you have done everything you can within your role.
Refer any remaining concerns to the designated teacher, e.g., any knowledge of siblings in the school, or previous contact with parents.
Dealing with disclosures can be difficult and disturbing; you should seek support for yourself via the support within your school or an alternative source but be aware of principles of confidentiality

DATA PROTECTION AND INFORMATION SHARING

We understand that information sharing is vital in identifying and tackling all forms of abuse and neglect, and in promoting children's welfare, including their educational outcomes. We have clear powers to share, hold and use information for these purposes as reflected in our Information Sharing policy and procedure, and privacy notices.

The Data Protection Act 2018 and General Data Protection Regulation (GDPR) places duties on organisations and individuals to process personal information fairly and lawfully and to keep the information they hold safe and secure; this is **not** a barrier to sharing information where the failure to do so would result in a child being placed at risk of harm. Fears about sharing information **will not** be allowed to stand in the way of the need to promote the welfare and protect the safety of children.

When children leave our organisation, the designated safeguarding lead will ensure their child protection file is transferred to the new school or college as soon as possible, ensuring secure transit, and confirmation of receipt will be obtained; this will be transferred separately from the main pupil file. If we are the receiving organisation, we will ensure key staff such as designated safeguarding leads, are aware as required.

PART THREE – DEFINING ABUSE

Definitions of Abuse and Neglect

Abuse: A form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others. Abuse can take place wholly online, or technology may be used to facilitate offline abuse. Children may be abused by an adult or adults, or another child or children.

Safeguarding incidents and/or behaviours can be associated with factors outside the school/college/training provision. Our staff, especially the designated safeguarding lead will be considering the context of such incidents and/or behaviours. Such contextual safeguarding means our assessments of children will consider whether wider environmental factors are present in a child's life that are a threat to their safety and/or welfare.

Additionally, Children's Services assessments should consider where children are being harmed in contexts outside the home, so it is important that we provide as much information as possible as part of the referral process. This allows any assessment to consider all the available evidence and enable a contextual approach to address such harm.

<https://contextualsafeguarding.org.uk/about/what-is-contextual-safeguarding>

All staff are aware of safeguarding issues and aware that behaviours linked to the likes of drug taking, alcohol abuse, truanting and sexting put children in danger.

Physical abuse: A form of abuse which may involve hitting, shaking, throwing, poisoning, burning, 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; or
- Isolation from peers

Emotional Abuse: The persistent emotional maltreatment of a child such as to cause severe and 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 from participating in normal social interaction.

It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyberbullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, although it may occur alone.

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 communication suddenly (known as "traumatic mutism") can indicate maltreatment.

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 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 in education.

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 open masturbation, touching others inappropriately.
- Depression, withdrawal, isolation from peer group.
- Reluctance to undress for PE or swimming; or
- Bruises or scratches in the genital area.

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 because of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- provide adequate food, clothing and shelter (including exclusion from home or abandonment).
- protect a child from physical and emotional harm or danger.
- ensure adequate supervision (including the use of inadequate caregivers); 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; or
- The child is left at home alone or with inappropriate carers

FURTHER SPECIFIC RISKS

All staff will have an awareness of safeguarding issues that can put children at risk of harm. Behaviours linked to issues such as drug taking, alcohol abuse, deliberately missing education and sexting (also known as youth produced sexual imagery) put children in danger.

Part 1 of Keeping Children Safe in Education Sept 2023 will be read and understood by all staff/volunteers outlining risk as below: -

CHILDREN AND THE COURT SYSTEM

Children are sometime required to give evidence in criminal courts, either for crimes committed against them or for crimes they have witnessed.

Making child arrangements via the family courts following separation can be stressful and entrench conflict in families. This can be stressful for children.

We will recognise these vulnerabilities and offer early help where necessary for the children, young people and their families to safeguard emotional wellbeing; we will access resources as defined in Keeping Children Safe in Education Sept 2023.

CHILDREN MISSING FROM EDUCATION

All children, regardless of their circumstances, are entitled to a full-time education which is suitable to their age, ability, aptitude and any special educational needs they may have. Local authorities have a duty to establish, as far as it is possible to do so, the identity of children of compulsory school age who are missing education in their area.

Knowing where children are during school hours is an extremely important aspect of Safeguarding. Children missing from education, particularly persistently, can act as a vital

warning sign to a range of safeguarding issues including neglect, sexual abuse, and child sexual and criminal exploitation. We have procedures in place in response to children missing from education which support identification of such abuse and helps prevent the risk of them going missing in the future.

This includes when problems are first emerging but also where children are already known to local authority Children's Services and need a social worker (such as on a child in need or child protection plan, or as a looked after child), where going missing from education may increase known safeguarding risks within the family or in the community.

We monitor attendance carefully and address poor or irregular attendance without delay. We will always follow up with parents/carers when pupils are not at school. This means we need to have a least two up to date contacts numbers for parents/carers. Parents are reminded to update the school as soon as possible if the numbers change.

BT&E has:

1. Staff who understand what to do when children do not attend regularly
2. Appropriate policies, procedures and responses for pupils who go missing from education (especially on repeat occasions)
3. Staff who know the signs and triggers for travelling to conflict zones, FGM and forced marriage.
4. Procedures to inform the local authority when we plan to take pupils off-roll when they:
 - leave school to be home educated (see below)
 - move away from the school's location
 - remain medically unfit beyond compulsory school age
 - are in custody for four months or more (and will not return to school afterwards); or
 - are permanently excluded

We know that many home educated children have an overwhelmingly positive learning experience. We expect parent's decisions to home educate to be made with their child's best education at the heart of the decision. However, we know this is not the case for all, and home education can mean some children are less visible to the services that are there to keep them safe and supported in line with their needs.

When a parent/carer has expressed their intention to remove a child from our school with a view to educating at home, we will work together with other key professionals to coordinate a meeting with parents/carers where possible. Ideally, this would be before a final decision has been made, to ensure the parents/carers have considered what is in the best interests of each child.

This is particularly important where a child has SEND, is vulnerable, and/or has a social worker. We refer to [Elective Home Education guidance](#) to support our processes and decisions.

We will inform our Local Authority and other stakeholders of all deletions from our admission register when a child is taken off roll.

We will ensure that pupils who are expected to attend but fail to take up the place will be referred to the local authority.

When a pupil leaves us, we will record the name of the pupil's new school and their expected start date.

We will inform the local authority of any pupil who fails to attend school regularly or has been absent without the school's permission for a continuous period of 10 school days or more, at such intervals as are agreed between the school and the local authority.

CHILDREN WITH FAMILY MEMBERS IN PRISON

These children are at risk of poor outcomes including poverty, stigma, isolation and poor mental health. We will work with the children and their families as much as possible to mitigate the harm by offering early help and emotional wellbeing support where necessary and recognise additional risks such as witnessing arrests, trauma of prison visits, concerns regarding an offender's release and return home.

CHILD SEXUAL EXPLOITATION

Sexual abuse 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 clothing. It may include non-contact activities, such as involving children in the production of sexual images, forcing children to look at sexual images or watch sexual activities, encouraging children to behave in sexually inappropriate ways or grooming a child in preparation for abuse including via the internet.

CSE can occur over time or be a one-off occurrence, and may happen without the child's immediate knowledge e.g., through others sharing videos or images of them on social media. CSE can affect any child, who has been coerced into engaging in sexual activities. This includes 16- and 17-year-olds who can legally consent to have sex. Some children may not realise they are being exploited e.g.; they believe they are in a genuine romantic relationship.

Indicators of child sexual exploitation may include:

- Acquisition of money, clothes, mobile phones, etc. without plausible explanation.
- Gang-association and/or isolation from peers/social networks.
- Exclusion or unexplained absences from school, college or work.
- Leaving home/care without explanation and persistently going missing or returning late.
- Excessive receipt of texts/phone calls.
- Returning home under the influence of drugs/alcohol.
- Inappropriate sexualised behaviour for age/sexually transmitted infections.
- Evidence of/suspicions of physical or sexual assault.

- Relationships with controlling or significantly older individuals or groups.
- Multiple callers (unknown adults or peers).
- Frequenting areas known for sex work.
- Concerning use of internet or other social media.
- Increasing secretiveness around behaviours; and
- Self-harm or significant changes in emotional well-being.

Potential vulnerabilities include:

(Although the following vulnerabilities increase the risk of child sexual exploitation, it must be remembered that not all children with these indicators will be exploited. Child sexual exploitation can occur without any of these issues).

- Having a prior experience of neglect, physical and/or sexual abuse.
- Lack of a safe/stable home environment, now or in the past (domestic abuse or parental substance misuse, mental health issues or criminality, for example).
- Recent bereavement or loss.
- Social isolation or social difficulties.
- Absence of a safe environment to explore sexuality.
- Economic vulnerability.
- Homelessness or insecure accommodation status.
- Connections with other children and young people who are being sexually exploited.
- Family members or other connections involved in adult sex work.
- Having a physical or learning disability.
- Being in care (particularly those in residential care and those with interrupted care histories).
- Sexual identity.

BT&E refers to the relevant local authority, to which the young person is registered with for example. Procedures to consider completion of the screening tool and/or NWG risk assessment. [Walsall Safeguarding Partnership](#)

<https://www.gov.uk/government/publications/child-sexual-exploitation-definition-and-guide-for-practitioners>

The Principal Exploitation Reduction Officer & Exploitation and Missing Team Manager who manages the relevant local authority Exploitation team, would be contacted. If we are worried about exploitation or missing concerns about a child we will refer to MASH or the child's social worker. We would also copy missing exploited children into any referrals.

CHILD CRIMINAL EXPLOITATION: COUNTY LINES

Our staff/volunteers are aware that some specific forms of CCE can include children being forced or manipulated into transporting drugs or money through county lines, working in cannabis factories, shoplifting or pickpocketing. They can also be forced or manipulated into committing vehicle crime or threatening/committing serious violence to others.

