



# Beachborough School

## Safeguarding and Child Protection Policy

**Updated:** March 2024

**Date of next Review:** September 2024

**Policy Lead:** Mr S Preece (Deputy Headmaster - DSL)

**Reviewed by:** Senior Leadership Team and Ed Comms Committee

**Reviewed and Ratified by Governors:** Annually (Autumn Term Meeting)

## Safeguarding and Child Protection statement

At Beachborough School we are fully aware that it is everyone's responsibility to safeguard and promote the welfare, mental and physical health and safety of all children who are pupils at the school, this means that we consider, at all times, what is in the **best interests** of the child.

We believe clear governance and leadership is central to embedding a safeguarding culture of openness, trust and transparency. We endeavour to provide a safe and welcoming environment where children are respected and valued. Adults in our school take all welfare concerns seriously and encourage children and young people to talk to us about anything that worries them. We are alert to the signs of abuse and neglect and follow our procedures to ensure that children receive effective support, protection, and justice.

Beachborough School has charitable status and, as such, pays due regard to the Charity Commission guidance on charity and trustee duties to safeguard children. [Safeguarding and protecting people for charities and trustees- GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/safeguarding-and-protecting-people-for-charities-and-trustees)

The procedures contained in this policy apply to all staff, governors and volunteers working in the school. It applies to all pupils at Beachborough School, including those in our EYFS settings and those in 'Kites Boarding House'. The school will communicate readily and immediately (within one working day) with ESAS (the local Education Safeguarding Advisory Service), BSCP and/or LADO should an allegation or disclosure of abuse be made.

## Policy Principles

- 1) Schools and their staff form part of the wider safeguarding system for children. This system is described in the statutory guidance 'Working together to safeguard children' (2018). Beachborough School recognises its role in the three safeguarding partner arrangements (i) *Buckinghamshire County Council* ii) *Buckinghamshire Integrated Care Systems* iii) *ThamesValley Police*) and will cooperate with published arrangements.
- 2) Safeguarding and promoting the welfare of children is **everyone's** responsibility. **Everyone** who comes into contact with children and their families and carers has a role to play in safeguarding children. In order to fulfil this responsibility effectively, all practitioners should make sure their approach is child-centred, this means that they should consider, at all times, what is in the **best interests** of the child.
- 3) No single practitioner can have a full picture of a child's needs and circumstances. If children and families are to receive the right help at the right time, everyone who comes into contact with them has a role to play in identifying concerns, sharing information and taking prompt action.
- 4) Safeguarding and promoting the welfare of children is defined 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
  - taking action to enable all children to have the best outcomes

## Policy aims:

- To provide an environment in which children feel safe, secure, valued, and respected.
- Children feel confident that they can talk to adults within school to share any concerns they may have.
- To provide all staff with the necessary information to enable them to understand and discharge their safeguarding and child protection responsibilities, whilst being able to identify the need for early support and ensure consistent good practice.
- To provide guidance for the successful implementation of our safeguarding practices which form part of our pastoral care system and are integral to our staff training.

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**This policy has been developed in accordance with the following Safeguarding legislation and guidance:** Section 157 of the Education Act 2002 and the Education (Independent Schools Standards) (England) Regulations 2003 require proprietors of independent schools (including academies and city technology colleges) to have arrangements to safeguard and promote the welfare of children who are students at the school.

- The statutory guidance **Children's Act 1989 (updated 2004)** is issued as guidance under section 7 of the Local Authority Social Services Act 1970.
- The statutory guidance **Working Together to Safeguard Children 2023** covers the legislative requirements and expectations on individual services (including schools and colleges) to safeguard and promote the welfare of children.
- The statutory guidance **Keeping Children Safe in Education September 2023** is issued under Section 175 of the Education Act 2002, the Education (Independent School Standards) Regulations 2014 and the Non-Maintained Special Schools (England) Regulations 2015. Schools and colleges must have regard to this guidance when carrying out their duties to safeguard and promote the welfare of children. Children includes anyone under the age of 18.
- The **Information Sharing Guidance for Safeguarding Practitioners July 2018** is non statutory advice which helps practitioners in the decisions they take to share information, which reduces the risk of harm to children and young people and promotes well-being.
- The statutory guidance **Children Missing in Education September 2016** is issued under Section 436A of the Education Act 1996 to make arrangements to identify, as far as possible to do so, children missing education. *Reference Beachborough's 'Missing Child' policy.*
- **Prevent Duty Guidance: for England and Wales March 2015 (Updated 1<sup>st</sup> April 2021)** (Prevent) guidance which helps practitioners assess the risk of children being drawn into terrorism, including being drawn into support for extremist ideas.
- **What to do if you are worried a child is being abused 2015** - Advice for practitioners is non statutory advice which helps practitioners (everyone who works with children) to identify abuse and neglect and take appropriate action and staff can find a copy on the school intranet site.
- The **Teacher Standards 2012 (updated Dec 2021)** state that teachers, including headteachers should safeguard children's wellbeing and maintain public trust in the teaching profession as part of their professional duties.
- The **National Minimum Standards for Boarding Schools September 2022** is in place to safeguard and promote the welfare of all children, for whom accommodation is provided by boarding schools.
- **All staff must** read **Part One** and **Part Five** of the Keeping Children Safe in Education September 2023 guidance and **Annex B. Each time this policy is updated Part 1, Part 5 and Annex B will be circulated to all staff.**
- All staff are also required to read and adhere to the **Staff Code of Conduct**.

## Key Safeguarding Contacts

### Beachborough Contacts:

#### Key personnel

The designated safeguarding lead (DSL) for child protection is **Simon Preece** (Deputy Headmaster)  
Contact details: email [s.preece@beachborough.com](mailto:s.preece@beachborough.com) tel: 01280 709453

Deputy designated lead (DDSL) for child protection is **Susi Blithe** (Houseparent & Head of Computing)  
Contact details: email [s.blithe@beachborough.com](mailto:s.blithe@beachborough.com) tel: 01280 700071

Deputy designated lead (DDSL) for child protection is **Mark Jackson** (Interim Head of Boardman/EYFS)  
Contact details: email [m.jackson@beachborough.com](mailto:m.jackson@beachborough.com) tel: 01280 700071

The nominated safeguarding governor is **Elizabeth Hill**  
Contact details: email [e.hill@beachborough.com](mailto:e.hill@beachborough.com) tel: 07771 924195

The headteacher is **Simone Mitchell**  
Contact details: email [s.mitchell@beachborough.com](mailto:s.mitchell@beachborough.com)

The chair of the governors is **Sue Barratt**  
Contact details: email [s.barrett@beachborough.com](mailto:s.barrett@beachborough.com)

Independent Listener: Cathy Knott  
Contact details: tel: 01280 313139

### External Contacts:

BSCP (Buckinghamshire Safeguarding Children Partnership)	<a href="https://www.bucksscp.org.uk">https://www.bucksscp.org.uk</a> 01296 387915
Education Safeguarding Advisory Service (ESAS)	01296 387981
Education Safeguarding Advisor (Julia White)	01296 382828
Local Authority Designated Officer (LADO)	01296 382070 Email: <a href="mailto:secure-LADO@buckinghamshire.gov.uk">secure-LADO@buckinghamshire.gov.uk</a>
Equalities & School Improvement Manager	01296 382461
Prevent Lead for Schools	01296 674784
Bucks Family Information Service	01296 383065
Helpline for victims of sexual abuse in school	0800 136 663
<b>Referrals to Social Care:</b> First Response Team (including Early Help/Channel) Out of Hours: (Emergency Duty Team) Thames Valley Police:	01296 383962 0800 999 7677 101 (999 in case of emergency)
<b>Other agencies and 'Prevent':</b> NSPCC Helpline NSPCC whistleblowing helpline Childline Female Genital Mutilation Helpline (NSPCC) DfE (Prevent Duty) DBS Service Teaching Regulation Agency	0808 800 5000 0800 028 0285 <a href="mailto:help@nspcc.org.uk">help@nspcc.org.uk</a> 0800 1111 0800 028 3550 <a href="#">Female Genital Mutilation - Prevent &amp; Protect   NSPCC</a> 02073 407264 <a href="mailto:counter-extremism@education.gsi.gov.uk">counter-extremism@education.gsi.gov.uk</a> <a href="#">DBS Update Service - GOV.UK (www.gov.uk)</a> <a href="#">Teacher misconduct - GOV.UK (www.gov.uk)</a>

### Roles and Responsibilities

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

The Deputy Headmaster, who is a member of the Senior Management Team, takes specific responsibility for Safeguarding and Child Protection matters throughout the school.

### **1. Manage referrals**

The designated safeguarding lead is expected to:

- refer cases of suspected abuse to the local authority children's social care as required
- support staff who make referrals to local authority children's social care
- refer cases to the Channel programme where there is a radicalisation concern as required
- support staff who make referrals to the Channel programme
- refer cases where a person is dismissed or left due to risk/harm to a child to the Disclosure and Barring Service as required
- refer cases where a crime may have been committed to the Police as required.

### **2. Work with others**

- liaise with the Headteacher to inform her of issues especially ongoing enquiries under section 47 of the Children Act 1989 and police investigations
- as required, liaise with the "case manager" and the LADO(s) at the local authority for child protection concerns (all cases which concern a staff member)
- liaise with staff on matters of safety and safeguarding and when deciding whether to make a referral by liaising with relevant agencies. Act as a source of support, advice, and expertise for staff
- meet monthly with the ICT manager on matters of online and digital safety, reviewing the effectiveness of filters and monitoring systems

### **3. Undertake training**

The designated safeguarding lead (and any deputies) should undergo training to provide them with the knowledge and skills required to carry out the role. This training should be updated at least every two years.

The designated safeguarding lead should undertake Prevent awareness training.

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

- understand the assessment process for providing early help and intervention, for example through locally agreed common and shared assessment processes such as early help assessments,
- have a working knowledge of how local authorities conduct a child protection case conference and a child protection review conference and be able to attend and contribute to these effectively when required to do so,
- ensure each member of staff has access to and understands the school's safeguarding and child protection policy and procedures, especially new and part time staff,
- are alert to the specific needs of children in need, those with special educational needs and young carers,
- are able to keep detailed, accurate, secure written records of concerns and referrals,
- understand and support the school with regards to the requirements of the Prevent duty and are able to provide advice and support to staff on protecting children from the risk of radicalisation,
- obtain access to resources and attend any relevant or refresher training courses; and
- are able to understand the unique risks associated with online safety and be confident that they have the relevant knowledge and up to date capability required to keep children safe whilst they are online at school.

## **All staff**

- Receive safeguarding and child protection updates (via email, staff meetings/Inset, safeguarding bulletins and the BSCP Newsletter), as required, but at least annually, to provide them with relevant skills and knowledge to safeguard children effectively.
- Trained in the risks of radicalisation (Prevent) and how to identify children and young people at risk. (*Educare Online Training - last training took place February 2022*).
- Training in Online Safety and Cyber security which will be completed annually by all staff (*Educare Online Training September 2023*)
- Receive induction training when appointed to the school, that includes the safeguarding and child protection Policy (including the Staff Code of Conduct), the Online Safety policy, the Behaviour Policy, Whistleblowing Policy, the identity/role of the DSL, the risks of radicalisation, how to identify children and young people at risk, acceptable use of technologies policy, a copy of Part 1, Part 5 and Annex B of KCSIE (2023).
- In EYFS, weekly meetings are held with Early Years staff, to ensure that EY practitioners have a regular opportunity to discuss concerns and welfare of the pupils and staff, in a comfortable, safe environment. An open-door policy is also fostered to enable concerns to be discussed as and when they arise.

