

# **SAFEGUARDING POLICY**

**Acorn Park School**

**LEAD DSL: Emma Thompson**

**SAFEGUARDING GOVERNOR: Nick Simpson**



## 1.0 Policy statement

Outcomes First Group is committed to ensuring that all of the people we support are effectively safeguarded in all services including fostering, schools and residential homes at all times. This policy applies to all children and young adults receiving education in our settings. It applies when working online and offline, in settings and in all virtual communications.

Safeguarding and child protection must always be the highest priority and at the forefront of everything we do. A whole school approach is required to ensure safeguarding and child protection are embedded in all decisions, planning, policy and day-to-day operations and activities.

It is essential that everybody working within the Outcomes First Group understands their safeguarding responsibilities. Governing bodies and proprietors must ensure that staff who work directly with children read and understand Part 1 of [KCSIE 2021](#). Staff who do not work directly with children can read and understand either Part one or Annex A if it is more effective to enable them to safeguard and promote the welfare of children.

All Outcomes First Group employees working directly or indirectly with children **must** ensure that:

- children and young people feel safe and that they are listened to;
- they create an environment and culture in which children and young people feel valued;
- the best interests of the child are always considered and acted upon;
- safer recruitment procedures are rigorously followed (please refer to the Outcomes First Group Safer Recruitment Policy for further details);
- they understand their roles and responsibilities in keeping children and young people safe through ongoing learning, development and supervision;
- they are vigilant in monitoring possible signs of abuse including for those children and young people who have complex learning difficulties or specific communication needs, who may be particularly vulnerable;
- they maintain an attitude of **'it could happen here'**;
- they follow the appropriate procedures in place for sharing safeguarding concerns and that these are shared with relevant professionals in a timely manner;
- they understand and implement local safeguarding procedures as set out in local authority arrangements;
- children and young people have opportunity to learn about appropriate relationships with adults and recognise unacceptable behaviour by adults.
- they are aware that children can abuse other children (i.e. peer-on-peer abuse).
- there is a zero-tolerance approach to harassment, violence, abuse, inappropriate behaviour and bullying of any kind are not acceptable and will not be tolerated.

## 2.0 What is safeguarding and child protection?

### 2.1 Safeguarding

Safeguarding relates to the action taken to promote the welfare of children and young people to protect them from harm. This policy includes the safeguarding of young adult learners within Outcomes First Group schools and other settings and applies both offline and online.



they should take action to safeguard or promote the welfare of a child who is suffering or is likely to suffer Significant Harm.

## **2.8 Under s31(9) of the Children Act 1989 as amended by the Adoption and Children Act 2002:**

'**harm**' means ill-treatment or the impairment of health or development, including for example, impairment suffered from seeing or hearing the ill-treatment of another;

'**health**' means physical or mental health; and

'**ill-treatment**' includes Sexual Abuse and forms of ill-treatment which are not physical.

Abuse or neglect is not always easy to identify; staff are more than likely to have some information but not the whole picture.

## **2.9** There are four defined categories of child abuse, which are deemed to be forms of 'Significant Harm':

- Neglect;
- Physical Abuse;
- Emotional Abuse;
- Sexual Abuse.

## **2.10** It is also important to be aware that:

- technology is a significant component in many safeguarding and wellbeing issues. Children are at risk of abuse online as well as face to face. In many cases abuse will take place concurrently via online channels and in daily life.
- that children can abuse other children (often referred to as peer-on-peer abuse). And that it can happen both inside and outside of school or college and online.

## **2.11 All staff must be aware of the signs and indicators of child abuse.**

## **3.0 Local Arrangements for the school**

### **3.1** All staff must be aware of the local arrangements for safeguarding relevant to the school in which they work;

### **3.2** The local arrangements for Acorn Park school are as follows Designated Safeguarding Lead for Acorn Park School: Emma Thompson

Deputy Designated Safeguarding Leads for Acorn Park School:

Melissa Bolton: Family Liaison Officer

Jennifer Banol: Family Liaison Officer

Philippa Whipp: Head of School

Adam Masterson: Deputy Head

Peter Marshall: Head of Service

### **3.3** Acorn Park School safeguarding arrangements are in line with local safeguarding partnership arrangements. The safeguarding partnership consists of the three safeguarding partners (the local authority; a clinical commissioning group for an area within the local authority; and the chief officer of police for a police force in the local authority area)

**3.4** The Local Authority Designated Officer is:

**NORFOLK**

[LADO@norfolk.gov.uk](mailto:LADO@norfolk.gov.uk) – Education Consultation Line **01603 307797**

**SUFFOLK**

If you are a professional wanting to make a referral (and have agreed this with your named/designated safeguarding lead), <https://suffolksp.org.uk/working-with-children-and-adults/children/local-authority-designated-officers-lado/>

In emergencies only, please call **0300 123 2044**

If you would like to discuss whether or not a referral is required, please call the Professional Consultation Line on **0345 6061499**

**3.5** All safeguarding referrals must be reported to the local authority

**NORFOLK**

Children’s Advice and Duty Service (CADS) - you can call the Children’s Advice and Duty Service, on our direct line 0344 800 8021. More information available -

<https://www.norfolkscb.org/people-working-with-children/how-to-raise-a-concern/>

**SUFFOLK** Multi-Agency Safeguarding Hub (MASH) - you can call the MASH team on their consultation line **345 606 1499**. More information available -

<https://www.suffolk.gov.uk/care-and-support-for-adults/protecting-people-at-risk-of-abuse/mash/>

Referrals for children and young people under 18 will be dealt with under the Children’s safeguarding arrangements, whereas those 18 and above will be dealt with under the Adult Safeguarding Arrangements.

