



Child Protection Policy

Signed: Mary Corner

Date of Signature: 15th March 2017

Dated:

Review Date:

School Specific Guidance – Ebor Academy Filey

School: Ebor Academy Filey

Headteacher: Mr Andrew Galbraith

Named personnel with designated responsibility for Child Protection

Academic year	Designated Senior Person	Deputy Designated Senior Person	Nominated Governor	Chair of Governors
2014/15	Mrs Janet Coleman	Mr Neil Ingham	Mrs Mary Corner	Mrs Mary Corner

Policy Review dates

Review Date	Changes made	By whom	Date Shared with staff
August 2012	Reviewed	J Coleman and Full Governing Body	Annually in September or on appointment
March 2014	Reviewed	J Coleman and Full Governing Body	Annually in September or on appointment
May 2015	Reviewed	J Coleman and Full Governing Body	Annually in September, on appointment and following any changes. Accessible electronically via Staff Handbook and school website.

Dates of Staff Training and details of course title and training provider

Whole School	Designated Senior Person	Deputy Designated Senior Person
8 October 2012	Janet Coleman March 2014	25/02/14 Neil Ingham
September 2014	Janet Coleman March 2014	25/02/14 Neil Ingham
December 2015 (Prevent) February 2017 (Prevent)	Janet Coleman March 2014	25/02/14 Neil Ingham
February 2016 (FGM & trafficking)	Janet Coleman March 2014	25/02/14 Neil Ingham
March 2016	Janet Coleman March 2014	25/02/14 Neil Ingham
July 2016	Janet Coleman March 2014	25/02/14 Neil Ingham
1 st July 2016	Whole School Training	
October 2016 (NYSCB Sexual Exploitation – working with those directly at risk of CSE.	Janet Coleman	

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INTRODUCTION

This policy was written by the North Yorkshire Safeguarding Officers, with acknowledgement that they have included information from NYCC Education and Skills and the CAPE sample school policy.

The policy updates the LA sample policy issued 2014 and is in response to Sections 175 and 157 of the Education Act 2002, implemented June 2004 and the North Yorkshire Safeguarding Children Board (NYSCB) Child Protection Procedures www.safeguardingchildren.co.uk, School's duty under the Children Act 2004, to co-operate with other organisations and agencies, School's duty under the Children Act 2004, to co-operate with other organisations and agencies.

What to do if You are Worried a Child is Being Abused 2015

Recommendations from national and local Serious Case Reviews

The Early Years Foundation Stage Section 3 – The Safeguarding And Welfare Requirements September 2014

Working Together to Safeguard Children HN Government 2015

Keeping Children Safe in Education (KCSiE) DfE July 2015

This policy applies to all adults, including volunteers, working in or on behalf of the school.

“Everyone who comes into contact with children and their families has a role to play in safeguarding children. School and college staff are particularly important as they are in a position to identify concerns early and provide help for children, to prevent concerns from escalating. Schools and colleges and their staff form part of the wider safeguarding system for children. The system is described in Working Together to Safeguard Children 2015.

Schools and colleges should work with social care, the police, health services and other services to promote the welfare of children and protect them from harm.”

Safeguarding includes the establishment and implementation of procedures to protect children from deliberate harm, however, safeguarding also encompasses all aspects of pupils’ health, safety and well-being.

SCHOOL COMMITMENT

Designated Senior Person for Child Protection is: Mrs Janet Coleman and the people who will deputise in her absence is the Headteacher, Mr Andrew Galbraith and Mr Neil Ingham.

Ebor Academy Filey is committed to ensuring the welfare and safety of all children in school. All North Yorkshire schools, including Ebor Academy Filey, follow the North Yorkshire Safeguarding Children Board procedures. The school will, in most circumstances, endeavour to discuss all concerns with parents about their child/ren. However there may be exceptional circumstances when the school will discuss concerns with social care and/or the police without parental knowledge (in accordance with Child Protection Procedures). The school will of course always aim to maintain a positive relationship with all parents. The school’s Child Protection Policy is available publicly.

Ebor Academy Filey is committed to Safeguarding and Promoting the Welfare of all of its Students. Each student’s welfare is of paramount importance. We recognise that some children *may* be especially vulnerable to abuse e.g. those with Special Educational Needs, those living in adverse circumstances. We recognise that children who are abused or neglected may find it difficult to develop a sense of self-worth and to view the world in a positive way. Whilst at school, their behaviour may be challenging. We recognise that some children who have experienced abuse may harm others. We will always take a considered and sensitive approach in order that we can support all of our Students.

1. Roles and Responsibilities

The Governing Body should ensure that:

- The school complies with the Local Authority’s arrangements to promote co-operation between itself, the school and relevant partners and organisations who are engaged in activities relating to children.
- there is a clear accountability for the commissioning and / or provision of services designed to safeguard and promote the welfare of children.
- there is a senior board level lead to take leadership responsibility for the school’s safeguarding arrangements (e.g. nominated governor)
- the school has a child protection policy and procedures in place which are provided to and read by all staff – including temporary staff and volunteers – on induction. These are in accordance with government guidance and refer to locally agreed inter-agency procedures put in place by the NYSCB, are updated annually, and available publicly either via the school or college website or by other means
- all staff read at least part one of DfE statutory Guidance *Keeping Children Safe in Education July 2015*

- all staff undertake appropriate child protection training
- a senior member of the school's leadership team is designated to take lead responsibility for child protection (Designated Senior Person). This is explicit in the DSP's job description (Annex B KCSiE) and the need for a deputy DSP is reviewed
- the DSP has the appropriate authority and the time, funding, training, resources and support to provide advice and support to other staff on child welfare and child protection matters, to take part in strategy discussions and inter-agency meetings – and/or to support other staff to do so – and to contribute to the assessment of children
- a designated teacher is appointed to promote the educational achievement of children who are looked after and to ensure that this person has appropriate training
- the school has a staff behaviour policy (code of conduct) which should amongst other things include staff/student relationships and communications including the use of social media. This should be provided to all staff – including temporary staff and volunteers – on induction.
- the school has written recruitment and selection policies and procedures in place
- at least one person on any appointment panel has undertaken safer recruitment training
- the school operates safe recruitment procedures and makes sure that it adheres to statutory responsibilities to check staff who work with children, taking proportionate decisions on whether to ask for any checks beyond what is required; and ensures volunteers are appropriately supervised
- the school has procedures for dealing with allegations of abuse against staff and volunteers that comply with guidance from the local authority and locally agreed inter-agency procedures (Appendix A)
- a governor is nominated to be responsible for liaising with the LA and/or partner agencies in the event of allegations of abuse being made against the head teacher
- there are procedures in place to make a referral to the Disclosure and Barring Service (DBS) if a person in regulated activity has been dismissed or removed due to safeguarding concerns, or would have been had they not resigned
- it considers how children may be taught about safeguarding, including online, through teaching and learning opportunities, as part of providing a broad and balanced curriculum. This may include covering relevant issues through personal, social health and economic education (PSHE), and/or through sex and relationship education (SRE)
- there are procedures in place to handle allegations that a child has harmed another child.
- The school has due regard in particular to the duty to prevent people from being drawn into terrorism; to report known cases of female genital mutilation and to follow procedures when a child goes missing from education re. KCSiE pgs 13-17.
- where services or activities are provided on the school premises by another body, the body concerned has appropriate policies and procedures in place in regard to safeguarding children and child protection and liaises with the school on these matters where appropriate.
- there is an annual review of policies and procedures and the Schools' Safeguarding Audit is completed (<http://cyps.northyorks.gov.uk/index.aspx?articleid=21016>)
- without delay, any deficiencies or weaknesses regarding child protection arrangements are remedied.