**Encourage a culture of listening to children and taking account of their wishes and feelings among all staff, in any measures the school may put in place to protect them.**

## **4. Raise Awareness**

### **The Designated Safeguarding Lead:**

- should ensure the school's child protection policies are known, understood and used appropriately,
- ensure the school's safeguarding and child protection policy is reviewed annually (as a minimum) and the procedures and implementation are updated and reviewed regularly, and work with governing bodies or proprietors regarding this,
- ensure the safeguarding and child protection policy is available publicly and parents are aware of the fact that referrals about suspected abuse or neglect may be made and the role of the school in this,
- link with the local BSCP to make sure staff are aware of training opportunities and the latest local policies on safeguarding.

## **5. Child protection file**

- Where children leave the school, the designated safeguarding lead should ensure their child protection file is transferred to the new school or college as soon as possible, and within 5 days for an in-year transfer or within the first 5 days of the start of a new term to allow the new school or college to have support in place for when the child arrives. The designated safeguarding lead should ensure secure transit, and confirmation of receipt should be obtained. No records will be maintained within the school once the files have been transferred.

## **6. Availability**

- During term time the designated safeguarding lead (or a deputy) should always be available (during school hours) for staff in the school to discuss any safeguarding concerns.
- The designated and deputy designated safeguarding lead will arrange cover arrangements for any out of hours/out of term activities by ensuring one of them is available via email.

### **The Deputy Designated Lead(s)**

Is/are appropriately trained and, in the absence of the designated lead, carries out those functions necessary to ensure the ongoing safety and protection of pupils. In the event of the long-term absence of the designated lead, the deputy will assume all the functions above.

### **The Governing Body**

Governing bodies and proprietors have a strategic leadership responsibility for the school's safeguarding arrangements and must ensure that they comply with their duties under legislation. They must have regard to this guidance, ensuring policies, procedures and training in the school are effective and comply with the law at all times.

Governing bodies and proprietors should ensure that **all** governors and trustees receive appropriate safeguarding and child protection (including online) training at induction. This training should equip them with the knowledge to provide strategic challenge to test and assure themselves that the safeguarding policies and procedures in place in the school are effective and support the delivery of a robust whole school approach to safeguarding. Their training should be regularly updated. (*Educare Governance of Safeguarding - last training took place August 2022*).

The chair of the governing body will be responsible for liaising with the local authority and other agencies in the event of an allegation being made against the headteacher.

### **The Nominated Governor:**

- meets at least once a term with the school's Designated Safeguarding Lead (DSL) and any other relevant parties (such as the HR Advisor) in order to monitor the effectiveness of the school's safeguarding and child protection policy and procedures and the implementation of these across the school
- reviews the school's Single Central Register on at least a termly basis, after undertaking sufficient training to be able to interrogate the register and identify potential deficiencies
- ensures that the identity of and contact details for the DSL(s) and Nominated Safeguarding Governor, together with an outline of duties, will be publicised widely within the school community
- ensures that the school has an effective and robust method of recording safeguarding concerns and that concerns are recorded in writing at the time the concern arises
- ensures that appropriate IT filters and monitoring systems are in place to prevent children from accessing harmful or inappropriate material

### **The Headteacher:**

- ensures that the policies and procedures, adopted by their governing bodies and proprietors (particularly those concerning referrals of cases of suspected abuse and neglect), are understood, and followed by all staff
- allocates sufficient time, training, support and resources, including cover arrangements, when necessary, to enable the DSL and deputies to carry out their roles effectively, including the assessment of students and attendance at strategy discussions and other necessary meetings
- ensures that all staff feel able to raise concerns about poor or unsafe practice and that such concerns are handled sensitively and in accordance with the whistleblowing procedures
- ensures that pupils are provided with opportunities throughout the curriculum to learn about safeguarding, including keeping themselves safe online
- liaises with the LADO or team in the local authority where an allegation is made against a member of staff
- ensures that anyone who has harmed or may pose a risk to a child is referred to the Disclosure and Barring Service



## Child protection procedures

Due to their day-to-day contact with children, school staff are uniquely placed to observe changes in children's behaviour and the outward signs of abuse. Children may also turn to a trusted adult in school when they are in distress or at risk. It is vital that all school staff are alert to the signs of abuse and understand the procedures for reporting their concerns. The school will always act on identified concerns.

The DSL or deputies should always be available to discuss safeguarding concerns. If in exceptional circumstances, the DSL or deputies are not available; this should not delay appropriate action being taken. Staff should consider speaking to the headmaster or any member of the SLT and/or take advice from Buckinghamshire's Safeguarding Children's Partnership. In these circumstances, any action taken should be shared with the DSL as soon as is practically possible.

If the allegations or suspicion is about the DSL, the report should be made to the headteacher. If the allegations or suspicion is about the Headteacher the report should be made to the Chair of Governors.

## Mental Health

Mental health problems might indicate that a child has suffered or is at risk of suffering abuse, neglect or exploitation. Diagnoses can only be made by trained professionals, but school staff can observe behaviours that are suggestive of mental ill health. If staff have a mental health concern that is also a safeguarding concern, they should report it. Beachborough has a full time Children's Wellbeing & Nurture Practitioner in place to support the varying needs of pupils.

Adverse childhood experiences can have a lasting impact and staff should be aware of how these children's experiences can impact on their mental health, behaviour and education.

[Mental Health and behaviour in schools. Gov.UK](#)

[Promoting children and young people's mental health and wellbeing - GOV.UK](#)

[Public Health England, Rise Above, PSHE resources for 10 - 16 year olds](#)

## What staff should do if they have concerns about a child

Any child, in any family, in any school could become a victim of abuse. Staff should always maintain an attitude of **"it could happen here"** and they should always keep the **best interests** of the child at the centre of their decision making. If staff have **any concerns** about a child's welfare, they should act on them immediately.

Concerns about a child will fall into two areas:

1. When staff may suspect that a pupil may be at risk but have no 'real' evidence.
2. When a pupil has made a disclosure of abuse or neglect.

**If you consider a child to be in immediate danger or at risk of harm, a referral should be made to children's social care and/or the police immediately.** Anyone can make the referral. When referrals are not made by the DSL, the DSL should be informed as soon as possible that a referral has been made.

The student (subject to their age and understanding) and the parents will be told that a referral is being made, unless to do so would increase the risk to the child.

## 1. If you are concerned about a pupil's welfare

There will be occasions when staff may suspect that a pupil may be at risk but have no 'real' evidence.

**All staff** should be aware that children may not feel ready or know how to tell someone that they are being abused, exploited, or neglected, and/or they may not recognise their experiences as harmful. For example, children may feel embarrassed, humiliated, or being threatened. This could be due to their vulnerability, disability and/or sexual orientation or language barriers. This should not prevent staff from having a **professional curiosity** and speaking to the DSL if they have concerns about a child.

The child's behaviour may have changed, their work might reveal confusion or distress, or physical but inconclusive signs may have been noticed. In these circumstances, staff will try to give the child the opportunity to talk. The signs they have noticed may be due to a variety of factors, for example, a parent has moved out, a pet has died, a grandparent is very ill, or an accident has occurred. It is fine for staff to ask the pupil if they are OK or if they can help in any way.

Staff should use '**Logging a Concern about a Child's Safety and Welfare**' form ([See Appendix 1](#)) to report these early concerns. These paper forms are available in both staffrooms and the DSL's office. If the pupil does begin to reveal that they are being harmed, staff should follow the advice below in the section "If a child discloses to you". Following an initial conversation with the pupil, if the member of staff remains concerned, they should discuss their concerns with the DSL.

Concerns which do not meet the threshold for child protection intervention will be managed through the Early Help process.

### Early Help

All staff should be aware of the early help process and understand their role in it.

Children may experience emerging problems that result in them not achieving outcomes. The early help process uses interventions for a time limited period to move them back into a position where they are progressing well and achieving expected outcomes.

Early help might involve the services of health visitors, school nurses, therapy services, an early help team, children's centres, schools and colleges, educational psychologists, and GPs. A member of staff at BCSP may be required to complete or assist the DSL in completing an Early Help Assessment form. They may also be part of the Team around the Child (TAC) where they contribute to gathering information and implementing strategies to support the family. In some cases, they may act as the lead professional who acts as the single point of contact for the family, coordinates support, and regularly shares the outcomes. They will be supported by the DSL.

All staff should be particularly alert to the potential need for early help for a child who:

- is disabled or has specific additional needs
- has special educational needs (regardless of whether they have an EHCP)
- is a young carer
- is showing signs of being drawn in to anti-social or criminal behaviour, including gang involvement and association with organised crime groups
- is frequently missing from home or care
- is misusing drugs or alcohol themselves
- is at risk of modern slavery, trafficking or exploitation
- is in a family circumstance challenging for the child, such as substance abuse, adult mental health problems or domestic abuse
- has returned to their family from care

- is part of the LGBTQ+ group
- is showing early signs of abuse or neglect
- is at risk of being radicalised or exploited
- is at risk of 'honour'-based abuse such as FGM or forced marriage
- is a privately fostered child

The BSCP threshold document aims to help identify when a child or young person may need additional support to achieve their full potential. It introduces a continuum of help and support, provides information on the levels of need and gives examples of some of the factors that may indicate a child or young person needs additional support.

[The Continuum of Need - Buckinghamshire Safeguarding Children Partnership \(buckssafeguarding.org.uk\)](http://buckssafeguarding.org.uk)

## 2. If a child discloses to you

Children have a huge number of formal and informal opportunities to be listened to. Formal opportunities would include tutor meetings, the school nurse or the school counsellor and informal meetings would include the countless opportunities during the day. The school culture is one of mutual respect and friendliness and children are reminded regularly about this distinctive characteristic.

It takes a lot of courage for a child to disclose that they are being abused. They may feel ashamed, particularly if the abuse is sexual; their abuser may have threatened what will happen if they tell; they may have lost all trust in adults; or they may believe, or have been told, that the abuse is their own fault. Sometimes they may not be aware that what is happening is abusive.

All staff are able to reassure the child that they are being taken seriously and that they will be supported and kept safe. A child should never be given the impression that they are creating a problem by reporting **any** form of abuse and/or neglect. Nor should a child ever be made to feel ashamed for making a report. Teachers are often the very people that abused children turn to for help, although **any** member of staff may be approached by a child if they feel that adult is a trusted figure.

If a pupil talks to a member of staff about any risks to their safety or wellbeing, **the staff member will need to let the student know that they must pass the information on** – staff are not allowed to keep secrets. The point at which they tell the pupil this is a matter for professional judgement. If they jump in immediately the pupil may think that they do not want to listen, if left until the very end of the conversation, the pupil may feel that they have been misled into revealing more than they would have otherwise.

