



HIGHGATE
PRIMARY SCHOOL

Safeguarding and Child Protection Policy and Procedures

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Key Contacts

Post	Postholder	Contact details
Headteacher / Head of School	William Dean	02083407023 William.dean@highgate-pri.haringey.sch.uk
Designated Safeguarding Lead (DSL)	Rebecca Lewis	02083407023 rlewis@highgate-pri.haringey.sch.uk
Deputy on-site Safeguarding Lead (DDSL)	William Dean	02083407023 William.dean@highgate-pri.haringey.sch.uk
Deputy off-site Safeguarding Lead (DDSL)		
Chair of Governors and Link Governor for Safeguarding	Steve Porter	sporter@greigcityacademy.co.uk
Local Authority Designated Officer (LADO) Team	Shauna McAllister, LADO Service Manager John Srivastava, LADO	LADO@Haringey.gov.uk 020 8489 2968
Channel Helpline		020 7340 7264
Haringey Safeguarding Children's Partnership	David Archibald, Independent Chair Fatmir Deda, HSCP Service Manager Eliese Gray, Executive Support Officer	8th floor, River Park House, 225, High Road, London N22 8HQ https://haringeyscp.org.uk/ 020 8489 3145
Haringey Council's Children's Services Please only use the out of hours number if you are calling outside of normal working hours. Your call will be logged and the operator will take brief details. An out of hours social worker will ring you back.	Anthony Theodi, Acting MASH Service Manager Diana Hylton, Team Manager Dennita Oguh, Team Manager Sharon Biggs, Team Manager Aileen Duhig, Team Manager Fatima O'Dwyer, Deputy Team Manager John Stroud, Out of Hours Team Leader	<ul style="list-style-type: none"> Monday to Thursday 8:45 am to 5:00pm; Friday 8:45 am to 4:45 pm 020 8489 4470 mashreferral@haringey.gov.uk Out of office hours, including weekends: 020 8489 0000 Do not use this number if a child needs immediate assistance from the Police or Ambulance Services. In these cases, call 999
Making a MASH referral		<ul style="list-style-type: none"> During your phone call (above) if you are a professional working with children you may be asked to complete a MASH referral form within 24 hours. This should be emailed securely to mashreferral@Haringey.gcsx.gov.uk

What to do if you have concerns about a child

Actions where there are concerns about a child



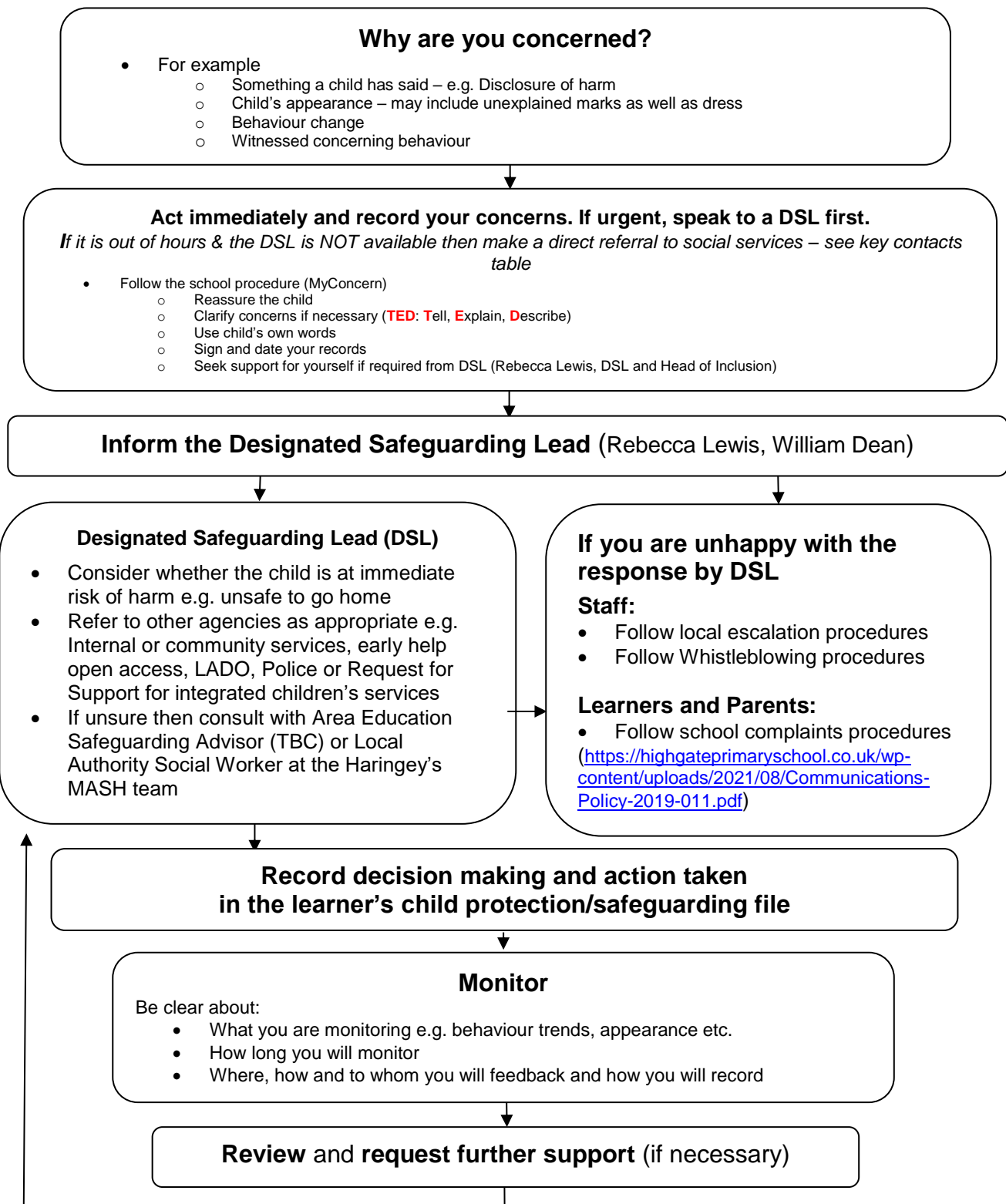
¹ In cases which also involve a concern or an allegation of abuse against a staff member, see Part Four of this guidance.

² Early help means providing support as soon as a problem emerges at any point in a child's life. Where a child would benefit from co-ordinated early help, an early help inter-agency assessment should be arranged. Chapter one of [Working Together to Safeguard Children](#) provides detailed guidance on the early help process.

³ Referrals should follow the process set out in the local threshold document and local protocol for assessment. Chapter one of [Working Together to Safeguard Children](#).

⁴ Under the Children Act 1989, local authorities are required to provide services for children in need for the purposes of safeguarding and promoting their welfare. Children in need may be assessed under section 17 of the Children Act 1989. Under section 47 of the Children Act 1989, where a local authority has reasonable cause to suspect that a child is suffering or likely to suffer significant harm, it has a duty to make enquiries to decide whether to take action to safeguard or promote the child's welfare. Full details are in Chapter one of [Working Together to Safeguard Children](#).

⁵ This could include applying for an Emergency Protection Order (EPO).



At all stages, the child's circumstances will be kept under review
The DSL/Staff will request further support if required to ensure the **child's safety** is **paramount**

Introduction and Ethos

Purpose

- To protect the safety, welfare and well-being of the pupils on roll at our school
- To set out the school's overarching principles, approaches and systems to child protection and safeguarding across all aspects of school life.
- To ensure staff are aware of their statutory safeguarding duties and responsibilities
- To ensure staff are well-equipped and confident to recognise and report child protection concerns
- To promote an open and listening culture where everyone can voice concerns in the knowledge they will be believed, helped and supported.

Safeguarding principles

- **Promotion**
 - making sure pupils, parents, staff and all adults that come into contact with children know the systems and the support in place to keep children safe and there is a culture of vigilance permeating across the school
- **Prevention**
 - positive, supportive, vigilant, open and safe culture. Well taught curriculum that includes relationships and online safety, pastoral opportunities for children and safer recruitment procedures
- **Protection**
 - following the agreed procedures, ensuring all staff are trained and supported to recognise and respond appropriately and sensitively to safeguarding concerns.
- **Support**
 - for all learners, parents and staff, and where appropriate specific interventions that are required for those who may be at risk of harm.
- **Working with parents and other agencies**
 - to ensure timely, appropriate communications and actions are undertaken when safeguarding concerns arise.
- Highgate Primary School recognises our statutory responsibility to safeguard and promote the welfare of all children. Safeguarding is everybody's responsibility and all those directly connected (staff, volunteers, governors, leaders, parents, families and learners) are an important part of the wider safeguarding system for children and have an essential role to play in making this community safe and secure.
- Staff and other adults working with children at Highgate Primary School are advised to maintain an attitude of 'it could happen here' where safeguarding is concerned.
- Highgate Primary School believes that the best interests of children always come first. All children (defined as those up to the age of 18) have a right to be heard and to have their wishes and feelings taken into account and all children regardless of age, gender, ability, culture, race, language, religion or sexual identity, have equal rights to protection.
- Highgate Primary School recognises the importance of safeguarding and the promotion of children's welfare at all times. Safeguarding is embedded in all the school's processes and procedures and at the heart of our school to provide an ethos and environment that will help children to be safe and feel safe. In our school children are respected and encouraged to talk openly. All our staff understand safe professional practice and adhere to our safeguarding policies.
- Highgate Primary School expects that if any member of our community has a safeguarding concern about any child or adult, they should act immediately. This includes out of hours when the DSL may not be available to

speak to, in which case a direct referral should be made to social services – see contact details at the start of this policy.

- This policy is implemented in accordance with our compliance with the statutory guidance from the Department for Education, Keeping Children Safe in Education 2021 (KCSIE) which requires individual schools and colleges to have an effective child protection policy.
- The procedures contained in this policy apply to all staff, including governors, temporary or third-party agency staff and volunteers and are consistent with those outlined within KCSIE 2021.

Legislation and guidance

- This policy has been developed in accordance with the principles established by the Children Acts 1989 and 2004 and related guidance. This includes:
 - DfE Keeping Children Safe in Education 2021 (KCSIE)
 - Working Together to Safeguard Children 2018 (last updated November 2020) (WTSC)
 - Ofsted: Education Inspection Framework 2019 (revised June 2021)
 - Framework for the Assessment of Children in Need and their Families 2000
 - Early Years and Foundation Stage Framework (EYFS) September 2021
 - The Education (Independent School Standards) Regulations 2014
 - The Non-Maintained Special Schools (England) Regulations 2015
 - Multi-agency statutory guidance on female genital mutilation (July 2020)
 - Advice Sexual Violence and Sexual Harassment between children in schools and colleges (July 2021)
 - Relationships and Sex Education (RSE) statutory guidance (June 2019, last updated July 2021)
- Section 175 of the Education Act 2002 requires school governing bodies, local education authorities and further education institutions to make arrangements to safeguard and promote the welfare of all children who are pupils at a school, or who are students under 18 years of age. Such arrangements will have to have regard to any guidance issued by the Secretary of State.
- Other legislation this policy is based on:

Legislation	What it covers
School Staffing (England) Regulations 2009	<ul style="list-style-type: none"> • Lists what must be recorded on the single central record • The requirement for at least one person conducting an interview to be trained in safer recruitment techniques.
Children's Act 1989 (and 2004 amendment),	<ul style="list-style-type: none"> • Provides the framework for the care and protection of children.
Female Genital Mutilation Act 2003, as inserted by section 74 of the Serious Crime Act 2015 (Section 5B(11))	<ul style="list-style-type: none"> • Places a statutory duty on teachers to report to the police where they discover that female genital mutilation (FGM) appears to have been carried out on a girl under 18.
Rehabilitation of Offenders Act 1974	<ul style="list-style-type: none"> • Sets out when people with criminal convictions can work with children.
Schedule 4 of the Safeguarding Vulnerable Groups Act 2006	<ul style="list-style-type: none"> • Defines what 'regulated activity' is in relation to children

Related Safeguarding Policies

- This policy is one of an integrated suite of policies, reflecting the whole school approach to safeguarding. It should be read and actioned in conjunction with the policies as listed below:
 - Anti-Bullying
 - Attendance
 - Behaviour
 - Curriculum policy

- GDPR
- Managing Medicines
- Health and safety, including plans for school reopening
- Allegations of abuse against staff
- Online safety policy including Acceptable Use of Technology Policies (AUP)
- Personal and intimate care
- Personal, social and health education (PSHE)
- Relationships and Sex Education (RSE)
- Risk assessments (e.g. school trips, use of technology, Covid safety arrangements)
- Safer recruitment statement
- Special educational needs
- Staff Handbook
- Use of Force
- Whistleblowing

Definitions of safeguarding

- In line with KCSIE 2021, safeguarding and promoting the welfare of children is defined for the purposes of this policy as:
 - 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; and
 - taking action to enable all children to have the best outcomes.
- Safeguarding is what we do to prevent children suffering or coming to harm.
- Child protection refers to activities undertaken by the school to protect children suffering from harm or likely to suffer from harm. A child includes anyone under the age of 18.
- The safeguarding partners that the school works with to safeguard its pupils as set out in KCSIE are: the local authority; the local clinical commissioning group; and the chief officer of Police for the area.
- Abuse is a form of maltreatment of a child that covers inflicting harm or failing to prevent the infliction of harm. Neglect is a form of abuse and is the persistent failure to meet a child's basic physical and psychological needs. *Section 8 and Appendix 1 provides a more detailed explanation of the different types of abuse and signs and symptoms and specific safeguarding issues.*

Informing staff and others of safeguarding policy

- All staff (including temporary staff and volunteers) will be provided with a copy of this policy. They will be asked to say they have read and understood its contents, are familiar with the school systems and will adhere to them. The policy can be found on the school website in the Policies list, under 'Our School', and staff are given a hard copy of the Child Protection Summary.
- Volunteers at the school site will be given a leaflet detailing our safeguarding arrangements, which also covers fire safety, first aid and health & safety. Visitors will be asked to sign to say they have read, understood and will adhere to these arrangements.
- Parents/carers will be signposted to the Safeguarding & Child Protection policy prior to children being enrolled.
- Parents/carers can obtain a copy of the school Safeguarding and Child Protection Policy from the school website together with other related policies, including for online safety, safer recruitment, and peer on peer abuse (see <https://highgateprimaryschool.co.uk/our-school/policies>). These and other policies are available from the school office on request.