The Headteacher should ensure that:

- the policies and procedures adopted by the Governing Body or Proprietor, particularly concerning referrals of cases of suspected abuse and neglect, are fully implemented and followed by all staff;
- He liaises with the LA and/or partner agencies in the event of allegations of abuse being made against a member of staff or volunteer
- He receives appropriate child protection training which is regularly updated

The Senior Member of Staff with Designated Responsibility for Child Protection (this person is referred to in DfE guidance as the Designated Safeguarding Lead but will continue to be known as DSP in North Yorkshire) and Deputy

The DSP ensures that there is always cover for this role including arrangements during school holidays as follows; Mrs Janet Coleman, Mr Andrew Galbraith, Mr Neil Ingham.

Managing referrals

The DSP will:

- Act as a source of support, advice and expertise to staff on matters of safety and safeguarding and when deciding whether to make a referral by liaising with relevant agencies
- Refer all cases of suspected abuse to the local authority children's social care
- Liaise with the Headteacher to inform him of issues especially ongoing enquiries under section 47 of the Children Act 1989 and police investigations

Training

The DSP should receive appropriate training carried out every two years in order to:

- 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 or college's child protection policy and procedures, especially new and part time staff
- Be alert to the specific needs of children in need, those with special educational needs and young carers
- Be able to keep detailed, accurate, secure written records of concerns and referrals
- Obtain access to resources and attend any relevant or refresher training courses
- Encourage a culture of listening to children and taking account of their wishes and feelings, among all staff, in any measures the school or college may put in place to protect them

Raising Awareness

The DSP should ensure the school or college's policies are known and used appropriately:

- Ensure the school or college's child protection policy is reviewed annually and the procedures and implementation are updated and reviewed regularly, and work with governing bodies or proprietors regarding this
- Ensure the child protection policy is available publicly and parents are aware of the fact that referrals about suspected abuse or neglect may be made and the role of the school or college in this
- Link with the NYSCB to make sure staff are aware of training opportunities and the latest local policies on safeguarding
- Where children leave the school ensure their child protection file is transferred to the new school or college as soon as possible. This should be transferred separately from the main student file, ensuring secure transit and obtaining confirmation of receipt.

- Ensure that CP records are retained until the young person's 25th birthday if the school is the final school.
- Ensure that , if a child goes missing or leaved to be educated at home, the child protection file is forwarded to the Safeguarding Unit Manager, County Hall, Northallerton, DL7 8AE ensuring secure transit and obtaining confirmation of receipt.
- Ensure that the key worker in Prevention Service or Children's Social Care is informed where the child leaves the school.

All staff and volunteers should:

- read at least part one of *Keeping Children Safe in Education July 2015* and, in particular, will:
 1. have due regard to the duty to prevent people from being drawn into terrorism; report known cases of female genital mutilation and follow procedures when a child goes missing from education ref. KCSiE pgs 13 – 17.
 2. where there are concerns about another staff member, refer these concerns to the Head Teacher.
 3. where there are concerns about the Head Teacher, refer these concerns to the chair of governors.
 4. raise concerns about poor or unsafe practices in the school via whistleblowing procedures.
- be aware of systems within their school or college which support safeguarding and these should be explained to them as part of staff induction. This includes: the school's child protection policy; the school's staff behaviour policy (sometimes called a code of conduct); and the identity and role of the DSP
- receive appropriate child protection training which is regularly updated
- be aware of the signs of abuse and neglect so that they are able to identify cases of children who may be in need of help or protection
- maintain an attitude of 'it could happen here' where safeguarding is concerned. When concerned about the welfare of a child, staff members should always act in the interests of the child
- where there are concerns about a child, raise these with the DSP
- understand that, whilst anyone can make a referral to CSC, that the correct school procedure is to report their concerns to the DSP in the first instance. They should however escalate their concerns for the child if they do not feel those concerns have been taken seriously &/ or procedures have not been followed &/or the child's situation does not appear to be improving.
Ref school escalation procedure and NYSCB procedure
<http://www.safeguardingchildren.co.uk/section-15-procedures.html#concerns>
- in exceptional circumstances, such as in an emergency or a genuine concern that action has not been taken, speak directly to Children and Families' Service.

Concerns should always lead to help for the child at some point.

2. IDENTIFYING CHILDREN AND YOUNG PEOPLE WHO ARE SUFFERING OR LIKELY TO SUFFER SIGNIFICANT HARM

Teachers and other adults in school are well placed to observe any physical, emotional or behavioural signs which indicate that a child may be suffering significant harm. The relationships between staff, pupils, parents and the public which foster respect, confidence and trust can lead to disclosures of abuse, and/or school staff being alerted to concerns.

Definitions

As in the Children Acts 1989 and 2004, a **child** is anyone who has not yet reached his/her 18th birthday.

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting, by those known to them or, more rarely, by others (e.g. via the internet). They may be abused by an adult or adults, or another child or children.

Physical abuse 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 is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children 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 and how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

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

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- provide adequate food, clothing and shelter (including exclusion from home or abandonment)
- protect a child from physical and emotional harm or danger
- ensure adequate supervision (including the use of inadequate care-givers)
- ensure access to appropriate medical care or treatment

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

3. **TAKING ACTION TO ENSURE THAT CHILDREN ARE SAFE AT SCHOOL AND AT HOME**

All staff and volunteers follow the NYSCB Child Protection Procedures and Guidance www.safeguardingchildren.co.uk which are consistent with *Keeping Children Safe in Education* 2014; *Working Together to Safeguard Children* 2013 and *What To Do If You Are Worried A Child is Being Abused*

It is **not** the responsibility of the school staff to investigate or determine the truth of any disclosure or allegation of abuse or neglect. All staff, however, have a duty to recognise concerns and maintain an open mind. Accordingly all concerns indicating possible abuse or neglect will be recorded and

discussed with the designated senior person with responsibility for child protection (or in his/her absence with the person who deputises) prior to any discussion with parents.

a) Staff must immediately report:

- any suspicion that a child is injured, marked, or bruised in a way which is not readily attributable to the normal knocks or scrapes received in play
- any explanation given which appears inconsistent or suspicious
- any behaviours which give rise to suspicions that a child may have suffered harm (e.g. significant changes in behaviour, worrying drawings or play)
- any concerns that a child may be suffering from inadequate care, ill treatment, or emotional maltreatment
- any concerns that a child is presenting signs or symptoms of abuse or neglect
- any significant changes in a child's presentation, including non-attendance
- any hint or disclosure of abuse or neglect received from the child, or from any other person, including disclosures of abuse or neglect perpetrated by adults outside of the family or by other children or young people
- any concerns regarding person(s) who may pose a risk to children (e.g. staff in school or person living in a household with children present) including inappropriate behaviour e.g. inappropriate sexual comments; youth produced sexual imagery; excessive one-to-one attention beyond the requirements of their usual role and responsibilities; or inappropriate sharing of images.

b) Responding to Disclosure

Disclosures or information may be received from pupils, parents or other members of the public. School recognises that those who disclose such information may do so with difficulty, having chosen carefully to whom they will speak. Accordingly all staff will handle disclosures with sensitivity. Students with communication difficulties should be referred to Mrs Coleman, who will make arrangements for appropriate measures to be put in place.