### During their conversations with the child, staff will:

- stop and listen to the child straight away, allowing the child to say what has happened in their own way, and at their own pace. Staff must not interrupt a child who is freely recalling significant events (Move to a 'safe' space where the child will feel comfortable)
- allow them to speak freely and reassure them that they are being taken seriously and that they will be supported and kept safe
- remain calm and not overreact – the child may stop talking if they feel they are upsetting their listener.
  - give reassuring nods or words of comfort – 'I'm so sorry this has happened', 'I want to help', 'This isn't your fault', 'You are doing the right thing in talking to me'
  - not be afraid of silences – staff must remember how hard this must be for the child
  - **under no circumstances ask investigative/leading questions** – such as how many times this has happened, whether it happens to siblings too, or what does the child's mother think about all this, Staff must use open questions such as "is there anything else you want to tell me?" or "yes?" or "and?". **Stick to TED questions – Tell, Explain, Describe.**
- do not criticise the perpetrator, this may be someone they love

- all information should be carefully noted **in the child's own words**, including details such as timing, setting and potential witnesses
- avoid admonishing the child for not disclosing earlier. Saying things such as 'I do wish you had told me about this when it started' or 'I can't believe what I'm hearing' may be the staff member's way of being supportive but may be interpreted by the child to mean that they have done something wrong
- the written record of the allegations should be signed and dated by the person who received them
- do not give a **guarantee that you will keep what is said confidential or secret**. If you are told about abuse, you have a responsibility to tell others who can act appropriately. Explain that if you are going to be told something very important, you may need to tell others who are qualified and able to take appropriate action, but only those people
- Staff must explain to the child what will happen next and the need for the information to be shared with the DSL.
- The child may agree to seeing the designated safeguarding lead or deputies. If not, the child will be monitored/accompanied at all times following a disclosure, until a plan is agreed as to how best they can be safeguarded.
- Never think abuse is impossible in the school, or that an accusation against someone you know well and trust is bound to be wrong.
- Seek support if they feel distressed.

If the DSL is accused or suspected of abusing, you should immediately inform the Headteacher or, in her absence, one of the other DDSLs.

If the Headteacher is accused or suspected of abusing, you should immediately inform the Chair of Governors.

Safeguarding is everyone's responsibility, and normally concerns would be referred to and managed by the DSL, but it is **important to remember that any member of staff may make a referral** and should therefore be aware of the process or seek advice from ESAS/BSCP.

The mnemonic **RECORD** may help you remember the procedure to follow –

**R** Respond without showing signs of disquiet, anxiety or shock

**E** Enquire how an injury was sustained or why a child appears upset

**C** Confidentiality should not be promised to children or adults

**O** Observe carefully the behaviour & demeanour of the person expressing concern

**R** Record in detail what you have seen and heard

**D** Do not interrogate or enter into detailed investigations; rather encourage the child to say what they want until enough information is gained to decide whether or not a referral is appropriate

### Action by DSL

- Decide whether there are sufficient grounds for suspecting significant harm, in which case a referral must be made to First Response and the police if it is appropriate. The rationale for this decision should be recorded by the DSL.
- School should try to discuss any concerns about a child's welfare with parents/carers and, where possible, obtain consent before making a referral to First Response. However, in accordance with DfE guidance, this should only be done when it will not place the child at increased risk or could impact a police investigation. Where there are doubts or reservations about involving the child's family, the DSL should clarify with First Response or the police whether the parents/carers should be told about the referral and, if so, when and by whom. This is important in cases where the police may need to conduct a criminal investigation. The child's views should also be taken into account.

- If there are grounds to suspect a child is suffering or is likely to suffer significant harm, the DSL (or Deputy) must contact First Response by telephone immediately, in first instance and then complete the Multi Agency Referral Form (MARF).
- If the child is in immediate danger and urgent protective action is required, the police must be called. The DSL must then notify First Response of the occurrence and what action has been taken.
- If a child needs urgent medical attention, the DSL (or Deputy) should call an ambulance via 999. DSL to contact First Response; advice to be sought from First Response about informing parents/carers.

It is important to explain that the **law is in place to protect children** and young people **rather than criminalise them**, and this should be explained in such a way that avoids alarming or distressing them.

The **child's wishes and feelings must be taken into account** when determining what action to take and what services to provide. **Children should be able to express their views and give feedback.** Ultimately, all systems and processes should operate with the best interests of the child at their heart.

### **Supporting Staff**

We recognise that staff becoming involved with a child who has suffered harm, or appears to be likely to suffer harm, could find the situation stressful and upsetting.

We will support such staff by providing an opportunity to talk through their anxieties with the DSL and to seek further support if necessary. This could be provided by the Headteacher or another trusted colleague, Occupational Health, and/or a representative of a professional body.

### **If the child's situation doesn't improve**

If after referral the child's situation doesn't seem to be improving, the DSL or the referrer should press for reconsideration.

### **Record-Keeping and Retention of Records**

When a disclosure of abuse or an allegation against a member of staff or volunteer has been made, our school must have a record of this. This will also help if/when responding to any complaints about the way a case has been handled by the school. These records are maintained in a way that is confidential and secure.

Records include:

- a clear and comprehensive summary of the concern
- a clear, detailed and robust chronology must be maintained
- details of how the concern was followed up and resolved
- a note of any action taken, decisions reached and the outcome

There is a statutory requirement for our school to pass any child protection records to the pupil's next school. This must take place within 5 days of the 1st day of term or within 5 days of an in-year transfer. There must be an auditable system in place to evidence this has taken place. Safeguarding records will be sent separately from the general files using a secure method. No records should be maintained within the school once the files have been transferred.

The last statutory school maintains child protection files until a pupil reaches the age of 25 years, therefore if the transfer school is unknown, or a pupil is going to be electively home educated, any child protection files will remain at our school in a secure location. Child protection files will only be destroyed when the pupil reaches their 25th birthday.

## Confidentiality and sharing information

All staff will understand that safeguarding and child protection issues warrant a high level of confidentiality, not only out of respect for the pupil and staff involved but also to ensure that information being released into the public domain does not compromise evidence.

Sharing information is vital for early intervention to ensure that children and young people get the services they require. It is also essential to protect children and young people from suffering harm from abuse or neglect, and to prevent them from offending. **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.** Staff should only discuss concerns with the designated safeguarding lead, headmaster or chair of governors (depending on who is the subject of the concern). That person will then decide who else needs to have the information and they will disseminate it on a 'need-to-know' basis.

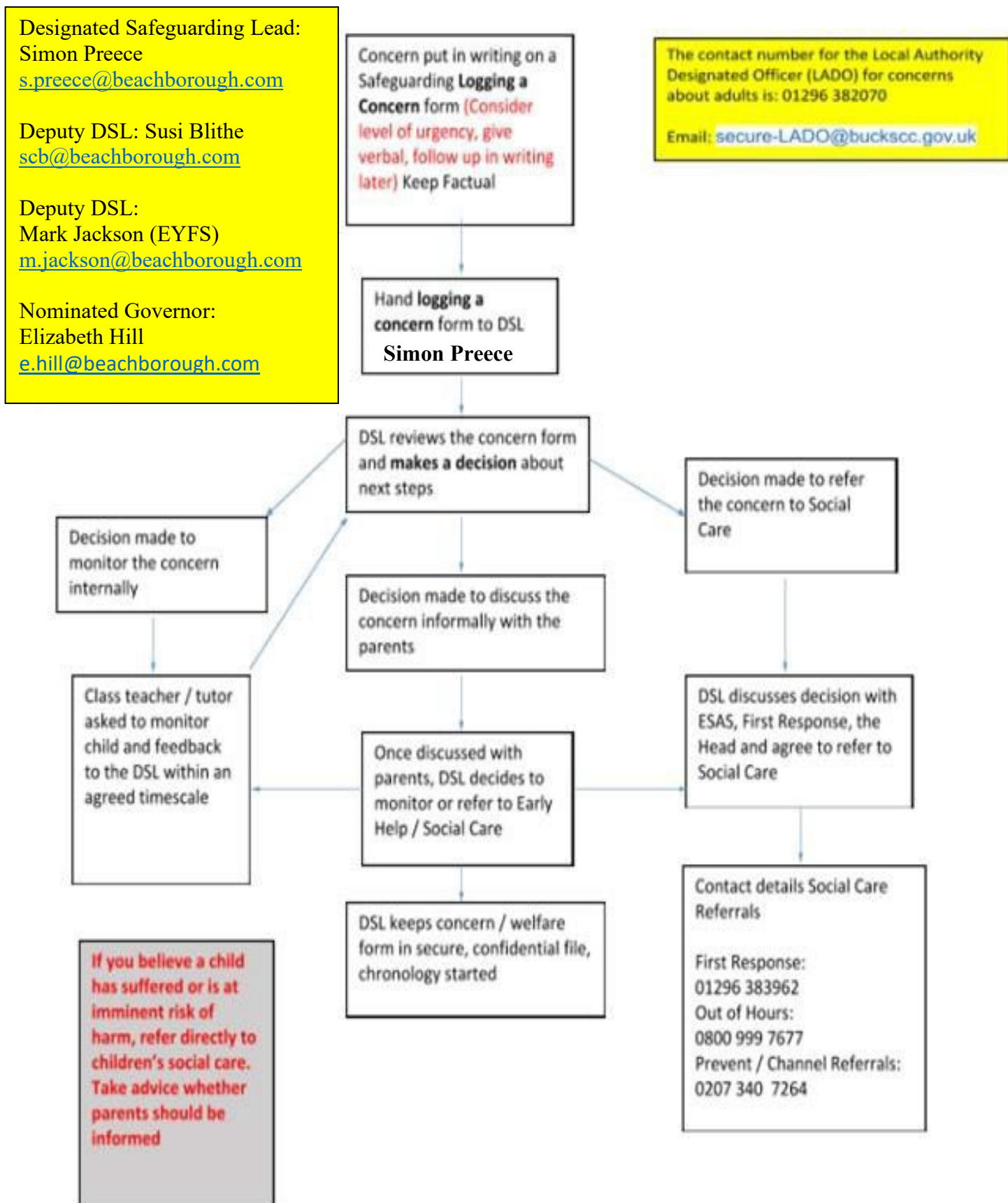
The seven golden rules for sharing information and considerations with regard to the Data Protection Act 2018 and General Data Protection Regulation (GDPR).

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

Children and young people will be particularly sensitive to other children, parents and professionals knowing about difficult and personal events in their lives. They will need reassurance about procedures and what is likely to happen next.

No member of staff should ever promise to maintain confidentiality to a child where there are safety concerns. This can result in colluding with the secrecy, which often surrounds abuse.