The victim may have been criminally exploited even if the activity appears consensual. Child Criminal Exploitation does not always involve physical contact; it can also occur through the use of technology.

Our staff have alerted to the fact that the experience of girls who are criminally exploited can be very different to that of boys. The indicators may not be the same; however, we are aware that girls are at risk of criminal exploitation too. We know that both boys and girls being criminally exploited may be at higher risk of sexual exploitation.

Some of the following can be indicators of Child Criminal Exploitation:

- children who appear with unexplained gifts or new possessions.
- children who associate with other young people involved in exploitation.
- children who suffer from changes in emotional well-being.
- children who misuse drugs and alcohol.
- children who go missing for periods of time or regularly come home late; and
- children who regularly miss school or education or do not take part in education.

County lines is a term used to describe gangs and organised criminal networks involved in exporting illegal drugs (primarily crack cocaine and heroin) into one or more importing areas [within the UK], using dedicated mobile phone lines or other form of “deal line”.

Exploitation is an integral part of the county lines offending model with children and vulnerable adults exploited to move [and store] drugs and money. Offenders will often use coercion, intimidation, violence (including sexual violence) and weapons to ensure compliance of victims.

Children can easily become trapped by this type of exploitation as county lines gangs create drug debts and can threaten serious violence and kidnap towards victims (and their families) if they attempt to leave the county lines network.

Further information [County Lines Guidance](#)

Any concerns will be referred to Children’s Services and support will be sought from the Principal Exploitation Reduction Officer & Exploitation and Missing Team Manager who manages the relevant local authority Exploitation team, would be contacted. If we are worried about exploitation or missing concerns about a child, we will refer to MASH or the child’s social worker. We would also copy missing exploited children into any referrals.

CHILDHOOD MENTAL HEALTH

All our staff are 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.

We are clear in our school that only appropriately trained professionals will attempt to make a diagnosis of a mental health problem. Our staff are well placed to observe children day-to-day and identify those whose behaviour suggests that they may be experiencing a mental health problem or be at risk of developing one. We understand that when children have suffered abuse and neglect, or other potentially traumatic adverse childhood experiences (especially in the context of Covid 19), this can have a lasting impact throughout childhood, adolescence and into adulthood. We know that early help is critical when supporting children and young people who are suffering trauma, depression, anxiety, low mood and other indicators of mental health.

If our staff have a mental health concern about a child, they know that it is also a safeguarding concern, immediate action will be taken as with all other vulnerabilities. Records will be made and reported immediately to our Designated Safeguarding Lead.

BT&E offer additional support via the SENDCO or key worker who the young person is registered with, behaviour lead specialists, pastoral staff, nurture, and a senior mental health lead who has completed mental health first aid training in order to provide support for pupils and staff.

BT&E promotes resilience as part of an approach to social and emotional wellbeing, and this is tailored to our pupils wherever possible.

Further advice can be found via:

[Preventing and tackling Bullying](#)

[Mental Health and behaviour in Schools](#)

[Promoting children and young people's emotional health and wellbeing](#)

[Rise Above PHSE curriculum support](#)

[Every Interaction Matters](#)

[Wellbeing for Education recovery including bereavement, loss, anxiety, stress and trauma](#)

CHILDREN WITH SPECIAL EDUCATIONAL NEEDS AND DISABILITIES

BT&E understand that children and young people with special educational needs and disabilities can face additional safeguarding challenges because:

- there may be assumptions that indicators of possible abuse such as behaviour, mood and injury relate to the child's disability without further exploration.
- children with SEN and disabilities can be disproportionately impacted by things like bullying without outwardly showing any signs; and
- difficulties may arise in overcoming communication barriers.

We identify pupils who might need more support to be kept safe or to keep themselves safe by:

- Being a child and family centred that believes that all pupils should be at the heart of all decision making.
- All staff are trained to support pupils with a wide range of educational, social and emotional needs. They act as advocates for our children.
- Safeguarding is embedded within our curriculum which is designed to meet the needs of all children. We use specialist resources and bespoke teaching tools to support children's learning and communication, e.g., Makaton signing, switch devices, etc.
- We have child friendly safeguarding policies and routines which reflect our children's understanding and ability.
- We have an open-door policy which means that staff can be contacted to address concerns and celebrate successes daily.
- BT&E actively seek the best advice from other agencies, including health and social services, local authority support services and voluntary organisations, in meeting the needs of the pupils with SEND and in supporting the families of these pupils as necessary.
- With the help of the local authority that we are working with, we can provide specialist support for teachers, support staff and parents so they can help children with SEND achieve the best progress possible.

When working with children with disabilities staff are aware that additional possible indicators of abuse and/or neglect may also include:

- A bruise in a site that might not be of concern on an ambulant child such as the shin, might be 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.

DOMESTIC ABUSE

Our staff understand that exposure to domestic abuse and/or violence can have a serious, long lasting emotional and psychological impact on children. In some cases, a child may blame themselves for the abuse or may have had to leave the family home as a result. Domestic abuse affecting young people can also occur within their personal relationships, as well as in the context of their home life.

Domestic Abuse is any incident or pattern of incidents of controlling, coercive, threatening behaviour, violence or abuse between those aged 16 or over who are, or have been, intimate partners or family members regardless of gender or sexuality. Abuse can encompass but is not limited to psychological; physical; sexual; financial; and emotional.

All children can witness and be adversely affected by domestic abuse in the context of their home life where domestic abuse occurs between family members. Exposure to domestic abuse and/or violence can have a serious, long lasting emotional and psychological impact on children. In some cases, a child may blame themselves for the abuse or may have had to leave the family home as a result.

Controlling behaviour

Controlling behaviour is a range of acts designed to make a person subordinate and/or dependent by isolating them from sources of support, exploiting their resources and capacities for personal gain, depriving them of the means needed for independence, resistance and escape and regulating their everyday behaviour.

Coercive behaviour

Coercive behaviour is an act or a pattern of acts of assault, threats, humiliation and intimidation or other abuse that is used to harm, punish, or frighten their victim.

Further information can be accessed via: -

[Domestic violence and abuse](#)

NSPCC- UK domestic-abuse signs symptoms effects

Refuge what is domestic abuse/effects of domestic abuse on children

Safelives: young people and domestic abuse

EXTENDED PROVISION AND OFF-SITE ARRANGEMENTS

When pupils attend off-site activities, including day and residential visits and work-related activities, BT&E will ensure that the proprietors of the activity/venue operate safe practices to maintain the safety of our children/young people and liaise with investigating agencies in the locality relevant to where the concern has taken place.

Pupils attending our alternative education provision, often have complex needs. We ensure we are aware of the additional risk of harm that the pupils may be vulnerable to by gaining as much information from the relevant local authority as possible. We provide written confirmation that appropriate safeguarding checks have been carried out on individuals working at BT&E.

The DfE provide two pieces of statutory guidance to which Alternative Provision will have regard:

- [Alternative provision - DfE Statutory Guidance](#)
- [Education for children with health needs who cannot attend school - DfE Statutory Guidance](#)

BT&E gives full regard to the guidance as above to ensure ongoing safeguarding of our pupils.

HOMELESSNESS

Our staff understand that being homeless or being at risk of becoming homeless presents a real risk to a child's welfare. Our designated safeguarding lead (and deputies) are aware of contact details and referral routes into the Local Housing Authority so they can raise/progress concerns at the earliest opportunity.

We are aware that indicators may be: -

- household debt
- rent arrears
- domestic abuse
- anti-social behaviour
- the family being asked to leave a property

We recognise in some cases 16- and 17-year-olds could be living independently from their parents or guardians, for example through their exclusion from the family home, and will require a level of intervention and support.

Further explanation is found at Homeless Reduction Act Factsheets [Homeless reduction factsheet](#)

HONOUR BASED ABUSE (FORCED MARRIAGE, FEMALE GENITAL MUTILATION AND BREAST IRONING)

So-called 'honour-based' abuse (HBA) encompasses crimes which have been committed to protect or defend the honour of the family and/or the community, including Female Genital Mutilation (FGM), forced marriage, and practices such as breast ironing. All forms of so-called honour-based abuse are serious (regardless of the motivation) and will be handled and reported as such.

If our staff have a concern regarding a child that might be at risk of HBA or who has suffered from HBA, they will speak to our designated safeguarding lead (or deputies). We understand that if FGM has taken place, since 31 October 2015 there has been a mandatory reporting duty placed on **teachers** that requires a different approach as below.

Female Genital Mutilation

Female genital mutilation refers to procedures that intentionally alter or cause injury to the female genital organs for non-medical reasons. The practice is illegal in the UK.

FGM typically takes place between birth and around 15 years old; however, it is believed that most cases happen between the ages of 5 and 8.

Risk factors for FGM include:

- low level of integration into UK society
- mother or a sister who has undergone FGM
- girls who are withdrawn from PSHE
- visiting female elder from the country of origin
- being taken on a long holiday to the country of origin
- talk about a 'special' procedure to become a woman

Symptoms of FGM

FGM may be likely if there is a visiting female elder, there is talk of a special procedure or celebration to become a woman, or parents wish to take their daughter out-of-school to visit an 'at-risk' country (especially before the summer holidays), or parents who wish to withdraw their children from learning about FGM. Staff will not assume that FGM only happens outside the UK.

Indications that FGM may have already taken place may include:

- difficulty walking, sitting or standing and may even look uncomfortable.
- spending longer than normal in the bathroom or toilet due to difficulties urinating.
- spending long periods of time away from a classroom during the day with bladder or menstrual problems.
- frequent urinary, menstrual or stomach problems.