Such information cannot remain confidential and staff will immediately communicate what they have been told to the designated senior person and make a contemporaneous record.

c) Principles

Staff will not investigate but will, wherever possible, elicit enough information to pass on to the designated senior person in order that s/he can make an informed decision of what to do next.

Staff will:

- listen to and take seriously any disclosure or information that a child may be at risk of harm
- try to ensure that the person disclosing does not have to speak to another member of school staff
- clarify the information

- try to keep questions to a minimum and of an 'open' nature e.g. 'Can you tell me what happened?' rather than 'Did x hit you?'
- try not to show signs of shock, horror or surprise
- not express feelings or judgements regarding any person alleged to have harmed the child
- explain sensitively to the person that they have a responsibility to refer the information to the senior designated person
- reassure and support the person as far as possible
- explain that only those who 'need to know' will be told
- explain what will happen next and that the person will be involved as appropriate and be informed of what action is to be taken

d) Action by the Designated Senior Person (or Deputy DSP in their absence)

The following actions will be taken where there are concerns about significant harm to **any child, including where there is already an open case to CSC**, (e.g. Looked After Child)

Following any information raising concern, the designated senior person will consider:

- any urgent medical needs of the child
- whether to make an enquiry to the Customer Service Centre **01609 780780** to establish if the child is or has been subject of a Child Protection Plan.
- discussing the matter with other agencies involved with the family
- consulting with appropriate persons e.g. Prevention Service, Children's Social Care ref. Appendix C
- the child's wishes and any fears or concerns s/he may have

Then decide:

- wherever possible, to talk to parents, unless to do so may place a child at risk of significant harm, impede any police investigation and/or place the member of staff or others at risk
- whether to make a child protection referral to social care because a child is suffering or is likely to suffer significant harm and if this needs to be undertaken immediately
OR
- not to make a referral at this stage
- if further monitoring is necessary
- if it would be appropriate to undertake an assessment (e.g. CAF/) and/or make a referral for other services

All information and actions taken, including the reasons for any decisions made, will be fully documented. All referrals to social care will be accompanied by a standard referral form.

e) Action following a child protection referral

It is the responsibility of all staff to safeguard children. It is the role of the DSP (or appropriately trained Deputy DSP.) to attend multi-agency meetings and provide reports for these. Other staff in school, however, may be asked to contribute.

The designated senior person will:

- make regular contact with Children's Social Care
- contribute to the Strategy Discussion and all assessments
- provide a report for, attend and contribute to any subsequent Child Protection Conference
- if the child or children has a Child Protection Plan, contribute to the Child Protection Plan and attend Core Group Meetings and Review Child Protection Conferences
- where possible, share all reports with parents prior to meetings
- where in disagreement with a decision made e.g. not to apply Child Protection Procedures or not to convene a Child Protection Conference, follow the NYSCB procedures 6.16 <http://www.safeguardingchildren.co.uk/section-6-procedures.html>
- where there is significant information in respect of a child subject to a Child Protection Plan, **immediately** inform the key worker or his/her manager in Children's Social Care e.g. any significant changes or concerns, departures from the CP plan, child moves/goes missing,/is removed from school or fails to attend school

f) Recording and monitoring

School will record:

- Information about the child : name (aka) address, d.o.b., those with parental responsibility, primary carers, emergency contacts, names of persons authorised to collect from school, any court orders, if a child is or has been subject to a CP Plan
- Key contacts in other agencies including GP details
- Any disclosures/accounts from child or others, including parents (and keep original notes)
- Significant contacts with carers/other agencies/professionals
- All concerns, discussions, decisions, agreements made and actions taken (dated, timed and signed, to include the name and agency/title of the person responsible/ spoken to), the plan to protect the child and arrangements for monitoring/review

All records should be objective and include:

- Statements, facts and observable things (what was seen/heard)
- Diagram indicating position, size and colour of any injuries (not photograph)
- Words child uses, (not translated into 'proper' words)
- Non-verbal behaviours

All C.P. documents will be retained in a 'Child Protection' file, separate from the child's main file. This will be locked away and only accessible to the headteacher and designated senior person. These records will be copied and transferred to any school or setting the child moves to, clearly marked 'Child Protection, Confidential, for attention of Designated Senior Person Child Protection.' Along with the original CP file, a record will be kept of when & to which establishment the copy CP file was sent. We will retain all original copies of C.P. files until the child's 25th birthday.

When sharing confidential information about a member of staff or pupil, the school has regard to its responsibilities under the Data Protection Act (DPA) 1998 and where relevant, the Education (Pupil Information)(England) Regulations 2005 and the Freedom of Information Act 2000.

<http://www.education.gov.uk/schools/pupilsupport/parents/keepinginformed/a0014921/pupil-reports-and-records>

If the child goes missing from education or is removed from roll to be educated at home then any Child Protection file should be copied and the copy sent to the Principal Education Social Worker, County Hall, Northallerton, DL7 8AE.

School will monitor:

Any cause for concern including where there could be serious child welfare concerns:

- Injuries/marks
- Attendance
- Changes e.g. mood/ academic functioning
- Relationships
- Language
- Behaviour
- Demeanour and appearance
- Statements, comments
- Medicals
- Stories, 'news', drawings
- Response to P.E./Sport
- Family circumstances
- Parental behaviour/ care of child

The DSP will review all monitoring arrangements in the timescale and manner determined by circumstances, recorded and clearly understood by all concerned

g) Supporting the Child and Partnership with Parents

- School recognises that the child's welfare is paramount, however good child protection practice and outcome relies on a positive, open and honest working partnership with parents
- Whilst we may, on occasion, need to make referrals without consultation with parents, we will make every effort to maintain a positive and supportive working relationship with them whilst fulfilling our duties to protect any child
- We will provide a secure, caring, supportive and protective relationship for the child
- Children will be given a proper explanation (appropriate to age & understanding) of what action is being taken on their behalf and why
- We will endeavour always to preserve the privacy, dignity and right to confidentiality of the child and parents. The Designated Senior Person will determine which members of staff "need to know" personal information and what they "need to know" for the purpose of supporting and protecting the children.

SAFEGUARDING APPENDICES

A. Allegations regarding person(s) working in or on behalf of school provision (including volunteers)

Where an allegation is made against any person working in or on behalf of the school (including where that person is no longer working in or on behalf of the school and/or the allegation is historical) that he or she has:

- a. behaved in a way that has harmed a child or may have harmed a child
- b. possibly committed a criminal offence against or related to a child or
- c. behaved towards a child or children in a way that indicates he or she would pose a risk of harm

school will apply the same principles as in the rest of this document.