**3.6** The local authority safeguarding referral procedure is

**Norfolk** - <https://www.norfolkscb.org/about/policies-procedures/3-1-referrals/>

**Suffolk** - <https://www.suffolk.gov.uk/care-and-support-for-adults/protecting-people-at-risk-of-abuse/mash/>

**3.7** For all referrals regarding radicalisation

**Norfolk** - <https://www.schools.norfolk.gov.uk/pupil-safety-and-behaviour/safeguarding/prevent-duty-terrorism>

**Suffolk** - <https://www.suffolk.gov.uk/care-and-support-for-adults/protecting-people-at-risk-of-abuse/supporting-people-at-risk-of-radicalisation/>

**If a student lives in a different county to Norfolk or Suffolk, that county local authority guidelines should be followed.**

**3.8** For all referrals regarding exploitation

**NORFOLK** through CADS contact phone number – 0344 800 8021.

**SUFFOLK** a call will be made to the consultation line on - 0345 6061499.

**If a student lives in a different county to Norfolk or Suffolk, that county local authority guidelines should be followed.**

**3.9** The local authority procedure for an early help referral is:

**Norfolk** - <https://www.norfolk.gov.uk/children-and-families/early-help-and-family-support>

**Suffolk** - <https://earlyhelpportal.suffolk.gov.uk/web/portal/pages/caf>

**3.10** The Chair of Governors for Acorn Park School is: Nick Simpson

**3.11** The Outcomes First Group Head of Safeguarding can be contacted at:  
[anne-marie.delaney@ofgl.co.uk](mailto:anne-marie.delaney@ofgl.co.uk)

#### **4.0 The role of Senior Managers and Governor**

**4.1** Governors must have oversight of safeguarding policies and procedures and ensure that they are being effectively implemented within the school and that training is effective. In line with KCSIE (2021), which states that; '*Governing bodies and proprietors should have a senior board level (or equivalent) lead to take **leadership** responsibility for their schools or college's safeguarding arrangements*'. The named Governor for the school is Nick Simpson.

**4.2** Like teaching staff and volunteers, senior managers and Governors must be safely recruited and have all relevant checks on file. Please see the Group's Safer Recruitment Policy for further information.

**4.3** It is the Governors' responsibility to ensure that there is a named Designated Safeguarding Lead (DSL) and that the school contributes to multi-agency working in line with Working Together to Safeguard Children (2018, updated Dec 2020).

**4.4** Where there is a safeguarding concern, governing bodies, proprietors and school or college leaders should ensure the child's wishes and feelings are taken into account when determining what action to take and what services to provide. This has to be balanced with their duty to protect the victim and other children.

**4.5** Where the School premises are used for non-school/college activities and the services or activities are provided under the direct supervision or management of the school staff, the schools arrangements for child protection and safeguarding apply. Where service or activities are provided by another body, the School must seek assurance that the body concerned has appropriate safeguarding and child protection policies and procedures in place and ensure they will liaise with the school on these matters as appropriate.

#### **5.0 Designated Safeguarding Lead (DSL)**

**5.1** '*Governing bodies and proprietors should ensure an appropriate senior member of staff, from the school or college leadership team, is appointed to the role of designated safeguarding lead. The designated safeguarding lead should take lead responsibility for safeguarding and child protection (including online safety). This should be explicit in the role-holder's job description.*' (KCSIE 2021)

**5.2** The Head Teacher must appoint one individual to be the lead DSL and make arrangements for there to be deputy DSL in place who will manage any immediate safeguarding incidents in the DSL's absence. The DSL must be an appropriate senior member of the leadership team and, along with deputies, will receive DSL training every two years.