## FLOW CHART FOR RAISING SAFEGUARDING CONCERNS ABOUT A CHILD





## CONSULT

Use the Thresholds document, discuss with your safeguarding lead and use your professional judgement to identify the level of need. Thresholds document can be found at: [www.bucks-lscb.org.uk/professionals/thresholds-document/](http://www.bucks-lscb.org.uk/professionals/thresholds-document/)

If you are a school and need some advice, you can consult the Education Safeguarding Advisory Service (ESAS) on 01296 382912.  
If you think the need has reached level 3 or 4 and you need advice or guidance, you can consult by calling First Response on **0845 460 0001**.

### LEVEL 2: ADDITIONAL SUPPORT

### LEVEL 3: COMPLEX NEEDS / SPECIALIST/ THRESHOLD FOR CHILD IN NEED

### LEVEL 4: ACUTE / CHILD PROTECTION

## CONSENT

Gain consent from the family to work with them to support their needs and prevent escalation of problems.

Speak with the family and gain written consent to ensure they agree to the referral, information sharing, assessment and intervention.

You do not require consent if the child is likely to suffer or is suffering significant harm. If you are unsure about whether consent is required you can call First Response who will advise you.

## CONTACT

Can you support the child and their family through your own service?

Or can you signpost to another service? Check the Buckinghamshire Family Information Service on [www.bucksfamilyinfo.org](http://www.bucksfamilyinfo.org) (click on the Early Help tab) or call 01296 383065.

Contact First Response: send a Multi-Agency Referral Form (MARF): [www.bucks-lscb.org.uk/concerned-about-child/](http://www.bucks-lscb.org.uk/concerned-about-child/)  
On the MARF clearly indicate what level of need you have identified and what your expected outcomes are.

or call First Response on **0845 4600 001** (0800 999 7677 out of hours).

Collect all the information you have and contact First Response *immediately* on **0845 4600 001** (0800 9997677 out of hours), followed up with a MARF: [www.bucks-lscb.org.uk/concerned-about-child/](http://www.bucks-lscb.org.uk/concerned-about-child/)

On the MARF clearly indicate what level of need you have identified and what your expected outcomes are.  
**Call Police 999 if immediate risk.**

## WHAT HAPPENS NEXT?

If you can support the family through your own agency - contact the family and talk through what support you can offer.

If you cannot support the family, can you work with the family to guide them to another service that can support their needs?

Decisions on what action to take will be made within 24 hours. More complex cases will be considered by the Multi-Agency Safeguarding Hub (MASH) where information is shared to help decide which service is appropriate for the family.

Referrers will be advised of the outcome in writing within 72 hours of the referral being received.

The family may be referred to a multi-agency Early Help Panel who will assign a lead agency. A lead family worker will work directly with the family and coordinate across agencies to support their needs. The panel will notify referrers of the outcomes within one week of the panel meeting.  
Alternatively, the child's needs may be referred to Children's Social Care for a Children in Need assessment.

Where a child is assessed to have met the threshold for statutory intervention, statutory assessment will take place under the provisions of the Children Act 1989, led by Children's Social Care.

This document can be downloaded from: [www.bucks-lscb.org.uk/professionals/thresholds-document/](http://www.bucks-lscb.org.uk/professionals/thresholds-document/)



#### **Four categories of 'Abuse'** *Definitions taken from Keeping Children Safe in Education September 2023.*

To ensure that our children are protected from harm, we need to understand what types of behaviour constitute abuse and neglect. 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 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. Harm can include ill treatment that is not physical as well as the impact of witnessing ill treatment of others. This can be particularly relevant, for example, in relation to the impact on children of all forms of domestic abuse. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others. Abuse can take place wholly online, or technology may be used to facilitate offline abuse. Children may be abused by an adult or adults or by another child or children.

**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.

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

**Sexual Abuse:** involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing, and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse. Sexual abuse can take place online, and technology can be used to facilitate offline abuse. Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children. The sexual abuse of children by other children is a specific safeguarding issue in education and all staff should be aware of it and of their school's policy and procedures for dealing with it.

**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, for example, 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.

## Child-on-Child Abuse

**All** staff should be aware that children can abuse other children (often referred to as child-on-child abuse), and that it can happen both inside and outside of school and online. **All** staff should be clear as to the school's policy and procedures with regard to child-on-child abuse and the important role they have to play in preventing it and responding where they believe a child may be at risk from it. Staff should always maintain an attitude of **"it could happen here"**.

**All** staff should understand that even if there are no reports in their school it does not mean it is not happening, it may be the case that it is just not being reported. As such it is important if staff have **any** concerns regarding child-on-child abuse they should speak to their designated safeguarding lead (or deputies).

It is essential that **all** staff understand the importance of challenging inappropriate behaviours between children, many of which are listed below, that are abusive in nature. 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.

**Child-on-Child 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 children (sometimes known as 'teenage relationship abuse')
- 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, and
- 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)

Procedures to minimise the risk of child-on-child abuse include creating a school culture of respect, actively promoting equality, positive values and healthy relationships. Work on child-on-child abuse is part of the PSHE curriculum and SMSC programme and through the school's expectations for all pupils. Children are taught what child-on-child abuse is and how to seek help and support when it occurs. It is essential that all staff understand the importance of challenging inappropriate behaviour between peers.

## Managing allegations of Child-on-Child Abuse

To an extent, there is no clear boundary between incidents that should be regarded as child-on-child abuse and incidents that are more properly dealt with as bullying, sexual experimentation, etc. For this reason, a staff member's professional judgement plays a vital role in the identification process.

It may be appropriate to regard a child's behaviour as abusive if:

- there is a large difference in power between the people involved
- the perpetrator has repeatedly tried to harm one or more people
- there are concerns about the intention of the alleged perpetrator

If it is believed that the perpetrator intended to cause harm to the victim, this should be regarded as abuse even if severe harm was not actually caused.

Procedures for managing allegations of child-on-child abuse are outlined in the Beachborough behaviour and anti-bullying policies. Students are encouraged to speak to a trusted adult to report abuse who will take their report seriously.

In the first instance, it is important to explore **(DSL/Deputy DSLs only)** the concern raised and this will involve interviewing both the perpetrator and the victim, as well as any witnesses deemed relevant to the concern. Written statements are often asked for. Reports relevant to the investigation will be recorded in iSAMS or Wellbeing Manager. We make it clear to the victim that revenge is not appropriate, and to the perpetrator that their behaviour is unacceptable and has caused distress. Every effort is made to resolve the problem through ongoing counselling or mentoring of both parties, where an understanding of the perpetrator's motivation should be sought and addressed. The perpetrator should be helped to face up to and accept responsibility for the harm they have caused and both perpetrator and victim are encouraged to develop resistance to unacceptable behaviour and attitudes.

At this stage, it is usual for the parents of both parties to be informed of what has happened, and how it has been dealt with. It is vital that everything that happens is carefully recorded by the member of staff dealing with the incident in a clear, factual way as documents to be stored in the files of perpetrator and victim. Conversations with parents should also be noted and added to the pupils' files on iSAMS.

If the abuse continues, then sanctions (such as removal of the perpetrator from social time at break and lunch, exclusion from lessons while being kept in isolation, or in more serious cases, fixed term or permanent exclusion) will follow and the situation will continue to be monitored over a period of time.

At Beachborough, we understand that adolescent relationships may occur and, in all years, up to and including Form VIII. This is not encouraged or tolerated. We do encourage friendships between boys and girls, but not to the extent that the friendship becomes exclusive to one person and possibly adversely affects the wider circle of friends. In Form VIII our approach is to speak with the children and their parents, if necessary, when this occurs. Physical contact is not allowed, and such behaviour would become subject to our behaviour and sanctions policy. This is applied across 'day' and 'boarding'. Boarding staff are also alert to inappropriate pupil relationships and the potential for child-on-child abuse *(as a school we make good use of the NSPCC's 'Speak out. Stay safe.' Programme)*

## **Sexual Violence and Sexual harassment**

Sexual violence and sexual harassment can occur between two or more children of any age and sex, from primary through to secondary stage and into college. It can occur also through a group of children sexually assaulting or sexually harassing a single child or group of children. Sexual violence and sexual harassment exist on a continuum and may overlap; they can occur online and face-to-face (both physically and verbally) and are never acceptable. Beachborough adopts a **zero-tolerance approach** to sexual violence and sexual harassment, it is never acceptable, and it will not be tolerated at our school.

Staff are expected to challenge all physical behaviour (potentially criminal in nature) such as grabbing bottoms, breasts, and genitalia, pulling down trousers, flicking bras and lifting up skirts.

Staff should be aware it is more likely that girls will be the victims of sexual violence and sexual harassment and more likely it will be perpetrated by boys. Children with special educational needs and disabilities (SEND) are also three times more likely to be abused than their peers.

### ***Children with special educational needs and disabilities***

*The school recognises that children with special educational needs (SEN) and disabilities can face additional safeguarding challenges. The DSL liaises with the Head of Learning Success to ensure that the needs of these children are recognised and addressed. Staff are made aware of children with specific needs and vulnerabilities reflecting the fact that additional barriers can exist when recognising abuse and neglect in this group of children.*

## **Sexual Violence**

It is important that schools are aware of sexual violence and the fact children can, and sometimes do, abuse other children in this way and that it can happen both inside and outside of school. When referring to sexual violence in this advice, we do so in the context of child-on-child sexual violence.

When referring to sexual violence we are referring to sexual offences under the Sexual Offences Act 2003 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. (NOTE – 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.

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

### **Sexual Harassment**

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. 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)*
- displaying pictures, photos or drawings of a sexual nature
- upskirting (this is a criminal offence)
- 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 nude and semi-nude images and/or videos. Taking and sharing nude photographs of U18s is a criminal offence
  - sharing of unwanted explicit content
  - sexualised online bullying
  - unwanted sexual comments and messages, including, on social media.
  - sexual exploitation; coercion and threats, and
  - coercing others into sharing images of themselves or performing acts they’re not comfortable with online

Reports of sexual violence and sexual harassment are likely to be complex and decisions will be made on a case by case basis with the DSL (or deputies) taking a leading role, using their professional judgement and being supported by other agencies, such as children’s services and the police. Ideally reports are managed with two members of staff present if possible. **If there is an online element, it is key that staff do not view or forward illegal images of a child.**

The **wishes of the victim** are especially important in the context of sexual violence and sexual harassment. Victims should be given as **much control as is reasonably possible over decisions** regarding how any investigation will be progressed and any support that they will be offered. This will however need to be balanced with the school’s duty and responsibilities to protect other children

### **Serious Violence**

All staff should be aware of the 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.

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

CSE and CCE are forms of abuse. Both occur where an individual or group takes advantage of an imbalance in power to coerce, manipulate or deceive a child into taking part in sexual or criminal activity. The power imbalance can be due to age, gender, sexual identity, cognitive ability, physical strength, status and access to economic or other resources. The abuse might be in exchange for something the victim needs or wants. As well as being physical, the exploitation can be facilitated and/or take place online. The perpetrator might be an individual or a group, a male or female, an adult or another child. The abuse can be a one-off occurrence or a series of incidents over time and can be opportunistic or complex in nature. Victims can be exploited even if the activity appears consensual.