- Pupils will be made aware of the school's systems in age-appropriate ways through displays around the school site, verbally, through the curriculum, and via the school website.
- The DSL will ensure pupils have understood and are aware that they can raise concerns at any time, they will be listened to, taken seriously and their wishes respected (where possible), given the necessary support and kept informed of actions being taken.

Roles and Responsibilities

The Governing Body

- The Governing Body takes responsibility for strategic leadership that is a 'whole school approach' for the school's safeguarding arrangements and that these will comply with their duties under legislation and have full regard to KCSIE 2021. This includes ensuring the school's policies, procedures and training are effective and comply with the law at all times.
- The Governing body will ensure the school's systems enable pupils to report what is happening to them.
- The Governing body will ensure the appointed DSL is a senior member of staff. The role of the DSL (and deputies) set out in KCSIE Annex C will be made explicit in the postholder's job description, and the DSL will be given appropriate resources to conduct their duties.
- The school has a nominated governor for safeguarding. The nominated governor(s) will support the Designated Safeguarding Lead and have oversight in ensuring that the school has an effective policy which interlinks with other related policies; that locally agreed procedures are in place and being followed; and that the policies are reviewed at least annually and when required.
- All governors will undertake safeguarding training and additional training on specific issues, such as online safety, as required in order to fulfil effective safeguarding governance.
- The governing body will take an active role in monitoring safeguarding arrangements and providing support to the Designated Safeguarding Lead in line with Part 2 KCSIE 2021. This will include visits to school, regular contact with the Designated Safeguarding Lead and other staff working to protect children and reviewing information provided to them concerning pupils' welfare and safety, including for online safety. Governors will also seek the views of pupils and parents/carers as part of their monitoring arrangements to check on the effectiveness of safeguarding arrangements.
- The governing body and leadership team will ensure that the Designated Safeguarding Lead (and deputies) are supported and given sufficient time, funding and resources to carry out their roles. They will also ensure there is adequate cover if the Designated Safeguarding Lead is absent.
- Governors must be subject to the same rigorous safer recruitment procedures as any other staff, including appropriate checks, such as an Enhanced DBS check and s128 checks.

Headteacher

- The Headteacher will ensure that the suite of policies and procedures relating to safeguarding and child protection adopted by the school's Governing Body are understood and followed by all staff.
- The Headteacher has ultimate responsibility for safeguarding of pupils and safeguarding systems and practices in school.

Designated Safeguarding Lead (DSL)

- The school has appointed a member of the leadership team (Rebecca Lewis, Deputy Headteacher, Inclusion) as the Designated Safeguarding Lead (DSL). Additionally, the school has appointed a Deputy DSL (William Dean, Headteacher) who will have delegated responsibilities and act in the DSL's absence.

- The DSL has overall responsibility for the day-to-day oversight of safeguarding and child protection systems in school. Whilst the activities of the DSL may be delegated to the deputy, the ultimate lead responsibility for safeguarding and child protection remains with the DSL and this responsibility will not be delegated. This is in line with the full job description set out in KCSIE Annex C.
- The DSL will undergo appropriate and specific training to provide them with the knowledge and skills required to carry out their role. Deputy DSLs are trained to the same standard as the DSL. The DSL and any deputy DSLs training will be updated formally every two years, but their knowledge and skills will be updated through a variety of methods at regular intervals and at least annually.
- The Head Teacher will be kept informed of any significant issues by the DSL.
- The DSL (and deputy) will be provided with sufficient time so they can provide appropriate support to staff and children regarding any new safeguarding and welfare concerns linked to special circumstances resulting from Covid-19. This may include referrals to integrated social care and working with other agencies where appropriate. Job descriptions that align to KCSIE 2021 Annex C are in place for the DSL and deputy DSL.

Role of the DSL

- Hold the overall responsibility for child protection
- Act as the central contact point for all staff to discuss any safeguarding concerns
- Be available during term time (during school hours) for staff in the school to discuss any safeguarding concerns; have cover arrangements over school holidays in the event of an emergency
- Understand the views of children and encourage a culture of listening to children and taking account of their wishes
- Take the lead for promoting trauma-informed practice in relation to behaviour, attendance, engagement and achievement.
- Maintain and manage a confidential recording system for safeguarding and child protection concerns
- Ensure child protection files are up-to-date, records are clear and comprehensive and details of the concern, follow up, actions, decisions and outcome
- Ensure information is shared as appropriate, including the confidential sharing of a copy of the full safeguarding file when a child transfers schools. This should include any incidents or patterns of concern that could assist the incoming school understand the context of needs and risks to a child, should further concerns arise. This necessarily includes information that does not meet threshold of significant harm.
- Ensure that safeguarding files are retained and stored appropriately;
 - copies of CP files should be retained until the child is 25 years of age;
 - any concerns related to suspected child sexual abuse should be retained until the individual of concern reaches retirement age or 10 years after, whichever is longer;
 - concerns about those in positions of trust should be retained until the individual of concern reaches retirement age or 10 years after, whichever is longer, unless there is a Malicious LADO outcome (where the information should be deleted from records).
- Coordinate safeguarding action for individual children
- When supporting children with a social worker, or looked after children, the DSL should have the details of the child's social worker, the social work team manager, and the name of the virtual school head in the authority that looks after the child (with the DSL liaising closely with the designated teacher)
- Liaise with other agencies and professionals in line with KCSIE 2021 and WTSC 2018

- Ensure that locally established procedures as put in place by the three safeguarding partners (Children's social care, Police, Health), including referrals, are followed, as necessary.
- Represent, or ensure the school – and therefore the child's lived experience - is appropriately represented, at multi-agency safeguarding meetings (including Child Protection conferences)
- Manage and monitor the school role in any multi-agency plan for a child.
- Help promote educational outcomes by sharing the information about the welfare, safeguarding and child protection issues that children, including children with a social worker, are experiencing, or have experienced, with teachers and school leadership staff.
- Ensure adequate and appropriate DSL cover arrangements in response to any closures and out of hours and/or out of term activities.
- Work with all staff (for example: teachers, support staff, pastoral leaders, SENCo, mental health leads) on matters of safeguarding and welfare (including mental health and online/digital safety)
- Raising awareness of safeguarding and child protection systems with staff, pupils and parents.
- Ensure all staff access appropriate safeguarding training, including in online safety and other relevant specific issues and regular updates in line with the recommendations within KCSIE (2021)
- Providing support to staff as required.
- Manage referrals of suspected abuse to the Channel programme, disclosure & barring service and where a crime has been committed to the Police.
- Support/liase with the 'case manager' for child protection issues which concern a member of staff.

Members of Staff

- All members of staff have a responsibility to:
 - Provide a safe environment in which children can learn.
 - Be aware it can happen here and safeguarding is everyone's responsibility.
 - Understand the signs and indicators that can signal that a child is experiencing unmet needs, harm, or is at risk of harm.
 - Have a trauma-informed understanding of the impact of childhood adverse events and experiences on behaviour, achievement and presentation.
 - Actively promote welfare and safeguarding, including online safety, of pupils.
 - Know what to do if a child tells them that he or she is being abused or neglected and understand the impact abuse and neglect can have upon a child.
 - Understand the difficulties that children may have in approaching staff about their circumstances and consider how to build trusted relationships which facilitate communication.
 - Identify children who may benefit from early help.
 - Understand the early help process.
 - Understand the school's safeguarding policies and systems.
 - Undertake regular and appropriate training which is regularly updated.
 - Be aware of the process of making referrals to children's social care and statutory assessment under the Children Act 1989.
 - Be able to identify and act upon indicators that children are, or at risk of developing mental health issues.
 - Know how to maintain an appropriate level of confidentiality and the importance of recording and information sharing.
 - Understand the wider definitions of peer on peer abuse and be aware of specific issues such as cyberbullying, sexual violence, sexual harassment and exploitation as set out in KCSIE Part 1 and Annex B.

- Be aware of the indicators of abuse and neglect so that they can identify cases of children who may need help or protection

Children and Young People

- Children and young people (learners) have a right to:
 - Feel safe, be listened to, know their concerns will be taken seriously, and have their wishes and feelings taken into account.
 - Contribute to the development of school safeguarding policies.
 - Receive help from a trusted adult.
 - Learn how to keep themselves safe, including online.

Parents and Carers

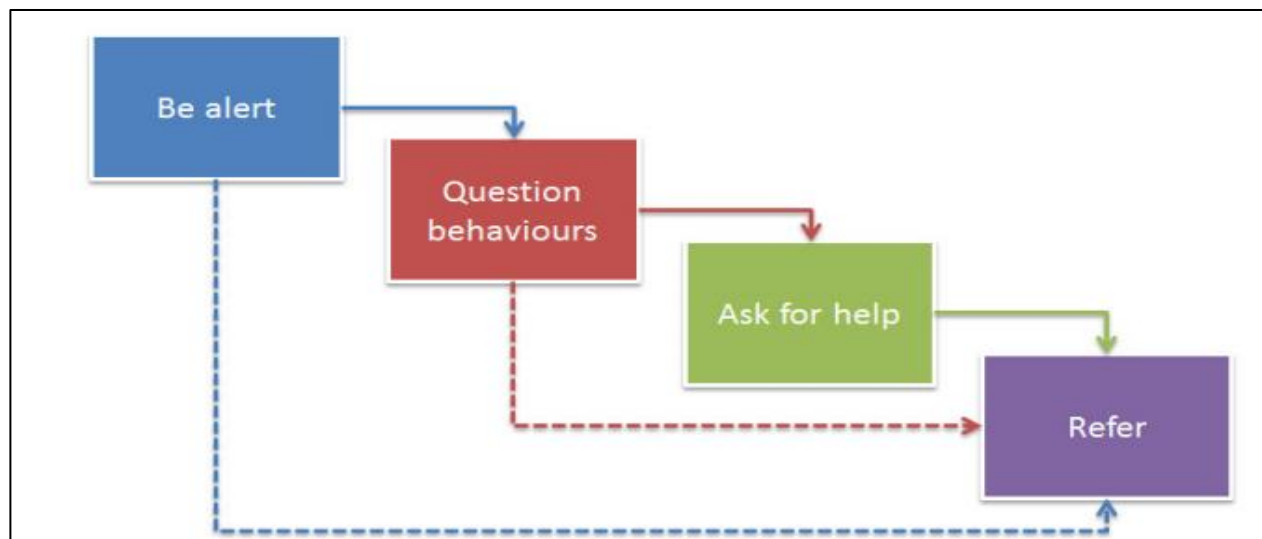
- Parents/carers have a responsibility to:
 - Understand and adhere to the relevant school policies and procedures.
 - Talk to their children about safeguarding issues and support the school in their safeguarding approaches.
 - Identify behaviours which could indicate that their child is at risk of harm including online and seek help and support from the school or other agencies.
 - Speak to school staff if they have any concerns about the welfare, wellbeing and safety of their children.

Recognising Indicators of abuse and neglect

- All staff in school are made aware of the definitions and indicators of abuse and neglect as identified by Working Together to Safeguard Children (2018 updated December 2020) and Keeping Children Safe in Education (KCSIE) 2021.
- Highgate Primary recognises that when assessing whether a child may be suffering actual or potential harm there are four categories of abuse:
 - Physical abuse
 - Sexual abuse
 - Emotional abuse
 - Neglect

For further information see Appendix I of this policy and Appendix 5 for links to advice and support. .

- All members of staff are expected to be aware of and follow this approach if they are concerned about a child (taken from 'What to do if you are worried a child is being abused' DfE 2015)



- The school acknowledges that safeguarding includes a wider range of specific issues including (but not limited to):
 - Child abduction and community safety incidents
 - Children with family members in prison
 - Children Missing Education (CME)
 - Child missing from home or care
 - Child Sexual Exploitation (CSE)
 - Child Criminal Exploitation (CCE)
 - County Lines
 - Cybercrime
 - Domestic abuse
 - Faith based abuse
 - Female Genital Mutilation (FGM)
 - Forced marriage
 - Gangs and youth violence
 - Gender based abuse and violence against women and girls
 - Homelessness
 - Honour based abuse (so called)
 - Mental health
 - Modern slavery & the National Referral Mechanism
 - Online safety
 - Peer on peer abuse (including cyberbullying, racial, prejudicial and discriminatory bullying)
 - Preventing radicalisation and extremism
 - Relationship abuse
 - Serious Violence
 - Sexual Violence and Sexual Harassment
 - Upskirting
 - Youth produced sexual imagery, nudes/semi-nudes ("Sexting")
- Additional information on these specific issues is given in the sections below, in Appendix 2 of this policy and also set out in KCSIE Part 1 and Annex B
- Members of staff are aware that concerns may arise in many different contexts and can vary greatly in terms of their nature and seriousness. The indicators of child abuse and neglect can vary from child to child. Children develop and mature at different rates, so what appears to be worrying behaviour for a younger child might be normal for an older child.
- It is important to recognise that indicators of abuse and neglect do not automatically mean a child is being abused however all concerns should be taken seriously and explored by the DSL on a case by case basis.
- Parental behaviours' may also indicate child abuse or neglect, so staff should also be alert to parent-child interactions or concerning parental behaviours; this could include parents who are under the influence of drugs or alcohol or if there is a sudden change in their mental health.
- Safeguarding incidents and/or behaviours can be associated with factors outside school and/or can occur between children offsite. Children can be at risk of abuse or exploitation in situations outside their families.

Extra-familial harms take a variety of different forms and children can be vulnerable to multiple harms including (but not limited to) sexual exploitation, criminal exploitation, and serious youth violence.

- By understanding the indicators of abuse and neglect, we can respond to problems as early as possible and provide the right support and services for the child and their family.