- prolonged or repeated absences, especially with noticeable behaviour changes (e.g., withdrawal or depression) on the girl's return
- reluctance to undergo normal medical examinations.
- confiding in a professional without being explicit about the problem due to embarrassment or fear.
- talking about pain or discomfort between her legs

We know that where a teacher discovers that an act of FGM appears to have been carried out on a girl who is aged under 18, there is a statutory duty upon that individual to report it to the police.

We know teachers **must** personally report to the police cases where they discover that an act of FGM appears to have been carried out. Unless our teachers have good reason not to, they will still consider and discuss any such case with our designated safeguarding lead (or deputies) and involve relevant stakeholders and especially Children's Services as appropriate.

The duty does not apply in relation to at risk or suspected cases i.e., where teachers do not discover that an act of FGM appears to have been carried out, either through disclosure by the victim or visual evidence) or in cases where the woman is 18 or over. In these cases, teachers will follow our safeguarding procedures and those set out in the relevant local authority procedures.

[Mandatory reporting of FGM factsheet](#)

Forced Marriage

A forced marriage is one entered without the full and free consent of one or both parties and where violence, threats or any other form of coercion is used to cause a person to enter a marriage.

Threats can be physical or emotional and psychological. A lack of full and free consent can be where a person does not consent or where they cannot consent (if they have learning disabilities, for example).

Nevertheless, some communities use religion and culture to coerce a person into marriage. We can play an important role in safeguarding children from forced marriage, our staff have been briefed on the indicators of possible forced marriage and honour-based abuse and will refer any concerns to the Designated Safeguarding Lead immediately

Guidance for forced marriage

ONLINE SAFETY

We know pupils increasingly work online, it is essential that children are safeguarded from potentially harmful and inappropriate online material. Our Designated safeguarding lead takes lead responsibility for online safety in our provision.

The use of technology has become a significant component of many safeguarding issues. Child sexual exploitation, radicalisation, sexual predation: technology often provides the platform that facilitates harm.

The breadth of issues classified within online safety is considerable, but can be categorised into four areas of risk:

- content: being exposed to illegal, inappropriate or harmful material; for example, pornography, fake news, racist or radical and extremist views.
- contact: being subjected to harmful online interaction with other users; for example, commercial advertising as well as adults posing as children or young adults; and
- conduct: personal online behaviour that increases the likelihood of, or causes, harm; for example, making, sending and receiving explicit images, or online bullying;
- commerce: risks such as online gambling, inappropriate advertising, phishing and or financial scams. If you feel your pupils, students or staff are at risk, please report it to the Anti-Phishing Working Group (<https://apwg.org/>).

Where children are being asked to learn online at home the DfE has provided advice and support to do so safely.

When our pupils use the organisations network to access the internet, they are protected from inappropriate content by our filtering and monitoring systems. However, many pupils can access the internet using their own data plan. To minimise inappropriate use, as an alternative provision, we do not allow any personal devices into BT&E premises.

CHILD ON CHILD ABUSE

Staff are aware that safeguarding issues can manifest themselves via peer-on-peer abuse. This is most likely to include, but not limited to:

- bullying (including cyberbullying).
- physical abuse such as hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm.
- sexual violence and sexual harassment (see part four)
- gender-based violence
- sexting (also known as youth produced sexual imagery).
- initiation-type violence and rituals.

Abuse is abuse and will never be tolerated or passed off as “banter” or “part of growing up”. Different gender issues can be prevalent when dealing with peer-on-peer abuse.

BT&E believe that all children have a right to attend our alternative provision, if the school environment is not necessarily working for them and learn in a safe setting. Children should be free from harm by adults and other students.

We recognise that some students will sometimes negatively affect the learning and wellbeing of others and their behaviour will be dealt with under BT&E Behaviour Policy, Anti-Bullying policy and Online Safety policy.

Allegations may be made against students by others, which are of a safeguarding nature. Safeguarding issues raised in this way may include physical abuse, emotional abuse, sexual abuse and sexual exploitation. It is likely that to be considered a safeguarding allegation against a pupil, some of the following features will be found.

The allegation:

- is made against an older pupil and refers to their behaviour towards a younger pupil or a more vulnerable pupil
- is of a serious nature, possibly including a criminal offence
- raises risk factors for other pupils in the school
- indicates that other pupils may have been affected by this student
- indicates that young people outside the school may be affected by this student

All victims will be taken seriously and offered appropriate support. Staff are aware that some groups are potentially more at risk. Evidence shows girls, children with SEND and LGBT children are at greater risk.

Our staff will record and report all issues of child-on-child abuse to our designated safeguarding lead (or deputies) and ensure the best action is taken to safeguard children and young people in our setting. Our curriculum endorses that child-on-child abuse is not acceptable and our actions are supported by associated safeguarding policy and procedures, (Anti Bullying, Pupil Behaviour, E Safety, Acceptable Use and broader child protection procedures).

Children and young people 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. We ensure that the needs of children and young people who abuse others will be considered separately from the needs of their victims.

PREVENTING RADICALISATION

Our staff are aware that children can be vulnerable to extremist ideology and radicalisation. Like protecting children from other forms of harms and abuse, protecting children from this risk is part of our schools safeguarding approach.

As part of the Counter Terrorism and Security Act 2015, schools and alternative educational settings have a duty to 'prevent people being drawn into terrorism'. This has become known as the 'Prevent Duty'.

Where our staff are concerned that children and young people are developing extremist views or show signs of becoming radicalised, they will discuss this with the Designated Safeguarding Lead.

Our Designated Safeguarding Lead has received training about the Prevent Duty and tackling extremism and is able to support staff with any concerns they may have.

Staff are alert to changes in children's behaviour, which could indicate that they may need help or protection. Staff use their judgement in identifying children who might be at risk of radicalisation and act proportionately which may include the designated safeguarding lead (or deputy) making a Prevent referral.

We are committed to ensuring that our pupils are offered a broad and balanced curriculum that aims to prepare them for life in modern Britain. Teaching BT&E core values alongside the fundamental British Values supports quality teaching and learning, whilst making a positive contribution to the development of a fair, just and civil society.

We use the curriculum to ensure that children and young people understand how people with extreme views share these with others, especially using the internet.

Recognising Extremism

Early indicators of radicalisation or extremism may include:

- showing sympathy for extremist causes
- glorifying violence, especially to other faiths or cultures
- making remarks or comments about being at extremist events or rallies outside of their learning environment
- evidence of possessing illegal or extremist literature
- advocating messages like illegal organisations or other extremist groups
- out of character changes in dress, behaviour and peer relationships (but there are also very powerful narratives, programmes and networks that young people can come across online so involvement with particular groups may not be apparent.)
- secretive behaviour
- online searches or sharing extremist messages or social profiles
- intolerance of difference, including faith, culture, gender, race or sexuality
- graffiti, art work or writing that displays extremist themes

- attempts to impose extremist views or practices on others
- verbalising anti-Western or anti-British views
- advocating violence towards others

Designated Safeguarding Lead will assess the level of risk within our provision and put actions in place to reduce that risk. We have risk assessments that include consideration of the school's RE curriculum, SEND policy, PSHE policy, the use of our premises by external agencies, integration of pupils by gender and SEN, anti-bullying policy and other issues specific to our profile, community and philosophy.

Channel

Our Designated Safeguarding Lead (and any deputies) are aware of local procedures for making a Channel referral. Channel is a programme which focuses on providing support at an early stage to people who are identified as being vulnerable to being drawn into terrorism. It provides a mechanism for schools to make referrals if they are concerned that an individual might be vulnerable to radicalisation.

Channel guidance

WE refer to Educate Against Hate, a website launched by the Government has been developed to support and equip school and college leaders, teachers, and parents with information, tools and resources (including on the promotion of fundamental British values) to help recognise and address extremism and radicalisation in young people.

If a member of staff has concerns that a pupil may be at risk of radicalisation or involvement in terrorism, they will speak with the SPOC and to the Designated Safeguarding Lead (if this is not the same person).

PRIVATE FOSTERING ARRANGEMENTS

Our staff are aware that a private fostering arrangement is essentially one that is made privately (that is to say without the involvement of a local authority) for the care of a child under the age of 16 (under 18, if disabled) by someone other than a parent or close relative with the intention that it should last for 28 days or more. Private foster carers may be from the extended family, such as a cousin or great aunt.

However, a person who is a relative under the Children Act 1989 i.e. a grandparent, brother, sister, uncle or aunt (whether of the full or half blood or by marriage) or step-parent will not be a private foster carer. A private foster carer may be a friend of the family, the parent of a friend of the child, or someone previously unknown to the child's family who is willing to privately foster a child.

It is the duty of local authorities to satisfy themselves that the welfare of children who are, or will be, privately fostered within their area is being, or will be, satisfactorily safeguarded and promoted, but our responsibility to be aware and refer children who may be privately fostered.

If our organisation makes arrangements for children to have learning experiences where, for short periods, the children may be provided with care and accommodation by a host family to whom they are not related then we will consider whether the arrangement where children stay with UK families could amount to “private fostering”

All staff will inform the Designated Safeguarding Lead (or their deputies) of any children that fall into the category of private fostering.

REASONABLE FORCE

There are circumstances when it is appropriate for our staff 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, we will consider the risks carefully recognise the additional vulnerability of these children.

Our procedures are clear that any member of staff who uses reasonable force completes a report immediately and share the report with the Designated Safeguarding Lead (or their deputies) to ensure that: -

- The child was not harmed
- That first aid has been considered
- That the parents/carers of the child or young person have been informed
- That reasonable force was the best and most proportionate response to the situation

Further information:

[Use of reasonable force in schools - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/use-of-reasonable-force-in-schools)

SERIOUS VIOLENCE

Our staff are aware of the indicators, which may signal children are at risk from, or are involved with serious violent crime. These may include increased absence, a change in friendships or relationships with older individuals or groups, a significant decline in performance, signs of self-harm or a significant change in wellbeing, or signs of assault or unexplained injuries.