### **Indicators of abuse**

Physical signs define some types of abuse, for example, bruising, bleeding or broken bones resulting from physical or sexual abuse, or injuries sustained while a child has been inadequately supervised. The identification of physical signs is complicated, as children may go to great lengths to hide injuries, often because they are ashamed or embarrassed, or their abuser has threatened further violence or trauma if they 'tell'. It is also quite difficult for anyone without medical training to categorise injuries into accidental or deliberate with any degree of certainty. For these reasons it is vital that staff are also aware of the range of behavioural indicators of abuse and report any concerns to the designated safeguarding lead.

**It is the responsibility of staff to report their concerns. It is not their responsibility to investigate or decide whether a child has been abused.**

<b>Possible signs of Physical Abuse</b> <ul style="list-style-type: none"><li>- Unexplained injuries or burns</li><li>- Improbable excuses given to explain injuries</li><li>- Refusal to discuss injuries / Untreated injuries</li><li>- Admission of punishment which appears excessive</li><li>- Fear of parents being contacted</li><li>- Bald patches</li><li>- Withdrawal from physical contact</li><li>- Arms and legs kept covered in hot weather</li><li>- Fear of returning home</li><li>- Fear of medical help</li><li>- Self-destructive tendencies</li><li>- Aggression towards others</li><li>- Chronic running away</li></ul>	<b>Possible signs of Emotional Abuse</b> <ul style="list-style-type: none"><li>- Physical, mental &amp; emotional development lags</li><li>- Admission of punishment which appears excessive</li><li>- Over-reaction to mistakes</li><li>- Inappropriate emotional responses to painful situations</li><li>- Neurotic behaviour (Rocking; hair twisting; thumb-sucking)</li><li>- Self-mutilation</li><li>- Fear of parents being contacted</li><li>- Extremes of passivity or aggression</li><li>- Drug/solvent abuse</li><li>- Compulsive stealing</li><li>- Scavenging for food and clothes</li></ul>
<b>Possible signs of sexual abuse</b> <ul style="list-style-type: none"><li>- Hint about secrets they cannot tell</li><li>- Ask if you will keep a secret</li><li>- Lying, stealing, cheating in the hope of being caught</li><li>- Start wetting themselves</li><li>- Exhibit sudden inexplicable changes in behaviour</li><li>- Stop enjoying previously liked activities</li><li>- Be reluctant to undress for gym</li><li>- Become fearful of or refuse to see certain adults</li><li>- Act in a sexual way inappropriate to their age</li><li>- Draw sexually explicit pictures</li><li>- Become severely depressed, even attempt suicide</li><li>- Have a poor self-image, self-mutilate, show self-hatred</li><li>- Regress to younger behaviour</li><li>- Say that they are no good, dirty, rotten</li><li>- Be wary, watchful, withdrawn or isolated,</li><li>- Repeat obscene words or phrases</li><li>- Attempt to sexually abuse another child</li></ul>	<b>Possible signs of neglect</b> <ul style="list-style-type: none"><li>- Constant hunger</li><li>- Poor personal hygiene</li><li>- Constant tiredness</li><li>- Poor state of clothing</li><li>- Emaciation</li><li>- Frequent lateness or non-attendance at school</li><li>- Untreated medical problems</li><li>- Destructive tendencies</li><li>- Low self-esteem</li><li>- Neurotic behaviour (e.g. rocking, hair-twisting, thumb-sucking)</li><li>- No social relationships</li><li>- Compulsive stealing</li><li>- Scavenging for food and clothes</li></ul>

Individual indicators considered in isolation will rarely provide conclusive evidence of abuse. They should be viewed as part of a jigsaw, and each small piece of information will help the DSL to decide how to proceed. All staff should be aware that safeguarding incidents can be associated with factors outside of school and can occur between children outside of these environments. All staff, but especially the DSLs and deputies should consider the context within which incidents or behaviours occur and whether children are at risk of abuse or exploitation in situations outside their families. Extra-familial harms take a variety of forms including amongst others sexual exploitation, criminal exploitation, and serious youth violence.

This is called **contextual safeguarding** and involves considering whether wider environmental factors are a threat to the safety or welfare of a child.

### **Impact of abuse**

The impact of child abuse, neglect and exploitation should not be underestimated. Many children do recover well and go on to lead healthy, happy, and productive lives, although most adult survivors agree that the emotional scars remain, however well buried. For some children, full recovery is beyond their reach, and the rest of their childhood and their adulthood may be characterised by anxiety or depression, self-harm, eating disorders, alcohol and substance misuse, unequal and destructive relationships and long-term medical or psychiatric difficulties.

### **Support for those involved in a child protection issue**

Child abuse is devastating for the child and can also result in distress and anxiety for staff who become involved.

### **We will support students, their families, and staff by:**

- taking all suspicions and disclosures seriously
- nominating a link person who will keep all parties informed and be the central point of contact.
- Where a member of staff is the subject of an allegation made by a student, separate link people will be nominated to avoid any conflict of interest
- responding sympathetically to any request from students or staff for time out to deal with distress or anxiety
- maintaining confidentiality and sharing information on a need-to-know basis only with relevant individuals and agencies
- storing records securely
- offering details of helplines, counselling, or other avenues of external support
- following the procedures laid down in our safeguarding and child protection, whistleblowing, complaints and disciplinary procedures
- cooperating fully with relevant statutory agencies

### **Protection for Whistleblowers and reporting to a school governor**

Beachborough has adopted this policy and the accompanying procedure on whistleblowing as the expectation is for members of staff to raise concerns internally and in a confidential fashion about safeguarding, fraud, malpractice, health and safety, criminal offences, miscarriages of justice, and failure to comply with legal obligations, inappropriate behaviour or unethical conduct. The policy also provides, if necessary, for such concerns to be raised outside the organisation.

The school's policy on whistleblowing is intended to demonstrate that the school:

- will not tolerate malpractice,
- respects the confidentiality of staff raising concerns and will provide procedures to maintain confidentiality so far as is consistent with progressing the issues effectively,
- will provide the opportunity to raise concerns outside of the normal line management structure where this is appropriate,

- will invoke the school's disciplinary policy and procedure in the case of false, malicious, vexatious, or frivolous allegations,
- will provide a clear and simple procedure for raising concerns, which is accessible to all members of staff.

#### **Procedure:**

This procedure is separate from the school's adopted procedures regarding grievances. Employees should not use the whistleblowing procedure to raise grievances about their personal employment situation. This procedure is to enable members of staff to express a legitimate concern regarding suspected malpractice within the school. Malpractice is not easily defined; however, it includes allegations of fraud, financial irregularities, corruption, bribery, dishonesty, criminal activities, or failing to comply with a legal obligation, a miscarriage of justice, or creating or ignoring a serious risk to health, safety, or the environment. If concerns are raised that the DSL is not passing on issues as required, inform the headteacher.

#### **Confidentiality:**

Employees who wish to raise a concern under this procedure are entitled to have the matter treated confidentially and their name will not be disclosed to the alleged perpetrator of malpractice without their prior approval. It may be appropriate to preserve confidentiality when concerns are raised orally rather than in writing, although members of staff are encouraged to express their concern in writing wherever possible. If there is evidence of criminal activity, then the police will in all cases be informed.

#### **The Investigation:**

A member of staff will be at liberty to express their concern to the Headteacher or Bursar. Any concern raised will be investigated thoroughly and in a timely manner, and appropriate corrective action will be pursued. The member of staff making the allegation will be kept informed of progress and, whenever possible and subject to third party rights, will be informed of the Resolution. A member of staff who is not satisfied that their concern is being properly dealt with will have a right to raise it in confidence with the Liaison Governor.

#### **External Procedures:**

Where all internal procedures have been exhausted, a member of staff shall have a right of access to an external person/body. This may include (depending on the subject matter of the disclosure) HMRC, the Audit Commission, the Health and Safety Executive and/or the Local Authority Designated Officer (where the disclosure relates to a child protection issue) Mr. Dougie Dalrymple (retired IAPS Headmaster and JP) whose contact details can be obtained from Emma Shannon. It should be noted that under the Public Interest Disclosure Act 1998, there are circumstances where a member of staff may be entitled to raise a concern directly with an external body where the employee reasonably believes:

- that exceptionally serious circumstances justify it
- that the school would conceal or destroy the relevant evidence
- where they believe they would be victimised by the school
- where the Secretary of State has ordered it

#### **Malicious Accusations:**

False, malicious, vexatious or frivolous accusations will be dealt with under the school's Disciplinary Procedure. All concerns, discussions and decisions made and the reasons for those decisions are recorded in writing. These records are reviewed so that potential patterns of concerning, problematic or inappropriate behaviour can be identified and addressed.



**Protection from Reprisal or Victimisation:**

No member of staff will suffer a detriment or be disciplined for raising a genuine and legitimate concern, providing that they do so in good faith and following the whistleblower procedures.

The NSPCC whistleblowing helpline is available for staff who do not feel able to raise concerns regarding child protection failures internally. Staff can call: 0800 028 0285 – line is available from 8:00 AM to 8:00 PM, Monday to Friday and Email: [help@nspcc.org.uk](mailto:help@nspcc.org.uk).

**Allegations against staff including the Headteacher and volunteers**

Beachborough school has procedures for dealing with allegations against staff (and supply staff and volunteers who work with children) that aim to strike a balance between the need to protect children from abuse and the need to protect staff and volunteers from false or unfounded allegations. These procedures follow guidance issued by DfE in Part 4 of Keeping Children Safe in Education, September 2023.

Beachborough recognises that it has a duty of care to its employees, and the school will ensure it provides effective support for anyone facing an allegation and will provide the employee with a named contact if they are suspended.

All employees should bear in mind that even perfectly innocent actions can sometimes be misconstrued. It is important not to touch pupils however casually, in ways or on parts of the body that might be considered indecent. If the allegation is about physical contact, the initial evaluation will take into account that teachers and other school staff are entitled to use reasonable force (see appendix 2) to control or restrain children in certain circumstances, including dealing with disruptive behaviour.

**An allegation of abuse made against any employee must be reported immediately to the Headteacher. If the allegation is against the Headteacher then the Chair of Governors should be informed and without the Headteacher being informed.**

When an allegation of abuse is made against a member of staff, supply staff or volunteer, the Headteacher or Chair of Governors (the case manager), will inform the Local Area Designated Officer (LADO) immediately. This initial discussion is for the LADO and the case manager to consider the nature, content and context of the allegation and agree a course of action. This initial sharing of information and evaluation may lead to a decision that no further action is to be taken in regard to the individual facing the allegation or concern in which case this decision and a justification for it will be recorded by both the case manager and the LADO, and agreement reached on what information should be put in writing to the individual concerned and by whom. The case manager should then consider with the LADO what action should follow both in respect of the individual and those who made the initial allegation. If there is a suspicion that a crime may have been committed, then the matter will also be reported to the police from the outset.

The case manager will inform the accused person about the allegation as soon as possible after consulting the LADO and will provide them with as much information as possible at that time. They will be given an explanation of the likely course of action, unless there is an objection by the children's social care services or the police. The individual will be advised to contact their trade union representative, if they have one, or a colleague for support. The case manager will appoint a named representative to keep the person who is the subject of the allegation informed of the progress of the case and consider what other support is appropriate for the individual.