- 5.3** The Head Teacher must ensure that job descriptions for DSL and Deputy DSLs are kept on personnel files and clearly state their responsibilities.
- 5.4** The DSL (or deputy) must always be available during school hours for staff to discuss any concerns.
- 5.5 The main responsibilities of the Designated Safeguarding Lead (DSL) are to:**
- provide support to staff regarding safeguarding concerns;
  - lead on advising staff of any action to be taken due to a safeguarding concern;
  - ensure that children and young people are immediately safeguarded from harm and abuse;
  - ensure that there is appropriate cover during their absence, and that staff know who to approach if the DSL is unavailable;
  - liaise with local authorities and other professionals, sharing information and fully assisting with any enquiries;
  - adopt a child-focused and holistic approach ensuring the child's wishes and feelings are taken into account when determining what action to take
  - refer allegations to the Local Authority Designated Officer or equivalent;
  - refer safeguarding concerns to placing and host local authorities;
  - refer suspected cases of radicalisation to Channel;
  - refer suspected case of Female Genital Mutilation to the police;
  - refer suspected cases of Child Sexual Exploitation and trafficking to the police;
  - refer cases to the Disclosure and Barring Service after staff have been dismissed or there is suspected harm having been caused to children and young people;
  - liaise with Outcomes First Group Quality Assurance Team and HR Team if any allegations or suspected harm having been caused to a child by an employee, supply staff or volunteer for Outcomes First group;
  - ensure that the school complies with the work of the local safeguarding partnership.
  - Ensure that all staff receive regular update training in relation to safeguarding;
  - provide safeguarding updates to senior managers and school governors;
  - ensure that there is effective monitoring and oversight of all safeguarding concerns;
  - promoting the educational achievements of Looked After Children in line with the Children and Social Work Act 2017.
- 5.6** It is important that all staff understand the role of the DSL on their appointment within the school and as part of their induction. The DSL is responsible for ensuring that all staff understand their roles and responsibilities regarding safeguarding children and that a child focused approach is taken. The DSL will assess safeguarding concerns within the context of young people's environments. This is known as contextual safeguarding.
- 5.7** The DSL must ensure that clear, concise and good quality documents are kept of all allegations or safeguarding concerns. All concerns, discussions and decisions made, and the reasons for those decisions, should be recorded in writing. Information should be kept confidential and stored securely. It is good practice to keep concerns and referrals in a separate child protection file for each child. Records should include:
- a clear and comprehensive summary of the concern;
  - details of how the concern was followed up and resolved;
  - a note of any action taken, decisions reached and the outcome.



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

**5.8 Data protection and GDPR are not barriers to record keeping or information sharing when promoting children’s welfare.** Schools and colleges have clear powers to share, hold and use information for these purposes. The school should have clear arrangements in place for the processes and principles for sharing information within the setting and other Outcomes First Group Divisions and with children’s social care, the safeguarding partners, other organisations, agencies, and practitioners as required. Staff are required to be proactive in sharing information as soon as possible when it is in relation to a child’s safety or wellbeing.

**5.9** When young people move schools or move into further or higher education, the DSL is responsible for ensuring that the necessary information is shared with the new school or college. It is the DSL’s responsibility to ensure that a pupil’s child protection file is transferred to the new school or college as quickly as possible and as securely as possible. Confirmation of receipt must be obtained. **Files must be transferred securely.** Schools must inform their Local Authority of all deletions from their admission register when a child is taken off roll.

**5.10** Consideration must be given to sharing information verbally with the new school or college prior to the child or young person leaving. The DSL must ensure that confidentiality of any third parties is not breached and that they comply with GDPR. Records must contain factual information and must not be speculative. These documents must be kept confidential with the exception of sharing them with relevant professionals as part of safeguarding and protecting the child or young person. Records must be updated, and any actions must be followed up and completed. It is the responsibility of the DSL to ensure that a safe and satisfactory outcome has been reached and that all actions have been completed.

**6.0 Safeguarding Training and Updates for all staff**

**6.1** Governing bodies and proprietors should ensure that, as part of the requirement for staff to undergo regular updated safeguarding training, including online safety, and the requirement to ensure children are taught about safeguarding, that safeguarding training for staff is integrated, aligned and considered as part of the whole school safeguarding approach and wider staff training and curriculum planning. They must regularly review the training programme to ensure that it includes all the required knowledge and that staff understand how it is to be implemented.

Whilst considering the above training requirements, governing bodies and proprietors should have regard to the Teachers’ Standards which set out the expectation that all teachers manage behaviour effectively to ensure a good and safe educational environment and requires teachers to have a clear understanding of the needs of all pupils.

**6.2** This policy **must** be read in conjunction with Keeping Children Safe in Education (2021). **All staff are expected to follow this policy and statutory guidance including KCSIE 2021.**

**6.3 All staff must read the following documents:**

- Part 1 (or Annex A where appropriate) of [KCSIE 2021](#)
- The school’s Restrictive Physical Intervention Policy

- The school's Anti-bullying policy
- Outcomes First Group's Peer-on-peer abuse policy
- Outcomes First Group's Exploitation policy
- Outcomes First Group's Protecting Children from Radicalisation policy
- Outcomes First Group's Harmful Sexual Behaviours policy
- Outcomes First Group's Safer Recruitment policy
- Outcomes First Group's Data Protection policy
- Outcomes First Group's Web Filtering policy
- Outcomes First Group's Staying Safe Online
- The school's Whistle blowing and complaints policy
- The school's staff behaviour policy (Code of Conduct)
- The school's description and guidance of the role of the DSL
- The school's description and guidance of the role of the Deputy DSL
- [DfE guidance on sexual violence and harassment between children in schools and colleges](#)
- [DfE guidance on Children Missing in Education](#)
- [DfE guidance on Promoting the Education of Looked After Children](#)
- [DfE guidance on Teaching Online Safety in Schools](#)
- [DFE Guidance on Sharing nudes and semi-nudes advice for education settings working with children and young people](#)
- [DFE Guidance on Searching, Screening and Confiscation](#)

**6.4** Safeguarding updates must be regularly provided to staff, either through face-to-face training, meetings or through regular written updates.

- Face to face safeguarding training must be provided (and recorded) to **all staff at least annually.**
- **DSL** must refresh their advanced training **at least every two years.**

**6.5** All members of school leadership teams, including the Head Teacher and DSL should also be familiar with **Working Together to Safeguard Children 2018** (updated Dec 2020).