Unexplained gifts or new possessions could also indicate that children have been approached by or are involved with; individuals associated with criminal networks or gangs and may be at risk of criminal exploitation.

Staff are aware of the range of risk factors which increase the likelihood of involvement in serious violence

- such as being male
- having been frequently absent or permanently excluded from school
- having experienced child maltreatment
- having been involved in offending, such as theft or robbery

Further information

[Preventing youth violence and gang involvement](#)

YOUNG CARERS

We understand that a young carer is someone aged 18 or under who helps look after a relative who has a condition, such as a disability, illness, mental health condition, or a drug or alcohol problem.

Most young carers look after one of their parents or care for a brother or sister. They do extra jobs in and around the home, such as cooking, cleaning, or helping someone to get dressed and move around.

Some children give a lot of physical help to a brother or sister who is disabled or ill. Along with doing things to help your brother or sister, you may also be giving emotional support to both your sibling and your parents.

We know that some of the risks associated with being a young carer are risk of truancy, under-achievement, isolation, mental and physical ill health, poverty and stress.

We will follow our safeguarding and child protection procedures if we are concerned and complete the Young Carers screening and assessing tool using our local procedures;

PART 4 - SEXUAL VIOLENCE AND SEXUAL HARASSMENT BETWEEN CHILDREN/CHILD ON CHILD ABUSE

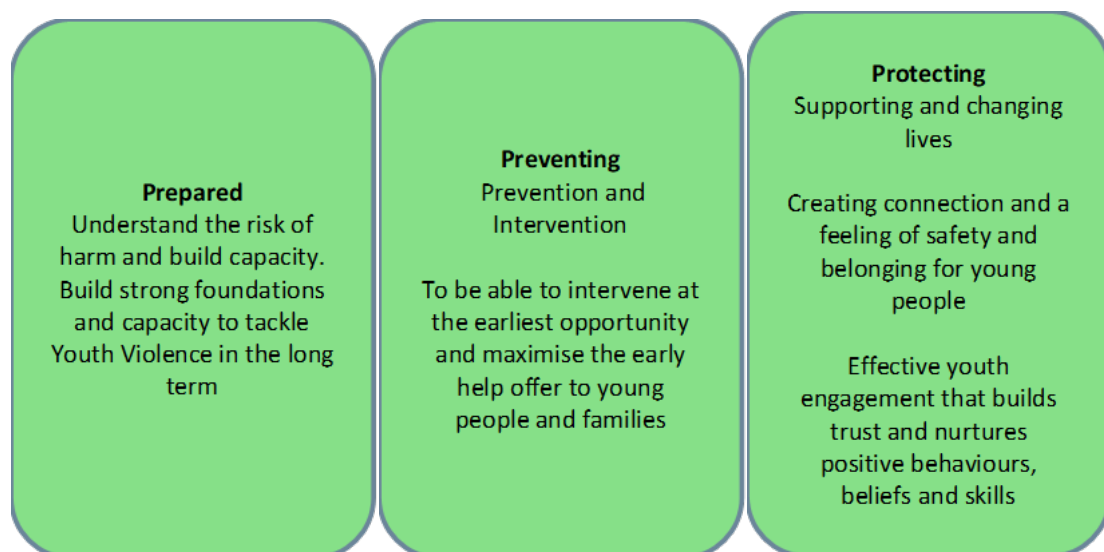
All our staff are aware that sexual violence and sexual harassment can occur between two children of any age and sex from primary through to secondary stage and into colleges. It can occur through a group of children sexually assaulting or sexually harassing a single child or group of children.

Sexual violence and sexual harassment exist on a continuum and may overlap; they can occur online and face to face (both physically and verbally) and are never acceptable. We know this abuse may be driven by wider societal factors, such as everyday sexist stereotypes and everyday sexist language and adapt our curriculum as below to overcome this wherever we can.

We make it clear that there is a zero-tolerance approach to sexual violence and sexual harassment and it is never acceptable, and it will not be tolerated, and it will never be passed off as “banter”, “just having a laugh”, “part of growing up” or “boys being boys”. We will challenging physical behaviour (potentially criminal in nature), such as grabbing bottoms, breasts and genitalia, pulling down trousers, flicking bras and lifting skirts.

Addressing inappropriate behaviour (even if it appears to be relatively innocuous) can be an important intervention that helps prevent problematic, abusive and/or violent behaviour in the future.

It is vital that we deliver a curriculum that is balanced in supporting children and young people to understand what peer on peer sexual abuse is, and this needs to be delivered to all key stages to ensure that we are: -



All staff are regularly provided with updated and appropriate safeguarding training that enables them to understand:

- Their role in preventing child-on-child abuse
- How to identify the indicators of abuse
- What to do if they have a concern about a child
- How to respond to a report of abuse
- How to offer support to the victim(s) and alleged perpetrator(s)
- Where to go if they need support
- That children can abuse other children inside and outside of school, as well as online, and that online abuse can take the form of:
 - Abusive, harassing and misogynistic messages
 - Non-consensual sharing of indecent nude and semi-nude images and/or videos, especially around chat groups
 - Sharing of abusive images and pornography to those who don't want to receive such content
- That they need to maintain an attitude of '**it could happen here**'
- That even if there are no reports in school, **it doesn't mean it's not happening**
- The importance of challenging inappropriate and abusive behaviour
- That girls are more likely to be victims and boys are more likely to be perpetrators
- Children with Special Educational Needs and Disabilities (SEND) are three times more likely to be abused than their peers
- To keep in mind that certain children may face additional barriers to telling someone because of their vulnerability, disability, sex, ethnicity and/or sexual orientation.
- Abuse may be a sign they have been abused themselves or a sign of wider issues that require addressing

We teach our pupils:

- what sorts of boundaries are appropriate in friendships with peers and others (including in a digital context)
- about the concept of privacy and the implications of it for both children and adults; including that it is not always right to keep secrets if they relate to being safe
- that each person's body belongs to them, and the differences between appropriate and inappropriate or unsafe physical, and other, contact
- how to ask for advice or help for themselves or others, and to keep trying until they are heard
- how to report concerns or abuse, and the vocabulary and confidence needed to do so
- where to get advice e.g., family, school and/or other sources
- they will be taken seriously

- never be given
- they will never be given the impression that they are creating a problem by reporting sexual violence or sexual harassment
- They will never be made to feel ashamed for making a report.

The curriculum includes teaching about:

- Healthy and respectful relationships
- What respectful behaviour looks like
- Consent
- Gender roles, stereotyping and equality
- Body confidence and self-esteem
- Prejudiced behaviour
- Sexual violence and sexual harassment

Sexual violence is defined as:

Rape: A person (A) commits an offence of rape if: he intentionally penetrates 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.

Assault by Penetration: A person (A) commits an offence if: s/he intentionally penetrates the vagina or anus 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.

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. (We are aware that sexual assault covers a very wide range of behaviour so a single act of kissing someone without consent or touching someone's bottom/breasts/genitalia without consent, can still constitute sexual assault.)

Causing someone to engage in sexual activity without consent: A person (A) commits an offence if: s/he intentionally causes another person (B) to engage in an activity, the activity is sexual, B does not consent to engaging in the activity, and A does not reasonably believe that B consents. (This could include forcing someone to strip, touch themselves sexually, or to engage in sexual activity with a third party.)

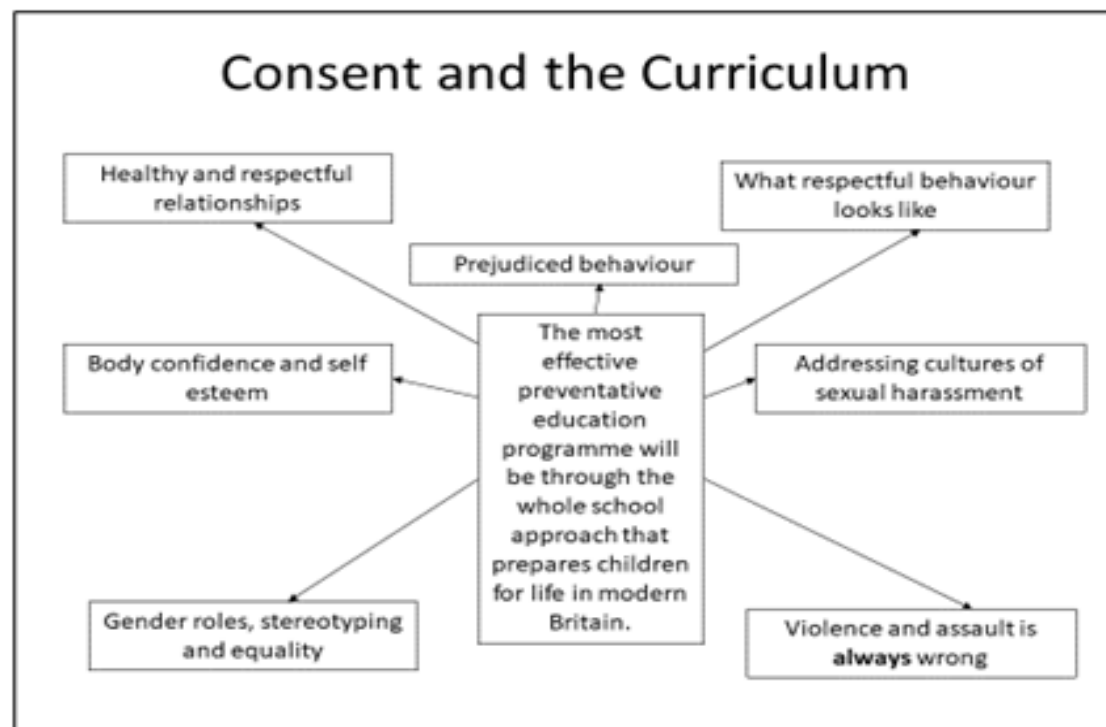
Consent is defined as:

Having the freedom and capacity to choose.