Parents or carers of a child or children involved will be told about the allegation as soon as possible and will be kept informed about the progress of the case and told the outcome where there is not a criminal prosecution, including the outcome of any disciplinary process. Parents and carers will also be made aware of the prohibition on reporting or publishing allegations about teachers in section 141F of the Education Act 2002.

The school will make every effort to maintain confidentiality and guard against unwanted publicity while the allegation is being investigated. This includes protecting the identity of the employee, supply staff or volunteer until and unless they are charged with an offence. Alternative accommodation away from children will be provided in cases where a member of boarding staff is suspended pending an investigation of a child protection nature.

If the allegation is not demonstrably false, unsubstantiated, or malicious then social services and the police may be informed. This may result in the suspension of the member of staff. However, suspension is not an automatic response and will be considered only in a case where there is cause to suspect a child or other children at the school is/are at risk of significant harm or the case is so serious that it might be grounds for dismissal.

If the allegation is substantiated, the normal disciplinary procedure for staff will be followed. A criminal offence, regardless of significant harm to a child, would be considered as gross misconduct and is liable to dismissal. If the allegation is substantiated and the person is dismissed or the employer ceases to use the person's services, or the person resigns or otherwise ceases to provide his or her services, the LADO should discuss with the case manager and their personnel adviser whether to refer the case to the DBS for consideration of inclusion on the barred lists.

There is a legal requirement for employers to make a referral to the DBS where they think that an individual has engaged in conduct (including inappropriate sexual conduct) that harmed (or is likely to harm) a child; or if a person otherwise poses a risk of harm to a child. In such circumstances, the duty to refer an individual to the DBS arises where an employer has removed the individual from relevant work with children or the person has chosen to cease relevant work in circumstances where they would have been removed had they not done so. Referrals will be made as soon as possible after the resignation or removal of the member of staff involved and within one month of ceasing to use the person's services. Referral will be made to the Teaching Regulation Agency (TRA) if the teacher is dismissed (or would have been dismissed if they had not resigned first) and a prohibition order may be appropriate because of unacceptable professional conduct, conduct that may bring the profession into disrepute or a conviction at any time for a relevant offence

So-called 'compromise agreements', by which a person agrees to resign if the employer agrees not to pursue disciplinary action, and both parties agree a form of words to be used in any future reference, will not be used in these cases.

If an allegation is determined to be false, unsubstantiated, or malicious, the LADO should refer the matter to the children's social care services to determine whether the child concerned is in need of services or may have been abused by someone else. If an allegation is shown to be deliberately invented or malicious, the Headteacher, will consider whether any disciplinary action is appropriate against the pupil who made it; or whether the police should be asked to consider if action might be appropriate against the person responsible, even if he or she was not a pupil.

Details of allegations that are found to have been malicious should be removed from personnel records. However, for all other allegations, it is important that a clear and comprehensive summary of the allegation, details of how the allegation was followed up and resolved, and a note of any action taken, and decisions reached, is kept on the confidential personnel file of the accused, and a copy provided to the person concerned.

The purpose of the record is to enable accurate information to be given in response to any future request for a reference, where appropriate. It will provide clarification in cases where future DBS checks reveal information from the police about an allegation that did not result in a criminal conviction and it will help

to prevent unnecessary re-investigation if, as sometimes happens, an allegation re-surfaces after a period of time.

Schools and colleges are no longer required to preserve records which contain information about allegations of sexual abuse for the Independent Inquiry into Child Sexual Abuse (IICSA). All other records should be retained at least until the accused has reached normal pension age or for a period of 10 years from the date of the allegation if that is longer.

If the allegation is found to be false, unsubstantiated, or malicious then all records of it will be removed from staff personal files and it will not be referred to in references.

Alternative accommodation will be provided in cases where a member of the boarding staff is suspended.

Allegations against supply staff and volunteers will be managed and lead by the school. The school will liaise with the supply teacher agency who are expected to be fully involved (when the allegation is made against a supply teacher). Supply teachers, whilst not employed by the school or college, are under the supervision, direction and control of the governing body or proprietor when working in the school. They will be advised to contact their trade union representative if they have one, or a colleague for support

The school will appropriately manage allegations pertaining to staff, supply teachers and volunteers who have or may have behaved in a way that indicates they may not be suitable to work with children. For example, a member of staff is involved in domestic violence at home. No children were involved, but schools/colleges need to consider what triggered these actions and could a child in the school trigger the same reaction, therefore being put at risk.

Part four (sections 1 & 2) of KCSIE 2023 will be consulted when determining whether allegations/concerns meet the harm threshold. Beachborough school has a separate policy on low level concerns which explains further the necessary steps to take if staff have concerns regarding the conduct of an adult in school, that do not meet the harm threshold. This policy outlines what a 'low level' concern is, examples of such behaviour, recording a concern form and the process to follow when a low-level concern is raised.

### **Safer Recruitment Procedures**

Beachborough school has a separate Safer Recruitment Policy. The school maintains a Single Central register, where the following checks are documented:

- Identity checks
- Qualification checks for any qualifications legally required for the job
- Checks on an individual's right to work in the United Kingdom
- Barred list
- Enhanced DBS checks
- Overseas records checks where appropriate
- References
- Medical checks
- Pre-employment checks (i.e. application forms/ CV)
- Prohibition order checks

As part of our shortlisting process, we will carry out an online search as part of our due diligence on shortlisted candidates. This may help us identify any incidents or issues that have happened, which can be explored with the applicant at the interview. The school will inform shortlisted candidates that online searches will be done as part of due diligence checks.

## **Further Safeguarding Information**

### **Child Sexual Exploitation (CSE) and Child Criminal Exploitation (CCE):**

CSE & CCE is where an individual or group takes advantage of an imbalance of power to coerce, control, manipulate or deceive a child into taking part in sexual or criminal activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial or other advantage of the perpetrator or facilitator. The victim may have been criminally exploited even if the activity appears consensual. CSE does not always involve physical contact; it can also occur through the use of technology.

CCE can include children being forced to work in cannabis factories, being coerced into moving drugs or money across the country, forced to shoplift or pickpocket, or to threaten other young people. Some of the following can be indicators of CCE:

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

CSE can affect any child, who has been coerced into engaging in sexual activities. Some children may not realise they are being exploited e.g. they believe they are in a genuine romantic relationship. It is important to note that the experience of girls who are criminally exploited can be very different to that of boys. The indicators may not be the same, however professionals should be aware that girls are at risk of criminal exploitation too. It is also important to note that both boys and girls being criminally exploited may be at higher risk of sexual exploitation.

### **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 susceptible 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 any type of schools (including special schools), 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.

### **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.

### **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](#).

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 who are absent from education**

All staff should be aware that children being absent from school, particularly repeatedly and/or for prolonged periods, and children missing education 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 essential to identify the existence of any underlying safeguarding risk and to help prevent the risks of a child going missing in future. It is important that staff are aware of their school's unauthorised absence and children missing from education procedures. Beachborough school has a separate Missing Child policy.

### **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.

### **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 skills 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.

## **Domestic Abuse**

Domestic abuse can encompass a wide range of behaviours and may be a single incident or a pattern of incidents. That abuse can be, but is not limited to, psychological, physical, sexual, financial or emotional. Children can be victims of domestic abuse. They may see, hear, or experience the effects of abuse at home and/or suffer domestic abuse in their own intimate relationships (**teenage relationship abuse**). All of which can have a detrimental and long-term impact on their health, well-being, development, and ability to learn. In some cases, a child may blame themselves for the abuse or may have had to leave the family home as a result.

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. Under the statutory definition, 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”.

Young people can also experience domestic abuse within their own intimate relationships. This form of child-on-child 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.

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.

## **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 local authority children’s social care where a child has been harmed or is at risk of harm.

## **Modern Slavery**

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 Statutory Guidance.

Modern slavery: how to identify and support victims - GOV.UK

## **Preventing radicalisation**

**Statutory guidance issued under section 26 of the Counter-Terrorism and Security Act 2015.**

Prevent is one of the four elements of CONTEST, the government’s counter-terrorism strategy. It aims to stop people becoming terrorists or supporting terrorism. Children are susceptible to extremist ideology and radicalisation.

**Extremism:** 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:** the process by which a person comes to support terrorism and extremist ideologies associated with terrorist groups.

**Terrorism:** 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 a political, religious, or ideological cause.

Although there is no single way of identifying whether a child is likely to be susceptible to an extremist ideology, there are [possible indicators](#) that should be taken into consideration alongside other factors and contexts. Background factors combined with specific influences such as family and friends may contribute to a child's vulnerability.

### **The Prevent Duty Objectives**

- tackles the ideological causes of terrorism and the threat we face from those who promote these views,
- intervene early to support people susceptible to radicalisation,
- enable people who have already engaged in terrorism to disengage and rehabilitate

The strategy covers all forms of terrorism, including far right extremism and some aspects of non-violent extremism.

Beachborough takes a proportionate approach to implementing the Prevent Duty, taking account of our local circumstances. All staff complete EduCare online training on the Prevent Duty and a risk assessment has been completed.

As with other forms of safeguarding strategies, early intervention is always preferable. Schools, working with other local partners, families, and communities, play a key role in ensuring young people and their communities are safe from the threat of terrorism.

### **The Prevent Duty:**

[Prevent duty guidance - Publications - GOV.UK](#)

### **The Prevent strategy:**

[www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/97976/prevent-strategy-review.pdf](http://www.gov.uk/government/uploads/system/uploads/attachment_data/file/97976/prevent-strategy-review.pdf) –

[The Prevent duty: an introduction for those with safeguarding responsibilities - GOV.UK \(www.gov.uk\)](#)

### **Channel**

Channel is a key element of the Prevent strategy. It is a multi-agency approach to protect people at risk from radicalisation. Channel uses existing collaboration between local authorities, statutory partners (such as the education and health sectors, social services, children's and youth services and offender management services), the police and the local community to:

- identify individuals at risk of being drawn into terrorism
- assess the nature and extent of that risk
- develop the most appropriate support plan for the individuals concerned

Channel is about safeguarding children and adults from being drawn into committing terrorist-related activity. It is about early intervention to protect and divert people away from the risk they face before illegality occurs. Channel is one tactical option employed by Prevent and has recently been placed on a statutory footing. To understand more about the Channel Programme further information can be found here – [Channel vulnerability assessment - Publications - GOV.UK](#)

Referral for any issue concerning potential radicalisation/extremism should be managed as any other safeguarding referral.

### **So-called 'Honour' Based abuse**

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 that might be at risk of HBA or who has suffered from HBA, they should speak to the designated safeguarding lead (or deputies). As appropriate, they will activate local safeguarding procedures, using existing national and local protocols for liaison with police and children's social care.

### **Forced Marriage**

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 communities use religion and culture as a way to coerce a person into marriage.

School staff can contact the Forced Marriage Unit if they need advice or information: Contact: 020 7008 0151 or email [fmunit@fco.gov.uk](mailto:fmunit@fco.gov.uk)

In addition, since February 2023 it has also been a crime to carry out any conduct whose purpose is to cause a child to marry before their eighteenth birthday, even if violence, threats or another form of coercion are not used.