Child protection procedures – taking action

- Highgate Primary School adheres to the Haringey Safeguarding Children multi-agency partnership procedures (Haringey LA). The full Haringey LA procedures and additional guidance relating to specific safeguarding issues can be found on their website: <https://haringeyscp.org.uk/>
- Staff (volunteers, governors, contractors, agency and supply staff and visitors) must follow the school procedures set out in this and the following sections should they identify or have a worry about a child protection issue. The actions staff and other adults should take if they are any safeguarding concerns about a pupil are listed below. This will be covered in staff training, including new staff induction. Visitors will be provided with an information sheet on arrival, summarising the school systems and how they should pass on any child protection concerns. If anyone is unsure about reporting concerns, they must speak to the DSL and they can also refer to the DfE publication 'What to do if you're worried a child is being abused' (March 2015).
- All staff are made aware of the process for making requests for support referrals for statutory assessments under the Children Act 1989, along with the role they might be expected to play in such assessments.
- Highgate Primary recognises that some children have additional or complex needs and may require access to intensive or specialist services to support them.

Action if a child is in immediate danger or suffering harm or likely to suffer harm

- As soon as a member of staff or adult working in the school becomes aware that a child is suffering or likely to suffer harm, or in immediate danger they must let the DSL know immediately.
- The member of staff must make a record of what the child (ideally contemporaneously) is telling them/has told them and also record this on MyConcern as soon as possible after the alert to the DSL.
- Any handwritten record should be scanned and added to the electronic record (see details under making a record of a concern).
- The DSL, along with the relevant Deputy DSL, will review the case and decide on the next steps. If a child is in immediate danger or is at risk of harm, a request for support should be made immediately to Integrated Children's Services (Haringey's Safeguarding Team) and/or the police in line with Haringey LA procedures.
- If the DSL or deputy DSL is not available, for example out of school hours, then any staff member or other adults can make a referral.
 - The contact numbers for the MASH team are listed on Page 3 of this policy.
 - During this call you should seek the advice about notifying parents, remembering that in some situations this could be unsafe or cause the child more harm.
 - During your phone call if you are a professional working with children you may be asked to complete a **MASH referral form** within 24 hours.
 - This should be emailed securely to mashreferral@Haringey.gcsx.gov.uk.
- Any member of staff/adult making a referral to the MASH team must inform the DSL as soon as possible, verbally and provide a written record of the concerns and actions taken.

Action if a concern about a child is not in immediate danger or risk

- Staff may notice safeguarding concerns that do not place a child at immediate risk of harm. Staff must be mindful that no concern is too small not to share and that they are vital in helping the DSL to build a picture of the child's well-being, welfare, mental health and safety and take the necessary action. Examples of concerns could be a child looking unkempt, saying or making a comment that arouses your suspicions or a change in character/behaviour.
- Staff must follow school procedures and record the concern on MyConcern.
- The DSL will ensure that there is continuous monitoring of the MyConcern throughout the day so no concerns are missed and any necessary actions are taken.
- The member of staff should not hesitate in also discussing their concern with the DSL or deputy DSL. The DSL will review this information, with any other safeguarding concerns they have on record, and take any necessary actions.

Guidance on receiving a disclosure from a child

DO:

- Listen to what the child has to say and allow them time to talk freely
- Reassure the child that they are doing the right thing in telling you.
- Let them know they are being taken seriously and that nothing they say is or will cause a problem.
- Tell them what you are going to do and if you don't know, tell them you will update them when you do.
- Stay calm and do not show that you are shocked or upset.
- Make a handwritten record as the child speaks, or if it interrupts their flow, make a handwritten record as soon as possible afterwards. Follow the school procedure to also make a report on MyConcern.
- Explain you will have to pass this information on and what will happen next.
- Speak to a DSL or deputy DSL immediately if the child is in immediate risk or has been harmed as noted above.
- Report allegations about staff directly to the headteacher, or in their absence, a deputy headteacher (unless the allegation is against the headteacher in which case the chair of governors should be informed). See later section.

DO NOT:

- Do not ask leading questions.
- Do not in any circumstance promise to keep what they have told you a secret.
- Do not undertake any investigation into the concern.

Action if a concern about a child has been identified

- The DSL may seek advice or guidance from their Area Education Safeguarding Advisor from the Education Safeguarding Service before deciding next steps. They may also seek advice or guidance from a social worker at the Haringey's MASH service who are the first point of contact for Integrated Children's Services (ICS).

Making a record of a concern or disclosure

- Any child protection concerns should be entered into MyConcern

- If the concern is a direct disclosure from a child, this should be recorded on MyConcern by the receiving professional so there is a contemporaneous record of the disclosure, which can be used as evidence should a case go to court.
 - A summary of the report should be made on MyConcern and the DSL or deputy informed immediately.
 - Where it is not possible to use MyConcern, a contemporaneous note should be made and the DSL or deputy informed.
 - Children should not be asked to write an account of a possibly traumatic event. Aside from the ethical implications of doing so, there may be criminal law reasons for not asking a child to commit their account in writing without legal counsel.

Early Help referrals

- The school will work with social care, the police, health services and other services to promote the welfare of children and protect them from harm.
- Staff are trained to be alert to the potential for early help, identify children that may benefit from early help and raise their concerns with the DSL. Examples of such cases may include: disabled children or those with certain health conditions and specific needs; pupils with special educational needs; young carers; gang involvement; pupils with a family member in prison; privately fostered children; and pupils who are persistently absent.
- If the DSL views that early help is appropriate they or the deputy DSL will lead on liaising with other agencies and in setting up inter-agency assessment, as required. Staff may be required to contribute and/or provide support to the early help assessment. They will ensure the appropriate early help support is put in place to support the child.
- The DSL will keep all early help cases under constant review and consideration to ensure their concerns have been addressed and, most importantly, that the child's situation improves. If, after the request for support or any other planned external intervention, a child's situation does not appear to be improving, the DSL will take further actions. This may include a request for advice and support to Haringey's Safeguarding Team.

Notifying parents and carers of child protection concerns

- Parents/carers will be informed of child protection concerns unless there is a valid reason not to do so, for example, if to do so would put a child at risk of harm or would undermine a criminal investigation.
 - Usually, information will be withheld from parents/carers in the short-term only, although there may be cases where information is not safe to be shared with a parent/carer at any point.
 - Such discussions will be undertaken by the DSL or deputy DSL, although this may be delegated to another member of staff who is part of the safeguarding team, and maybe already working with the family.
- The DSL will liaise with Haringey MASH before making a decision not to inform parents/carers of a child protection concern.
- In the event of a request for support (Early Help) from MASH, parents/carers will be informed and consent to this will be sought by the DSL in line with guidance provided by Haringey LA.
- Parents/carers will be notified of disclosures of peer abuse where their child is the alleged perpetrator or victim, unless it is unsafe to do so.

Confidentiality, information sharing and record keeping

Confidentiality

- All members of staff must be aware that whilst they have duties to keep any information confidential, they also have a professional responsibility to share information with other agencies to safeguard children.
- All staff must be aware that they cannot promise confidentiality in situations which might compromise a child's safety or wellbeing.
- The Headteacher/Principal or DSL (and DDSL and members of the safeguarding Team) will share information about a child on a 'need to know' basis to help maintain confidentiality.
- Confidentiality is also addressed in this policy with respect to record-keeping below and allegations of abuse against staff in the section below and in the school's policy. See <https://highgateprimaryschool.co.uk/wp-content/uploads/2021/08/Allegations-of-Abuse-Against-Staff-2019.pdf>

Information Sharing

- Highgate Primary recognises its duty to share relevant information with appropriate agencies in matters relating to child protection at the earliest opportunity as per statutory guidance outlined within KCSIE 2021.
- The safety of the child is always paramount, any concerns about sharing information must not be allowed to stand in the way of ensuring the welfare and safety of pupils.
- Staff should never promise a student that they will not pass on child protection concerns to the relevant staff and agencies. However, the child should be reassured that:
 - their disclosure will be taken seriously, and it is **not** creating a problem
 - their disclosure will only be shared with relevant staff
 - staff will be sensitive to their feelings and concerns
 - their wishes will be heard
 - they will be kept informed of actions and support.
- The Data Protection Act 2018 and GDPR do not prevent the sharing of information for the purposes of keeping children safe. Fears about sharing information must not be allowed to stand in the way of the need to safeguard and promote the welfare and protect the safety of children.
- The school has an appropriately trained Data Protection Officer (DPO) as required by the General Data Protection Regulations (GDPR) to ensure that our school is compliant with all matters relating to confidentiality and information sharing requirements. The school DPO is Andrea Chard and her email is finnislane@yahoo.co.nz.
- DfE Guidance on Information Sharing (July 2018) provides further detail. The 7 'golden rules' for sharing information can support staff who have to make decisions about sharing information. This guidance is on the Staff Share in Inclusion/Safeguarding.
- If staff are in any doubt about sharing information, they should speak to the DSL (or deputy).

Record keeping

- All safeguarding concerns, discussions and decisions, and reasons for those decisions, will be recorded writing contemporaneously (this may be used as evidence if the disclosure becomes a Police matter) and on the school safeguarding system MyConcern, which will automatically alert the DSL. Staff should also speak to the DSL.
- A body map will be completed on MyConcern if injuries have been observed.
- Records must be completed at the time using the child's words and shared as soon as possible after the incident/event. The record must be signed and dated by the member of staff.

- If there is an immediate concern the member of staff should consult with a DSL before completing the form as reporting urgent concerns takes priority.
- If members of staff are in any doubt about recording requirements, they should discuss their concerns with the DSL.
- Safeguarding records are kept for individual children and are maintained separately from all other records relating to the child in the school. Safeguarding records are kept in accordance with data protection legislation and are retained centrally and securely by the DSL (and DDSL). Safeguarding records are shared with staff on a 'need to know' basis only.
- Records will also be kept of any telephone calls, meetings or other communications for each child to build a full and detailed chronology. This may include other school records, such as first aid, medical treatment if the child is unwell, attendance and punctuality and behaviour.
- All safeguarding records will be transferred securely to the child's subsequent school, under confidential and separate cover. These will be given to the new DSL and a receipt of delivery will be obtained.
- In addition to the child protection file, the DSL will also consider if it would be appropriate to share any information with the DSL at the new school in advance of a child leaving. For example, information that would allow the new school to continue to provide support.
- All safeguarding files are retained and stored appropriately in compliance with the Data Protection Act 2018:
 - copies of CP files should be retained until the child is 25 years of age;
 - any concerns related to suspected child sexual abuse should be retained until the individual of concern reaches retirement age or 10 years after, whichever is longer;
 - concerns about those in positions of trust should be retained until the individual of concern reaches retirement age or 10 years after, whichever is longer.
 - Only cases resulting in a 'Malicious' LADO outcome should be deleted from records.

Multi-Agency Working

- Highgate Primary School recognises and is committed to its responsibility to work within the Haringey LA multi-agency safeguarding arrangements. The leadership team and DSL and DDSL will work to establish strong and co-operative local relationships with professionals in the safeguarding partners and other agencies and sources of support in line with statutory guidance.
- The school recognises the importance of multi-agency and partnership working and is committed to working alongside all agencies to provide a coordinated response to promote children's welfare and protect them from harm. This includes contributing to Haringey LA processes as required, such as, participation in relevant safeguarding multi-agency plans and meetings, including Child Protection Conferences, Core Groups, Strategy Meetings, Child in Need meetings or other early help multi-agency meetings.

Staff Induction, Awareness and Training

- All members of staff have been provided with a copy of part one of 'Keeping Children Safe in Education' (2021) (or for at the discretion of the Governing Body Annex A instead) which covers safeguarding information for all staff.
 - School leaders, including the DSL will read the entire document.
 - School leaders and all members of staff who work directly with children will access Part 1 of annex A within Keeping Children Safe in Education 2021.
 - All members of staff have signed to confirm that they have read and understood KCSIE. This information will be recorded and stored via the Smartlog online training system used by the school.

- **All** staff are expected to be aware of systems within their school which support safeguarding. This will be explained to them as part of staff induction and updated on a regular to ensure they are fully aware of current practice. This includes:
 - The Safeguarding Policy, which should amongst other things also include the policy and procedures to deal with peer on peer abuse;
 - The Behaviour Policy (which should include measures to prevent bullying, including cyberbullying, prejudice-based and discriminatory bullying)
 - The safeguarding response to children who go missing from education
 - The role of the designated safeguarding lead (including the identity of the DSL and any deputies).
- The school aims to keep the profile and importance of safeguarding high. All staff members (including agency and third-party staff) will receive appropriate child protection training to ensure they are aware of a range of safeguarding issues. Basic child protection training will take place annually include online safety training.
- In addition, a range of other specific safeguarding issues have been prioritised by leaders as most pertinent to the school. This includes training in mental health, contextual safeguarding, peer on peer abuse and domestic violence. All staff will receive regular safeguarding and child protection updates through INSET days, staff meetings and through email updates, to provide them with relevant skills and knowledge to safeguard children effectively.
- The DSL will ensure that all new staff and volunteers (including agency and third-party staff) receive child protection training including in online safety, behaviour management and the staff handbook to ensure they are aware of the school internal safeguarding processes as part of their induction.
- All staff members (including volunteers, agency and third-party staff) will be made aware of the school expectations regarding safe and professional practice via the staff handbook and the Acceptable Use Policy (AUP).
- Staff will be encouraged to contribute to and shape school safeguarding arrangements and child protection policies, through active involvement in meetings and discussions.
- The DSL and Headteacher will provide regular reports to the governing body detailing safeguarding training undertaken by all staff and will maintain up to date register of who has been trained.
- Although the school has a nominated safeguarding lead for the governing body (Laura Eden), all members of the governing body will access appropriate safeguarding training which covers their specific strategic responsibilities on a regular basis.

Safer Working Practice

- All members of staff are required to work within our clear guidelines on safer working practice as outlined in the staff handbook.
- Staff will be made aware of the school behaviour management and physical intervention policies, and any physical interventions/use of reasonable force must be in line with agreed policy and procedures and national guidance.