## **7.0 Roles and Responsibilities of Staff**

**7.1** Outcomes First Group recognises that it is not just one person's role to safeguard children, it requires a collective approach to safeguarding. All Outcomes First group employees must understand their roles and responsibilities regarding keeping children safe and reporting concerns.

**7.2** During staff induction, staff will receive safeguarding training, including online safety. Staff must be familiar and understand the role of the DSL, the local safeguarding partnership and the individual systems relating to safeguarding within the school. Staff must also know, understand and implement the school's behaviour management policy, the child protection policy, the school's code of conduct, the safeguarding response to children who go missing from education and Keeping Children Safe in Education 2021, Part 1.

### **7.3 Staff are responsible for:**

- compliance with Outcomes First Group policies, statutory guidance and legislation including Keeping Children Safe in Education (2021) and Working Together to Safeguard Children 2018 (Updated Dec 2020);

- understanding the role of the DSL;
- helping to develop and deliver a curriculum which helps children and young people to understand about abuse, appropriate and safe relationships with adults and peers, and keeping safe both online and offline;
- helping to provide an environment where children and young people feel safe and valued;
- attending training and meetings;
- ensuring that they fully understand how to report concerns and if not, asking for further training and support;
- understand the safeguarding response to children who go missing from education;
- listening to children and young people;
- supporting children and young people if they disclose safeguarding information;
- ensuring that they are alert to signs of abuse by peers or adults;
- ensuring that they are aware of indicators or possible signs of neglect;
- ensuring that they closely monitor any possible signs of abuse or harm for those children who are unable to communicate verbally or who have complex health and care needs;
- keeping sensitive information confidential and sharing it only with those professionals for whom it is relevant;
- helping to identify those children or young people who may benefit from Early Help;
- helping to implement Child Protection Plans.

**7.4** Staff are in a close position to children and young people within schools as they know the children and young people. They have regular contact with them and so are in the best position to know if a child or young person is behaving in a way which could possibly indicate that they are being hurt or harmed. Any concerns, whether these are nagging doubts, worries, concerns or based on information told to them, must be reported immediately to the DSL both verbally and in writing. **It is the staff member's responsibility to ensure that this information is acted upon. They have a duty to follow up with the DSL to ensure that action has been taken.**

## **8.0 Safer Recruitment**

**8.1** The Outcomes First Group Safer Recruitment Policy sets the processes which must be followed for the recruitment of staff and volunteers.

**8.2** It is the responsibility of the Head Teacher to ensure that the Single Central Record is compliant with legislation and statutory guidance and kept up to date and is stored confidentially.

## **9.0 Early Help**

**9.1** *'A child in need is defined under the Children Act 1989 as a child who is unlikely to achieve or maintain a reasonable level of health or development, or whose health and development is likely to be significantly or further impaired, without the provision of services; or a child who is disabled. Local authorities are required to provide services for children in need for the purposes of safeguarding and promoting their welfare. Children in need may be assessed under section 17 of the Children Act 1989' (KCSIE 2021)*

**9.2** It is important that staff take swift and effective action to safeguard children and young people and to stop concerns from escalating. It may be that some children and young

people will benefit from Early Help. All staff should be aware of their local early help process and understand their role in it.

**9.3** Staff must be aware and alert to the possibility of Early Help being needed for those children and young people who have particular vulnerabilities, such as those who:

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

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

**9.5** When a child or young person has been referred for Early Help, it is the responsibility of the DSL to set up an inter-agency assessment as appropriate. Staff may be required to support other agencies and professionals in an early help assessment, in some cases acting as the lead professional. Any such cases should be kept under constant review and consideration must be given to a referral to children's social care for assessment for statutory services, if the child's situation does not appear to be improving or is getting worse.

**10.0 Reporting concerns**

**10.1 What to do if a child or young person discloses**

Systems should be in place (and they should be well promoted, easily understood and easily accessible) for children to confidently report abuse, sexual violence and sexual harassment, knowing their concerns will be treated seriously, and that they can safely express their views and give feedback.

If a child or young person discloses information to a member of staff, they must ensure that they:

- listen to the child or young person and reassure them they are being taken seriously and that they will be supported and kept safe.
- never give them the impression that they are creating a problem by reporting abuse, sexual violence or sexual harassment. They must never be made to feel ashamed for making a report.
- do not dismiss what the child or young person tells them. All concerns must be acted upon rigorously;
- do not promise to keep it a secret. The member of staff must explain that they have a duty to share information to keep them safe and protect them;
- write down what the child or young person tells them. This must be accurate and in the child's words;
- immediately report the concerns to the DSL or deputy. If neither is available, the member of staff must report the information to the Head Teacher, Principal or Regional Director for Education and Care;

**10.2** Staff must be alert to not just potential familial abuse and allegations, but also to children and young people making allegations against staff, volunteers or peers. In these situations the Group's Managing Allegation Procedures must be followed. (See Section 24 for further details)

**10.3** All concerns, however small or trivial they may seem, **must** be immediately reported to the DSL. This must be done verbally and then followed up **on the same day** and documented on the electronic recording system. The member of staff has a responsibility to ensure that action has been taken with regards to the concerns on the **following day** and that the concern is documented on the electronic system. If action is not taken in a timely way as the member of staff sees fit, they have a duty to escalate their concerns to the Head Teacher or the Regional Director for Education and Care.