School will always follow:

the NYSCB procedures Section 10 *Managing Allegations against Staff & Volunteers*
<http://www.safeguardingchildren.co.uk/professionals/managing-allegations-against-staff>

DfE Guidance *Keeping Children Safe in Education*
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/300309/KCSIE_gdnce_FINAL.pdf

and NYCC Guidance <http://cyps.northyorks.gov.uk/index.aspx?articleid=15232>

Detailed and accurate records will be made to include decisions, actions taken, and reasons for these. Records of all incidents and concerns about staff will be kept in order that historical patterns can be detected. All records will be retained securely in confidential staff files. Whilst we acknowledge such allegations, (as all others), may be false, malicious or displaced, we also acknowledge they may be founded. It is, therefore, essential that all allegations are investigated properly and in line with agreed procedures.

Initial Action

- The person who has received an allegation or witnessed an event **MUST** immediately inform the headteacher and make a record and have regard to the school's whistleblowing procedure <http://intranet/directorate/hr/schools/Pages/Quicklinks.aspx>
- In the event that an allegation is made against the headteacher the matter will be reported to the Nominated/Chair of Governors who will proceed as the 'headteacher'
- The headteacher will take steps, where necessary, to secure the immediate safety of children and any urgent medical needs
- The member of staff will not be approached at this stage unless it is necessary to address the **immediate** safety of children
- The headteacher may need to clarify any information regarding the allegation, however no person will be formally interviewed or asked to write a formal statement at this stage
- The headteacher will consult with Local Authority Designated Officer LADO (see Appendix C Contacts List) in order to determine if it is appropriate for the allegation to be dealt with by school or if there needs to be a referral to social care and/or the police for investigation
- Consideration will be given throughout to the support and information needs of pupils, parents and staff
- The headteacher will inform the Chair of Governors of any allegation.

Where an Early Years' provider is registered with OfSTED, the provider must inform Ofsted of any allegations of serious harm or abuse by any person living, working, or looking after children at the

premises (whether the allegations relate to harm or abuse committed on the premises or elsewhere). The provider must also notify Ofsted of the action taken in respect of the allegations. These notifications must be made as soon as is reasonably practicable, but at the latest within 14 days of the allegations being made. Please also see additional requirements in the EYFS 2014.

(School may wish to expand this section to include procedures with reference to NYSCB Procedures and NYCC Disciplinary Procedures).

B. Managing Allegations against other students

Keeping Children Safe in Education (July 2015) paragraph 45 says 'Governing bodies and proprietors should also ensure that there are procedures in place to handle allegations against other children.'

The allegations we are concerned with in the policy, are 'safeguarding' concerns specifically. For younger children, this difference may not be important, but in secondary schools, certainly students can present a risk to their peers.

To be considered part of this process, at least one of the following will probably be involved:

The allegation

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

Examples of safeguarding issues against a student could include:

Physical Abuse

- violence, particularly pre-planned
- forcing others to use drugs or alcohol

Emotional Abuse

- blackmail or extortion
- threats and intimidation

Sexual Abuse

- indecent exposure, indecent touching or serious sexual assaults
- forcing others to watch pornography or take part in sexting

Sexual Exploitation

- encouraging other children to attend inappropriate parties
- photographing or videoing other children performing indecent acts

In areas where gangs are prevalent, older students may attempt to recruit younger students using any or all of the above methods. Young people suffering from sexual exploitation themselves may be forced to recruit other young people under threat of violence.

At Ebor Academy Filey we believe that all children have a right to attend school and learn in a safe environment. Children should be free from harm by adults in the school and other students.

We recognise that some students will sometimes negatively affect the learning and wellbeing of others and their behaviour will be dealt with under the school's Behaviour Policy.

Safeguarding allegations

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

The allegation:

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

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Sexual Exploitation

- encouraging other children to attend inappropriate parties
- photographing or videoing other children performing indecent acts

In areas where gangs are prevalent, older students may attempt to recruit younger students using any or all of the above methods. Young people suffering from sexual exploitation themselves may be forced to recruit other young people under threat of violence.

Minimising the risk of safeguarding concerns towards students from other students

On occasion, some students will present a safeguarding risk to other students. The school should be informed that the young person raises safeguarding concerns, for example, they are coming back into school following a period in custody or they have experienced serious abuse themselves.

These students will need an individual risk management plan to ensure that other students are kept safe and they themselves are not laid open to malicious allegations. There is a need to balance the tension between privacy and safeguarding.

What to do

When an allegation is made by a student against another student, members of staff should consider whether the complaint raises a safeguarding concern. If there is a safeguarding concern the Designated Safeguarding Lead (DSL) should be informed.

A factual record should be made of the allegation, but no attempt at this stage should be made to investigate the circumstances. The DSL should contact social services to discuss the case. It is possible that social services are already aware of safeguarding concerns around this young person. The DSL will follow through the outcomes of the discussion and make a social services referral where appropriate.

The DSL will make a record of the concern, the discussion and any outcome and keep a copy in the files of both pupils' files. If the allegation indicates a potential criminal offence has taken place, the police should be contacted at the earliest opportunity and parents informed (of both the student being complained about and the alleged victim). It may be appropriate to exclude the pupil being complained about for a period of time according to the school's behaviour policy and procedures. Where neither social services nor the police accept the complaint, a thorough school investigation should take place into the matter using the school's usual disciplinary procedures.

In situations where the school considers a safeguarding risk is present, a risk assessment should be prepared along with a preventative, supervision plan.

Ryedale Stuart Davidson 01609 536009
Scarborough Town Liz White 01609 533139
Scarborough South & Filey Simone Wilkinson 01609 532927

Advice and Referral

CHILDREN AND FAMILIES' SERVICE

Customer Service Centre 01609 780780
Social.care@northyorks.gov.uk

For advice please ask to speak to a Team Manager in the Customer Service Centre

Emergency Duty Team 01609 780780

NORTH YORKSHIRE POLICE 101 (Ask for the
Serious Crime Team in your area)

Safeguarding Unit

Safeguarding / Designated Officers for Managing Allegations (LADOs)

Craven / Harrogate / Selby
Rosemary Cannell Part-time 01609 534974 07715540723

Susan Crawford 01609 532152 07813 005161
North / White Horse / Coast

Karen Lewis 01609 534200 07715 540711
Dave Peat 01609 535646 07814 533363

Managers (part-time):

Alan Critchlow 01609 532320 07715540712

Heather Pearson 01609 532301 07715540741

Business Support including CME Coordinator (Children Missing Education)

Safeguardingunit@northyorks.gov.uk 01609 532477
[Safeguard](#)

NYCC HUMAN RESOURCES

schoolshradvisory@northyorks.gov.uk 01609 798343

Customer Service Contact numbers for referral to Children's Social Care in neighbouring Local Authorities:

Redcar & Cleveland – 01642 771 500

Stockton on Tees – 01642 527 764

Darlington – 01325 346 200

Middlesbrough – 01642 726 004

Durham – 03000 267 979

Cumbria – 0333 240 1727

Lancashire – 0300 123 6720

Bradford – 01274 437 500

Leeds – 0113 376 0336

East Yorkshire – 01482 395 500

Wakefield – 03458 503 503

Doncaster – 01302 736 000

York – 01904 551 900

E. Curriculum

The school is committed to ensuring that pupils are aware of behaviour towards them that is not acceptable, how they can keep themselves safe and how to complain. All pupils know that we have Designated Senior Person with responsibility for child protection and know who this is. We inform pupils of whom they might talk to, both in and out of school, their right to be listened to and heard and what steps can be taken to protect them from harm.