All staff will be made aware of the professional risks associated with the use of social media and electronic communication (such as email, mobile phones, texting, social networking). Staff will adhere to relevant school policies including the staff handbook, the Acceptable Use, Communications and Online Safety Policies.

Staff Supervision and Support

- Any member of staff affected by issues arising from concerns for children's welfare or safety can seek support from the DSL.
- The induction process will include familiarisation with child protection responsibilities and procedures to be followed if members of staff have any concerns about a child's safety or welfare.

- The school will provide appropriate supervision and support for all members of staff to ensure that:
 - All staff are competent to carry out their responsibilities for safeguarding and promoting the welfare of children.
 - All staff are supported by the DSL in their safeguarding role.
 - All members of staff have regular reviews of their own practice to ensure they improve over time.
- The DSL will also put staff in touch with outside agencies for professional support if they so wish. Staff can also approach organisations such as their Union, the Education Support Partnership or other similar organisations directly.
- The school will ensure that members of staff who are working within the foundation stage are provided with appropriate supervision in accordance with the statutory requirements of Early Years Foundation Stage (EYFS) 2021.

Online safety

Highgate Primary School believes that online safety (e-Safety) is an essential element of safeguarding children and adults in the digital world, when using technology such as computers, tablets, mobile phones or games consoles. Internet and information communication technologies are an important part of everyday life, so children must be supported to be able to learn how to develop strategies to manage and respond to risk and be empowered to build resilience online. The school has a duty to provide the community with quality Internet access to raise education standards, promote achievement, support professional work of staff and enhance management functions. We have a detailed online safety policy which can be found on our school website.

- It is recognised by Highgate Primary School that the use of technology presents challenges and risks to children and adults both inside and outside of school. As a school we will empower, protect and educate the community in their use of technology and establish mechanisms to identify, intervene in, and escalate any incident where appropriate. The school sees technology and its use permeating all aspects of school. Our integrated approach to online safety is set out in detail in:
 - The online safety policy
 - Mobile phone and social media policy (both pupils & staff/volunteers)
 - Use of images policy
 - Remote learning policy and
 - Threaded through other policies, including policies for the curriculum, subject teaching, behaviour, peer on peer abuse and RSE/PSHE.
 - Role and responsibilities of the DSL
 - Parental engagement policy
- The school identifies that the breadth of issues classified within online safety is considerable, but can be categorised into four areas of risk as set out in KCSIE:
 - **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.
- The DSL has overall responsibility for online safeguarding within the school but will liaise as necessary with other members of staff. School should set out their arrangements here.

- Highgate Primary School uses a wide range of technology. This includes (amend as appropriate) computers, laptops, tablets and other digital devices, the internet, our learning platform, intranet and email systems. All School owned devices and systems will be used in accordance with our acceptable use policies and with appropriate safety and security measures in place.
- Highgate Primary School recognises the specific risks that can be posed by mobile technology, including mobile phones and cameras. In accordance with KCSIE 2021 and EYFS 2021 has appropriate policies in place that are shared and understood by all members of the community. Further information regarding the specific approaches relating to this can be found in our online safety policy which can be found on the school website.
- Highgate Primary School will do all we reasonably can to limit children's exposure to online risks through our school IT systems and will ensure that appropriate filtering and monitoring systems are in place. We use the filtering system of the London Grid for Learning. In addition, the school computer system has limited internet access to non-staff user profiles.
 - If learners or staff discover unsuitable sites or material, they are required to minimise the window and report the concern immediately to a member of staff
 - All users will be informed that use of our systems can be monitored, and that monitoring will be in line with data protection, human rights and privacy legislation.
 - Filtering breaches or concerns identified through our monitoring approaches will be recorded and reported to the DSL and Computing Lead, as appropriate.
 - Any access to material believed to be illegal will be reported immediately to the appropriate agencies, such as the [Internet Watch Foundation](#) and the police.
 - When implementing appropriate filtering and monitoring, Highgate Primary School will ensure that "over blocking" does not lead to unreasonable restrictions as to what children can be taught with regards to online teaching and safeguarding.
- Highgate Primary School acknowledges that whilst filtering and monitoring is an important part of school online safety responsibilities, it is only one part of our approach to online safety. All members of staff are aware that they cannot rely on filtering alone to safeguard children and supervision, classroom management and education about safe and responsible use is essential. Learners will use appropriate search tools, apps and online resources as identified following an informed risk assessment. Highgate Primary has implemented the recommendations set out in the 2021 UK Council for Internet Safety Education for a Connected World.
 - Learners' internet use will be supervised by staff according to their age and ability.
 - Learners will be directed to use age-appropriate online resources and tools by staff.
- Highgate Primary School will ensure a comprehensive whole school curriculum response is in place to enable all learners to learn about and manage online risks effectively as part of providing a broad and balanced curriculum.
- Highgate Primary School will build a partnership approach to online safety and will support parents/carers to become aware and alert by:
 - Providing information about online safety on school website.
 - Offering specific online safety events and talks for parents
 - Regular reminders at year group meetings and parents meetings, highlighting online safety
 - Emails and other communication with parents when there are concerns about particular children or groups of children.
- Highgate Primary School will ensure that online safety training for all staff is integrated, aligned and considered as part of our overarching safeguarding approach.
- The DSL will respond to online safety concerns in line with the child protection and other associated policies such as anti-bullying and behaviour.
 - Internal sanctions and/or support will be implemented as appropriate.
 - Where necessary, concerns will be escalated and reported to relevant partner agencies in line with local policies and procedures.

- Staff should understand the implications of private social media accounts being accessed by pupils, parents and the wider community, and that these may have an impact on their professional standing and could result in a referral to LADO if they indicate suitability issues or transferable risk (see the Online Safety Policy).

Where children are asked to learn online at home in response to a full or partial closure:

- Highgate Primary School will ensure any remote sharing of information, communication and use of online learning tools and systems will be in line with privacy and data protection requirements.
- All communication with learners and parents/carers will take place using school provided or approved communication channels; for example, school provided email accounts, zoom software and Google Classroom. Any pre-existing relationships or situations which mean this cannot be complied with will be discussed with the DSL.
- Staff and learners will engage with remote teaching and learning in line with existing behaviour principles as set out in our staff handbook and Acceptable Use Policy and our Online Safety Policies. When delivering remote learning, staff will follow our policy and guidance for remote learning.
- Staff and learners will be encouraged to report issues experienced at home and concerns will be responded to in line with our child protection and other relevant policies.
- Parents/carers will be made aware of what their children are being asked to do online, including the sites they will be asked to access. Parents /carers will be informed who from the school who their child is going to be interacting with online and who they contact in case they need help and/or support. (e.g teachers and other school staff)
- Parents/carers will be encouraged to ensure children are appropriately supervised online and that appropriate parental controls are implemented at home.

Safeguarding Children with Special Educational Needs and Disabilities

- Highgate Primary School acknowledges that children with special educational needs (SEN) and disabilities can face additional safeguarding challenges as they may have an impaired capacity to resist or avoid abuse. The school will ensure that children with SEN and disabilities, specifically those with communication difficulties will be supported to ensure that their voice is heard and acted upon.
- Members of staff are encouraged to be aware that children with SEN and disabilities can be disproportionately impacted by safeguarding concerns, such as bullying and exploitation.
- All members of staff will be encouraged to appropriately explore possible indicators of abuse such as behaviour/mood change or injuries and not to assume that they are related to the child's disability and be aware that children with SEN and disabilities may not always outwardly display indicators of abuse. To address these additional challenges, our school will always consider extra pastoral support for children with SEN and disabilities. Details of support and provision can be found in the school's SEND Policy and Send Information Report.
- The DSL will work closely with the Headteacher and SENCo to share information and plan support and monitor as required.

Mental health and children requiring mental health support

- All staff will be made 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. Staff are aware of how children's experiences, can impact on their mental health, behaviour and education.
- 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. Staff are expected to be vigilant at all

times and if they have a mental health concern about a child that is also a safeguarding concern, immediate action should be taken by speaking to the DSL or a deputy.

- The school is proactive in promoting the mental health and well-being of pupils. This includes links to the school's approach for preventing and tackling bullying. Highgate Primary School has a fundamental ethos that everyone is valued equally and deserves respect. We embrace and celebrate difference and have a strong talking culture, where children are encouraged to share. We have Anti-bullying lessons and assemblies regularly scheduled through the PSHE curriculum, and regularly work with the NSPCC resources. The Inclusion Team has an open-door policy and is always available to talk to.
- We have a robust behaviour policy including anti-bullying. Mental health has been a focus of Professional Development meetings for all teachers. We also understand the need for touch, which can be important in order to provide sensitive and high quality care for some of our children. At Highgate Primary School, staff are able to physically guide, touch or prompt children in appropriate ways at the appropriate times. (see Policy on Intimate Care and Use of Touch), We have a budget for the team of therapists, books and resources available to help with issues such as grief and a balanced curriculum with an emphasis on PSHE, philosophy and the arts.
- The school has in place a range of ways to support children's mental health both within and beyond the school. To support children's mental health the school has a referral system for those children identified as needing support with their mental health to our internal team of therapists and student therapists who work with individuals and groups of children and for external support e.g. from CAMHS; teaching staff who are well-versed in mental health issues and treat children as individuals, providing them with tailor-made mental health support (e.g. lunchtime play dates, dog walking), a safe space ('the Den') in which children can unwind.

Children in need of a social worker (Child in Need and Child Protection Plans)

- The school recognises that pupils may need a social worker due to safeguarding or welfare needs and that children may need help due to abuse. We recognise that a child's experiences of adversity and trauma can leave them vulnerable to further harm as well as potentially creating barriers to attendance, learning, behaviour and mental health.
- The DSL and all members of staff will work with and support social workers to help protect these and all vulnerable pupils. The DSL will always consider the support of the social worker to ensure any decisions are made in the best interests of the child's safety, well-being, welfare and educational outcomes.

Looked after children, previously looked after children and care leavers

- Highgate Primary School will ensure that our staff have the skills, knowledge and understanding to keep looked-after and previously looked-after children safe.
- The DSL has details of students' social worker and relevant virtual school heads. Appropriate staff are provided with relevant information about each looked after child's legal status, contact arrangements with birth parents or those with parental responsibility, and care arrangements.
- The school has appointed a designated teacher, Rebecca Lewis, who is responsible for promoting the educational achievement of looked-after and previously looked-after children in line with statutory guidance. The designated teacher will have the relevant qualifications and experience and receive appropriate training to perform the role. The designated teacher will:
 - Work closely with the DSL to ensure that any safeguarding concerns regarding looked-after and previously looked-after children are quickly and effectively responded to
 - Work with virtual school heads to promote the educational achievement of looked-after and previously looked-after children, including discussing how pupil premium funding can be best used to ensure each child's well-being and progress

- The DSL and designated lead for looked after children will work with the local authority to ensure suitable arrangements are in place for care leavers, including with the appointed Personal Adviser, and will liaise with them should any issues occur.

Children that go missing from education (CME)

- Persistent absence or children that go missing from education can act as a vital warning sign of a range of safeguarding issues. This might include abuse or neglect, such as sexual abuse or exploitation or student criminal exploitation, or issues such as mental health problems, substance abuse, radicalisation, FGM or forced marriage
- The school has in place robust systems for recording and monitoring daily attendance and punctuality of pupils. This includes 'first day' calls, follow up calls, letters home and home visits.
- The school recognises the importance of keeping in touch with parents and carers to promote and ensure the welfare, well-being and safety of pupils. The school will hold more than one emergency number for each child to ensure that a parent/carer can be contacted urgently or for the DSL to check on the well-being of a pupil.
- The school is aware of its duty to report any missing children to the local authority. Full details of these systems for monitoring and supporting children with poor attendance and how the school follows statutory advice in removing pupils from the school roll can be found in the school's attendance policy.

Peer on Peer Abuse

- All Highgate Primary staff are aware that children can abuse other children. This can happen both in and out of school and online. This is generally referred to as peer-on-peer/child-on-child abuse can take many forms. This can include, but is not limited to:
 - physical abuse (such as hitting, kicking, shaking, biting hair-pulling or otherwise) causing physical harm and/or sexual abuse
 - sexual harassment and violence
 - emotional harm
 - bullying, including cyber-bullying
 - teenage relationship abuse
 - consensual and non-consensual sharing of nudes and semi nudes images and or videos (also known as sexting or youth produced sexual imagery)
 - Upskirting
 - Initiation/hazing type violence.
 - grooming children for sexual and criminal exploitation
- Peer on peer sexual abuse is so prevalent that Ofsted have asked all schools to operate as if it is happening on site, even if they have no reports.
- Highgate Primary creates an environment in which children and staff show respect for one another. We take a whole school approach to keeping children safe. The school sets expectations that violence and harassment of any kind will not be tolerated and supports children to have a good understanding of consent and healthy relationships.
- All Highgate Primary staff are clear on school policy and procedures with regards peer-on-peer/child-on-child abuse. There are procedures in place to minimise the risk of peer on peer abuse by:
 - providing a curriculum which includes healthy and respectful relationships
 - tackling issues of stereotyping and gender issues
 - tackling issues of equality
 - challenging inappropriate behaviours
- These issues are addressed in an age-appropriate and inclusive way. We provide safeguarding training to all staff to ensure they know how to identify peer on peer abuse and prevent it from escalating.

- When responding to concerns relating to child on child sexual violence or harassment, Highgate Primary School will follow guidance outlined in KCSIE 2021 Part 5 and 'Sexual Violence and Sexual Harassment Between Children in Schools and Colleges' September 2021.
- All staff are trained to understand the following aspects of peer-on-peer abuse and are clear about the school's approach:
 - Some peer on peer abuse issues may be affected by gender, age, ability and culture of those involved.
 - Children may not find it easy to tell staff and may show signs in ways they hope adults will notice and react.