**10.4** Staff must prioritise the child or young person's immediate safety. They must remain professional and adhere to all safeguarding and confidentiality procedures. After sharing the information with the DSL or deputy, they must not share it with anyone else.

**10.5** On receipt of the information, the DSL must consider all information and then, in cases of serious concern, report this within **one working day** to the host authority, placing authority, Regional Director for Education and care and where relevant, the Local Authority Designated Officer.

### **11.0 Managing Referrals to DBS and professional bodies**

**11.1** This may include referrals to Disclosure and Barring Service, Social Work England, or other professional bodies including the Care Council for Wales (CCW), and/or the Scottish Social Services Council (SSSC), Northern Ireland Social Care Council (NISCC) or Teacher Regulation Authority.

**11.2** A Sub-Committee of the Outcomes First Group Safeguarding & Quality Committee takes an overview of all professional conduct issues to ensure the Group is compliant and consistent with all legal duties relating to referrals to professional bodies and the Disclosure and Barring Service.

**11.3** Outcomes First Group managers must notify the Safeguarding Sub-Committee of all

referrals and potential referrals to the Disclosure and Barring Service or any relevant professional body in the UK.

- 11.4** All professional conduct issues which may require a referral to a professional body, whether they relate to safeguarding children or not, must be referred to this sub-committee. For example, a teacher may be prohibited from teaching for a wide range of reasons which do not relate to the safety of children or young people.
- 11.5** The Safeguarding Sub-Committee will support the decision-making process to refer an employee to a professional body and/or DBS and make it clear who is responsible for the submission of any relevant documentation. This will normally be delegated to a senior manager within the division.
- 11.6** If an employee is dismissed from employment due to a safeguarding concern or allegation, a referral to the Disclosure and Barring Service or relevant government body in Scotland or Northern Ireland must be made. **It is an offence not to make a referral to the Disclosure and Barring Service in England and Wales.**
- 11.7** If a DBS referral is made, at the point of completion Outcomes First Group managers must notify the Group Head of Safeguarding and the Human Resources Operations Advisor of the referral and any other possible referrals to any relevant professional body in the United Kingdom, relating to the allegation made.
- 11.8** Where a teacher is dismissed or their services are no longer used because of serious misconduct or might have been dismissed or services ceased to be used had they not left first, they must consider whether to refer the case to the Secretary of State (via the Teaching Regulation Agency).

## **12.0 Partnership working and sharing information**

- 12.1** Partnership working and the sharing of information is key in keeping children safe. Everyone who has a role to play in caring for children has a duty to share good quality information with the relevant professionals in a timely manner.
- 12.2** Acorn Park School are working in partnership with Norfolk Constabulary and Norfolk Children's Services to identify and provide appropriate support to pupils who have experienced domestic violence in their household; this scheme is called Operation Encompass. In order to achieve this, Norfolk Children's Services staff will share police information of all domestic incidents where one of our pupils has been present with the Designated Safeguarding Lead(s). On receipt of any information, the Designated Safeguarding Lead will decide on the appropriate support the child requires, this could be silent or overt. All information sharing and resulting actions will be undertaken in accordance with the 'Norfolk Joint Agency Protocol for Domestic Abuse – Notifications to Schools'. We will record this information and store this information in accordance with the record keeping procedures outlined in this policy.

## **12.3 General Data Protection Regulations**

All schools must ensure that they comply with the Outcomes First Group's Data Protection policy which incorporates the GDPR requirements. The GDPR works around the principles of consent and assumes the automatic right of privacy to all individuals. This applies to children and young people's personal information, as well as that of staff and parents/carers.

**The GDPR is not a barrier to sharing safeguarding information. Safeguarding concerns must always be passed on.** It is not necessary to seek consent to share information for the purposes of safeguarding and promoting the welfare of a child provided that there is a lawful basis to process any personal information required.

**All staff must complete the GDPR training. All staff have a responsibility to ensure that they comply with the GDPR requirements.**

**12.4** Schools must ensure that they inform pupils, parents and carers of how their personal information will be stored and used.

**12.5** Schools must ensure that they hold emergency contact details of the parents/carers of pupils. This is to be done with the agreement of the parents/carers. In line with KCSIE (2021) schools must hold more than one set of contact details for each pupil, where reasonably possible.

**12.6** Data breaches must be reported immediately to the Data Protection manager as set out in the Data Protection Policy.

### **13.0 Peer on Peer Abuse**

**13.1** It is essential that all staff understand that abuse is abuse and the importance of challenging inappropriate behaviours between peers. In addition to the information below, staff should familiarise themselves with the Outcomes First Group's **Peer-on- Peer abuse Policy**.

KCSIE (2021) states: **"Downplaying certain behaviours, for example dismissing sexual harassment as "just banter", "just having a laugh", "part of growing up" or "boys being boys" 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 coming forward to report it."**

**13.2** Staff must ensure that they create a school environment where children and young people's safety is paramount and where unacceptable or unsafe behaviour is not tolerated. Staff must be aware and alert to incidents of online abuse between children, consensual and non-consensual sharing of nude and semi-nude images, sexual violence and sexual harassment between pupils and bullying. This includes upskirting, which typically involves taking a picture under a person's clothing without them knowing, with the intention of viewing their genitals or buttocks for sexual gratification, or to cause the victim humiliation, distress or alarm. Staff must be alert to possible signs of peer-on-peer abuse. Inappropriate language must be rigorously and consistently challenged.