The school is committed to ensuring there are opportunities in the school curriculum, for example through the Personal, Social, Health Education (PSHE) curriculum and by providing an age-related, comprehensive curriculum for e-safety, for pupils to be taught about aspects of safeguarding in order to develop the knowledge and skills they need to recognise and stay safe from abuse. We do this by:

- developing healthy relationships and awareness of domestic violence, bullying and abuse
- recognising and managing risks including online, sexual exploitation and running away
- enabling pupils to become safe and responsible users of new technologies
- recognising how pressure from others can affect their behaviour, including the risks of radicalisation to extremist behaviour
- raising awareness of female genital mutilation and forced marriage
- making available appropriate local and online advice

Additional aspects of safeguarding included in the curriculum are risks associated with:

- substance misuse
- knives and gangs
- water, fire, roads and railways

The school has updated the curriculum aspects of related policies to ensure that they are aligned to our child protection policy. This includes the school's e-safety, sex and relationship, drugs education and anti-bullying policies.

The school recognises the statutory duty, since April 2014, to publish information about the content of our PSHE curriculum on our school website.

The school recognises the importance of using age appropriate curriculum resources and ensuring that there is a safe climate for learning which includes the setting of ground rules.

Parents /carers are invited to view any resources and discuss any concerns they have over any curriculum content within our PSHE curriculum provision. Arrangements can be made, in the first instance, by contacting Mrs Sharon Mallison, Head of the Life Department, where PSHE is delivered.

Training needs of staff are regularly reviewed to ensure that staff who are delivering safeguarding aspects of PSHE or eSafety have the appropriate knowledge and skills.

The school monitors and evaluates the impact of the safeguarding taught curriculum provision through our school based monitoring and evaluation processes which include lesson observation, work scrutiny, feedback from pupils, staff and parents/carers.

Example curriculum/teaching resources – please see Appendix 3 (school may wish to add other resources)

NSPCC ChildLine Schools' Service available for Primary Schools contact:
Tracey Weaver Area Coordinator Childline School Service North Yorkshire
Tel: 07792654739, Tracey.Weaver@NSPCC.org.uk

The following Information is made available to pupils:

Thinkuknow: <https://www.thinkuknow.co.uk/>

CEOP: <http://ceop.police.uk/>

NHS Choices: <http://www.nhs.uk/Pages/HomePage.aspx>

Childline: <http://www.childline.org.uk/Pages/Home.aspx> Also posters in every classroom

Testicular cancer website: <http://checkemlads.com/>

Breast cancer: <http://www.breakthrough.org.uk/>

School's arrangements for consulting with and listening to pupils are:

Student Voice meetings and Surveys, Growing up in North Yorkshire Survey, any concerns that students have can be discussed with Mentors, Heads of Year or any member of the Senior Leadership team.

We make pupils aware of these arrangements through Life lessons and Mentor sessions.

F. Curriculum resources

Risk management Dot Com Children's Foundation <http://dotcomcf.org/>

Met police www.safe.met.police.uk/index.html

Domestic abuse	<p>NYCC Domestic Abuse School Reference pack 2013 www.northyorks.gov.uk/index.aspx?articleid=16579</p> <p>Expect Respect Educational Toolkit designed to help schools to address the issue of domestic abuse from KS1-5 www.womensaid.org.uk</p> <p>A website to help children and young people understand domestic abuse (KS2-5) www.thehideout.org.uk</p> <p>Independent domestic abuse service provides a range of information for staff and young people. www.idas.org.uk</p>
Sexual Abuse Healthy Relationships Child Sexual Exploitation	<p>NSPCC pants- the underwear rule (EYFS and KS1-2) http://www.nspcc.org.uk/ (also has a section for parents/carers)</p> <p>Friend or Foe who can you trust? A sexual exploitation and relationships education programme(KS3,4) www.safeguardingsheffieldchildren.org.uk</p>

	<p>Can you see me? An educational resources to explore teenage relationship abuse (KS3,4) www.canyouseeme.coop</p>
<p>E safety</p>	<p>Adventures of Smartie the penguin for EYFS and KS1 and Smart rules with Kara, Winston and the Smart Crew for KS2 http://kidsmart.org.uk</p> <p>Think u know has a range of supporting resources for KS1-5 http://www.thinkuknow.co.uk/ (It also has a section for parents/carers)</p> <p>E-safety resources for young people, teachers and professionals , parents and carers www.childnet-int.org including Jenny's Story for secondary age pupils</p> <p>E-safety activities at www.childnet.com.KS1-4 NYCC eSafeguarding guidance at http://cyps.northyorks.gov.uk/index.aspx?articleid=27322</p> <p>Digital Citizenship Scheme http://www.digital-literacy.org.uk/Home.aspx</p> <p>South West Grid for Learning has a range of eSafety resources at http://www.swgfl.org.uk/products-services/Online-Safety-Services/E-Safety-Resources</p> <p>360 Degree Safe – an eSafety audit and planning tool http://www.360safe.org.uk/</p> <p>London Grid for Learning eSafety resources and schemes of learning at http://www.lgfl.net/esafety/Pages/education.aspx</p> <p>Yorkshire Humberside Grid for Learning resources at http://www.yhgfl.net/eSafeguarding/eSafety</p>
<p>Bullying</p>	<p>DfE anti bullying guidance https://www.gov.uk/government/publications/preventing-and-tackling-bullying</p> <p>The Anti-bullying Alliance: with access to lots of resources to support anti-bullying work in schools, both at strategic and curriculum delivery levels www.anti-bullyingalliance.org</p> <p>Childline (KS2-5) www.childline.org.uk</p> <p>'Lets Fight it Together '(Cyberbullying DVD) KS2-3 http://www.youtube.com/watch?v=dubA2vhllrg</p> <p>Kidscape www.kidscape.org.uk/ (KS1-4) Cyberbullying www.kidscape.org.uk/cyberbullying/</p> <p>Childnet www.childnet.com (KS1-4)</p>

	Stonewall www.stonewall.org.uk (KS1-4) BeatBullying www.beatbullying.org (KS1-4)
Female Genital Mutilation	PSHE association has a page on its website focused on this issue. This contains a link to a lesson plan (KS3-5) https://www.pshe-association.org.uk/content.aspx?CategoryID=1193
Forced Marriage	Plan Uk has a range of information and supporting lesson plans (KS3-5) http://www.plan-uk.org/resources/documents/teaching-resource-forced-marriage.pdf/
Radicalisation/extremist behaviour	NYCC Prevent toolkit and 'At A Glance' Resource on Fronter (https://fronter.com/northyorks/) in the Vulnerable and Targeted Learner Room (Personalising Provision: Vulnerability Factors: Vulnerable to Radicalisation to Extremist behaviour)
Supporting parents/carers	The family planning association has a parents/carers section to support them in talking to their children about a range of growing up, sex and relationship and keeping safe issues www.fpa.org.uk A website to support parents in preventing sexual abuse www.parentsprotect.co.uk

PSE/ Health and Wellbeing, E-safeguarding, Anti-bullying, Spiritual, Moral, Social, Cultural (SMSC), Vulnerable and Targeted Learner room: NYCC Fronter rooms <https://fronter.com/northyorks/>

The North Yorkshire PSHE and Citizenship planning and assessment tool for key stages 1-2 and 3-4 containing the North Yorkshire Curriculum Entitlement Framework for PSHE and Citizenship can be found in the PSE/Health and Wellbeing fronter room.