Upskirting

- 'Upskirting' became a specific criminal offence under the Voyeurism (Offences) Act 2019 (more commonly known as The Upskirting Act). Upskirting is where someone takes a picture under a person's clothing (not necessarily a skirt) without their permission and/or knowledge with the intention of viewing their genitals or buttocks to obtain sexual gratification or causing humiliation, distress or alarm. Keeping Children Safe in Education (2020) lists 'upskirting' as one example of peer on peer abuse.
- We recognise the gendered nature of peer on peer abuse (ie that it is more likely that girls will be victims and boys perpetrators), but that all peer on peer abuse is unacceptable and will be taken seriously. Anyone of any gender can be a victim. <https://www.gov.uk/government/news/upskirting-know-your-rights>

Reporting of Peer on Peer Abuse

- All reports of peer on peer abuse will be made on a case by case basis with the DSL or their deputy and the headship team using their professional judgement and supported by other agencies such as social care or the police as required.
- The school takes all reports seriously and will reassure the victim that they will be supported and kept safe. All victims will be taken seriously, offered reassurance and appropriate support, regardless of when and/or where the abuse has taken place and they are not creating a problem.
- Staff must be mindful that their response could impact on another child coming forward in future.
- All staff are trained to make a record of the report on MyConcern and to inform the DSL or Deputy as soon as possible. The facts are recorded as presented by the child. These may be used as part of a statutory assessment if the case is escalated later.
- Staff will not promise confidentiality as the concern may need to be shared further (for example, with the DSL or CYPS), however information will only be shared on a need-to-know basis.
- Where the report includes an online element, staff will not view or forward images unless unavoidable and only if another member of staff (preferably the DSL) is present.

Risk Assessment

- When there has been a report of peer-on-peer abuse, the DSL (or a deputy) will make an immediate risk and needs assessment. Where there has been a report of peer-on-peer abuse, the need for a risk assessment should be considered on a case-by-case basis. The risk and needs' assessment should consider:
 - The victim, especially their protection and support
 - The alleged perpetrator
 - The other pupils at Highgate Primary, especially any actions that are appropriate to protect them
- Risk assessments will be recorded and stored in the DSL's office and be kept under review.
- The DSL (or a deputy) will ensure they are engaging with MASH if appropriate.

Action following a report of peer-on-peer abuse

- Following an incident, staff will consider:

- The wishes of the victim in terms of how they want to proceed. This is especially important in the context of sexual violence and sexual harassment
- The nature of the alleged incident(s), including: whether a crime may have been committed and consideration of harmful sexual behaviour
- The ages of the children involved
- The developmental stages of the children involved
- Any power imbalance between the children. For example, is the alleged perpetrator significantly older, more mature or more confident? Does the victim have a disability or learning difficulty?
- If the alleged incident is a one-off or a sustained pattern of abuse
- Are there ongoing risks to the victim, other children and other related issues and wider context?

Follow up Actions

- Whilst staff establish the facts of the case and start the process of liaising with children's social care and/or the police:
 - The perpetrator will be removed from any classes they share with the victim.
 - Staff will consider how best to keep the victim and alleged perpetrator a reasonable distance apart
- These actions are in the best interests of both children and should not be perceived to be a judgment on the guilt of the alleged perpetrator.
- In some cases of sexual harassment, for example, one-off incidents, we may decide that the children concerned are not in need of early help or statutory intervention and that it would be appropriate to handle the incident internally, perhaps through utilising the school behaviour policies and by providing pastoral support.
- This decision will be made based on the principle that peer-on-peer abuse is never acceptable and will not be tolerated. All decisions, and discussions around making these decisions will be recorded and stored by the DSL
- The DSL, in consultation with school staff, may decide that the children involved do not require statutory interventions but may benefit from early help. Early help means 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 harmful sexual behaviour and may prevent escalation of sexual violence.
- Where a child has been harmed, is at risk of harm, or is in immediate danger, Highgate Primary will make a referral to the MASH following locally agreed protocols.
- Where statutory assessments are appropriate, the DSL or a deputy will be working alongside, and cooperating 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 and any other children that require support.
- Reports of peer on peer abuse are extremely complex to manage. Highgate Primary ensures that both victims and alleged perpetrators are protected and offered appropriate support where necessary.
- Highgate Primary is aware of the importance of challenging inappropriate behaviour and staff are clear that peer on peer abuse is not acceptable, will never be tolerated and is not an inevitable part of growing up.
- Staff will not tolerate, dismiss or minimise peer on peer abuse as "banter", "part of growing up", "just having a laugh" or "boys being boys", and understand that doing so can lead to a culture of unacceptable behaviours, an unsafe environment for children and in worst case scenarios a culture that normalises abuse leading to children accepting it as normal and not reporting it.
- <https://educationinspection.blog.gov.uk/2019/10/04/what-is-peer-on-peer-abuse/>
- Paragraph 49 of KCSIE fully details the types and forms of peer on peer abuse can take that staff should be aware of and can be found in Appendix 4 of this policy.

- In the case of 'sexting', the school's follow-up actions will be guided by the DfE Searching Screening and Confiscation Advice and UKCIS Education Group Sharing nudes and semi-nudes advice for education settings.

Gangs, County Lines, Serious violence, Crime and Exploitation

- Highgate Primary School recognises the impact of gangs, county lines, serious violence, crime and sexual exploitation.
- It is recognised that the initial response to child victims is important and that staff will take any disclosure or indicators seriously and work in ways that support children and keep them safe.
- All staff have been trained and recognise the need to be vigilant for the signs that may include, but not exclusively (see further information in Appendix 2):
 - The particular vulnerabilities of certain children (those who have experienced prior childhood trauma / abuse, children with disabilities and additional needs, children excluded from school, children in care)
 - unexplained gifts/new possessions – these can indicate children have been approached by/involved with individuals associated with criminal networks/gangs.
 - children who go missing for periods of time or regularly come home late.
 - children who regularly miss school or education or do not take part in education.
 - change in friendships/relationships with others/groups.
 - children who associate with other young people involved in exploitation.
 - children who suffer from changes in emotional well-being.
 - significant decline in performance.
 - signs of self-harm/significant change in wellbeing.
 - signs of assault/unexplained injuries.

Female genital mutilation (FGM)

- All staff are made aware of the issues around FGM, so-called 'honour'-based abuse and forced marriage, as well as the signs and symptoms, the actions they must take and the MANDATORY duty to reporting any concerns to the Police.

Whilst all staff should speak to the designated safeguarding lead (or deputy) with regard to any concerns about female genital mutilation (FGM), there is a specific legal duty on teachers. If a teacher or member of staff, in the course of their work, discovers that an act of FGM appears to have been carried out (or maybe carried out) on a girl under the age of 18, the teacher/member of staff **must** report this to the police. See Appendix 2 for further details of this so-called 'honour'-based abuse and forced marriage.

Preventing radicalisation

- Children are vulnerable to extremist ideology and radicalisation Schools have a duty to prevent pupils from being drawn into terrorism. Appendix 2 sets more details for staff on preventing radicalisation.
- The DSL will undertake Prevent awareness training and make sure that staff are appropriately trained to equip them to identify and protect any pupils at risk of radicalisation.
- The DSL (and any deputies) are aware of local procedures for making a Prevent and Channel referral which is seen as part of the school's wider safeguarding obligations.

Use of reasonable force

- The school has in place a policy for the use of reasonable force which enables and supports staff to make appropriate physical contact.

- Staff who may be required to de-escalate volatile situations on a regular basis, where any degree of restraint, may be required, should be suitably Team Teach or similarly trained.
- Inappropriate (unnecessary, disproportionate and undue) use of force may result in a referral to LADO.
- This follows DfE guidance in the set of reasonable force, and includes the school's:
 - response to risks presented by incidents involving children with additional vulnerability - SEND, mental health or with medical conditions,
 - duties under the Equality Act 2010 in relation to making reasonable adjustments, non-discrimination and their Public Sector Equality Duty
 - positive and proactive behaviour support to reduce the occurrence of challenging behaviour and the need to use reasonable force.

For further information, see the 'Policy on the use of force to control or restrain children' which can be found in the policies section of our school website.

Curriculum and Staying Safe

- We recognise that Highgate Primary School plays an essential role in helping children to understand and identify the parameters of what is appropriate child and adult behaviour; what is 'safe'; to recognise when they and others close to them are not safe; and how to seek advice and support when they are concerned.
- The school ensures that children are taught about safeguarding, including online safety, as part of providing a broad and balanced curriculum. This is set out in detail in the policies for RSE, PSHE, Online Safety, Computing and Teaching and Learning. The school makes use of published guidance to develop and deliver this provision, including for RSE, PSHE, and teaching online safety.
- Our curriculum provides opportunities for increasing self-awareness, self-esteem, social and emotional understanding, assertiveness and decision making so that learners have a range of age-appropriate contacts and strategies to ensure their own protection and that of others.
- The school recognises that one size does not fit all and takes a personalised and contextualised approach for more vulnerable children, victims of abuse and some SEND children, so they know how to assess risk and adopt safe practices.
- The school has implemented the mandatory DfE Relationships Education, Relationships and Sex and Health Education curriculum. The school is embedding this into all aspects of the curriculum to ensure equality, age-appropriate and full experiences for all pupils. Further details are given in our RSE and PSHE curriculum policies.
- Our school systems support children to talk to about their concerns and worries with confidence in the knowledge they will be listened to and heard, and their concerns will be taken seriously and acted upon as appropriate.

Alternative provision

- The school sometimes places pupils in alternative provision either on a full or part time basis. The school recognises the additional vulnerabilities of these pupils and that the responsibility for their safeguarding remains with the school. The school has put in place checks to ensure the provider meets the needs of each pupil and there is regular communication on their welfare, well-being and safety.
- This also applies to children who cannot attend school for health reasons, and will be considered on a case by case basis.

Elective home education

If a parent/carer wishes to educate their child at home the school will provide advice and support to aid them in their decision-making, to help parents make the right decision in the best interests of their child. This will include discussion with parents (and other professionals), awareness of additional needs of children with SEND. The school will also have discussions with social workers or other professionals as appropriate, and will inform the LA.

Private fostering and host families

- Private fostering is defined as when someone who is not a parent or a 'close relative' (eg. great aunt, cousin, mum's friend or a neighbour) is looking after a child or young person under the age of 16 (under 18 if they are disabled) for 28 days or more in their own home. A relative is defined in the Children Act 1989 as a grandparent, uncle or aunt (whether by full-blood, half-blood or by marriage or civil partnership), sibling or step-parent. The school is aware of its duty to report to LA of any such arrangements the school learns about.

Safer Recruitment

- Highgate Primary School is committed to ensure that they develop a safe culture and that all steps are taken to recruit staff and volunteers (this includes agency staff, contractors and third party staff) who are safe to work with our learners and staff.
- Highgate Primary School will follow the Safer Recruitment guidance in Keeping Children Safe in Education 2021 (Section 3 'Safer Recruitment') and statutory guidance from The Disclosure and Barring Service (DBS).
- The governing body and leadership team are responsible for ensuring that the school follows safer recruitment processes outlined within guidance.
- The school maintains an accurate Single Central Record (SCR) in line with statutory guidance.
- The governing body will ensure that at least one of the persons who conducts an interview has completed safer recruitment training within the last three years.
- Highgate Primary School are committed to supporting the statutory guidance from the Department for Education on the application of the Childcare (Disqualification) Regulations 2009 and related obligations under the Childcare Act 2006 in schools.
- Staff must disclose any reason that may affect their suitability to work with children including convictions, cautions, court orders, cautions, reprimands and warnings prior to appointment. Any staff member failing to make accurate declarations or misrepresenting themselves in any way will be subject to the school's disciplinary policy.
- Staff must disclose any concerns arising in their personal life that may have bearing on **professional suitability** and **potential transferable risk** in their work with children. This must be disclosed to the Headteacher without delay in order to enable the school to undertake a risk assessment and to notify the LADO. Examples of the types of concerns in personal life that must be disclosed include but are not limited to:
 - Accusations of domestic abuse, coercion or control.
 - Accusations of sexual or physical assault of an adult.
 - Any safeguarding concerns related to the care of the professional's own children.
 - Causing harm to children and young people, including any engagement in organised crime.
- We will ensure that all staff and volunteers have read the staff behaviour policy/code of conduct and understand that their behaviour and practice must be in line with it.
- The full policy is provided in a separate policy and can be found at Appendix 3 of this policy.

Allegations against staff and volunteers (ASV)

- All members of staff (aged 16+) working on behalf of the school, including volunteers, governors, contractors, agency and third-party staff, including supply staff, visitors and contractors, are required to treat children and young people with respect, integrity, and consideration.
- The LADO must be notified if any member of staff is suspected of behaving in a way that:
 - has or may have harmed a child;
 - has or may have committed a criminal offence against or related to a child;
 - behaved towards a child or children in a way that indicates that they may pose a risk of harm to children; or
 - behaved or may have behaved in a way that indicates they may not be suitable to work with children.
- LADO thresholds relate to simple harm (not significant harm) and LADO outcomes are determined on the balance of probabilities.
- Allegations should be referred immediately to the Headteacher.
- The Headteacher must contact the Local Authority Designated Officer (LADO) within 24 hours of being notified, to agree further action to be taken in respect of the child and staff member.
- Although information should be gathered by the case manager / Headteacher in order to make a LADO referral, care must be taken not to investigate prior to LADO ensuring that Police do not intend to investigate the case.
- In the event of allegations of abuse being made against the Headteacher, allegations should be reported to the chair of governors who will case manage the allegation. If in doubt, any member of staff can discuss their concerns with the LADO.
- All staff and volunteers are required to raise concerns about poor or unsafe practice and potential failures in the school's safeguarding systems.
- The leadership team takes all concerns or allegations received seriously. If a member of staff, volunteer or other adult is concerned at the lack of response or feels their concerns will not be taken seriously then they should consider Whistleblowing - see section below.
- The school's procedures are consistent with local safeguarding procedures and practice guidance. In line with KCSIE 2021, we have policy and procedures in place for:
 - Allegations that may meet the harm threshold
 - Concerns that do not meet the harm threshold

Please note that the London Child Protection Procedures clarifies that the **LADO should be consulted to determine whether a concern meets threshold** – i.e., whether it should be treated as an allegation or a concern.