### **Female Genital Mutilation (FGM)**

Professionals in all agencies, and individuals and groups in relevant communities, need to be alert to the possibility of a girl being at risk of FGM, or already having suffered FGM. There is a range of potential indicators that a child or young person may be at risk of FGM, which individually may not indicate risk but if there are two or more indicators present this could signal a risk to the child or young person. Victims of FGM are likely to come from a community that is known to practice FGM. Professionals should note that girls at risk of FGM may not yet be aware of the practice or that it may be conducted on them, so sensitivity should always be shown when approaching the subject. Staff should activate local safeguarding procedures, using existing national and local protocols for multi-agency liaison with police and children's social care.

**The school has regard for the mandatory requirement to report to the police cases where they discover that an act of FGM appears to have been carried out. Please call 01865 291046 or 101**

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



**Risk factors for FGM include:**

- Low level of integration into UK society
- Mother or a sister who has undergone FGM
- Girls who are withdrawn from PSHE
- Visiting female elder from the country of origin
- Being taken on a long holiday to the country of origin
- Talk about a 'special' procedure to become a woman

**Indications that FGM may have already taken place may include:**

- difficulty walking, sitting or standing and may even look uncomfortable
- spending longer than normal in the bathroom or toilet due to difficulties urinating
- spending long periods of time away from a classroom during the day with bladder or menstrual problems
- frequent urinary, menstrual or stomach problems
- prolonged or repeated absences from school or college, especially with noticeable behaviour changes (e.g. withdrawal or depression) on the girl's return
- reluctance to undergo normal medical examinations
- confiding in a professional without being explicit about the problem due to embarrassment or fear.
- talking about pain or discomfort between her legs

**Children who may be particularly vulnerable**

Some children may have an increased risk of abuse. It is important to understand that this increase in risk is due more to societal attitudes and assumptions or child protection procedures that fail to acknowledge children's diverse circumstances, rather than the individual child's personality, impairment, or circumstances. Signs of abuse can be failed to be recognised due to communication difficulties or the misinterpretation of the child's behaviour. Many factors can contribute to an increase in risk, including prejudice and discrimination, isolation, social exclusion, communication issues and a reluctance on the part of some adults to accept that abuse can occur. Some children need a social worker due to complex safeguarding needs, a child's experience of trauma and adversity can leave them vulnerable to further harm. This information will guide decisions about safeguarding the child in school, for example, pastoral and/or academic support

To ensure that all our students receive equal protection, we will give special consideration to children who are:

- disabled or have special educational needs
- subject to a Child in Need or Child Protection Plan
- young carers
- affected by parental substance misuse, domestic violence, or parental mental health needs
- asylum seekers
- living away from home
- vulnerable to being bullied, or engaging in bullying
- living in temporary accommodation
- live transient lifestyles
- living in chaotic and unsupportive home situations
- vulnerable to discrimination and maltreatment on the grounds of race, ethnicity, religion, disability, or sexuality
- at risk of sexual exploitation
- do not have English as a first language
- at risk of female genital mutilation (FGM)
- at risk of forced marriage
- at risk of being drawn into extremism

## **Looked After Children**

The most common reason for children becoming looked after is as a result of abuse and/or neglect. The school will ensure that staff have the skills, knowledge and understanding to keep looked after children safe. Appropriate staff have information about a child's looked after legal status and care arrangements, including the level of authority delegated to the carer by the authority looking after the child. The DSL has details of the child's social worker and the name and contact details of the local authority's virtual head for children in care. The DSL and the social worker meet regularly, usually termly, to reflect on progress and set goals. Report and assessments are uploaded on a termly basis.

The school will, on occasion, be asked for information on a child about whom there are concerns about abuse or neglect. Schools have a duty to assist the Children's Services Social Care unit by referring concerns and providing information for Section 17 and Section 47 Child Protection enquiries. The school has made strong efforts to establish and maintain such effective lines of communication. The school will provide as much information as possible as part of the process of referral, so social care assessments can consider where children are being harmed in contexts outside the home.

## **Private Fostering Arrangements**

Private fostering occurs when a child under the age of 16 (under 18 for children with a disability) is provided with care and accommodation by a person who is not a parent, person with parental responsibility for them or a relative in their own home. A child is not privately fostered if the person caring for and accommodating them has done so for less than 28 days and does not intend to do so for longer. Such arrangements may come to the attention of school and college staff through the normal course of their interaction, and promotion of learning activities, with children.

Parents and private foster carers both have a legal duty to inform the relevant local authority at least six weeks before the arrangement is due to start; not to do so is a criminal offence. Schools have a mandatory duty to report to the local authority where they are aware or suspect that a child is subject to a private fostering arrangement. Although schools have a duty to inform the local authority, there is no duty for anyone, including the private foster carer or social workers to inform the school. However, it should be clear to the school who has parental responsibility.

## **Contribution of the curriculum – helping children to keep themselves safe**

At Beachborough school pupils are taught about safeguarding, including online, through various teaching and learning opportunities, as part of providing a broad and balanced curriculum. Children are taught to recognise when they are at risk and how to get help when they need it.

We can play a part in the prevention of child abuse and through the curriculum. Computing, CEL and PSHE lessons help young people to develop more realistic attitudes towards the responsibilities of adult life, including parenthood. Pupils are taught about the risks of different kinds of child abuse and made aware of the skills needed to help them stay safe. This is done sensitively and, in an age appropriate manner so as not to cause anxiety or upset normal, stable relationships between adults and children. Particular attention is given to help children adjust their behaviours in order to reduce risks and build resilience, including radicalisation, with particular attention to the use of electronic equipment and the internet.

Fundamental British Values of democracy, the rule of law, individual liberty, and mutual respect and acceptance of those with different faiths and beliefs are promoted in the delivery of curricular and co-curricular activities and general conduct of the school. At the Tuesday staff meeting, staff have the opportunity to discuss strategies to facilitate and manage discussions which may be contentious.

Early years focus on children's personal, social and emotional development The Early Years Foundation Stage framework supports early years providers to do this in an age appropriate way, through ensuring children learn right from wrong, mix and share with other children and value other's views, know about

similarities and differences between themselves and others, and challenge negative attitudes and stereotypes.

Relationships Education (up to Form VI) and Relationships and Sex Education (Form VII & VIII) statutory guidance in KCSIE Part Five, informs our curriculum content in this area.

Beachborough also refers to [Teaching online safety in schools - GOV.UK \(www.gov.uk\)](https://www.gov.uk/teaching-online-safety-in-schools) when planning and delivering RSHE / online safety lessons.

Beachborough is a nurturing and protective community, ensured a sense of belonging for all members of our community. The school continually promotes an ethos of respect for children, and pupils are encouraged to speak to a member of staff of their choosing about any worries they may have.

### **Internet Safety (Online Safety)**

The school's internet safety policy explains how we try to keep pupils safe in school and protect and educate pupils in the safe use of technology. It outlines our use of filters and how we monitor the usage of technology in school and as a school, we review the effectiveness of these systems on a regular basis. Parents are also encouraged to consider measures to keep their children safe when using the internet and social media at home and in the community.

Technologies can be used to harm children. The harm might range from sending hurtful or abusive texts and emails, to grooming and enticing children to engage in sexually harmful conversations, webcam photography or face-to-face meetings. Students may also be distressed or harmed by accessing inappropriate websites that promote unhealthy lifestyles, extremist behaviour, and criminal activity. Abuse can take place wholly online and may be used to facilitate offline abuse.

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

- **Content:** being exposed to illegal, inappropriate, or harmful content.
- **Contact:** being subjected to harmful online interaction with other users.
- **Conduct:** online behaviour that increases the likelihood of, or causes, harm.
- **Commerce:** risks such as online gambling, inappropriate advertising, phishing and or financial scams.

### **Use of mobile phones, cameras, and electronic devices with imaging and sharing capabilities (including early years foundation stage)**

Please refer to the school's Internet Safety and Taking, Storing and Using Images policies for additional information. The use of mobile phones, including the use of 3G, 4G and 5G technology, is not permitted in the EYFS or anywhere where EYFS children are present and lockable storage lockers are available for staff to keep their personal belongings in. Elsewhere, mobile phones may be used only in areas that children have no access to. Authorised school phones and ipads are available for trips and for safety. All school children (Nursery to Form Eight) are not allowed to bring phones into school at any time. Guidance for visitors is provided at school's events, or by the host and is displayed at the entrance areas of the school.

### **Taking photographs and video of children:**

*N.B. Points 2 to 5 also apply to parents who wish to take photographs and video at school events.*

1. Consult with senior colleagues what type of images best represent the event that is being recorded
2. At the time of publication, no parent has refused permission for photographs to be taken of their child. If this changes staff will be informed at the next staff meeting and the name will be displayed in the staff room. The school office will also hold this information
3. Never supply the full name(s) of the child or children along with the image when such images are available in hard copy or on the internet
4. Only ever use images of children in suitable/appropriate dress. *Activities such as swimming or gymnastics present a higher risk for potential misuse by others*
5. Focus on the activity rather than the child

6. When using photographers give a clear brief, reflecting the above; ensure all the usual visitor checks are completed and do not allow unsupervised access to children or one-to one photo sessions

### **Storing Images of Children:**

The school recognises that photographs play an incredibly important role in education and marketing. It is therefore vital that children, parents and teachers have access, but the risks must be minimised. All photographs that are uploaded to Tapestry, the online Early Years Learning Journal, are password protected and therefore secure. Beachborough staff also save images on Beachborough's m:drive.

### **Use of school premises for non-school activities**

Where the school hires or rents out facilities/premises to organisations or individuals (for example to community groups, sports associations, and service providers to run community or extra-curricular activities) they will ensure that appropriate arrangements are in place to keep children safe.

When services or activities are provided by the school, under the direct supervision or management of their school or college staff, their arrangements for child protection will apply. However, where services or activities are provided separately by another body this is not necessarily the case. The school will therefore seek assurance that the provider concerned has appropriate safeguarding and child protection policies and procedures in place and ensure that there are arrangements in place for the provider to liaise with the school on these matters where appropriate. This applies regardless of whether or not the children who attend any of these services or activities are children on the school roll. The school will also ensure safeguarding requirements are included 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.