Consent to sexual activity may be given to one sort of sexual activity but not another, e.g. to vaginal but not anal sex or penetration with conditions, such as wearing a condom. Consent can be withdrawn at any time during sexual activity and each time activity occurs. Someone consents to vaginal, anal or oral penetration only if s/he agrees by choice to that penetration and has the freedom and capacity to make that choice.

Sexual consent:

- a child under the age of 13 can never consent to any sexual activity
- the age of consent is 16
- sexual intercourse without consent is rape



Sexual harassment is defined as:

- ‘unwanted conduct of a sexual nature’ that can occur online and offline and both inside and outside of the educational environment
- Sexual harassment is likely to: violate a child’s dignity, and/or make them feel intimidated, degraded or humiliated and/or create a hostile, offensive or sexualised environment.
- sexual comments, such as: telling sexual stories, making lewd comments, making sexual remarks about clothes and appearance and calling someone sexualised names
- sexual “jokes” or taunting
- physical behaviour, such as: deliberately brushing against someone, interfering with someone’s clothes (we consider when any of this crosses a line into sexual violence - it is important to talk to and consider the experience of the victim) and displaying pictures, photos or drawings of a sexual nature
- online sexual harassment. This may be standalone, or part of a wider pattern of sexual harassment and/or sexual violence
- consensual and non-consensual sharing of nude and semi-nude images and videos
- sharing of unwanted explicit content is an offence
- upskirting (is a criminal offence)
- sexualised online bullying is an offence

- unwanted sexual comments and messages, including, on social media.
- sexual exploitation; coercion and threats

Harmful sexual behaviour (HSB):

Children's sexual behaviour exists on a wide continuum, from normal and developmentally expected to inappropriate, problematic, abusive and violent. Problematic, abusive and violent sexual behaviour is developmentally inappropriate and may cause developmental damage.

HSB can occur online and/or face to face and can also occur simultaneously between the two. HSB will be considered in a child protection context and Right Help, Right Time Continuum of Need guidance will be referred to.

When considering HSB, ages and the stages of development of the children are critical factors. Sexual behaviour between children can be considered harmful if one of the children is much older, particularly if there is more than two years' difference or if one of the children is pre-pubescent and the other is not. However, a younger child can abuse an older child, particularly if they have power over them, for example, if the older child is disabled or smaller in stature.

Online:

Sexual violence and sexual harassment occurring online (either in isolation or in connection to face to face incidents) can introduce several complex factors.

These include the potential for the incident to take place across a number of social media platforms and services, and for things to move from platform to platform online. It also includes the potential for the impact of the incident to extend further (e.g., for images or content to be shared around neighbouring schools/colleges) and for a victim (or alleged perpetrator(s)) to become marginalised and excluded by both online and offline communities.

There is also the strong potential for repeat victimisation in the future if abusive content continues to exist somewhere online.

The Legal status:

It is unlawful to act in a way that is incompatible with the European Convention on Human Rights. These rights include:

- Article 3: the right to freedom from inhuman and degrading treatment (an absolute right)
- Article 8: the right to respect for private and family life (a qualified right) includes a duty to protect individuals' physical and psychological integrity
- Article 14: requires that all of the rights and freedoms set out in the Act must be protected and applied without discrimination
- Protocol 1, Article 2: protects the right to an effective education

Our procedures for responding to reports of sexual violence and sexual harassment:

Our starting point regarding any report will always be that there is a zero-tolerance approach to sexual violence and sexual harassment, and it is never acceptable, and it will not be tolerated. It is especially important, not to pass off any sexual violence or sexual harassment as 'banter', 'just having a laugh', part of growing up' or 'boys being boys' as this can lead to a culture of unacceptable behaviours and an unsafe environment for children.

Procedures for online abuse

Our procedures for dealing with the concerns are: -

- We will **never** view, download or share the imagery, or ask a child to share or download – **this is illegal**
- If we have already viewed the imagery by accident (e.g., if a young person has showed it to you before you could ask them not to), we will report this to the Designated Safeguarding Lead (or their deputies)
- We will **not** delete the imagery or ask the young person to delete it
- We will **not** ask the young person(s) who are involved in the incident to disclose information regarding the imagery. This is the responsibility of the Designated Safeguarding Lead and/or our statutory partners.
- We will **not** share information about the incident to other members of staff, the young person(s) it involves or their, or other, parents and/or carers unless advised by the Designated Safeguarding Lead and/or our statutory partners to do so.
- We will **not** say or do anything to blame or shame any young people involved.
- We **will** explain to them that you need to report it and reassure them that they will receive support and help from the Designated Safeguarding Lead

Confidentiality:

As a matter of effective safeguarding practice we will do all we reasonably can to protect the anonymity of any children involved in any report of sexual violence or sexual harassment.

Amongst other things, this will mean carefully considering, based on the nature of the report, which staff should know about the report and any support that will be put in place for the children involved. We will also consider the potential impact of social media in facilitating the spreading of rumours and exposing victims' identities. If required, we will provide a physical space for victims to withdraw.

[Gillick competence - Fraser guidelines](#)

Risk assessment:

When there has been a report of sexual violence our designated safeguarding lead will make an immediate risk and needs assessment. Where there has been a report of sexual harassment, the need for a risk assessment will be considered on a case-by-case basis. The risk and needs assessment will consider:

- the victim, especially their protection and support
- whether there may have been other victims
- the alleged perpetrator(s)
- all the other children (and, if appropriate, adult students and staff) in school especially any actions that are appropriate to protect them from the alleged perpetrator(s), or from future harm

Risk assessments will be recorded and be kept under review. At all times we will be actively considering the risks posed to all pupils and students and put adequate measures in place to protect them and keep them safe.

Where there has been a report of sexual violence, it is likely that professional risk assessments by social workers and or sexual violence specialists will be required also.

The wishes of the victim, the nature of the allegations and the protection of all children will be especially important when considering any immediate actions such as teaching timetables, break times and travelling to and from BT&E.

Manage internally:

- In some cases of sexual harassment, for example, one-off incidents, we may take the view that the children concerned are not in need of early help or require referrals to be made to statutory services and that it would be appropriate to handle the incident internally, perhaps through utilising our behaviour and bullying policies and by providing pastoral support.
- All concerns, discussions, decisions and reasons for decisions will be recorded

Early help:

- We may decide that the children involved do not require referral to statutory services but may benefit from early help, meaning providing support as soon as a problem emerges, at any point in a child's life. Providing early help is more effective in promoting the welfare
- of children than reacting later.
- Early help can be particularly useful to address non-violent HSB and may prevent escalation of sexual violence.
- Early help and the option to manage a report internally do not need to be mutually exclusive: school may manage internally and seek early help for both the victim and perpetrator(s).
- All concerns, discussions, decisions and reasons for decisions will be recorded

Referrals to Children's Services:

- Where a child has been harmed, is at risk of harm, or is in immediate danger we will make a referral to Children's Services
- At the point of referral to Children's Services we will generally inform parents or carers, unless there are compelling reasons not to (if informing a parent or carer is going to put the child at additional risk). Any such decision will be made with the support of Children's Services.
- If a referral is made Children's Services will then make enquiries to determine whether any of the children involved need protection or other services.
- Where statutory assessments are appropriate, we will work alongside, and cooperate with, the relevant lead social worker. Collaborative working will help ensure the best possible package of coordinated support is implemented for the victim and, where appropriate, the alleged perpetrator(s) and any other children that require support.
- We will not wait for the outcome (or even the start) of a Children's Services investigation before protecting the victim and other children in school. It is important to work closely with Children's Services (and other agencies as required) to ensure any actions we take do not jeopardise a statutory investigation.
- In some cases, Children's Services will review the evidence and decide a statutory intervention is not appropriate. We will be prepared to refer again if we believe the child remains in immediate danger or at risk of harm. If a statutory assessment is not appropriate, we will consider other support mechanisms such as early help, specialist support and pastoral support.
- All concerns, discussions, decisions, and reasons for decisions will be recorded

Referrals to Police:

Where a report of rape, assault by penetration or sexual assault is made, the starting principle is that we will refer on to the police. Whilst the age of criminal responsibility is ten, if the alleged perpetrator is under ten, the starting principle of reporting to the police remains. The police will take a welfare, rather than a criminal justice approach in these cases.

Referrals to the police will often be a natural progression of making a referral to Children's Services. Our designated safeguarding lead (or deputy) will liaise closely with the local police presence.

The police will consider what action to take to manage the assessed risk of harm. This could involve the use of police bail with conditions, prior to a suspect appearing in court, or court bail with or without conditions after the first appearance.

Alternatively, the person suspected of an offence could be 'released under investigation' (RUI). People released under RUI can have no conditions attached to their release from custody and it is possible for a person on bail also to have no conditions.

Whatever arrangements are in place we will consider what additional measures may be necessary to manage any assessed risk of harm that may arise.

Regard will be given to the additional stress and trauma that might be caused to a victim and the potential for the suspected person to intimidate the victim or a witness. We will ensure that any risk management measures strike a balance between management of risk and the rights of an un-convicted person (e.g., rights to privacy, family life, etc).

If a child is convicted or receives a caution for a sexual offence, we will update the risk assessment, ensure relevant protections are in place for all children in our provision and, (if we have not already done so) consider any suitable action in line with our behaviour policy.

This process will include a review of the necessary actions to keep all parties safe and meet their needs. If the perpetrator(s) remain(s) in provision and the victim is still a registered pupil, we will be very clear as to our expectations regarding the perpetrator(s) now they have been convicted or cautioned. This could include expectations regarding their behaviour and any restrictions we think are reasonable and proportionate with regard to the perpetrator(s)' timetable.