Please refer to our Policy on the procedures for dealing with allegations of abuse against staff and volunteers working with children.

Duty to refer to the Disclosure and Barring Service

- There is a legal requirement to refer to the Disclosure and Barring Service (DBS) where **school** removes an individual from regulated activity (or where the individual would likely have been removed had they not left), and where the individual has:
 - engaged in relevant conduct in relation to children and/or adults,
 - satisfied the harm test in relation to children and/or vulnerable adults; or
 - has been cautioned or convicted of a relevant offence (automatic barring either with or without the right to make representations).

- Referrals will be made as soon as possible, when an individual has been removed from regulated activity. This could include when an individual is suspended, redeployed into work in an activity that is not regulated, dismissed or resigned. The school will provide the DBS with full information.
- When an allegation is made, an investigation will be carried out to gather evidence to establish if it has foundation, and the school will ensure they have sufficient information to meet the referral duty criteria in the DBS referral guidance.
- The DBS will consider whether to bar the person. If these circumstances arise in relation to a member of staff at our school, a referral will be made as soon as possible after the resignation or removal of the individual in accordance with advice from the LADO and/or Schools Personnel Service.

Duty to consider referral to the Teaching Regulation Agency

- If the school or teacher's employer, including an agency, dismisses or ceases to use the services of a teacher because of serious misconduct, or might have dismissed them or ceased to use their services had they not left first, consideration will **be** given to referring the case to the Secretary of State, as required by sections 141D and 141E of the Education Act 2002.
- The Secretary of State may investigate the case, and if s/he finds there is a case to answer, must then decide whether to make a prohibition order in respect of the person.

Whistleblowing

- All staff and volunteers should feel able to raise concerns about poor or unsafe practice or other wrong-doing and be secure that such concerns will always be taken seriously by the leadership team.
- Wrong-doing covered by this 'public interest disclosure' includes:
 - someone's health and safety is in danger;
 - damage to the environment
 - a criminal offence (eg fraud)
 - not obeying the law;
 - covering up wrong-doing
 - misusing public funds
 - actions that negatively affect the welfare of children
- All members of staff are made aware of the school Whistleblowing procedure (See the Whistleblowing policy which can be found on the policies section of the school website). It is a disciplinary offence not to report concerns about the conduct of a colleague that could place a child at risk.
- The DfE provides advice to staff who feel they need to raise concerns: Whistleblowing procedure for maintained schools [Whistleblowing procedure for maintained schools - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/whistleblowing-procedure-for-maintained-schools) and Whistleblowing [Whistleblowing for employees - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/whistleblowing-procedure-for-employees).
- Staff should raise concerns with
 - Line Manger
 - Specified person (or governor) in school such as the headteacher/principal or DSL
 - Local Authority
 - Union or Professional Association
- Staff can also access the NSPCC whistleblowing helpline if they do not feel able to raise concerns regarding child protection failures internally. Staff can call 0800 028 0285 (8:00 AM to 8:00 PM Monday to Friday) or email help@nspcc.org.uk.

The use of premises by other organisations

- Where services or activities are provided under the direct supervision/management of staff the school arrangements for child protection will apply.
- Where services or activities are provided separately by another body using the school premises, the Headteacher and governing body will:
 - seek written assurance that the organisation concerned has appropriate policies and procedures in place with regard to safeguarding children and child protection, and that relevant safeguarding checks have been made in respect of staff and volunteers.
 - put in place arrangements for the organisation to liaise with the school on safeguarding matters
 - include safeguarding requirements in any transfer of control agreement (i.e. lease or hire agreement), as a condition of use and occupation of the premises; and that failure to comply with this would lead to termination of the agreement. If this assurance is not achieved, an application to use premises will be refused.
 - Should allegations be made on site, in relation to another organisation, it is a requirement that school will be notified alongside the LADO referral by that organisation. Both would attend the initial LADO ASV meeting.

Site security and arrangements for visitors

- All members of staff have a responsibility for maintaining awareness of buildings and grounds security and for reporting concerns that may come to light. Any individual who is not known or identifiable on site should be challenged for clarification and reassurance.
- Appropriate checks will be undertaken in respect of visitors and volunteers coming into school as outlined within paragraphs 281-286 of KCSIE 2021.
- Those visiting school in a professional capacity (social workers, educational psychologists, school improvement officers) should provide their professional ID. The school should ensure that the professional visitor's agency/employer has confirmed that staff with organisational ID have the appropriate DBS checks.
- It is never acceptable to hinder access to a social worker undertaking statutory duties in school if school has confirmed the social worker's identity (organisational ID; in the event of concerns, an email from the social worker's manager).
- The Headteacher should always apply their own professional judgement about the need to escort or supervise any visitors.
- Visitors will be expected to sign in and out via the office visitors log and to display a visitor's sticker whilst on site. The school's Safeguarding Summary is on display in the office reception area, as are photographs and names of the Designated Safeguarding Leads.
- Whether or not volunteers and club providers should undergo a DBS check is determined by a suitable risk assessment undertaken by the Highgate Primary School. The risk assessment carried out will take account of the likely amount of contact that someone will have with pupils. In some cases, where measures of supervision are in place, it may not be necessary to consider additional checks
- The school will give careful consideration to the suitability of any external organisations who may provide information, resources & speakers to pupils. The arrangements for the individuals providing these services on the school's premises may include an assessment of their education value, the age appropriateness of what is going to be delivered and whether relevant checks will be required (eg for multiple sessions).
- The school will not accept the behaviour of any individual (parent or other) that threatens school security or leads others (child or adult) to feel unsafe. Such behaviour will be treated as a serious concern and may result in a decision to refuse access for that individual to the school site.

- The school gates are locked and school can only be accessed through the main office reception during the school day, by using the buzzer system. The gates are unlocked between 8:50 and 9:10 in the mornings, and between 3:20 and 3:45 in the afternoon. All visitors to school, including parents are required to sign in through the school office. For breakfast club, night owls and after school clubs, parents and carers wait outside at the appropriate entrance to pick up their children. Visitors such as family members may be asked to self sign in on a tick sheet for events such as class assemblies where many parents will enter school at the same time. Staff and visitors who have DBS clearance may be given electronic passes to access entry to the school.

Complaints

- The school has a Complaints Procedure available to parents, learners and members of staff and visitors who wish to report concerns. This can be found in the 'Communications and Complaints Policy in the Policies section on the school website.
- All reported concerns will be taken seriously and considered within the relevant and appropriate process. Anything that constitutes an allegation against a member of staff or volunteer will be dealt with under the specific Procedures for Managing Allegations of Abuse Against Staff policy which can be found on the school website.

Policy Monitoring and Review

- This policy will be reviewed at least annually. The policy will be revised following any national or local policy updates, any local child protection concerns and/or any changes to our procedures. Staff will be informed of any changes made.
- The DSL and deputy DSL meet regularly to review all safeguarding cases and check on the actions taken and what further actions are needed.
 - This includes pupils with early help and child protection plans.
 - Year group teams meet on an ongoing basis and check and review any emerging patterns which may suggest a safeguarding concern. Issues may include attendance, behaviour, peer relationships and concerns raised by staff.
- The Designated Safeguarding Lead and Headteacher will provide regular reporting on safeguarding activity and systems to the governing body through half-termly safeguarding committees and a detailed annual report.
 - The governing body will not receive details of individual children's situations or identifying features of families as part of their oversight responsibility.
- The governing body understands its responsibilities and duties as set out in KCSIE 2021 to ensure the effectiveness of the school's safeguarding arrangements.
 - In addition to the regular reports on safeguarding provided by the DSL, governors will take a proactive, varied approach to checking the school's safeguarding arrangements. This will include: a governors safeguarding committee that meets half-termly, additional meetings and correspondence with the DSL, visits to school, ascertaining the views of staff, pupils and parents through discussions and/or surveys, use of an audit tool, asking all governors to ask a safeguarding question during meetings with leaders/staff on other aspects of school life (such as subject meetings or SENCo meeting), termly checks of the SCR, review of school data and access to specialist advice.

Appendix I: Categories of Abuse

All staff should be aware that abuse, neglect and safeguarding issues are rarely standalone events that can be covered by one definition or label. In most cases multiple issues will overlap with one another.

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. They may be abused by an adult or adults or another child or children. It should be noted that abuse can be carried out both on and offline and be perpetrated by men, women and children.

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

Signs that MAY INDICATE Sexual Abuse

- Sudden changes in behaviour and performance
- Displays of affection which are sexual and age inappropriate
- Self-harm, self-mutilation or attempts at suicide
- Alluding to secrets which they cannot reveal
- Tendency to cling or need constant reassurance
- Regression to younger behaviour for example thumb sucking, playing with discarded toys, acting like a baby
- Distrust of familiar adults e.g. anxiety of being left with relatives, a childminder or lodger
- Unexplained gifts or money
- Depression and withdrawal
- Fear of undressing for PE
- Sexually transmitted disease
- Fire setting

Physical abuse: a form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

Signs that MAY INDICATE physical abuse

- Bruises and abrasions around the face
- Damage or injury around the mouth
- Bi-lateral injuries such as two bruised eyes
- Bruising to soft area of the face such as the cheeks
- Fingertip bruising to the front or back of torso
- Bite marks
- Burns or scalds (unusual patterns and spread of injuries)
- Deep contact burns such as cigarette burns
- Injuries suggesting beatings (strap marks, welts)
- Covering arms and legs even when hot
- Aggressive behaviour or severe temper outbursts.
- Injuries need to be accounted for. Inadequate, inconsistent or excessively plausible explanations or a delay in seeking treatment should signal concern.

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 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.

Signs that MAY INDICATE emotional abuse

- Over reaction to mistakes
- Lack of self-confidence/esteem
- Sudden speech disorders
- Self-harming
- Eating Disorders
- Extremes of passivity and/or aggression
- Compulsive stealing
- Drug, alcohol, solvent abuse
- Fear of parents being contacted
- Unwillingness or inability to play
- Excessive need for approval, attention and affection

Neglect: the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to: provide adequate food, clothing and shelter (including exclusion from home or abandonment); protect a child from physical and emotional harm or danger; ensure adequate supervision (including the use of inadequate care-givers); or ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Signs that MAY INDICATE neglect.

- Constant hunger
- Poor personal hygiene
- Constant tiredness
- Inadequate clothing
- Frequent lateness or non-attendance
- Untreated medical problems
- Poor relationship with peers
- Compulsive stealing and scavenging
- Rocking, hair twisting and thumb sucking
- Running away
- Loss of weight or being constantly underweight
- Low self esteem

Appendix 2: Specific safeguarding issues (KCSIE Annex B)

This text is taken from Annex B of KCSIE which contains further important additional information about specific forms of abuse and safeguarding issues.

Child abduction and community safety incidents

Child abduction is the unauthorised removal or retention of a minor from a parent or anyone with legal responsibility for the child. Child abduction can be committed by parents or other family members; by people known but not related to the victim (such as neighbours, friends and acquaintances); and by strangers. Other community safety incidents in the vicinity of a school can raise concerns amongst children and parents, for example, people loitering nearby or unknown adults engaging children in conversation. As children get older and are granted more independence (for example, as they start walking to school on their own) it is important they are given practical advice on how to keep themselves safe. Many schools provide outdoor-safety lessons run by teachers or by local police staff. It is important that lessons focus on building children's confidence and abilities rather than simply warning them about all strangers.

Children and the court system

Children are sometimes required to give evidence in criminal courts, either for crimes committed against them or for crimes they have witnessed. There are two age appropriate guides to support children 5-11-year olds and 12-17 year olds. The guides explain each step of the process, support and special measures that are available. There are diagrams illustrating the courtroom structure and the use of video links is explained. Making child arrangements via the family courts following separation can be stressful and entrench conflict in families. This can be stressful for children. The Ministry of Justice has launched an online child arrangements information tool with clear and concise information on the dispute resolution service. This may be useful for some parents and carers.

Children missing from education

All staff should be aware that children going missing, particularly repeatedly, can act as a vital warning sign of a range of safeguarding possibilities. This may include abuse and neglect, which may include sexual abuse or exploitation and can also be a sign of child criminal exploitation including involvement in county lines. It may indicate mental health problems, risk of substance abuse, risk of travelling to conflict zones, risk of female genital mutilation, 'honour'-based abuse or risk of forced marriage. Early intervention is necessary to identify the existence of any underlying safeguarding risk and to help prevent the risks of a child going missing in future. Staff should be aware of their school's or college's unauthorised absence and children missing from education procedures.

Children with family members in prison

Approximately 200,000 children in England and Wales have a parent sent to prison each year. These children are at risk of poor outcomes including poverty, stigma, isolation and poor mental health. The National Information Centre on Children of Offenders, NICCO provides information designed to support professionals working with offenders and their children, to help mitigate negative consequences for those children.

Child Criminal Exploitation (CCE) and Child Sexual Exploitation (CSE)

We know that different forms of harm often overlap, and that perpetrators may subject children and young people to multiple forms of abuse, such as criminal exploitation (including county lines) and sexual exploitation. In some cases the exploitation or abuse will be in exchange for something the victim needs or wants (for example, money, gifts or affection), and/or will be to the financial benefit or other advantage, such as increased status, of the perpetrator or facilitator. Children can be exploited by adult males or females, as individuals or in groups. They may also be exploited by other children, who themselves may be experiencing exploitation – where this is the case, it is important that the child perpetrator is also recognised as a victim. Whilst the age of the child may be a contributing factor for an imbalance of power, there are a range of other factors that could make a child more vulnerable to exploitation, including gender, sexual identity, cognitive ability, learning difficulties, communication ability, physical strength, status, and access to economic or other resources. Some of the following can be indicators of both child criminal and sexual exploitation where children:

- appear with unexplained gifts, money or new possessions;
- associate with other children involved in exploitation;
- suffer from changes in emotional well-being;
- misuse drugs and alcohol;

- go missing for periods of time or regularly come home late; and
- regularly miss school or education or do not take part in education.