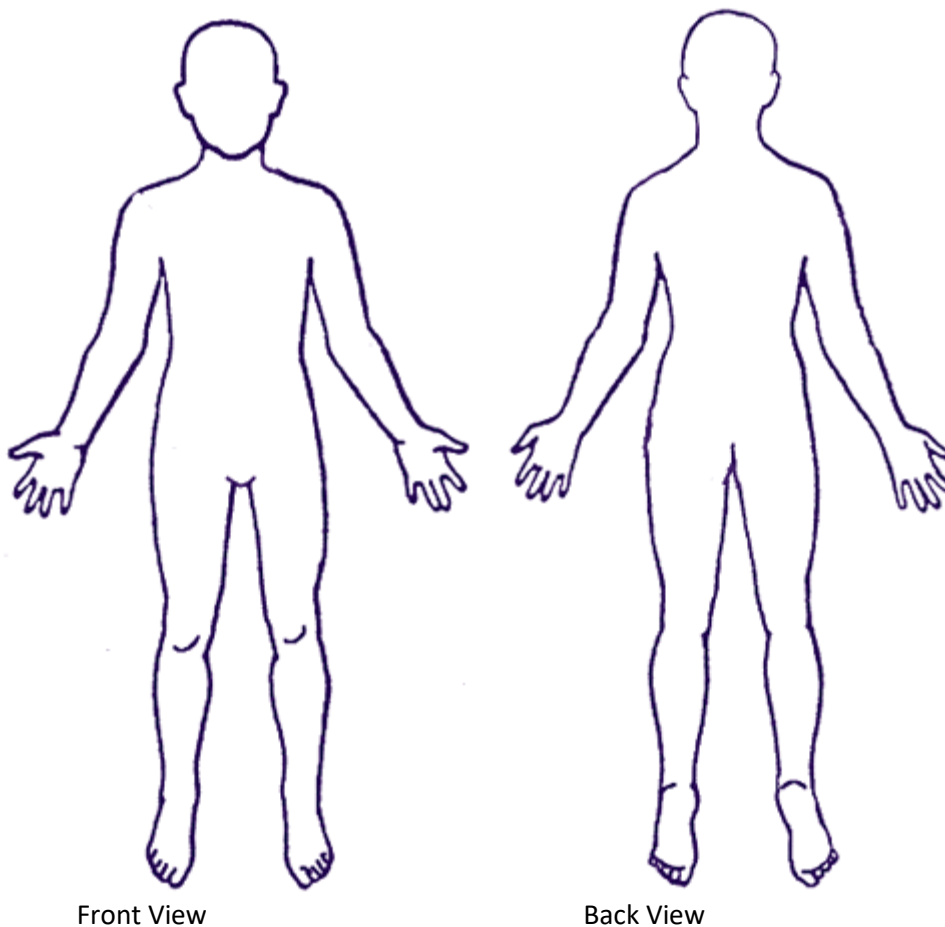
The guidance on [Keeping children safe in out-of-school](#) settings details the safeguarding arrangements that schools and colleges should expect these providers to have in place.

If the school receives an allegation relating to an incident that happened when an individual or organisation was using their school premises for the purposes of running activities for children. As with any safeguarding allegation, the school will follow its safeguarding policies and procedures, including informing the LADO.

**APPENDIX 1:****Logging a Concern about a Child's Safety and Welfare**  
(for use by all staff at Beachborough School)

Pupil's Name:		D.O.B.	
Date:		Time:	
Your Name:  ..... Print		  ..... Signature	
Position:			
Note the reason(s) for recording the incident.			
Record the following factually:		Who?	
		What?	
		Where?	
		When?	
Has the pupil made a disclosure to you or anyone else? <i>(this could be verbal or written – consider the language used!)</i> What disclosure was made?			
Note action taken, including names of anyone to whom your information was passed. <b>Please state any dialogue that you may have had with the child or anyone else.</b>			

The outlines below may prove useful if you wish to pinpoint the site or size of any injury/bruise or if a child would like to note on a diagram where they have been hurt/touched, etc.



Check to make sure your report is clear now - and will also be clear to a stranger reading it next year. **Please pass this form to the Designated Safeguarding Lead, Mr Preece (in his absence please pass to either of the Deputy Designated Safeguarding Leads, Mrs Blithe or Mr Jackson)**

Action Taken by DSL (Deputy DSL):

Response/outcome:

## APPENDIX 2:

### The use of reasonable force

There are circumstances when it is appropriate for staff to use reasonable force to safeguard children and young people. The term 'reasonable force' covers the broad range of actions used by staff that involve a degree of physical contact to control or restrain children. This can range from guiding a child to safety by the arm, to more extreme circumstances such as breaking up a fight or where a young person needs to be restrained to prevent violence or injury. **'Reasonable'** in these circumstances means **'using no more force than is needed'**. The use of force may involve either passive physical contact, such as standing between students or blocking a student's path, or active physical contact such as leading a student by the arm out of the classroom. The school also recognises the need to be proactive when considering the additional risks of incidents that involve children with SEND, mental health problems or with medical conditions.

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/444051/Use\\_of\\_reasonable\\_force\\_advice\\_Reviewed\\_July\\_2015.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/444051/Use_of_reasonable_force_advice_Reviewed_July_2015.pdf)

#### 1. The use of reasonable force

The use of reasonable force may be used to prevent a pupil from doing, or continuing to do, any of the following:

- committing a criminal offence (including behaving in a way that would be an offence if the pupil were not under the age of criminal responsibility)
- injuring themselves or others (pupils or staff)
- causing damage to property (including the pupil's own property)
- engaging in any behaviour prejudicial to maintaining good order and discipline at the school or among any of its pupils, whether that behaviour occurs in a classroom during a teaching session or elsewhere

The above applies when a teacher, or other authorised person is on the school premises, and when he or she has lawful control or charge of the pupil concerned elsewhere, e.g. on a field trip or other authorised out of School activity.

#### 2. When is force appropriate?

Everyone, whether authorised by the headteacher or not, has the right to defend themselves against an attack, provided they do not use a disproportionate degree of force. Similarly, in an emergency, for example, if a pupil was at immediate risk of injury or on the point of inflicting injury on someone else, any member of staff would be entitled to intervene. The purpose of this provision is to make it clear that teachers and other authorised staff are also entitled to intervene in other, less extreme situations.

#### 3. What is reasonable force?

It is hard to give a precise answer because there is no legal definition of 'unreasonable force'. The use of any degree of force is unlawful if the particular circumstances do not warrant the use of physical force. Any force used should always be the minimum needed to achieve the desired result.

Ask the following questions:

- Did the incident warrant the degree of force used?
- Was the degree of force proportionate to the seriousness of the behaviour or consequences it was intended to prevent?
- Was the degree of force appropriate, bearing in mind the age, understanding and sex of the pupil concerned?

Force used should always be the minimum necessary to achieve the desired result.

Before intervening physically, a teacher should, wherever practicable, tell the pupil who is misbehaving to stop and what will happen if she does not. The teacher should continue attempting to communicate with the pupil throughout the incident and should make it clear that physical contact or restraint will stop as soon as it ceases to be necessary. A calm and measured approach to a situation is needed and teachers

should never give the impression that they have lost their temper or are acting out of anger or frustration or to punish the pupil.

#### **4. Acceptable forms of force**

Physical intervention can take several forms. It might involve:

- physically interposing between pupils
- blocking a pupil's path
- holding
- pushing
- pulling
- leading a pupil by the hand or arm
- shepherding a pupil away by placing a hand in the centre of the back
- in extreme circumstances only, using more restrictive holds

#### **DO NOT:**

- hold a pupil around the neck or by the collar in any other way that might restrict the pupil's ability to breathe
- slap, punch or kick a pupil
- twist or force limbs against a joint.
- trip up a pupil
- hold or pull a pupil by the hair or ear
- hold a pupil face down on the ground

**ALWAYS AVOID TOUCHING OR HOLDING A PUPIL IN A WAY THAT MIGHT BE CONSIDERED INDECENT.**

#### **5. What the School should do if staff have used force during an incident**

There must be a detailed, contemporaneous report of any occasion (except minor or trivial incidents) where force is used. (If in doubt of the necessity for a report, please consult the headteacher). This report, containing the following information, should be handed to the headteacher as soon as possible after the incident:

- The name(s) of the pupil(s) involved and when and where the incident took place.
- The name(s) of any other staff or pupil(s) who witnessed the incident.
- The reason that force was necessary (e.g. to prevent injury to the pupil, another pupil or member of staff).
- How the incident began and progressed, including details of the pupil's behaviour, what was said by each of the parties, the steps taken to diffuse or calm the situation, the degree of force used, how that was applied and for how long.
- The pupil's response and the outcome of the incident.
- The details of any injury suffered by the pupil, or a member of staff and of any damage to property.

The headteacher will then decide whether parents need to be informed and when and how that should be done. The written report

- may help prevent later misunderstanding or misrepresentation of the incident
- will be useful if a child or parent makes a complaint against the school or teacher concerned.
- could be important evidence if criminal or civil proceedings are brought against the school or a teacher

#### **6. Physical contact with pupils (general)**

There are occasions when physical contact with a pupil may be proper or necessary other than those covered by Section 550A of the 1996 Act on which these notes are based. Some physical contact may be necessary to demonstrate exercises or techniques during PE lessons, sports coaching, music lessons, or CDT or if a member of staff has to give first aid but a child should always be asked whether this is acceptable. Young children and those with special educational needs may need staff to provide physical



prompts or help. Touching may also be appropriate where a pupil is in distress and needs comforting. Teachers will use their own professional judgement when they feel a pupil needs this kind of support. Physical contact with pupils becomes increasingly open to question as pupils reach and go through adolescence and staff should bear this in mind that even innocent and well-intentioned physical contact can sometimes be misconstrued.

## **7. Legal Implications**

Teachers faced with a situation where a pupil needs to be restrained or where force is necessary are particularly vulnerable to accusations by pupils or parents of assault. Allegations may be made in the heat of the moment; as a result of misrepresentations and misunderstandings - or they may be false, malicious or misplaced.

School staff must bear in mind that it is a criminal offence to use or threaten physical force (for example by raising a fist or making a verbal threat) - unless there is lawful excuse, or justification, for the use of force. A court that sees staff have acted within the guidelines on using force is likely to conclude that there was lawful excuse for that force to have been used.

Similarly, it is an offence to lock an adult or child in a room without a court order (even if they are not aware that they are locked in) except in an emergency when, for example, locking someone in while seeking help would be justified.

Physical intervention may also lead to a civil negligence action if it results in injury, including psychological trauma, to the person concerned.

## **8. When School staff are the victims**

No matter how good staff are at diffusing situations, they will not always be successful. Occasionally a pupil will vent her anger on a teacher. This is a traumatic experience, and staff may suffer serious injury, requiring time off work. In a small number of cases, incidents lead to long-term ill-health; and occasionally a teacher cannot, or does not wish to, return to work at all.

### **What can we do if a pupil assaults a teacher?**

#### Exclusion

Permanent exclusion is a serious step and will usually be the final stage in the disciplinary process after other strategies have been tried without success. DFE guidance does, however, state that:

...there will be exceptional circumstances where, in the headteacher's judgement, it is appropriate to permanently exclude a child for a first or 'one-off' offence. These might include:

- serious actual or threatened violence against another pupil or member of staff
- serious abuse or assault
- carrying and/or supplying an illegal drug
- carrying an offensive weapon

Before excluding, the headteacher must:

- ensure an appropriate investigation has been carried out
- consider all the evidence available to support the allegations, taking the school's behaviour policy into account

**This policy applies across the whole school including Boarding and EYFS and will be reviewed and updated regularly. *Linked Policies and read in conjunction with: Behaviour, Low Level Concerns, Taking and Use of images, Social Media, Anti-bullying, Equal Opportunities, Internet safety, Missing Children in Education, Safer Recruitment, SEND, Boarding, Staff Code of Conduct.***