NYSCB www.safeguardingchildren.co.uk
CAPE (Child Protection in Education) www.cape.org.uk
DfE Statutory Guidance and Departmental Advice
Keeping Children Safe in Education 2014 www.education.gov.uk
<https://www.gov.uk/government/publications/keeping-children-safe-in-education>
HM Government
Working Together to Safeguard Children 2013
<https://www.gov.uk/government/publications/working-together-to-safeguard-children>

Safeguarding Curriculum Training available 2015/16

For middle leaders with responsibility for delivery of PSHE and Citizenship there are regular training updates on teaching about aspects of safeguarding, together with a range of other issues, delivered through the primary and secondary termly PSHE and Citizenship/Health and wellbeing networks.

Members of staff who would like to learn more about the planning, delivery and effective teaching of PSHE may be interested in participating in the **National PSHE CPD Programme** which can be accessed in two parts:

Part 1: Effective teaching and learning in PSHE education (no assessed work) on the 11th January 2016 and 16th March 2016

Part 2: Builds on the learning from part 1 and focuses on the various components of PSHE (participants are required to complete work for an external examiner the University of Roehampton) on the 5th May 2016 and 3rd October 2016.

To access any of the training sessions please go to <http://smartsolutions.northyorks.gov.uk/> and go to the 'Training and Events' tab and search for PSHE. It will bring up all the training events referred to

above. The network meetings are free for schools in the Education and Skills service level agreement. All other training events have a cost associated with them. Bespoke training available Any school/group of schools can request bespoke training for staff from the NYCC Education and Skills team e.g. Sex and Relationships Education, Effective PSHE, drugs and alcohol, on-line safety or a range of other topics. Support is also available for running a parents/carers information session to help parents/carers talk to their children about important issues like on-line safety, sex and relationships, drugs and alcohol etc. This can be requested through <http://smartsolutions.northyorks.gov.uk/>

- For further information on any of the above curriculum information please contact Katharine Bruce, Lead Adviser Vulnerable Learners (0-19) on 01609 535497, katharine.bruce@northyorks.gov.uk
- Clare Barrowman, Health and Wellbeing Adviser 0-19,) on 01609 536808, clare.barrowman@northyorks.gov.uk

Rebecca Mason, Equalities Adviser 0-19, on 01609 798554 Rebecca.Mason@northyorks.gov.uk

G. Partnership with Parents

The school shares a purpose with parents to keep children safe from harm and to have their welfare promoted. There are regular sessions as part of the Parents Partnerships meetings as well as information sessions on Parent's Evenings. *There are also links to the following websites on our School website:*

NYSCB www.safeguardingchildren.co.uk

NSPCC www.nspcc.org.uk

CEOP <https://www.thinkuknow.co.uk/parents/>

Internet Matters <http://www.internetmatters.org/>

Parent Zone <http://www.theparentzone.co.uk/parent>

Childnet <http://www.childnet.com/resources/know-it-all-for-parents>

Parents Protect www.parentsprotect.co.uk

<http://www.direct.gov.uk/en/Parents/Schoolslearninganddevelopment/YourChildsWelfareAtSchool/index.htm>

We are committed to working with parents positively, openly and honestly. We ensure that all parents are treated with respect, dignity and courtesy. We respect parents' rights to privacy and confidentiality and will not share sensitive information unless we have permission or it is necessary to do so in order to protect a child.

School will share with parents any concerns we may have about their child unless to do so may place a child at risk of harm (see Section 3: 3 Action by Designated Senior Person)

We encourage parents to discuss any concerns they may have with Janet Coleman.

The child protection policy should be available publicly either via the school or college website or by other means.

We make parents aware of our policy by signposting it on our website and referring to it in regular newsletters.

H. Partnerships with other agencies

The school recognises that it is essential to establish positive and effective working relationships with other agencies The school recognises that it is essential to establish positive and effective working relationships with other agencies: the ESW service, Health professionals, YOT, Childrens' Social Care, Relate, targeted youth support and our local collaborative panel.

In practice, the school regularly leads on multi-agency meetings to secure effective outcomes for students.

All schools and colleges should allow access for children's social care or preventative service from the host local authority and, where appropriate, from a placing local authority, for that authority to conduct, or to consider whether to conduct, an assessment including under section 17 or section 47. Consent

from the parent and child (where of sufficient age and understanding) is required for assessments by the preventative service or under section 17.

School complies with the requirement under the Children Act 2004 to co-operate with other organisations and agencies in activities relating to children.

I. Prevent

In order to fulfil the Prevent duty, it is essential that staff are able to identify children who may be vulnerable to radicalisation, and know what to do when they are identified. Protecting children from the risk of radicalisation is seen as part of schools' wider safeguarding duties, and is similar in nature to protecting children from other harms (e.g. drugs, gangs, neglect, sexual exploitation), whether these come from within their family or are the product of outside influences.

Schools can also build pupils' resilience to radicalisation by promoting fundamental British values and enabling them to challenge extremist views. The Prevent duty is not intended to stop pupils debating controversial issues. On the contrary, school should provide a safe space in which children, young people and staff can understand the risks associated with terrorism and develop the knowledge and skills to be able to challenge extremist arguments.

Roles and responsibilities:

- The strategic Prevent lead in school is Janet Coleman
- She understands the expectations and key priorities to deliver Prevent and this is embedded within safeguarding procedures
- The senior leadership team and governing body are aware of the Prevent Strategy and its objectives
- There is a clear awareness of roles and responsibilities throughout the school. college, setting regarding Prevent
- The Prevent agenda and its objectives has been embedded within the appropriate safeguarding processes
- The school's premises do not give a platform for extremist speakers and events
- School provides a broad and balanced curriculum that helps protect pupils against extremism and promotes community cohesion: (see Appendix D)

Training:

- A training plan is in place so that key staff, including senior leaders, understand the risk of radicalisation and extremism and know how to recognise and refer children who may be vulnerable
- Details of training courses including frequency and availability are cascaded to all relevant staff
- Further training on the Prevent agenda is made available to the safeguarding leads where appropriate
- There is appropriate staff guidance and literature available to staff on the Prevent agenda
- All staff in the organisation have accessed appropriate prevent training for their role

A programme of 'Prevent' training and consultancy is available to schools through **SmartSolutions Online**: www.northyorks.gov.uk/smartsolutions

Three levels of support:

Level 1: Leadership consultancy focusing on Prevent including the WRAP3 training- Workshop to raise awareness of Prevent:

Level 2: Whole establishment consultancy focusing on Prevent:

Level 3: Next Step School Leadership support focusing on Prevent/British Values:

- Preventing Violent Extremism online course:
http://course.ncalt.com/Channel_General_Awareness/
The e- learning package can also be found on the North Yorkshire LSCB website accessed through the training brochure link.