Any conviction (even with legal anonymity reporting restrictions) is potentially going to generate interest among other pupils in our provision. We will ensure both the victim and alleged perpetrator(s) remain protected, especially from any bullying or harassment (including online).

If the case is classed as "no further action" (NFA'd) by the police or Crown Prosecution Service, or where there is a not guilty verdict, we will continue to offer support to the victim and the alleged perpetrator(s) for as long as is necessary.

A not guilty verdict or a decision not to progress with their case will likely be traumatic for the victim. The fact that an allegation cannot be substantiated or was withdrawn does not necessarily mean that it was unfounded.

We will discuss any decisions with the victim in this light and continue to offer support. We understand the alleged perpetrator(s) is also likely to require ongoing support for what will have likely been a difficult experience.

We may make a referral to Child Exploitation and Online Protection (CEOP) which is a law enforcement agency which aims to keep children and young people safe from sexual exploitation and abuse. Online sexual abuse can be reported on their website and a report to one of their Child Protection Advisors will occur.

Victims:

We understand that victims should be given as much control as is reasonably possible over decisions regarding how any investigation will be progressed and any support that they will be offered. This will however need to be balanced with our duty and responsibilities to protect other children.

[Searching, screening and confiscation advice for schools.](#)

[Keeping Children Safe in Education 2023](#) (statutory guidance for schools and colleges)

[Relationship Education, Relationships and Sex Education and Health Education](#)

(statutory guidance for schools)

[Working Together to Safeguard Children \(statutory guidance for schools and](#)

[Exclusions from maintained schools, academies and PRUs](#) (statutory guidance for schools)

[Behaviour and Discipline in Schools](#) (advice for schools)

[Children Missing Education](#) (advice for schools)

[Cyberbullying](#) (advice for schools)

[The Equality and Human Rights Commission](#) (provides advice on avoiding discrimination in a variety of educational contexts)

[Equality Act 2010](#) and [Public Sector Equality Duty](#) (advice for schools)

[Equality Act 2010 Technical Guidance](#) (advice for further and higher education providers)

[Mental Health and Behaviour in Schools](#) (advice for schools)

[Rise Above](#) (advice by Public Health England for schools)

[Preventing and Tackling Bullying](#) (advice for schools)

[Promoting children and young people's emotional health and wellbeing](#) (advice for schools)

[Sexual violence and sexual harassment between children Sept 2021](#)

[Teaching about relationships sex and health](#) (guidance for schools)

[UKCIS sharing nudes and semi nudes advice for dealing with concerns](#)

[HSB toolkit](#)

PART FIVE – SAFER RECRUITMENT PRACTICE AND MANAGING ALLEGATIONS AGAINST STAFF

OUR SAFER RECRUITMENT PROCESSES

As part of our culture of a commitment to safeguarding BT&E adopt robust recruitment procedures that deter and prevent people who are unsuitable to work with children from applying for or securing employment, opportunities in our organisation.

Key staff involved in recruitment processes will undertake Safer Recruitment Training offered by the various Local Authority Safeguarding Partnership.

Our recruitment and selection process

Our adverts make clear that safeguarding checks will be undertaken and make clear our commitment to safeguarding by:

- outlining the safeguarding responsibilities of the post as per the job description and personal specification
- whether the post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020. Which means that when an individual is applying for certain jobs and activities certain spent convictions and cautions are 'protected', so they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. For clarity and further information about filtering offences can be found in the [DBS filtering guidance](#)

Where a role in our organisation involves engaging in regulated activity relevant to children, we will include a statement in the application form or elsewhere in the information provided to applicants that it is an offence to apply for the role if they are barred from engaging in regulated activity relevant to children,

We will provide a copy of our child protection policy and practices, and policy on employment of ex-offenders in the application pack.

We require applicants to provide:

- personal details, current and former names, current address and national insurance number
- details of their present (or last) employment and reason for leaving
- full employment history, (since leaving school, including education, employment and voluntary work) including reasons for any gaps in employment
- qualifications, the awarding body and date of award
- details of referees/references

- a statement of the personal qualities and experience that the applicant believes are relevant to their suitability for the post advertised and how they meet the person specification.

BT&E does not accept copies of curriculum vitae in place of an application form.

Shortlisted candidates will be asked to complete a self-declaration of their criminal record or information that would make them unsuitable to work with children. Self-declaration is subject to [Ministry of Justice guidance](#) on the disclosure of criminal records. (i.e. if they have a criminal history, whether they are included on the barred list, information about any criminal offences committed in any country in line with the law as applicable in England and Wales, not the law in their country of origin or where they were convicted, if they are known to the police and Children's Services have they been disqualified from providing childcare and any relevant overseas information).

The information will only be requested from applicants who have been shortlisted. The information will not be requested in the application form to decide who should be shortlisted.

Our procedures are clear that applicants will be asked to sign a declaration confirming the information they have provided is true. Where there is an electronic signature, the shortlisted candidate will physically sign a hard copy of the application at point of interview.

When shortlisting at least two people carry out the shortlisting exercise, we consider any inconsistencies, look for gaps in employment and reasons given for them. We explore all potential concerns

We seek references for all potential candidates to allow us to obtain factual information to support appointment decisions. Wherever possible we request references before interview, this allows any concerns raised to be explored further with the referee and taken up with the candidate at interview.

As part of our commitment to safeguarding:

- we do not accept open references e.g., to whom it may concern
- we do not rely on applicants to obtain their reference
- we ensure any references are from the candidate's current employer and have been completed by a senior person with appropriate authority (if the referee is school or college based, the reference will be confirmed by the company director/DSL/DDSL as accurate in respect to disciplinary investigations)
- we obtain verification of the individual's most recent relevant period of employment where the applicant is not currently employed
- we secure a reference from the relevant employer from the last time the applicant worked with children (if not currently working with children), if the applicant has never worked with children, then ensure a reference from their current employer
- we always verify any information with the person who provided the reference
- we ensure electronic references originate from a legitimate source

- we contact referees to clarify content where information is vague or insufficient information is provided
- we compare the information on the application form with that in the reference and take up any discrepancies with the candidate
- we establish the reason for the candidate leaving their current or most recent post
- we ensure any concerns are resolved satisfactorily before appointment is confirmed.

We ensure the information confirms whether we are satisfied with the applicant's suitability to work with children and provide the facts (not opinions) of any substantiated safeguarding allegations but do not include information about allegations which are unsubstantiated, unfounded, false, or malicious.

Our interview questions will always include:

- finding out what attracted the candidate to the post being applied for and their motivation for working with children
- exploring their skills and asking for examples of experience of working with children which are relevant to the role
- probing any gaps in employment or where the candidate has changed employment or location frequently, asking about the reasons for this.

Our interviews will always be used to explore potential areas of concern to determine the applicant's suitability to work with children. Areas that may be concerning and lead to further probing will include:

- applicants' implication that adults and children are equal
- applicants lack recognition and/or understanding of the vulnerability of children
- applicants inappropriate idealisation of children
- applicants inadequate understanding of appropriate boundaries between adults and children
- applicants' indicators of negative safeguarding behaviours

Any information about past disciplinary action or allegations will be considered in the circumstances of the individual case.

BT&E believes children and young people should be involved in the recruitment process in a meaningful way. Observing short listed candidates and appropriately supervised interaction with pupils/students is common and recognised as good practice in our organisation.

All information considered in decision making will be clearly recorded along with decisions made.

BT&E pre-appointment vetting checks, regulated activity and recording information

Such checks will help us identify whether a person may be unsuitable to work with children (and in some cases is legally prohibited from working with children and/or working as a teacher). They are seen as the part of a wider safeguarding regime in our organisation, which will carry on following appointment.

All offers of appointment will be conditional until satisfactory completion of the mandatory pre-employment checks.

- verifies a candidate's identity because it is important to be sure that the person is who they claim to be, this includes being aware of the potential for individuals changing their name.

Wherever possible and as part of best practice we check the name on their birth certificate. We use [government guidance for these checks](#).

- obtains (via the applicant) an enhanced DBS check (including children's barred list information, for those who will be engaging in regulated activity with children). When using the DBS update service, we still obtain the original physical certificate
- obtains a separate children's barred list check if an individual will start work in regulated activity with children before the DBS certificate is available
- verifies the candidate's mental and physical fitness to carry out their work responsibilities (as defined in Education (Health Standards) (England) Regulations 2003)
- verifies the person's right to work in the UK, including EU nationals. If there is uncertainty about whether an individual needs permission to work in the UK, then we follow advice on the [right to work website](#)
- checks if the person has lived or worked outside the UK, and make any further checks considered appropriate
- verifies professional qualifications, as appropriate. The Teaching Regulation Agency's (TRA) Employer Access Service is used to verify any award of qualified teacher status (QTS), and the completion of teacher induction or probation
- ensure that an applicant to be employed to carry out teaching work is not subject to a prohibition order issued by the Secretary of State

When obtaining an enhanced DBS; if an applicant is moving from a previous post which ended not more than three months before the person's appointment within our school, we will follow guidance as set out in Keeping Children Safe in Education 2023.

We use [DfE guidance DBS and barring checks](#) to ensure that the right level of DBS and barring checks are complete. Once complete we will be able to compare any information disclosed on the certificate with any information shared by the applicant during the recruitment process.

When assessing any disclosure information on a DBS certificate we will take into consideration the explanation from the applicant, including:

- the seriousness and relevance to the post applied for
- how long ago the offence occurred
- whether it was a one-off incident or a history of incidents
- the circumstances around the incident
- whether the individual accepted responsibility for their actions

We will also consider the incident in the context of the Teachers' Standards and Teacher misconduct guidance, if the applicant is applying for a teaching post.

When using the Update Service, we will:

- obtain consent from the individual to carry out an online check to view the status of an existing standard or enhanced DBS check.
- confirm the DBS certificate matches the individual's identity
- examine the original certificate to ensure that it is valid for our school
- ensure that the level of the check is appropriate to the job they are applying for

Our procedures for prohibitions, directions, sanctions and restrictions

A person who is prohibited will not be appointed to a role that involves teaching work (as defined in the Teachers' Disciplinary (England) Regulations 2012).