- 13.9** The language used must be sensitive, non-judgemental and must not blame the victim. Victims must be supported and reassured that their safety and welfare within the school is the priority. Risk assessments must be implemented where necessary.
- 13.10** Where the DSL believes that there has been significant harm caused to the pupil, a referral must be made to the local authority immediately. In agreement with the local authority, parents/carers must be informed. Where possible, as best practice, parents/carers are to be informed face to face.
- 13.11** If the local authority does not believe it meets their threshold for further action and the DSL is not in agreement, this must be challenged with the local authority.

**13.12 After the outcome/conclusion of the incident:**

- a contextual safeguarding approach must be taken;
- schools must take all necessary action to learn from the incident and prevent future incidents from occurring, such as through targeted education around specific types of peer-on-peer abuse;
- support for the victim must be offered and provided where possible. Appropriate risk assessments must be implemented to provide reassurance and safety for the victim;
- schools must ensure that they **do not** adopt a victim blaming approach;
- the DSL must complete an investigation into the incident; The investigation must consider the incident itself as well as whether it is an isolated incident, and the personal circumstances of the young person who is alleged to have displayed harmful behaviour;
- if necessary, appropriate referrals must be made to support services for the young person who has displayed harmful behaviours;
- a risk assessment must be completed and implemented for the young person who has displayed harmful behaviours in order to safeguard them and other pupils.

**14.0 Bullying**

- 14.1** Severe or persistent forms of bullying can result in Significant Harm, which is why those providing services for children should have adequate policies, procedures and training to counter bullying. Bullying occurs when a person or group of people behave in ways which are designed to cause distress or to hurt a person or group of people. Bullying can be overt and plain for all to see. It can be subtle and insidious. Bullying can become part of the culture, recognised or believed by all or a significant number of people as 'acceptable'.
- 14.2** Outcomes First Group has a zero-tolerance approach to bullying. All staff have a responsibility to challenge all bullying. Staff must help children and young people to understand what bullying is and how to report it. Bullying must be dealt with as a safeguarding matter. Staff must report any bullying concerns to the DSL **on the same day**. The concerns must be documented appropriately.
- 14.3** Schools have a responsibility to ensure that those children and young people who bully, are supported and helped to understand the impact of their actions.

The government has produced the following guidance on Preventing and tackling bullying, mental health and behaviour in school:

<https://www.gov.uk/government/publications/preventing-and-tackling-bullying>

See [Rise Above](#) for links to materials and lesson plans

**14.4** For further information please refer to the school's anti-bullying policy, child protection policy, the Web Filtering policy, and the DfE guidance [Sexual violence and sexual harassment between children in schools and colleges](#) (Sept 2021)

**14.5 All staff have a responsibility to report any suspicions or concerns that a child has or may be mistreated or harmed.**

## **15.0 Preventative Strategies**

**15.1** The school will take all appropriate action to ensure that children and young people learn about appropriate relationships with adults, keeping safe, online safety as well as sex and healthy relationships. Relationship, Health and Sex Education (RSHE) lessons, Relationships Education, and Relationships and Sex Education will focus on important age-appropriate issues in line with Government guidance. Staff must ensure that children and young people have opportunity to learn about safe relationships between peers as well as who they can talk to if they have any concerns.

A one-stop page providing teachers with support in teaching RSHE topics can be found here: <https://www.gov.uk/guidance/teaching-about-relationships-sex-and-health>

**15.2** Children should be supported by staff to understand what abuse is. Children must be listened to and enabled to report any abuse or neglect at the earliest opportunity. They should be given information about how to report abuse or any concerns about possible abuse. This should include being able to access in private, relevant websites or help lines such as Childline to seek advice and help.

**15.3** The school recognises that some children and young people are more vulnerable by virtue of their complex health or behavioural needs, or disabilities. In these instances, all staff have a responsibility to be the 'eyes and ears' and report all concerns to the DS Lead.

**15.4** For further information, refer to Part 5 of Keeping Children Safe in Education (2021) 'Child on Child Sexual Violence and Sexual Harassment'.

## **16.0 Online Safety**

**16.1** There is a whole school approach to online safety to help equip pupils with knowledge and understanding to stay safe online. The school helps and supports its pupils to recognise and avoid online safety risks and to help build their digital resilience. This is integrated into everyday learning and covered in detail as part of the RSHE curriculum. There are a range of resources to provide support for online safety in schools at: <https://www.childnet.com/teachers-and-professionals>

**16.2** The Outcomes First Group requires safe and secure systems to be put in place within schools that limits the exposure to such risks. Please see the Group Web Filtering Policy that is updated for schools each year and the Group's Staying Safe Online Policy.

KCSIE (2021) states that the school should have a clear policy on the use of mobile and smart technology. Schools are required to develop a local policy.





**18.7** It is everyone's responsibility to help children and young people know about grooming and exploitation. Schools must ensure that children and young people know who to talk to if they have any concerns for themselves or other children.