Referrals:

- An appropriate internal Prevent risk assessment and referral process is in place
- All staff including the Prevent lead/DSP follows the NYSCB procedures www.safeguardingchildren.co.uk
- Partner agency communication channels are in place
- An audit trail for notification reports/referrals exists
- Prevent referrals/notifications are managed or overseen by The Prevent lead
- A process is in place to identify and develop 'lessons learnt'

J. Student Information

In order to keep children safe and provide appropriate care for them the school requires accurate and up to date information regarding:

- Names (including any previous names), address and date of birth of child
- Names and contact details of persons with whom the child normally lives
- Names and contact details of all persons with parental responsibility (if different from above)
- Emergency contact details (if different from above)
- Details of any persons authorised to collect the child from school (if different from above)
- Any relevant court orders in place including those which affect any person's access to the child (e.g. Residence Order, Contact Order, Care Order, Special Guardianship Order, Injunctions etc.)
- If the child is or has been subject to a Child Protection Plan
- Name and contact detail of key persons in other agencies, including GP
- Any other factors which may impact on the safety and welfare of the child

The school will collate, store and agree access to this information and follows the safe practice outlined in its data protection policy.

K. Related School Safeguarding Policies

Safeguarding is not just about protecting children from deliberate harm (child protection). It includes:

- protecting children from maltreatment

- preventing impairment of children's health or development
- ensuring that children are growing up in circumstances consistent with the provision of safe and effective care
- taking action to enable all children to have the best outcomes

Safeguarding action may be needed to protect children and learners from:

- neglect
- physical abuse
- sexual abuse
- emotional abuse
- bullying, including online bullying and prejudice-based bullying
- racist, disability and homophobic or transphobic abuse
- gender-based violence/violence against women and girls
- radicalisation and/or extremist behaviour
- child sexual exploitation and trafficking
- the impact of new technologies on sexual behaviour, for example sexting
- teenage relationship abuse
- substance misuse
- issues that may be specific to a local area or population, for example gang activity and youth violence
- domestic violence
- female genital mutilation
- forced marriage
- fabricated or induced illness
- poor parenting, particularly in relation to babies and young children
- other issues not listed here but that pose a risk to children and young people.

It relates to broader aspects of care and education, including:

- Children's and learners' health and safety and well-being
- the use of reasonable force
- meeting the needs of children and learners with medical conditions
- providing first aid
- educational visits

- intimate care and emotional well-being
- online safety and associated issues
- appropriate arrangements to ensure children's and learners' security, taking into account the local context.

NYCC guidance *Handbook for Educational Off-site Visits and Adventurous Activities*

NYCC guidance about Exchange visits and homestays both in the UK and abroad

<http://cyps.northyorks.gov.uk/index.aspx?articleid=21018>

NYCC Guidance for schools is available in: the PSE / Health and Wellbeing room; the Behaviour and Attendance room and the Sexual Orientation room on Fronter <https://fronter.com/northyorks/> (a school log in will be required)

NYCC Acceptable Use Agreement – ICT and E Technology *Example Acceptable Use Policies are available in the e-safeguarding room on <https://fronter.com/northyorks/>*

NYCC *Guidance for Safer Working Practice for Adults who work with Children and Young People in Education and Early Years' Settings.* <http://cyps.northyorks.gov.uk/index.aspx?articleid=15232>

(school to insert links to related school policies and arrangements)

L. Safer Recruitment and Selection

The school pays full regard to DfE guidance *Keeping Children Safe in Education July 2015*; the Protection of Freedoms Act 2012; the Childcare (Disqualification) Regulations 2009 and NYCC Schools' Recruitment procedures and guidance (login required)

<http://cyps.northyorks.gov.uk/index.aspx?articleid=14457>

We ensure that all appropriate measures are applied in relation to everyone who works in or on behalf of the school who is likely to be perceived by the children as a safe and trustworthy adult and follow NYCC guidance

Safer recruitment practice includes scrutinising applicants, verifying identity and academic or vocational qualifications, obtaining professional and character references, checking previous employment history and ensuring that a candidate has the health and physical capacity for the job. When undertaking interviews, the school has regard to the principles of Value Based Interviewing www.nspcc.org.uk

Where appropriate, the school

- Undertakes checks of: the Disclosure and Barring Service (DBS) Children's List, DBS and Teacher prohibition checks.
- And has regard to the requirements of the Childcare (Disqualification) Regulations 2009.

All NYCC school staff are made aware that they are required to notify the line manager of any convictions or cautions during employment with the Council or receive a Penalty Notice for Damage or Penalty Notice for Disorder. For those who drive on business at any point during their employment (Authority's vehicle or own vehicle), this includes all motoring offences dealt with through the courts and penalty points on driving licences - whether awarded by a court or through fixed penalty notices.

Statutory changes, underpinned by regulations, are that:

- schools must keep a single central record detailing a range of checks carried out on their staff
- an Enhanced DBS check is obtained for **all** new paid appointments to the school's workforce

- an Enhanced DBS check is obtained for volunteers further to a risk assessment considering the regularity, frequency, duration and nature of contact with children and the level of supervision of the volunteer by another person engaging in regulated activity (see paragraphs 83-90, Annex D *KCSiE 2015*)
- schools will ensure that any contracted staff are DBS checked where appropriate (see paragraphs 91-94 *KCSiE 2015*)
- schools will ensure that a check of any teacher prohibitions, including interim orders, is made on all teachers (see paragraphs 61-62 *KCSiE 2015*)
- all new appointments to the school workforce who have lived outside the UK are subject to additional checks as appropriate
- schools must satisfy themselves that agency and third-party staff have undergone the necessary checks

Since 1 January 2010 it has been mandatory that any appointments of maintained school staff are made by a recruitment panel that includes at least one person who has been trained in safer recruitment. Ofsted will request evidence as part of their inspections that each recruitment panel meets this requirement.

Andrew Galbraith (Headteacher), Julia Waines (Assistant Headteacher), Mary Corner (Chair of Governors), Graham Scott (Governor), Diane Haigh (Governor) and Elaine Jones (Business Manager) have undertaken training in Safer Recruitment available as follows

- NCSL website

One of the above will be involved in all staff and volunteer appointments and arrangements (including, where appropriate, contracted services).

Visitors

“Schools and colleges do not have the power to request DBS checks and barred list checks, or ask to see DBS certificates, for visitors (for example children’s relatives or other visitors attending a sports day). Headteachers and principals should use their professional judgment about the need to escort or supervise visitors.”

KCSiE 2015

M. Safer Working Practice

“All staff members should be aware of systems within their school or college which support safeguarding and these should be explained to them as part of staff induction. This includes: the school’s or college’s child protection policy; the school’s or college’s staff behaviour policy (sometimes called a code of conduct); and the designated safeguarding lead.”