We are aware that several individuals are still subject to disciplinary sanctions, which were imposed by the GTCE (prior to its abolition in 2012). We will access details to the TRA Secure Access system where GTCE checks can be made. We have a DfE Sign-in account to log onto the service.

We complete checks under section 128 direction to check if someone is disqualified from holding or continuing to hold office as a governor of a maintained school.

From 01 January 2021 the TRA Teacher Services system no longer maintains a list of those teachers who have been sanctioned in EEA member states.

We maintain a single central record of pre-appointment checks; this is checked for accuracy by staff. We keep evidence of all safer recruitment checks. Our single central record includes all staff, including teacher trainees on salaried routes, agency and third-party supply staff.

For agency and third-party supply staff we include whether written confirmation has been received that the employment business supplying the member of supply staff has carried out the relevant checks and obtained the appropriate certificates, the date this confirmation was received and whether details of any enhanced DBS certificate have been provided in respect of the member of staff.

The details of an individual will be removed from the single central record once they no longer work at our school. We know that we do not have to keep copies of DBS certificates to fulfil the duty of maintaining the single central record.

If we choose to retain a copy of DBS checks we will comply with requirements of the Data Protection Act 2018, by recording a valid reason for doing so and that it will not be kept for longer than six months.

When the information is destroyed, we may keep a record of the fact that vetting was carried out, the result and the recruitment decision taken if they choose to. A copy of the other documents used to verify the successful candidate's identity, right to work and required qualifications will be kept on their personnel file.

We have procedures in place to undertake the necessary childcare disqualification checks for staff who work with children aged 5 and under, including reception classes, but also apply to those working in wraparound care for children up to the age of 8, such as breakfast clubs and after school care. We refer to [Childcare Disqualification Regulations 2018](#) for clarity of checks.

Procedures for other checks that may be necessary for staff,

Individuals who have lived or worked outside the UK undergo the same checks as all other staff. This includes obtaining (via the applicant) an enhanced DBS certificate (including barred list information, for those who will be engaging in regulated activity) even if the individual has never been to the UK.

In addition, we make any further checks we think appropriate so that any relevant events that occurred outside the UK can be considered. Following the UK's exit from the EU we apply the same approach for any individuals who have lived or worked outside the UK regardless of whether it was in an EEA country or the rest of the world.

To consider suitability of the applicant where available we:

- obtain criminal records checks for overseas applicants
- obtain a letter (via the applicant) from the professional regulating authority in the country (or countries) in which the applicant has worked confirming that they have not imposed any sanctions or restrictions, and or that they are aware of any reason why they may be unsuitable to teach.

We are aware and consider that not all countries provide criminal record information, and where they do, the nature and detail of the information provided varies from country to country. We are mindful that the criteria for disclosing offences in other countries often have a different threshold than those in the UK.

To support us in this process we refer to [Recruiting teachers from overseas guidance](#)

When employing third part or agency/supply staff we obtain written notification from any agency, or third-party organisation, that they have carried out the checks on an individual who will be working in our provision. In respect of the enhanced DBS check, we ensure that written notification confirms the certificate has been obtained by either the employment business or another such business.

Where the agency or organisation has obtained an enhanced DBS certificate before the person is due to begin work in a school, which has disclosed any matter or information, or any information was provided to the employment business, we obtain a copy of the certificate from the agency. We always check that the person presenting themselves for work is the same person on whom the checks have been made.

We ensure that any contractor, or any employee of the contractor, who is to work at our provision, has been subject to the appropriate level of DBS check. Contractors engaging in regulated activity relating to children will require an enhanced DBS check (including children's barred list information).

For all other contractors who are not engaging in regulated activity relating to children, but whose work provides them with an opportunity for regular contact with children, an enhanced DBS check (not including children's barred list information) will be required. Under no circumstances will a contractor on whom no checks have been obtained be allowed to work unsupervised or engage in regulated activity relating to children. We check the identity of contractors on arrival at our provision.

We have an assurance letter from the relevant Local Authority that Children's Services and Health staff (including Social Workers, Educational Psychologists, Education Welfare Officers, SEND Case Workers, Early Help Officers and other roles that involved working with children, young people and their families) and who are in our provision have had the appropriate DBS check.

We will request evidence of their Council/Health ID/photo card, we understand that such staff are not required to present their DBS certificate to our staff at the provision they are visiting.

We know that whilst external organisations can provide a varied and useful range of information, resources and speakers that can help our school and enrich children's education, careful consideration is given to the suitability of any external organisations.

Ongoing vigilance

DSL's ensure we have processes in place for continuous vigilance, maintaining an environment that deters and prevents abuse and challenges inappropriate behaviour. This includes regular safeguarding training/briefings, audits of our safeguarding recording systems, promotion and challenge of staff's understanding of our safeguarding ethos supported by safeguarding policies.

We have created the right culture and environment so that staff feel comfortable to discuss matters both within, and where it is appropriate, outside of the workplace, which may have implications for the safeguarding of children.

This can assist us to support staff, where there is a need, and help them manage children's safety and welfare, potentially providing them with information that will help them consider whether there are further measures or changes to procedures that need to be put in place to safeguard children in their care.

We alert to the requirements of referring an individual to the DBS if we believe they have:

- engaged in relevant conduct in relation to children and/or adults which should result in them being unable to perform regulated activity
- satisfied the harm test in relation to children and/or vulnerable adults
- been cautioned or convicted of a relevant (automatic barring either with or without the right to make representations) offence

BT&E is alert to the duty to consider referral to the Teaching Regulation Agency because of an individual's serious misconduct or might have dismissed them or ceased to use their services had they not left first.

ALLEGATIONS INVOLVING A MEMBER OF STAFF

Despite our commitment to safer recruitment processes we are aware there may still be occasions when there is an allegation against a member of staff. Allegations against those who work with children, cover a wide range of circumstances.

All allegations of abuse of children by those who work with children or care for them must be taken seriously.

In these circumstances all allegations against other members of staff will be referred to the company director. In their absence you should seek to speak to the DDSL. Information sharing should not be barrier but in the unlikely event that you cannot access the people above please discuss concerns with the Local Authority Designated Officer.

If a concern has reached the harm threshold:

The following procedure will be applied in all situations where it is alleged that a person who works with children has:

- behaved in a way that has harmed a child, or may have harmed a child and/or
- possibly committed a criminal offence against or related to a child and/or
- behaved towards a child or children in a way that indicates he or she may pose a risk of harm to children; and/or
- behaved or may have behaved in a way that indicates they may not be suitable to work with children.

Whilst we are not the employer of supply teachers, we will ensure allegations are dealt with properly. When using a supply agency, we will inform the agency of our process for managing allegations but also take account of the agency's policies and their duty to refer to the DBS as personnel suppliers.

This will include inviting the agency's human resource manager or equivalent to meetings and keeping them up to date with information about its policies.

The allegations may relate to the persons behaviour at work, at home or in another setting.

The LADO will discuss the matter with the company director to determine what steps should be taken and where necessary obtain further details of the allegation and the circumstances in which it was made.

The discussion will also consider whether there is evidence/information that establishes that the allegation is false or unfounded, whether a referral to the Children's Services is required and/or whether disciplinary action is appropriate.

Suspension will not be an automatic response when an allegation is reported. All options to avoid suspension will be considered prior to taking that step. The director and management team must consider carefully whether the circumstances warrant suspension from contact with children at the provision, or until the allegation is resolved.

It will be considered only in cases where there is cause to suspect a child or other children at the provision is/are at risk of harm, or the case is so serious that it might be grounds for dismissal. If in doubt, the company director will seek views from our personnel adviser and the LADO, as well as the police and Children's Services where they have been involved. Where it is deemed appropriate to suspend the person, written confirmation will be given within one working day, giving as much detail as appropriate for the reasons for the suspension. It is not acceptable for an employer to leave a person who has been suspended without any support.

The person should be informed at the point of their suspension who their named contact is and provided with their contact details.

Parents or carers of the child or children involved should be:

- formally told about the allegation as soon as possible. The company director/DSL will consult the LADO and where involved Children's Services and/or the police on what information can be disclosed
- kept informed about the progress of the case, only in relation to their child – no information can be shared regarding the staff member
- made aware of the requirement to maintain confidentiality and unwanted publicity about any allegations made against teachers in the organisation, whilst investigations are in progress as set out in section 141F of the Education Act 2002. Where the initial discussion leads to no further action, our company director/DSL and the LADO will:
 - record the decision and justification for it
 - agree on what information will be put in writing to the individual concerned and by whom

Some allegations will require immediate referral to the Children Services and the Police, but common sense and judgement will be applied in reaching a decision about what action to take.

If the allegation is not patently false and there is cause to suspect that a child is suffering or is likely to suffer significant harm, the LADO will immediately refer the matter to the Children's Services and ask for a Strategy Discussion/Meeting to be convened.

Where the safety of other children is in question as a result of the allegation, consideration will be given to invoking the Complex (Organised or Multiple) Abuse Procedure (this can be found on the relevant local authority Safeguarding Partnership website)

Some allegations may be less serious and at first sight might not seem to warrant consideration of a police investigation or enquiries by Children's Services. However, it is important to ensure that even apparently less serious allegations are followed up and examined objectively by someone independent of the organisation. Consequently, the LADO will be informed of all allegations that come to the employer's attention and appear to come within the scope of this procedure so that he or she can consult Police and Children's Services colleagues as appropriate.

Where a referral is made directly to Children's Services, they will consult with the Local Authority Designated Officer (LADO), the Police and the BT&E company director or management team.