## **19.0 Serious violence**

**19.1** All staff should be aware of indicators, which may signal children are at risk from, or are involved with serious violent crime. These may include increased absence from school, a change in friendships or relationships with older individuals or groups, a significant decline in performance, signs of self-harm or a significant change in wellbeing, or signs of assault or unexplained injuries. Unexplained gifts or new possessions could also indicate that children have been approached by, or are involved with, individuals associated with criminal networks or gangs and may be at risk of criminal exploitation.

**19.2** All staff should be aware of the range of risk factors which increase the likelihood of involvement in serious violence, such as being male, having been frequently absent or permanently excluded from school, having experienced child maltreatment and having been involved in offending, such as theft or robbery.

Further guidance for professionals can be found here:

<https://www.gov.uk/government/publications/advice-to-schools-and-colleges-on-gangs-and-youth-violence>

<https://www.gov.uk/government/publications/criminal-exploitation-of-children-and-vulnerable-adults-county-lines>

## **20.0 Female Genital Mutilation**

**20.1** In line with KCSIE (2021), teachers have a legal duty to share concerns regarding FGM; 'If a **teacher**, in the course of their work in the profession, discovers that an act of FGM appears to have been carried out on a girl under the age of 18, the teacher **must** report this to the police'. In suspected cases of FGM, staff must refer to the local authority as well as the police. The DSL will assist and support staff with this.

**20.2** Staff must read and be familiar with statutory guidance regarding reporting FGM 'FGM Fact sheet': <https://www.gov.uk/government/publications/female-genital-mutilation-leaflet>

**20.3** The DSL must ensure that immediate concerns regarding potential abuse, harm, honour-based abuse including FGM, forced marriage and breast ironing, CSE and Trafficking or Radicalisation are shared **immediately** with the relevant Regional Director for Education and Care (and Chair of Governors) and that staff have documented them appropriately.

## **21.0 Preventing Radicalisation**

**21.1** Outcomes First Group fully recognises its responsibility to have arrangements in place to safeguard and protect children from radicalisation. Section 26 of the Counterterrorism and Security Act 2015 places a statutory responsibility on schools to 'have due regard to the need to prevent people from being drawn into terrorism'. This is known as the 'Prevent' duty.



## 24.0 Allegations against Staff

**24.1** An allegation is any concern, complaint or disclosure that indicates a member of staff, agency staff or volunteer or has:

- Behaved in a way that has harmed a child or may have harmed a child
- Possibly committed a criminal offence against or relate to a child
- Behaved towards a child or children in a way that indicates he or she 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.

**24.2** All allegations must be treated seriously. Staff must maintain an open mind and suspend all judgement. Allegations must never be dismissed. When managing allegations, it is important that staff maintain a level of professional curiosity. Staff have a responsibility to look after themselves and not to place themselves into situations which could present as unsafe. Staff must report any concerns to the Regional Director for Education and Care and the DSL.

**24.3** When a child makes an allegation about a member of staff, the member of staff receiving the complaint must:

- write everything down and document it on the electronic recording system used by the school.
- immediately report the allegation to the DSL (or deputy).

The DSL must:

- take all allegations seriously regardless of whether a child or young person has made previous allegations and can speak to the Local Authority Designated Officer or equivalent and seek advice about next steps on the same day.
- Must report allegations to the Local Authority Designated Officer or equivalent within one working day.
- Ensure that they follow the Outcomes First Group's Managing Allegations Procedure.

**24.4** Part four of Keeping Children Safe in Education (2021) outlines the importance of retaining oversight of any concerns or allegations about agency or supply staff, volunteers or any member of staff employed by a third party working in the school setting. Whilst the individual may not be employed by Outcomes First Group, **schools must ensure** that allegations are managed properly. KCSIE (2021) states *'In no circumstances should a school or college decide to cease to use a supply teacher due to safeguarding concerns, without finding out the facts and liaising with the LADO to determine a suitable outcome. Governing bodies and proprietors should discuss with the supply agency or agencies where the supply teacher is working across a number of schools of colleges, whether it is appropriate to suspend the supply teacher, or redeploy them to another part of the school or college, whilst they carry out their investigation.'*

**24.5** If the allegation is regarding the Head Teacher/Principal then the Regional Director for Education and Care must be informed immediately. They will then seek advice from the Local Authority Designated Officer (or equivalent).





## 27.2 The School will:

- Keep up to date with the latest government legislation and guidance and ensure it is followed.
- Follow the system of controls to minimise the risk of infection.
- Have a contingency plan in place for outbreaks in the school or changes in restrictions
- have a remote learning plan in place for pupils to follow and engage in if and when required.
- Staff and children reporting to be symptomatic will be sent home and asked to arrange to have a PCR test as soon as possible and report the result to the school.
- Communicate any changes in processes to parents/carers.
- Regularly review its arrangements and, where necessary, update its risk assessment.

## 27.3 Each school will have individual arrangements and characteristics that may require site-specific arrangements. In such cases, the Regional Director of the setting should be informed.

All staff should continue to have full regard to KCSIE(2021) and all Outcomes First Group procedures, including the Safeguarding and Managing Allegations against Employees policies. This applies at all times, when working online or offline, remotely or at a setting.