Children who have been exploited will need additional support to help maintain them in education.

CSE can be a one-off occurrence or a series of incidents over time and range from opportunistic to complex organised abuse. It can involve force and/or enticement-based methods of compliance and may, or may not, be accompanied by violence or threats of violence.

Some additional specific indicators that may be present in CSE are children who:

- have older boyfriends or girlfriends; and
- suffer from sexually transmitted infections, display sexual behaviours beyond expected sexual development or become pregnant.

Further information on signs of a child's involvement in sexual exploitation is available in Home Office guidance: Child sexual exploitation: guide for practitioners

County lines

County lines is a term used to describe gangs and organised criminal networks involved in exporting illegal drugs using dedicated mobile phone lines or other form of "deal line". This activity can happen locally as well as across the UK - no specified distance of travel is required. Children and vulnerable adults are exploited to move, store and sell drugs and money. Offenders will often use coercion, intimidation, violence (including sexual violence) and weapons to ensure compliance of victims.

Children can be targeted and recruited into county lines in a number of locations including schools (mainstream and special), further and higher educational institutions, pupil referral units, children's homes and care homes.

Children are also increasingly being targeted and recruited online using social media. Children can easily become trapped by this type of exploitation as county lines gangs can manufacture drug debts which need to be worked off or threaten serious violence and kidnap towards victims (and their families) if they attempt to leave the county lines network.

A number of the indicators for CSE and CCE as detailed above may be applicable to where children are involved in county lines. Some additional specific indicators that may be present where a child is criminally exploited through involvement in county lines are children who:

- go missing and are subsequently found in areas away from their home;
- have been the victim or perpetrator of serious violence (e.g. knife crime);
- are involved in receiving requests for drugs via a phone line, moving drugs, handing over and collecting money for drugs;
- are exposed to techniques such as 'plugging', where drugs are concealed internally to avoid detection;
- are found in accommodation that they have no connection with, often called a 'traphouse or cuckooing' or hotel room where there is drug activity;
- owe a 'debt bond' to their exploiters;
- have their bank accounts used to facilitate drug dealing.

Further information on the signs of a child's involvement in county lines is available in guidance published by the Home Office.

Modern Slavery and the National Referral Mechanism

Modern slavery encompasses human trafficking and slavery, servitude and forced or compulsory labour. Exploitation can take many forms, including: sexual exploitation, forced labour, slavery, servitude, forced criminality and the removal of organs.

Further information on the signs that someone may be a victim of modern slavery, the support available to victims and how to refer them to the NRM is available in the Modern Slavery Statutory Guidance. Modern slavery: how to identify and support victims - GOV.UK (www.gov.uk)

Cybercrime

Cybercrime is criminal activity committed using computers and/or the internet. It is broadly categorised as either 'cyber-enabled' (crimes that can happen off-line but are enabled at scale and at speed on-line) or 'cyber dependent' (crimes that can be committed only by using a computer). Cyber-dependent crimes include;

- unauthorised access to computers (illegal 'hacking'), for example accessing a school's computer network to look for test paper answers or change grades awarded;
- denial of Service (Dos or DDoS) attacks or 'booting'. These are attempts to make a computer, network or website unavailable by overwhelming it with internet traffic from multiple sources; and,
 - making, supplying or obtaining malware (malicious software) such as viruses, spyware, ransomware, botnets and Remote Access Trojans with the intent to commit further offence, including those above.

Children with particular skill and interest in computing and technology may inadvertently or deliberately stray into cyber-dependent crime.

If there are concerns about a child in this area, the designated safeguarding lead (or a deputy), should consider referring into the **Cyber Choices** programme. This is a nationwide police programme supported by the Home Office and led by the National Crime Agency, working with regional and local policing. It aims to intervene where young people are at risk of committing, or being drawn into, low level cyber-dependent offences and divert them to a more positive use of their skills and interests.

Note that **Cyber Choices** does not currently cover 'cyber-enabled' crime such as fraud, purchasing of illegal drugs on-line and child sexual abuse and exploitation, nor other areas of concern such as on-line bullying or general on-line safety.

Additional advice can be found at: Cyber Choices, 'NPCC- When to call the Police' and National Cyber Security Centre - NCSC.GOV.UK

Domestic abuse

The Domestic Abuse Act 2021 received Royal Assent on 29 April 2021. The Act introduces the first ever statutory definition of domestic abuse and recognises the impact of domestic abuse on children, as victims in their own right, if they see, hear or experience the effects of abuse. The statutory definition of domestic abuse, based on the previous cross-government definition, ensures that different types of relationships are captured, including ex-partners and family members. The definition captures a range of different abusive behaviours, including physical, emotional and economic abuse and coercive and controlling behaviour. Both the person who is carrying out the behaviour and the person to whom the behaviour is directed towards must be aged 16 or over and they must be "personally connected" (as defined in section 2 of the 2021 Act).

Types of domestic abuse include intimate partner violence, abuse by family members, teenage relationship abuse and child/adolescent to parent violence and abuse. Anyone can be a victim of domestic abuse, regardless of gender, age, ethnicity, socio-economic status, sexuality or background and domestic abuse can take place inside or outside of the home. The government will issue statutory guidance to provide further information for those working with domestic abuse victims and perpetrators, including the impact on children.

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. Experiencing 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. Young people can also experience domestic abuse within their own intimate relationships. This form of peer on peer abuse is sometimes referred to as 'teenage relationship abuse'. Depending on the age of the young people, this may not be recognised in law under the statutory definition of 'domestic abuse' (if one or both parties are under 16). However, as with any child under 18, where there are concerns about safety or welfare, child safeguarding procedures should be followed and both young victims and young perpetrators should be offered support. The Act's provisions, including the new definition, will be commenced over the coming months.

Operation Encompass Operation Encompass operates in all police forces across England. It helps police and schools work together to provide emotional and practical help to children. The system ensures that when police are called to an incident of domestic abuse, where there are children in the household who have experienced the domestic incident, the police will inform the key adult (usually the designated safeguarding lead) in school before the child or children arrive at school the following day. This ensures that the school has up to date relevant information about the child's circumstances and can enable immediate support to be put in place, according to the child's needs. Operation Encompass does not replace statutory safeguarding procedures. Where appropriate, the police and/or schools should make a referral to children's social care if they are

concerned about a child's welfare. More information about the scheme and how schools can become involved is available on the Operation Encompass website.

National Domestic Abuse Helpline Refuge runs the National Domestic Abuse Helpline, which can be called free of charge and in confidence, 24 hours a day on 0808 2000 247. Its website provides guidance and support for potential victims, as well as those who are worried about friends and loved ones. It also has a form through which a safe time from the team for a call can be booked. Additional advice on identifying children who are affected by domestic abuse and how they can be helped is available at:

- NSPCC- UK domestic-abuse Signs Symptoms Effects Refuge what is domestic violence/effects of domestic violence on children.
- Safe lives: young people and domestic abuse.
- Domestic abuse: specialist sources of support - GOV.UK (www.gov.uk)(includes information for adult victims, young people facing abuse in their own relationships and parents experiencing child to parent violence/abuse)
- Home : Operation Encompass (includes information for schools on the impact of domestic abuse on children)

Homelessness

Being homeless or being at risk of becoming homeless presents a real risk to a child's welfare. The designated safeguarding lead (and any deputies) should be aware of contact details and referral routes into the Local Housing Authority so they can raise/progress concerns at the earliest opportunity. Indicators that a family may be at risk of homelessness include household debt, rent arrears, domestic abuse and anti-social behaviour, as well as the family being asked to leave a property. Whilst referrals and/or discussion with the Local Housing Authority should be progressed as appropriate, and in accordance with local procedures, this does not, and should not, replace a referral into children's social care where a child has been harmed or is at risk of harm.

The Homelessness Reduction Act 2017 places a new legal duty on English councils so that everyone who is homeless or at risk of homelessness will have access to meaningful help including an assessment of their needs and circumstances, the development of a personalised housing plan, and work to help them retain their accommodation or find a new place to live. The following factsheets usefully summarise the new duties: Homeless Reduction Act Factsheets. The new duties shift focus to early intervention and encourage those at risk to seek support as soon as possible, before they are facing a homelessness crisis.

In most cases school and college staff will be considering homelessness in the context of children who live with their families, and intervention will be on that basis. However, it should also be recognised 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 different level of intervention and support. Children's social care will be the lead agency for these children and the designated safeguarding lead (or a deputy) should ensure appropriate referrals are made based on the child's circumstances. The Department and the Ministry of Housing, Communities and Local Government have published joint statutory guidance on the provision of accommodation for 16 and 17 year olds who may be homeless and/or require accommodation: [here](#).

So-called 'honour'-based abuse (including Female Genital Mutilation and Forced Marriage)

So-called 'honour'-based abuse (HBA) encompasses incidents or 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. Abuse committed in the context of preserving 'honour' often involves a wider network of family or community pressure and can include multiple perpetrators. It is important to be aware of this dynamic and additional risk factors when deciding what form of safeguarding action to take. All forms of HBA are abuse (regardless of the motivation) and should be handled and escalated as such. Professionals in all agencies, and individuals and groups in relevant communities, need to be alert to the possibility of a child being at risk of HBA, or already having suffered HBA.

Actions If staff have a concern regarding a child who might be at risk of HBA or who has suffered from HBA, they should speak to the designated safeguarding lead (or deputy). As appropriate, the designated safeguarding lead (or deputy) will activate local safeguarding procedures, using existing national and local protocols for multi-agency liaison with police and children's social care. Where FGM has taken place, since 31 October 2015 there has been a mandatory reporting duty placed on **teachers** that requires a different approach (see following section).

FGM

FGM comprises all procedures involving partial or total removal of the external female genitalia or other injury to the female genital organs. It is illegal in the UK and a form of child abuse with long-lasting harmful consequences.

FGM mandatory reporting duty for teachers

Section 5B of the Female Genital Mutilation Act 2003 (as inserted by section 74 of the Serious Crime Act 2015) places a statutory duty upon **teachers**, along with regulated health and social care professionals in England and Wales, to report to the police where they discover (either through disclosure by the victim or visual evidence) that FGM appears to have been carried out on a girl under 18. Those failing to report such cases may face disciplinary sanctions. It will be rare for teachers to see visual evidence, and they should **not** be examining pupils or students, but the same definition of what is meant by “to discover that an act of FGM appears to have been carried out” is used for all professionals to whom this mandatory reporting duty applies. Information on when and how to make a report can be found at: [Mandatory reporting of female genital mutilation procedural information](#).

Teachers **must** personally report to the police cases where they discover that an act of FGM appears to have been carried out. Unless the teacher has good reason not to, they should still consider and discuss any such case with the school's or college's designated safeguarding lead (or deputy) and involve children's social care as appropriate. The duty does not apply in relation to at risk or suspected cases (i.e. where the teacher does 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 should follow local safeguarding procedures. The following is a useful summary of the FGM mandatory reporting duty: FGM Fact Sheet. Further information can be found in the Multi-agency statutory guidance on female genital mutilation and the FGM resource pack particularly section 13.

Forced marriage

Forcing a person into a marriage is a crime in England and Wales. A forced marriage is one entered into 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 into 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 perpetrators use perceived cultural practices as a way to coerce a person into marriage. Schools and colleges can play an important role in safeguarding children from forced marriage.

The Forced Marriage Unit has published statutory guidance and Multi-agency guidelines, pages 32-36 of which focus on the role of schools and colleges. School and college staff can contact the Forced Marriage Unit if they need advice or information: Contact: 020 7008 0151 or email fmu@fcdco.gov.uk.

Preventing radicalisation

Children are vulnerable to extremist ideology and radicalisation. Similar to protecting children from other forms of harms and abuse, protecting children from this risk should be a part of a schools' or colleges' safeguarding approach.

Extremism is the vocal or active opposition to our fundamental values, including democracy, the rule of law, individual liberty and the mutual respect and tolerance of different faiths and beliefs. This also includes calling for the death of members of the armed forces.

Radicalisation refers to the process by which a person comes to support terrorism and extremist ideologies associated with terrorist groups.

Terrorism is an action that endangers or causes serious violence to a person/people; causes serious damage to property; or seriously interferes or disrupts an electronic system. The use or threat **must** be designed to influence the government or to intimidate the public and is made for the purpose of advancing apolitical, religious or ideological cause.

There is no single way of identifying whether a child is likely to be susceptible to an extremist ideology. Background factors combined with specific influences such as family and friends may contribute to a child's vulnerability. Similarly, radicalisation can occur through many different methods (such as social media or the internet) and settings (such as within the home).

However, it is possible to protect vulnerable people from extremist ideology and intervene to prevent those at risk of radicalisation being radicalised. As with other safeguarding risks, staff should be alert to changes in children's behaviour, which could indicate that they may be in need of help or protection. Staff should 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.

The school's or college's designated safeguarding lead (and any deputies) should be aware of local procedures for making a Prevent referral. drawn into terrorism when they consider all the other factors relevant to how they carry out their usual functions.

The Prevent duty

All schools and colleges are subject to a duty under section 26 of the Counter-Terrorism and Security Act 2015 (the CTSA 2015), in the exercise of their functions, to have “due regard¹³³ to the need to prevent people from being drawn into terrorism”.¹³⁴ This duty is known as the Prevent duty. The Prevent duty should be seen as part of schools’ and colleges’ wider safeguarding obligations. Designated safeguarding leads and other senior leaders in schools should familiarise themselves with the revised Prevent duty guidance: for England and Wales, especially paragraphs 57-76, which are specifically concerned with schools (and also covers childcare). Designated safeguarding leads and other senior leaders in colleges should familiarise themselves with the Prevent duty guidance: for further education institutions in England and Wales. The guidance is set out in terms of four general themes: risk assessment, working in partnership, staff training, and IT policies.