Where such allegations are made consideration must be given to the following three strands:

1. The police investigation of a possible criminal offence
2. Enquiries and assessment by Children's Services as to whether the child is need of protection or in need of services
3. Consideration by an employer of disciplinary action in respect of the individual

The definitions that will be used when we determine the outcome of an allegation are set out below:

- Substantiated: there is sufficient evidence to prove the allegation
- Malicious: there is sufficient evidence to disprove the allegation and there has been a deliberate act to deceive or cause harm to the person subject of the allegation
- False: there is sufficient evidence to disprove the allegation
- Unsubstantiated: there is insufficient evidence to either prove or disprove the allegation.

The term, therefore, does not imply guilt or innocence

- Unfounded: to reflect cases where there is no evidence or proper basis which supports the allegation being made.

If a report is determined to be unsubstantiated, unfounded, false or malicious, the designated safeguarding lead will consider whether the child and/or the person who has made the allegation needs help or may have been abused by someone else and this is a cry for help. In such circumstances, a referral to Children's Services may be appropriate.

If a report is shown to be deliberately invented or malicious, we will consider whether any disciplinary action is appropriate against the individual who made it as per behaviour policies.

Where an adult makes an allegation to our organisation that they were abused as a child, the individual will be advised/supported to report the allegation to the police. Non recent allegations made by a child, will be reported to the LADO in line with the local authority's procedures for dealing with non-recent allegations. The LADO will coordinate with Children's Services and the police.

Abuse can be reported no matter how long ago it happened.

If a concern has not reached the harm threshold:

Concerns may arise in several ways and from several sources. For example, suspicion, complaint; or disclosure made by a child, parent or other adult within or outside our organisation; or because of vetting checks undertaken.

As part of our whole company approach to safeguarding we ensure that we promote an open and transparent culture in which all concerns about all adults working in or on behalf of our organisation are dealt with promptly and appropriately.

By creating a culture in which all concerns about adults (including allegations that do not meet the harms threshold are shared responsibly and with the right person, recorded and dealt with appropriately, is critical.

When implemented correctly, this will enforce our open and transparent culture; enable us to identify concerning, problematic or inappropriate behaviour early; minimise the risk of abuse; and ensure that adults working in or on behalf of BT&E are clear about professional

boundaries and act within these boundaries, and in accordance with the ethos and values of our company, as set out in the policy.

A low-level concern is still a concern – no matter how small, and even if no more than causing a sense of unease or a ‘nagging doubt’ - that an adult working in or on behalf of BT&E may have acted in a way that:

- is inconsistent with the staff code of conduct, including inappropriate conduct outside of work
- does not meet the allegations threshold or is otherwise not considered serious enough to consider a referral to the LADO.

Examples of such behaviour could include, but are not limited to:

- being over friendly with children
- having favourites
- taking photographs of children on their mobile phone
- engaging with a child on a one-to-one basis in a secluded area or behind a closed door
- using inappropriate sexualised, intimidating or offensive language

Our training helps staff understand that such behaviour can exist on a wide spectrum, from the inadvertent or thoughtless, or behaviour that may look to be inappropriate, but might not be in specific circumstances, through to that which is ultimately intended to enable abuse.

All low-level concerns will be recorded in writing. The record will include details of the concern, the context in which the concern arose, and action taken. The name of the individual sharing their concerns should also be noted, if the individual wishes to remain anonymous then that will be respected as far as reasonably possible.

Our records for such level of concern will be kept confidential, held securely and comply with the Data Protection Act 2018 and the UK General Data Protection Regulation (UK GDPR). This allows for records to be reviewed so that potential patterns of concerning, problematic or inappropriate behaviour can be identified.

Whistleblowing

All staff can raise concerns about poor or unsafe practice and potential failures in our organisation’s safeguarding regime; concerns are taken seriously by the company director and management team.

If there are concerns about the way that safeguarding is carried out in our organisation staff will refer to the Whistle-blowing Policy.

A whistleblowing disclosure must be about something that affects the general public such as:

- a criminal offence has been committed, is being committed or is likely to be committed
- a legal obligation has been breached
- there has been a miscarriage of justice
- the health or safety of any individual has been endangered
- the environment has been damaged
- information about any of the above has been concealed.

The NSPCC runs a whistleblowing helpline on behalf of the government. The NSPCC whistleblowing helpline is available for staff who do not feel able to raise concerns regarding child protection failures internally. Staff can call: 0800 800 5000 – line is available from 8:00 AM to 8:00 PM, Monday to Friday and Email: help@nspcc.org.uk. <https://www.gov.uk/whistleblowing> and <https://www.nspcc.org.uk/what-you-can-do/report-abuse/dedicated-helplines/whistleblowing-advice-line/>

Appendix 1

The seven golden rules to sharing information

1. Remember that the General Data Protection Regulation (GDPR), Data Protection Act 2018 and human rights law are not barriers to justified information sharing but provide a framework to ensure that personal information about living individuals is shared appropriately.
2. Be open and honest with the individual (and/or their family where appropriate) from the outset about why, what, how and with whom information will, or could be shared, and seek their agreement, unless it is unsafe or inappropriate to do so.
3. Seek advice from other practitioners, or your information governance lead, if you are in any doubt about sharing the information concerned, without disclosing the identity of the individual where possible.
4. Where possible, share information with consent, and where possible, respect the wishes of those who do not consent to having their information shared. Under the GDPR and Data Protection Act 2018 you may share information without consent if, in your judgement, there is a lawful basis to do so, such as where safety may be at risk. You will need to base your judgement on the facts of the case. When you are sharing or requesting personal information from someone, be clear of the basis upon which you are doing so. Where you do not have consent, be mindful that an individual might not expect information to be shared.
5. Consider safety and well-being: base your information sharing decisions on considerations of the safety and well-being of the individual and others who may be affected by their actions.
6. Necessary, proportionate, relevant, adequate, accurate, timely and secure: ensure that the information you share is necessary for the purpose for which you are sharing it, is shared only with those individuals who need to have it, is accurate and up-to-date, is shared in a timely fashion, and is shared securely (see principles).
7. Keep a record of your decision and the reasons for it – whether it is to share information or not. If you decide to share, then record what you have shared, with whom and for what purpose.

Appendix 2 - CHILDREN IN SPECIFIC CIRCUMSTANCES - Additional advice and support

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
	Faith based abuse: National Action Plan	DfE advice
	Relationship abuse: disrespect nobody	Home Office website
Bullying	Preventing bullying including cyberbullying	DfE advice
Children and the courts	Advice for 5-11-year olds witnesses in criminal courts	MoJ advice
	Advice for 12-17 year old witnesses in criminal courts	MoJ 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 Her Majesty's Prison and Probation Service (HMPPS) advice
Child exploitation	County Lines: criminal exploitation of children and vulnerable adults	Home Office guidance
	Child sexual exploitation: guide for practitioners	DfE
	Trafficking: safeguarding children	DfE and HO guidance
Drugs	Drugs-advice for schools	DfE and ACPO advice
	Drug strategy 2017	Home Office strategy
	Information and advice on drugs	Talk to Frank website
	ADEPIS platform sharing information and resources for schools: covering drug (& alcohol) prevention	Website developed by Mentor UK
"Honour Based Abuse"	Female genital mutilation: information and resources	Home Office

	Female genital mutilation: multi agency statutory guidance	DfE, DH, and HO statutory guidance
	Forced marriage: information and practice guidelines	Foreign Commonwealth Office and Home Office
Health and Well-being	Fabricated or induced illness: safeguarding children	DfE, Department for Health and Home Office
	Rise Above: Free PSHE resources on health, wellbeing and resilience	Public Health England resources
	Medical-conditions: supporting pupils at school	DfE statutory guidance
	Mental health and behaviour	DfE advice
Homelessness	Homelessness: How local authorities should exercise their functions	HCLG
Online	Sexting: responding to incidents and safeguarding children	UK Council for Child Internet Safety
	Teaching online safety in school	DfE – statutory guidance
Private fostering	Private fostering: local authorities	DfE - statutory guidance
Public Health England	Rise Above: secondary school mental health lessons and support	Public Health
Radicalisation	Prevent duty guidance	Home Office guidance
	Prevent duty advice for schools	DfE advice
	Educate Against Hate Website	DfE and Home Office
Violence	Gangs and youth violence: for schools and colleges	Home Office advice
	Tackling violence against women and girls strategy	DfE July 2021
	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 Sept 2021
	Serious violence strategy	Home Office Strategy

Appendix 3 - Host families - homestay during exchange visits

Although BT&E do not organise such visits, we have had guidance from the various local authorities we work with on such visits and have adopted their guidance.

Schools and colleges often make arrangements for children to take part in exchange visits, either to other parts of the UK or abroad. Exchanges can benefit learning across a range of subjects. In particular, foreign visits can enrich the languages curriculum and provide exciting opportunities for pupils to develop their confidence and expertise in the use of other languages.

We have a duty to safeguard and promote children's welfare. This extends to considering their safety and how best to minimise risk of harm to those children during any exchange visit the school or college arranges, and when organising for the care and accommodation of a child with a host family (known as homestays) as part of the exchange.

When arranging a homestay, we will consider the suitability of the adults in the respective families who will be responsible for the visiting child during the stay.

In circumstances where we arrange for a visiting child to be provided with care and accommodation in the UK (including where they engage a company to make those arrangements) in the home of a family to which the child is not related the responsible adults will be engaging in regulated activity for the period of the stay. In such cases and where the school or college has the power to terminate such a homestay the school or college would be the regulated activity provider.

A regulated activity provider commits a criminal offence if it knows, or has reason to believe that an individual is barred by the Disclosure and Barring Service (DBS) from engaging in regulated activity but allows that individual to carry out any form of regulated activity.

Where the child's parent(s) or a student themselves arranges their own homestay, this would be a private arrangement therefore the school or college would not be the regulated activity provider.