## 27.4 Designated Safeguarding Lead

In circumstances where remote learning takes place, staff and pupils must all know how to contact the DSL and who the deputies are if the DSL is unavailable. A contingency plan should be in place should the DSL become unavailable for work and the current deputising arrangements become depleted. This may be that an alternative senior leader has a buddying arrangement with a DSL from another setting for support should this be required.

Arrangements for reporting and accessing electronic and paper record keeping systems must be in place. If a member of the team is unable to attend work due to self-isolation, they may be able to continue to function as part of the DSL team remotely with this access. Sensitive or confidential case-related information must not be removed from the school to take to another location for remote working. Consider other mechanisms to access the information securely.

## 27.5. Practice Guidance

Many of the children and young people we educate have EHC plans and may remain in school. It is important that each individual child's circumstances are considered, and it should not be assumed that all children with EHC plans should be in school regardless of circumstance. Decisions should be based on the child's best interests. Arrangements need to be communicated clearly with parents and carers.

The following steps should be taken to agree a plan in respect of individual pupils:

- A risk assessment must be undertaken for each child. This should consider any health-related vulnerabilities of the child or members of their household (if known), any specific online risks and any child protection concerns.

- For every child with an allocated social worker, the most suitable course of action in the circumstance should be agreed with both the placing authority or local authority and/or their parent or carer. The rationale for the decision, the people involved in the decision-making, and the date and time of the discussion should be recorded clearly on the child's record.
- For any children subject to child protection plans, the local authority has a duty to remain in contact and see the child at least every 10 working days. Arrangements must be made to enable this to happen. As a key agency in the child's life, the school will commit to maintain contact with them. How this done is a matter for individual consideration.
- For children in need (As defined in section 17 of The Children Act 2004) we should recognise that these families require support, and the local authority has an obligation to provide that. You should ask the allocated social worker what the arrangements will be to support the child and family and what their expectations are of the school. The outcome of this discussion must be recorded.
- For any child or young person receiving early help services or subject to non-statutory multi agency plans. The manager or allocated worker for that child must be contacted by the school to establish how regularly the child will be seen and what the expectations are of the school to maintain contact with that child or provide support for the family.
- Each head/principal must inform the placing local authority if a child will be accessing off-site education. Ensure a record of the communication and any response received from the local authority is held at the school.
- As an absolute minimum requirement, during term-time, the school must make **weekly** contact with children and young people who are not attending school in person. This should be over the telephone or through virtual communications platforms.
- There will be arrangements to maintain contact with some children and young people during holidays. This will be considered on a case-by-case basis.
- If the school is unable to make contact with any child or young person this must be considered as a potential safeguarding or child protection matter and make a referral through local safeguarding arrangements.

The following guidance is available:

<https://www.gov.uk/guidance/safeguarding-and-remote-education-during-coronavirus-covid-19>

<https://learning.nspcc.org.uk/news/covid/undertaking-remote-teaching-safely>

<https://www.pshe-association.org.uk/guidance-teaching-pshe-remotely>

## 27.6 Digital Learning

Where possible digital learning options for children and young people will be made available if they are having to learn remotely. All staff should be mindful that the Outcomes First Group's and school's safeguarding policies & procedures and Code of Conduct & Ethics Policy continue to apply, at all times when working online or offline at any location.

**27.6.1** Acorn Digital Learning have produced a Live Online Risk Assessment, and Student Remote Learning policy and template, that have been shared with all Outcomes First Group schools and can be utilised as required.

**27.6.2** Data protection and GDPR considerations must be taken into account. This includes rules on signing pupils up to online services, and staff accessing personal data when working at home. It is recommended that staff are regularly reminded of the data protection and GDPR policies and procedures, whether they are working from school or remotely.

**27.6.3** The guidelines for digital leaning below must be followed:

- Ensure parents and carers are aware of online safety advice and resources such as [Thinkuknow](#) and [Safer Internet Centre](#)
- A link to [ParentInfo](#) should be on the school's website – this DfE backed website provides parents with up-to-date information about a range of topics.
- If staff are concerned about a comment made online by a pupil or the work they share, the staff member should take a screen shot and report it to the DSL via MyConcern / CPOMS (or the school's existing protocol as long as it is secure).
- Staff and pupils should be fully dressed and take into account the background/ surroundings. Staff should use a communal area, and anything in the background that could cause concern or identify family members/ personal information, should be removed or a sheet should be used.
- The teacher may need to give guidance to pupils to remove items from view. If a pupil is inappropriately dressed or in an unsuitable setting (e.g. a bedroom) they must be removed from the video call.
- Staff must not enter into one-to-one tuition voice or video call with an individual pupil or student without SLT agreement. If there is a need for single pupil interaction, please ensure that a colleague is added to the call, or that a parent is present with the pupil
- If a staff member urgently needs to call a parent or pupil from their personal phone, the number must be withheld by dialling 141 first and a record of the call must be made (e.g. an email to the HSM, DH or DSL to explain the purpose of the call and any actions taken as a result of it)
- Home filters may block different content at a different level to the school's filtering software; if this appears to be the case for one pupil in the group the teacher should revert to or suggest an alternative resource.
- Take care that any material provided to students to watch is age and developmentally appropriate. For instance, do not ask Year 9 pupils to watch a film with a 15 rating.