Channel

Channel is a voluntary, confidential support programme which focuses on providing support at an early stage to people who are identified as being vulnerable to being drawn into terrorism. Prevent referrals may be passed to a multi-agency Channel panel, which will discuss the individual referred to determine whether they are vulnerable to being drawn into terrorism and consider the appropriate support required. A representative from the school or college may be asked to attend the Channel panel to help with this assessment. An individual’s engagement with the programme is entirely voluntary at all stages. The designated safeguarding lead should consider if it would be appropriate to share any information with the new school or college in advance of a child leaving. For example, information that would allow the new school or college to continue supporting victims of abuse or those who are currently receiving support through the ‘Channel’ programme and have that support in place for when the child arrives. Statutory guidance on Channel is available at: Channel guidance.

Additional support

The Department has published further advice for schools on the Prevent duty. The advice is intended to complement the Prevent guidance and signposts to other sources of advice and support. The Home Office has developed three e-learning modules:

- Prevent awareness e-learning offers an introduction to the Prevent duty.
- Prevent referrals e-learning supports staff to make Prevent referrals that are **robust, informed** and with **good intention**.
- Channel awareness e-learning is aimed at staff who may be asked to contribute to or sit on a multi-agency Channel panel.

Educate Against Hate, is a government website designed to support school teachers and leaders to help them safeguard their students from radicalisation and extremism. The platform provides free information and resources to help school staff identify and address the risks, as well as build resilience to radicalisation.

For advice specific to further education, the Education and Training Foundation (ETF) hosts the Prevent for FE and Training. This hosts a range of free, sector specific resources to support further education settings comply with the Prevent duty. This includes the Prevent Awareness e-learning, which offers an introduction to the duty, and the Prevent Referral e-learning, which is designed to support staff to make robust, informed and proportionate referrals.

The ETF Online Learning environment provides online training modules for practitioners, leaders and managers, support staff and governors/Board members outlining their roles and responsibilities under the duty.

Peer on peer/ child on child abuse

Children can abuse other children (often referred to as peer on peer abuse) and it can take many forms. It **can** happen both inside and outside of school/college and online. It is important that all staff recognise the indicators and signs of peer on peer abuse and know how to identify it and respond to reports. This **can** include (but is not limited to): bullying (including cyberbullying, prejudice-based and discriminatory bullying); abuse within intimate partner relationships; physical abuse such as hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm; sexual violence and sexual harassment; consensual and non-consensual sharing of nudes and semi-nudes images and/or videos; causing someone to engage in sexual activity without consent, such as forcing someone to strip, touch themselves sexually, or to engage in sexual activity with a third party; upskirting and initiation/hazing type violence and rituals. 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.

Sexual violence and sexual harassment between children in schools and colleges

Context

Sexual violence and sexual harassment can occur between two children of any age and sex from primary to secondary stage and into colleges. It can also occur online. It can also occur through a group of children sexually assaulting or sexually harassing a single child or group of children.

Children who are victims of sexual violence and sexual harassment will likely find the experience stressful and distressing. This will, in all likelihood, adversely affect their educational attainment and will be exacerbated if the alleged perpetrator(s) attends the same school or college. 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.

It is essential that **all** victims are reassured that they are being taken seriously and that they will be supported and kept safe. A victim should never be given the impression that they are creating a problem by reporting sexual violence or sexual harassment. Nor should a victim ever be made to feel ashamed for making a report.

Staff should be aware that some groups are potentially more at risk. Evidence shows girls, children with special educational needs and disabilities (SEND) and LGBT children are at greater risk.

Staff should be aware of the importance of:

- challenging inappropriate behaviours;
- making clear that sexual violence and sexual harassment is not acceptable, will never be tolerated and is not an inevitable part of growing up;
- not tolerating or dismissing sexual violence or sexual harassment as “banter”, “part of growing up”, “just having a laugh” or “boys being boys”; and
- challenging physical behaviours (potentially criminal in nature), such as grabbing bottoms, breasts and genitalia, pulling down trousers, flicking bras and lifting up skirts. Dismissing or tolerating such behaviours risks normalising them.

What is sexual violence and sexual harassment?

Sexual violence

It is important that school and college staff are aware of sexual violence and the fact children can, and sometimes do, abuse their peers in this way and that it can happen both inside and outside of school/college. When referring to sexual violence we are referring to sexual violence offences under the Sexual Offences Act 2003/35 as described below:

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. (Schools should be 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.)

What is consent? Consent is about 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. Further information about consent can be found here: Rape Crisis England & Wales - Sexual consent

- 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

When referring to sexual harassment we mean 'unwanted conduct of a sexual nature' that can occur online and offline and both inside and outside of school/college. When we reference sexual harassment, we do so in the context of child on child sexual harassment. 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. Whilst not intended to be an exhaustive list, sexual harassment can include:

- 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 (schools and colleges should be considering 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; and
- online sexual harassment. This may be standalone, or part of a wider pattern of sexual harassment and/or sexual violence. It may include:
 - consensual and non-consensual sharing of nudes and semi-nudes images and/or videos. UKCIS Sharing nudes and semi-nudes: As set out in advice for education settings working with children and young people (which provides detailed advice for schools and colleges) taking and sharing nude photographs of U18s is a criminal offence;
 - sharing of unwanted explicit content;
 - upskirting (is a criminal offence);
 - sexualised online bullying
 - unwanted sexual comments and messages, including, on social media;
 - sexual exploitation; coercion and threats.

Upskirting

The Voyeurism (Offences) Act 2019, which is commonly known as the Upskirting Act, came into force on 12 April 2019. 'Upskirting' is where someone takes a picture under a person's clothing (not necessarily a skirt) without their permission and or knowledge, with the intention of viewing their genitals or buttocks (with or without underwear) to obtain sexual gratification, or cause the victim humiliation, distress or alarm. It is a criminal offence. Anyone of any sex, can be a victim.

The response to a report of sexual violence or sexual harassment

The initial response to a report from a child is incredibly important. How the school or college responds to a report can encourage or undermine the confidence of future victims of sexual violence and sexual harassment to report or come forward. Schools and colleges not recognising, acknowledging or understanding the scale of harassment and abuse and/or downplaying of some behaviours can actually lead to a culture of unacceptable behaviour. It is essential that all victims are reassured that they are being taken seriously and that they will be supported and kept safe. A victim should never be given the impression that they are creating a problem by reporting sexual violence or sexual harassment. Nor should a victim ever be made to feel ashamed for making a report.

Appendix 3: Peer on Peer Abuse KCSIE 2021

Paragraph 49

Peer on peer abuse is most likely to include, but may not be limited to:

- bullying (including cyberbullying, prejudice-based and discriminatory bullying);
- abuse in intimate personal relationships between peers;
- physical abuse such as hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm (this may include an online element which facilitates, threatens and/or encourages physical abuse);
- sexual violence, such as rape, assault by penetration and sexual assault; (this may include an online element which facilitates, threatens and/or encourages sexual violence);
- sexual harassment, such as sexual comments, remarks, jokes and online sexual harassment, which may be standalone or part of a broader pattern of abuse;
- causing someone to engage in sexual activity without consent, such as forcing someone to strip, touch themselves sexually, or to engage in sexual activity with a third party;
- consensual and non-consensual sharing of nude and semi-nude images and/or videos (also known as sexting or youth produced sexual imagery);
- upskirting, which typically involves taking a picture under a person's clothing without their permission, with the intention of viewing their genitals or buttocks to obtain sexual gratification, or cause the victim humiliation, distress or alarm;
- initiation/hazing type violence and rituals (this could include activities involving harassment, abuse or humiliation used as a way of initiating a person into a group and may also include an online element).

Appendix 4: Sources of support and advice

The following links are sources of further advice and support for school staff, volunteers, governors and parents/carers. Additional links can be found throughout KCSIE 2021, and in Annexes B (specific issues) and D (online safety).

Support for staff

- Education Support Partnership: www.educationsupportpartnership.org.uk
- Professional Online Safety Helpline: www.saferinternet.org.uk/helpline
- DfE: [Whistleblowing for employees - GOV.UK \(www.gov.uk\)](http://www.gov.uk)
- DfE: The online tool Report Child Abuse to Your Local Council directs to the relevant local children's social care contact number: [Report child abuse to a local council - GOV.UK \(www.gov.uk\)](http://www.gov.uk)
- NSPCC: [Safeguarding children and child protection | NSPCC Learning](http://www.nspcc.org.uk)

Support for Learners

- ChildLine: www.childline.org.uk
- Papyrus: www.papyrus-uk.org
- The Mix: www.themix.org.uk
- Shout: www.giveusashout.org
- Fearless: www.fearless.org

Support for adults

- Family Lives: www.familylives.org.uk
- Crime Stoppers: www.crimestoppers-uk.org
- Victim Support: www.victimsupport.org.uk
- The Samaritans: www.samaritans.org
- NAPAC (National Association for People Abused in Childhood): www.napac.org.uk
- MOSAC: www.mosac.org.uk
- Action Fraud: www.actionfraud.police.uk
- Shout: www.giveusashout.org

Support for Learning Disabilities

- Respond: www.respond.org.uk
- Mencap: www.mencap.org.uk

Personal, social and health education and Relationships and sex education

- DfE: [Relationships and sex education \(RSE\) and health education - GOV.UK \(www.gov.uk\)](http://www.gov.uk)
- DfE: [Plan your relationships, sex and health curriculum - GOV.UK \(www.gov.uk\)](http://www.gov.uk)
- DfE: [Engaging parents with relationships education policy - GOV.UK \(www.gov.uk\)](http://www.gov.uk)
- PSHE Association: [Home | www.pshe-association.org.uk](http://www.pshe-association.org.uk)

Covid and remote learning

- DfE safeguarding and remote learning is available: [Safeguarding and remote education during coronavirus \(COVID-19\) - GOV.UK \(www.gov.uk\)](http://www.gov.uk)
- The Education People: [Safer Remote Learning during COVID-19: Information for School Leaders and DSLs | The Education People](http://www.educationpeople.co.uk)
- DfE: [Education recovery support - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

Domestic Abuse

- Domestic abuse services: www.domesticabuseservices.org.uk
- Refuge: www.refuge.org.uk
- Women's Aid: www.womensaid.org.uk
- Men's Advice Line: www.mensadviceline.org.uk
- Mankind: www.mankindcounselling.org.uk
- National Domestic Abuse Helpline: www.nationaldahelpline.org.uk
- Respect Phoneline: <https://respectphoneline.org.uk>

Honour Based Abuse and FGM

- Forced Marriage Unit: www.gov.uk/guidance/forced-marriage
- FGM Factsheet: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/496415/6_1639_HO_SP_FGM_mandatory_reporting_Fact_sheet_Web.pdf
- Mandatory reporting of female genital mutilation: procedural information: www.gov.uk/government/publications/mandatory-reporting-of-female-genital-mutilation-procedural-information

Contextual Safeguarding, Peer on Peer abuse, Sexual Exploitation and Criminal Exploitation:

- Contextual Safeguarding Network: <https://contextualsafeguarding.org.uk>
- National Crime Agency: www.nationalcrimeagency.gov.uk/who-we-are
- Rape Crisis: <https://rapecrisis.org.uk>
- Lucy Faithfull Foundation: www.lucyfaithfull.org.uk
- Brook: www.brook.org.uk
- Victim Support: www.victimsupport.org.uk
- Anti-Bullying Alliance: www.anti-bullyingalliance.org.uk
- Disrespect Nobody: www.disrespectnobody.co.uk
- Upskirting – know your rights: www.gov.uk/government/news/upskirting-know-your-rights

Serious violence, gangs, county lines child exploitation

- Home Office: [Advice to schools and colleges on gangs and youth violence - GOV.UK \(www.gov.uk\)](http://www.gov.uk/government/publications/advice-to-schools-and-colleges-on-gangs-and-youth-violence)
- DfE: [Criminal exploitation of children and vulnerable adults: county lines - GOV.UK \(www.gov.uk\)](http://www.gov.uk/government/publications/criminal-exploitation-of-children-and-vulnerable-adults-county-lines)
- Home Office: [Serious Violence Strategy - GOV.UK \(www.gov.uk\)](http://www.gov.uk/government/publications/serious-violence-strategy)

Substance Misuse

- We are with you (formerly Addaction): www.wearewithyou.org.uk/services/kent-for-young-people/
- Talk to Frank: www.talktofrank.com

Mental Health

- Mind: www.mind.org.uk
- Moodspark: <https://moodspark.org.uk>
- Young Minds: www.youngminds.org.uk
- PHSE Rse above resources and lesson plans: [Mental wellbeing | Overview | PHE School Zone](#)
- DfE: [Mental health and behaviour in schools - GOV.UK \(www.gov.uk\)](http://www.gov.uk/government/publications/mental-health-and-behaviour-in-schools)

Online Safety

- CEOP: www.ceop.police.uk
- Internet Watch Foundation (IWF): www.iwf.org.uk
- Think U Know: www.thinkuknow.co.uk
- Childnet: www.childnet.com
- UK Safer Internet Centre: www.saferinternet.org.uk
- Report Harmful Content: <https://reportharmfulcontent.com>
- Parents Info: www.parentinfo.org
- Marie Collins Foundation: www.mariecollinsfoundation.org.uk
- Internet Matters: www.internetmatters.org
- NSPCC: [Social media and online safety | NSPCC Learning](#)
- Get safe Online: www.getsafeonline.org
- Stop it Now!: www.stopitnow.org.uk
- Parents Protect: www.parentsprotect.co.uk
- UK Council for Internet Safety (UKCIS) 'Education for a Connected World Framework' [Education for a Connected World - GOV.UK \(www.gov.uk\)](#)
- DfE 'Teaching online safety in school' guidance. [Teaching online safety in schools - GOV.UK \(www.gov.uk\)](#)
- UK Council for Internet Safety (UKCIS): [Sharing nudes and semi-nudes: advice for education settings working with children and young people - GOV.UK \(www.gov.uk\)](#)

Radicalisation and hate

- Educate against Hate: www.educateagainsthate.com
- Counter Terrorism Internet Referral Unit: www.gov.uk/report-terrorism
- True Vision: www.report-it.org.uk