KCSiE 2015

Staff behaviour policy

Schools are required to have in place a staff behaviour policy, (sometimes called a code of conduct). It is recommended that the school adopts and makes all staff & volunteers aware on induction of the NYCC Guidance for Safer Working Practice for Adults who work with Children and Young People in Education and Early Years’ Settings <http://cyps.northyorks.gov.uk/index.aspx?articleid=15232> and NSPCC Briefing *The role of schools, colleges and academies in protecting children from grooming and entrapment* www.nspcc.org.uk to ensure that staff are aware of behaviours which should be avoided and that staff and children are safe .

Safer working practice ensures that pupils are safe and that all staff:

- are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions;
- work in an open and transparent way;
- discuss and/or take advice from school management over any incident which may give rise to concern;
- record any incidents or decisions made;
- apply the same professional standards regardless of gender or sexuality;
- are aware that breaches of the law and other professional guidelines could result in criminal or disciplinary action being taken against them;

N. School Training and Staff Induction

School governors are responsible for ensuring that their staff are competent to carry out their responsibilities for safeguarding and promoting the welfare of children and creating an environment where staff feel able and are supported in their safeguarding role.

All staff (including temporary staff, school governors and volunteers) are provided with the school's child protection policy and informed of school's child protection arrangements on induction.

All staff should read at least part one of *Keeping Children Safe in Education July 2015*

All staff should complete training as outlined below and as identified in the school Training Needs' Analysis.

- The school's **Designated Senior Person** for child protection undertakes basic child protection training; reads the NYCC Induction pack available at <http://cyps.northyorks.gov.uk/index.aspx?articleid=13496>; attends the *Comprehensive Child Protection Pathway* course available via the Learning Zone and updates training at least every 2 years as identified in the school Training Needs analysis.
- The **Headteacher** undertakes basic child protection training; reads the NYCC Induction pack <http://cyps.northyorks.gov.uk/index.aspx?articleid=13496>; attends the *Comprehensive Child Protection Pathway* course available via the Learning Zone and updates child protection training regularly in line with advice from NYSCB.
- **All other school staff, including non-teaching staff and school governors**, undergo child protection training on induction which is updated regularly in line with advice from NYSCB.
- **School governors** access the NYCC training materials *Safeguarding the children in your school* @ <http://cyps.northyorks.gov.uk/index.aspx?articleid=15231>

Basic Awareness online training www.safeguardingchildren.co.uk

NYCC Child Protection Whole School training materials with teaching notes to enable DSP to deliver: <http://cyps.northyorks.gov.uk/index.aspx?articleid=15231>

Child Protection Whole School training must ensure staff are able to:

- understand the policy and procedures;
- understand individual staff responsibilities to ensure that concerns for the safety of a child are effectively addressed;
- identify signs of possible abuse and neglect at the earliest opportunity;
- respond in a timely and appropriate way including appropriate communication with children
- understand the role of the DSP;

- be aware of external avenues for notifying concerns including the use of escalation and whistle-blowing procedures;
- comply with record-keeping requirements;
- recognise grooming behaviour by adults including inappropriate sexual comments; excessive one-to-one attention or inappropriate sharing of images;
- recognise normal and concerning sexual behaviours of children;
- have up to date knowledge of safeguarding issues.

E-safety training available from NYCC Education and Skills team via SmartSolutions.

Female Genital Mutilation

<http://www.fgmelearning.co.uk/>

Domestic Abuse Basic Awareness

www.idas.org.uk/training/index.asp

Forced Marriage

<https://www.gov.uk/forced-marriage>

Prevent

O. Supervision, Support and Advice for Staff

All staff are given sufficient time, funding, supervision and support to fulfil their child welfare and safeguarding responsibilities effectively.

At Ebor Academy Filey, supervision provides support, coaching and training for staff and promotes the interests of children and fosters a culture of mutual support, teamwork and continuous improvement which encourages the confidential discussion of sensitive issues.

Supervision provides opportunities for staff to:

- discuss any issues – particularly concerning children’s development or well-being;
- identify solutions to address issues as they arise; and
- receive coaching to improve their personal effectiveness.

Regular staff appraisals are carried out to review their practice to ensure they improve; identify any training needs and secure opportunities for continued professional development for staff.

P. Vulnerable children:

All staff are particularly sensitive to signs that may indicate possible safeguarding concerns and follow appropriate NYSCB/LA guidance: *(School may wish to add to this policy, specific references to their internal procedures and any related policies with reference to below)*

- **Poor or irregular attendance and persistent lateness at school**
<http://cyps.northyorks.gov.uk/index.aspx?articleid=13580>
- **Children not attending school**
<http://www.safeguardingchildren.co.uk/section-9c-procedures.html>
- **Children Missing from Home or Care**
<http://www.safeguardingchildren.co.uk/section-9c-procedures.html>
<https://www.gov.uk/government/publications/children-who-run-away-or-go-missing-from-home-or-care>
- **Children not collected**
<http://cyps.northyorks.gov.uk/index.aspx?articleid=13496>
- **Female Genital Mutilation**

<http://www.safeguardingchildren.co.uk/section-9b-procedures.html>
<http://www.safeguardingchildren.co.uk/FGMPG.html>
<https://www.gov.uk/government/publications/female-genital-mutilation-multi-agency-practice-guidelines>

Online training is available @ <http://www.fgmelearning.co.uk/>

- **Forced Marriage**

<http://www.safeguardingchildren.co.uk/section-9b-procedures.html>

<https://www.gov.uk/forced-marriage>

- **Children who self-harm**

<http://www.safeguardingchildren.co.uk/section-9d-procedures.html>

- **Child Sexual Exploitation**

<https://www.gov.uk/government/publications/what-to-do-if-you-suspect-a-child-is-being-sexually-exploited>

<http://www.safeguardingchildren.co.uk/section-9d-procedures.html>

Online training available @ <http://www.safeguardingchildren.co.uk/news.html/91>

- **Children who are Bullied**

<http://www.safeguardingchildren.co.uk/section-9a-procedures.html>

- **Children who Sexually Harm**

<http://www.safeguardingchildren.co.uk/section-9d-procedures.html>

- **Children Privately fostered**

<http://www.safeguardingchildren.co.uk/section-9c-procedures.html>

- **Radicalisation to extremist behaviour**

Radicalisation to extremist behaviour

Prevent Duty statutory Guidance:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/417943/Prevent_Duty_Guidance_England_Wales.pdf

Channel Guidance:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/425189/Channel_Duty_Guidance_April_2015.pdf

DfE Safeguarding advice for schools: <https://www.gov.uk/government/news/new-safeguarding-advice-for-schools-and-childcare-providers>

DfE and Home Office Social media guide: <https://www.gov.uk/government/publications/the-use-of-social-media-for-online-radicalisation>

- **Children with Risk-taking behaviours**

<http://www.safeguardingchildren.co.uk/>

<https://fronter.com/northyorks>

- **Keeping your Child Safe Online**

<http://www.safeguardingchildren.co.uk/parents.carers/e.safetyforparents>
www.barnados.org.uk/barnados_be_safe_guide.pdf